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# Safeguarding Policy Statement

## Introduction

This policy statement sets out our approach to safeguarding and the related policies and procedures we follow. It was approved by the Board of Trustees and came into force in July 2024.

We are committed to reviewing our policy and practice annually. This policy statement and accompanying procedures are next due for review in July 2025.

Signed:   
73B268B903EC49D...  
**Michelle Money, Safeguarding Trustee**

Date: Approved on 18 July 2024

## Contact details

### Designated Safeguarding Leads

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### Deputy Safeguarding Leads

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Rebecca Perry  
Head of Adult Literacy and Criminal Justice  
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Tracy Jackson  
Head of Early Years  
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### Trustee Lead for Safeguarding

Michelle Money  
[ceo@greenheartlearning.org](mailto:ceo@greenheartlearning.org)

### Other useful contacts

**NSPCC helpline**  
0808 800 5000

**Childline helpline**  
0800 1111



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## **Purpose and aim**

The National Literacy Trust gives people from disadvantaged communities the literacy skills to succeed in life. We support and inspire literacy in schools. In the most disadvantaged areas, we lead community literacy projects and place-based approaches, working in partnership with a wide range of organisations and with parents and families. We campaign to change behaviours and make literacy a priority.

Through all this, we are committed to safeguarding and promoting the wellbeing of children, young people and all those who come into contact with our work. We believe that safeguarding is everyone's responsibility, and that the safety and welfare of those we work with is paramount in all circumstances. In order to provide the right help at the right time, everyone has a role to play in identifying concerns, sharing information and taking prompt action. This applies whether our programme are delivered in person, or online.

Furthermore, everyone, without exception, has the right to protection from abuse regardless of race, religion or religious belief, sex, sexual orientation, gender reassignment, marriage or civil partnership, age, disability, health, pregnancy or maternity, political beliefs, or on any other grounds.

The purpose of our safeguarding policy and related procedures is to:

- provide protection for children, young people, adults in secure settings, and all those who take part in our programmes, events or other activities or engage with our work in any way
- provide staff and volunteers with guidance in the event that they suspect someone may be experiencing, or be at risk of, harm.

## **Scope**

We expect everyone who works with us to share this commitment to safeguarding, including staff, trustees, volunteers, contractors, agency staff and students. This means following our policies and procedures, promoting the wellbeing of all children, young people and others who come into contact with our work, keeping them safe and behaving in a way that protects them.

## **Context**

We are committed to ensuring our safeguarding policies and procedures not only comply with statutory requirements, but also reflect best practice. As a large proportion of our work is delivered in partnership with schools, we follow the statutory guidelines in [Keeping Children Safe in Education](#) (updated 2024). Staff are required to read part 1 and we provide updates on changes each year. We also follow [Charity Commission safeguarding guidance](#).



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Safeguarding is at the heart of our work and is therefore reflected in a number of our related policies and procedures:

- Bullying and harassment policy
- Code of conduct
- Digital safeguarding policy
- Disciplinary procedure
- Health and safety policy
- Induction and training policy
- Photography and filming policy
- Safeguarding and reporting procedures
- Safer commuting guidance
- Safer recruitment procedure
- Whistleblowing policy

### **Policy statement**

We define safeguarding as the action we take to promote the welfare of children, young people and adults and protect them from harm, including:

- protecting them from maltreatment or abuse, and respecting individual dignity
- preventing impairment of health or development
- taking action to enable the best educational outcomes
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.

It includes child protection for those identified as suffering or likely to suffer abuse. Child abuse includes any action by another person – adult or child – that causes significant harm to a child, whether physical, emotional or through neglect.

Children includes everyone under the age of 18. However, we also take seriously our responsibility to safeguard the wellbeing of adults who take part in our programmes or are involved in the delivery of our work. This includes adults who may be considered vulnerable or at risk due to their circumstances at that time or their need for care or support, as well as our own staff and volunteers.

We will meet our safeguarding commitments in a number of ways, including:

- valuing, listening to and respecting all children, young people and adults
- appointing a nominated safeguarding lead, a deputy and a trustee who will take responsibility for safeguarding at the highest level in the organisation
- writing detailed safeguarding and reporting procedures
- making sure all staff and volunteers understand and follow our policy and procedures
- working closely with programme delivery partners and ensuring safeguarding responsibilities and procedures are agreed and followed



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- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about good practice with staff and volunteers
- ensuring all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately
- providing effective management for staff and volunteers through supervision, support and training
- building a safeguarding culture where staff, volunteers, programme participants and stakeholders know how they are expected to behave and feel comfortable about sharing concerns.

We are also committed to reviewing our policy and practice annually.

### **Working in partnership**

Many of our programmes supporting children, young people and adults are delivered in partnership with other organisations including, but not limited to, schools, colleges, early years settings, pupil referral units, libraries, businesses, study support centres, football clubs, women's refuges, community groups, Young Offender Institutions and prisons.

It is our expectation that all project delivery partners will observe statutory requirements and good practice on safeguarding. We will confirm that appropriate policies are in place, including reviewing working guidelines, checking DBS requirements and ensuring they follow guidance in Keeping Children Safe in Education, where appropriate. Safeguarding responsibilities will be set out in partnership/project agreements.

All staff should ensure that they know the safeguarding procedures in force in the setting they are working in or with, and which staff member is responsible for safeguarding issues. They should also ensure they follow the guidelines in this policy.

All sub-contractors and volunteers will be required to adhere to this safeguarding policy when working on our behalf. This will be made clear in the contract documents they sign before undertaking any work on our behalf.

### **Safer recruitment**

We are committed to safe recruitment, selection and vetting of all staff and volunteers, and follow guidance in part 3 of Keeping Children Safe in Education. All job descriptions, for paid staff and volunteers, make reference to the postholder adhering to our safeguarding policy and procedures. Where posts have been identified as being subject to a DBS check, this will also be stated. We use a checklist to identify which roles – staff and volunteers – are subject to DBS checks, and which require us to check against the barred lists for working with children or adults, according to the definition of regulated activity stated in the Safeguarding Vulnerable Groups Act 2006. DBS checks will only be carried out where we are legally able to do so, and will be kept up to date and renewed at least every three years.



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All our trustees, employees and volunteers are required to complete mandatory safeguarding induction training regardless of whether they work directly with children, young people or adults involved with our work. Regular mandatory update training is required for all of our trustees, employees and volunteers in accordance with the relevant statutory guidance, and within the context of their own roles and responsibilities. Evidence of appropriate safeguarding training is required for all others involved or associated with the charity, where they work directly as part of programme or service delivery.

### **Managing allegations against adults**

We follow the guidelines in part 4 of Keeping Children Safe in Education for managing allegations against adults. Any concerns about an adult's behaviour towards children, young people or vulnerable adults should be reported immediately to the Designated Safeguarding Lead. Consideration will be given to the graveness of the allegation before informing the person concerned. In the event of serious allegations, the police will be involved.

Allegations against the Chief Executive, or any other member of the senior management team, should be reported to the Trustee Lead for Safeguarding, the Chair of the Board of Trustees.

In all circumstances, we will act quickly and effectively if an allegation is made, or if there is suspicion or concern about a professional or volunteer's relationship with a child, young person or vulnerable adult, or group thereof, particularly if they have:

- behaved in a way that has harmed, or may have harmed, an individual
- possibly committed a criminal offence
- behaved in a way that indicates she/he is unsuitable to work with children, young people or vulnerable adults.

All organisations have a legal requirement to report individuals to the Disclosure and Barring Service (DBS) if they are dismissed or removed from regulated activity (or would have been had they not already left) because they harmed or posed a risk to a child or vulnerable adult. This duty to refer overrides any obligation to withhold information on the grounds of confidentiality.

Further details of our approach to recruitment, training and vetting of staff and volunteers are set out in our safeguarding procedures, along with our procedures for dealing with concerns about children, young people and adults.