



DownSouth

Safeguarding Lead's Report – AGM 20 July 2015

Safer Practice

What we have done

- We know our young people well and we work as a team
- We reflect on our practice and try to improve
- We try to encourage our young people to participate
- We listen to and respect our young people, staff, volunteers and families
- Lead has begun to work through the 'Are they Safe?' pathway
- Staff have completed 'Vulnerable Adults' training

What we need to do

- We need to improve our young people's participation in all aspects of our group
- We need to further develop our advocacy skills
- We need to improve our Makaton so that we can support all forms of communication
- We need to increase everyone's involvement and improve our communication and reporting to families and each other
- Lead needs to continue working through the 'Are they safe?' pathway
- Manager needs to complete Food Safety and Health and Safety Training
- We need to provide our young people with information about where they can go with safeguarding concerns
- We need to address Hearing and VI Awareness
- We need to have some behaviour support training
- We need to formalise our self-evaluation

Taking the Lead

What we have done

- We have appointed a Safeguarding Lead person and a Safeguarding Named Person
- We have formalised these roles
- We are reporting to the Parent's Participation Committee at least annually at our AGM

What we need to do

- We need to include safeguarding policies and procedures in our staff training
- We need to regularly revisit the pathway to keep our practice current

Getting Support

What we have done

- We have undertaken training from Educare

What we need to do

- All new staff must be trained
- We need to set up a directory of important phone numbers eg MASH and the NSPCC

Writing Policies

What we have done

- We have re-written our safeguarding Policy and Procedures and Forms
- We have rewritten our Health and Safety Policy as our 'Policy for avoiding accidents and running safe activities' and procedures
- We have written an 'Involving Young people Policy'
- We have written a 'Policy for Preventing and Responding to Bullying Policy'
- We have written a policy for protecting personal data and appointed a responsible person

What we need to do

- We need to write an Intimate Care Policy
- We need to consider whether we need an e-safety policy

Writing Procedures

What we have done

- We have written Safeguarding Procedures
- We have set up risk assessment and safety procedures
- We have an enrollment procedure
- We have Insurance procedures
- We have put our Safeguarding Policy on the website

What we need to do

- We need to consider our photographing procedures
- We need to provide Policies in a format suitable for our young people eg Easy Read
- We need to upload all our policies onto our website
- We need to review them at least annually

Code of Behaviour

What we have done

- We already have established Codes of Behaviour - the 'Stars Rules', these include good listening, good friends, etc
- Our staff behave appropriately and are good role models.
- We have written Codes of Behaviour for both young people and adults

What we need to do

- We need to write a Code of Behaviour in a format appropriate to our young people
- We need to review our practices to make sure that young people with Challenging Behaviour are fully included.
- We need to extend our 'positive environment' ethos

Employing the right people

What we have done

- We have recruited from known sources
- We have renewed the DBS checks of everyone who has regular contact with our young people including volunteers
- All staff, volunteers and management have undergone Safeguarding training

What we need to do

- We need to DBS check the Manager
- New staff must be DBS checked and undergo Safeguarding training
- We need to formalise our Induction procedures
- We need to review job contracts and specifications
- We need to set up a job description for our volunteers
- We need to formalise our recruitment procedures and produce an application pack
- We need a whistle-blowing Policy

Being Informed

What we have done

- We have undertaken Educare training and advocacy training. Our session leader and assistant have attended CPD workshops with Symbol UK
- Our session leader has attended a Royal College of Speech Therapists special interest group meeting
- We have attended a Contact a Family Support Group workshop and a Down's syndrome Association local support group Information Day

What we need to do

- Renew our Educare licence
- Keep our training relevant
- Write a development plan informed by feedback from families, young people, staff, volunteers and Children in Need

Making it Work

What we have done

- We invite families to come and visit before joining the groups
- We have an information pack
- We have two Parent's meetings a year where we celebrate success and gather feedback
- Our SALT holds individual meetings for Parents to address any concerns
- Our session leader has allocated time to chat to parents about any concerns, celebrate success with them and give feedback

What we need to do

- We need to write a welcome pack for new group members, including Safeguarding Policy.
- We need to set up a buddying system for new Stars
- We need an induction pack for staff
- We need to address the security of our data
- Lead needs to work through the Safe Network's self-assessment tool.