



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



Safeguarding policy

Introduction

This policy, procedures and guidelines are concerned with the protection of all young people and vulnerable adults that attend Gorse Hill City Farm. It is designed primarily to help staff at the farm to recognise and respond to cases of abuse, in particular to:

- Provide mechanisms to help safeguard young people and vulnerable adults from abuse and/or exploitation
- Reduce and prevent incidents of abuse
- Respond quickly and sensitively to suspicions or disclosed incidents of abuse
- Provide a process for staff who have issues of concern in respect to suspected, disclosed or observed abuse
- Increase awareness of issues concerning the abuse of young people

The policy, procedure and guidelines are in accordance with the Council's Safeguarding Young People and Young People and Vulnerable Adults Policies and Procedures.

This policy applies to all staff working at Gorse Hill City Farm. It includes those involved in recruiting staff and volunteers. Where the policy, procedures and guidelines refer to staff it includes members of the voluntary Management Committee.

Responsibilities

All staff have a duty of care to all service users, to recognise the signs of abuse and to take action where it is reported. Staff will receive training on what abuse is, how to recognise abuse and report it. The policy and procedures commit staff and volunteers to responding promptly to all allegations or suspicions of abuse.



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



The Voluntary Management Committee, Farm Manager and the Designated Safeguarding Officer (Designated Person) will ensure that the Safeguarding policy is implemented consistently across the charity.

The Designated Person has responsibility for recording all instances of alleged or reported abuse. Staff should approach the designated person with any concerns of abuse.

The Designated Person at Gorse Hill City Farm will:

- Alert Local Safeguarding Children Board and/or The Safeguarding Adults Unit and/or the police to cases of abuse
- Document all actions, conversations and reasons for decisions made
- Ensure that all staff are familiar with the Safeguarding Policy, Procedures and Guidelines.
- Have joint responsibility with the Management Committee to ensure that Safeguarding Policies and procedures are followed and kept up to date.

Governing principles

The fundamental principle that underpins the Safeguarding policy, procedures and guidance of Gorse Hill City Farm is that all young people and vulnerable adults have the right to live their lives free from violence, fear and abuse.

Safety and protection

Gorse Hill City Farm's primary priority is to ensure the safety and protection of young people and vulnerable adults. The farm will work together with other local agencies to uphold the right of young people and vulnerable adults from harm and exploitation.

Confidentiality

Young people and vulnerable adults have the right to expect that any information they give to Gorse Hill City Farm and other local agencies, will be treated with care and confidentiality. Where the Designated Person considers that there is suspected abuse they may need to disclose confidential information to the relevant authority and other agencies. In such a situation every reasonable effort will be made to inform the individual (young person/vulnerable



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



adult) that disclosure to a third party will be necessary. Where such a need is established, disclosure should be on a 'need to know' basis and limited in terms of the information passed and the third parties to whom it is disclosed.

Choice and Consent

Young people and vulnerable adults have the right to express their wishes and priorities and to be personally involved when plans are made for their care. Every effort should be made to enable young people and vulnerable adults to express their wishes in a way that is appropriate to them.

Information Sharing

In order to protect young people and vulnerable adults, it will be necessary to share appropriate information, which would be regarded as confidential in other circumstances. Information about an individual(s) who may be at risk of harm through abuse must be shared within the framework of the Council's Safeguarding Young people and Vulnerable Adults Procedure. Staff will need to be able to justify why they are sharing information with another agency. However, the duty to protect an individual or others will in most cases outweigh the need to adhere to data protection and to maintain confidentiality.

Definitions

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

(Department of Health, March 2000)

Vulnerable Adult is a person aged 18 years or over "who is or may be in need of community care services by reason of mental or other disability, age or illness: and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation" (from "Who Decides", Lord Chancellor's Department,1997).



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



Safeguards

The following safeguards are in place to protect young people and vulnerable adults.

Selection of staff and volunteers:

- All staff and volunteers will complete an application form, where they will state whether they have any criminal convictions.
- All shortlisted candidates will be interviewed
- All prospective staff will be asked to provide photographic evidence
- Two references will be taken up prior to the appointment of the individual
- All applicants who wish to work with young people and vulnerable adults will need to agree to an enhanced Disclosure and Barring Service (DBS) check

Training:

- Staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis.
- Training will be given on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality

Monitoring and review

The policy and procedures will be reviewed on an annual basis by the Management Committee.

Related documents

This policy document should be read in conjunction with the Gorse Hill City Farm's Child Protection, Disciplinary, Confidentiality, Data Protection, Recruitment and Selection and Whistle Blowing Policies. It also infers reference to the Equal Opportunities policy.



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



Safeguarding Guidance

Awareness Information

Abuse may be a single act or one that happens repeatedly. It may be planned or reactive as well as intentional or unintentional. It can also happen due to ignorance or due to the abuser needing help themselves. Some factors that may place people at particular risk of being abused are described in the list below. However, the presence of one or more of these factors does not automatically imply that abuse has or may occur.

- Poor communication or a break down of communication
- Poor/unclear working procedures
- An inappropriate or dangerous physical or psychological environment
- Mental health problems
- Learning disabilities
- Physical disabilities
- Dependence on others
- Unequal power relationships
- Considerable changes in lifestyle
- Emotional and social isolation
- Individual needs in excess of staff/ agency's ability to meet them

People can be abused in different ways. Below are some of the different types of abuse and the indicators of abuse.

Physical Abuse

Any physical pain, suffering or injury which is inflicted by a person who has responsibility, charge, care or custody of, or who has a position of or expectation of trust to an individual, constitutes physical abuse. This includes but is not limited to assault, physical restraint, hitting, slapping, burning, pushing, kicking, misuse of medication, rough handling, deprivation of care and necessities.

Friends of Leicester City Farm Limited, Registered Charity #1000575

Friends of Leicester City Farm Limited, Registered Company Number in England and Wales #02544208

The Farmers Hut Limited, Registered Company Number in England and Wales #12051814



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



Physical abuse includes injuries that are not explained satisfactorily where there is concern that the injury was inflicted intentionally.

Physical abuse can also include situations where people are caused unreasonable physical discomfort through the deliberate withholding of care, or the application of inappropriate techniques or treatments. Deprivation of food and water and involuntary isolation and confinement. An overlap with neglect can be a feature of physical abuse.

Possible Indicators of Physical Abuse

The signs of physical abuse are often evident but can also be hidden by the abuser or the victim. Evidence to look out for may include:

- Any injury not fully explained by the history given
- Self inflicted injury
- Unexplained bruises and welts on in various stages of healing or not properly treated
- Unexplained burns, especially on soles of feet, palms and back
- Immersion burns, rope burns, electrical appliance burns
- Unexplained fractures to any part of the body
- Lack of personal care and hygiene
- Inadequate or inappropriate clothing
- Soiled clothing
- Dehydration and/or malnourished without illness-related cause
- Inappropriate use of medication, overdosing or under-dosing

Emotional Abuse

Any behaviour by another that results in psychological harm to an individual constitutes this type of abuse.



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



Emotional abuse includes but is not limited to harassing, ignoring, blaming, humiliating, threatening harm or abandonment, contact deprivation, controlling, intimidation, harassment; coercion, verbal abuse/insults, racial slurs, lack of privacy, lack of respect of cultural diversity, denial of dignity.

Possible indicators of Emotional Abuse

Emotional abuse can have a profound impact on someone's mental health; they can feel trapped, threatened, humiliated, used or a combination of all these. Most signs therefore relate to someone's mental state, and changes in behaviour:

- Helplessness
- Hesitation to talk openly
- Implausible stories
- Confusion or disorientation
- Anger without apparent cause
- Sudden change in behaviour
- Emotionally upset or agitated
- Unusual behaviour (sucking, biting, or rocking)
- Unexplained fear
- Denial of a situation
- Extremely withdrawn and non communicative or non responsive

Sexual Abuse

Any sexual act that a person takes part or is forced to take part in without their informed consent constitutes sexual abuse. This is defined as the involvement of young people or vulnerable adults in sexual activities which either

- they do not want and have not consented to
- they cannot understand
- take place where the other party is in a position of trust, power or authority



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



It includes but is not limited to rape, sexual harassment, fondling, inappropriate touching, use of sexual or offensive language.

Possible Indicators of Sexual Abuse

As with other forms of abuse, the behaviour of the abused person may indicate that something is wrong.

- Full or partial disclosure or hints of sexual abuse
- Wetting/soiling
- Torn, stained or bloody clothing
- Love bite
- Marked changes in behaviour
- Person reporting that they have bruises around intimate areas of their body

Neglect

Neglect is the deprivation to perform activities of daily living. It can also be the failure to intervene in behaviour which is dangerous to the individual or to others. Not all neglect is intentional. It can occur when the caregiver can not cope or does not have the necessary resources or support.

It may include but is not limited to failing to provide basic necessities such as food, heat, comfort, clothing, hygiene, medical treatment, mental stimulation. Also failing to provide access to health or social care and failing to recognise or be aware of a person's cultural needs and norms.

Possible Indicators of Neglect

Neglect will often manifest in the physical, social or health circumstances of the person and can include:

- Dirt, faecal or urine smell, or other health and safety hazards and unsanitary and unclean conditions in personal presentation and/or living environment
- Rashes, sores or lice on the body
- An untreated medical condition



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



- Inadequate heating
- Clothing is inadequate or in bad condition, smelling of staleness and urine
- Evidence of malnutrition or dehydration
- Poor personal hygiene
- Failure to ensure appropriate privacy and dignity
- There is evidence of the withholding of medication or over-medication
- There is evidence of a lack of assistance with eating and drinking;

In considering neglect it is also important to recognise that there are occasions when someone will choose a particular lifestyle that is considered by others to be poor. There is a difference between a chosen pattern of behaviour and neglect by others that causes deterioration in a person's circumstances and condition. If there is doubt, staff should report their concerns to the Designated Person immediately.

Who can abuse

Both men, women and young people can be at risk of being abused. The abuser may be known to the person being abused. They may be:

- a partner, child or relative
- a friend or neighbour
- a paid or volunteer worker
- a health or social worker, or other professional
- young people may also be abused by a person they care for

Often, the people who abuse young people are exploiting a special relationship. They are in a position of trust, whether through family bonds, friendship or through an employed (paid/unpaid) role, and they exploit that trust.

Sometimes however, abuse is not intentional. It can be because someone lacks the skills or external support necessary to adequately support another person. We call this passive abuse because it is unintentional.



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



That does not mean that the impact on the person is any less, but it can help us to understand how best to address the abuse.

Where does abuse occur?

Abuse can occur anywhere:

- in someone's own home
- in a carer's home
- in a day centre
- in a school
- in a residential home, or a nursing home
- in a hospital

What to do if abuse is suspected

Do

- Do stay calm
- Do ensure the safety of the individual and yourself
- Do assess the need for emergency services
- Do listen attentively to what the person says and pay attention to body language
- Do take it seriously – even if it is not making much sense to you at present
- Do reassure the person they are right to tell you
- Do explain to the person what action you will be taking
- Do inform the Designated Person as soon as possible
- Do follow closely the Safeguarding Procedures in place
- Do write down **exact** details of the conversation you have had with the individual (making sure not to prompt/or imply)
- Do take all precautions to preserve evidence



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



- Do report to the Designated Person/ Line Manager (or another Senior Manager if the line manager/Designated person is implicated in the abuse)

Don't

- Do not panic
- Do not show that you are shocked or that you do not believe them
- Do not be judgemental or make assumptions
- Do not stop someone who is freely recalling significant events
- Do not launch into an investigation of your own
- Do not press for more details or question excessively
- Do not make a promise to keep it secret or other promises you can not keep
- Do not try and sort this out - stick to the procedure
- Do not contact or confront alleged abuser
- Do not tell people who do not need to know - confidentiality is important
- Do not disturb or destroy possible evidence eg, clean person up, wash clothes



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



Safeguarding Procedures

Action for staff if there are signs or there is a suspicion of abuse

In all cases, where a member of staff observes, is notified of, or suspects that a person has been abused, they must gather as much information as possible of the incident and notify their concerns to the Designated Person as soon as possible.

In gathering information about the suspected abuse, staff and volunteers should pay particular attention to:

- What the person says about the impact of the alleged abuse on their physical, emotional and psychological wellbeing;
- The duration and frequency of the alleged abuse;
- The level of personal support needed by the individual, and whether that support is normally provided by the alleged perpetrator;
- The extent of premeditation, threat or coercion;
- The context in which the alleged abuse takes place;
- The length of time it has been occurring;
- The nature, degree and extent of the abuse;
- The risk of repeated or increasingly serious acts involving the individual
- The capacity of the person

Under no circumstances should staff undertake any investigation. (See the guidance notes for Do's and Don'ts on receiving or suspecting an allegation of abuse).

Where a client does not speak English it is not appropriate to ask a family member to interpret. Where necessary, an interpreter must be found.

Staff should explain:

Friends of Leicester City Farm Limited, Registered Charity #1000575
Friends of Leicester City Farm Limited, Registered Company Number in England and Wales #02544208
The Farmers Hut Limited, Registered Company Number in England and Wales #12051814



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



- That what is happening to them is not acceptable
- What action staff will be taking, including the duty of care to report to the Local Safeguarding Children Board and/or The Safeguarding Adults Unit.
- Where further help and support is available (eg. Action on Elder Abuse, Victim Support, Advocacy Partners or the Age Concern advocacy project).

Staff should write up **detailed** notes of the incident/disclosure, outlining what they were told and the conversation they had with the individual as soon as possible after the event. Staff should record the person's own words and the language used but do not take a statement. The notes should be signed and dated by the member of staff and must be passed to the Designated Person as soon as possible.

Assessing whether to report

Staff have a duty of care to report any suspected abuse of a vulnerable adult (or an adult who could be deemed vulnerable as a result of the abuse), regardless of whether consent has been given, so that appropriate action can be taken.

The definition of a vulnerable adult is someone aged over 18 who

- is or may be in need of community care services by reason of mental or other disability, age or illness *and*
- is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation

Where the person is not deemed vulnerable, staff have a duty to report in the following circumstances:

- Where there is an immediate risk of significant harm
- Where there is evidence that there is a risk of serious harm to other people



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



- Where there is evidence that there is a serious health risk to an individual
- When a crime is suspected
- For the prevention or detection of a crime
- Where allegations involve a member of staff, paid worker or volunteer

Where possible, this duty to report will always be discussed with the victim prior to the information being shared.

In all other circumstances, consent should be sought from the individual (where appropriate) before reporting suspected abuse.

Capacity

Staff need to assess the capacity of the person and should use their best judgement in making this decision but any action taken must be done so in full discussion and with approval of a senior manager. If it is thought that the person lacks capacity then consent is not an influencing decision and staff should make a decision on reporting to Local Safeguarding Children Board and/or The Safeguarding Adults Unit without reference to whether or not consent is given.

If staff do not think the person has capacity, they need to detail why they think that the person does not have capacity and these reasons need to be detailed on the young person notes.

Reporting

In all cases staff should consult with a Manager or the Designated Person, any allegation of abuse of a young person or a vulnerable adult has to be referred to the Local Safeguarding Children Board and/or The Safeguarding Adults Unit (see the definition of Vulnerable Adult in the policy document).



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



On being notified of actual or suspected abuse, the Designated Person and Management must respond quickly and sensitively. Details of abuse against young people can be very disturbing and may require delicate handling.

When the particular circumstances of the incident are obtained, staff must alert the Local Safeguarding Children Board and/or The Safeguarding Adults Unit. The alert to the Local Safeguarding Children Board and/or The Safeguarding Adults Unit should ideally be immediate or at least within 24 hours of being notified about the abuse. The alert to the Local Safeguarding Children Board and/or The Safeguarding Adults Unit should ideally be made over the telephone (see contact details below) or by completing the LSCB Agency Referral Form To Children's Social Care (see attached).

Recording

The member of staff who received the initial allegation or suspicion of abuse should make detailed notes as follows:

- records of what the client actually said, using their own words and phrases
- record any questions which are actually asked
- description of the circumstances that brought about the disclosure
- make notes of the setting and any others present at time of disclosure
- inclusion of observations of their behaviour and physical condition
- recording of facts not opinions
- dates and times, including signature and who record sent to
- written in black ink

All records of actual or suspected abuse should be signed and dated by the member of staff. The completed documentation should be put on the individual's file if they have one or retained by the Designated Person.



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



If the decision is taken not to alert then that is still considered as taking a decision and the reasons for taking this course of action should be recorded as a matter of good practice.

Action required if there are allegations of abuse against a worker or volunteer

If an allegation of abuse is made against a member of staff or a volunteer, please refer to the Whistleblowing and Disciplinary policy. Managers will also need to alert the Local Safeguarding Children Board and/or The Safeguarding Adults Unit to the alleged abuse.

Who to contact if abuse is suspected:

Children and Young People's Service

1 Grey Friars, Leicester, LE1 5PH

Minicom/TexBox: 0116 252 7011

Emergencies: **0116 255 1606 (outside office hours only, weekends, etc)**

Leicester Safeguarding Adults Board

LSAB Office c/o The Safeguarding Adults Unit,

Leicester City Council, Room S2, 2nd Floor,

1-5 Greyfriars,

Leicester,

LE1 5PH.

Tel: 0116 256 5295.

Fax: 0116 256 5140.

Email: LSAB@leicester.gov.uk

Police: **0116 222 2222**



**Friends of Leicester City Farm Ltd
& The Farmers Hut Limited
GORSE HILL CITY FARM
Anstey Lane, Leicester
LE4 0FJ**



Advice and guidance can also be sought from:

Leicester Safeguarding Children Board

6 St Martins

Leicester

LE1 5DB

Tel: 0116 4546520

Email: lcitylscb@leicester.gov.uk

Reviewed January 2016

Reviewed January 2017

Reviewed January 2018

Reviewed January 2019

Reviewed January July 2021