



THE JOE DIX SAFEGUARDING POLICY 2025

CONTENTS:

1. Aims
2. Introduction
3. Our Ethos
4. Steps to Safer Recruitment
5. Procedures
6. Training
7. Records and Monitoring
8. Procedures for handling disclosures
9. Roles and Responsibilities
10. What is Abuse and Neglect?
11. Other Relevant Policies
12. Named Designated Child Protection Officer
13. Policy Review
14. Norfolk/Suffolk Useful Contacts

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POLICY

1. AIMS

1.1 The aim of Joe Dix Foundation's (JDF) Safeguarding Policy is to ensure every child we meet through our efforts is safe and protected from harm. This means we will always work to:

- Protect all children and young people from maltreatment
- Prevent impairment of our children's and young people's health or development
- Ensure that our children and young people grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role to enable our children/young people to have optimum life chances and enter adulthood successfully.

1.2 This policy will give clear direction to Trustees, staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children and young people within our organisation.

2. INTRODUCTION

2.1 Our organisation fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children and young people. The elements of our policy are prevention, protection, and support. A child is someone under the age of 18 years old.

2.2 Our policy applies to all children, volunteers, visitors, and staff.

3. OUR ETHOS

3.1 Our organisation will establish and maintain an ethos where children and young people feel secure, are encouraged to talk, are listened to and are safe. Children and young people will be able to talk freely to anyone who is part of or connected to our organisation if they are worried or concerned about something.

3.2 All Trustees, staff, volunteers, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child, and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.

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3.3 We will provide activities and opportunities that will equip our children with the skills they need to stay safe.

3.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers, and colleagues from other statutory organisations

4. STEPS TO SAFER RECRUITMENT POLICY

We will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people.

We will always adhere to the Norfolk Safeguarding Children Board's procedures, including specifically the Safer Workforce Policies and Procedures.

4.1 Job description and person specification. We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job. We will clearly define the role and agree this with relevant personnel.

4.2 Recruitment publicity. We will circulate any vacancies widely. We will ensure any advert contains a commitment to safer recruitment and safeguarding children.

4.3 Written Application Form. We will insist on a written application form. This should include personal details such as name, past names, past and current work/volunteering experience, and details of qualifications. It should also include explanation of all gaps in employment. Applicants should also provide current and recent addresses for the past 5 years.

4.4 Selection criteria. We will decide how the person should behave with children and what attitudes we want to see. We will develop a list of essential and desirable qualifications, skills and experience and select people against this.

4.5 Written Declaration. We will remind applicants that posts involving working with children are exempt from the Rehabilitation of Offenders Act. We will ask for a statement in writing that they have no past or current convictions, cautions or bind-overs and no pending court cases

4.6 Identification. We will ask for photographic documentation to confirm identity, such as passport or driving licence, and, for example, a utility bill that contains their address.

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4.7 Qualifications. We will ask to see the original documents of any qualifications.

4.8 Interview. We will interview face to face, preferably with at least two representatives from the group or organisation. We will discuss with the applicant information contained in their application form and explore their attitudes towards working with children. This also provides an opportunity to discuss our child protection policy and to ensure that the applicant has the ability and commitment to meet the standards required. We will talk about the application including:

we will talk about the application in

- - Areas in which you want to know more details
- - Gaps in employment history
- - Vague statements or unfamiliar qualifications
- - Frequent changes of employment

4.9 References. Two written references must be obtained, where possible to include current or most recent employer.

4.10 DBS Checks. We will always gain enhanced DBS disclosures as appropriate to the role. When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role we will allow the staff member or volunteer to have contact with children. These checks will be completed every 3 years. Emma Dix is responsible for keeping these checks up to date.

Volunteers under 18.

- We will carry out a risk assessment to identify any potential safeguarding issues and will put steps in place to reduce any risks.
- Volunteers under 18 will never be left alone to supervise others or included in adult to child supervision ratios.
- To check the young person is the right fit for the role we will carry out an informal interview.
- For young people under 16 we will get signed parental consent to confirm they are happy with their child becoming a volunteer. Parents will be made aware of our safeguarding policy and who they can contact should any concerns arise about their child during the volunteering.
- For over 16's we will consider the young person's individual circumstances to consider if it is still appropriate to obtain parental consent. If we do not seek parental consent, we still inform parents that they are volunteering with us.
- Young volunteers will receive an induction and training at an age-appropriate level and suitable to their role.

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- There will be a Code of Conduct for volunteers under 18's, which they will be asked to sign. They will be made aware of what happens if the Code is breached.
- If young volunteers are working with other children, they will receive training from our DSP on their safeguarding responsibilities and what they need to do if they have concerns about their own or someone else's wellbeing. They will be issued with a safeguarding summary statement; with the key information they need for their role.
- We will put support in place for young volunteers, so they gain the most from their role. Each volunteer has a named adult staff member mentor allocated to them. Experienced young volunteers will be buddied up with a new volunteer (under the guidance of a staff member).

4.11 Induction and Probationary Period We will ensure volunteers or workers receive a comprehensive induction, in line with our Induction Policy. We expect a normal probationary period to be 6 months, during which time the volunteer or worker will regularly work under the supervision of a more experienced volunteer or worker, such as management. Training on Child Protection and Safeguarding Children should be given within 3 months. If there are concerns during the probationary period, the volunteer or staff member will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure.

4.12 Training. Two members of the Management Team have completed the Safer Recruitment Training for Norfolk and Suffolk.

4.13 Safer Children Programme. (NSCB) is undertaken and refreshed every 3 years.

4.14 Staff and Volunteers will complete Core programme for voluntary organisation and independent agencies every 2 years.

5. PROCEDURES:

5.1 When new staff, volunteers or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's safeguarding policy and told who our Designated Child Protection Lead(s) for Safeguarding is. They will also be shown the recording format (as recommended in the Safer Pack by Norfolk and Suffolk's Safeguarding Children's Board), given information on how to complete it and who to pass it to.

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5.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding training through the Safer Programme relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Child Protection Officer.

5.3. All regular visitors and volunteers to our organisation will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Designated Child Protection Officer and alternate staff members are and what the recording and reporting system is.

5.4 All parents and carers will be asked to sign a distribution list confirming they have seen and read our safeguarding policy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

5.5 Parents will be required to sign a consent form at the start of their child's involvement with the organisation, which includes any vital health or otherwise notable information. It also requests permission for photographs to be taken for promotional purposes only.

6. TRAINING

Every Volunteer or staff member will undertake appropriate safeguarding training through the NSCP Safer Programme every three years. We actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via www.norfolkscp.org The Designated Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

7. RECORDS AND MONITORING

Records and Confidentiality

If we are concerned about the welfare or safety of any child in our organisation, we will record our concerns immediately alerting the DSL. Any information recorded will be logged and used for monitoring pastoral, safeguarding and welfare issues. Information will only be shared within the organisation on a need-to-know basis for the protection of the child. All information is confidential, however if there is a

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safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's and or Adult Services. Reports of a concern to the Designated Safeguarding Officer must be logged as a matter of urgency. Roles and Responsibilities Our Designated Safeguarding Officer will liaise with Children's and or Adult Services and other agencies where necessary and make referrals to Children's and or Adult Services using the procedure below. Any concern for a child's safety or welfare will be recorded and allocated to the Designated Safeguarding Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. The Welfare Team will use the Signs of Safety approach to assess the needs with the family/student if needed and make referrals where necessary. The Designated Safeguarding Officer will ensure that all staff, volunteers, and regular/repeat visitors have received appropriate Safeguarding information during induction and have been trained by the Safer Programme. The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme. At all times, the Designated Safeguarding Officer will ensure that safer recruitment practices are followed. Our organisation undertakes to remedy without delay any weakness regarding our safeguarding arrangements that are brought to their attention.

8. PROCEDURES FOR HANDLING DISCLOSURES

A child may decide to disclose information that may indicate they are suffering from abuse or neglect. A child chooses to speak to an adult because they feel that they will listen and that they can trust them. The adult needs to listen to what the child has to say and be very careful not to 'lead' the child or influence in any way what they say. It is important that the adult remembers to:

Key points to consider when dealing with a disclosure:

- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality— it must be explained that information will need to be passed on to help keep them safe.
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Name, sign and date the record in ink.

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Contact the designated safeguarding person immediately who will decide on what action to take.

INITIAL SAFEGUARDING CONCERN

1.Ensure Young Person's immediate safety and wellbeing

2.Inform Designated Safeguarding Lead and record on DSL/Welfare Team to assess risk level and nature of concern. If concern with a pupil in a school setting, inform the safeguarding lead.

All actions to be recorded.

If we feel a child is at risk of immediate harm, we will call the Police immediately on 999.

We will have the following information ready before contacting CADS:

- ✓ all of the details known to you/your agency about the child;
 - ✓ their family composition including siblings, and where possible extended family members and anyone important in the child's life;
 - ✓ the nature of the concern and how immediate it is;
 - ✓ Any and what kind of work/support you have provided to the child or family to date.
 - ✓ where the child is now and whether you have informed parents/carers of your concern
-
- If we are concerned a child or children is experiencing or likely to suffer significant harm, we will telephone (CADS) immediately on 0344 800 8021
 - When considering whether to contact CADS we will consult the CADS Flowchart in Appendix 1 and the [Norfolk Continuum of Needs Guidance](#) 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
 - We will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parent is informed. Reasons for not seeking consent should be clearly stated when speaking with CADS and recorded on internal systems for our records.

- CADS will advise us of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need, into the Family Help Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- We will not investigate and will be led by the Local Authority and/or police.
- We will keep written dated records of all conversations with CADS.
- We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on <https://norfolk-lscp.org.uk/>
- Parents or members of the public can contact CADS on 0344 800 8020.

Children with a Social Worker

If we have concerns about a child, who we know already has a social worker or practitioner, we will call that worker. If we do not know the worker or their contact details, we will contact Customer Services on 03444 800 8020 and they will help to make sure our call gets put through to the right person.

9. ROLES AND RESPONSIBILITIES.

RESPONSIBLE OFFICIALS:

The Designated Safeguarding Officer (DSL) for the Joe Dix Foundation, is Mr Phillip Dix and Deputy is Mrs Lorraine Bliss MBE. (Both Trustees)

CONTACT DETAILS:

Philip Dix 07990833093 philip.dix@icloud.com

Lorraine Bliss 07850031255 lorraine.bliss@joedixfoundation.co.uk

10. WHAT IS ABUSE AND NEGLECT?

10.1 Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development

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- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes in line with the outcomes.

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

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- promoting the upbringing of children with their birth parents, or otherwise their family network
- taking action to enable all children to have the best outcomes in line with the outcomes.

Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Physical abuse-A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse -The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or

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valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, though it may occur alone.

Sexual abuse-Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect-The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

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For information on indicators of abuse consult Appendix 3.

Additional safeguarding concerns to be aware of are:

- Child Sexual Exploitation
- Child Criminal Exploitation
- FGM – Female Genital Mutilation
- Forced Marriage
- Honour Based Abuse
- County Lines
- Domestic Abuse
- Online Abuse
- Radicalisation

10.2 Child sexual exploitation.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity.

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur by using technology.

10.3 Managing Allegations against people working or volunteering with children

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children who attend our setting. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in 'Working Together to Safeguard Children' (2023).

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An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including locum or supply staff) or volunteer is involved in an incident outside of setting/agency/workplace which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

At The Joe Dix Foundation we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to us, but who are not employed by our organisation to the LADO service directly at lado@norfolk.gov.uk

We will take all possible steps to safeguard our children and to ensure that the adults at The Joe Dix Foundation are safe to work with children. When concerns arise, we will always ensure that the safeguarding actions outlined in the local protocol and procedures [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#) are adhered to and will seek appropriate advice.

If an allegation is made or information is received about *any* adult who works/volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information will inform Philip Dix immediately. This includes concerns relating to agency, supply and specialist staff, students and volunteers.

The Designated Safeguarding Person, should within 1 working day, report the allegation to the LADO in accordance with this procedure, by completing a LADO referral form.

Should an allegation be made against the DSP/DSL this will be reported to Lorraine Bliss. In the event that Lorraine Bliss is not contactable on that day, the information must be passed to and dealt with by Emma Dix, Trustee.

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Prevent.

Section 26(1) of the CTSA (County Terrorism and security act) imposes a statutory duty on “specified authorities”, when exercising their functions, “to have due regard to the need to prevent people from being drawn into terrorism.

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers (referred to in this advice as ‘childcare providers’) are subject to a duty under section 26 of the Counterterrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the 11 need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. For JDF to fulfil the Prevent duty, it is essential that staff and Volunteers can identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools’ and childcare providers’ wider safeguarding duties and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. It is important to emphasise that the Prevent duty is not intended to stop children and young people debating controversial issues.

At JDF we endeavour where possible to provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

Radicalisation.

Goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

The Prevent duty is entirely consistent with JDF’s safeguarding policy and existing responsibilities and should not be burdensome.

Philip Dix is the PREVENT Designated Officer, Lorraine Bliss MBE, is Deputy.

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11.. OTHER RELEVANT GUIDANCE AND LEGISLATION.

11.1

- Section 157 Education Act 2002 • Criminal exploitation of children and vulnerable adults: county lines 2023
- Framework for the Assessment of Children in Need and their Families, DOH

RESPONSIBLE OFFICIALS:

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Other relevant guidance:

Working Together to Safeguard Children 2023

-What to do if You're Worried a Child is Being Abused 2015

-Children Act 2004

-Children Act 1989

-The Online Safety Act 2023

-Data Protection Act 2018

-The Prevent Duty Guidance 2023

-Norfolk Continuum of Needs Guidance 2023

[Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC
\(norfolkscp.org.uk\)](https://norfolkscp.org.uk)

-Norfolk Safeguarding Children Partnership Policies and Procedures

12. The NAMED DESIGNATED CHILD PROTECTION OFFICER is required to review this policy annually

13. POLICY REVIEW

This policy will be reviewed yearly, the next renewal date is June 2026

14. USEFUL CONTACTS

Additional useful contacts:

- Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021
- Norfolk Children's Services 24 hours 0344 800 8020
- Norfolk Police 101 / In an emergency 999

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- Norfolk Local Authority Designated Officers (LADO) Team lado@norfolk.gov.uk
- Norfolk Safeguarding Children Partnership (NSCP) norfolklscp.org.uk
- Safer Programme 01603 228966 safer@norfolk.gov.uk
- The Disclosure and Barring Service Regional Outreach Service
[The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

29th June 2026

Signed ...*Philip Dix*..... Philip Dix (DSL)

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