

## Safeguarding Children Policy and Procedure

- **Four Autism Ltd** has an essential role to play in safeguarding and we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.
- **Four Autism Ltd** recognises the importance of providing an ethos and environment within the organisation that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.
- Our organisation's core safeguarding principles are:
  - It is a whole organisation responsibility to safeguard and promote the welfare of children as its paramount concern.
  - All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
  - All children have a right to be heard and to have their wishes and feelings taken into account.
  - We have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.
- There are four main elements to our safeguarding policy
  - **Prevention** (e.g. positive, supportive, safe organisation culture, curriculum and pastoral opportunities for children);
  - **Protection** (by following the agreed procedures, ensuring we are trained and supported to respond appropriately and sensitively to safeguarding concerns);
  - **Support** (for all children, parents and families, and where appropriate specific intervention for those who may be at risk of harm);
  - **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).
- The procedures contained in this policy are consistent with those of the Local Safeguarding Children's Partnerships.

### 1. Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
  - DfE guidance Keeping Children Safe in Education 2018 (KCSIE)
  - Working Together to Safeguard Children 2018 (WTSC)
  - Framework for the Assessment of Children in Need and their Families (2000)

### 2. Definition of safeguarding

- "Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to children's welfare, health and safety."
- This safeguarding policy will be reviewed on an annual (minimum) basis by the **director** who has responsibility for oversight of organisation safeguarding and child protection systems which includes:

- Being alert to any issues for concern in the child's life at home or elsewhere. It is therefore requested that parents share information with Four Autism that they think maybe significant (Please refer to my Confidentiality Policy and Procedure).
- Attending Safeguarding Children (Child Protection) training every 3 years, to enable identification, understanding and response appropriately to signs of possible abuse, whether physical, emotional, sexual (including child sexual exploitation) or neglect, at the earliest opportunity.
- Will have regard to the Government's statutory guidance 'Working Together to Safeguard Children 2018,' Child sexual exploitation, definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation.' (February 2017) and 'Prevent duty guidance for England and Wales 2015' .
- Notifying the Local Safeguarding Children's Partnership of any serious accident or injury to, or the death of, any child while in my care, and I will act on any advice from the LSCP.
- Ensuring that any person having unsupervised contact with children is suitable to be in regular contact with children and an enhanced Disclosure and Barring Service (DBS) check has been completed.

### **3. Mobile Devices**

The following procedure is implemented regarding the use of mobile devices:

- I have the sole use of my mobile phone which will be used to contact parents/carers if necessary.
- Any photographs of children recording their developmental milestones will not be shared with anyone else, unless I have received permission from parents/carers to do so.
- Photographs and information are only stored on a computer where necessary and for a reasonable timescale.
- Photographs and information are password protected; and compliant with the Information Commissioner's Office (ICO) and Data Protection Act 1998.
- Images of children worked with though Four Autism Ltd are not displayed on any social media or web site, without prior agreement from parents or carers.

### **4. Understanding thresholds:**

I have an understanding of the thresholds set out by the Local Safeguarding Children's Partnerships:

Children, young people and their families have different levels of need and these may change over time.

#### **1. Low level needs**

Most children and young people have low level needs that can be supported through a range of general services provided by:

- Education and early years providers
- Health providers
- Leisure facilities
- Housing providers and tenants support organisations
- Community groups and organisations

#### **2. Emerging needs or identified needs**

Children and young people who have additional needs can be addressed by professionals working in a universal setting as they come to light through early help assessment.

#### **3. Multiple or complex needs**

Children and young people may need a more targeted support offer through targeted services such as Gateway, Restorative solutions, etc.

#### 4. Complex or serious needs including child protection concerns

Children and young people who have more complex needs may need support from specialist services such as Social Care, the Youth Offending Team and the Targeted Disabilities Services.

I will undertake the appropriate referral if I notice anything that gives me cause for concern, such as:

- Significant changes in the child's behaviour.
- Deterioration in general wellbeing.
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Any comments made which give me cause for concern.
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or at risk of) female genital mutilation.

To ensure the safety of children in my care: I will:

- Not allow children in my care to be left alone with another person, without the prior consent of the parent and/or carer.
- Maintain records of any concerns I have.
- Keep up to date with safeguarding children issues through training and regularly visiting the Local Safeguarding Children's Partnership website.
- Not ask leading questions should a child make a disclosure to me.
- Request parent's permission for children to be photographed and ensure that children are not photographed where permission is not granted.
- Keep accurate records on each child, and keep them safe and secure (please see my Confidentiality Policy and Procedure)
- Supervise children appropriately, in accordance with their age and stage of development.
- Report any accident/incident/injury as soon as possible to the carer or parent.

#### 5. LADO (Local Authority Designated Officer)

The LADO manages cases where allegations are made against adults who work with children and young people.

If an allegation is made against anyone at Four Autism we will:

- Contact the Local Authority Designated Officer (LADO) within one working day,
- If it is a serious allegation and/or includes current injury, risk of losing forensic evidence, danger to the child, I will contact the police first, then the LADO.
- I will also contact the LADO if I observe inappropriate behaviour displayed by any other person caring or working with children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.