



Grapes Hill Community Garden Group (GHCGG). Registered Charity Number 1156616.

Grapes Hill Community Garden Group Safeguarding Children Policy & Procedures

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Deputy Safeguarding Officer: Richard Bearman (Chair) | **Email:** richard.bearman17@gmail.com

Grapes Hill Community Garden Group has a Designated Safeguarding Officer who is the person responsible for reporting concerns of abuse and neglect to the relevant authority. In their absence the Deputy Safeguarding Officer will take this action.

1. Who is this policy for?

This policy applies to all paid staff, volunteers, members, trustees and visitors of Grapes Hill Community Garden Group (GHCGG). It also applies to anyone working on behalf of Grapes Hill Community Garden Group.

2. Why do we have a policy?

GHCGG recognises that, under the Children Act 1989 and 2004, it has a duty and responsibility to promote and ensure the welfare of children and young people involved in GHCGG.

It is important that we have a policy because throughout the work of GHCGG, it is likely that staff, volunteers, members, trustees and visitors will come into contact with children. There are also situations where staff and volunteers at GHCGG provide services to children and young people (such as gardening sessions, activities and events). GHCGG is therefore determined to ensure that all necessary steps are taken to protect children and young people.

This policy is also based on the fact that children will always be supervised by their parent/carer when visiting the garden or being involved in activities provided by GHCGG.

3. Aims (of GHCGG's safeguarding policy and procedures)

GHCGG aims to keep children and young people safe and prevent them from harm. GHCGG will ensure that:

- All allegations of abuse or safeguarding concerns will be taken seriously and responded to swiftly and appropriately
- All members, volunteers and staff have a responsibility to report concerns to the Designated Safeguarding Officer:
 - GHCGG will ensure that all staff and volunteers have an understanding and awareness of children's safeguarding
 - GHCGG will ensure that all staff and volunteers know how to raise safeguarding concerns and feel confident in doing so
- Recruitment practices are sound

4. Who is protected by this policy?

Safeguarding and child protection applies to all children and young people under the age of 18. GHCGG recognises that:

- The welfare of the child is paramount
- All children and young people, whatever their age, culture, disability, gender, gender reassignment, marriage and civil partnership, pregnancy or maternity language, racial heritage, religious beliefs and/or sexual orientation or identity, have the right to equal protection from harm and abuse
- Some children are especially vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues – including children and young people seeking sanctuary who may have experienced trauma, therefore increasing vulnerability to safeguarding concerns

5. Definitions – what do we mean by safeguarding?

Safeguarding and promoting the welfare of children is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children’s mental and physical health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm.

A child is defined as a person under the age of 18 (The Children Act 1989).

Definitions of different types of child abuse can be found in the Appendices of this policy (Appendix 1).

6. Responsibilities

GHCGG will take responsibility for:

- Respecting and promoting the rights, wishes and feelings of children and young people (a child-centred approach)
- Abiding by appropriate codes of conduct and safeguarding policy and procedure outlined within this document
- Responding to any allegations appropriately
- Reviewing the policy annually
- Keeping up to date with relevant legislation and training (via the Norfolk Safeguarding Children Partnership or similar). Those in regular contact with children and young people will attend regular training and refreshers.

It is the responsibility of every adult involved with GHCGG to abide by our policy and procedures for safeguarding children.

7. Good Practice and Codes of Conduct

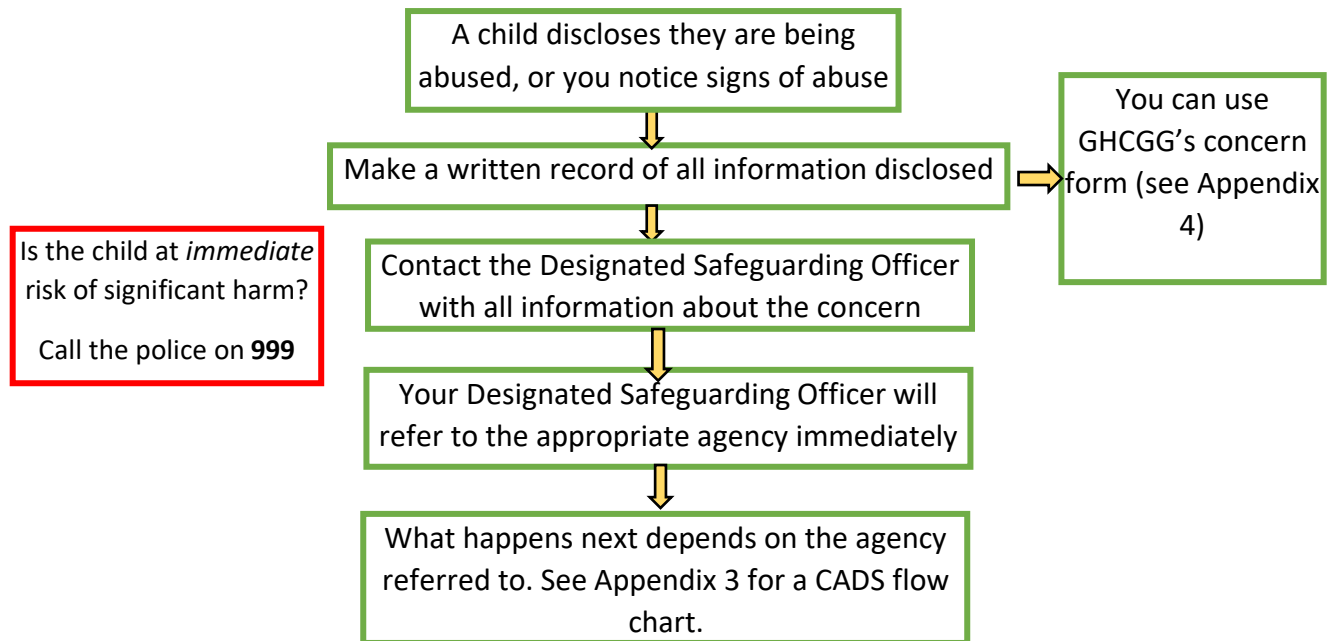
Every child and young person involved with GHCGG should be able to participate in an enjoyable and safe environment and be protected from abuse. Therefore those working or interacting with children and young people through work (paid or unpaid) with GHCGG are expected to abide by this policy and procedures document, alongside the following good practice/code of conduct:

- Work in an open environment and where possible, avoid working in private or unobserved situations and encourage open communication
- Staff (paid or unpaid) will not look after children out of sight of a parent or carer and staff will never transport a child in their car unless prior arrangements have been made or in exceptional circumstances such as a medical emergency
- Treat all children and young people equally with respect and dignity
- Always put the welfare of children and young people first
- Maintain a safe and appropriate distance with service users (for example, it is not appropriate for staff or volunteers to have an intimate relationship with a child). If a child is distressed, offer comfort with words rather than by touching them
- Build balanced relationships based on mutual trust
- Empower children and young people to share in decision-making
- Involve children, young people, parents and carers where possible
- Recognise the developmental needs and capacity of young people, including any special educational needs or disabilities
- Keep a written record of injuries and details of treatment
- Staff (paid or unpaid) will not take photographs of children unless they are given permission from the parent/carer

As an organisation:

- Ensure DBS checks to assess at least 2 main staff's suitability for positions of trust (paid or unpaid roles). GHCGG complies fully with the DBS Code of Practice and undertakes to treat all fairly. GHCGG commits to not discriminating unfairly against any subject of a disclosure on the basis of a conviction or any other information revealed
- Ensure we have a Designated Safeguarding Officer who has received appropriate training and support for this role
- Ensure every member of GHCGG knows the name and contact details of the Designated Safeguarding Officer
- Ensure all members of GHCGG understand their responsibilities in being alert to signs of safeguarding concerns and reporting concerns to the Designated Safeguarding Officer
- Keep written records of safeguarding concerns in a secure and locked location
- Develop and follow procedures where allegations are made against a member of staff or volunteer

8. The Procedure – what to do if you have a safeguarding concern



If a child discloses that they are being abused or you think a child is being abused, you should:

- React calmly
- Reassure the child or young person that they were right to tell you and that they are not to blame
- Take what the child or young person says seriously
- Keep questions open and to an absolute minimum to ensure a clear and accurate understanding of what has been said
- Don't ask about explicit details or physically examine the child/young person
- Avoid judgement, giving advice, interrupting or jumping to conclusions
- Do not promise confidentiality
- Inform the child/young person what you will do next
- Make a full and written record of what has been said or heard immediately and do not delay in passing on the information
- Talk to your Designated Safeguarding Officer as soon as possible

What to record

- The child's name and age
- Location
- Date and time of observation
- Your name and role
- What you observed or were told
- Whether or not the person making the report is expressing their own concern or the concerns of someone else
- Any relevant context, for example what you were doing, anything you know about the child's home life etc
- Record the exact words used and include quotes where relevant
- Record fact not opinion

What GHCGG will do next

It is not GHCGG's responsibility to decide whether abuse has taken place or not. However, if we have a concern or have received a concern about a child or young person our Designated Safeguarding Officer or Deputy will:

- 1 Gain consent from the child's parent/carer unless to do so would place the child at further risk or undermine a criminal investigation
- 2 Contact the Children's Advice and Duty Service on their direct line **0344 800 8021** immediately
- 3 Disclose all relevant details (including full details of the child, family, nature of the concern, support we have provided to date and what we would like to happen) alongside information on parent/carer consent
- 4 We will keep a record of the concern and process
- 5 CADS will send GHCGG a written record of our conversation within 5 working days

Outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police or for work with Early Help. GHCGG will not investigate and will be led by the Local Authority, relevant agencies and/or the Police.

The above is based on the procedure and flow chart (Appendix 3) provided by the [Norfolk Safeguarding Children Partnership](#).

GHCGG understands that if we are unhappy with a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy and contact the Safer Programme for advice.

9. Confidentiality and Information Sharing

The information of those involved with GHCGG is stored and shared in accordance with relevant legislation and confidentiality is maintained, especially regarding personal information.

However, if the welfare of a child or young person is at stake, GHCGG cannot guarantee confidentiality. Safeguarding concerns must be shared with the Designated Safeguarding Lead and the Children's Advice and Duty Service. GHCGG are committed to seeking consent to share information with relevant agencies regarding safeguarding concerns *unless* seeking consent would place somebody at risk of harm or undermine a criminal investigation.

All safeguarding concern records will be stored individually (case-by-case) in a secure and locked location separate from any other records about the particular child. Records will be kept accurate, relevant, up to date and auditable. GHCGG will also assess how long information needs to be kept for and ensure plans are in place for information destruction (incineration/shredding) if relevant.

10. Concerns about a staff member or volunteer

If you have a concern or allegation about an adult working with a child at GHCGG and you would like to report your concern, GHCGG will report this via the Local Authority Designated Officer (LADO).

If your concern is not about the Designated Safeguarding Officer or Deputy, please contact the Designated Safeguarding Lead so that GHCGG can make a LADO referral for you. The Designated Safeguarding Officer will complete the [LADO referral form](#) and send this to LADO@norfolk.gov.uk within 24 hours.

If you have a concern about the Designated Safeguarding Officer, please contact the Deputy or contact LADO directly.

For more information on the LADO process, please read [Protocol 8.3](#) and the [Guide to Managing Allegations](#). More information and guides on using the LADO service can be found on the [Norfolk Safeguarding Children Partnership's](#) website.

11. Useful Contacts

Please see page 1 for contact details of the Designated Safeguarding Lead and Deputy.

Police Emergency Number: 999

Police Non-Emergency Number: 101

Children's Advice and Duty Service (CADS): 0344 800 8021

Multi Agency Safeguarding Hub (MASH): 0344 800 8020

Local Authority Designated Officer (LADO): LADO@norfolk.gov.uk 01603 223473

12. Appendices

Appendix 1: Definitions of Abuse (drawn from Working Together 2018 and the NSPCC)

Item	Definition
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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Children may be abused by an adult/adults or another child/children/
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.
Emotional Abuse	The persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate. 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

	<p>communicate. It may feature age/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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.</p>
Sexual Abuse	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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.</p>
Child Sexual Exploitation	<p>Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p>
Neglect	<p>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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

Radicalisation	Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.
Domestic Abuse	Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour, and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent.
County Lines	A term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.
Female Genital Mutilation	The ritual removal of some or all of the female genitalia for non-medical reasons.
Child Trafficking	Children are trafficked by being recruited, moved or transported then exploited, mistreated or sold
Organisational Abuse	This can occur in various settings (hospitals, care homes) and can be one-off or ongoing patterns of abuse.

More information about types and signs of abuse can be found via:

[Working Together 2018](#)

[NSPCC – Types of Abuse](#)

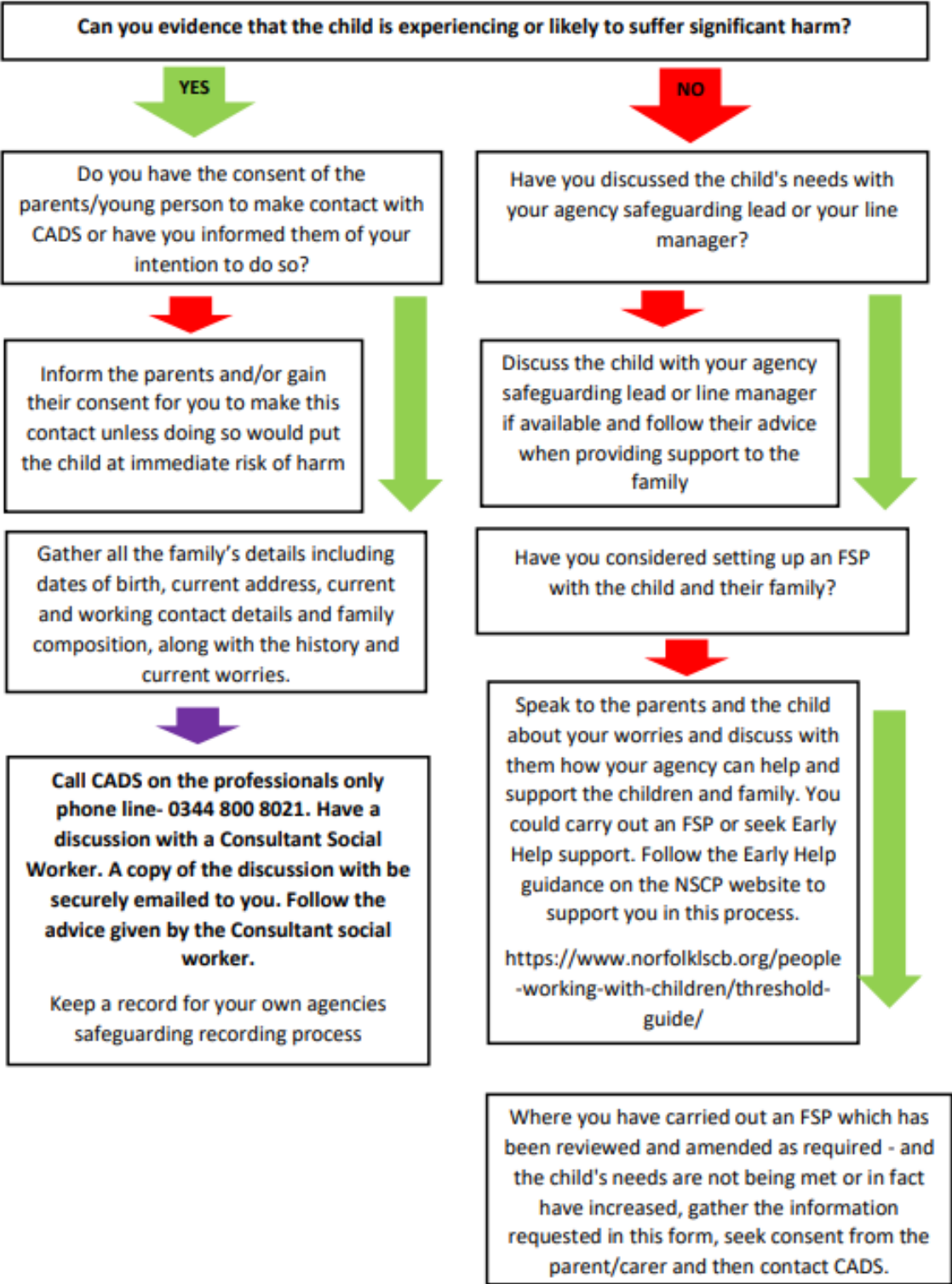
Appendix 2: Relevant Legislation

- The Children Act 1989
- The Children Act 2004 (Sections 11 and 12 place a statutory duty on agencies to cooperate to safeguard and promote the welfare of children)
- Working Together 2018
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Group Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) Code of Practice 2014

Appendix 3: CADS Flow Chart

Children’s Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



Appendix 4: Child Safeguarding Concern - Record Form (for those raising a concern)

Your Name and Role	Date of Observation
Location of Observation	Time of Observation
Child's Name	Child's Age (if known)
What you observed or what the child/another person told you	
Are these your concerns or the concerns of someone else?	
Is there anything else we should know?	
Date of Record	

Designated Safeguarding Officer: Caroline Fernandez | **Mobile:** 07876 777327 | **Email:** caroline.grapeshillcommunity@gmail.com

Please do not share this information with anyone else but the Designated Safeguarding Lead, Deputy or relevant agencies (CADS, MASH, LADO). Store this form in a secure, locked location (if electronic, password protect). Send this form to the Designated Safeguarding Officer immediately via email or share via phone call. Once you have made the Designated Safeguarding Officer aware of your concern and shared this form, please destroy your copy once the Designated Safeguarding Officer has all relevant information (incinerate/shred etc).

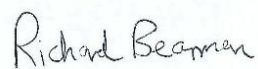
Review and Amendments

Policy reviewed and adopted on: 29 April 2022

Approved (on behalf of the committee): Richard Bearman (chair) 29 April 2022

Reviewed and updated on: 8 April 2026

Signed: Richard Bearman (chair)

A handwritten signature in black ink that reads "Richard Bearman". The signature is written in a cursive style and is positioned to the right of the printed name "Richard Bearman (chair)".

Date of next review due: April 2027