

Review Date- 10/02/2026

## Trinity Support Services Safeguarding Policy

### Introduction

Safeguarding is a core principle of ensuring the safety and welfare of children and young people. It extends beyond child protection to encompass measures that promote their well-being and protect them from harm. Trinity Support Services is committed to safeguarding children in our care by adhering to current legislative requirements, including Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2024, and the Children's Social Care National Framework 2023. This policy outlines the procedures for safeguarding, reporting concerns, and the responsibilities of staff.

### Definitions of Abuse

The following types of abuse are recognised under UK law:

- **Physical Abuse:** Any intentional act that causes physical harm to a child, such as hitting, slapping, burning, or shaking.
- **Emotional Abuse:** The ongoing emotional maltreatment of a child, which affects their emotional well-being and development.
- **Neglect:** The persistent failure to meet a child's basic needs, including their physical, emotional, and medical needs.
- **Sexual Abuse:** Any sexual activity forced or coerced upon a child, whether in person or online.

### Policy Statement

Trinity Support Services is committed to safeguarding and promoting the welfare of children under our care. In line with current legislation, we follow the Working Together to Safeguard Children 2023 guidelines, emphasising multi-agency collaboration and a whole-family approach.

- **Multi-agency collaboration:** We collaborate with external agencies and professionals, ensuring the effective sharing of information to protect children.
- **Whole-family approach:** We take a holistic approach to safeguarding, working with families to address issues of concern.
- **Information sharing:** We have established robust information-sharing protocols to ensure that safeguarding information is communicated effectively and in a timely manner to the appropriate agencies.

The Designated Safeguarding Lead (DSL) at Trinity Support Services is Zoe Ashman, who is responsible for ensuring compliance with safeguarding procedures. Staff are required to undergo safeguarding training upon joining the company, with refresher training every two years, including updates on new safeguarding legislation.

## Training Requirements

All staff must complete safeguarding and child protection training within their first 12 weeks of employment. This includes training on:

- **Online Safety:** In line with Keeping Children Safe in Education 2024, staff will be trained to recognise and manage risks associated with online safety, including cyberbullying and exposure to harmful content.
- **Mental Health:** As part of the 2024 update, staff will receive training on supporting young people's mental health and recognising signs of mental health difficulties.
- **Prevent Duty:** Staff will be trained in accordance with the Prevent Duty to recognise and address risks related to radicalisation.

Additional training will be provided as necessary, depending on the specific needs of the children and young people in our care.

## Procedures for Responding to Safeguarding Concerns

If a staff member becomes concerned about a child's welfare, they must report it immediately to the manager, unless the manager is implicated. In such cases, concerns should be raised with another senior staff member.

- **Multi-agency collaboration:** In line with Working Together to Safeguard Children 2023, concerns will be shared with relevant professionals and agencies, ensuring a coordinated response.
- **Information Sharing:** Safeguarding information will be shared in accordance with Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2024 to ensure timely and effective protection.
- **Whole-family approach:** As outlined in Working Together to Safeguard Children 2023, we will work closely with families to ensure safeguarding concerns are addressed comprehensively.

In cases where an allegation is made against a staff member, the Designated Safeguarding Lead (Zoe Ashman) will consult the Local Authority Designated Officer (LADO) for guidance on next steps. This may include referring the matter to the Disclosure and Barring Service and possibly suspending the staff member pending investigation.

In the event of self-harm or suicidal intent, staff are required to act swiftly to protect the child by contacting emergency services if needed, and to inform the relevant social worker. Risk assessments for affected children must be updated accordingly.

### **Recording and Incident Reporting**

All safeguarding concerns must be documented promptly and accurately, with reference numbers (such as police incident numbers) included in the records. These reports should be shared with relevant professionals involved in the child's care, as outlined in Working Together to Safeguard Children 2023. Updates must be provided to the relevant local authority services, including out-of-hours services, where appropriate.

### **Confidentiality**

Confidentiality must be maintained in all safeguarding matters. Information should only be shared with individuals who need to know in order to respond to and manage the safeguarding concern, in line with the guidance on information sharing in Working Together to Safeguard Children 2023.

### **Support for Staff and Young People**

Disclosures of abuse can have a significant emotional impact on both children and staff. Trinity Support Services is committed to providing appropriate support to both parties:

- **For young people:** External support services, such as mental health services and helplines, will be made available to the young person.
- **For staff:** Support through supervision and well-being services will be available to staff members, particularly in high-stress or traumatic situations.

### **Related Policy- Child Exploitation and Related Risks**

Trinity Support Services has a standalone **Child Exploitation Policy (Reviewed June 2025)** which outlines our approach to a wide range of exploitation and vulnerability concerns. These include: Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), radicalisation, extremism, trafficking, youth violence, gangs, Female Genital Mutilation (FGM), Forced Marriage (FM), faith-based abuse, gender-based violence, domestic abuse, fabricated or induced illness, private fostering, sexting, and peer-on-peer abuse including sexual violence and harassment. This policy should be read alongside this overarching Safeguarding & Child Protection Policy to ensure staff understand the full scope of exploitation risks and required responses.

### **Contact Information**

For any questions or concerns regarding this policy or safeguarding procedures, staff are encouraged to contact the following individuals:

- Zoe Ashman (Designated Safeguarding Lead and Child Sexual Exploitation Champion)  
Email: [zoe.ashman@trinitysupportservices.info](mailto:zoe.ashman@trinitysupportservices.info)



TRINITY SUPPORT SERVICES

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