



Apple Tree Farm Services CIC

Leadership and Management Statement



It is the responsibility of the Manager to:

- Ensure that all staff and volunteers are recruited through robust and safer recruitment procedures, including appropriate suitability checks, references, and vetting processes, and that they are competent, confident, appropriately qualified, and provided with ongoing supervision, support, and relevant training opportunities to maintain high standards of practice.
- Ensure the continuous monitoring, evaluation, and development of the service through regular quality assurance processes, reflective practice, feedback from staff, children, families, and professionals, and the implementation of improvements where required.
- Ensure that all records, risk assessments, care plans, policies, procedures, and documentation are accurately maintained, securely stored, regularly reviewed, and compliant with current legislation, safeguarding requirements, GDPR, and local authority guidance.
- Provide strong, effective, and inclusive leadership that promotes a positive, respectful, and child-centred culture, fostering professional and collaborative relationships between staff, children, parents/carers, external agencies, and other stakeholders.
- Demonstrate and promote high standards of professional conduct, competence, integrity, and safeguarding practice, maintaining an up-to-date understanding of childcare legislation, SEND, health and safety, and child development issues relevant to the service.
- Monitor and review the quality of practice, conduct, and performance of all staff members and the service as a whole, taking timely and appropriate action to address concerns, improve standards, and safeguard the welfare of children.
- Ensure that the safety, wellbeing, dignity, and rights of all children remain central to all decision-making, policies, and daily practice within the service.
- Respond promptly, professionally, and sensitively to any concerns, incidents, allegations, or complaints raised by children, parents/carers, staff, or external professionals, ensuring that all matters are managed fairly, confidentially, and in accordance with safeguarding and complaints procedures.
- Promote equality, diversity, inclusion, and anti-discriminatory practice throughout the service and ensure that all children and families are treated with respect and fairness.
- Ensure effective communication systems are in place so that staff, children, and families are kept informed, listened to, and actively involved where appropriate in decision-making and service development.

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Signed:
Farm Manager

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