



***Safeguarding and Child Protection Policy
for Tuppenny Barn Education Ltd***

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1. Safeguarding and child protection policy statement

Policy Statement

The aim of Tuppenny Barn Education Ltd is to provide an inspirational environment in which our community can reconnect with the environment, re-invigorate local food production & learn skills to promote sustainable living.

It is Tuppenny Barn's policy that all staff & volunteers working for the charity will aim to create an environment where young people are protected from potential abuse. All staff members will report any concerns about a child or somebody else's behaviour using the procedures in this policy.

Maggie Haynes is the Designated Safeguarding Lead (DSL) for the charity and can be contacted at any time on maggie@tuppennybarn.co.uk or 07977 536684. Rosemary Wilson is the Deputy DSL, she can be contacted on rosemary@tuppennybarn.co.uk or 07901 848948. All staff and volunteers will be provided with copies of the child protection policy as part of their induction. They will have refresher training every year.

Any allegations or disclosures must be recorded on the Concern Form (Appendix 3) as soon as possible – there is a procedure, which is set out in this policy that details who should report the information and the time scales for passing it on. The role of the DSL is to:

- o Know how to and which child protection agency to report concerns to, should it arise.
- o Ensure all staff members have a copy of the child protection procedure.
- o Supervise and support any other staff members with any child protection issues.
- o Keep contact with social services, NSPCC and other agencies.
- o Keep people who need to know aware of any action taken and any further action to be taken e.g. disciplinary.
- o Ensure all records are kept properly and confidentially.
- o Contact different organisations to review the child protection program regularly to check that procedures are correct and comply with current good practice.
- o Liaise with the West Sussex Local Authority Designated Officer (LADO) regarding concerns raised about the conduct or actions of anyone working with children at Tuppenny Barn.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. 'Keeping Children Safe in Education 2024', 'Working Together to Safeguard Children 2024'

2. Recruitment and training

All staff and volunteers to be interviewed on their suitability for the role. DBS checks are to be carried out for all staff and volunteers. All Education Team paid staff are Enhanced DBS checked and all volunteers are DBS checked as they are supervised at all times. Two references are sought for all staff and volunteers, as to their suitability for the role and their suitability to work with children. All applicants for paid or volunteer roles will undergo identity checks. All staff and volunteers will receive training in health and safety and safeguarding.

Recruitment and selection criteria

Child protection shall always be Tuppenny Barn's major priority while selecting staff and volunteers and appropriate recruitment procedures shall be followed. These include:

- A clear description of any role available so the most suitable appointee shall be selected.
- Vacancies advertised widely to ensure equal opportunities.
- The identity of applicants proved, and personal details obtained through use of application form.
- All applicants must sign a declaration of previous convictions with submission to formal check.
- A DBS check shall be required, and a copy kept within the online portal.
- All applicants must be given a copy of the child protection policy by email each September and must sign a register to say they have read it.
- At least one staff member of Tuppenny Barn shall meet with applicants to view and evaluate their attitudes towards working with children.

3. Supervision

All staff and volunteers will have a DBS check every 3 years. New staff and volunteers are encouraged to sign up for the DBS update service which reduces costs in re-checking. If a volunteer has not had contact with Tuppenny Barn for 6 months, a new DBS check will be completed.

An appropriate number of adults will be present, bearing in mind the activity, number, ages & any special needs of the young people and this will be determined by the Education Team staff.

More adults than recommended will be used if the activity involves very young children or young people with learning or mobility difficulties. Individual risk assessments will be undertaken to ensure the safety of any very high needs or vulnerable children.

We will ensure that at least one other colleague or a parent/teacher/leader will be around to help. No staff or volunteers are to work in isolation with a child without another member of staff in the visible vicinity.

Good safeguarding practice:

- Avoid being left alone with young people, particularly in one-to-one contact. If circumstances arise where this is likely to be an outcome or you find yourself alone with a child, take yourself and the child back to the presence of others, whether school staff or Education Team staff.
- Never make any suggestive, inappropriate or discriminatory remarks to a child in any circumstance. Doing so will lead to disciplinary action. Please see the attached Code of Conduct for Adults at Tuppenny Barn
- We are all responsible for the safeguarding of any child at Tuppenny Barn. If you see or hear anything that causes you concern, please report to a member of the Education Team as soon as possible and without immediate interaction. Take immediate action if you see a child at risk of immediate harm and, if necessary, raise the alarm to others
- Do not use your mobile phone to take photographs or make a record of any activity

4. Complaints, Concerns and Allegations

Everyone who has contact with children and young people needs to know what steps to take in the event of a suspected child protection matter. A child protection concern may arise in the following ways:

- From a direct observation of an incident, a suspicious injury, or bruising on a child
- From something a child says

What action do I take in the event of an allegation or suspicion of child abuse?

See attached flow charts

All suspicions or allegations of child abuse need to be reported to the authorities to be investigated. Child Protection investigations can only be undertaken by authorised individuals employed by children's social care services or the police. Please see Appendix 1 for the four categories of abuse so that you are able to recognise potential or actual harm.

Any member of staff at Tuppenny Barn or any volunteer may witness an incident that causes concern or receive a disclosure from a child. It is important that action is taken immediately and procedures are followed. Do remain calm, especially if you have received a disclosure from a child as it can be deeply distressing.

If any member of staff or volunteers has a concern about a child:

- If the child has disclosed something to you, remain calm and reassure the child that they are being listened to. Do not ask leading questions but you may ask questions to gain clarification about who, when, where. Do not agree confidentiality but tell the child you will have to tell someone because you want to keep them safe – do reassure and support them. Although child abuse issues tend to provoke strong emotions, assumptions of innocence or guilt must not be made by yourself or any other individual.
- If you are a volunteer or a member of staff outside the Education Team, alert Abi or Liz as soon as possible. If they are not available, contact either Maggie or Rosemary. They will determine the next steps. Write down as soon as you can what happened, what was said and the date, time and your name.

The Education Team and Designated Safeguarding Leads (DSL) at Tuppenny Barn will then:

- Immediately inform school staff on site. It will be the school's responsibility to respond to the safeguarding concern. Tuppenny Barn staff will complete a Concerns Form, attaching any written notes made when the concern arose or the disclosure made, and these will be kept securely. Tuppenny Barn staff may follow up with the school to confirm actions taken. If the school is deemed not to be acting on the information and there is still a concern, the Education Team or DSLs may contact the relevant Children's Services and a direct referral may be made.
- If the child's school staff are not on site, the DSLs will decide whether there is a risk of immediate significant harm – i.e. a child has made a serious disclosure about a parent and that parent is collecting the child from the activity. If there is a risk of serious harm if no immediate action is taken, contact the relevant Children's Services for guidance and advice. If a disclosure has been made that indicates a criminal offence (sexual abuse, evident physical injury) contact the police on 999. Then contact the child's school and speak to the DSL of the school or the Headteacher.
- If there is a concern but it is not one of immediate and significant harm, contact the DSL at the child's school and report the concern as above. Keep a record of the conversation. The school should then make a decision about contacting the parents, if appropriate, and whether they will make a referral. This is important because the school has the wider picture and more information than staff at Tuppenny Barn will be privy to. During the conversation identify the agreed actions and record this on the concerns form.
- All forms are kept securely and are only accessible to the DSLs at Tuppenny Barn
- Do **not** attempt to investigate the matter yourself. If uncertain, always contact children's social services for advice.
- Children's social care services and the police will jointly conduct the investigation if a crime has been committed. Anyone involved may be asked for information at a later date.

- In some instances you may be required to give evidence if a case is brought to court but most investigations do not proceed to a court hearing. Where appropriate the children's social care services will keep you informed of progress, but the information you receive may be relatively limited due to confidentiality.

Concerns about actions towards a child by Tuppenny Barn staff or volunteers

If any staff member or volunteer witnesses any behaviour from an adult at Tuppenny Barn towards a child that you consider to be concerning or is a cause of actual harm under any of the four categories in Appendix 1, The following actions will be taken:

- A volunteer will immediately inform one of the Education Team they are working with
- The member of the Education Team will make a record of the concern and report it immediately to the on-site DSL or contact them by phone if not on site (see below). If they are not available, either Liz or Abi can the LADO directly for guidance. The adult for which the concerns are raised must quietly be removed from contact with the children by the DSL at Tuppenny Barn if currently on site or asked not to return to Tuppenny Barn until the matter is resolved
- Any allegation must be kept confidential to the DSL and they will, in all instances, contact the Local Authority Designated Officer for West Sussex (as Tuppenny Barn operates in West Sussex)
- West Sussex LADO:
Consultation Contact Number: 0330 222 6450 (Available 09.00 – 17.00)
LADO Service Contact Number: (Available through the Integrated Front Door (IFD) portal) 01403 229900
LADO Service email address: LADO@WestSussex.gov.uk

5. *Emergencies and Incidents*

Children and young people on school organised visits

Schools will be responsible for contacting parents if there is an emergency or incident at Tuppenny Barn during a visit. Tuppenny Barn will not hold this information.

In the event of a child requiring medical attention:

- The parent/carer will be contacted immediately by the responsible adult from the school.
- In the event of failure to contact the parent or carer, the alternative emergency contact will be used.
- A record of the action taken will be made and retained by a member staff in line with the Tuppenny Barn Accident and emergency policy.

Children and young people visits where a parent or school staff is not present

- Tuppenny Barn will obtain consent and emergency contact details for all children visiting.

In the event of a child requiring medical attention:

- Emergency first aid will be given and the emergency services contacted if necessary.
- The parent/carers will be contacted immediately by the Tuppenny Barn Staff.
- A record of the action taken will be made and retained by a member staff in line with the Tuppenny Barn Accident and emergency policy.
- If a child is not collected and if all attempts to make contact fail, the Tuppenny Barn DSLs will make a decision to contact Children's Social Services for guidance and contact the police if guided to do so.
- The young person will wait in the centre with 2 members of staff. If this is not possible this should be highlighted when contacting Children Social Services or the police. No staff member should remain on site alone with a child.

Appendix 1

Definitions of abuse

From Keeping children safe in education

Indicators of abuse and neglect

26.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

27.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

28.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

29.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also

include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

30.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



Appendix 2

Safeguarding flow chart

Form 1

What to do if you have a concern about a child due to events outside of their visit to Tuppenny Barn

Concern identified – inform member of Education Team or TB’s DSL
Make immediate written notes if possible
Reassure child



Report concern to school visit leader and/or Tuppenny Barn’s DSL

If child is in immediate danger call 999

Tuppenny Barn DSL – Maggie Haynes – maggie@tuppennybarn.co.uk 07977 536684

Tuppenny Barn Deputy DSL – Rosemary - rosemary@tuppennybarn.co.uk 07901 848948

Tuppenny Barn 01243 377780



Tuppenny Barn DSL will inform child’s school and contact the relevant children’s services.

TB staff may also contact the NSPCC Helpline by [calling 0808 800 5000](tel:08088005000), [emailing help@NSPCC.org.uk](mailto:help@NSPCC.org.uk) or [completing our report abuse online form](#).

Our voice Helpline is currently available **10am–4pm Monday to Friday**. You can still [email help@NSPCC.org.uk](mailto:help@NSPCC.org.uk) or [complete our report abuse online form](#) at any time for free. You don’t have to say who you are.

If you think a child is in immediate danger, please [call the police on 999](#) straight away.



West Sussex -

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/>

Hampshire -

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection>

Actions taken

Date	Person taking action	Action taken	Outcome of action

Name:

Designation:

Copied to:

Skin / body map



Name of Child: _____

Date of birth: _____ Date of recording: _____

Name of completer: _____



Any additional information:

Appendix 4 Reporting form



Accident/ Incident Record

About the person who had the accident/incident:

Name:

Address/Organisation:

About the person filling in the record:

Name:

Address/Organisation:

About the accident/ incident:

Date/Time:

Where it happened:

How the accident/incident happened:

What action was taken:

Signature:

Signature:

Appendix 5

Useful contact information

Tuppenny Barn DSL maggie@tuppennybarn.co.uk 07977 536684

Tuppenny Barn Deputy DSL rosemary@tuppennybarn.co.uk 01243 377780

West Sussex Social Services-

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/>

Hampshire Social Services -

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection>

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