



lifeworks
Learning disability champions

Keeping children and young people safe

Our safeguarding policy for children and young people



**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. We have services that support children and young people with a learning disability.



This is our **policy** for keeping children and young people safe.

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



Everyone at Lifeworks is responsible for keeping children and young people safe.



We have a separate document which explains what you must do if you think someone is being abused or may come to harm. This is called our Safeguarding Procedure.



Safeguarding

Safeguarding means:

- protecting children from being treated badly
- keeping children and young people healthy and making sure they can grow properly
- making sure children grow up in a safe place, with proper care
- making sure children have the best chances in life.



Child protection

Child protection means doing something to protect a child from harm.

Abuse



There are different types of abuse:

- Physical abuse - this might be hitting, shaking or burning a child or young person.



- Emotional abuse - this might be making a child or young person feel upset on purpose.



- Sexual abuse - this is forcing a child or young person to do something sexual.



- Neglect - this is not giving a child or young person the care they need.

Our policy



Lifeworks will make sure children and young people are safe and have the chance to do well.

Children and young people have the right to be safe.



We won't put up with any kind of harm towards children and young people.



All staff and volunteers will have training about this safeguarding policy.



We will work with families and other organisations to stop any chance of harm towards children and young people.



We will keep on:

- learning new ways to keep children and young people safe
- checking that this policy is as good as it could be.



Who to contact

Certain members of staff are in charge of dealing with a case where someone has been harmed or might be harmed.

They are called a 'designated person'.

At Lifeworks these people are:



- Lifeworks College – Head of College

Phone: 01803 865075



- Robins Residential and Short Break Service – The Registered Manager

Phone: 01803 849164



- Community enrichment project – Head of College

Phone: 01803 865075



- The Charity Safeguarding Lead

Phone: 07813 459857

Staff training



All new staff will get training in:

- how to do things and how they should work
- how to keep people safe and what to do if someone has been abused or could be harmed
- how to keep records about anything that has happened
- what to do if they are concerned about another member of staff



Staff will be offered training throughout the time that they work with us.



This includes official training about keeping people safe.

Other policies

We have other policies that help to keep people safe. these include:



- Lifeworks Behaviour Support Policy.

This policy explains how we deal with people who need support to manage their behaviours.



- Children Going Missing policy.

This policy explains what staff must do if a child goes missing.



- Electronic and Social Media Policy.

This policy explains how to keep children and young people safe when they use computers, phones and the internet.



- Bullying Policy

This policy explains how we prevent people from bullying children and young people. It also explains what we do if someone is being bullied.

For more information

For more information, please contact us by:



- email: enquiries@lifeworks-uk.org



- phone: 01803 840744



- post:
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