

Safeguarding Policy – Norfolk Clubhouse

Norfolk Clubhouse works with adults 18 upwards and potentially vulnerable adults as part of its activities. These include: Providing positive opportunities to access work and gain necessary skills to improve their prospects of accessing education, training and employment. The purpose of this policy statement is:

- to protect vulnerable adults who receive Norfolk Clubhouses' support and services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy includes the protection of any children visiting any venue where we operate services for vulnerable adults who use our services. It provides parents, staff and volunteers an assurance of the overarching principles that guide our approach to child protection and adult safeguarding.

This policy statement applies to anyone working on behalf of Norfolk Clubhouse, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them.
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding.
- developing child protection and safeguarding policies and procedures which reflect best practice.

- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- creating and maintaining a positive anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- developing and implementing an effective online safety policy and related procedures.
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- implementing a code of conduct for staff and volunteers.
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- recording and storing information professionally and securely.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including (where appropriate) :

- Procedures for responding to concerns about a child or young person's well-being.
- Dealing with allegations of abuse against a child or young person.
- Role of the designated safeguarding officer.
- Managing allegations against staff and volunteers.
- Safer recruitment policy and procedures.
- Code of conduct for staff and volunteers.
- Anti-bullying policy and procedures.
- Online safety policy and procedures for responding to concerns about online abuse.
- Photography and image sharing guidance.
- Whistleblowing policy.

Contact details

Nominated safeguarding lead:-

Name: June Webb

Phone/email: 07935072726 june@norfolk-clubhouse.org

Deputy safeguarding lead:-

Name(s):

Phone/email:

Norfolk County Council Safeguarding Team – 0344 800 8020

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on: ...30/01/24.....(date)

Signed:June Webb..... [this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].

Date: ...30/01/24.....