



CHARLES BURRELL  
CENTRE

## Safeguarding Policy

Adopted 12<sup>th</sup> September 2019 / Due for Revision: November 2024

### Introduction

This policy reflects the commitment of Charles Burrell Centre Ltd to safeguard children and adults at risk. The policy sets out the Charles Burrell Centre's responsibility to ensure that children, young people, and adults at risk are kept safe from harm.

Charles Burrell Centre expects agencies, organisations, and other stakeholders that we work with or who hire or manage our facilities, to adhere to our procedures as a minimum standard and operate their own effective safeguarding policy.

The purpose of this policy and procedures is to protect and promote the welfare of children and adults at risk using or receiving services provided or commissioned by Charles Burrell Centre, and to support the staff, members, and volunteers in fulfilling their statutory responsibilities. Whilst it is not Charles Burrell Centre's responsibility to establish whether abuse has or is taking place it is everybody's responsibility to report any concerns about the welfare of children or adults at risk.

This extends to the identification of abuse or poor practice by any Charles Burrell Centre staff or person acting on behalf of Charles Burrell Centre as well as any allegations brought to the attention of Charles Burrell Centre by a member of the public. It is the primary concern that any such information is recorded and passed on to the designated Safeguarding Officer without delay so that it can be actioned and referred to the appropriate agency.

### Safeguarding Officer:

Karen Stone, Centre Manager, with delegation to designated staff onsite, during business hours.

Tel: 01842 779867

Email: [karen@charlesburrellcentre.org.uk](mailto:karen@charlesburrellcentre.org.uk)

In a safeguarding emergency where a vulnerable person is at immediate risk, call 999.

## Scope

Charles Burrell Centre recognises that Norfolk County Council and Norfolk Police are the lead agencies in the county regarding safeguarding. However, Charles Burrell Centre also recognises that everyone has a responsibility for protecting children and adults at risk including all employees, volunteers, and board members as well as companies owned by CBC Ltd. This policy relates to all children under the age of 18 and adults at risk regardless of their gender, age, ethnicity, disability, sexual orientation, religion, or cultural background. This policy outlines how the council meets its statutory obligations and gives guidelines for protecting and safeguarding children and adults at risk as well as the process for reporting concerns or incidents of abuse. This policy applies to all Charles Burrell Centre's representatives, agencies, organisations, and other stakeholders that we work with or who hire or manage our facilities. Where Charles Burrell Centre Ltd is the majority shareholder of a Limited company, this policy serves as the overarching policy with service specific safeguarding procedures and risk assessments also in place.

## Principles

- The welfare of children and adults at risk is the primary concern.
- All children and adults at risk have the right to protection from abuse.
- It is everybody's responsibility to report any concerns about abuse.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- Employees are expected to adopt and abide by the Charles Burrell Centre's Employee Code of Conduct and the Safeguarding Policy and Procedures
- Charles Burrell Centre will recruit, train, and supervise its employees and others working on behalf of Charles Burrell Centre to follow the safeguarding procedures to reduce the risk of allegations being made against employees.
- Charles Burrell Centre will work in cooperation with other local authorities and bodies to provide the most effective means of safeguarding children and adults at risk.

## Definitions

- The term **child, or young person**, is used to refer to anyone under the age of 18 years.
- The term **parent** is used as a generic term to represent parent, carers, and guardians.
- The term **employee** refers to staff, volunteers and anyone working on behalf of, delivering a service for or representing Charles Burrell Centre
- The term **adult(s) at risk** replaces the term vulnerable adult and refers to a person aged 18 or over who is in receipt or who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- An **alert** is a concern that an adult at risk or child is or may be a victim of abuse or neglect. An alert may be a result of disclosure, an incident or other signs or indicators.

- The term **carer** refers to unpaid carers – for example, relatives or friends of the adult at risk. Paid workers, including personal assistants whose job title may be ‘carer’ are called ‘staff.’

## **Risk Assessment**

Charles Burrell Centre Ltd seeks to manage effectively the risks associated with activities and events through departments/teams. To achieve this aim, a risk assessment process will be completed which involves identifying risks and means of reducing or eliminating them, for any new activities or events involving or potentially involving children and or vulnerable adults, and if changes are being made to activities or events involving or potentially involving children and or vulnerable adults. Staff will implement the required actions identified by the risk assessment process and review the effectiveness of these on a regular basis.

## **Definition of Child Abuse**

There are four broad **types of abuse**: physical abuse, emotional abuse, sexual abuse, and neglect.

The following definitions are drawn from the Department of Health and Social Services document entitled ‘Co-operating to Safeguard Children’ (2003):

“Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those who know them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. These types of abuse include:

### **Physical Abuse**

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent injury or suffering. This may include hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, although it may occur alone. Domestic violence, adult mental health problems and parental substance abuse may expose children to emotional abuse.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities or encouraging children to act in sexually inappropriate ways.

## **Bullying**

In addition to the definitions given above it is important to recognise the impact and extent of bullying in the lives of children. Some people may not regard bullying and discrimination as child abuse because of the settings in which this often takes place and because it is often children who are responsible for the behaviour. But Charles Burrell Centre would wish to make clear that bullying behaviour is unacceptable.

## **Identifying Abuse**

The following list outlines ways in which abuse may be identified. A more comprehensive table is attached at Appendix B. It is important to remember that it is not Charles Burrell Centre's staff member or volunteer's responsibility to determine if abuse is occurring but to report their concerns:

### **Possible signs**

- Changes in behaviour; immediate or over a length of time.
- Bruises and injuries that do not reflect the activity the child participates in and where the explanation does not conform with the injuries.
- Fear of certain adults
- Use of sexually explicit language and actions.
- The child is reluctant to take part (including changing and showering) or to go home.
- The child tells you that they are being abused.
- A third party tells you that they are being abused.
- A child who seems to be a 'loner' and does not integrate with the group.
- A child whose appearance deteriorates hygienically and/or physically.

Some disabled and young children may feel more vulnerable in making others aware of abuse due to them relying on the abuser. Charles Burrell Centre's procedures have been carefully constructed to ensure that all disclosures are dealt with confidentiality.

## **Safeguarding Code of Conduct**

### **Good Practice**

Charles Burrell Centre's staff and volunteers should be encouraged to demonstrate exemplary behaviour to protect themselves from allegations of abuse.

- Always work in an open environment (e.g., avoiding private or unobserved situations and encouraging an open environment i.e., no secrets)
- Treating all young people and adults at risk equally and with respect and dignity.
- Maintain a safe and appropriate distance from the young people and adults at risk.
- Build balanced relationships based on mutual trust which empowers young people and adults at risk to share in the decisions- making process.
- Involve teachers, parents/carers, and other key influences wherever possible.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people or using inappropriate language.
- Give enthusiastic and constructive feedback rather than negative criticism.

### **Poor Practice**

- Spending excessive amounts of time alone with children or vulnerable adults away from others.
- Taking children or vulnerable adults to your home where they will be alone with you.
- Allowing children or vulnerable adults to travel on their own with you in a vehicle.
- Engaging in rough, physical, or sexually provocative games, including horseplay.
- Entering a toilet with children or vulnerable adults unless another adult is present (this may include parent, teacher, or group leader).
- Allowing or encouraging abusive peer activities (e.g., any game/activity where an individual may be held up to ridicule)
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to, or within the hearing of a child or vulnerable adults.
- Reducing a young person to tears as a form of control.
- Allowing allegations made by a child or vulnerable adults to go unchallenged, unrecorded, or not acted upon.
- Doing things of a personal nature for children or vulnerable adults that they can do for themselves.

### **Training**

All employees working with children or adults at risk must complete safeguarding training as appropriate to their role.

The relevant level of training will be determined in accordance with the employee's role. Employees which have infrequent or indirect contact with children or adults at risk in the course of their work will be required to complete the staff induction programme. Those who have direct and frequent contact with children may be required to undertake further training.

Arrangements will be made for employees to undergo refresher training at appropriate intervals or at their annual training with any other relevant training.

Safeguarding Officer will receive all relevant training and subsequent refresher training to enable them to fulfil their role.

## **Induction**

All employees will receive an informal induction on starting work during which the Safeguarding Policy and Procedures is explained and requirements in relation to Charles Burrell Centre's Code of Conduct drawn to their attention.

Line managers may identify additional training needs for their employees through the Charles Burrell Centre's appraisal system. The level to which training is needed will be decided between the employee and their line manager.

## **Safeguarding Procedures**

Members, employees, volunteers, and contracted service providers should be always vigilant and comply with the procedures set out below.

### **Photography/Filming**

The credentials of any photographers used should be checked prior to employment. The photographer must always wear identification during an event. No un-supervised access to children and adults at risk or one to one photo sessions at events should be allowed.

The names and photographs of children or adults at risk must not be used, unless with the express permission (written or verbal) of the parent, guardian, or carer of the child.

Written or verbal permission must be granted from a child's parent, guardian, carer, or school before any picture of the child can be published in Charles Burrell Centre publication, website or social media feed or passed on for publication to any external media.

Any joint events with partners where photographs or film footage is taken must be made the responsibility of one of those partners and the policy & procedures of that body adhered to. It is the responsibility of the body taking responsibility for the photographs or film footage to confirm permissions and whether partners can use the images. When Charles Burrell Centre commissions professional photographers or invites the press to cover events and activities, Charles Burrell Centre's expectations must be made clear in relation to safeguarding.

## **Internet and Social Media**

- All employees are expected to comply with the guidelines set out in Charles Burrell Centre's Social Media Policy. In summary:
- Users must not create, download, upload, display, or access knowingly, sites that contain pornography or other material that might be deemed illegal, obscene, or offensive.
- Employees should take due care when emailing confidential information (such as the incident referral form) to an email address to ensure that they know the sender and have verified the recipient's email address is correct.
- The use of social media sites is monitored, must be conducted with care, and must not bring the organisation into disrepute.

- Websites are filtered and blocked dependent on the content of that site. Charles Burrell Centre Ltd.'s Centre Manager also monitors Charles Burrell Centre's website and Facebook page for unsuitable content.

## Reporting Procedures

If any concerns are raised about abuse of a child or adult it is the employee's, member's, volunteer's, or contractor's responsibility to respond and report their concerns on the same working day according to the process set out below. It is **not** the responsibility of any Charles Burrell Centre employee, member, volunteer, or contractor to decide if abuse is taking or has taken place.

There are four main situations when members, employees, volunteers, or contracted service providers may need to respond and report a concern or case of alleged or suspected abuse. These are set out below.

- 1. A child or adult at risk is identified as possibly experiencing abuse or neglect.**
  - If the child or adult is at risk of immediate significant harm, contact emergency services or seek relevant professional advice.
  - Complete safeguarding concern report form (see Appendix A)
  - Immediately contact a Safeguarding Officer at Norfolk County Council
- 2. A child or adult at risk makes an allegation of abuse or bullying.**
  - If the child or adult is at risk of immediate significant harm, contact Emergency services or seek relevant professional advice.
  - Complete safeguarding concern report form (see Appendix A)
  - Immediately contact a Safeguarding Officer at Norfolk County Council
- 3. Allegations or concerns are expressed about any other person i.e., parent, carer, other service user.**
  - If the child or adult is at risk of immediate significant harm, contact Emergency services or seek relevant professional advice.
  - Report immediately to Safeguarding Officer.
  - Record details on the safeguarding concern report form (See Appendix A)
- 4. Allegations or concerns are expressed about a member, employee, volunteer, or contracted service provider.**
  - If the child or adult is at risk of immediate significant harm, contact emergency services or relevant professional advice.
  - Report immediately to Safeguarding Officer at Norfolk County Council
  - Complete concern report form (see Appendix A)
  - Incident form referred to Norfolk County Council Adult/Children Services
  - A Local Authority Designated Officer (LADO) from Norfolk County Council Adult/Children Services is appointed to the case.
  - The LADO can be consulted for advice.
  - Dependent on the advice given by the LADO, a strategy meeting will be convened, chaired by the LADO.
  - A formal recommendation is made about whether the employee should be referred to the Independent Safeguarding Authority (ISA)
  - The employee may be subject to Charles Burrell Centre's own investigations and

Disciplinary procedure

- Result added to incident form and logged, and appropriate action taken.

## Volunteers

It is important that all volunteers are treated fairly, are given clear expectations of their role within the organisation and are supported to fulfil that role. Volunteers will be treated equally alongside any paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications and acknowledgement for their contribution to our organisation. In turn, our volunteers will always adhere to the Code of Conduct as a representative of our organisation. Any volunteer roles, which would be regulated activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

## Roles and Responsibilities

The roles and responsibilities of Members, officers, volunteers, and contractors are outlined below:

**Safeguarding Officer** is responsible for dealing with reports or concerns about the protection of children and adults at risk appropriately and in accordance with the procedures that are set out within the policy.

**Board of Directors** are overall responsible for safeguarding, even if certain aspects of the work are delegated to the Centre Manager and staff. They should proactively safeguard and promote the well-being and welfare of the organisation's beneficiaries, staff, volunteers, and others who encounter the organisation. This is a key governance priority. The issue of safeguarding is subject to regular reviews at Board level and is reported on by exception at Board of Trustees' meetings. In addition, the Board must ensure that employee vacancies / newly creates roles are assessed to determine whether a DBS is required and ensure that appropriate employees are subject to Disclosure & Barring Service (DBS) checks and that their staff comply with this policy and the related procedures.

**Managers (and managers responsible for contracted service providers and Managers of CBC subsidiary companies)** are responsible for ensuring that employees follow this policy and its related procedures and receive safeguarding training and the support they need in line with their responsibilities and level of contact with children and adults at risk.

**All Members, employees and volunteers** are responsible for performing their duties in a way that actively safeguards and promotes the welfare of children and adults at risk. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. They must bring safeguarding concerns to the attention of Safeguarding Officers.

**Contractors, sub-contractors, or other organisations funded by or on behalf of Charles Burrell Centre** are responsible for applying the appropriate DBS checks, delivering safeguarding training reflective of their level of contact with children and adults at risk, and ensuring that their employees comply with their own safeguarding policy and procedures. Charles Burrell Centre has a responsibility to monitor these requirements and ensure that they are carried out.



## **Recruitment**

- All potential candidates will have to fill in the Charles Burrell Centre's Application Form and Self-Disclosure Form (Appendix C), which will be used as part of the DBS background check, depending on the role under recruitment.
- Personal identification and academic/vocational qualifications will need to be verified.
- References will be obtained on the applicant.
- All prospective employees are required to undergo a suitability interview.
- When drawing up a job description for a post, managers will ensure that roles and duties relating to working with children or vulnerable adults are clearly described in the job description, and that the requirement to undergo DBS checks is stated.
- The Board of Directors will assess what roles require DBS checks.
- All applicants for work that involves direct contact or substantial unsupervised contact with children or adults at risk will be subject to DBS checking procedures, prior to any work being offered in a paid or voluntary capacity.
- Existing employees that are moving into jobs which require direct contact with children or adults at risk will be required to undergo checks under the DBS checking procedure to which a satisfactory response must be received. Charles Burrell Centre reserves the right to request a re-check at any time during this period.
- Where a DBS check reveals any issues of concern (e.g., previous offences, warnings, cautions or Police concerns) a decision on appointment of an applicant must be taken by the Centre Manager in consultation with the Chair of the Board of Directors. Where such concerns are raised in respect of an employee currently working for Charles Burrell Centre, the Chair of the board must consult the board members in deciding what action to take.

## **Roles and Responsibilities of Safeguarding Adviser**

- Be available to any employee or child/vulnerable adult to discuss any Safeguarding concerns to receive referrals or reports of possible abuse or poor practice.
- Understand the roles and responsibilities of the statutory agencies within the field of protection.
- Responsible for notifying appropriate agencies of any issues regarding safeguarding.
- Provide information and advice on safeguarding within the organisation and function as a local source of advice on safeguarding matters.
- Ensure that the Charles Burrell Centre Safeguarding Policy is adhered to and support the interest of children/vulnerable adults on Charles Burrell Centre activities and events.
- To establish contact with the Norfolk County Council Safeguarding Children/Adult Board, and to be aware of the local procedures.
- Manage the administration/organisation of paperwork and record the information received.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing and follows the correct procedures.

- Keep relevant people within the organisation informed about any action taken, along with any further action required.
- To uphold confidentiality as appropriate, in all safeguarding matters
- Advise the organisation of safeguarding training needs.
- Monitor safeguarding information/referrals to check for patterns and ensure that the process is being adhered to and ensure that the procedures are followed appropriately in consultation with Children/Adult Services and where necessary the Police.
- Ensure that the appropriate agencies are informed.
- Ensure that information is recorded and stored appropriately, and that data protection legislation is followed, and personal details not shared with third parties.
- Provide information to staff reporting concerns about support available to them.
- Make decisions regarding disclosure to parents, carers, partners, and pursuance of concern based upon the level of risk to the individual and/or their capacity to make decisions.

## **POLICY ADOPTION**

I confirm that this policy has been reviewed by the Board of Directors and approved at a Board Meeting held on 14<sup>th</sup> December 2023.

NAME Karen Stone

POSITION

Centre Manager

DATE 14<sup>th</sup> December 2023

SIGNATURE



# Appendix A - Concern Reporting Form

Please give as much information as possible, using extra sheets if necessary.  
Once completed please pass this form to the Safeguarding Officer.

<b><i>Your Details</i></b>		
Name:	Contact Number:	
Position:		
<b><i>Details of the individual at risk</i></b>		
Name:	Age:	Gender:
Home address:	Home phone number:	
	Name of parent(s) / carer(s):	
Are there any special factors relating to this individual (e.g., ethnicity, religion, language difficulties, disability)? Please give details:		
<b><i>Details of your concern</i></b>		
What is your concern? If you are reporting the concerns of someone else, please include their details.		

Please describe what has prompted your concern. Include times, dates, and details of any specific incidents, and names of any people involved.

Please give details of the person(s) allegedly responsible for abuse/poor practice:

Have you spoken to the individual at risk? If so, what was said?

Have you spoken to anybody else about your concern? If so, please give details, including any further actions agreed:

Is there any other information you feel is relevant to this incident?

Your signature:

Date:

Thank you. Please now pass this form to the Safeguarding Officer.

## Appendix B - Signs of Abuse

Please note: These lists are a guide and are not exhaustive or definitive.

The presence of one or more of these signs is not confirmation that abuse is taking place. There may be other, more innocuous reason behind them. However, if you have any doubts or concerns then you have the responsibility to report them.

Type	Physical Signs	Behavioural Signs
Physical	<ul style="list-style-type: none"> <li>• Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.</li> <li>• Bruises that reflect hand marks or fingertips (from slapping or pinching).</li> <li>• Cigarette burns.</li> <li>• Bite marks.</li> <li>• Broken bones.</li> <li>• An injury for which the explanation seems inconsistent.</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of parent being approached for an explanation.</li> <li>• Shows aggressive behaviour or severe temper outbursts.</li> <li>• Flinching when approached or touched.</li> <li>• A reluctance to get changed or covering up (e.g. wearing long sleeves in hot weather).</li> <li>• Depression.</li> <li>• Withdrawn behaviour.</li> <li>• Running away from home.</li> <li>• Distrust of adults, particularly those where a close relationship would normally be expected.</li> </ul>
Emotional	<ul style="list-style-type: none"> <li>• A failure to thrive.</li> <li>• Sudden speech disorders.</li> <li>• Developmental delay, either in terms of physical or emotional progress.</li> <li>• Self-harm.</li> </ul>	<ul style="list-style-type: none"> <li>• Neurotic behaviour, such as hair twisting or rocking.</li> <li>• Prevented from socialising with other children.</li> <li>• Fear of making mistakes.</li> <li>• Fear of parent being approached regarding their behaviour.</li> </ul>
Sexual	<ul style="list-style-type: none"> <li>• Pain or itching in private areas of the body.</li> <li>• Bruising or bleeding in private areas of the body.</li> <li>• Sexually transmitted disease.</li> <li>• Vaginal discharge or infection.</li> <li>• Stomach pains.</li> <li>• Discomfort when walking or sitting down.</li> <li>• Pregnancy.</li> <li>• Bedwetting.</li> </ul>	<ul style="list-style-type: none"> <li>• Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn.</li> <li>• Fear of being left with a specific person or group of people.</li> <li>• Having nightmares.</li> <li>• Running away from home.</li> <li>• Sexual knowledge beyond their age or their natural development.</li> <li>• Sexual drawings or language.</li> <li>• Saying they have secrets they cannot tell anyone about.</li> <li>• Self-harm or mutilation, sometimes leading to suicide attempts.</li> <li>• Eating problems such as overeating or anorexia.</li> </ul>
Neglect	<ul style="list-style-type: none"> <li>• Constant hunger, sometimes stealing food from others.</li> <li>• Constantly dirty or smelly.</li> <li>• Loss of weight or being constantly underweight.</li> <li>• Inappropriate dress for the conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Complaining of being tired all the time.</li> <li>• Not requesting medical assistance and/or failing to attend appointments.</li> <li>• Having few friends.</li> <li>• Mentioning their being left alone or unsupervised.</li> </ul>

## Appendix C - Self-Disclosure Form

### CONFIDENTIAL

We ask you to complete this form so that we are confident of your suitability to work with and around children. For more information read our Child Protection Policy.

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

YES  NO  (please tick)

If YES, please state the nature and date(s) of this offence(s):

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including spent convictions.

Have you ever been subject to any disciplinary action or sanctions relating to child abuse?

YES  NO  (please tick)

If YES, please give details:

You are required to sign below to certify that:

- You are not known to any Social Services / Social Care department as being an actual or potential risk to children
- You have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority
- No child has been ordered to be removed from your care;
- You will inform Charles Burrell Centre's Safe guarding adviser within 24 hours if you are arrested or investigated in connection with concerns about your behaviour towards children.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Any surname you were previously known by \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

We reserve the right to carry out checks to verify the information given on this form. You may be subject to disciplinary action if any information is found to be false.

## Appendix D – Designated Safeguarding Officer

The dedicated Safeguarding Officer for Charles Burrell Centre Ltd at the time of adopting this policy is:

Karen Stone  
Centre Manager  
Charles Burrell Centre

E-mail: [karen@charlesburrellcentre.org.uk](mailto:karen@charlesburrellcentre.org.uk)

Telephone: 01842 779867

### Safeguarding Contacts

Contact	Phone No
Charles Burrell Centre Ltd Safeguarding Adviser	01842 779867 / 01842 845202
Norfolk County Council Adult/Children Services	0344 800 8020
Local Authority Designated Officer (LADO)	01603 223473
Breckland Police	101
Childline UK	0800 1111
Victim Support	0845 3030900
NSPCC 24Hr Child Protection Helpline	0808 800 5000