

Safeguarding Policy Statement

Because of the nature of the work undertaken by Leyton Orient Trust (LOT), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that LOT meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.

What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through LOT setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk - that come into contact with our organisation - are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

LOT's Safeguarding Ethos

LOT will always seek to provide protection to any person that receives our services. To this end LOT will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. LOT believes that no one should ever experience abuse of any kind. LOT has a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. LOT is committed to work in a way that protects them. This **Safeguarding Policy Statement** applies to everyone that comes into contact with LOT - including as applicable - the Board of Directors & Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of LOT. This policy also applies to any other person that engages with the work of LOT and includes parents, carers, families and other visitors to LOT premises.

Safeguarding at LOT

LOT places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, LOT ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing LOT's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

1. Getting the right people involved with LOT

This is achieved through adherence to LOT's Safer Recruitment Policies and Procedures.

2. Creating a safe environment for children, young people & adults at risk

This is achieved by providing all required safeguarding training, support and best practice advice, and further guidance by the effective communication of LOT's Codes of Conduct.

3. Promoting clear systems to deal with any safeguarding concerns

This is achieved through implementation of all LOT's policies and procedures relating to safeguarding.

A full copy of LOT's Safeguarding Handbook is available by speaking with (or contacting) the LOT person responsible for safeguarding.

Any person with a safeguarding concern or complaint - or who requires safeguarding support and advice - should not hesitate to contact the appropriate member of LOT's designated Safeguarding Team as detailed on the following page...

LOT's Internal Safeguarding Contacts

Board Safeguarding Lead/Senior Safeguarding Manager	
Name	Debbie Griggs
Job Title	Safeguarding Board Lead
Telephone Contact	Landline: 020 8556 5973
Email	debbieeg@hotmail.com

Designated Safeguarding Officer & Nominated Manager for Adults	
Name	Andree Selner
Job Title	Head of Education
Telephone Contact	Landline: 020 8556 5973 Mobile: 07940 912200
Email	andree.selner@leytonorienttrust.org.uk

Deputy Designated Safeguarding Officer & Nominated Manager for Adults	
Name	Trevor Duberry
Job Title	Head of Neighbourhoods
Telephone Contact	Landline: 020 8556 5973 Mobile: 07983 155177
Email	trevor.duberry@leytonorienttrust.org.uk

E-Safety Coordinator	
Name	Neil Taylor
Job Title	Chief Executive
Telephone Contact	Landline: 020 8556 5973
Email	neil.taylor@leytonorienttrust.org.uk

Responsible Person for Health & Safety	
Name	Neil Taylor
Job Title	Chief Executive
Telephone Contact	Landline: 020 8556 5973
Email	neil.taylor@leytonorienttrust.org.uk

Responsible Person for Data Protection	
Name	Neil Taylor
Job Title	Chief Executive
Telephone Contact	Landline: 020 8556 5973
Email	neil.taylor@leytonorienttrust.org.uk

Anyone with a safeguarding concern - and who would prefer not to speak directly with a member of our safeguarding team - should seek the appropriate support and guidance from the numbers below:

Other Useful Safeguarding Contacts	
Local Police	Emergency 999 & Non-Emergency 101
NSPCC Helpline	0808 800 5000 or help@nspcc.org.uk
ChildLine	0800 1111 (or text phone 0800 400 222) or www.childline.org.uk