Autism Berkshire Safeguarding Policy and Procedures

Reviewed July 2026

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1 Introduction

Autism Berkshire is committed to Safeguarding and promoting the welfare of the children, young people and vulnerable adults. This Policy sets out the statutory duties that Autism Berkshire has as a registered charity and voluntary organisation.

The principles of the policy are:

- **The welfare of the child is paramount**
- **No child or group of children shall be treated no less favourably than others**
- **All children have the right to protection from abuse without discrimination**
- **This Policy applies to all Paid Staff, Sub-contractors, Volunteers and Trustees**

1.1 Autism Berkshire

Autism Berkshire was set up in 1990 by parents of children with autism, autism-related problems and challenging behaviours. Today we are the leading autism charity in Berkshire and deliver quality specialist services, training and social and leisure activities throughout the county, guided by a team of trustees with personal and professional experience of autism.

Our mission is to help and support anyone living with autism in Berkshire. We aim to enhance the current provision of services and support, with the purpose of improving the quality of life of people with autism and giving them maximum independence.

We do this by:

- Providing information and advice through a helpline, events, workshops, outreach, publications and newsletters;
- Running accessible social and leisure activities for children and adults;
- Providing specific autism training and support;
- Working with education, health, emergency and employment services and the six main local authorities in Berkshire to deliver autism-appropriate services;
- Raising awareness in the wider community to promote greater understanding.

1.2 Who Autism Berkshire supports

We support children, young people and adults and their parents and carers, from when there are concerns about their behaviour, to when they are placed on the waiting list for an assessment, to after diagnosis, and life beyond. You do not need a formal autism diagnosis to be supported by Autism Berkshire.

2 Safeguarding Definitions and Regulatory framework

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts. This includes specific duties in relation to children in need and children suffering, or likely to suffer, significant harm, regardless of where they are found, under sections 17 and 47 of the Children Act 1989.

Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Safeguarding[1] and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

The Autism Act 2010 requires local authorities to support people with a diagnosis of autism. Autism Berkshire sits on all the county's Autism Partnership Boards. We are frequently consulted by Local Authorities and NHS about the provision of service.

Autism Berkshire plays an important role in delivering services to children on behalf of Local Authorities and Health services in Berkshire. Autism Berkshire has arrangements in place in the same way as organisations in the public sector for Safer Recruitment, Induction Training, Safeguarding Training and a Whistleblowing Policy, and works effectively with the Berkshire West Safeguarding Children Partnership (now replaced the Local Safeguarding Children's Board LSCB).

The Designated Person / Safeguarding Officer will be the CEO of the charity. The Deputy Safeguarding Officer is the Family Support Lead.

Paid staff, contractors, trustees and volunteers need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to local authority children's social care or the police if necessary.

This policy is approved and endorsed by the Board of Trustees and shall be reviewed annually by the Board or when legislation changes.

[1] Working Together to Safeguard Children 2018, HM Government

3 Code of Conduct – for All Paid Staff and Volunteers

The Board of Trustees at Autism Berkshire views its paid staff and volunteers as a valuable resource and is committed to providing support and recognition of their work for the charity. Autism Berkshire expects paid staff and volunteers to behave in a way which reflects positively on the organisation and to promote the key aims of the charity. The policy is that all paid staff and volunteers shall therefore: -

3.1. Treat all children favourably, enabling access to services to meet their needs.

3.2. Respect that all children, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. Abuse is defined further in Section 4 Definitions of Abuse.

3.3. Take all concerns, and allegations of abuse seriously and follow the procedure outlined in the Safeguarding Policy.

3.4. Ensure meetings with individual children are avoided or take place within sight of others. If privacy is needed, the door shall remain open and other staff or volunteers shall be made aware of the meeting.

3.5. Remote video meetings with individual must only take place within the sight of others and only with the permission of the child's parent or care give

3.6. Not make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, when side hugs should be given, or physical support in contact sports or similar. In all such cases contact should only take place with the consent of the child and after a risk assessment has been completed.

3.7. Ensure they avoid the use of physical intervention wherever possible. Physical containment shall only be used as a last resort when other children, staff and/or property are at risk of significant harm, and when all other behaviour management strategies have failed.

3.8. A child may display behaviour which is well beyond acceptable boundaries and which put themselves, other children, and staff at risk. However, where necessary and appropriate, reasonable force may be used to control or contain children.

3.9. Ensure that in the event physical intervention may become necessary, they complete an Incident Form as soon as possible, and in any case within 24 hours of the event and that Parents/ Carers are informed and provided with a

copy of the Incident Report. Rarely, it may be necessary for staff to call the Police in circumstances where they are, for whatever reason, unable to safely manage the behaviour of a child, and there is a risk of significant harm to themselves, others, or property.

3.10. In the event of finding themselves the subject of inappropriate affection or attention from a child, they shall make their Line Manager or the Designated Person / Safeguarding Officer aware.

3.11. Not have any contact with service users outside of organised activities unless it is with the knowledge and consent of the parents and the appropriate Line Manager. Contact in this context includes but is not limited to: meeting face to face, speaking over the phone or over the internet via email or Skype or any other form of electronic communication including but not limited to social media such as Facebook, Twitter, or LinkedIn, or any written or oral communication.

3.12. Shall actively avoid transporting children alone in a car, however short the journey. Where unavoidable, it should be with the full knowledge and consent of the parents/carers and the person in charge of the Autism Berkshire event. Staff carrying children in their cars should ensure the car is taxed, fully insured (including for Business use), and mechanically sound.

3.13. Raise any concerns to the Safeguarding Officer. Paid staff and volunteers shall not start an investigation or question anyone once an allegation or concern has been raised. See section 5 Guidance on reporting a disclosure

3.14. Shall not (even in fun) –

- Initiate or engage in sexually provocative conversations or activity.
- Allow the use of inappropriate language to go unchallenged.
- Threaten, or use, physical punishment.
- Do things of a personal nature for children that they can do themselves.

3.15. Respect children's rights to privacy and encourage them to feel comfortable enough to report attitudes or behaviour they do not like.

3.16. Refrain from consuming alcohol for a period of at least 12 hours prior to assuming responsibility for any vulnerable person/people; or if they have been identified as a duty officer for any period of time.

3.17. Failure to comply with the Code of Conduct will be dealt with in accordance with the Disciplinary Policy and Procedure for Staff and possible cessation of volunteering for Volunteers in accordance with the Volunteer Policy.

4 Definitions of Abuse[2]

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. A child who is being abused may experience more than one type of abuse. There are four types of abuse in children and young people:

1. **Physical abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2. **Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

3. **Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

4. **Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal

[2] Working Together to Safeguard Children 2018, HM Government

substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- or ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5 Recognising and responding to suspected or actual abuse

The ability to recognise abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. Possible sources of abuse might include:

- Parental or other family member abuse
- Self-harm
- Peer abuse ('bullying'): Children are vulnerable to abuse by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult. A significant proportion of sex offences are committed by teenagers and sometimes by younger children. Adults should not dismiss abusive behaviour as 'normal' between young people.
- Abuse by a paid or volunteer member of Autism Berkshire staff

Abuse is not always readily visible, and may not be as clearly observable. If an Autism Berkshire staff member or volunteer, or parent / carer is uneasy or has concerns about a child's safety or welfare, they should report it to their line manager. The following are reasonable grounds for concern: -

- A specific indication from a child that they have been abused.
- A statement from a person who witnessed abuse.
- An illness, injury or behaviour consistent with abuse.
- A symptom which may not itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence.
- Consistent signs of neglect over a period of time.
- A nag, or suspicion that something is "not quite right"
- Mood swings, withdrawal could be a young person "just being a teenager", but may be a sign of abuse

In some cases of child abuse the alleged perpetrator will also be a child and it is important that behaviour of this nature is not ignored. Grounds for concern will exist in cases where there is an age difference and / or a difference in power or status or intellect between the children involved. However, it is also important to distinguish between normal sexual behaviour and abusive behaviour.

5.1 Responding to a disclosure by a child or young person

If someone tells you that they or another child, or young person is being abused you must report your concerns to the Designated Person / Safeguarding Officer. Do not worry that you may be mistaken. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.
You should;

- Show that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the person to talk, but do not prompt or ask leading questions. Listen to them. Don't interrupt when they are recalling significant events. Don't make them repeat their account.
- Explain what actions you must take, in a way which is appropriate to the age and understanding of the person.
- Do not promise to keep what you have been told secret. Persuade the individual that you need to report the incident so you can get them the help they need. If you promise to keep the secret and then report concerns you risk betraying the trust of the child or young person.
- Write down what you have been told, using the exact words if possible, using the incident form if possible. (see appendices)
- Make a note of the date, time, place and people who were present at the discussion.

5.2 Guidance on reporting a disclosure

A member of staff or a volunteer who suspects that a child has been abused shall follow the procedures below. Any personal information acquired in the course of working with children or families should only be communicated on "a need to know basis", as detailed below.

If a young person, or parents asks that information is not shared, "you must keep this secret, and not tell anyone", staff should not promise to "keep the secret", but rather persuade the young person that it is important that the information is shared to get them the help they need.

Any member of staff who:

- Suspects that a child has been, or is at risk of being abused;
- Has a disclosure made to them;
- Receives a complaint from a member of the public relating to safeguarding issues
- Has a direct allegation made against them;

shall report the matter immediately to the designated Safeguarding Officer or deputy. Allegations must be recorded in writing and contact details taken from the complainant. *See appendices for the Safeguarding Incident Form.*

If the allegation concerns a member of paid staff or a volunteer the Safeguarding Officer must consider whether it is appropriate for the staff or volunteer to remain at work, or be suspended bearing in mind the paramount interests of the child. Any

suspension will be on full pay and in accordance with the Disciplinary policy.

5.3 Reporting child abuse

The Designated Person / Safeguarding Officer is the CEO of the charity.
The Deputy Safeguarding Officer is the Family Support Lead.

The following process shall be followed in reporting abuse to the Authorities:

- Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.
- Report the matter as soon as possible to the Safeguarding Officer or deputy. If that person has reasonable grounds for believing that the child has been abused, or is at risk of abuse, they will make a report to the local Multi-Agency Safeguarding Hub (MASH) who have statutory responsibility to investigate and assess suspected, or actual abuse. Social Services, the Police and Health teams work in the MASH and have access to shared data.
- In cases of emergency, where a child appears to be at immediate and serious risk and the Safeguarding Officer is unable to contact the MASH, the Police authorities should be contacted by dialling 999. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.
- If the Safeguarding Officer is unsure whether reasonable grounds exist or not they should report the matter to the MASH and ask advice and they will be advised whether or not the matter requires a formal report.
- When the Safeguarding Officer is reporting suspected or actual abuse to the MASH they should first obtain consent from the families of their intention to make such a report, **unless doing so would endanger the child or undermine an investigation.**

In the event there are allegations made against a volunteer or a member of staff then the Designated Person / Safeguarding Officer will report the matter to the LADO (Local Authority Designated Officer for Allegations Management). An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

6 Radicalisation and Prevent

At Autism Berkshire we understand the need to safeguard our service users, staff and volunteers from the risk of radicalisation of any type. We recognise our responsibility to participate in such work and to safeguard the welfare of people by committing to practice in a way which prevents and protects people from being drawn into terrorism.

Staff and volunteers must report any concerns around extremism or radicalisation via our safeguarding reporting channels.

In order to safeguard against radicalisation, Autism Berkshire will promote and reinforce values of openness and respect, tolerance, cohesion and equality of opportunity and treatment by:

- Creating space for free and open debate; and by listening, valuing and respecting individual voices.
- Breaking down barriers and supporting inter-faith and inter-cultural dialogue and understanding.
- Making sure that the Charity is free from bullying, harassment and discrimination
- Providing support for those who may be at risk of radicalisation by providing appropriate sources of advice and guidance
- Making sure that staff and learners are aware of their roles and responsibilities in preventing violent extremism. All staff, Trustees and volunteers are required to successfully complete mandatory Prevent eLearning on an annual basis. New members of staff, volunteers and Trustees will receive this training as part of their induction.

7 Recruitment and HR procedures

Autism Berkshire selection of Paid Staff and Volunteers is designed to recruit staff and volunteers who are suitable for the role. Recruitment shall comply with the HR and Recruitment Policies.

- Paid Staff and Volunteers shall be recruited against a job or role description.
- During the application process, candidates will be required to sign an application form which includes questions about past convictions and pending cases.
- Individuals will be interviewed by a trained panel of at least two people, motivation and gaps in employment will be explored.
- All candidates who are offered a role will be subjected to an enhance check through the Disclosure and Barring Service (DBS), according to the workforce role and references will be checked.
- If Autism Berkshire removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

7.1 Training procedures

All new staff and volunteers will be familiarised with this Policy as part of their induction training programme and at least annually or in the event of a new version of this Policy being published. Existing staff and volunteers will receive update training annually.

7.2 'Whistle blowing' procedures

If a member of staff or a volunteer has any concerns about the actions and attitude of the Safeguarding Officer, they should report the matter to the Chair of Trustees of Autism Berkshire. If all internal routes are exhausted, then individuals can 'whistle blow' to the Berkshire West Safeguarding Children Partnership. The Whistleblowing Policy provides further details.

8 Health and Safety

All paid staff and volunteers volunteering in Autism Berkshire buildings, or on the premises where an Autism Berkshire event is being held, are to be given a Health and Safety induction. All paid staff and volunteers in the course of representing Autism Berkshire are covered by the 11rganized11on's Public Liability Insurance. We endeavour to ensure that any events which paid staff and volunteers are asked to attend on behalf of Autism Berkshire are safe and accessible. This is achieved through the prior completion of risk assessments at Autism Berkshire 11rganized events and in some cases written confirmation of appropriate insurance cover at third party 11rganized events.

Events/outings:
Unless it is a staffed "short break", a parent/carer is required to attend any event or outing with their child, and they are responsible for supervising their children at all times. This includes supervision during events that are delivered remotely.

9 Review

This policy will be formally reviewed every year by the CEO and a nominated trustee. The policy will then be endorsed by the Autism Berkshire Board of Trustees, and the action formally minuted.

Approved by the Autism Berkshire Board July 2025.

10 Changes to version

Date	Major or Minor	Reason for change	Change
Oct 16 3.01	Major	Consultation with staff	Inserted "and after a risk assessment has been completed" to the Code of Conduct point 3.15 Physical contact Inserted " "Any suspension will be on full pay and in accordance with the Disciplinary policy." Section 5.2 Guidance on reporting a disclosure, clarifying that suspension pending an investigation is paid.

25/5/17 3.1	Minor	Recommendation from Safe and Sound assessment	Introduction added that policy applies to sub-contractors
25//5/17 3.1	Major	Recommendation from Safe and Sound assessment	S 3 clarification that a breach of Code of Conduct will result in disciplinary action for staff or sub-contractors or cessation of volunteering for volunteers.
25//5/17 3.1	Minor	RBC Changed structure	Change to Single point of contact at RBC.
15/4/18 3.2	Minor	Annual review	Up issued and changed deputy Safeguarding to G Mitchell
15/5/19 3.3	Major	Annual review; new statutory guidance issued	'Autism Spectrum Condition' to 'autism diagnosis'. 'Volunteer staff' to 'volunteer' to avoid employment terminology. Removed mentions of 'vulnerable adults' due to separate 'Safeguarding Adults' policy. Appendix added with statement regarding 'Working Together: Transitional Guidance' Reading Borough Council LADO organisation and telephone number updated Table of contents updated
31/05/20	Minor	Response to Covid-19 pandemic	Added rules on remote video meetings to Code of Conduct
31/05/20	Minor	Response to Covid-19 pandemic	Clarified that parental supervision is required for events that are held remotely
21/07/21	Major	Change of LSCB to BWSCP	Changed LSCB to Berkshire West Safeguarding Children's Partnership in section 2, 6.2, 10.1
21/07/21	Major	Changed RBC contact details	Changed SPC to CSPOA for Brighter Futures section 10.1 Replaced Administrator with Family Support Lead for Deputy Safeguarding Officer.
September 2021	No change	No change	Review as part of Safe and Sound re-inspection by RVA no changes recommended
16/2/22	Minor	Changed of Safeguarding Trustee and Chair of Trustees	Removed Sandra Stubbs and added Conor O'Connor as Safeguarding Trustee, removed Richard Flemming and added Conor O'Connor as Chair of Trustees
05/07/2022 v3.7	Annual review	Updated Working together reference to 2018	Annual review
21/07/2023 V3.8	Annual review	No changes	Annual review
31/07/2024 V3.9	Annual review	No changes	Annual review
4/7/25	Annual Review	No changes	Annual Review
24/7/25	Add Prevent	Major change	Add section 6 Radicalisation and Prevent
6/7/26	Annual review	Minor change	Logo change. Change of some LADO details. Need new Trustee details.

10.1 Appendix 1: CONTACTS

The following contacts shall be used to report incidents

10.2 Primary Contacts:

In life threatening situations the Police should be called Tel: 999

In an emergency, the Police can be contacted 24 hours a day, 365 days of the year.

AND the following should be informed in ANY reportable event:

Safeguarding Officer	CEO	Jane Stanford-Beale Mobile 07795 807 249
Safeguarding Deputy	Family Support Lead	Julia Cox Office 01189 594 594,
Safeguarding Trustee		*Conor O'Connor* *Office 01189 594 594*
Chair of Trustees for any Whistleblowing concerns		*Conor O'Connor* *Office 01189 594 594*

Reading Borough Council (Brighter Futures for Children) Children's Single Point of Access Tel: 0118 937 3641 website Concerned about a child? Report a child in trouble (brighterfuturesforchildren.org) cspoa@brighterfuturesforchildren.org

Berkshire Children's Social Care Emergency Duty Team
Tel: 01344 786 543 "OUT OF HOURS"
Emergency child protection referrals between 5pm and 9am 365 days of the year.

Wokingham Borough Council Referral & Assessment Team
Tel: 0118 9088002

West Berkshire Council – Referral & Assessment Team
Tel: 01635 503090

Bracknell Forest Council Multi-Agency Safeguarding Hub (MASH)
Tel: 01344 352 005
Email: mash@bracknell-forest.gov.uk

Windsor & Maidenhead Council Multi-Agency Safeguarding Hub (MASH)
Tel: 01628 683150
Mon - Thurs 8.45 am - 5.15 pm and Fridays 8.45 am to 4.45 pm.
Email: mash@rbwm.gov.uk

Slough Multi-Agency Safeguarding Hub (MASH)
Tel: 01753 875591
Monday - Friday 9am - 5pm
Email: ChildProtection@slough.gov.uk

West Berkshire Safeguarding Children Partnership
Berkshire West Safeguarding Children Partnership - scp

10.3 LADO (Local Authority Designated Officer for Allegations Management)

Provides advice and management of allegations against members of staff and volunteers between 9am and 5pm during weekdays (except public holidays).

Reading Borough Council LADO (Contact via Brighter Futures for Children)	Tel: 0118 937 2684
Wokingham Borough Council LADO	Tel: 0118 9746141
West Berkshire Council LADO	LADO@westberks.gov.uk
Bracknell Forest Council LADO	Tel: 01344 351572
RBWM LADO	Tel: 07774 332675
Slough LADO	Tel: 07927 681858
Slough Children First Front Door	Tel: 01753 875362

Other organisations that can help

NSPCC	Tel: 0808 800 5000
ChildLine	Tel: 0800 1111
Family Lives Parentline	Tel: 0808 800 2222

11 Appendix 2: Safeguarding Incident Form

Safeguarding Incident Form

Please complete as much of the following as possible

Name of person

Age and date of birth (if a child) Ethnicity

Any special factors

Parent's/carer's name(s)

Home address (and phone no. if available).

Are you reporting your own concerns or passing on those of somebody else? Give details.

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the person? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

Your name and position.

In what capacity have you had any contact with the person

To whom reported and date of reporting.

Signature Today's date

If the incident is highlighted via Social media or email, print off the information and attach to this form.

All paperwork to be given to your line manager who then will report the incident to the **Designated Person / Safeguarding Officer for action.**
The Designated Person / Safeguarding Officer is the CEO of the charity. The Deputy Safeguarding Officer is the Family Support Lead.

11.1 Appendix 3 Summary Chart

Talking sense about autism.

Autism Berkshire's Golden Rules for Safeguarding Children in Reading

If anyone working or volunteering for Autism Berkshire has concerns for a child's safety, please follow these Golden Rules.

Always report any concerns you have, you can do this by following these simple steps:

As soon as possible tell one of these people:

Jane Stanford-Beale 07795 807 249
or Julia Cox 01189 594 594

(these are the designated Safeguarding Officers for Autism Berkshire.)

If the designated Safeguarding Officer is not available, please contact the
Brighter Futures for Children Single Point of Access CSPOA
Tel: 0118 937 3641

As soon as possible (within 24 hours) make a record of your concerns and include:

- A factual account of concerns or what happened on the Safeguarding Incident Form
- Record date and time
- Sign it
- Give it to the designated person

Remember

- Keep the matter confidential
- Your report could become a piece of evidence and used in a court of law.
- It is your duty of care to always promote the interests of the child/ren as your top priority.

Version of this chart to be included in each activity group register with local number.