



# Child and Adult Protection and Safeguarding Policy

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## Policy statement

The vision of The Smallpeice Trust is to get young people excited about STEM subjects, no matter their background, through fun, sustainable and educational activities delivered by inspiring experts and partnerships. The purpose of this policy statement is:

- to ensure that children engaging in activities across the Trust are well protected and that procedures are in place to safeguard their welfare.
- to provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to child protection.
- to ensure that staff and volunteering understand how vulnerable adults/adults at risk that we come into contact with are also supported appropriately.

We believe that children/adults at risk should never experience abuse of any kind. Everyone has a right to equal protection from all types of harm or abuse regardless of, for example, age, disability, ethnicity, gender, gender reassignment, religion or belief, sexual orientation, language or social background.

We have a responsibility to keep safe the children/adults at risk that we come into contact with, and to act in their best interests.

We are committed to safeguarding children and adults at risk as an integral part of our Values. We will **Promote** the welfare of children and adults at risk; work to **Prevent** abuse occurring; seek to **Protect** those



who are at risk of abuse or neglect; and **Respond** as effectively as we can to those who have been abused. We will take steps to identify those children and/or adults at risk.

Safeguarding and responding to child/adult protection concerns is the responsibility of all staff, volunteers and representatives whether salaried or voluntary, whatever their role or status.

Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare. The same principles also apply to adults at risk.

## Scope

This policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers, programme delivery contractors, agency staff, students or anyone working on behalf of The Smallpeice Trust. The term 'staff' is used for simplicity throughout this document to refer to all of the above.

## Definitions

**Safeguarding** can be defined as:

1. Promoting the welfare of children and adults at risk and enabling them to achieve the best outcomes.
2. Preventing harm which could result in the impairment of children's or adults health or development.
3. Providing help and support to meet the needs of children and adults at risk as soon as problems emerge.
4. Protecting children and adults at risk from maltreatment, inside or outside the home, including online.

**Child/adult protection** refers to the actions taken to protect children and/or adults who are at immediate risk of harm.

**Abuse:** Child/adult abuse, sometimes also referred to as 'maltreatment', is defined as all forms of physical and/or emotional ill-treatment, sexual abuse, neglect, radicalisation, commercial or other exploitation resulting in actual or potential harm to the person's health, survival, development or dignity<sup>1</sup>. It also includes children witnessing the ill-treatment of others in terms of domestic abuse, where they see, hear or experience its effects. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Abuse is harm which is so severe or persistent that it is deemed "significant" and is likely to have a lasting effect on the health or development of the individual. This policy applies to all forms of harm, including harm which may be caused intentionally or unintentionally, and which may not reach the threshold of significant harm. Further definitions of harm/abuse can be found in the Procedures and Guidance documents.

**Child:** For the purpose of this policy and to make it easier to read, the term children is used throughout to refer to anyone less than 18 years of age.



**Adults at Risk:** An adult at risk for the purpose of this policy, is anybody 18 or over and “who may be in need of care services by reason of mental health issues, disability, age or illness and who is unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation”. Whilst the majority of our work is with children up to the age of 18, we do have students who turn 18 whilst still accessing our programmes. Our own staff or others we come into contact with whilst undertaking our work could also fall within this definition.

**Vulnerable adults:** All adults at some point experience vulnerability, for example through bereavement, relationship breakdown, job loss or due to characteristic factors such as living with disability, dementia and mental ill health. Whilst we do not have a legal responsibility, we will respond to adults identified as vulnerable, or experiencing a period of vulnerability, and in need of support by signposting them to other services such as their GP, social services, the Samaritans or our own Employee Assistance Programme for staff.

## Principles

**We will seek to keep children and adults at risk safe by:**

- Valuing them, listening to and respecting them.
- Appointing a Designated Safeguarding Lead (DSL) and specific Designated Safeguarding Officers (DSO) for all areas of our organisation
- Appointing a lead board member and Trustee to have oversight of our safeguarding work.
- Adopting safeguarding and child/adult protection practices through robust policies and procedures.
- Making sure everyone understands their roles and responsibilities and providing effective management for staff through supervision, support, training and quality assurance measures.
- Recruiting and selecting staff safely, making sure all necessary checks are made and staff responsible receive Safer Recruitment training
- Making sure that we provide a safe physical environment for our programme users and staff by applying health and safety measures in accordance with the law and regulatory guidance, and to any higher standards that may be set by us.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and who will manage it and respond appropriately.
- Using our procedures to manage any allegations against staff or other programme users appropriately, transparently and effectively, and to prevent the employment/deployment of unsuitable individuals.



- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Making sure that we have effective complaints and whistleblowing measures in place.
- Building a safeguarding culture where staff and volunteers, children and their families, treat each other with respect and are comfortable about sharing concerns.

## **Responsibilities and escalation**

Safeguarding is the responsibility of everyone. This should be made explicit in every job or role description for Trustees, staff, delivery contractors and volunteers and referenced in agreements with partners and contractors.

The policy and procedures will be widely promoted and are mandatory for everyone involved in The Smallpeice Trust.

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

We will make sure each delivery programme and department within the charity has a Designated Safeguarding Officer who can provide advice on any safeguarding concerns and escalate them where appropriate.

We will make sure there is a clear internal escalation procedure to the Designated Safeguarding Lead and Trustees, as well as external escalation to the relevant authorities responsible for safeguarding and child/adult abuse allegations.

We will use an Internal Safeguarding Standards Group to embed a safeguarding culture across the Organisation. Safeguarding policies and practices are developed, reviewed and monitored by this group, with learning shared and acted upon.

Our trustees will maintain an oversight of safeguarding within the organisation to make sure that those benefiting from, or working with, the charity are not harmed in any way through contact with it. This includes having a nominated lead trustee for safeguarding. The safeguarding responsibilities for Trustees and for the nominated lead are set out in the trustees' role description.

## **Implementation**

This policy is implemented through accompanying detailed procedures. The procedures contain all necessary forms, flowcharts and contact information. Guidance and training are also provided to help staff carry out their safeguarding and child/adult protection responsibilities.

## **Further information and supporting documentation**

A list of safeguarding personnel can be found in Appendix 1.

For further information or queries, including advice on implementing this policy and procedures, please



contact the Designated Safeguarding Lead, or relevant programme DSO. Named contacts and details can be found as an appendix to the relevant procedures and guidance.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents that form part of our safeguarding framework, including:

1. Child and Adult Protection and Safeguarding Procedures
2. Code of Conduct
3. Safer Recruitment Policy
4. Anti-bullying policy
5. Online safety procedures
6. Missing Child Policy

Other related policies are:

1. Complaints
2. Health and Safety
3. Equity, Diversity and Inclusion
4. Whistle Blowing
5. Data Governance

A list of relevant UK laws and guidance can be found in Appendix 2.

## Revisions

This policy will be reviewed annually and additionally if a significant change is made to the laws, regulations, systems, people or processes related to this policy.

Issue No	Page No	Date Issued	Changes Made	Amended by
V2.0	Whole Document	06/07/20	Re-write of policy to align with current legislation	L Foster
V2.1	7	11/01/21	Updated to current legislation	L Foster
V2.2	7	29/9/22	Updated to current legislation	L Foster
V3.0	Whole Document	27/07/23	Inclusion of vulnerable adults within policy	L Foster
V3.1	6 8	7/11/24	Update on internal policies section Updated to current legislation	L Foster



	Whole doc		Changes to job titles	
V3.2	1 8	09/07/25	Change to Business Manager from Office Manager Update to DSO list	L Foster
V3.3	Whole document	27/11/25	Change to role titles Update to DSO list Updated to current legislation	L Foster
V3.4	8	30/4/26	Update to DSO list	L Foster



## Appendix 1: Designated safeguarding personnel

The Smallpeice Trust has the following specific safeguarding roles:

### Designated Safeguarding Lead

Lisa Foster

Mobile: 07909 683242

Email: [lisa.foster@smallpeicetrust.org.uk](mailto:lisa.foster@smallpeicetrust.org.uk)

### Deputy Safeguarding Lead

Kristina Burns, Head of Delivery

Mobile: 07500 666 099,

Email: [kristina.burns@smallpeicetrust.org.uk](mailto:kristina.burns@smallpeicetrust.org.uk)

### Trustee Safeguarding Lead

Jacqui Newsome, Trustee

Email: [Safeguarding@smallpeicetrust.org.uk](mailto:Safeguarding@smallpeicetrust.org.uk)

### Safeguarding officers for each programme delivery team

#### Community Programmes

Rachel Jenkinson, Programme Manager (Events and Scholarships),

Mobile: 07561 302 328

Email: [rachel.jenkinson@smallpeicetrust.org.uk](mailto:rachel.jenkinson@smallpeicetrust.org.uk)

#### STEM School Programmes

Marc Day, Head of Schools STEM Programmes

Mobile: 07467 045505

Email: [marc.day@smallpeicetrust.org.uk](mailto:marc.day@smallpeicetrust.org.uk)

The Designated Safeguarding Lead is the contact for all other departments.

Questions and concerns may also be addressed to the safeguarding email address:

[Safeguarding@smallpeicetrust.org.uk](mailto:Safeguarding@smallpeicetrust.org.uk) or to the phone number **01926 504710**

### NSPCC Helpline

0808 800 5000

### Warwickshire Children and Families Family Connect

01926 414144 (Monday to Thursday, 8.30am to 5.30pm and Friday, 8.30am to 5pm)

01926 886922 (out of hours)

[www.safeguardingwarwickshire.co.uk/safeguarding-children](http://www.safeguardingwarwickshire.co.uk/safeguarding-children) For whistleblowing contacts please see the whistleblowing policy and procedures.



## Appendix 2: Relevant laws and related guidance

This policy has been drawn up on the basis of UK and guidance that seeks to protect children and adults at risk (this list is not exhaustive). You can view all UK legislation [here](#)

### Legislation

Children's Act 1989 and 2004  
Children and Social Work Act 2017  
Data Protection Act 1998  
Human Rights Act 1998  
Education Act 2002 and 2011  
Sexual Offences Act 2003  
Mental Capacity Act 2005  
Safeguarding Vulnerable Groups 2006  
Children and Young Persons Act 2008  
Equality Act 2010  
Protection of Freedoms Act 2012  
Children and Families Act 2014  
Community Care Act 2014  
Serious Crime Act 2015  
Counter-Terrorism and Security Act 2015

### Government Guidance (UK)

Working Together to Safeguard Children 2023  
National Guidance for Child Protection in Scotland 2021  
Cooperating to safeguard children and young people in Northern Ireland 2017  
Guidance for Safer Working Practice 2022  
Keeping children safe in Education 2025  
Prevent strategy 2011  
Care and Support Statutory Guidance (England 2022)  
The Adults Support and Protection (Scotland) Act 2007: Code of Practice 2014  
Adult Safeguarding in Northern Ireland: Prevention and Protection in Partnership 2016

### Local Agencies (UK)

Local Safeguarding Childrens Board  
Area Child Protection Committees  
Safeguarding Board for NI  
Local Safeguarding Adult Boards