



# **Safeguarding and Child Protection Policy**

**Review date:** 19<sup>th</sup> March 2026

**Date of next review:** March 2027

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## 1. Definitions

- 1.1 **Beneficiaries:** Children and young people who stammer.
- 1.2 **Safeguarding:** Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.
- 1.3 **Looked After Child:** A child who has been provided with accommodation for a continuous period of more than 24 hours by a local authority in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Children Act 1989.
- 1.4 **Vulnerable Adult:** Any person over the age of 18 who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation. As defined by the 1997 Consultation "Who Decides?" issued by the Lord Chancellor's Department.
- 1.5 **Delivery partner:** The organisation that has entered into a project partnership with ASC in order to deliver an activity that involves interacting with children and young people who stammer and/or their families. All delivery partners have a named main contact. Delivery partners may change year on year and the list will be updated upon annual review of this policy (Appendix 5).

## 2. Introduction

- 2.1 ASC is a national charity involved with working with children and young people who stammer across the UK, either directly with our youth panel and families, or indirectly through our project partnerships.
- 2.2 ASC acknowledges that Beneficiaries can be particularly vulnerable to abuse due to:
- difficulty in communicating concerns;
  - being socially isolated;
  - bullying and harassment due to disability;
  - low self-esteem/negative views of themselves.

## 3. Policy Statement

- 3.1 ASC acknowledges the duty of care to safeguard and promote the welfare of ASC Beneficiaries and is committed to ensuring Safeguarding practice reflects statutory responsibilities, government guidance, and complies with best practice
- 3.2 The policy recognises that the welfare and interests of our Beneficiaries is paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all Beneficiaries :

- have a positive and enjoyable experience at ASC events and are in a safe environment; and
- are protected from abuse whilst participating in ASC events.

3.3 As part of our Safeguarding policy ASC will:

- promote and prioritise the safety and wellbeing of the Beneficiaries;
- ensure everyone understands their roles and responsibilities with respect to Safeguarding and the reporting of incidents and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other Safeguarding concerns;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all Safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals; and
- ensure robust Safeguarding arrangements and procedures are in operation.
- ensure any safeguarding concerns are reported as required

3.4 The policy and procedures will be widely promoted and are included within mandatory training for everyone working for and on behalf of ASC. Failure to comply with the policy and procedures will be addressed without delay and can result in disciplinary proceedings / dismissal.

#### **4. Policy Aims**

4.1 The aim of ASC's Safeguarding Policy is:

- to ensure all Beneficiaries when in contact with ASC are protected from harm by implementing appropriate training and procedures for all staff and volunteers;
- to equip all staff and volunteers with the support needed to respond appropriately to specific Safeguarding issues or situations; and
- to serve as a policy document to inform third party organisations of our principles and procedures with regard to Safeguarding.

#### **5. Related Policies/Documents**

- ASC Complaints and Incident Reporting Procedure
- ASC Complaints Policy and Procedure

- ASC Safeguarding Self-Declaration Form
- ASC Photographs/Videos, Sexting and Online Use Procedures (see Appendix 1)

## **6. Promoting Good Practice**

Safeguarding issues can be emotive and sensitive for anyone who encounters them in any form. It is important for staff and volunteers to recognise these feelings and to not allow them to impede their judgement regarding any action required. All suspicions of poor practice should be reported following the procedures set out within this document.

ASC will provide regular supervision, support and annual appraisal for all staff to promote best practice within the staff team.

## **7. Recruitment, Selection and Training of Staff and Volunteers**

7.1 ASC will safeguard against possible harm through a rigorous selection process, suitable training and the provision of a safe environment for its Beneficiaries.

7.2 All staff and volunteers should demonstrate exemplary behaviour to protect themselves from false accusations (see appendix 3, 'Safeguarding: Responsibilities for ASC Staff and Volunteers').

7.3 *Recruitment*

(a) For all staff posts at ASC the following vetting checks are carried out:

- identity documents including photographic identity;
- proof of right to work in the UK;
- references including a professional reference using a pro-forma template;
- qualification certificates if required for the role; and
- Disclosure and Barring Service (DBS) Check. All appointments to posts involving direct contact with or relating to children and/or Vulnerable Adults will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years.

(b) Volunteers pose the same level of risk to Beneficiaries as paid staff. Vetting checks include:

- identity documents including photographic identity;
- references including a professional reference;
- DBS check if eligible. All volunteers and freelance consultants working directly with children and/or Vulnerable Adults where appropriate will

be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years; and

- self-declaration form to disclose previous spent/unspent convictions if a DBS check is not required.

(c) Visitors to ASC events will:

- be adequately "chaperoned" at all times whilst at the event; and
- complete and sign ASC Safeguarding Self-Declaration Form as and where required.
- Attendees at in-person events must be over 18 years of age or otherwise accompanied by a parent/guardian
- In the case of the Youth Panel, members under 18 who wish to attend an ASC event must provide written consent from their parent/guardian.

(d) Delivery Partners are often, but not always, responsible for providing the specified service or activity and therefore come into direct contact with beneficiaries. Therefore, the following checks and procedures will be carried out to mitigate risk from third parties:

- Delivery partners will be asked to submit their own safeguarding procedures, as appropriate, at the time of application to partner with ASC on a specific project
- ASC will undertake vetting of the organisation prior to agreeing to enter into a project partnership. Any issues identified at this stage will be escalated to the board prior to approval of the partnership.
- ASC and the delivery partner will complete a risk assessment for the proposed activity
- Representatives from the delivery partner organisation who come into contact with children and young people who stammer and their families will be expected to be DBS-checked as appropriate. Depending on the nature of the project partnership, the responsibility for undertaking the DBS check and keeping it up to date will be that of the partner organisation or otherwise agreed with ASC at the time of entering the project partnership. ASC may request written confirmation that appropriate safeguards have been completed and are up-to-date.
- Self-declaration form to disclose previous spent/unspent convictions if a DBS check is not required.
- This policy will be shared with delivery partners when entering into a project partnership.

(e) A criminal record does not prevent employment at ASC. If convictions are revealed on the declaration form or criminal record check a DBS review meeting

will be called. This will be conducted prior to confirming or withdrawing an appointment.

#### 7.4 *Staff Training*

- (a) Prior to commencement of work all staff will read, and sign to confirm understanding relevant documents, these will include the:
  - Safeguarding Policy;
  - Social Media Guidelines
- (b) All staff will complete ASC online Safeguarding training in the first four weeks of their contract.
- (c) All staff will undertake regular Safeguarding training updates delivered with the Safeguarding Lead or external trainers where necessary

#### 7.5 *Volunteer Training*

- (a) All volunteers will complete ASC online Safeguarding training where appropriate.

### **8. Safeguarding Children and Vulnerable Adults**

- 8.1 All staff and volunteers should avoid wherever possible spending time alone with a Beneficiary.
- 8.2 ASC recognises every individual's right to consent and will always gain consent of the Beneficiary first and foremost with supplementary consent from the parent/guardian for those under 16 years old or for those Beneficiaries without the capacity to make the respective decision.
- 8.3 ASC will risk assess all activities/events that Beneficiaries participate in, paying particular attention to any Safeguarding risks. In instances where activities are delivered by partner organisations, the risk assessment will be completed in collaboration with the delivery partner.
- 8.4 ASC is committed to ensuring that all personal information for staff, volunteers and Beneficiaries is stored and used appropriately in compliance with relevant legislation, as per the Data Protection Act 2018.
- 8.5 All staff should follow the ASC Incident/Complaint & Safeguarding Process in the case of any concerns (Appendix 2).
- 8.6 Any allegation made by a young person at any ASC event is taken seriously and acted upon immediately. The process outlined below is followed and any necessary measures are put in place to keep the young person free from harm. This may involve making a referral to an outside agency such as Social Services. This procedure refers both to disclosures relating to the actions of ASC staff and/or volunteers and disclosures unrelated to ASC.

## 8.7 *Safeguarding Team and Incident Team Roles and Responsibilities*

- (a) ASC has a designated Incident and Safeguarding Team.
- (b) The Incident Team membership comprises the:
- Designated Safeguarding Officer (DSO) – Ria Bernard
  - Delivery partner appointed safeguarding lead / main contact (where appropriate)
  - Designated Safeguarding Lead (DSL) – Alison Lowton
- (c) All incidents will be reported to the Incident Team on the Incident/Complaint Reporting Form (Appendix 4). The Chair of Trustees will be kept closely informed should an incident be reported. There is a 24/7 on-call rota for the incident team to respond to any incidents reported by a member of staff or volunteer; they will be responsible for taking any immediate actions required and forwarding any Beneficiary incidents to the ASC Safeguarding Lead.
- Staff, volunteers and beneficiaries can call the on-call member of the incident team at any time on 020 3316 8113; should they want to speak directly with the CEO (ASC Safeguarding Lead) they should call 07891023214.
- (d) In the event of a beneficiary, staff or volunteer wishing to raise a safeguarding concern that they feel must be escalated outside of the charities management structure they can be raised with their Local Safeguarding Children Board
- (e) The Safeguarding Team membership comprises of the:
- Delivery partner appointed safeguarding lead, ASC CEO, DSL from the board, ASC Chair of Trustees
- (f) The Safeguarding Team meets quarterly to review all incidents recorded. The Chair of trustees will be informed of serious incidents. A serious incident being classified as requiring referral to outside agencies. The Safeguarding Team is responsible for ensuring any improvements recommended as the results of recorded risks are implemented by the senior management team.
- (g) The ASC Safeguarding Lead is responsible for implementing the Safeguarding Policy within their teams and encouraging open reporting of all incidents. The team meets quarterly to reflect on incidents reported and to implement new working practices as a result of investigations of an incident.
- (h) ASC openly encourages all staff and volunteers to report any incidents, accidents, near misses and Safeguarding concerns. Staff have regular training in incident reporting and it forms part of 1:1 supervisions.
- (i) The Safeguarding Lead will take responsibility to report concerns to the relevant Local Safeguarding Children’s Board, Designated Officer, and/or the Police immediately and confirm the concern in writing within 24 hours. ASC will at all times work collaboratively with these organisations in the best interests of the Beneficiary.

## 8.8 *Reporting a Safeguarding Concern*

- (a) A Safeguarding concern is any incident or situation whereby a Beneficiary or anyone involved with ASC, including staff members, volunteers and parents, is deemed to be at risk of harm.
- (b) It is the responsibility of any member of staff or volunteer who has reason to believe someone involved with ASC is at risk of harm to act upon those concerns by reporting them to the Incident Team, in accordance with their duties as set out in the ASC Complaints and Incident Reporting Procedure.
- (c) It is not necessary to have proof of such concerns as long as staff or volunteers can explain the reason for concern.

All colleagues and beneficiary's will not incur any kind of disciplinary or punitive action for raising any concerns and all such concerns will be treated with the upmost confidentiality.

- (d) Individuals will immediately inform the Safeguarding Team of any incident relating to a Beneficiary, who will fully investigate the incident.
- (e) These responsibilities apply regardless of whether the harm is believed to be being caused by another staff member or volunteer.
- (f) For all delivery partner organisations responsible for running an activity, staff/volunteers must report any concern about the safety and welfare of a child to one of the following:
  - The registered persons –Delivery Partner Organisation's Safeguarding Lead/main contact and ASC Safeguarding Lead
  - A police officer;
  - An officer of HMCI;
  - An officer of the local authority in whose area accommodation is being provided by the scheme; or
  - An officer of the National Society for the Prevention of Cruelty to Children.

## 8.9 *Recording concerns*

- Any disclosure made by a beneficiary to a member of the ASC team (staff or volunteers) should be recorded in writing (see incident reporting form, Appendix 4) within 24 hours of the disclosure being made. This should also include the response by the individual whom the disclosure was made to.
- Disclosures should be shared with the designated lead on sight as soon as possible, and shared with the ASC safeguarding lead using the reporting form within 24 hours.
- Confirm in writing any referrals to a statutory agency within 48 hours

- Records about a safeguarding concern will be stored securely on the ASC network and password protected. Records will be destroyed after three years.

#### 8.10 *Responding to a Concern*

- (a) The ASC safeguarding lead will be responsible for ensuring a robust response to all safeguarding incidents raised, which may involve investigating the incident directly and/or escalating the concerns with the appropriate statutory body

### **9. The Incident Team will be responsible for:**

- Investigating safeguarding incidents that relate to conduct of ASC staff, visitors or delivery partner representatives in the course of participating in ASC activities
- Determining actions/training required at the conclusion of the investigation to prevent /reduce the risk of the incident occurring again;
- Escalating disclosures made to ASC staff, visitors or delivery partner representatives regarding events that have occurred outside of ASC to the appropriate body;
- In cases where disclosures are escalated to external agencies, parents will be informed unless the disclosure indicates risk of harm from within the family
- Ensuring implementation of new procedures and training if appropriate; and
- Feeding back the outcome of the investigation where appropriate to the Beneficiary, the individual responsible for reporting the incident.

### **10. Missing Children and Sexual Exploitation: Working with external agencies**

- 10.1 Police are the lead agency for the investigation of missing children. Local Authority Child Protection Teams are the lead agency for concerns around sexual exploitation although the police will investigate criminal activities.
- 10.2 ASC will provide sufficient information to the Police and Local Authorities to enable all the risk factors to be considered.
- 10.3 Until such time as a Beneficiary is no longer missing or no longer at risk of sexual exploitation, regular liaison and communication should take place between the Police, Local Authority and ASC, including the Social Worker and management of the placing authority for a Looked After Child.

### **11. References:**

- (a) The Charity Commission: Safeguarding Children Protecting children in your organisation (November 2006)

- (b) The Children Act 1989
- (c) Data Protection Act 2018
- (d) Department of Health: Care and Support Statutory Guidance Issued under the Care Act 2014
- (e) Mental Capacity Act 2005
- (f) The Residential Holiday Scheme for Disabled Children (England) Regulations 2013
- (g) United Nations Convention on the Rights of the Child
- (h) Working Together to Safeguard Children August 2015
- (i) 1997 Consultation "Who Decides?" issued by the Lord Chancellor's Department
- (j) [Working Together to Safeguard Children 2018](#)
- (k) [NSPCC safeguarding standards and guidance \(England\)](#)

## **APPENDIX 1**

### **Photographs and Videos**

All photographs, social media and identifying media (including use of names or other identifiable information) requires written consent from the young person and parent prior to sharing in the public sphere. Photographs and videos should serve the purpose of updating funders, and promoting the work of the charity. However, it is Action for Stammering Children's policy that it is clearly stated where photos are going to be used, ensuring that the names of children and young people are not printed by the photo unless prior agreement is sought.

All photos and videos are stored securely on the Action for Stammering Children's secure password protected network.

### **Online and Mobile Phone Usage**

Beneficiaries taking part in ASC activities are permitted to bring a personal mobile phone for emergencies.

Staff responsible for leading an activity will have mobile phones with them at all times in case of emergency, and parents will be provided with the contact number for the venue and/or , the delivery partner organisation lead and Action for Stammering Children.

### **Social Media**

Action for Stammering Children staff, volunteers, 3<sup>rd</sup> party staff will not invite, accept and engage in communication with young people or parents in their personal social media space. Nor will they share their personal number (unless in an emergency) or engage in any communication with a beneficiary outside of the project activity. Any communication will only take place through the official public Action for Stammering Children social media channels which are monitored and checked regularly.

### **Sexting**

Sexting is when someone sends or receives a sexually explicit text, image or video. This includes sending 'nude pics', 'rude pics' or 'nude selfies'. Pressuring someone into sending a nude picture can happen in any relationship and to anyone, whatever their age, gender or sexual preference.

However, once the image is taken and sent, the sender has lost control of the image and these images could end up anywhere. By having in their possession, or distributing, indecent images of a person under 18 on to someone else, young people are not even aware that they could be breaking the law as stated as these are offences under the Sexual Offences Act 2003.

If a member of Action for Stammering Children staff, volunteer, third party staff member, or volunteer is made aware that a sexting incident has taken place, they must immediately inform the DSO and DSL and call the Police. Under no circumstances, must they view this content to verify as this too can be construed as a criminal offence.

In the event of an incident involving sexting, Action for Stammering Children will follow the following guidance:

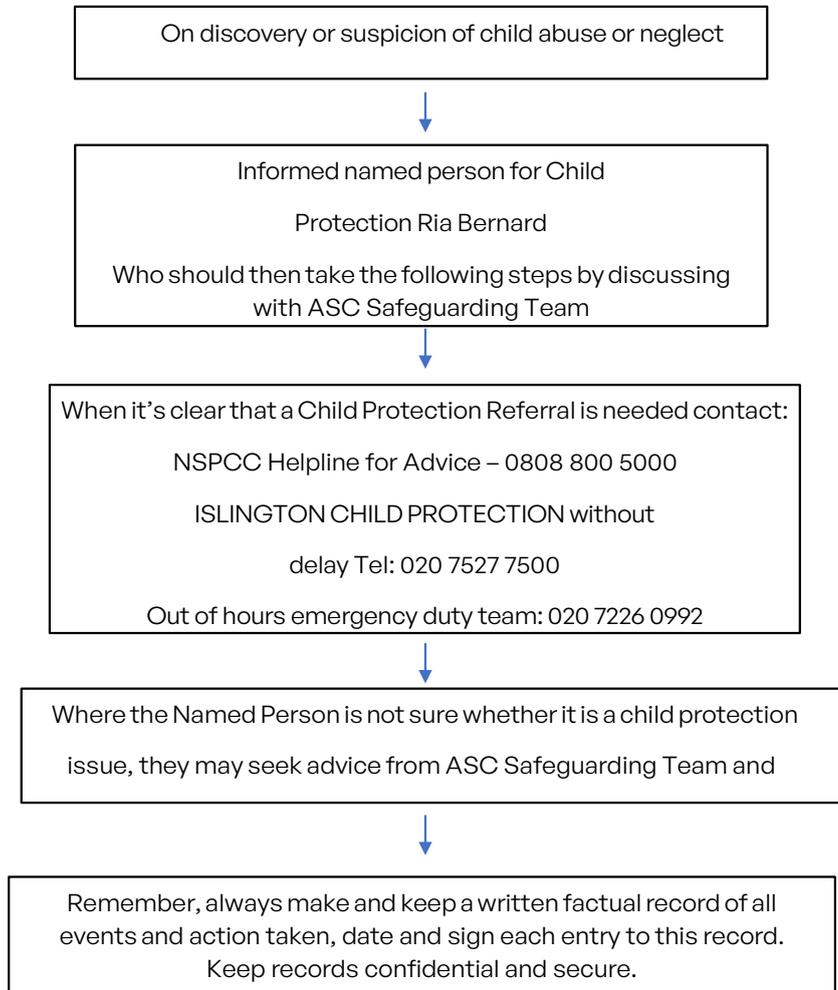
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551575/6\\_2439\\_KG\\_NCA\\_Sexting\\_in\\_Schools\\_WEB\\_1\\_.PDF](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6_2439_KG_NCA_Sexting_in_Schools_WEB_1_.PDF)

## APPENDIX 2

**Review Date:** 19<sup>th</sup> March 2026

**Next review due:** March 2027

### **Action for Stammering Children - Child Protection Procedures Flow Chart**



#### **Contact Details:**

Action for Stammering Children  
MPC Centre, 13 – 15 Pine Street  
London  
EC1R 0JG

Tel: 020 3316 8113 / 07891023214

## APPENDIX 3

### Safeguarding Responsibilities for ASC Staff and Volunteers

#### Contact details you need to know

##### ASC Emergency

##### Contact Number

020 3316 8113

##### Child Line:

0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

#### Safeguarding Policy Statement:

ASC has a duty of care to 'act prudently' and take 'all reasonable steps' to ensure that all individuals with whom the charity comes into contact through its activities are safeguarded from harm.

#### If you're concerned about a service user in your work or personal life:

- Call the police or emergency services if the child is in immediate danger
- Submit an incident report to [ria.bernard@stammeringchildren.org](mailto:ria.bernard@stammeringchildren.org)

#### If another adult expresses concerns about a Safeguarding issue or asks for Safeguarding advice

- Direct them to the ASC Safeguarding Team
- Explain that it is vital that any concern or incident is reported and they should complete the incident form and send to [ria.bernard@stammeringchildren.org](mailto:ria.bernard@stammeringchildren.org)

#### If a service user wants to make a disclosure about something:

- Explain that you can't keep the information confidential
- Call the police or emergency services if the child is in immediate danger
- Make a note of what was said using the child's actual words wherever possible
- Complete an Incident form and send to [ria.bernard@stammeringchildren.org](mailto:ria.bernard@stammeringchildren.org) - within 24hrs of disclosure or incident (ideally straight away)
- If a child only wants to talk confidentially, encourage them to contact ChildLine.

#### It takes a lot of courage for a service user to disclose a concern. So when you're talking to them:

##### Do:

- Remain calm, accessible and receptive
- Listen carefully, without interrupting
- Acknowledge their courage and reassure them that they are right to tell
- Let them know that you will do everything you can to help
- Explain that you will need to share what they have told you, and what may happen as a result.

##### Do Not:

- Allow your shock or distaste to show
- Probe for more information or make assumptions
- Make negative comments about the alleged abuser
- Promise that 'everything will be okay'
- Agree to keep the information secret
- Delay in getting emergency help if needed.

#### Safeguarding – always THINK about how you can minimise the risk to service users

- T** ASC **T**akes up references and ensures other background checks including police checks are carried out on all staff and volunteers.
- H** ASC **H**as a minimum of two members of staff and/or volunteers at every activity involving our service users.
- I** ASC has **I**dentified adults that service users can go to if they have concerns.
- N** ASC **N**ever gives people who have not been properly vetted unsupervised access to service users. ASC is clear on staff and volunteer responsibilities.
- K** ASC **K**eeps the minimum amount of personal data about service users and always ensures it's safely stored.

## APPENDIX 4



### Incident/Complaint Reporting Form

Completed incident forms must be completed within 24 hours and sent to [ria.bernard@stammeringchildren.org](mailto:ria.bernard@stammeringchildren.org) or telephone: 020 3316 8113

**1. Who or what does this report concern?**  
 Beneficiary       Staff member or volunteer       Other (go straight to section 2)  
*If this report is regarding a beneficiary please provide all details below, otherwise a name is sufficient.*  
**Full name:**  
**Date of birth:**  
**Address:**  
**Telephone number:**

**2. Date of incident:**                      **Time of incident:**

**Full address of incident:**

**Other people present and designation:**

**Has anyone else already been informed?**

	Name & Designation	Date and time	Method of communication
<b>Name of Line Manager/Supervisor informed</b>			<input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Direct conversation <input type="checkbox"/> Other, please state:
<b>Anyone else, e.g. Police</b>	Click here to enter text.	Add date and time when informed	<input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Direct conversation <input type="checkbox"/> Other, please state:

**3. Factual log of incident (what was actually said or done?):** *(please continue on as many numbered sheets as necessary, including your name and the date on each sheet)*

**4. Information provided by (name):**

Title/position

Today's date:

Daytime telephone No:                      Mob:

Signed:

## **Appendix 5: Delivery Partners 2026/27**

Action for Stammering Children has partnered with the following organisations and/or individuals to deliver projects to beneficiaries. These projects all involve direct interaction (in-person, virtual or written) with beneficiaries and/or their families.

- **Whittington Health NHS Trust** – ASC provides the premises for the specialist speech and language therapy service to operate out of (the Michael Palin Centre, Pine Street).
- **Growing Voices** – speech and language therapist, Jaclyn Morton, runs the Growing Voices programme, an outdoor club for children who stammer in County Durham. ASC fully funds places on this programme.
- **Talking Out Ltd.** – ASC partners with the specialist speech and language therapy provider, Talking Out, operated by Ben Bolton-Grant and Teresa Howarth. Through this partnership, ASC directly funds places for teenagers to access an online or residential stammering course in North Yorkshire each year.
- **City St George's University** – ASC has partnered with the Speech and Language Therapy team at City St George's University to provide bursaries to teenagers who stammer unable to meet the associated costs of attending a one-week intensive therapy course in London.
- **Redefining Stammering** – the ASC mentoring scheme for young people (18 – 25) who stammer is delivered in partnership with Sam Simpson (Refining Stammering). Adults with lived experience of stammering volunteer to mentor young people aged 18-25 living in the UK.



# Action for Stammering Children Safeguarding Policy

## Our Safeguarding Policy

Action for Stammering Children acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Charity Commission requirements.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students, or any individual or organisation working on behalf of or in partnership with Action for Stammering Children.

Key contacts for Islington Local Authority:

### Islington Local Authority Designated Officer (LADO)

Name: Timur Djavit

Role: Service Manager Children Protection

Contact: LADO@islington.gov.uk

[Local Authority Designated Officer | ISCP \(islington.gov.uk\)](mailto:LADO@islington.gov.uk)

### Police Referrals

Child Abuse Investigation Team (CAIT)

Tel. 02087336495 or 02087336500

[Camden and Islington Police Child Abuse Investigation Team | Cindex](#)

Key contacts for Local Authority where project is based:

### Local Authority Officer<sup>1</sup>

Name:

Role:

Contact:

The purpose of the policy:

- To protect children and young people who come into contact with Action for Stammering Children's staff, trustees, volunteers, sessional workers, agency staff, students or partner organisations
- To provide staff with the overarching principles that guide our approach to safeguarding and child protection.
- To promote good practice and work in a way that can prevent harm, abuse and coercion occurring

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<sup>1</sup> The relevant Local Authority Officer details should be added here depending on the location of the project. Default details are the Islington Local Authority (above).



- To ensure that any allegations are dealt with appropriately and the person experiencing abuse is supported
- And to stop that abuse occurring

Action for Stammering Children believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Action for Stammering Children will:

1. Promote and prioritise the safety and wellbeing of children and young people;
2. Ensure that everyone is clear about their roles and responsibilities in respect of safeguarding and is provided with appropriate mandatory learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
3. Provide all children and young people on joining the Youth Panel with information for themselves and their parents or carers covering Action for Stammering Children's safeguarding arrangements;
4. Widely promote Action for Stammering Children's safeguarding policies and procedures;
5. Ensure that trustees, staff and volunteers take seriously all concerns and allegations of abuse and respond appropriately;
6. Securely maintain and store confidential, detailed and accurate records of all safeguarding concerns;
7. Prevent the recruitment of unsuitable individuals through the robust use of Disclosure and Barring arrangements as they apply in each nation within the UK, and the application of best practice in the safe recruitment of staff and volunteers working with children and young people;
8. Ensure that robust safeguarding arrangements and procedures are in operation; and
9. Address without delay any failure to comply with this policy. Failure to follow this policy by a member of staff may amount to disciplinary offence.

## **Monitoring**

This policy will be reviewed annually and revisions recommended to the Board of Trustees. This policy may also be reviewed due to changes in legislation or government guidance (including Working Together as revised within each nation, relevant legislative changes and nation specific child protection and safeguarding policies and procedures);

## **Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018
- Human Rights Act 1998

- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2014
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 – 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice of practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children;
- Charity Commission requirements

The policy should be read alongside our policies and procedures on:

- Recruitment, induction and training
- Recording and information sharing
- Code of conduct for staff and volunteers
- E-safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health and safety
- Training, supervision and support

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, racial heritage, gender, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made

- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- Using our procedures to manage any allegations against staff appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

### **Contact details**

Designated Safeguarding Officer (DSO)

Name: Ria Bernard

Phone/email 07891 023214; [ria.bernard@stammeringchildren.org](mailto:ria.bernard@stammeringchildren.org)

Deputy DSO(s)<sup>2</sup>

Name(s)

Phone/email

Senior lead of safeguarding

Name: Alison Lowton

Phone/email: 07824 365103; [ajlowton@aol.com](mailto:ajlowton@aol.com)

CEOP

[www.ceop.police.uk](http://www.ceop.police.uk)

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

This policy was last reviewed on: 19.3.26

Signed:

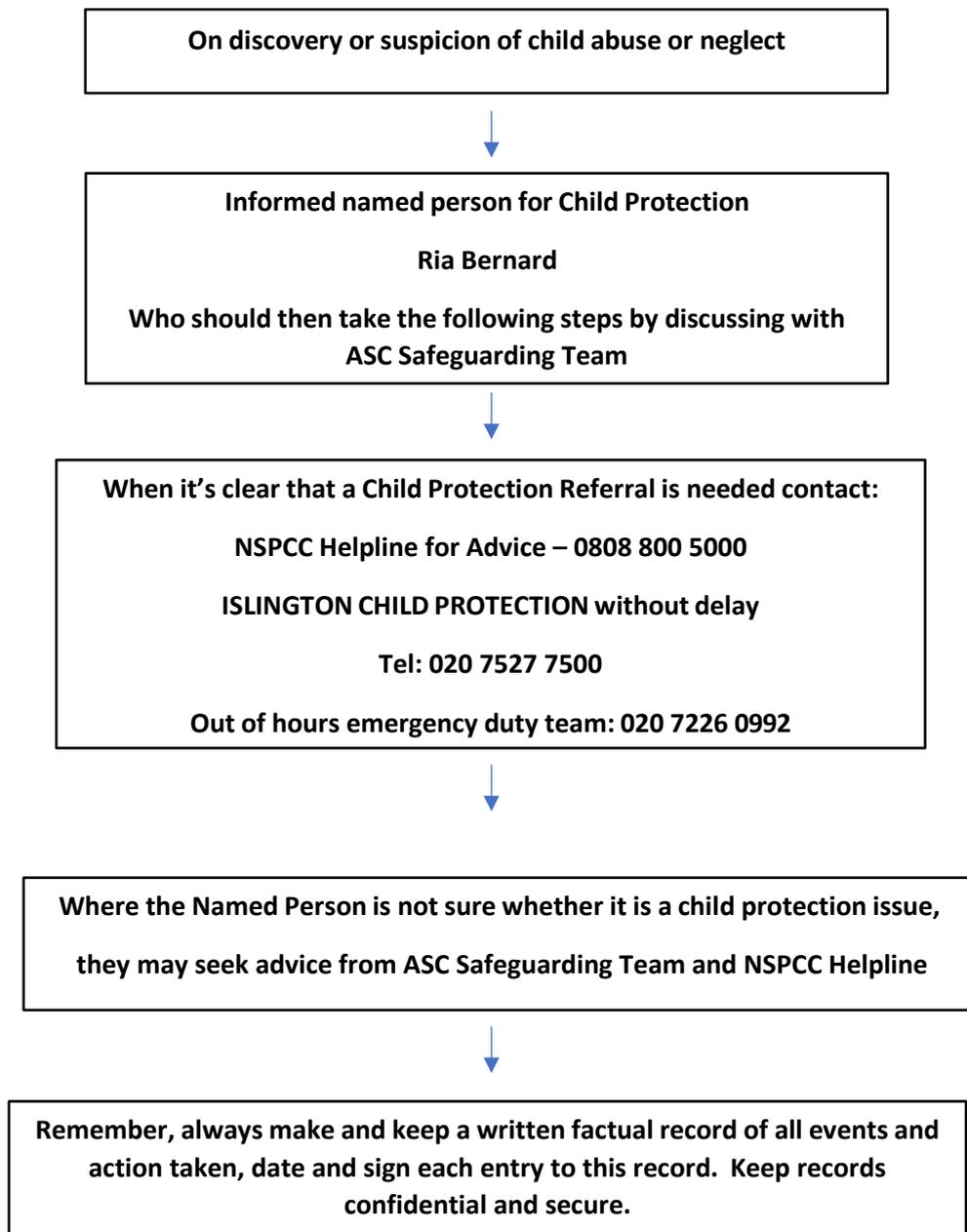


Ria Bernard, CEO

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<sup>2</sup> Ordinarily, the deputy DSO is the delivery partner and information should be provided at the outset of the new project.

## **Action for Stammering Children - Child Protection Procedures Flow Chart**



### **Contact Details:**

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