



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

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Gavin Coe **Senior Safeguarding Manager** 01603 984000 / 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 984000 / 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.



OUR DESIGNATED SAFEGUARDING OFFICERS

Claire Pullen

Designated Safeguarding Officer (NCS & Nest)

01603 984000 / 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

- Supports with NCS reporting

Stevie Bramble

Designated Safeguarding Officer

01603 984000 / 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

Chris Ninham

Designated Safeguarding Officer

01603 984000 / chris.ninham@norwichcitycsf.org.uk

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

Jason Dobson

Designated Safeguarding Officer

01603 984000 / jason.dobson@norwichcitycsf.org.uk

- Lead on Community programme referrals
- Support the NCFC Head of Safeguarding or Foundation's Senior Safeguarding Manager with any concerns