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**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY**

**1. POLICY STATEMENT**

Mossburn Community Farm is committed to ensuring the safety and protection of all young people and vulnerable adults through the operation of our Safeguarding Children and Vulnerable Adults Protection Policy standards set out within this document. This safeguarding policy includes all employees and volunteers.

The aim of the policy is to promote good practice, providing young people and vulnerable adults with appropriate safety and protection and to allow all staff and volunteers to make informed and confident responses to specific child and vulnerable adult protection issues.

Mossburn Community Farm works directly with children and vulnerable adults on a range of projects and has a responsibility to promote the wellbeing and safety of all people it encounters. Mossburn believes that it is always unacceptable for a person to experience abuse or neglect of any kind and is committed to a practice that protects children and vulnerable adults from harm and recognises its duty to ensure that appropriate action is taken where a child or vulnerable adult is experiencing harm or is at risk of harm.

Mossburn Community Farm is committed to the following:

* That the welfare of young persons and vulnerable adults is paramount.
* That all concerns, suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
* All young people and vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity, should be able to participate in activities offered by Mossburn, in a safe environment.
* Taking all reasonable steps to protect young people and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
* That young people and vulnerable adults should be listened to as well as given opportunities to assist in the development of safeguarding and child protection good practice.
	1. **Monitoring and Review**

The implementation of procedures will be regularly monitored and reviewed. The Designated Safeguarding Officer (DSO) at Mossburn Community Farm will regularly report progress, challenges, achievements and areas where changes are required to the board of trustees.

The policy will be reviewed every year or whenever there is a major change in the organisation or in relevant legislation and/or good practice guidelines.

**2. PURPOSE**

* To safeguard and promote the wellbeing of the children and vulnerable adults involved in Mossburn Community Farm.
* To ensure that all employees and others covered by this policy understand the context within which checking with the Protecting Vulnerable Groups (PVG) takes place.
* To provide all employees with guidance on how they should behave if they suspect that a child or vulnerable adult may be experiencing or be at risk from abuse or harm.
* To guide employees on how to respond to - and report – concerns.
* To ensure compatibility with other Mossburn Community Farm’s policies.

**3. WHO IS AFFECTED BY THIS POLICY?**

This policy applies to all paid employees, volunteers, board of trustees working on behalf of Mossburn Community Farm in any capacity and in any setting.

Children or young adults involved in the work of Mossburn Community Farm should be made aware of Mossburn’s safeguarding policies and procedures. Those with specific communication needs because of language or disability should have access to information in appropriate forms to ensure their understanding.

This policy relates to all children up to 16 years of age and people up to the age of 18 years as defined under the Children and Young People (Scotland) Act 2014. This policy includes children with whom Mossburn has direct or indirect contact, for example children known to adults with whom Mossburn works directly.

This policy also relates to vulnerable adults who need to be safeguarded from harm.

In project proposals, Mossburn Community Farm’s safeguarding policies should be mentioned and attached where appropriate.

**4. LEGAL FRAMEWORK**

Everyone has a right to be safeguarded from abuse or neglect. There is a legislative framework in place to safeguard children and vulnerable adults through The Children Act 1989 (as amended by section 53 of the Children Act 2004) and the Safeguarding Vulnerable Groups Act 2006.

Further guidance that sets out the requirements and expectations on professionals to work together to effectively safeguard children include *Working Together to Safeguard Children* (2015), *Safeguarding Disabled Children: Practice Guidance* (2009) and *What to do if you’re worried a child is being abused* (2015) (Department for Education 2015).

**5. GENERAL PRINCIPLES**

Safeguarding relates to the action taken to promote the welfare of children and vulnerable adults and to protect them from harm.

All staff should have a basic awareness of safeguarding issues. This includes:

* Being alert to the possibility of abuse and neglect.
* Having enough knowledge to recognise an abusive or potentially abusive event or set of circumstances.
* Knowing who in the organisation to raise concerns with.
* Being competent to take the appropriate immediate or emergency action.

If any member of staff has any concerns about a child or vulnerable adult, they must alert Mossburn Community Farm’s Designated Safeguarding Officer (DSO) immediately. If the DSO agrees there are grounds for concern, they must take appropriate action to safeguard the child or vulnerable adult. This may include contacting the relevant local authority social care service or the local police child abuse investigation team.

**If a child or vulnerable adult is in immediate danger the member of staff who first becomes aware of the danger should dial 999 for the police.**

The above may include concerns about a member of staff, a suspicion that a child or vulnerable adult is being abused or neglected, or a suspicion that an activity is taking place that could place a person at risk. If the concern relates to a member of staff, Mossburn Community Farm’s DSO should contact the local authority designated officer (LADO) responsible for providing advice and liaison in such cases. This is a general guide as the role of the LADO is expected to change, additionally some local authorities will have new multi-agency safeguarding arrangements.

In any situation where there is a suspicion of abuse, the welfare needs of the child or vulnerable adult must come first even where there may be a conflict of interest (e.g. where the suspected perpetrator may be a member of staff).

**6. WHAT CONSTITUTES ABUSE?**

Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a person’s safety, wellbeing and development. Abuse can be physical, sexual, mental or emotional. Abuse may not, however, fall easily into these categories and staff/associates are not expected to be experts in the field.

Neglect also constitutes abuse but can be defined as failing to provide or secure a child or vulnerable adult with the basic needs required for physical safety and wellbeing.

Mossburn Community Farm recognises that a person’s welfare is paramount and that all children and vulnerable adults - regardless of age, disability, gender, racial heritage, religious belief and sexual orientation or identity - have the right to protection from all types of harm and abuse.

**6.1. Categories of abuse**

Children and vulnerable adults can experience abuse in several ways.

Forms of abuse that may affect children and vulnerable adults include:

* Abuse of trust
* Child sexual exploitation
* Child Trafficking
* Discriminatory abuse
* Domestic violence or abuse
* Emotional Abuse
* Female Genital Mutilation (FGM)
* Financial or material abuse
* Grooming
* Harmful sexual behaviour
* Mental Abuse
* Modern slavery
* Neglect
* Online abuse
* Organisational or institutional abuse
* Physical Abuse
* Psychological or emotional abuse
* Radicalisation of children or vulnerable adults
* Self-neglect
* Sexual Abuse

These categories can overlap, and an abused child or adult often suffers more than one type of abuse.

Disabled children and young people are particularly vulnerable to abuse in any form. Safeguards for disabled children are essentially the same as for non-disabled children. Staff must maintain high standards of practice, remain vigilant to the possibility of a child being abused and minimise situations of risk. All staff must ensure that the children they work with know how to raise concerns and have access to interpreters/specialist workers and other aids to communication if required. Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with the procedures set out in this policy. The same thresholds for action apply. Where concerns are raised about a child who has communication difficulties, appropriate support, interpreting services and communication aids must be secured.

**7. PROCEDURES FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

**7.1. Organisation duties and responsibilities**

* Raise awareness of the need to protect children and vulnerable adults and reduce risks to them.
* Ensure that staff in contact with children and vulnerable adults have the requisite knowledge, skill and qualifications to carry out their jobs safely and effectively.
* Ensure safe practice when working in partnership with other organisations, that they have in place adequate safeguarding arrangements, including appropriate policies and mechanisms to provide assurance on compliance.
* Maintain an organisation that is safe for all staff, children and vulnerable adults and an environment where poor practice is challenged.
* Ensure that all staff, volunteers, associates, and board of trustees who will be working with children and vulnerable adults’ consent to vetting through the Protecting Vulnerable Groups (PVG) where applicable.
* Ensure that when abuse is suspected or disclosed, it is clear what action must be taken.
* Ensure that the Designated Safeguarding Officer is accountable for the effective implementation of this policy.
* Ensure that all staff receive a copy of safeguarding policies, are trained in their meaning and application and understand their responsibilities.

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**7.2. Responsibilities of the Designated Safeguarding Officer**

The Designated Safeguarding Officer (DSO) is responsible for ensuring that safeguarding is given high priority at Mossburn Community Farm. Specific responsibilities include:

* Providing support and advice to all staff on safeguarding matters related to children and vulnerable adults.
* Ensuring that all members of staff receive training on child protection and safeguarding as part of their induction, and on an on-going basis where required.
* Managing referrals/cases reported and working with the board of trustees to ensure resolutions.
* Carrying out referrals to the relevant local authority social care team where abuse of a child or vulnerable adult is reported or suspected.
* Referring the matter to the local authority designated officer (LADO) where a member of staff is suspected of abuse.
* Maintaining an overview of safeguarding issues and monitoring the implementation of this policy, in conjunction with the administrations manager.

The DSO has responsibility for deciding whether to refer any reported matters onto the police or to the local authority social care service. Where possible, referrals should be made on the same working day and certainly **within 24 hours**. It is the responsibility of the DSO to decide whether the parents/carers (if applicable) of the child or young person should be informed of the referral.

**7.3. Responsibilities of Board of Trustees**

To comply with their duties, the board of trustees must react responsibly to reports of safeguarding risks and incidents of abuse and take steps to make sure all staff know how to deal with these.

Board of trustees’ members should report a serious incident to the appropriate agencies if:

* Beneficiaries have been, or are alleged to have been, abused or mistreated while under the care of Mossburn Community Farm, or by someone connected with Mossburn Community Farm, for example a board member, staff member or volunteer.
* There has been an incident where someone has been abused or mistreated (alleged or actual) and this relates to activities carried out at Mossburn Community Farm.
* There has been a breach of procedures or policies at Mossburn Community Farm which has put beneficiaries at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children or adults.

**7.4. Employee responsibilities**

All staff at Mossburn Community Farm have a responsibility to ensure the safety of children and vulnerable adults with whom they work. It is the responsibility of staff to promote good practice and minimise and manage potential risks. All staff – including volunteers and associates - must be aware of the requirements within these procedures.

**Action to safeguard:**

If a member of staff suspects that a child or vulnerable adult is being harmed by experiencing, or already has experienced abuse or neglect and/or is likely to suffer harm in the future, they must talk to the Designated Safeguarding Officer. The DSO will agree next steps including making any necessary referrals

If anyone other than the DSO makes a referral, they should inform the DSO as soon as possible.

**It is not the responsibility of staff at Mossburn Community Farm to decide whether abuse has taken place. It is the responsibility of staff at Mossburn Community Farm to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect the young person and/or vulnerable adult.**

**If a member of staff is concerned that a child is in immediate danger, or requires immediate medical treatment, they should call the police and/or emergency medical services on 999 straight away.**

**8. STAFF BEHAVIOUR**

**8.1. Code of conduct**

Mossburn Community Farm staff working with children and/or vulnerable adults may be required to undergo awareness training.

Staff should not:

* Ask overly personal questions, including those about age or appearance (unless specifically related to a work project, in which case it must be documented).
* Send/give out material that could be considered offensive, which includes material on social media sites.
* Suggest or imply a personal relationship could develop.
* Take an aggressive or bullying tone.
* Have physical contact.
* Offer or accept personal gifts.
* Travel alone with a young and/or vulnerable person unless necessary and agreed in writing by the project manager.

**8.2. Website/online safety**

Any project that provides service users with direct access to the Internet must have protocols in place to ensure safe use.

The Internet is a significant tool in the distribution of indecent photographs and some adults use the Internet to try to establish contact with young and/or vulnerable people to “groom” them for inappropriate or abusive relationships. Mossburn Community Farm would consider staff involvement in such activities as gross misconduct, which could ultimately lead to dismissal and referral for police investigation.

**8.3. Presence on websites and social media**

Staff should take care when communicating with others online, particularly when identifying themselves as staff members from Mossburn Community Farm and when in contact with children and vulnerable adults.

**8.4. Mossburn Community Farm staff obtaining and accessing inappropriate text and images**

Many websites contain offensive, obscene or indecent material such as:

* Sexually explicit images and related material.
* Advocating of illegal activities.
* Advocating intolerance for others.

Staff members authorised to use the Internet must not download pornographic or other unsuitable material on to Mossburn Community Farm machines or distribute such material to others. Mossburn Community Farm would consider this gross misconduct which could ultimately lead to dismissal and referral for police investigation.

In addition, users must not place any material on to the Internet that would be considered inappropriate, offensive or disrespectful of others. Disciplinary action will be taken against staff that breach this policy.

Where this is done inadvertently, the user must escape from the website and/or delete the material immediately. They should also report the incident to the DSO or Project Manager. Breach of this will be treated as gross misconduct.

**9. CONFIDENTIALITY AND SHARING INFORMATION**

**9.1. Confidentiality and the possible impact on the child or vulnerable adult**

In any work with children and/or vulnerable adults it is important to be clear about confidentiality. Confidentiality and safeguarding should be discussed with children and/or vulnerable adults at the beginning of any piece of work and reminders and information given from time to time, to ensure that they understand the processes and what responsibilities members of staff have. It is essential to be clear about the limits of confidentiality well before any such matter arises.

While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject’s consent, it is essential that staff respond quickly where they have concerns or suspicions of abuse. Any concerns about confidentiality should not override the rights of children and/or vulnerable adults at risk of, or suffering, harm. Mossburn Community Farm’s responsibility for protecting children and vulnerable adults means that, where necessary to protect welfare, it will breach confidentiality to raise concerns.

Information sharing must be done in a way that is compliant with the General Data Protection Regulation and Data Protection Act 2018, the Human Rights Act 1998 and the common law duty of confidentiality. However, a concern for confidentiality must never be used as a justification for withholding information when it would be in the child or vulnerable adult’s best interests to share information.

**9.2. Do not promise to keep secrets.**

Should it become necessary to pass on information shared by another party this decision should always be discussed with the person in question and where possible their cooperation sought beforehand. Explanations of the reasons; processes; likely sequence of events; and who to contact for information or for support should also be provided.

When a child or vulnerable adult makes an allegation of abuse, they may hope that the abuse will stop without further enquiries. They may fear the effect this will have on their family and may fear retribution from the abuser. They should be helped to understand why the referral (to the Designated Safeguarding Officer) must be made and what is likely to happen as a result. It is important to reassure the child or vulnerable adult, but they must not be told that their allegation will be treated in a particular way or that the information will be kept a secret.

**A record should be kept of any decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.**

**9.3. Confidential Record-Keeping**

Even if a concern has been discussed with the DSO, it is important that all concerns are properly recorded in writing whether further action is taken or not. Mossburn Community Farm has a standard **Safeguarding & Child/Vulnerable Adult Protection Report form (Appendix B)** for recording suspected abuse to help people record relevant information. **This form must be used for all concerns and passed as soon as possible to the DSO.**

It is important that concerns raised are recorded accurately and in detail. All discussions should end with clear and explicit recorded agreement about who will be taking what action. Where no further action is the outcome the reason for this should be clearly recorded.

Some of the information requested by the form may not be available. Staff should not pursue the questioning of the child or vulnerable adult for this information if it is not given freely. There should be no delay in reporting the matter by waiting for all the information.

In completing the form, it is important not to write speculative comments but to stick to the facts. Staff’s opinion may be crucial, but it should be recorded as an opinion and any evidence stated to support these opinions. Records pertaining to issues of child protection may be accessible to third parties such as Children’s Services, Police, the Courts and Solicitors.

Records must be kept securely in a locked place or file to which access is restricted. The charity manager has a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information - verbally, through the mail, electronically, *etc.* - should be done in such a way that confidentiality is maintained.

**On and off-site activities**

A Risk Assessment should be carried out at least 48 hours before any activity involving a child and/or vulnerable adult takes place. Safeguarding and Code of Conduct procedures apply whether the activity is on or off-site.

**10. SAFE RECRUITMENT**

**10.1. Recruiting staff**

The Protection of Freedoms Act 2012 under the Safeguarding Vulnerable Groups Act 2006 sets out that it is an offence for an employer to knowingly employ someone in a regulated position if they are prohibited from doing so. Where there is regular contact but not ‘regulated’ i.e. supervised it is still possible to consider an enhanced criminal records check but this will not include a check of the Protecting Vulnerable Groups (PVG).

Some roles at Mossburn Community Farm, whilst not ‘regulated positions’, may involve working directly with children and/or vulnerable adults. Activities could include (but are not limited to): convening meetings; holding focus groups; and conducting interviews with children and/or vulnerable adults. Where this is the case, the relevant member of staff will be required to have a PVG check carried out prior to commencing any direct work with children and/or vulnerable adults.

**10.2. Supporting staff**

It is the responsibility of the charity manager to ensure that all staff are aware of and understand the procedures and have levels of knowledge and skills commensurate to the level and nature of their direct involvement with children and/or adults.

All staff should:

* Be supervised and supported in their work.
* Work to Mossburn Community Farm’s safeguarding procedures which are reviewed and updated as necessary.
* Receive training in safeguarding at a level appropriate to their work situation.
* Be able to raise concerns about poor and dangerous practice.
* Have training and support as required to effectively discharge their responsibilities.

**10.3. Allegations against staff**

Any suspicion, allegation or actual abuse of a child or vulnerable adult by an employee, volunteer and/or board of trustee member must be reported to the Designated Safeguarding Officer or to the board of trustees immediately.

Concerns about staff must be treated with the same rigour as other concerns. If there are concerns that abuse has taken place the DSO will pass this information to the Local Authority Designated Officer for investigation. The DSO and charity manager will also need to refer to the Disciplinary Policy and Procedure and decide whether the member of staff should be suspended pending a full investigation.

There may be instances when a staff member’s performance or conduct when working with children and/or vulnerable adults will lead to Mossburn Community Farm’s disciplinary procedures being invoked. The nature of the concern about the staff member’s conduct and/or performance will determine how and what disciplinary action is taken.

**On occasion, a child or vulnerable adult may abuse another child or vulnerable adult. Safeguarding procedures should be followed in respect of all parties in those situations.**

**10.4. Reporting a serious safeguarding incident**

If any member of staff is involved in an actual or suspected serious safeguarding incident, or if a serious safeguarding incident takes place within any of Mossburn Community Farm workplaces or working context, in addition to following the protocols set out within this policy, it should also be reported to the appropriate agencies. It is the responsibility of the board of trustees to ensure that this takes place.

In addition, immediate action should be taken to:

* Prevent or minimise any further harm.
* Report it to the police, if it is suspected a crime has been committed, and to any other regulators the organisation is accountable to.
* Discuss what to say to staff, volunteers, the public and the media.
* Review what happened and prevent it from happening again - this may include strengthening controls and procedures, and/or seeking appropriate help from professional advisers.

**11. COMPLYING WITH THIS POLICY**

**11.1. Expectations of employees**

It is important that staff work to a high standard of professional conduct and act with integrity at all times, in order to minimise the risk of abuse from within Mossburn Community Farm. It is important to create a work environment where the risk of abuse is minimised, and children and vulnerable adults feel comfortable and safe. When incidents of abuse are raised or suspected it is important that staff have the necessary information and support and follow the procedures appropriately.

Staff should make sure they have read and signed Mossburn Community Farm’s safeguarding procedures in full. They should highlight and discuss any issues requiring clarification and any training issues with the DSO. Staff should make sure that they have a working knowledge of the different forms of abuse and possible indicators.

All staff should ensure that, when working with children and/or vulnerable adults, all colleagues, volunteers and other staff from partnering organisations have the

appropriate employee checks in place which must include a full career history,

identity checks and references and adherence to the Protecting Vulnerable Groups (PVG) where applicable.

**11.2. Freelance staff and associates**

It is the responsibility of the charity manager to ensure that these staff are familiar with this document and agree to work within this framework. If there are any concerns with the conduct of freelance staff or associates, these concerns must be raised following the steps outlined in this policy.

**12. CONTACT DETAILS**

If you suspect that a child or vulnerable adult needs protection or is at risk of abuse, please contact Mossburn Community Farm’s Designated Safeguarding Officer.

**Juanita Wilson, Mossburn Community Farm, telephone number 01387 811288**

**Declaration**

I, the undersigned, have read the Safeguarding Children and Vulnerable Adults Protection Policy of Mossburn Community Farm and undertake to take all necessary steps to ensure that I adhere to it.

**Signed:**

**Name:**

**Date:**

**APPENDIX A**

**Mossburn Community Farm Code of Conduct for Staff & Volunteers**

**PRINCIPLE: RIGHTS**

**STATEMENT** All staff & volunteers must respect and champion the rights of every individual to participate.

**ISSUES** All staff & volunteers should:

* assist in the creation of an environment where every individual has the opportunity to participate in any activity of their choice.
* create and maintain an environment free of fear and harassment.
* recognise the rights of all young people and/or vulnerable adults to be treated as individuals.
* recognise the rights of young people and/or vulnerable adults to confer with other professionals.
* treat all individuals with dignity and respect at all times.

**ACTIONS**

* Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs or political opinion.
* Do not condone or allow to go unchallenged any form of discrimination.
* Do not publicly criticise or engage in demeaning descriptions of others.
* Be discreet in any conversations about young people, vulnerable adults, staff or any other individuals.
* Communicate with and provide feedback to young people and vulnerable adults in a manner which reflects respect and care.
* All staff have a duty to report concerns about a colleague.

Not complying with this Code of Conduct will result in disciplinary proceedings.

**PRINCIPLE: RELATIONSHIPS**

**STATEMENT** All staff & volunteers must develop a relationship with participants based on openness, honesty, mutual trust and respect.

**ISSUES** All staff & volunteers:

* must not engage in behaviour that constitutes any form of abuse (physical, sexual, mental, emotional, neglect, bullying).
* should promote the welfare and best interests of all young people and vulnerable adults
* must avoid sexual intimacy with young people and/or vulnerable adults either while working directly with them or in the period of time immediately following the end of the relationship (it is illegal under the sexual offences act (2003) for anyone in a position of trust to have a sexual relationship with a young person).
* must take action if they have a concern about the behaviour of an adult towards a child.
* should empower young people and/or vulnerable adults to be responsible for their own decisions.
* should clarify the nature of the support or services being offered to young people and vulnerable adults.
* should communicate and cooperate with other organisations and individuals in the best interests of young people and vulnerable adults.

**ACTIONS**

* Be aware of the needs of young people and vulnerable adults, especially the developmental stage of young people.
* Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person’s and vulnerable adult’s full consent and approval.
* Do not engage in any form of sexually related contact with any young person and/or vulnerable adult for whom they have responsibility. This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms. All adults are in a position of power and trust in relation to young people and/or vulnerable adults. By entering into an intimate/sexual relationship with a young person or vulnerable adult, an adult may be deemed guilty of abusing this position and, in relation to young people and vulnerable adults, this may also be unlawful.
* Respect a young person’s and vulnerable adult’s opinions when making decisions about their participation in a Mossburn activity.
* Encourage young people and vulnerable adults to take responsibility for their own development and actions.
* Allow young people and vulnerable adults to discuss and participate in the decision-making process.
* Be aware of and communicate on any conflict of interest as soon as it becomes apparent.

**PRINCIPLE: RESPONSIBILITIES – PERSONAL STANDARDS**

**STATEMENT** All staff must demonstrate proper personal behaviour and conduct at all times.

**ISSUES** All staff & volunteers:

* must be fair, honest and considerate to young people, vulnerable adults and others.
* should project an image of health, cleanliness and functional efficiency.
* must be positive role models for young people and vulnerable adults at all times.
* Must ensure that dress and appearance is appropriate to the professional role and activity and that which promotes a professional image (e.g. not wearing clothing which is offensive, revealing or provocative).

**ACTIONS**

* Operate within the rules and the spirit of Mossburn Community Farm.
* Maintain the same level of interest and support when a young person and/or vulnerable adult is sick or injured.
* Display high standards in use of language, manner, punctuality, preparation and presentation.
* Encourage young people and vulnerable adults to display the same qualities.
* Do not smoke, drink alcohol or use recreational drugs before or while working with young people and/or vulnerable adults. This reflects a negative image and could compromise the safety of young people and/or vulnerable adults.
* Display control, respect, dignity and professionalism to all involved in Mossburn Community Farm.

**PRINCIPLE: RESPONSIBILITIES – PROFESSIONAL STANDARDS**

**STATEMENT** To maximise benefits and minimise the risks to young people and vulnerable adults, all staff & volunteers must attain a high level of competence through qualifications (where appropriate) and a commitment to on-going training that ensures high quality best practice in delivery of the service to all young people and vulnerable adults

**ISSUES** All staff & volunteers will:

* ensure that the environment is as safe as possible, taking into account, and minimising, possible risks.
* promote the execution of safe and correct practice.
* be professional and accept responsibility for their actions.
* make a commitment to providing a quality service to young people and vulnerable adults.
* actively promote the positive benefits to society of participation in the activities at Mossburn Community Farm, including the positive contribution Mossburn can make to achieving improved outcomes for young people and vulnerable adults in their personal development, health and wellbeing.
* contribute to the development of the profession by exchanging knowledge and ideas with others and by working in partnership with other agencies and professionals.
* gain and maintain relevant knowledge and qualifications appropriate to the level at which they deliver services to young people and vulnerable adults

**APPENDIX B**

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| **Mossburn Community Farm Safeguarding & Child/Vulnerable Adult Protection Report Form** |
| **Your Details:** |  |
| * **Name:**
 |  |
| * **Job Role**
 |  |
| * **Date**
 |  |
| * **Contact Details**

**(Phone and e-mail)** |  |
| **Details of Incident / disclosure** |  |
| * **Date of initial raising of concern / incident**
 |  |
| * **Who raised the concern?**
	+ **Name**
	+ **Contact details**
 |  |
| * **Who is the young person/ vulnerable adult?**
	+ **Name**
	+ **Age (if applicable in the case of Under 18)**
	+ **Contact details**
	+ **Parents contact details**
 |  |
| * **Where did the incident occur?**
 |  |
| * **When did the incident occur?**
	+ **Date and time**
 |  |
| * **What happened?**
 |  |
| * **Were there witnesses?**
	+ **Name**
	+ **Age (if applicable in the case of Under 18s)**
	+ **Contact details**
 |   |
| **After the incident/ disclosure** |  |
| * **Were there any witnesses to the referral?**
	+ **Name**
	+ **Contact details**
 |  |
| * **Who have you discussed this incident with?**
	+ **Name**
	+ **Contact details**
 |  |
| **Please save this report securely and contact your organisation’s Designated Safeguarding Officer in line with Mossburn Community Farm’s reporting procedures** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Signature:** |  | **Print name:** |  |
| **Date:** |  |

**Guidance for handling a Disclosure or Concern**

* **Take all complaints, allegations or suspicions seriously;**
* **Ensure the immediate safety of the person affected;**
* **Stay calm, and offer support and reassurance to the person making the disclosure;**
* **Do not make any promises regarding confidentiality;**
* **Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable);**
* **Explain what you will do.**