

SAFEGUARDING POLICY

Lambourne End Limited (LEL) takes seriously the welfare of those who come onto its premises. We will ensure that a robust policy and procedures are in place to protect children, young people, adults at risk, volunteers, staff, trustees, contractors, partners, donors, and members of the public.

This Safeguarding Policy and its effectiveness will be reviewed annually, responding to changes in legislation and in the development of the organisation.

STATEMENT OF INTENT

Lambourne End Limited aims to ensure that:

- all children, young people and adults are welcomed into a safe, caring, environment in a happy and friendly atmosphere
- our policy and procedures are in place to keep children, young people, adults at risk and everyone who comes in to contact with Lambourne End Ltd safe from harm.
- all concerns and allegations will be taken seriously and responded to appropriately

This is summarised Lambourne End Ltd's Safeguarding policy statement (appendix A) which includes information regarding the LEL's Complaints and whistleblowing policies and is displayed in prominent areas around site, included in the welcome pack and available on the website

Staff and volunteers must:

- wear an identification badge at all times on site
- direct all visitors and contractors to reception to read the safeguarding policy statement, sign in, and be issued with an appropriate badge and asked to sign out on departure
- all visiting staff to have been sent the safeguarding policy statement in their pre-visit information as well as it being available on site and the web site
- ensure that a child, young person or adult at risk leaves the premises only in the presence of adults known to have permission to collect them
- reduce the opportunities for abuse to occur by allocating separate toilet facilities to groups based on their age and gender and work towards creating gender neutral, single occupancy toilet and shower facilities wherever possible
- never use their position to form a relationship with a child, young person or adult at risk to satisfy his/her emotional needs
- ensure they are present when children, young people or adults at risk are using a computer and the internet. See E-Safety Policy

This policy applies to the aforementioned groups and will be publicly available via our website with a hard copy available on request.

RESPONSIBILITIES

LEL recognises its responsibility to implement, maintain and regularly review procedures, to generate awareness and prevent harm. LEL will ensure that confidentiality is maintained, and

information is handled and disseminated on a need to know basis only. Information will be stored in a secured place with limited access to designated people, in line with LEL's GDPR policy.

LEL will support, resource and train those who work with children, young people and adults at risk. All staff have regular supervision and an annual review. Staff and volunteers who are involved in regulated activities will be subject to safer recruitment, DBS disclosure and safeguarding training as detailed in appendices E,F and G.

LEL will appoint a Designated Safeguarding Lead (DSL) and deputies, and the Board appoint a trustee as a Designated Safeguarding Representative. Their contact details will be provided on Our Safeguarding Policy Statement (Appendix A) which is displayed in reception and all the main buildings.

It is the responsibility of the Chief Executive to ensure that:

- this policy is implemented through the DSL and deputies
- that all staff members and volunteers know the policy
- that all staff members and volunteers are given appropriate training to ensure that this policy and the associated procedures operate effectively

It is the responsibility of the DSL and deputies to:

- ensure that concerns are reported to the relevant agencies in accordance with their safeguarding procedures. This will be determined by the home address of the person concerned

Staff and volunteers have the responsibility to:

- adhere to this policy and its procedures
- recognise where harm may arise
- know what to do in the event of any safeguarding concern
- keep clear records of all concerns and report them to the DSL or deputies
- ensure that any decision made, or action taken, on behalf of someone who lacks the capacity to make the decision or act for themselves must be made in their best interests (Mental Capacity Act 2005)
- use team meetings, staff meetings and supervision as various means of discussing safeguarding

All mini buses used to transport people will fulfil the requirements of the section 19 small bus permit. Where possible, students/placements will be seated in the back and seat belts must be worn at all times. When necessary, an escort/s will accompany the driver to provide required support, or internal cameras will be installed.

Lambourne End Limited is committed to engaging in multi-agency working to ensure the best outcomes for all involved and to maintaining good links with the local safeguarding boards. The contact details for each relevant Local Authority, including out of hours numbers, can be found in Appendix H.

All staff will read the Working Together to Safeguard Children document annually to ensure their knowledge remains operational and current

HOW TO DEAL WITH DISCOVERY, DISCLOSURE, SUSPICION OR CONCERN OF ABUSE OR BEHAVIOURS

(Definitions and signs of types of abuse can be found in Appendix B)

Lambourne End Limited understands the need to deal with any discovery or disclosure of abuse in a sensitive, timely, effective manner ensuring that all the appropriate steps are taken to report the

incident correctly. The appropriate steps are detailed in the Disclosure or Discovery of Abuse Procedure (Appendix C) which includes information about recording and completing the incident report form. This forms part of the induction and is displayed in the staff room to ensure that all staff and volunteers understand their responsibilities and how to implement these.

The main points to note are:

- Show compassion and empathy and ensure they feel heard and believed
- Do not promise confidentiality
- Do not discuss with anyone else
- Immediately inform the DSL or a deputy DSL
- A factual record should be completed straight away
- The person allegedly suspected of abuse must not be confronted

This policy is also intended to protect those who work with young people and children from unfounded accusations or from behaving in ways which may be well-intended but inadvisable.

HARMFULSEXUALISED BEHAVIOURS

Children and young people typically display a range of sexualised behaviours as they grow up. However, some may display problematic or abusive sexualised behaviour. This is harmful to the children who display it as well as the people it's directed towards.

- Everyone who works Lambourne End Centre should be able to distinguish developmentally typical sexual behaviour from sexual behaviours that are problematic or harmful. This will help respond appropriately and provide children and young people with the right protection and support. All staff and volunteers will therefore be expected to read and be familiar with the NSPCC's "Responding to children who display sexualised behaviour" document, provided during induction and displayed in the staff room

ANTI-BULLYING

Lel aims to create a supportive, caring and safe environment where people feel welcome, respected and can flourish without fear of being bullied.

As such, Lambourne End Limited has a strong stance against bullying of any type, since it indicates a lack of appreciation and respect for the feelings of others. Bullying will not be tolerated and will be addressed. (See Anti-bullying Policy for more details)

LONE WORKING

- 'Lone working' refers to situations where staff and volunteers, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance
- This last situation may also arise where there are other staff in the building but the nature of the building itself may essentially create isolated areas
- Lone working refers particularly to situations when staff and volunteers may find themselves working alone with students when no other staff members are present

Staff and volunteers should avoid working alone where possible.

Where an individual's role requires them to work alone, they (and their manager/Safeguarding Officer) have a duty to assess and reduce the risks which lone working presents.

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As part of their induction, staff and volunteers will be briefed on the important considerations relating to working on their own with children, young people and adults at risk. The procedure in these situations is written in the Safeguarding Lone Working Procedure, Appendix D.

Supervision ratios

Visiting groups are expected to bring adequate staffing to suit the needs of their group and duty of care remains with them at all times.

Where LEL takes duty of care for individuals attending the Centre, staffing ratios will be calculated based on the needs of the group and the activities they are taking part in.

These will never exceed:-

- 5 – 7 year olds 1: 8
- 8 – 13 year olds 1:12
- 14 and above 1:15

If there are insufficient supervision, the event should not take place.

DOCUMENTS ASSOCIATED WITH THIS POLICY:

Safeguarding Policy Statement - Appendix A
Definitions and Signs of Abuse - Appendix B
Disclosure or Discovery of Abuse Procedure - Appendix C
Safeguarding Lone Working Policy - Appendix D
Safer Recruitment Procedure - Appendix E
DBS Policy – Appendix F
Safeguarding Training Process – Appendix G
Local Safeguarding Children Boards contact numbers – Appendix H
E-Safety Policy
Anti-Bullying Policy
Complaints and Whistleblowing Policy
NSPCC's Responding to children who display sexualised behaviour

BIBLIOGRAPHY:

- This policy recognises the obligations and duty of care of Lambourne End Limited as it works with children and young people as covered in the Children Act (1989 and 2004). These Acts define children and young people as anyone up to the age of 18 years.
- This policy was drawn up with reference to 'Working Together to Safeguard Children', 'What to do if you're worried about a child' (2006) and the 'London Child Protection Procedures' (2007).
- This policy was drawn up in line with the Home Office document "Safe from Harm", which provides a code of practice for safeguarding the welfare of children and young people (up to the age of 16) in voluntary organisations in England and Wales.
- This policy was drawn up with reference to the Mental Capacity Act (2005) which creates a framework to provide protection to people who cannot make decisions for themselves.

Signed:



Date: 12-11-25

Position: CEO