

## **Safeguarding and Promoting the Welfare of Children (AG02)**

### **Policy**

Autism Guernsey recognises it has a responsibility, along with others, to promote the safety and welfare of children through its support for families, and as part of that responsibility, to ensure that children are protected from harm.

This policy for safeguarding and promoting the welfare of children has been adopted by Autism Guernsey to signify its commitment to safeguarding and promoting the welfare of children. It applies to all Directors, staff and volunteers.

Where there are concerns about the safety or welfare of a child, Autism Guernsey's Safeguarding and Promoting the Welfare of Children policy and procedures are followed, and information is shared with the relevant agencies in order to protect the child(ren).

Autism Guernsey recognises that ill treatment to children can occur in all cultures, religions and social classes. All children have the right to be protected. Children who have been abused deserve care, respect and sensitivity.

Autism Guernsey is committed to working in partnership with children, young people, parents and carers in all circumstances, including where there are concerns or suspicions that a child(ren) is suffering, or is likely to suffer significant harm.

Statutory guidance can be found here:

<http://www.online-procedures.co.uk/guernsey/>

### **Objectives**

To explain the responsibilities the organisation and its Directors, staff and volunteers have in respect of safeguarding and promoting the welfare of children.

To provide a clear procedure that will be implemented where children's safeguarding or welfare issues arise.

### **Definition**

Throughout this policy "children" refers to children and young people who have not yet reached their 18<sup>th</sup> birthday.

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment, preventing the impairment of their health or development and ensuring that they are growing up receiving safe and effective care.

## **Procedures**

### **1. Recruitment, selection, induction and training procedures for Directors, staff and volunteers**

Autism Guernsey takes all possible steps to ensure that children are kept safe through:

- safe recruitment processes for all Directors, staff and volunteers (see Appendix 3)
- planned induction of all Directors, staff and volunteers, to include signed and dated confirmation of their understanding and acceptance of the safeguarding policy and procedures.

### **2. On-going support and supervision for paid staff**

Autism Guernsey ensures that all paid staff, including the Strategic Lead for Safeguarding, access regular, recorded management support and supervision as well as case management supervision when needed in line with Autism Guernsey guidance and are clear about their role and responsibilities.

### **3. Information Sharing**

Autism Guernsey has clear expectations of all Directors, staff and volunteers for sharing information about families, parents, children and young people:

- all families supported are made aware of Autism Guernsey's safeguarding policies
- a factual dated record of contact with the family and of any concerns about a child(ren) in families supported are kept in line with Autism Guernsey's record keeping and record retention procedures
- Autism Guernsey recognises the importance of sharing information to protect children and normally the disclosure of the confidential information to any other person may only be undertaken with the expressed permission of the parents for the purpose of assisting the family **however**
- where it is considered necessary for the welfare and protection of a child(ren), information will be shared with the appropriate authority and families will be kept informed of Autism Guernsey's actions unless to do so would put the child(ren) at greater risk of harm.

#### 4. Local Partnerships and Procedures

Protecting children is a shared responsibility. In order to fulfil its responsibilities in promoting the welfare and safety of children Autism Guernsey:

- Maintains effective links with organisations working with children and their families within the community
- Participates in local partnership arrangements designed to protect children and promote their wellbeing
- Takes part in local multi-disciplinary training and integrated working in order to maintain an up to date understanding of local processes and to take up appropriate opportunities for professional development
- Is aware of, holds current information on and works within the requirements of the local procedures followed by statutory and voluntary agencies.

#### 5. Ensuring the Quality of the Autism Guernsey Service

Autism Guernsey policy and procedures are informed by local guidance/protocols and are updated every 2 years or as required.

Autism Guernsey maintains an up-to-date awareness of local guidance and follows appropriate local safeguarding procedures.

#### 6. Social Media

**Aim:** To protect all children and young people involved with our organisation and who make use of technology (such as mobile phones, games consoles and the internet) while in our care.

See separate **Social Media Policy**.

**Date policy & appendices adopted:** \_\_\_\_\_

**Signature of Chair:** \_\_\_\_\_

**Date policy to be reviewed:** \_\_\_\_\_

## **Appendix 1 - Safeguarding Roles and Responsibilities within the Scheme**

The Directors retain ultimate responsibility for Safeguarding and promoting the welfare of children supported by Autism Guernsey. They should agree:

- The member of staff with responsibility for undertaking the **Strategic Lead on Safeguarding**. This should be the senior staff member. The Directors must ensure that the Strategic Lead receives adequate supervision for their role, in line with Autism Guernsey guidance.
- The people within the scheme who carry out the designated role of taking responsibility for safeguarding issues raised by staff or volunteers and for referring on concerns for the safety of children. It is recommended that each co-ordinator responsible for managing staff or volunteers supporting families should be a **Designated Safeguarding Person**.

### **The Scheme's Strategic Lead for Safeguarding:**

Name: **Julia Watts, Autism Services Manager**  
Contact details: 232879 or 07781 403772  
Email: julia.watts@autismguernsey.org.gg

### **The role of Strategic Lead for Safeguarding is to:**

- (a) Model and promote Autism Guernsey's commitment to safeguarding children in all aspects of their work and conduct.
- (b) Ensure that the Safeguarding policy and procedures and code of conduct are available and understood by all Directors, staff and volunteers, and that these are integrated into practice.
- (c) Ensure the scheme's Policy and Procedures for Safeguarding and Promoting the Welfare of Children are updated and reviewed every two years in line with Autism Guernsey and local guidance.
- (d) Ensure appropriate training provision and dissemination of information for Directors, staff and volunteers on safeguarding issues.
- (e) Take a lead responsibility for dealing with safeguarding issues and providing information, advice and support to Directors, staff and volunteers.

- (f) Support the Designated Safeguarding People with their responsibilities in keeping children and young people safe, by:
- ensuring the provision of regular, recorded supervision
  - maintaining an overview of records of concern and action (ROCA) and referrals to children's social care
  - ensuring that the Safeguarding Adviser or nominated Director contribute to this overview, in particular where the Strategic Lead is a lone organiser
  - ensuring records are kept appropriately, in line with policy and practice.
- (g) Maintain up to date knowledge of local safeguarding procedures and liaise appropriately with local agencies with regard to safeguarding issues.
- (h) Collate safeguarding concerns raised by the scheme to identify patterns and inform the development of practice and liaison with other agencies.
- (i) Immediately inform the Autism Guernsey Chair in the event of the serious harm or death of a child and liaise with other agencies as appropriate.
- (j) Identify and liaise with a local Specialist Safeguarding Adviser (see below).

### **Designated Safeguarding People**

This is the co-ordinator with responsibility for managing staff or volunteers supporting families.

Julia Watts, Autism Services Manager  
[Julia.watts@autismguernsey.org.gg](mailto:Julia.watts@autismguernsey.org.gg) or 07781 403772

### **A Designated Safeguarding Person's role is to:**

- (a) Model and promote Autism Guernsey's commitment to safeguarding children in all aspects of their work and conduct.
- (b) Take responsibility for dealing with concerns about the safety of children raised by staff or volunteers who they supervise, following the scheme's policies and procedures.

- (c) Maintain a clear, factual, dated record of contact with each supported family, in accordance with Autism Guernsey guidance on record keeping.
- (d) Inform the Strategic Lead for Safeguarding of concerns raised and processes followed; ensuring records of concern and action (ROCA) are discussed, signed off and actioned appropriately.
- (e) Follow up concerns and safeguarding issues referred to the relevant agencies.
- (f) Liaise with relevant agencies and the Local Safeguarding Children Board where appropriate about concerns, in accordance with Autism Guernsey's confidentiality agreement.
- (g) Ensure the safeguarding policy is available to families, including parents/carers and children and young people in Autism Guernsey.
- (h) Liaise with the scheme's Strategic Lead for Safeguarding about safeguarding concerns, including where there are allegations against Directors, staff and volunteers; in accordance with Autism Guernsey and local child protection policies and procedures.
- (i) Immediately inform the Autism Guernsey Chair in the event of the serious harm or death of a child and liaise with other agencies as appropriate.

### **Local Specialist Safeguarding Advisers to the Directors and Staff**

Autism Guernsey has identified two local child(ren) protection/safeguarding advisers to support and advise the scheme with regard to local issues and procedures for safeguarding children who are available to the Directors, strategic lead and designated people as appropriate and may:

- (a) provide a confidential sounding board if required for the strategic lead to consider the most appropriate course of action to take where there is a safeguarding concern in a family
- (b) support the strategic lead to use local procedures appropriately (e.g. for referral, for escalation or dispute resolution)
- (c) update Directors and the strategic lead about local safeguarding developments and changes to procedures, policies and agencies

- (d) contribute to Board discussions about scheme capacity in working with more complex families, including those where there are safeguarding concerns
- (e) support the Board and strategic lead to monitor and review systems, policy and procedures to ensure good safeguarding practice

The Specialist Safeguarding Advisers are:

Adrian Datta  
adriandatta@icloud.com or 07781 177177

Andrew Warren  
[Andrew.warren@cwgsy.net](mailto:Andrew.warren@cwgsy.net) or 07781 107416

## **Appendix 2 – States of Guernsey Child Protection Guidelines**

In accordance with the new (Guernsey and Alderney) Law 2008, the Islands Child Protection Committee (ICPC) has now updated Child Protection Guidance.



### **Guernsey & Alderney Child Protection Guidelines**

#### Islands Child Protection Committee

If you are a member of the public who has concerns about a child's welfare or safety, and if that child is in Guernsey or Alderney, you must call Services for Children and Young People, Assessment and Intervention Social Work on tel: 723182. Alternatively if it is an emergency, you must call the Police on tel: 999.

It is the duty of the States of Guernsey and Alderney to protect children from harm.

The Islands Child Protection Committee has produced this web-page to provide guidance, when there is a need to act to protect a child(ren). This guidance is to be followed by all people in Guernsey and Alderney, who come into contact with children, through their work, whether they are paid or unpaid.

Please email [childguidelines@gov.gg](mailto:childguidelines@gov.gg) if you have any comments or feedback.



## **Appendix 3 – Safe recruitment of Directors, staff and volunteers**

### **Selection**

- Before commencing employment/voluntary work, staff/volunteers will be asked to attend an interview with the project leaders. The level and formality of the interview will depend on the role and work involved.
- Employee/volunteer recruitment procedures will include a Disclosure and Barring Service (DBS) check, at the appropriate level, for all personnel with access to vulnerable people and should always include self-declaration and the use of references (two wherever possible). This process equally applies to all Directors. All prospective employees/volunteers should be 'interviewed', for volunteers this need not be a formal interview.

Any Disclosure that causes concern will be assessed by a panel (comprising Chair, Services Manager and one board member) to establish the level of risk the subject poses to service users, colleagues, the general public and/or our organisation. The Disclosure Risk Assessment Form will be used to assess the level of risk.

All new employees/volunteers will go through a probation and induction process, including relevant training. Ongoing training and supervision will ensure all employees/volunteers are adequately supported.

Any concerns about an employee/volunteer should be passed on to a Designated Person or, if they are implicated in the concerns, the Chair.