



Checklist For Prospective Care Farmers & Commissioners Wishing to Place Clients



This checklist is intended as a summarised guide to the issues that both the prospective care farmer and commissioner should consider and discuss. The range of needs for different clients is so great that only individual negotiations between commissioners and care farmers will result in successful placements for mutual gain.

Established care farming providers would be expected to have demonstrable standards covering areas such as:

- evidence of relevant training to work with the expected type of client(s)
- health and safety signage suitable for the intended client group
- sufficient indoor and outdoor areas fully accessible for planned work with people with mobility difficulties.

Advice and support is available to prospective care farmers through the NCFI website and the increasing number of mutual support networks across the UK. A new training course has also been developed for those who have already undertaken CEVAS* training.

(* Countryside Educational Visits Accreditation Scheme. See: www.face-online.org.uk/cevas)

Personnel

- ✓ A designated person will be responsible for working with clients
- ✓ Staff (and volunteers) are Criminal Records Bureau Enhanced(CRB) checked.

Health & Safety

- ✓ A safety policy statement is available including designated names and all relevant emergency contacts
- ✓ An Emergency Aid Appointed Person will be on site
- ✓ A generic risk assessment is available for the site plus one including the specific activities that you are likely to or know that you will cover with the intended client group and their abilities in mind
- ✓ Health and safety records are maintained
- ✓ First aid and emergency procedures are in place, including accident and injury records / book
- ✓ Equipment is appropriate for the clients and in safe working order COSHH
- ✓ Mobile phone(s) or walkie talkies are available for all staff when working away from base
- ✓ Protective clothing suitable for the tasks are made available for the clients (or supplied by the commissioner)
- ✓ Health & Safety signage is visible.

Policies, records & information

- ✓ A children and vulnerable persons protection policy is available and formally acknowledged by any staff expected to work with clients.
- ✓ Appropriate and adequate insurance is in place (or will be before clients arrive on site)
- ✓ There is a disciplinary procedure and dismissal procedure for the clients to protect the farmer. It is important that the farmer decides what is acceptable before the client is with them.
- ✓ There is a written complaints procedure
- ✓ Feedback and evaluation procedures are in place.

Site facilities

- ✓ There are adequate and accessible toilet and hand washing facilities
- ✓ There are suitable wet weather facilities (including, where appropriate, an eating area away from livestock)
- ✓ Areas intended for people with disabilities are accessible
- ✓ Parking is suitable for safe access by intended clients.

Activities and liaison on behalf of clients

- ✓ A conditional meeting will take place on site with the prospective commissioner prior to placement
- ✓ There should be clear induction procedures agreed in advance for new clients (and where applicable their carers) these must include Fire and Accident / Emergency Procedures in the first instance.
- ✓ The farmer has clearly thought about what he/she has to offer in the way of activities, the benefits and what the alternatives might be should the weather not comply. It is one thing for the farmer to be out in all weather, however, it is not suitable for many paying clients to be expected to do the same! These planned activities need careful consideration.

Livestock

Where livestock are reared on the farm there should be demonstrable animal welfare standards that meet the Five Freedoms as set out by DEFRA -

- ✓ freedom from hunger and thirst
- ✓ freedom from discomfort
- ✓ freedom from pain, injury or disease
- ✓ freedom to express normal behaviour
- ✓ freedom from fear and distress

For more information on livestock welfare go to the Department for Environment and Rural Affairs website at www.defra.gov.uk

Fees & Working with Third Parties

The care farmer needs to be realistic about what they can and wish to provide and state clearly what will be the respective responsibilities of the care farmer and the commissioner (i.e. the referrer, commissioner or agency paying for the service).

Appropriate fees should be negotiated based on the need to sustain a commercially viable placement. A menu of services or similar is recommended for the farmer to establish 'peace of mind' when offering their services to clients and commissioners, thus enabling the farmer and the commissioner to be sure of what is to be expected.

It is also recommended that a contract is created as a result of the service provision agreement to add to clarity between the involved parties.

For more information telephone 01952 815335

e-mail: enquiries@ncfi.org.uk

www.ncfi.org.uk

NCFI, c/o Harper Adams University College, Edgmond, Newport, Shropshire, TF10 8NB.