



THE SCHOOL OF  
ARTISAN FOOD

# Adult, Child and Young Person Safeguarding Policy

## Policy Statement

Safeguarding is a collective responsibility. We must maintain a perspective that acknowledges the possibility of safeguarding disclosures or incidents involving School users or occurring within our environment. This policy is designed to ensure the safety and welfare of all individuals who engage with the services offered by The School of Artisan Food.

At The School of Artisan Food, we prioritise the care and protection of all individuals within our setting, safeguarding them from harm. This policy reflects our commitment to act in the best interests of those who may be at risk of harm, abuse, or neglect. We strive to promote a culture of respect, dignity, and well-being for all School Users.

## Responsibilities

The Designated Safeguarding Leads (DSL) are:

- **Lianna Court (Designated Child Safeguarding Lead)**
- **Mandy Keel (Designated Adult Safeguarding Lead)**

In the absence of the Designated Safeguarding Lead (DSL), safeguarding matters will be managed by the Deputy Designated Safeguarding Leads (DDSL):

- **Mandy Keel (Deputy Safeguarding Lead for Children)**
- **Lianna Court (Deputy Safeguarding Lead for Adults)**

**The trustee lead for safeguarding is Alison Swan-Parente.**

She can be contacted by the DSL and DDSL for advice , or in case of any issues involving the DSLs or Jenny Paxman, the CEO of the School of Artisan Food.

## Commitment

To ensure the safety of all individuals, it is crucial that all staff members follow the correct reporting procedures for safeguarding issues, which includes informing the Designated Safeguarding Lead (DSL). The DSL will take appropriate measures to protect those involved. We are committed to raising awareness of our safeguarding policy among all staff members. Every employee, tutor and volunteer will attend an in-person briefing or participate via video conference to ensure they understand their responsibilities regarding safeguarding at The School of Artisan Food. The Designated Safeguarding Leads will regularly review and update this process to maintain its effectiveness. As part of the induction process for all new staff, the School of Artisan Food will provide briefings on this policy and related procedures.

## **Reporting Procedure**

If a staff member has any concerns about a person's welfare, or if someone has reported a safeguarding concern about themselves or a peer, they must act immediately. The staff member should complete the Safeguarding Reporting Form and submit it to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead. (See Appendix 2).

The forms are located in The School of Artisan Food's main office, specifically on the shelf labelled "Safeguarding Concern Reporting Form". These forms are printed on pink paper.

The form should be filled out in full, and the staff member should provide as much detail as possible. The concern should only be discussed with the DSL or DDSL. It is important that the report is factual; if there is any interpretation or inference based on observations, statements, or disclosures, it should be clearly noted as such in the report.

The report must be signed and dated. In the event of a disclosure, support should be offered, but confidentiality should not be promised. The individual should be informed that their concerns will be taken seriously and that the DSL or DDSL will take appropriate action.

**The DSL will make the decision of what actions to take and what needs to happen to ensure the immediate and continued safety of the individual.**

## **Procedure for Children and Young People**

When safeguarding concerns involve a child or young person, the following procedure will be followed by the DSL or DDSL.

- **In critical situations, the DSL will call 999.**
- If the child or young person is attending with their school, the school will be contacted as soon as possible. All relevant details will then be communicated to the DSL or DDSL of that school and must be recorded.
- If the concern or disclosure occurs off-site (for example, at the child's school), it must be reported to the DSL or DDSL at that location. The Safeguarding Concern Form should still be completed and handed to the DSL or DDSL upon the member of staff returning to The School of Artisan Food.
- If the child or young person is attending with their parent or carer, the DSL will take appropriate action to ensure the safety of the child or young person involved. (See appendix 4 for Appropriate Actions). The initial point of contact should be their parent or carer as long as DSL does not believe that informing the parent or carer would place the child or young person in danger.
- If children or young people are attending without a parent or carer and are not accompanied by a school or organisation with a DSL, the initial point of contact should be their parent or carer. However, this should only be done if the DSL does not believe that contacting the parent or carer could place the child or young person in danger of harm, neglect, or abuse.
- If a child or young person is in immediate danger, the DSL or the DDSL will take action to support or inform the appropriate authorities. For concerns regarding a child's safety outside of school hours or in an emergency, the DSL will contact the Nottinghamshire Safeguarding Children Multi-Agency Safeguarding Hub (MASH) at 0300 500 80 80.

## **Safeguarding Procedure for Adults**

When safeguarding concerns involve an adult, the following procedure will be followed by the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

- **In critical situations, the DSL will call 999.**

- If an adult is in immediate danger, the DSL or the DDSL will take action to support or inform the appropriate authorities. If the adult in question is an NTU student, the DSL will then refer to the Studies Director or Student Experience and Employability Officer to complete a Student Support and Wellbeing referral form
- For any other adult learner, the DSL will utilise the Multi Agency Adult Safeguarding Reporting and Nottingham Referral Pathway Procedure (see Appendix 5).

**Allegations or complaints made against The School of Artisan Food staff, trustees, volunteers or self-employed tutors**

If an allegation or complaint is made against a staff member, trustee, volunteer, or self-employed tutor at the School of Artisan Food, it must be reported to the Designated Safeguarding Lead (DSL). If the allegation involves a child or young person, the DSL will consult with the trustee who is responsible for safeguarding. An independent investigation will be conducted to substantiate the claims. The DSL will then refer the matter to the relevant local authority's Safeguarding team, which will provide guidance on the appropriate actions to take. If the child or young person is part of a school group, the school's DSL will also be informed as part of this process.

In cases involving an adult, the appropriate authorities should be notified.

If an allegation is made against the Designated Safeguarding Lead, then the allegation must be passed to the Trustee Safeguarding Lead.

If concerns are raised about an adult's behaviour around children, a record will be kept in their personnel file until they reach their normal retirement age or for 10 years, whichever is longer (IRMS, 2019; Department for Education, 2022). This applies to staff, trustees, volunteers, or self-employed tutors. If the member of staff, volunteer or self-employed tutor is concerned about how child protection issues are being handled by the Designated Safeguarding Lead, they can contact the Trustee Lead for Safeguarding or contact the NSPCC Whistleblowing Advice Line on 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**Prevent**

The School of Artisan Food is dedicated to adhering to the Prevent guidelines, a national initiative aimed at preventing individuals from becoming terrorists or supporting terrorism. This program is part of the UK government's Counter-Terrorism Strategy. The DSLs and DDSLs will receive training to recognise the signs of radicalisation.

In the event of an emergency, any staff member can report a Prevent concern by calling 999 or 101. If a staff member has concerns about an individual they believe may be involved in radicalisation, regardless of the person's age, social class, religion, ethnicity, or educational background, they must report it to the Designated Safeguarding Lead. The DSL will then complete the National Prevent Referral Form.

**Duty of care**

We will uphold all laws relevant to safeguarding and child protection. We remain bound by English law to recognise our safeguarding responsibilities, including our obligation as a charity to follow the updated version of Working Together to Safeguard Children (2023) statutory guidance, the Children Act 1989, and the Children Act 2004. This policy applies to all adult learners aged 18 years +, staff, tutors, contractors, volunteers, and any third parties working or engaged with The School of Artisan Food. As such this policy is in compliance with: The Care Act 2014, Safeguarding Vulnerable Groups Act 2006, Human Rights Act 1998, Nottinghamshire Adult Safeguarding Board, and NTU Student Code of Behaviour.

**Adopted by the Board of Trustees**

Signed.....

Name Nick Hatton

Date 11.03.25

(To be reviewed annually)

# Appendices

## Appendix 1

### Definitions

1. **Designated Safeguarding Lead** refers to the member of staff responsible for child and adult protection issues.
2. The term “**safeguarding concern**” describes scenarios when a person is living or experiencing circumstances where there is a significant risk of abuse (physical, sexual, emotional or neglect). It can also be where the individual may pose a risk of serious harm to others or where there are complex needs in relation to disability.
3. The terms “**children**” and “**child**” refer to anyone under the age of 18. For the purposes of this policy, “safeguarding and protecting the welfare of children” is defined as:
  - providing help and support to meet the needs of children as soon as problems emerge
  - protecting children from maltreatment, whether that is within or outside the home, including online
  - preventing the impairment of children’s mental and physical health or 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
4. **Adult at Risk:** An adult who may be at risk of harm due to factors such as age, disability, illness, or other personal vulnerabilities that impair their ability to protect themselves.
5. **Abuse:** A violation of a person’s rights through actions or inactions that cause harm, distress, or exploitation. Forms of abuse may include:
  - Physical abuse
  - Emotional/psychological abuse
  - Sexual abuse
  - Financial abuse
  - Neglect
  - Discriminatory abuse
  - Institutional abuse

## Appendix 2



# Safeguarding Concern Report Form

THE SCHOOL OF  
ARTISAN FOOD

<p><b>This form is to be completed as soon as possible after identifying a safeguarding concern.</b> <b>Please provide as much detail as possible.</b></p>	
<p><b>Section 1: Details of the Child/ Young Person /Adult</b> (delete / circle as appropriate)</p> <ul style="list-style-type: none"><li>• Full Name:</li><li>• Date of Birth:</li><li>• Address:</li><li>• Contact Information (if available):</li></ul>	
<p><b>Section 2: Your Details</b></p> <ul style="list-style-type: none"><li>• Full Name:</li><li>• Date and Time of Reporting:</li></ul>	
<p><b>Section 3: Details of the Safeguarding Concern</b></p> <ul style="list-style-type: none"><li>• Date and Time of Incident or Concern:</li><li>• Location of Incident or Concern:</li><li>• Describe the nature of the concern:</li> <li>• Details of any witnesses or others involved:</li></ul>	
<p><b>Section 4: Actions Taken</b></p> <ul style="list-style-type: none"><li>• Have any immediate actions been taken? <i>(Any actions to ensure safety)</i></li></ul>	
<p><b>Signature of Person Reporting:</b></p>	
<p><b>Date:</b></p>	
<p><b>Signature of DSL:</b></p>	
<p><b>Date:</b></p>	
<p><b>Confidentiality Note:</b> This form is confidential and should only be shared with authorised personnel as per The School of Artisan Food's Safeguarding Policy. The form should be securely filed by the DSL.</p>	

## **Appendix 3**

### **Child and Young Person Safeguarding Appropriate Actions**

The Designated Safeguarding Lead (DSL) can contact the Nottinghamshire's Safeguarding Children Multi-Agency Safeguarding Hub (MASH) at 0300 500 80 80 if they feel in necessary. It is essential to maintain confidentiality; information about individual children, young people, or families must be shared with staff only on a need-to-know basis. The DSL will refer to the "Five R's" of safeguarding to respond to a concern:

**Recognise the signs of abuse, harm, or neglect**

- **Respond**
- **Report the concern**
- **Record the concern**
- **Refer the concern**

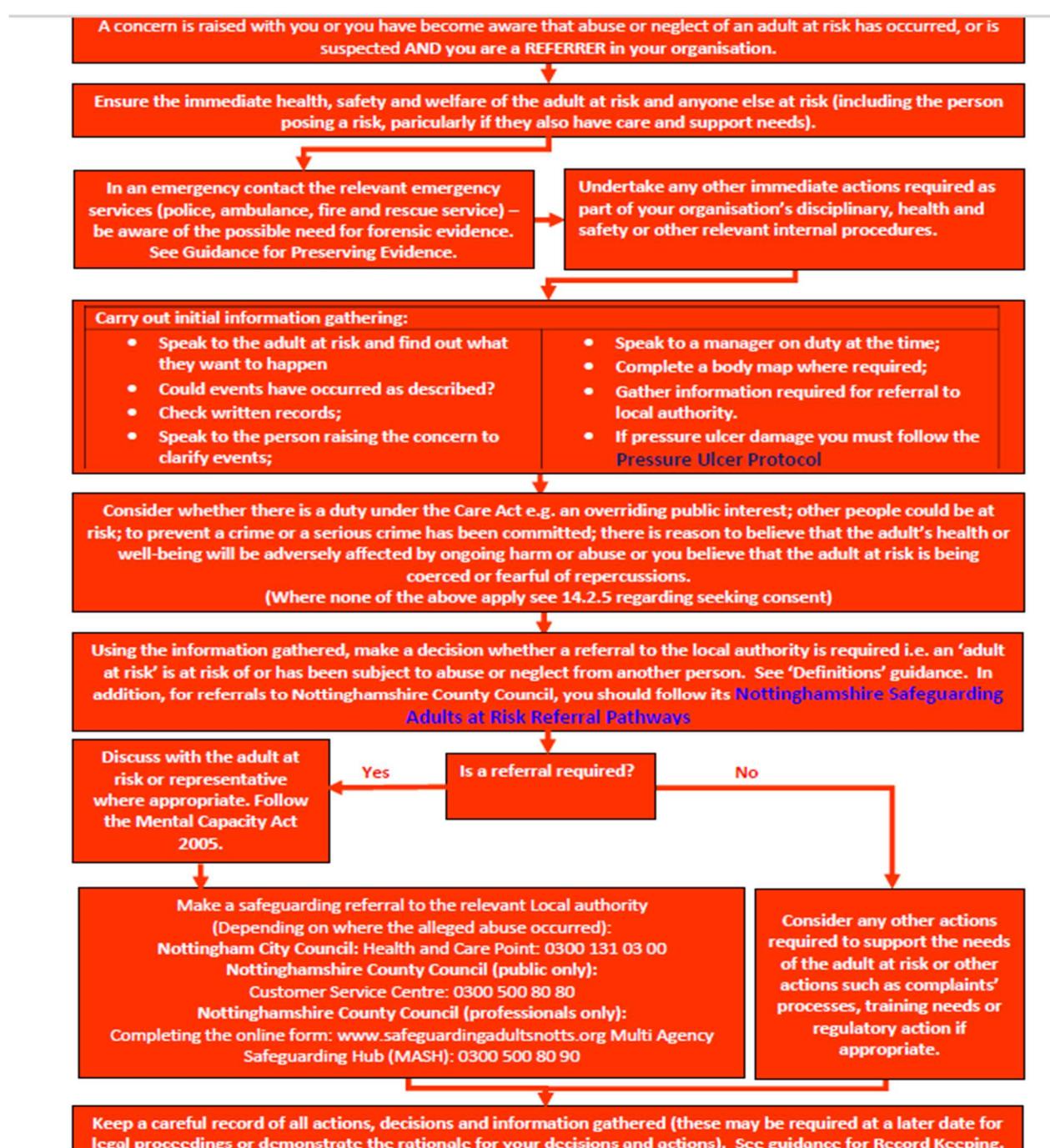
The Designated Safeguarding Lead is responsible for managing The School's child protection records. Further guidance on the best practice for the retention and storage of child protection records can be found via the NSPCC website: <https://learning.nspcc.org.uk/research-resources/briefings/child-protection-records-retention-storage-guidance>

## Appendix 5

### Adult Referrals Flowchart

This flowchart provides a brief overview of the process for making a safeguarding adults referral to the local authority and should be used by the DSL in conjunction with the Safeguarding Concern form.

The timescale for 'referring to the local authority' is one working day from the time of the concern being raised.



## **Appendix 6**

### **Emergency Contact Details**

**In an emergency, call 999.**

**Lianna Court (Designated Child Safeguarding Lead)** can be contacted on:

Email: [Lianna.Court@schoolofartisanfood.org](mailto:Lianna.Court@schoolofartisanfood.org)

Direct Line: [07842 419109](tel:07842419109)

Main line: [01909 532171](tel:01909532171)

**Mandy Keel (Designated Adult Safeguarding Lead)** can be contacted on:

Email: [Mandy.Keel@schoolofartisanfood.org](mailto:Mandy.Keel@schoolofartisanfood.org)

Direct Line: [01909 532171](tel:01909532171)

**Alison Swan-Parente (Trustee with Safeguarding Responsibility)** can be contacted on:

Email: [Alison@schoolofartisanfood.org](mailto:Alison@schoolofartisanfood.org)

Main line: [01909 532171](tel:01909532171)

### **Adopted by the Board of Trustees**

Signed.....

Name Nick Hatton

Date 14.03.25

(To be reviewed annually)