

SAFEGUARDING POLICY

This is the statement of general policy and arrangements for Suffolk Wildlife Trust




The Board of Trustees has overall and final responsibility for Safeguarding.
The CEO, Christine Luxton, has day-to-day responsibility for ensuring this policy is put into practice.

Our Safeguarding mission is to ensure that children and adults at risk have a positive, safe and enjoyable experience with us and are protected from abuse and exploitation.

To support this, our culture around Safeguarding is: Valuing, listening to and respecting children and adults at risk - Fostering individual responsibility - Supporting staff and volunteers in keeping children and adults at risk safe and in reporting Safeguarding concerns - Working in partnership with individuals and relevant agencies.

Our processes are set out in our Health & Safety & Safeguarding Guidance which all staff can access on Sharepoint, together with risk assessments, codes of practice and COSHH statements.

STATEMENT OF GENERAL POLICY		RESPONSIBLE	KEY ACTIONS/ARRANGEMENTS TO ENSURE THIS
1	Prevent Safeguarding incidents by taking all reasonable steps to ensure the Health, Safety and Welfare of children and adults at risk	Christine Luxton CEO	<ul style="list-style-type: none"> • Ensure all staff and volunteers are competent to carry out their role • Provide appropriate information, instruction, training & supervision to employees & volunteers • Ensure safeguarding concerns are reported, confidential records maintained and information shared with agencies, as appropriate • Facilitate organisational learning and improvement through the Health & Safety & Safeguarding Committee, leadership meetings, team meetings and annual reviews • Review Safeguarding policy and procedures at least annually
2	Provide clear guidance and appropriate Safeguarding training to all staff, Trustees and volunteers	Sara Holman Designated Safeguarding Lead	<ul style="list-style-type: none"> • Maintain a single central record of training • Undertake annual reviews with staff and key volunteers with opportunity to review training needs
3	Engage and consult with employees on Safeguarding issues	Christine Luxton CEO	<ul style="list-style-type: none"> • Three meetings per year of Health & Safety & Safeguarding Committee including representatives from across the Trust's activities • Team meetings to have Safeguarding on every agenda so we learn from experience • Ensure all staff and volunteers discuss issues with their line manager and report any safeguarding concerns to the Designated Safeguarding Lead or Alternate Safeguarding Leads. • Whistle blowing policy in place to support staff in raising Safeguarding concerns.
4	Ensure recruitment of staff, Trustees and volunteers is subject to safer recruitment practices and that staff and volunteers are properly vetted to ensure they are safe to work with children and adults at risk, as appropriate	Christine Luxton CEO	<ul style="list-style-type: none"> • All paid and voluntary roles to be risk assessed • Safer recruitment questions to be asked at interview • Carry out DBS check at the appropriate level (DBS Policy 2021) • Undertake annual reviews with staff and key volunteers with opportunity to disclose changes • Repeat DBS checks every three years and ask individuals to sign up to the DBS update service

Signed: * (Employer) James Alexander, Chair:  Christine Luxton, CEO:  **Date:** 18 November 2021

Safeguarding policy and contact details for SWT safeguarding leads are displayed at all SWT offices, centres and workshops:
Designated lead: Sara Holman, Head of Engagement 01473 890089 / 07765 897882 sara.holman@suffolkwildlifetrust.org / Alternate lead: Debbie Gaze, People & Culture Manager 01473 890089 / 07766 020852

Safeguarding folder including Safeguarding procedure and concern recording sheet is located at all SWT offices, centres and workshops and on Sharepoint .
At this location they are: