

New Forest Dyslexia Ltd

Safeguarding Policy Document

The Purpose and Scope of this Policy Statement

New Forest Dyslexia aims to identify Specific Learning Difficulties in individuals from the age of seven upwards and to support them in their onward educational journey.

This aim is carried out through:

- Provision of private full diagnostic assessments for dyslexia and dyspraxia and ADHD (over 16).
- Screening for specific learning difficulties
- Tutoring and study skills for those with specific learning difficulties
- Consulting and support work for individuals, parents, schools and businesses.

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults who receive New Forest Dyslexia's services from harm. This includes the children of adults who use our service.
- to provide staff and subcontractors, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of New Forest Dyslexia, including paid staff, subcontractors, sessional workers, agency staff and students.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from www.nspcc.org.uk/childprotection.

Definitions

For the purposes of safeguarding, a 'child' is defined as a person who has not yet reached their 18th birthday.

A 'vulnerable adult' is someone over the age of 18 years old who is, or who may be, unable to take care of themselves or is unable to protect themselves against harm or exploitation.

Supporting Documents

SAFEGUARDING POLICY

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- photography and sharing images guidance
- managing complaints
- health and safety

New Forest Dyslexia Believes That:

- children, young people and vulnerable adults should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.
- the welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take.
- working in partnership with children, young people, their parents, carers, vulnerable adults and other agencies is essential in promoting young people's welfare.
- 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 children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- extra safeguards may be needed to keep children and adults who are additionally vulnerable safe from abuse.

New Forest Dyslexia will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children, young people and vulnerable adults and a deputy for safeguarding
- adopting child protection and safeguarding best practice through our policies and procedures
- following the PATOSS and British Dyslexia Association ethical guidelines for practice

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- 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 behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via one-to-one discussions
- making sure that children, young people and their families, and vulnerable adults know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints measures in place
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults and staff, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff, children, young people, vulnerable adults and their families, treat each other with respect and are happy to share concerns.

During an assessment:

- the assessment will be carried out in an area with either CCTV, a windowed door or online
- parents will be encouraged to stay for the duration of the assessment in the same or an adjoining room
- if parents are unable to stay, children will be asked to verbally confirm that they are comfortable with being left
- also, the assessor will have access to a charged mobile phone and the parent's mobile phone number so that if they need to, they can call the parent back
- parents will be asked to tell the assessor where they are planning to go during the assessment and will be asked not to travel more than 30 minutes away from the office.

Contact details

Nominated child protection lead

Name: Jenny Bowyer

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Email: jenny@newforestdyslexia.co.uk

Duties and Responsibilities:

- To take a lead role in developing and reviewing New Forest Dyslexia's safeguarding and child protection policies and procedures.
- Take a lead role in implementing New Forest Dyslexia's safeguarding and child protection policies and procedures, ensuring that all safeguarding and child protection issues concerning children and vulnerable adults who take part in New Forest Dyslexia's activities are responded to appropriately.
- Make sure that everyone working with children and vulnerable adults at New Forest Dyslexia understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child or young person's welfare.
- Have a working knowledge of the appropriate body to contact in the event of a concern.
- Make prompt contact with the appropriate body if there are concerns that a child or vulnerable adult may be at need of help or is at risk of abuse.
- Ensure that confidential data is stored safely and securely, in line with GDPR.
- Review the safeguarding policy annually.

Deputy safeguarding officer:

Name: Margaret Mountain

Email: hello@newforestdyslexia.co.uk

NSPCC Helpline: 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on 9th March 2024.

Signed: Jenny Bowyer Date: 09/03/2024