

Safeguarding Policy for Children and Young People

1. The purpose of this policy

ADHD Embrace's mission is to support parents, carers and professionals working with children and young people with ADHD through:

- Knowledge - providing information, knowledge and practical support to parents, carers and professionals
- Advocacy - raising awareness of ADHD amongst general public, local schools, local healthcare groups, local community and at government level
- Empowerment - empowering those with ADHD and their families through provision of knowledge and practical support.

The purpose of this policy is to highlight our duty as ADHD Embrace:

- To protect children and young people who receive ADHD Embrace's services from harm. This includes the children of adults who use our services
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding

2. Scope of this policy in relation to ADHD Embrace as an organisation

This policy applies to anyone working on behalf of ADHD Embrace, including the Board of Trustees, all employees, consultants and advisers, service providers, volunteers, sessional workers, agency staff and students.

It is the responsibility of the Nominated Safeguarding Office (NSO) to support all employees, suppliers and volunteers in understanding this policy and procedure document, applying it in their everyday work and ensuring safe working practice guidance which all have read and understood.

Definitions

A Child as defined by the Children's Act 1989 and 2004 is anyone who has not yet reached their 18th birthday. Children therefore means children and young people throughout.

Abuse is defined as 'a violation of an individual's human and civil right by any other person or persons'

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

3. Our work and values

In pursuance of its mission, ADHD Embrace works directly with people, including children, in a range of ways. This work includes direct and indirect contact such as:

- Support and knowledge sharing using various media including digital and social media channels
- Workshops, talks and webinars for parents and carers and professionals who support children with ADHD
- Support work through one to one sessions, involving working with families of children with ADHD which could be working with the parents/carers, working with a parent and child (where the child is under 16), working with young people aged 16 and over with parental consent or working with young people aged 18 and over
- Drop-in coffee mornings and other social groups.

We believe that:

- People, particularly children and vulnerable adults, should never experience abuse of any kind
- We have a responsibility to promote the welfare of all people, particularly children and vulnerable adults, to keep them safe and to practise in a way that protects them
- All suspicions and allegations of abuse must be properly investigated. Staff not adhering to policy and procedure will be subject to formal disciplinary procedures.

We recognise that:

- the welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take
- all people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with vulnerable people, children, their parents, carers and other agencies is essential in promoting people's welfare
- children with ADHD may have vulnerabilities if executive function is impaired.

4. Safeguarding procedures adopted by ADHD Embrace

ADHD Embrace commits to addressing safeguarding throughout its work, through the three pillars of prevention, response and reporting. Each of these will be discussed below.

This applies to all employees, suppliers and volunteers (including the Board of Trustees), or anyone working on behalf of ADHD Embrace engaging directly with children. It ensures they are transparent and promote and safeguard the welfare of all children that they encounter and are aware of their duty of care to children.

This policy statement should be read alongside ADHD Embrace other policies and procedures including:

- Safeguarding vulnerable adults
- Code of Conduct for employees and volunteers
- Whistleblowing policy.

4.1 Prevention

ADHD Embrace's working practices are designed to protect children by adopting the following safe working practices:

4.1.1 Safer recruitment processes

ADHD Embrace endeavours to ensure that it does its utmost to employ 'safe' employees or volunteers that will potentially be in a position to work with vulnerable adults. Safer recruitment means that all applicants will:

- Provide a CV which includes their employment history
- Provide two referees for all employees and for volunteers in the case of them working directly with vulnerable adults or children
- Provide evidence of identity.

Successful applicants will:

- have been interviewed and references taken up as required
- a basic or advanced DBS check on all staff and volunteers where there is direct contact with children and sole contact with vulnerable adults and, as appropriate and in accordance with our DBS procedures
- where appropriate, provide evidence of their right to work in the UK
- confirm they have received and read a copy of the Safeguarding Policies for children and vulnerable adults respectively
- receive appropriate safeguarding training for all employees and those volunteers working directly with vulnerable adults and children.

4.1.2 Safer working practices

ADHD Embrace will adopt the following practices:

- valuing, listening to and respecting everyone we work with
- making sure that our safeguarding policies are accessible and available, so people know where to go for help if they have a concern
- appointing a Nominated Safeguarding Officer, and a Safeguarding Trustee
- ensuring all staff have access to, are familiar with, and know their responsibilities within this policy
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and Code of Conduct confidently and competently
- employees and volunteers are only allowed to communicate with ADHD Embrace service users through official ADHD Embrace email accounts and not through personal email accounts
- sharing information about safeguarding and good practice with families and carers via leaflets, posters, group work and one-to-one discussions
- making sure that families and carers know where to go for help if they have a concern
- all staff and volunteers are expected to act with professionalism and with the duty of care to the users of our services

- using our procedures to manage any allegations against staff and volunteers appropriately
- through our Whistleblowing Policy follow up on any safeguarding concerns reported through this route
- building a safeguarding culture where staff and volunteers, and families we work with all treat each other with respect and are comfortable about sharing concerns
- only once deemed appropriate by the NSO and Safeguarding Trustee as set out below, using our safeguarding procedures to share concerns and relevant information with agencies who need to know, involving families and carers appropriately.

Safe working practice ensures that the users of ADHD Embrace services are safe and that all staff and volunteers including trustees:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work in an open and transparent way subject to data protection law
- work with other colleagues and service provider and partner organisation staff where possible in situations open to question
- receive induction and CPD training (minimum of every three years) to ensure safeguarding knowledge is up to date
- abide by the Data Protection Act 1998 –photographs of users of services are taken with their permission and only stored on ADHD Embrace secure filing system
- abide by the code of conduct about media and social media use – in particular, staff and volunteers should only engage on ADHD Embrace social media platforms in their professional capacity and not engage on personal messages with users of our services
- record any incidents or decisions made
- apply the same professional standards regardless of gender, race, sexuality or ability
- are aware of the need for confidentiality
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

4.2 Response

All ADHD Embrace employees, volunteers, and suppliers have a responsibility to identify the symptoms and triggers of abuse and neglect, to share information and work together to provide children with the help they need. Equally all cases of safeguarding that are reported through the Whistleblowing Policy will be actioned immediately. ADHD Embrace will act on identified concerns to ensure they are fully considered, and the most appropriate course of action is followed.

The NSA or the Safeguarding Trustee are the lead people to whom all safeguarding concerns and suspicions should be reported and from whom advice should be sought on all safeguarding matters.

4.3 Reporting framework

Always telephone 999 if the child is in immediate danger.

If a child is in danger or at risk of harm, a referral should be made to children’s social care and/or the police immediately.

In all cases, the following steps should be taken in response to concerns:

- If any trustee, employee, volunteer or supplier is concerned about a child they must inform the NSO immediately (or Safeguarding Trustee if NSO is not available), outlining the concern and named of individual involved
- Any concerns should be logged and recorded on the same day on the Form for Recording and Reporting Concerns about a Family or Child or Vulnerable Adult
- The written record must be clear precise factual account of observations or what has been said
- Nominated Safeguarding Officer discusses with Safeguarding Trustee
- The NSO will decide on the most appropriate course of action and whether the concerns should be referred to Children Social Care.
- If it is decided that a referral needs to be made to Children Social Care this will be discussed with the parents, unless to do so would place the child at further risk or undermine the collection of evidence e.g. forensic evidence
- All concerns and discussion and decisions will be recorded in writing and on the Safeguarding Register
- The action agreed will be recorded and in the case where no further action is to be taken this will be recorded and the reasons for this decision
- ADHD Embrace will ensure that any records made in relation to a referral are kept confidentially and in a secure place in line with our GDPR and privacy policies.
- Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to the need for protection.

Key contacts:

ADHD Embrace

Jenny Cooper Executive Director	ADHD Embrace Nominated Safeguarding Officer	Info@adhdembrace.org
Annette Wilson Chair	ADHD Embrace Safeguarding Trustee	Chair@adhdembrace.org

Richmond and Kingston Borough Councils

Single Point of Access (SPA)	0208 547 5008 (8am to 6pm Mon – Fri) 0208 770 5000 (Out of hours)
LADO	LADO@achievingforchildren.org.uk 020 8891 7370

The duty to refer and the role of the local area designated officer (LADO)

The LADO is employed by the local authority and should be alerted to all cases in which it is alleged that a person who works with children has:


- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against children or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. The LADO will attend local strategy meetings and chair managing allegation strategy meetings. If you have concerns about a staff member or volunteer relating to child protection you are legally obliged to refer the case to the LADO.

This policy statement and the accompanying procedures were approved by the Board of Trustees on 1 November 2022.

We are committed to reviewing our policy and good practice annually.

Signed: 

Annette Wilson, Trustee for Safeguarding and Child Protection

Date: 1 November 2022