



AUTISM & ADHD SUPPORT
for parents/carers of children with
ADHD and/or on the Autistic Spectrum

Safeguarding All Policy

Policy Statement

This policy applies to all staff including Trustees, paid staff, volunteers and sessional workers or anyone working on behalf of Angels Support Group.

It outlines our commitment to protecting and safeguarding everyone who comes into contact with our service against potential harm or actual harm.

The purpose of this policy is:

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Angels. This includes harm arising from:

- The conduct of staff or personnel associated with Angels
- The design and implementation of Angels programmes and activities
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding everyone.

We recognise that:

- In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect¹
- In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.
- Voluntary, charity, social enterprise (VCSE) organisations will have a crucial role to play in safeguarding and promoting the welfare of everyone that comes into contact with them.

Policy Statement

Angels believes that everyone we come into contact with, regardless of age, sex, disability, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, race, religion or belief has the right to be protected from all forms of harm, abuse, neglect and exploitation. Angels will not tolerate abuse and exploitation by staff or associated personnel.

¹ NHS 'What is Safeguarding? Easy Read' 2011

This policy will address the following areas of safeguarding: child safeguarding, vulnerable adult safeguarding, and health and safety. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

Angels commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

Angels responsibilities

Angels will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Angels. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff Responsibilities

Staff will:

- Ensure they are familiar with and work at all times to follow the following Angels policies:
 - Code of Conduct
 - Safeguarding Children Policy
 - Safeguarding Vulnerable Adults Policy
 - Safer Recruitment Policy
 - Whistleblowing Policy
 - Health and Safety Policy
 - Equalities Policy
 - Confidentiality and Data Protection Policy
 - Complaints Procedure
- Angels employees will also follow Operational procedures such as ensuring appropriate group rules are promoted and followed at all our meetings and events, as these are designed to ensure the safety and well-being of all participants

Reporting

- Angels will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.
- Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Angels Whistleblowing Policy.
- Angels will also accept complaints from external sources such as members of the public, partners and official bodies, as per our Complaints Policy.

How to report a safeguarding concern

- Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Designated Safeguarding Lead or line manager.
- Concerns should be logged using the Angels Safeguarding Concern Form that is available on Charitylog, and then uploaded to Charitylog against the relevant record and shared with and discussed with the Designated Safeguarding Lead.
- If the staff member does not feel comfortable reporting to their Safeguarding Lead or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report directly to the relevant Statutory Service.

For concerns about children or young people 0-18

Designated Safeguarding Lead (DSL):

Leise Cooper, Parent Support Manager

Work telephone number: 01462 485150

Mobile number: 07815 458355

Emergency contact number: 07815 458355

Other Key Contacts:

[Hertfordshire Safeguarding Children Partnership:](#) 0300 123 4043

[Hertfordshire Adult Care Services Team \(over 18 years\):](#) 0300 123 4042

[Multi-Agency Safeguarding Hub \(MASH\) Hertfordshire:](#) 0300 123 4043

Police in an emergency, if immediate danger call: 999

NSPCC Helpline: 0808 800 5000

The member of Angels Trustee Board with responsibility for Safeguarding is:

Hilary Forrester: Email: secretary@angelssupportgroup.org.uk

For concerns about Vulnerable Adults (18+)

Designated Safeguarding Lead (DSL):

Leise Cooper, Parent Support Manager

Work telephone number: 01462 485150
Mobile number: 07815 458355
Emergency contact number: 07815 458355

If they are not available, contact Hertfordshire County Council Adult Care Services by calling the customer service centre on **0300 123 4042** (lines open 24hrs)

If you have reason to believe an adult receiving mental health services in Hertfordshire may be at risk of suffering abuse or neglect then a safeguarding referral can be made to Hertfordshire Partnership Foundation Trust on **0800 6444 101** and via the Adult Services Portal <https://hcsportal.hertfordshire.gov.uk/>

Response

Angels will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Angels will apply appropriate disciplinary measures to staff found in breach of policy.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and will be kept secure at all times.

Associated policies

- Code of Conduct
- Safeguarding Children Policy
- Safeguarding Vulnerable Adults Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Health and Safety Policy
- Equalities Policy
- Confidentiality and Data Protection Policy
- Complaints Procedure

Other policies as appropriate

Approval and review schedule

This policy and procedures applies to Angels Support Group and covers any activities we run as a group. We are committed to reviewing our policy and procedures on a regular basis and when there are significant changes in legislation or to our organisation.

This policy and procedures was adopted as follows:

Date approved at Trustee meeting: 15th July 2024

Frequency policy to be reviewed: Annually or sooner if required

Date policy to be reviewed: June 2025

History of changes to this policy

Date	Summary of changes