

Sustainable Food Trust - Safeguarding Guidelines for Staff

Guidelines prepared by:	Morwenna Lewis
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Due for review:	September 2020 in line with the new Keeping Children Safe In Education guidance, followed by annual review in January 2021
Reviewed by and on:	
Reviewed by and on:	

SFT is committed to safeguarding and protecting children, young people and vulnerable adults and fully accepts its responsibility for the safety and welfare of all children, young people and vulnerable adults who engage with the charity.

These guidelines should be read in conjunction with the SFT's Safeguarding Policy and its Safeguarding and Child Protection Procedure.

Scope

These guidelines are for all SFT staff, contractors and volunteers and is to be observed by all those working and coming into contact with children, young people and vulnerable adults to ensure best practice in safeguarding is promoted and adhered to.

SFT's Safeguarding Policy and Safeguarding and Child Protection Procedure encompass all areas of the charity's work, however they are particularly relevant to:

- Any SFT workshop or event attended by children, young people and vulnerable adults
- All activities relating to the Harmony Project
- Volunteers or staff members who come under the definition of vulnerable adults

SFT Safeguarding Team

The staff with specific responsibility for safeguarding are:

- Claire Peeters – Senior Safeguarding Officer
- Morwenna Lewis – Designated Safeguarding Officer
- Adele Jones – Deputy Safeguarding Officer
- Bonnie Welch – Deputy Safeguarding Officer

Any concerns regarding safeguarding should first be referred to Morwenna Lewis.

If You Have Concerns

If you are concerned about the safety or welfare of a child or young person or you are concerned about an adult's behaviour towards a child or young person you must act. Do not assume that someone else will help the child or young person. Safeguarding children and young people is everyone's responsibility.

Taking no action is not an option.

You must report your concerns to one of the following immediately:

- Designated Safeguarding Officer – Morwenna Lewis
- Senior Safeguarding Officer – Claire Peeters

If You Receive a Direct Disclosure

If you receive a direct disclosure from a young person, or vulnerable adult, you should:

- Listen to them, trying to remain calm and not showing any shock or panic you may feel.
- Try not to ask leading questions, reassure them that they are doing the right thing in telling you and avoid hugging or any other intimate contact.
- Do not take any notes while they are speaking as this may inhibit their disclosure.
- When they have finished speaking you must ensure their safety and comfort have been secured – if they are at risk of immediate harm you must call the emergency services.
- Once they have finished sharing you must gently let them know that you will need to share what they have told you with the DSO, and that what they have told you will be treated as highly confidential with only those who have to know being told.
- When the young person or vulnerable adult has left record what they have said using their language as much as possible and immediately contact the DSO or SSO.

For full advice on appropriate listening, and how to respond to a young person or vulnerable adult during a disclosure, see the Safeguarding and Child Protection Procedure.

Where to Find Policy and Procedure Documents

The SFT Policy on Safeguarding and Child Protection Procedure can be found on the SFT website and can be requested from Claire Peeters or Morwenna Lewis.

Helpful numbers

Senior Safeguarding Officer, SFT - Claire Peeters - 07815 296 071

Designated Safeguarding Officer, SFT - Morwenna Lewis - 07811 445 242

NSPCC (for adults) - 0808 800 5000

ChildLine (for children and young people) - 0800 1111 (free). The ChildLine number won't show up on your phone bill if you call from a landline or from most mobile networks.