The Autism All Stars Foundation UK

Children’s & Vulnerable Adults’ Protection Policy

POLICY STATEMENT

Autism All Stars Foundation UK (hereafter referred to as ‘the Foundation’ for the purposes of this document) takes the safety and welfare of its members and supporters very seriously, and the following statement highlights ways in which we will endeavour to ensure that children and vulnerable adults are protected from harm when they are in contact with our organisation.

1. All volunteers and staff will be carefully selected and properly vetted by trustees of the Foundation according to their level of contact with its members and supporters classed as children, adolescents or vulnerable adults.

a) All trustees of the Foundation will be CRB checked as is required by law, in accordance with the conditions stated in section D3 of the Charity Commission’s Application for Registration form. Minor convictions uncovered will be considered on a case by case basis.

b) Enhanced CRB checks will be carried out on any trustees or volunteers of the Foundation who come into direct and isolated one-to-one contact with children, adolescents and/or vulnerable adults meeting the criteria stated in section D3 (2) of the Charity Commission’s Guidance Notes on Application for Registration.

c) The Foundation’s trustees will regularly review the role of all volunteers and staff to ensure that should their contact with children, adolescents and/or vulnerable adults change and require an enhanced CRB check, this will be carried out immediately.

2. All trustees, staff and volunteers of the Foundation will be given appropriate instruction in issues of child, adolescent and vulnerable adult protection.

3. All reasonable steps will be taken to ensure the health, safety and welfare of any child, adolescent or vulnerable adult in contact with the Foundation.

4. Physically, emotionally or sexually abusing any child, adolescent or vulnerable adult in contact with the Foundation is strictly forbidden and will be dealt with as stated in clauses 4a – 4d below.

a) The Foundation will take all reasonable steps to prevent any of its trustees, staff members, volunteers or members of the public from putting any child, adolescent or vulnerable adult in a situation in which there is an unreasonable risk to their health and safety at any of its meetings or events and in any of its publications, either in the press or online.

b) The Foundation will take all reasonable steps to prevent any of its trustees, staff members, volunteers or members of the public from physically, emotionally or sexually abusing any child, adolescent or vulnerable adult at any of its meetings or events and in any of its publications, either in the press or online.

c) Any evidence or reasonable suspicion that a child, adolescent or vulnerable adult has been physically, emotionally or sexually abused when in contact with the Foundation will be immediately reported to the trustees.

d) All such incidents reported to the Foundation’s trustees will be referred to the correct statutory authorities.

10. Ensuring that the Foundation’s protection policy for children, adolescents and vulnerable adults is freely available to download from our website, Facebook and Twitter pages and that written copies are also freely available on request.

DEFINITIONS OF ABUSE

1. Neglect:

The actual or likely persistent or significant neglect of a child, adolescent or vulnerable adult, or the failure to protect a child, adolescent or vulnerable adult from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's, adolescent’s or vulnerable adult‘s health or development, including non organic failure to thrive.

2. Physical injury:

Actual or likely deliberate physical injury to a child, adolescent or vulnerable adult, or wilful neglectful failure to prevent physical injury or suffering to a child, adolescent or vulnerable adult.

3. Sexual abuse:

Actual or likely sexual exploitation of a child, adolescent or vulnerable adult. The involvement of children, adolescents and vulnerable adults in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles.

4. Emotional abuse:

Actual or likely persistent or significant emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child, adolescent or vulnerable adult. All abuse involves some emotional ill treatment.

CHILDREN AND VULNERABLE ADULTS SAFETY AND WELFARE GUIDELINES

These guidelines apply to:

1. Any situation involving children and young people up to age 18, whether or not accompanied by adults. The Foundation also recognises that vulnerable people of any age will benefit from similar safeguards. Whenever the guidelines refer to children, adolescents and vulnerable adults, this meaning applies.

2. All trustees, staff and volunteers operating on the Foundation’s property or at any of the Foundation’s events.

GENERAL DUTIES OF ALL FOUNDATION TRUSTEES, STAFF & VOLUNTEERS

In regard to the safety and welfare of children, adolescents and vulnerable adults to:

1. Take all reasonable steps to protect them from hazards;

2. Take appropriate action if an accident occurs;

3. Strictly observe the code of behaviour given here;

4. Take all reasonable steps to prevent abuse of children, adolescents and vulnerable adults in contact with the Foundation;

5. To report any incident or suspicion of abuse to the Foundation’s trustees.

All event sites hired or otherwise utilised by the Foundation will be thoroughly risk assessed and a written risk assessment produced, before the admission of any members of the public.

EVENT ADMISSIONS POLICY

Children, adolescents and vulnerable adults are welcome at all events hosted by the Foundation. However, unaccompanied children, adolescents and vulnerable adults are at greater risk and trustees, staff and volunteers will need to exercise discretion. Where practicable, contact details for unaccompanied children, adolescents and vulnerable adults should be obtained at the point of entry in case of accident. The main factors to consider are:

1. The nature of the site;

2. Age and understanding of the child, adolescent or vulnerable adult concerned.

It would be unwise for instance, to let a young child or highly vulnerable adult roam unsupervised on a site which includes water features, accessible heights or hiding places. If trustees, staff or volunteers are concerned on these counts, the policy of the Foundation is to refuse admission – in a friendly manner – and explain that the child or vulnerable adult will be welcome another time if accompanied by a responsible adult.

CODE OF BEHAVIOUR FOR ALL FOUNDATION TRUSTEES, STAFF & VOLUNTEERS

All trustees, staff and volunteers working with the Foundation must always observe the following requirements where children, adolescents and vulnerable adults are concerned:

Do’s and Don’ts for Working with Children & Adolescents

DO:

* Remember the child or adolescent comes first
* Behave professionally
* Treat everyone with respect
* Communicate on their level
* Listen to children and adolescents
* Be aware of policy and procedures
* Report any suspicions within the Foundation’s guidelines
* Be aware, approachable and understanding

DO NOT:

* Touch anyone inappropriately
* Use inappropriate language
* Harm or frighten any child or adolescent
* Be alone with children or adolescents if possible
* Threaten or be aggressive towards and/or shout at any child or adolescent
* Mistreat, demean, ignore and/or make fun of any child or adolescent
* Force a child or adolescent to do something against their will
* Let a child or adolescent expose him/herself to danger
* Take photos of children or adolescents without prior permission, in accordance with the Foundation’s document entitled ‘The Autism All Stars Foundation UK Safeguarding Policy Regarding Use of Children’s & Vulnerable Adults’ Photographic & Video Images.’ Please refer to this document for all guidelines on use of photographic and video images.

Do’s and Don’ts for Working with Vulnerable Adults

DO:

* Be respectful and professional
* Listen and communicate
* Use common sense; be caring, attentive and aware
* Act in an appropriate manner
* Be sympathetic to their needs
* Be aware of your responsibility
* Be aware of policy and procedures
* Know the appropriate contacts and act appropriately
* Be responsible – report and support
* Constantly review and update all parties – positively feed into policy/procedures

DO NOT:

* Treat vulnerable adults as children
* Be aggressive towards them
* Physically restrain them
* Do anything of a personal nature they can do for themselves
* Re-enforce negative emotions and/or behaviours
* Engage in inappropriate behaviour
* Place yourself in a vulnerable position with them

All trustees, staff and volunteers of the Foundation have a strict duty never to subject any child, adolescent or vulnerable adult to any form of harm or abuse.

Failure to honour this will be treated as gross misconduct and dealt with to the fullest extent of the law. This means that it is unacceptable to:

1. Distress a child, adolescent or vulnerable adult by shouting at them or calling them derogatory names;

2. Slap a child, adolescent or vulnerable adult;

3. Hold a child, adolescent or vulnerable adult in such a way that it causes them pain, or to shake them;

4. Physically restrain a child, adolescent or vulnerable adult except to protect them from harming themselves or others;

5. Take part in extreme horseplay or rough games with a child, adolescent or vulnerable adult;

6. Allow or engage in inappropriate touching of any kind with children, adolescents or vulnerable adults;

7. Do things of a personal nature for children, adolescents or vulnerable adults that they can do for themselves or an accompanying adult can do for them; this includes going to the toilet with a child, adolescent or vulnerable adult unless another adult is present;

8. Allow or engage in sexually suggestive behaviour within a child’s, adolescent’s or vulnerable adult’s sight or hearing, or make suggestive remarks to or within earshot of a child, adolescent or vulnerable adult;

9. Give or show to a child, adolescent or vulnerable adult anything which could be construed as pornographic;

10. Seek or agree to meet children, adolescents or vulnerable adults anywhere beyond the bounds of the Foundation’s public events or property without the full prior knowledge and agreement of the Foundation’s trustees, as well as that of their parents or guardians.

Support in Exercising your Best Judgement

If you witness or suspect abusive behaviour towards any child, adolescent or vulnerable adult at any of the Foundation’s events or on its property, you should use the procedural guidelines that follow. The Foundation’s trustees appreciate that this may call for fine judgement and even courage on your part. Provided you honour this Code of Behaviour and the other guidance given here, you will have the practical, moral and legal support of the Foundation’s trustees in any situation where you have to rely on your own judgement. If you are in any doubt as to what to do then you should contact one or more of the Foundation’s trustees who will be able to provide you with the necessary advice.

GUIDELINES: WHAT TO DO IN PARTICULAR CIRCUMSTANCES

1. Protecting children, adolescents and vulnerable adults from hazards or rash behaviour.

The trustees of the Foundation recognise that it is impossible to ensure that no child, adolescent or vulnerable adult ever comes to harm at one of its events or on its property. What the Foundation as a whole and all trustees, staff and volunteers as individuals must do is take all reasonable steps to protect children, adolescents and vulnerable adults from likely risks arising from the nature or condition of particular sites or events.

To this end, all trustees, staff and volunteers of the Foundation should ensure that they carry with them any radio or other communications equipment supplied i.e. walkie-talkies or mobile phones. This will provide trustees, staff and volunteers with re-assurance for any situation they may encounter when they may for example be alone with a child, adolescent or vulnerable adult or out of public view. Trustees, staff and volunteers of the Foundation should also at all times be alert to potential dangers, taking swift appropriate action to ensure safety; ‘reasonable’ and ‘likely’ are the operative terms here.

This means allowing for factors such as the following, especially when children, adolescents and vulnerable adults are unaccompanied by responsible adults:-

a) Children are usually smaller than adults. So, for example, something set at a reasonable height for an adult may be dangerous for a child or above their sight line.

b) Children are usually less strong than adults, which may affect their ability to negotiate doors or gates.

c) Children are primed to explore or play games, meaning that trustees, staff and volunteers of the Foundation must do their best to anticipate adventurous behaviour and assess the risks involved.

d) Children, adolescents and vulnerable adults have less experience of danger than responsible adults. They can be unaware or heedless of dangers that responsible adults can clearly recognise. Even when aware of danger, they may act rashly through bravado. All trustees, staff and volunteers of the Foundation have a duty to prevent young people from coming to harm through their own rash actions.

2. Using careful judgement when intervening.

a) The trustees of the Foundation recommend that the best strategy is to guide children, adolescents and vulnerable adults into a safe course of action, rather than telling them to stop what they’re doing. It is better to give positive rather than negative instructions (e.g. “Walk on the grass, please” instead of “Get off the wall”). It may also work to distract them from something dangerous by making them aware of a safer alternative.

b) Should telling children, adolescents or vulnerable adults to cease their activity become unavoidable, the trustees of the Foundation recommend staff and volunteers are clear and definite about it.

c) The Foundation does not advocate its trustees, staff or volunteers being officious or challenging, and recommends exerting authority in these situations rather than seeking to prove it.

d) If, despite all efforts, a child, adolescent or vulnerable adult persists in jeopardising their own or other people’s safety, the Foundation advises its trustees, staff and volunteers to seek help if possible or to consider asking them to leave the event or property.

e) If children, adolescents or vulnerable adults are in serious danger and cannot be persuaded away from it, the Foundation advises its trustees, staff and volunteers to treat this as an emergency and contact the relevant emergency services.

Restraint: If the Foundation’s trustees, staff or volunteers think it is necessary to restrain a child, adolescent or vulnerable adult from doing something, they are advised to use nonphysical approaches first – e.g. by talking to them, by asking them not to move if they are injured or by standing in the way. Should physical restrain become necessary, it should be the minimum necessary for their safety. If they are in imminent danger, holding them by their clothing may become necessary. Whatever the circumstances, physical restraint must be appropriate and reasonable. Otherwise, it may be regarded as assault.

Alcohol & Illegal Drugs: If there appears to be illegal drinking in or around one of the Foundation’s events or properties, or anyone is seen apparently taking drugs, giving them to others or being given them, trustees, staff and volunteers are advised not to try to stop them, but to notify the Police and observe what is going on until they arrive. Police involvement does not mean necessarily they will be charged with any offence, but it does alert the Police and should result in experienced handling of the situation.

The Foundation also advises its trustees, staff and volunteers to take all reasonable steps to ensure that no other Foundation representative or member of the public compromises the health and safety of any child, adolescent or vulnerable adult when on Foundation property or attending Foundation events – e.g. Moving a barrier that has been placed with children in mind, overlooking the likelihood of children being at an event or suggesting an activity that is inherently risky.

This means intervening directly to prevent this, or reporting the situation to someone with more authority to intervene.

In dealing with the person, the Foundation advises its trustees, staff and volunteers to bear in mind that the situation is more likely to have arisen through enthusiasm or thoughtlessness than wilful negligence and to act accordingly.

3. What to do if an accident happens.

In the event of an accident, the Foundation advises its trustees, staff and volunteers to follow the guidelines listed in items 3a – 3j below:

a) Depending on your judgement of the situation, go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services.

b) With children, adolescents or vulnerable adults it can be hard to tell whether they have been injured or whether an injury is serious. If you have any doubt about this, you should err on the side of caution and contact the emergency services. Even if a child, adolescent or vulnerable adult is accompanied and you think an accident is not being treated seriously enough, get medical assistance on your own initiative if necessary.

c) Record any accidents in the Accident Book which will be available at all Foundation events and properties along with a First Aid kit.

d) Unless there is good reason, First Aid should not be administered without the permission of the child’s, adolescent’s or vulnerable adult’s parent, carer or accompanying adult. A child, adolescent or vulnerable adult cannot give consent. If the parent is not on site, get their phone number, if possible. If a child, adolescent or vulnerable adult is alone and say, unconscious, the situation should be dealt with as for any other visitor.

e) If at all possible, treatment should only be given by a trained First Aider or Appointed Person.

f) Provided this does not in itself put the child, adolescent or vulnerable adult at risk, always try to administer First Aid within sight and sound of other adults.

g) Always tell the child, adolescent or vulnerable adult exactly what you are doing and why.

h) Unless it is irrelevant, ask the child, adolescent or vulnerable adult if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some people have allergic reactions to stings, latex gloves or certain types of sticking plaster.

Unless it is a first occurrence, a parent or carer should know of any such conditions.

i) For minor injuries, it is acceptable to use a non fluffy cloth, but you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone National Health Service Direct on 0845 4647 or the emergency services.

j) Any treatment should be as minimal as necessary without threatening the child’s, adolescent’s or vulnerable adult’s well being.

If a child comes to you for comfort because of a minor accident or fright, it is perfectly in keeping with the Code of Behaviour to hold their hand or put your arm around them. Just make sure:

i. You know about any injury and do nothing to make it worse.

ii. Physical contact is what the child, adolescent or vulnerable adult wants, and the kind of contact between you is appropriate to their age and stage of development.

iii. You do your best to stay in sight of other adults.

If a child, adolescent or vulnerable adult needs a doctor or hospital, call the emergency services.

It is nearly always best to stay on site with them and wait for the ambulance. You should only take the risk of bringing them into hospital yourself if the emergency services ask you to do so because of exceptional circumstances.

4. What to do if a child, adolescent or vulnerable adult is unattended or lost.

In the event of a child, adolescent or vulnerable adult being unattended or lost at any of its events or on its property, the Foundation advises its trustees, staff and volunteers to follow the guidelines listed in items 4a – 4d (vi) below:

a) If you see a child, adolescent or vulnerable adult who seems unattended or who is definitely lost, introduce yourself, find out their name, and try to establish whom they are with and where they last saw them. Ask them to come with you to the reception point /main entrance /designated meeting place. Remember that their accompanying adult(s) will be looking for them too, so stay within obvious places. If you come across a child, adolescent or vulnerable adult who is definitely lost, try to keep them from getting distressed – perhaps by distracting them with something interesting or giving them a ‘job’ to do. Make sure to keep them in your sight, and if you have to leave them, only pass them on to someone you can rely upon to look after them.

b) If a child, adolescent or vulnerable adult is reluctant to come with you, explain that you are going to look for their accompanying adult – but do your best to keep them in sight while you do so. Don’t try to force them to come with you. If necessary, call for help or stay with them until they have been reunited with someone that they recognise and are willing to be with.

c) Do your best to avoid situations where you are alone with children, adolescents or vulnerable adults, especially anywhere you are unlikely to be seen or heard. This is as much to protect yourself from suspicion as to protect the child, adolescent or vulnerable adult themselves.

d) If being alone with a child, adolescent or vulnerable adult is unavoidable, you should take prudent precautions, for example:

i) Do your best to move with the child, adolescent or vulnerable adult to a place where there are other people.

ii) Avoid unnecessary physical contact with them.

iii) If you do have to touch the child, adolescent or vulnerable adult, make sure to get their agreement beforehand, and do not to be over-familiar with them.

iv) If whomever the child, adolescent or vulnerable adult is with has not been found after a reasonable time, you should notify the Police. You have to judge how long to wait before doing this; it depends on the person concerned and the circumstances. (If the Police have been notified, it is important also to let them know if a lost child, adolescent or vulnerable adult has been re-united with whoever accompanied them.)

v) If you find a child, adolescent or vulnerable adult in distress, do your best to comfort and re-assure them without compromising their dignity or privacy. Again, it may help to distract them while you take practical steps to help them, but be careful that what you do is openly in their best interests.

vi) If you come across a lost child, adolescent or vulnerable adult who does not speak at all or does not speak English, it is highly likely they will have been accompanied and that other visitors may be able to help find whoever their accompanying adult is.

Key details if reporting a lost child, adolescent or vulnerable adult are:

Their name

Their age

Their accompanying person’s name

Their address or name of school/group

Physical description of the child, adolescent or vulnerable adult (height, colour of hair, distinctive clothing)

Where they are now (if known)

Where & when the child, adolescent or vulnerable adult was last seen

5. What to do if someone is being violent towards a child, adolescent or vulnerable adult

In the event of someone being violent towards a child, adolescent or vulnerable adult at any of its events or on its property, the Foundation advises its trustees, staff and volunteers to follow the guidelines listed in items 5a – 5d (xi) below:

a) If you come across someone hitting, hurting or violently shouting at a child, adolescent or vulnerable adult you should do your best to prevent the abuse, if you can do so without unreasonable risk to the child, adolescent or vulnerable adult themselves, or to yourself.

b) You have to judge whether it is a fleeting incident which warrants showing your disapproval, or a threat of actual harm which requires someone to intervene.

c) You also have to judge whether intervening is likely to stop the abuse or to inflame the situation. This can be even more complicated if one child, adolescent or vulnerable adult is being abused by another.

d) So long as you are mindful of the child’s, adolescent’s or vulnerable adult’s welfare, you are entitled to intervene by:

i. Asking or telling the perpetrator to stop.

ii. Explaining that such behaviour is not acceptable at the Foundation’s events or on the Foundation’s properties.

iii. Restraining a child, adolescent or vulnerable adult from abusing another.

iv. Saying that you will report the incident – as a matter of fact, not as a threat.

v. Summoning appropriate help.

vi. Notifying the National Society for the Prevention of Cruelty to Children (NSPCC) or the Police.

vii. Asking the perpetrator to leave the event or property.

viii. While you have to be firm, it can only help if you are calm and un-antagonistic. Bear in mind that you may be dealing with an upset or angry responsible adult as well as a distressed child, adolescent or vulnerable adult.

ix. Never use or threaten physical force as this could inflame the situation and result in further violence.

x. If you have any doubt about what to do, consult one of the Foundation’s trustees or one of the following:

- 24 hour NSPCC Protection Helpline

- 24 hour Police Helpline

- The Local Social Services Emergency Duty Team

(See Appendix A for details of contact numbers.)

xi. If you are worried about any incident, you should record the details and report it to one or more of the Foundation’s trustees.

The same principles apply if there is anyone behaving suspiciously or in an inappropriate sexual manner towards children on Foundation property or at any Foundation event.

6. If you suspect a colleague or receive an allegation of child, adolescent or vulnerable adult abuse

It is the Foundation’s express hope that its trustees, staff and volunteers will never encounter any situation of child, adolescent or vulnerable adult abuse while at its events or on its property.

However, in the event of someone discovering or suspecting abuse of any child, adolescent or vulnerable adult at any of its events or on its property, the Foundation advises its trustees, staff and volunteers to follow the guidelines listed in items 6a – 6d (iv) below:

a) If you suspect a colleague, it is your duty to report your suspicions to one or more of the Foundation’s trustees. It is not your responsibility to investigate your suspicions. Nor should you concern yourself with looking for evidence of abuse. This requires expertise you are not expected to have; your role is to respond appropriately.

b) If an allegation is made to you about a colleague, it is not your responsibility to investigate any allegation. Nor should you concern yourself with looking for evidence of abuse. This requires expertise you are not expected to have. Your role is to respond appropriately and to report what you have been told to one or more of the Foundation’s trustees.

c) If a child makes a disclosure to you about abuse not involving Foundation trustees, staff or volunteers, it is not your responsibility to investigate any disclosure. Nor should you concern yourself with looking for evidence of abuse. This requires expertise you are not expected to have. Your role is to respond appropriately and to report what you have been told to the NSPCC, Police or the local Social Services. (See Appendix A for contact details.) You should also inform one or more of the Foundation’s trustees.

d) If a disclosure or allegation is being made to you:

i. Listen carefully and sensitively, stay calm, and offer understanding and reassurance.

ii. Check your understanding of the situation, without being investigative.

iii. Record what you have been told.

iv. Alert one or more of the Foundation’s trustees at the earliest opportunity within 24 hours.

Guidance on responding to a disclosure of abuse

DO YOUR BEST TO

* Stay calm
* Receive the information
* Listen, reassure
* Record the information
* Report to an appropriate colleague
* Accept your own feelings and consider getting support for yourself

DO NOT

* Probe in an investigative way or ask leading questions
* Make a child, adolescent or vulnerable adult repeat the story unnecessarily
* Promise confidentiality

If you become suspicious about the behaviour of a colleague or someone associated with the Foundation where children, adolescents or vulnerable adults are concerned, the guidelines on recording and reporting the incident listed above also apply.

If you think the situation is sufficiently serious and urgent, contact one or more of the Foundation’s trustees, or failing that, the Police.

Don’t let anxiety that you might have jumped to a wrong conclusion deter you from reporting any genuine worries that you have.

7. If an allegation of abuse is made against you

In the event of an allegation of any child, adolescent or vulnerable adult abuse being made against you at any of its events or on its property, the Foundation advises you to follow the guidelines listed in items 7a – 7e below:

a) If an allegation is made directly to you, you should advise one or more of the Foundation’s trustees, even if you think it is trivial. If the trustees receive an allegation against you, we will inform you.

b) You are entitled to the moral and practical support of the Foundation’s trustees if an unwarranted allegation of misconduct is made against you. As long as your behaviour is in line with this policy and these guidelines, the Foundation cannot envisage any allegation of misconduct being justified.

c) Any allegation will be scrupulously investigated, with due regard for confidentiality.

In itself this should not be interpreted as indicating culpability. It is part of the Foundation’s duty to protect people working with it from any unfounded allegation of this or any other nature.

d) If your behaviour contravenes this policy and guidelines, it will be treated as gross misconduct and dealt with to the full extent of the law.

e) If you have concerns about how an allegation against yourself or anyone else is being dealt with, you should inform whichever of the Foundation’s trustees you think most appropriate.

SUPPORTING THE POLICY

Confidentiality

The Foundation recognises that it is important for its trustees, staff and volunteers to feel that any information about alleged or actual child, adolescent or vulnerable adult abuse will only be disclosed where it is in best interests of the child, adolescent or vulnerable adult to do so. No such disclosure will be made without careful consultation by all Foundation trustees after discussion at a specific emergency meeting.

Disseminating information about this policy

All Foundation trustees, staff and volunteers will be made aware of this policy for children’s, adolescents’ and vulnerable adults’ welfare. Furthermore, these guidelines will be issued to all trustees, staff and volunteers, as well as all other people who are likely to have contact with children, adolescents and vulnerable adults as part of their work with the Foundation. Copies of this policy and guidelines are freely available to download from our website, Facebook and Twitter pages and written copies are also available directly from the Foundation itself.

Queries or suggestions regarding the policy or guidelines should be channelled through the Foundation’s trustees.

APPENDIX A:

Referral Contact List

National Health Service Direct - 0845 4647

National Society for the Prevention of Cruelty to Children (NSPCC) 24 hour Protection Helpline - 0808 800 5000

Surrey Police 24 hour Helpline - **0845 125 2222**

Surrey Social Services Emergency Duty Team - 01483 517898