

## Safeguarding Policy - first page

Learn to Love to Read takes the safeguarding of the children and families it works with, and of its staff and volunteers, extremely seriously.

The Head of Programmes and the Founder are the Safeguarding Officers for Learn to Love to Read.

All staff and volunteers will receive safeguarding training prior to starting work in any partner organisation (e.g. a school, children's centre or prison). This will include training on L2L2R's safeguarding policy and the latest policies set out by the relevant partner organisation and the government as appropriate.

Staff and volunteers will need to pass an enhanced DBS check when one is required. Details of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested and the unique reference number of the certificate will be stored centrally by Learn to Love to Read. Volunteers must be 18 years or over.

Every staff member or volunteer who helps in a school will be required, prior to starting their volunteering, to sign a declaration saying they have read and understood the Department for Education's 'Keeping Children Safe in Education' document, the document 'Safeguarding for L2L2R Staff and Volunteers' and the school's own safeguarding policy. 'Safeguarding for L2L2R Staff and Volunteers' defines safeguarding, explains its importance, outlines the responsibility of the volunteer/staff member, gives guidelines for volunteer/staff conduct and outlines the procedure to follow and the people to inform in case of an incident. ***Copies of the first two of these documents can be found in the Appendix.***

Learn to Love to Read will keep copies of these documents in the equipment box in each school, along with copies of the school's safeguarding report form, the names of the Designated Safeguarding Officers and details of steps to take if a staff member or volunteer is concerned. These documents together are known as the Safeguarding Pack. This Safeguarding Pack will also include details of school first aiders and how to respond in an emergency evacuation.

Reporting of safeguarding concerns is mandatory and can arise when abusive behaviour is observed or suspected; or when an allegation is made or disclosed; or when there are indicators (signs and symptoms) or suspected abuse on the victim.

The Founder and the Head of Programmes of Learn to Love to Read have received safeguarding training from Wandsworth Council. Refresher training will be given to staff and volunteers at regular intervals.

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If a staff member or volunteer reports a safeguarding incident to one of our partners, it is the responsibility of the relevant team leader to inform the Head of Programmes who will document this in the L2L2R Safeguarding Report document. This document does not contain any personal details, but is intended to ensure that correct procedures were followed and to highlight any further action required on our part. ***A copy of the Safeguarding Report template can be found in the Appendix.***

If a staff member or volunteer feels uncomfortable about the behaviour of another staff member or volunteer they can speak confidentially to either the Head of Programmes or the Founder. If it is inappropriate for the matter to be dealt with by either of these two people, a meeting or conversation can be arranged with one of the charity trustees. Sally Lucas is the Trustee with specific responsibility for safeguarding. We would recommend she be the first point of contact.

*Contact details for the trustees are as follows:*

Nigel Harris [nigel.harris@tearfund.org](mailto:nigel.harris@tearfund.org)

Jackie Carson [carson.jackie@btinternet.com](mailto:carson.jackie@btinternet.com)

Sally Lucas [see.lucas@gmail.com](mailto:see.lucas@gmail.com)

Steve Melluish [steve@stmikes-ststeves.org.uk](mailto:steve@stmikes-ststeves.org.uk)

Carolyn Stubbs [carolynstubbs@btinternet.com](mailto:carolynstubbs@btinternet.com)

Anyone who wishes to report a safeguarding incident direct to the charity should use the email address specifically set up for this purpose - [safeguarding@learn2love2read.org.uk](mailto:safeguarding@learn2love2read.org.uk)

