

SAFEGUARDING POLICY

1. Introduction

Safeguarding and protecting the young people I work with (children and adults at risk of harm) is paramount. It is an ethical, professional and legal requirement of practice and takes precedence over everything else. This policy sets out the steps I take to keep young people safe and ensure their well-being by responding to any safeguarding and child protection concerns.

2. Codes of Conduct

- I have an enhanced DBS check (the highest level of criminal record check in the UK) and subscribe to the DBS update service. This means those using my service can, with my consent, check an up to date version of my DBS certificate online.
- I will prioritise the safety and needs of young people using my service at all times.
- I will ensure that we create and maintain a safe environment for our work whether this be at a young person's home, at their school or college or on-line.
- I will keep significant others informed including by observing or participating in sessions or providing feedback afterwards.
- When working one-to-one with a child or young person I will ensure another responsible adult is either present or close by in an adjoining room.
- I use a dedicated email address for work. I never share my personal contact details with service users or accept 'friend' requests on social media. I only ever contact a young person directly when contracted to work with them in an educational setting and then only do so via the approved learning platform, for example, to remind them of session times. In all other contexts I never directly contact young people I am currently working with or those I have worked with previously.
- I will always report any concerns about a young person and/or any concerns I have about the behaviour of anyone who has contact them.
- I refresh my safeguarding and child protection training and review my safeguarding policy regularly to ensure it takes account of any new guidance.
- When working in educational settings, I ensure I read, understand and comply with their safeguarding policy.
- I have a complaints policy should anyone have a concern about the quality and professionalism of the service I provide.

3. Reporting Concerns

- I will report a concern about a young person as soon as possible and within 24 hours.
- Wherever possible I will discuss with a young person why I want to share their information and with whom so that they know what is happening.
- When working in an organisational setting (i.e. a school or college), I am required to follow their safeguarding policy and child protection procedures. I will report any concerns to the Designated Safeguarding Lead (DSL) or, if they are absent, the Deputy DSL without delay. If a

DSL or Deputy is not available and there is reason to believe that a young person may be at immediate risk of harm I will report directly to the local safeguarding partners.

- If I have a safeguarding or child protection concern about a young person I am working with at their home I will generally discuss this with parents and/or carers and seek their consent to make a referral to local safeguarding partners and/or discuss with the DSL/Deputy DSL at the young person's school or college.
- When working with young adults (aged 18-25) I will talk to them about how best to respond to their safeguarding situation and seek their explicit consent to share information so as to promote their involvement, choice and control.
- There are, however, exceptions when I am legally required to act independently and report a concern directly to the local safeguarding partners.
- When I have reported my concern then the safeguarding lead and/or child or adult protection agencies are responsible for what happens next. It is, however, my responsibility to follow-up if I am not notified of the outcome.

**Local Safeguarding Partners
(for young people living and/or studying in Surrey)**

Surrey Children's Single Point of Access

t: 0300 470 9100 (9am to 5pm Monday to Friday)

Adult Social Care (18 years and above)

t: 0300 200 1005

t: 01483 517 898 (evenings, weekends, bank holidays)

Non-urgent concerns will be reported within 24 hours. However, if there is reason to believe that a young person is at immediate risk of harm, there is a medical emergency, a crime has been committed and/or it is in the public interest to do so I will contact emergency services.

In an emergency: 999

Other useful contacts

NSPCC Helpline: 0808 800 5000

Ann Craft Trust: 0115 951 5400

4. Recording Concerns

- I follow best practice guidelines when recording any safeguarding concerns relating to a child or adult at risk of harm.
- This includes recording my observations, what a young person has said or did to raise my concerns and the actions I and others have or have not taken.
- I will also record how I asked for consent to share information so as keep them safe, how well they understood and what their response was. If they do not consent I will make notes about our discussion, their reasons for withholding consent and how I explained that I still need to go ahead.

- When contracted to work with a young person through an organisation (i.e. a school or college) I may also be required to complete an electronic record of concern using their learning platform.

5. Data Protection and Storage

- All information relating to a safeguarding or child protection concern is stored securely in accordance with my privacy policy.
- Multi-agency working is key to effective safeguarding and protection of children and adults at risk. This means I may need to share information relating to a safeguarding concern with other agencies so that a young person and/or their families/carers can access the available support.

6. How to Get in Touch

If you would like to contact me to discuss how I protect the safety and well-being of young people using my service you can do so using the following:

e: sarah@wordsspeechtherapy.co.uk

m: 07742 915 921