

Safeguarding Children Policy

Update March 2024

Please read in conjunction with the
Safeguarding Procedures (update March 2024)



Kind • Safe • Supportive

1. Aim

Sue Lambert Trust believes that all children should be able to live free from any form of abuse, neglect or exploitation. Everyone's safety, including all children and young people who come into contact with the organisation, is central to our ethos.

We are committed to safeguarding children and young people by protecting their health, wellbeing and rights enabling them to live free from harm, abuse, and neglect.

This policy is mandatory to all staff, trustees, counsellors, contractors and volunteers at Sue Lambert Trust. It is essential that all staff, trustees, counsellors, contractors, volunteers, beneficiaries, donors and the general public are aware of its central messages and any duties/responsibilities it places on them. It is expected that all staff, volunteers, counsellors, trustees and where applicable contractors* at Sue Lambert Trust attend a safeguarding course and sign that they have understood the contents of this policy as part of their induction programme.

This policy gives clear expectations of the duties of all staff, volunteers, counsellors, contractors and where possible visitors about the behaviour and our legal responsibilities to safeguard and promote the welfare of children who may be at risk of abuse or neglect that we encounter.

This policy has been informed and recognises the duties placed upon the organisation within the Working Together to Safeguard Children (Working Together) 2018 legislation.

In this policy a child is defined as anyone who has not yet reached their 18th birthday whether that child is living with their families, in state care or living independently.

*This requirement is for contractors who will have a longer term contracted role within the organisation and who may come in contact with any clients including children and young people.

2. Our Ethos

Sue Lambert Trust will establish and maintain an ethos where children feel safe and supported and feel able to talk, listened to and understood. Children must be able to talk freely and to raise any concerns including those related to Sue Lambert Trust.

Through our regular safeguarding training (Introduction to Safeguarding at Sue Lambert Trust) as part of staff and counsellors' induction and the requirement to attend a safeguarding course as a refresher every three years - we will ensure that all our staff, volunteers and counsellors:

- understand the importance of safeguarding and their role in safeguarding children
- recognise a child potentially at risk of harm and know what action to take
- are able to recognise a disclosure and react appropriately
- are aware of the different forms of abuse and neglect
- understand dignity and respect when working with all individuals, including children
- know how to report a child safeguarding concern in line with this policy

We will provide information and advice to enable any children we directly work with to understand their rights and how they can obtain help and support.

Sue Lambert Trust will at all times work in partnership with parents, carers, Norfolk Safeguarding Children Partnership and other agencies and organisations to ensure the best outcomes for all children.

3. Introduction

In terms of this policy, and in line with Working Together (2018) a child is someone under the age of 18 years old whether they are living with their families, in state care or living independently. This policy is based on the fundamental principle that all children regardless of age, disability, sex, gender identity, ethnic, cultural, racial, national origins, religious belief/non-belief or sexual orientation have the right to live safely, free from abuse and neglect.

This policy adopts the Working Together (2018) safeguarding and promoting the welfare of children's definition:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Sue Lambert Trust also adopts the Working Together (2018) definitions of abuse and neglect as:

Abuse and neglect are 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.

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 such as 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, or valued only insofar as they meet the needs of another person. 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 communicate. It may feature age or 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. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

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.

Neglect

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:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is everyone's responsibility within the scope of Sue Lambert Trust to provide a safe, healthy and nurturing environment for all.

The duties within this policy for the safeguarding of children within Sue Lambert Trust is the responsibility of the CEO.

The Sue Lambert Trust will also identify Designated Safeguarding Officers to support the implementation of this policy and continually nurture a safeguarding culture within the organisation. These are outlined in the Safeguarding Procedures.

All counsellors are required to adhere to the BACP Ethical Framework in providing therapy. All staff are required to work within the Sue Lambert Trust values (kindness and compassion, commitment and empowerment, respect and openness) along within the organisation's policy and procedures.

4. General Procedures

Safer Recruitment

All new staff, volunteers and counsellors as part of a new job offer will be expected to:

- Provide a minimum of two references (one must be a previous employer)
- Undertake a Disclosure and Barring service search at a level commensurate with their role within the organisation (see Safeguarding Guidelines)
- Undertake an enhanced with barred list search – if the role within the organisation is a regulated activity (see: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf).

It is a criminal offence to allow anyone on the adult barred list to undertake regulated activities with children.

All job offers will be dependent on the above. Final decision of any job offer is the responsibility of the CEO.

Joining the Organisation

Sue Lambert Trust managers will ensure that all new staff, volunteers, contractors where applicable* and counsellors will be:

- Mandated to attend a comprehensive induction programme that covers at a minimum Health and Safety, Safeguarding and awareness of risk management
- Mandated to attend a Introduction to Safeguarding at Sue Lambert Trust. For new counsellors and anyone providing 1:1 support to the public must complete this prior to taking on any clients.
- Through signing off against this module during induction every new member of staff or counsellor agree that they have been informed and understand the safeguarding arrangements in place at Sue Lambert Trust
- Directed to our website where they can find the most up to date Safeguarding Children Policy and Procedures ([Protected: Volunteer Counsellor Resources | Sue Lambert Trust](#))
- Advised who our Designated Safeguarding Officers are and how to contact them (see Safeguarding Procedures)
- Given a copy of the recording format and guidance on how to complete it and who to pass it to.

*This requirement is for contractors who will have a contracted longer term role within the organisation and who may come in contact with any clients including children and young people.

All clients will be:

- Advised of our Safeguarding Policy and Procedures when they are contracting with our services. Agreement and understanding of our expectations and our policies and procedures are included in the contractual terms.
- Informed of our legal duty to escalate safeguarding concerns and the need to break confidentiality if anyone is at or perceived to be at immediate risk.

5. Training and Awareness

Every member of staff, volunteer, and counsellor at Sue Lambert Trust, will undertake a safeguarding awareness training every three years.

All managers and Designated Safeguarding Officers will attend courses designed for leadership in safeguarding (Designated Safeguarding Officer provided by Safer).

To continue to foster a safeguarding culture and awareness we will share any updates and information received from our membership of SAFE ([Online Safeguarding Training - Mix & Match \(safecic.co.uk\)](#)) and from Norfolk Safeguarding Children Partnership ([Safeguarding Children & Young People in](#)

[Norfolk - NSCP \(norfolkscb.org\)](http://norfolkscb.org) and any other relevant information through our internal communications with our staff and counsellors.

6. Continued Safeguarding Practice

Sue Lambert Trust will continue to focus on developing a safe, healthy and nurturing environment by:

- Renewing all DBS certification every three years (and encourage signing up to the update service where applicable)
- Mandated attendance at Safeguarding training every three years (all staff and counsellors)
- Provide clinical and operational support to discuss any concerns with regards to the safeguarding of children
- Continue to provide information and updates where applicable
- Respond quickly and effectively to issues when they arise
- Share information appropriately on a need to know basis.
- A safeguarding meeting will be held six times annually to review all safeguarding responses and input learning/changes where necessary. This meeting will form part of the Quality and Safeguarding Committee agenda and chaired by the relevant trustee.

7. Roles and Responsibilities

Named Person Responsible for Safeguarding/Designated Safeguarding Officer: Sue Lambert Trust CEO (Clive Evans)

Trustee Directly Responsible for Safeguarding: The Nominated Trustee for Safeguarding (tbc)

Operational Lead for Safeguarding Procedures/Lead Designated Safeguarding Officer: Head of Counselling (Warren Catherine)

Designated Safeguarding Officer: Deputy Head of Counselling (Claire Cullum)

The roles list above are responsible for:

- liaising with Children's Advice and Duty Service (CADS) and other agencies where necessary
- ensuring that all staff and volunteers are aware of our policy and the procedure they need to follow.
- ensuring that all staff and counsellors have received safeguarding information and training during induction and this training is refreshed every three years.
- ensuring that our safeguarding policy is in place, is reviewed annually and follows the guidance provided by Norfolk Safeguarding Children Partnership (NSCP)
- ensuring that at all times, safer recruitment practices are followed.

Our organisation undertakes to remedy without delay any weakness regarding our safeguarding arrangements that are brought to our attention.

The CEO has the overall responsibility for the safety of all staff, counsellors, contractors, volunteers, clients and visitors within Sue Lambert Trust.

8. Making a safeguarding referral

Sue Lambert Trust will confer with the CADS for all reported safeguarding issues in relation to children and young people.

The CADS number for all referrals and advice is **0344 800 8021**

Sue Lambert Trust recognise the duty to report as directed in Working Together to Safeguard Children (Working Together) 2018 legislation. However, with the nature of the work we conduct the child may not be currently in a position both physically or emotionally to report to the police. When these issues arise Sue Lambert Trust will always confer with CADS and be directed by them.

We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on www.norfolkscb.org and contact the Safer Programme for more advice on this process.

At all times the ongoing safety and welfare of the child is paramount.

9. Records and Confidentiality

All information is confidential and must be managed and stored within our organisation in line with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Sue Lambert Trust will always seek consent with the child and their responsible adult (if appropriate) prior to sharing any information with a relevant authority. However, if consent is not provided (or we are unable to gain consent) we will break confidentiality in order to share information with the relevant authority. This will always be clearly stated and understood by clients as part of the contracting process. The reason for consent not being provided must be documented within the safeguarding records and agreed by the CEO, Head of Counselling or Deputy Head of Counselling.

10. Safeguarding and Counselling

The ethical framework for Good Practice in Counselling and Psychotherapy will apply (British Association for Counselling and Psychotherapy BACP) –

and all reasonable attempts will be made to protect confidentiality and maintain a relationship of trust and openness between SLT and its clients.

If a child is at a perceived or actual immediate risk then this must be reported to the police using 999.

Wherever possible, the child and their responsible adults (if appropriate) consent will be sought prior to disclosing any information unless to do so would place the child at further risk of harm or would undermine an ongoing criminal investigation.

Sue Lambert Trust will confer with CADS for all reported safeguarding issues in relation to children and young people.

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SLT will comply with the Norfolk Safeguarding Children Partnership/Children's Advice and Duty Service (CADS) referral procedures.

SLT will follow up on any referrals made to ensure that any risks are being identified and managed. SLT will always co-operate with agencies to ensure anyone at risk of harm is supported.

11. Involving Parents or Carers

When working with young people under 18 it is good practice to have a degree of involvement with the parents and/or carers.

It is important to develop and maintain a trusting relationship with the child whilst they access our services. This is the basis of a therapeutic relationship. Nevertheless, at times if there is a risk of harm to them or any other child it is the duty of the organisation to report these and seek the consent of the responsible adult as outlined in the contracting process.

The only exception will be unless the concerns being raised suggest that the child/children or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated and recorded internally.

Sue Lambert Trust will confer with CADS for all reported safeguarding issues in relation to children and young people.

The CADS number for all referrals and advice is **0344 800 8021**

At Sue Lambert Trust the same worker/counsellor will not be providing support to both child and parent/carer.

12. Responding to allegations about a member of staff, counsellor, volunteer, trustee conduct towards children

In the first instance any allegation must follow SLT's procedures and the Designated Safeguarding Officer must be informed immediately.

The Designated Safeguarding Officer must notify the Local Authority Designated Officer (LADO) within 24 hours via the referral form on the Norfolk Safeguarding Children's Partnership website ([LADO-Referral-Form-agency-Oct-2022.doc \(live.com\)](#))

Where the alleged harm to the child is significant a referral to CADS should be made simultaneously by the Designated Officer.

The LADO and SLT's Designated Officer will consider:

- Whether the threshold is met
- Whether a referral to the police or social care team is appropriate
- Where a Multi Agency LADO Meeting needs to be convened
- Whether any immediate action needs taking place to make a child or young person safe within the organisation
- Where a child makes a clear allegation and/or has an injury, the referrer/employer should inform CADS immediately.

All allegations of abuse or neglect against our staff and counsellors, regardless of any LADO referral will be investigated in line with policies and procedures. The outcome of which may result in a Disciplinary process and could result in dismissal.

If there is a perceived continued risk to a child or continuing contact with any victims may be detrimental to any investigation, then the member of staff or counsellor will be suspended whilst the investigation takes place. Suspension is a neutral act to protect all those involved and does not indicate or attribute any guilt to any parties involved.

Sue Lambert Trust will ensure that all allegations are investigated fairly with respect to the interest of the child and if applicable the protection of the professional reputation of any member of staff, counsellor, contractor or volunteer concerned.

Sue Lambert Trust will strive to ensure that in all matters concerning the protection of children a resolution is reached and documented and the appropriate authorities notified.

In all cases the child, parent, legal guardian or carer of the child and the member of staff or volunteer concerned where applicable, will be informed as soon as possible once the allegation is made. Effort will be made to keep all parties informed during the investigation and all will be formally made aware of the outcome of the process where applicable.

Every effort will be made to maintain confidentiality at all stages and information should only be share on a need to know basis.

13. Monitoring

This Policy will be reviewed annually to ensure that it complies with legislative and regulatory requirements and best practice. It is subject to approval by SLT trustees and will be put to the trustees for approval after each review.

Performance against the Policy will be monitored through:

- Attendance at Safeguarding training including update training.
- Safeguarding as an agenda item on all Senior Management Team meetings and service meetings
- Documented discussions at regular one to one management meeting.
- Safer recruitment processes followed for all vacancies.
- All safeguarding referrals and issues reviewed quarterly during the Safeguarding Meeting and implementation of learning is evidenced.
- Regular safeguarding reports to the Board of Trustees detailing types of concerns and issues raised, actions completed, learning point implemented, number of staff and counsellors DBS, number attending safeguarding training.

15. Useful contacts

Children's Advice and Duty Service (CADS)

Call: 0344 800 8021 9am-5pm Monday to Friday

Out of Hours: 0344 800 8020

Norfolk Police:

Non-Emergency **101**

In an Emergency **999**

Local Authority Designated Officer (LADO)

Call: 01603 223473

LADO@norfolk.gov.uk

Norfolk Safeguarding Children Partnership [Safeguarding Children & Young People in Norfolk - NSCP \(norfolkscb.org\)](http://www.norfolkscb.org)

NHS and Social Care Whistleblowing Helpline 0800 072 4725

16. Policy review

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children's Partnership guidance www.norfolkscb.org

The policy will be reviewed, June 2024, by the Head of Counselling and/or CEO.

17. Other Relevant Policies

To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella;

Anti-Harassment Policy

Confidentiality Policy

Health and Safety Policy

Whistle Blowing Policy

Complaints Policy

Grievance Policy