



lifeworks
Learning disability champions

Keeping people safe

Our safeguarding policy



**easy
read**

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In this easy read document, difficult words are in **bold**. We explain what these words mean in the sentence after they have been used.



Some words are [blue and underlined](#). These are links which will go to another website which has more information.

Introduction



Lifeworks is a Charity that supports people with learning disabilities. Lifeworks supports people of all ages.



This is our **policy** for keeping people safe.

A **policy** explains how things should be done.



Everyone at Lifeworks is responsible for keeping people safe.

Vulnerable

People with a learning disability are especially **vulnerable** to **abuse**.



Vulnerable means they might come to harm without proper support.



Abuse is when someone hurts you or treats you badly.

Abuse

There are different types of abuse:



- Physical abuse - this might be hitting, shaking or burning someone.



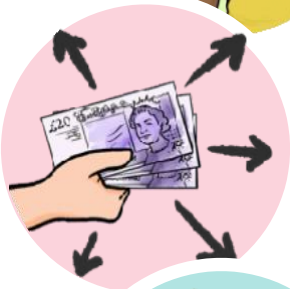
- Emotional abuse - this might be making someone feel upset on purpose.



- Sexual abuse - this is forcing someone to do something to do with sex when they don't want to.



- Neglect - this is not giving someone the care they need.

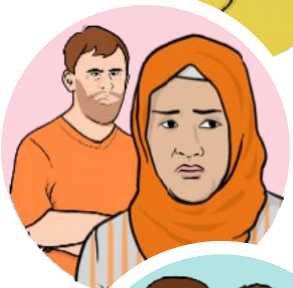


- Financial abuse - this is doing something with someone's money that they don't want.



- Institutional abuse - this is when a whole organisation is treating people in a bad way.

Children and adults may be being abused if any of these is happening:



- Bullying.
- Bullying someone online.
- Taking drugs or alcohol.
- Racism - treating someone differently because of their race.
- Sexism - treating someone differently because of their sex.
- Homophobia - treating someone differently because they are gay.
- Domestic abuse - this is abuse at home by someone in your family. It is often hidden from other people.



- Gang violence - this is when a group of people are violent or threatening to someone.



- Sexting - this is when someone sends pictures or messages to you about anything to do with sex.

Providing a safe place for people



Lifeworks works to keep people safe by:

- helping the people we support to understand how to keep themselves safe
- helping the people we support to know what to do if they are being abused
- supporting people to be confident and feel good about themselves
- listening to the individuals we support
- helping students to speak up if they feel unsafe
- helping people to understand and respect each other



- training our staff to understand about the different types of abuse and what to do about them



- having proper ways of dealing with abuse



- working together with other organisations



- having a proper way to choose new staff



- checking that any staff have not been in trouble with the law



- checking that each individual we support is safe



- having good ways to check people are safe online



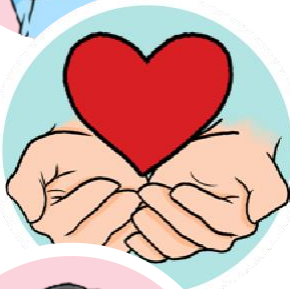
- helping the people we support to understand how to be safe online



- help individuals to behave well



- having a good policy about keeping healthy and safe



- Helping people to understand how to be safe in relationships and while having sex



- finding out about any individuals who are missing from any of our services



- helping all individuals to be able to make their own decisions.

Who is responsible



Everyone is responsible for keeping people safe.

But some people have extra responsibilities.



The Designated Safeguarding Lead

A senior manager will have the job of being the Designated Safeguarding Lead.



This person is responsible for keeping people safe.

They check that all staff are keeping people safe in a proper way.



They are the person you should go to if you are worried that someone is not safe.



They are responsible for talking to the police and the local council about any worries.



They will work with other organisations to keep people safe and deal with any concerns.



They will keep a record of anything that happens.



The Board of Trustees

The Board of Trustees is responsible for running Lifeworks.



The Board of Trustees will make sure that the safeguarding policy and **procedures** are up-to-date and working well.

Procedures are the ways things should be done.

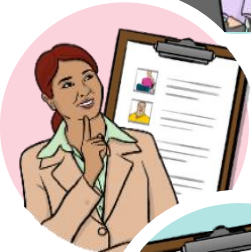


The Senior Leadership Team

The Senior Leadership Team are the senior managers of Lifeworks.

They will:

- look at the safeguarding policy and procedures every year
- make sure that all staff have been checked to see if they have been in trouble with the police
- make sure that new staff are chosen in a proper way
- write reports for the Board of Trustees.



All staff

All staff must:

- watch out for signs that someone isn't safe

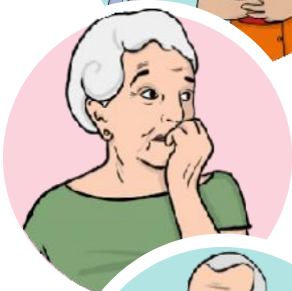




- help people who want to report something that has happened



- make sure they have the proper training



- learn what to do if they are worried about something



- act in a proper way.



Staff must not:

- give their personal email, telephone number or address to any of the people we support



- meet with any of the people we support or their families outside work.

Staff training



Staff will get training when they start work with us. They will understand:



- our safeguarding policy

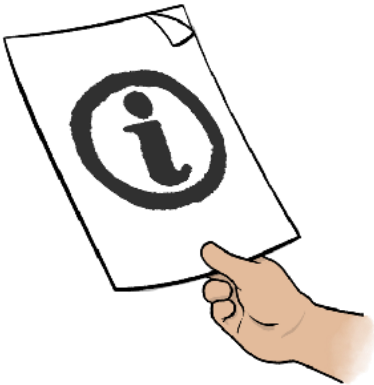


- what to do if someone is not safe.

Visitors



Visitors to Lifeworks will be asked for information about themselves.



They will be given information about how they should behave while visiting our services.

Working with families

We will keep good up-to-date information about the people we support including:



- who the individual lives with
- who is their parent, guardian or next of kin
- who to contact in an emergency
- how they travel to and from our services
- any special rules given to them by the courts
- their local doctor
- anything else about their health and support.



Keeping information private

This information will be kept safe and confidential.

Staff will only have this information if they need to know it.



If we think an individual is not safe, we have to pass on certain information to the council or the police.



Talking with families

If we are worried about an individual not being safe, we will try to talk with the family first.

Staying safe online



Computers, phones and the internet can help students with **communication** and to get useful information.



Communication is the way people share information. It includes speaking and writing.



But there are dangers, like:

- looking at pictures that may cause harm, or be against the law



- giving away your personal information



- someone pretending to make friends with you so they can abuse you



- communicating with someone in a bad way



- being bullied
- someone sending private pictures or messages about you online
- not being sure if something is true
- being online too much and not doing other important things.

We want to help the people we support to understand how to use computers, phones and the internet safely.

For more information

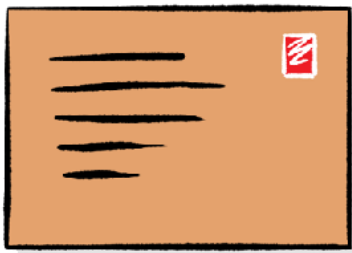
For more information, please contact us by:



email:
enquiries@lifeworks-uk.org



phone: 01803 840744



post:
Lifeworks Charity Ltd
Rooms 32 and 33
Lescaze Offices
Dartington
Totnes
Devon
TQ9 6JE