



## OUR DESIGNATED SAFEGUARDING OFFICERS

Whilst the Foundation expects all staff and volunteers, including trustees, to have a clear understanding of safeguarding children and adults at risk that take part in the Foundation's activities we have four key people that have overarching responsibility.

### **Tom Smith** **Lead Safeguarding Trustee**

- Primary responsibility for safeguarding within the Foundation.
- Actively champion safeguarding and child protection.
- Ensure all policies and procedures are robust and are reviewed. Manage risk attached to working with children, young people and adults at risk.
- Create a culture where safeguarding is at the forefront of all delivery.
- Ensure appropriate personnel are in place to deal with day to day safeguarding concerns
- Responsible for liaising and providing a lead on safeguarding matters with the board of trustees.

### **Ian Thornton** **Chief Executive Officer** [ian.thornton@norwichcitcsf.org.uk](mailto:ian.thornton@norwichcitcsf.org.uk)

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- Create a culture where safeguarding is at the forefront of all delivery.
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### **Gavin Coe** **Senior Safeguarding Manager** 07468 417561 / [gavin.coe@norwichcitcsf.org.uk](mailto:gavin.coe@norwichcitcsf.org.uk)

- Responsible for liaising with the Lead Safeguarding Trustee.
- Support with the Foundation's safer recruitment process.
- Support the Designated Safeguarding Officers with inductions, training and referrals.
- Support staff and volunteers to recognise and respond to possible abuse and neglect of a child or Adult at risk.
- Investigate any safeguarding complaints.

### **Lauren Jordan** **Designated Safeguarding Officer** 01603 761122 / [lauren.jordan@norwichcity.csf.org.uk](mailto:lauren.jordan@norwichcity.csf.org.uk)

- Lead on programme referrals for the Foundation, support staff dealing with a concern/ referral.
- Provide a safeguarding induction to all new staff and volunteers as part of the induction process.
- Maintain the Single Central Record (EFL).
- Complete DBS checked and support the safer recruitment process
- Review safeguarding policies and procedures.
- Support SSM with any investigations.
- Liaise with the Foundation's Chief Executive Officer and Senior Safeguarding Manager regarding trends in concerns/ referrals.
- Provide training to staff and volunteers on an annual basis or following an incident.



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### **Claire Pullen**

#### **Designated Safeguarding Officer (NCS & Nest)**

07760 574031 / [claire.pullen@norwichcitycsf.org.uk](mailto:claire.pullen@norwichcitycsf.org.uk)

- Lead on NCS programme referrals.
- Lead on The Nest referrals.
- Deliver NCS programme safeguarding training
- Complete DBS process and induction for NCS programme and The Nest staff.

### **Curtis Beales**

#### **NCS Safeguarding Support**

01603 761122 / [curtis.beales@norwichcitycsf.org.uk](mailto:curtis.beales@norwichcitycsf.org.uk)

- Supports with NCS reporting

### **Stevie Bramble**

#### **Designated Safeguarding Officer**

01603 761122 / [stevie.bramble@norwichcitycsf.org.uk](mailto:stevie.bramble@norwichcitycsf.org.uk)

- Lead on FE/HE referrals for the Foundation, support staff dealing with a concern/ referral.
- Liaise with multi-agencies.
- Work with the Head of Safeguarding for Norwich City Football Club.
- Support SSM with any investigations.
- Liaise with Hellesdon High School Senior Safeguarding Lead

### **Lewis Plowman**

#### **Designated Safeguarding Officer**

01603 761122 / [lewis.plowman@norwichcitycsf.org.uk](mailto:lewis.plowman@norwichcitycsf.org.uk)

- Lead on Football programme referrals.
- Deliver football programme safeguarding training
- Deliver football parent awareness workshops