Safeguarding Policy

This is a non-contractual policy

Reviewed: November 2025
Next review date: November 2026
Approved by CEO & Trustees

Policy Aims

The aim of the Safeguarding Policy (the "Policy") is to protect children, young people, and adults at risk from harm. To provide staff and volunteers as well as our clients and their families with overarching principles that guide our approach to safeguarding.

Scope

This Policy applies to everyone working or volunteering on behalf of the Matthew Project. This Policy should be used alongside our organisational policies, procedures, and guidance.

Policy

Safeguarding is a partnership of care, where everyone works together to prevent, detect, and report abuse. The Matthew Project has a clear role in this partnership recognising that the welfare of children, young people and adults at risk must always be paramount. It is important that everyone knows their role in safeguarding, and the key message is that safeguarding is everybody's responsibility.

We will give equal priority to keeping all people safe regardless of any protected characteristic (as defined by the Equality Act 2010).

We recognise that:

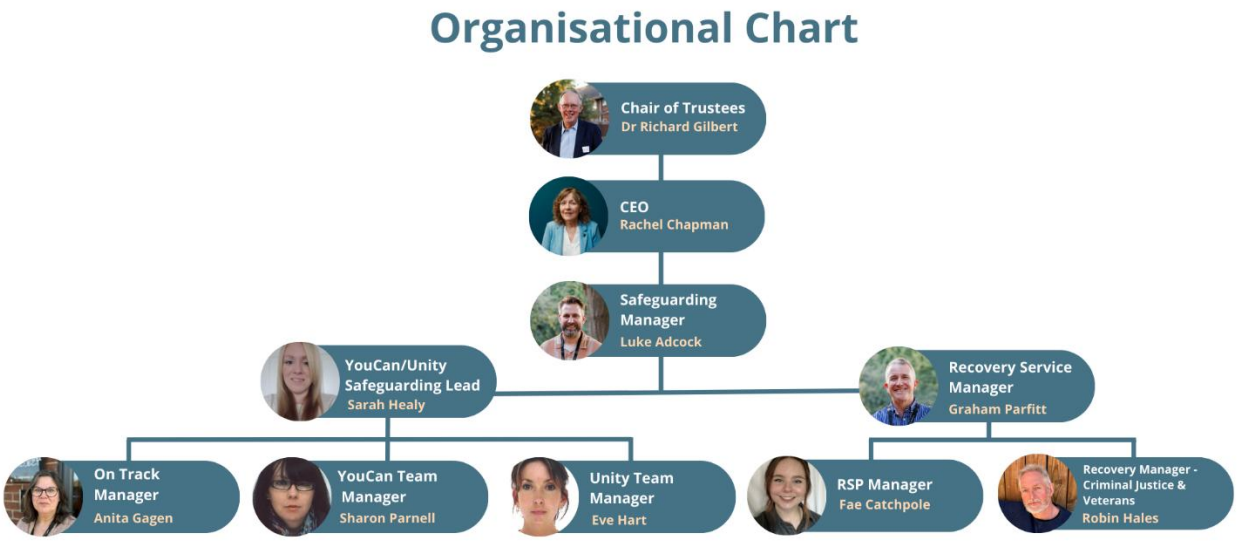
- The welfare of people is paramount in all the work we do and in all the decisions we take.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.
- All people have an equal right to protection from all types of harm or abuse.

Our commitments are:

- That we value, listen to, and respect the people that we work with.
- Ensuring that all staff and volunteers are aware of their responsibilities to observe the Safeguarding Adults Board, and the Safeguarding Children Partnership policies and guidelines regarding all adults, children, and young people for the counties in which the Matthew Project provides services.
- Following safer recruitment procedures which include safeguarding questions within the interview process for all the relevant roles. Also ensuring any staff or volunteer in contact with clients will undertake a DBS disclosure, completing a confidential self-declaration before commencing their work. Alongside this staff and volunteers are required to maintain current knowledge and understanding through the appropriate mandatory training.
- Supporting our staff and volunteers; and providing supervision and training as a way of maintaining good practice.
- Adopting safeguarding best practice through our policies and procedures.
- Making sure that staff, volunteers, and anyone that accesses the organisation, knows who to approach if they have a concern.

- Using our safeguarding procedures to involve the person and to share our concerns with relevant agencies who need to be informed.
- Ensuring we have effective complaints, compliments, and whistleblowing procedures in place.
- Maintaining and storing accurate records as required by the Data Protection Act 2018 and GDPR legislation.
- Being alert to recognising and responding to abuse.
- Reporting concerns promptly, including completing a CADS (Children's Advice and Duty Service – Norfolk County Council) contact form for "non immediate concerns".
- Ensuring that we provide a safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding environment where everyone treats each other with respect, and everyone is comfortable about sharing concerns.
- Cooperating with investigations.
- Supporting any protection plans.

Safeguarding Reporting



Contact Details

If you have any concerns, please speak to your manager or Safeguarding Lead.
The safeguarding lead can be contacted on 07770 620438 / 07824 545310
CADS (Norfolk): 0344 800 8021
Adult Safeguarding Board (Norfolk): 0344 800 8020

Responsibilities

- Board of Trustees - Overall responsibility for the safeguarding policies and procedures that govern the work at the Matthew Project.
- Chief Executive - Overall responsibility for ensuring the Matthew Project's resources are used effectively and appropriately to support safeguarding.
- Safeguarding Lead - Responsible for ensuring guidelines are in place and that safeguarding policies and procedures reflect our charitable ethos and commitment to equality, diversity, and inclusion.

- All Line Managers - Responsible for ensuring all employees are aware of safeguarding policies and procedures and trained appropriately.
- All Employees and Volunteers - To follow safeguarding policies and procedures, promoting best practice throughout the organisation.

Safeguarding Governance
The Safeguarding Lead(s) will lead and oversee the implementation of this policy and represent the concerns and views of everyone who works with or uses the services of The Matthew Project. The safeguarding email address for any non-urgent queries is: safeguarding@matthewproject.org

The Safeguarding Working Group (SWG) meets three times a year and involves representation from across the organisation. It operates with a remit from the Board of Trustees to assist the Trustees fulfil their responsibilities in ensuring the organisation is safe. It reviews and discusses safeguarding practice and procedures across the organisation.