

Safeguarding Children Policy

May 26

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Revision	Change	Author	Date	Apprvd	Date
1	Board Approval	Hof C&CS	4/7/22	Board	4/7/22
2	Change link to new safeguarding process	HofC	12/09/22	Board	
3	Update with new procedures	HofC	01/11/24	SMT	
4	Update to include domestic abuse wording	BOM	02/12/25	SMT	
5	Incorporated ICB Feedback	CEO	18/05/26		
6	Updated with Board Feedback	CEO	08/06/26	Board	08/06/26

Safeguarding Children and Young People Policy

Update May 2026

Please read in conjunction with the Safeguarding Procedures

1. Purpose and Commitment

Sue Lambert Trust is committed to safeguarding and promoting the welfare of all children and young people who come into contact with the organisation.

We believe that all children and young people have the right to:

- be protected from abuse, neglect, exploitation and harm;
- be listened to and respected;
- receive safe, effective and trauma-informed support;
- live free from discrimination, violence and fear.

Safeguarding is everyone's responsibility. All staff, trustees, volunteers, counsellors, trainees, agency workers, contractors and sessional workers share responsibility for safeguarding children and young people.

This policy applies to all activity undertaken by Sue Lambert Trust, including counselling, practical support, peer support, digital services, outreach, training, volunteering and partnership working.

This policy should be read alongside:

- Safeguarding Adults at Risk Policy
- Safeguarding Procedures
- Confidentiality Policy
- Information Governance Policy
- Whistleblowing Policy
- Recruitment and Selection Policy
- Equality, Diversity and Inclusion Policy
- Health and Safety Policy
- Lone Working Policy

2. Statutory Responsibilities and Legal Framework

This policy is informed by and complies with relevant safeguarding legislation and guidance including:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2026
- Human Rights Act 1998

- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- Domestic Abuse Act 2021
- Female Genital Mutilation Act 2003
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Children and Social Work Act 2017
- Keeping Children Safe in Education
- Care Act 2014 (where safeguarding concerns overlap with adults at risk)
- Modern Slavery Act 2015

Sue Lambert Trust recognises its statutory duty to:

- safeguard and promote the welfare of children;
- work in partnership with statutory and voluntary agencies;
- share information lawfully and proportionately where safeguarding concerns exist;
- participate in safeguarding reviews and learning processes where appropriate;
- ensure safer recruitment and safe working practices;
- respond appropriately to allegations against staff or volunteers.

3. Definitions

Child

A child is anyone under the age of 18 years, regardless of living arrangements, care status, disability, ethnicity, gender identity, sexuality, religion or immigration status.

Safeguarding

Safeguarding means:

- protecting children from maltreatment;
- preventing impairment of mental and physical health or development;
- ensuring children grow up with safe and effective care;
- taking action to enable all children to achieve the best outcomes.

Child Protection

Child protection is part of safeguarding and refers to activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm.

Significant Harm

Significant harm is the threshold that justifies statutory intervention in family life in the best interests of children. Harm may arise from abuse, neglect, exploitation or witnessing abuse.

Looked After Children

Children who are cared for by the local authority, including foster care, residential care or under care orders.

Contextual Safeguarding

An approach recognising that harm to children can occur outside the family home, including:

- peer groups;
- schools;
- online environments;
- neighbourhoods;
- exploitation networks;
- gangs.

Transitional Safeguarding

Recognition that older adolescents and young adults may continue to experience vulnerability and safeguarding risks as they transition into adulthood and adult services.

4. Principles of Safeguarding Practice

Sue Lambert Trust will:

- place the child's welfare at the centre of decision making;
- listen to children and respect their lived experience;
- work in a trauma-informed and strengths-based way;
- ensure safeguarding responses are proportionate and timely;
- promote inclusion, accessibility and anti-discriminatory practice;
- recognise barriers experienced by disabled children, neurodivergent children, LGBTQ+ young people, children from minoritised communities and children with communication needs;
- work collaboratively with safeguarding partners and agencies;
- maintain clear professional boundaries;
- learn from safeguarding reviews, incidents and audits.

5. Categories of Abuse and Harm

Abuse may include:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect.

Additional safeguarding risks include:

- child sexual exploitation (CSE);
- child criminal exploitation (CCE);
- online abuse;
- grooming;
- county lines;
- domestic abuse;
- harmful sexual behaviour;
- fabricated or induced illness.
- peer-on-peer abuse;
- honour-based abuse;
- forced marriage;
- female genital mutilation (FGM);
- modern slavery and trafficking;
- radicalisation and extremism;
- bullying and cyberbullying;
- self-neglect;

Children may experience multiple and intersecting forms of harm.

6. Roles and Responsibilities

Board of Trustees

The Board is responsible for ensuring:

- effective safeguarding governance;
- appropriate safeguarding policies and procedures;
- organisational learning and oversight;
- safer recruitment;
- safeguarding assurance and reporting.

Chief Executive Officer

The CEO has overall accountability for safeguarding within the organisation.

Designated Safeguarding Leads (DSLs)

Sue Lambert Trust will appoint appropriately trained DSLs responsible for:

- receiving safeguarding concerns;
- providing safeguarding advice;
- making referrals;
- liaison with CADS, Police, LADO and safeguarding partners;
- maintaining safeguarding records;
- contributing to audits, reviews and learning.

All Staff, Volunteers and Counsellors

All staff must:

- recognise safeguarding concerns;
- respond appropriately to disclosures;
- record concerns accurately;
- report concerns immediately;
- maintain professional boundaries;
- complete required safeguarding training.

7. Safer Recruitment and Workforce Safeguards

Sue Lambert Trust is committed to safer recruitment practices including:

- enhanced DBS checks where appropriate;
- barred list checks for regulated activity;
- verification of identity and qualifications;
- obtaining references;
- safeguarding interview questions;
- probationary monitoring;
- safeguarding induction;

The organisation recognises its duty not to knowingly employ any person barred from working with children.

Supervision arrangements will include:

- safeguarding reflection;
- case discussion;
- wellbeing support;
- professional accountability;
- escalation pathways.

8. Managing Allegations Against Staff, Volunteers or Counsellors

All allegations or concerns regarding staff, volunteers, trustees, contractors or counsellors must be reported immediately to a Designated Safeguarding Lead and/or the CEO.

All concerns will be referred to the Local Authority Designated Officer (LADO) within one working day.

Sue Lambert Trust will:

- cooperate fully with statutory investigations;
- protect children from immediate risk;
- maintain confidentiality appropriately;
- support all parties involved;
- ensure fair and proportionate processes.

Suspension may be considered as a neutral act pending investigation.

9. Mental Capacity Act and Young People Aged 16–17

Sue Lambert Trust recognises that the Mental Capacity Act 2005 applies to some decisions involving young people aged 16 and 17.

Any decision made on behalf of a young person lacking capacity must:

- follow the five statutory principles of the Mental Capacity Act;
- be made in the young person's best interests;
- consider the young person's wishes, feelings, beliefs and values;
- maximise participation in decision making;
- be the least restrictive option available.

The organisation also recognises the evolving autonomy and rights of older adolescents.

10. Prevent Duty and Radicalisation

Sue Lambert Trust recognises its duties under the Counter-Terrorism and Security Act 2015 to prevent people from being drawn into terrorism.

Staff will receive Prevent awareness training appropriate to their role.

Concerns relating to radicalisation or extremism will be discussed with a DSL and referred appropriately, including through Channel processes where necessary.

11. Information Sharing, Confidentiality and Record Keeping

Information sharing is essential for effective safeguarding.

Sue Lambert Trust will share information:

- lawfully;
- proportionately;
- on a need-to-know basis;
- in line with Data Protection Act 2018 and UK GDPR.

Consent will usually be sought unless:

- doing so would place a child or others at increased risk;
- it may prejudice a criminal investigation;
- urgent safeguarding action is required.

Safeguarding records will:

- be accurate and contemporaneous;
- stored securely;
- retained in line with organisational procedures;
- accessible only to authorised personnel.

12. Raising Concerns and Referral Pathways

Any immediate danger should be reported to Police via 999.

All safeguarding concerns must be reported internally in line with organisational safeguarding procedures.

Referrals may be made to:

Children's Advice and Duty Service (CADS)

0344 800 8021

Out of Hours: 0344 800 8020

Norfolk Police

101 (non-emergency)

999 (emergency)

Local Authority Designated Officer (LADO)

01603 223473

Staff should consult safeguarding procedures for:

- escalation pathways;
- recording templates;
- referral forms;
- emergency procedures.

13. Multi-Agency Working and Safeguarding Partnerships

Sue Lambert Trust recognises safeguarding as a shared responsibility.

The organisation will work collaboratively with:

- Norfolk Safeguarding Children Partnership (NSCP);
- Children's Services;
- Police;
- Health services;
- education providers;
- domestic abuse services;
- voluntary sector organisations.

Sue Lambert Trust will participate appropriately in:

- Child Safeguarding Practice Reviews (CSPRs);
- Local Child Safeguarding Practice Reviews (LCSPRs);
- safeguarding audits;
- multi-agency forums;
- strategy discussions and planning meetings.

Learning from reviews and safeguarding incidents will inform policy, training and practice improvements.

14. Training Requirements

Safeguarding training will align with the Intercollegiate Document:

“Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff.”

Training requirements include:

All Staff and Volunteers

- safeguarding awareness training at induction;
- refresher training every three years minimum;
- Prevent awareness training;
- information governance training.

Clinical Staff and Counsellors

- role-specific safeguarding training;
- trauma-informed safeguarding;
- contextual safeguarding awareness;
- regular safeguarding supervision.

DSLs and Senior Leaders

- advanced safeguarding training;
- multi-agency safeguarding procedures;
- LADO and escalation processes;
- safeguarding leadership competencies.

Training compliance is monitored and reported through governance structures.

15. Quality Assurance, Audits and Governance

Sue Lambert Trust will maintain safeguarding quality assurance systems including:

- safeguarding audits;
- referral reviews;
- supervision monitoring;
- DBS and training compliance monitoring;
- safeguarding meetings;
- Board safeguarding reports;
- policy review cycles;
- thematic learning reviews.

Safeguarding learning will inform service development and continuous improvement.

16. Accessibility, Equality and Inclusion

Safeguarding responses will be accessible, inclusive and culturally informed.

Reasonable adjustments will be made where required, including for:

- disability;
- neurodiversity;
- language needs;
- literacy needs;
- communication barriers;
- sexuality or gender identity;
- cultural or faith considerations

Children and young people will be supported to understand:

- their rights;
- confidentiality;
- safeguarding processes;
- how to raise concerns.

17. Related Policies

This policy should be read alongside:

- Safeguarding Adults at Risk Policy
- Safeguarding Procedures
- Equality, Diversity and Inclusion Policy
- Lone Working Policy
- Online Safety Guidance
- Complaints Policy
- Whistleblowing Policy
- Recruitment and Selection Policy
- Disciplinary Policy
- Information Governance Policy
- Confidentiality Policy

18. Key resources:

- Norfolk Safeguarding Children Partnership (NSCP)
- Working Together to Safeguard Children 2026
- NSPCC
- GOV.UK safeguarding guidance
- Intercollegiate Safeguarding Competency Framework
- Prevent Duty Guidance