

Implementation of Child and Adult Safeguarding Policies

Date for 2025	Next Training Date	Training/Safeguarding Implementation	Description	Accountability Actions
Ongoing as new staff members join.	September 2025 with new trainee cohort.	Staff and volunteer induction.	All policies and procedures are reviewed by the staff member/volunteer, including the child and adult safeguarding policies. This occurs during a two day induction which takes place within a month of recruitment.	Email confirmation that the safeguarding policy and procedures have been read and understood. HR will keep this record.
April 2025	April 2027	Mandatory safeguarding level three training provided by an external expert.	All full-time and part-time staff renew their level three safeguarding training every two years. This is mandatory.	Attendance in person or online is recorded for every staff member. Completion certificate logged.
September 2025	September 2026	Internal mandatory attendance of safeguarding training for all staff.	Internal facilitator once a year to facilitate an all staff review of understanding safeguarding policies and procedures. This includes a review of how we use the database, and the process of logging safeguarding concerns. Any new areas of concern regarding keeping children safe raised and resolved.	Every staff member's attendance in person or online is recorded by HR.
Ongoing throughout the year.	Ongoing.	Bitesize updates on various aspects of safeguarding.	These are ad hoc and require all staff attendance. They cover issues such as recording safeguarding incidents on Lamplight (CRM). Topics emerge based on organisational insights, reviews of any incidents, lessons learned or best practise updates (this list is not exhaustive).	Every staff member's attendance in person or online is recorded by HR.
September 2025	September 2027	NSPCC trustees safeguarding training.	All trustees have to undertake NSPCC trustee specific safeguarding training. This is renewed every two years.	Email confirmation of attendance and completion of training logged.
Weekly on Tuesday at 2pm.	Repeated every week on Tuesday at 2pm.	Weekly clinical meeting for clinicians with a safeguarding focus.	Every week for one hour a clinical meeting is had where all cases with safeguarding concerns are raised. Necessary actions and/or procedures are discussed and implemented.	All concerns and ensuing actions logged on the safeguarding section of Lamplight (CRM).
Weekly.	Repeated weekly.	Small supervision groups for all clinicians.	Clinicians are allocated to a small supervision group of approximately four people. In this group, in-depth case management is undertaken and safeguarding concerns are analysed and actions are discussed.	All relevant concerns and actions to be taken logged on the safeguarding section of Lamplight.
Monthly on the first Monday of every month.	Repeated monthly on the first Monday of every month.	Senior management safeguarding meeting.	All safeguarding concerns are raised at this meeting and relevant procedures discussed. The safeguarding log is also reviewed.	Heads of services will follow up with relevant clinicians on further actions required. Notes from these meetings will be kept on a secure drive. Designated Safeguarding Lead is in charge of this meeting.
Monthly.	Monthly.	Review of Lamplight safeguarding log.	All Heads of services will review the safeguarding log on Lamplight and discuss any concerns, ensuring plans to address those concerns are implemented.	Ongoing concerns or issues are brought to the senior management safeguarding meeting for reflection on next best steps.
Quarterly at the board meeting.	Repeated quarterly at the board meeting.	Risk register.	A risk register is presented to trustees quarterly. Safeguarding issues are recorded and discussed.	Minutes of trustee meetings are recorded and logged on the secure drive.