**Safeguarding Team – Norfolk**

We have a statutory duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is the responsibility of every member of staff, volunteer and visitor to Lapwing Education to ensure they work in a way that will safeguard and promote the welfare of all our students and project participants.

If you have any concerns about a student or project participant, you **MUST** share this information immediately with the Designated Safeguarding Lead (DSL) or the deputy.

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| **Norfolk DSL** | **Norfolk Deputy DSL** |
| **Kendra Collier**Head of Education, NorfolkDesignated Safeguarding Lead (DSL)Prevent LeadOnline Safety LeadDesignated Teacher for Children in Care**Tel: 07731 998674** | **Will Fletcher**Chief Executive OfficerDeputy DSLHealth & Safety LeadData Protection Officer**Tel: 07501 969099** |

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| **DO** |  **DO NOT** |
| * Listen and reassure
* Clarify unclear comments
* Record the facts using exact quotes for a disclosure
* Report without delay
* Show professional curiosity
 | * Do not delay
* Do not investigate
* Do not ask leading questions
* Do not make assumptions or form judgements
* Do not promise confidentiality
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