



## SAFEGUARDING POLICY STATEMENT

This is the statement of general policy and arrangements for Suffolk Wildlife Trust. It should be read in conjunction with the Health & Safety and Safeguarding Handbook which details our full procedures and commitments which must be adhered to, and with the Trust's Whistleblowing policy. These can be accessed by all employees on Sharepoint and Breathe together with codes of practice and risk assessments.

### STATEMENT OF INTENT

Suffolk Wildlife Trust is committed to safeguarding the safety and welfare of all children and adults at risk as far as is reasonably practicable whilst they are taking part in Trust activities, engaging with us online or visiting the Trust's properties.

- Our Safeguarding goal is to ensure that children and adults at risk are safe and protected from abuse and exploitation.
- We will support employees and volunteers in safeguarding children and adults at risk and in reporting concerns.
- We will value, listen to and respect children and adults at risk.

To support this, our Safeguarding principles are: **Fostering individual responsibility** **Openness** **Leading by example** **Learning from experience** **Investing in training**  
**Sharing best practice**

### ROLES AND RESPONSIBILITIES

- The Board of Trustees has overall and final responsibility for Safeguarding.
- The Chief Executive is responsible for ensuring the implementation and compliance with this policy.
- All employees, workers, volunteers and activity delivery contractors have a responsibility for Safeguarding in respect of themselves and those around them.

### COMMITMENTS

- Prevent safeguarding incidents by taking all reasonable steps to ensure the health, safety and wellbeing of children and adults at risk.
- Provide suitable and sufficient information, instruction, training and supervision to ensure employees, volunteers and contractors are competent to carry out their role.
- Consult with employees on safeguarding management arrangements.
- Comply with relevant safeguarding legislation.
- Ensure necessary records are maintained and information is shared with statutory agencies as appropriate and to fulfil our duty to refer and act.
- Ensure recruitment of employees, workers and volunteers is subject to appropriate safer recruitment practices.
- Continually improve the performance of our safeguarding management.

### POLICY MAINTENANCE AND AVAILABILITY

This policy statement will be reviewed annually (or in line with legislative updates). It is available on Sharepoint and Breathe and at all SWT offices, centres and workshops.

**Designated Safeguarding Lead:** Sarah McLoughlin 07917 050619

**Alternate Safeguarding Lead:** Claire Palmer 07503 768150 Hugh Braidwood 07721 816272

**Signed:** Robyn Llewellyn, Chair of Board of Trustees:

Christine Luxton, CEO:

**Date:** 18 September 2025