**Safeguarding Policy**

**Dyslexia West Midlands**  
**Date of Policy:** [August 2025]  
**Review Date:** [August 2028]

**1. Policy Statement**

Dyslexia West Midlands is committed to safeguarding and promoting the welfare of all individuals who use our services, including children, young people, and adults at risk. We believe that everyone has the right to feel safe, valued, and respected, and to be free from all forms of abuse, neglect, and exploitation.

We recognise our duty of care and are fully committed to ensuring safeguarding is embedded in all aspects of our work.

**2. Purpose and Scope**

This policy applies to all staff, contractors, and anyone working on behalf of Dyslexia West Midlands.

It covers:

* Children (anyone under the age of 18)
* Adults at risk (adults who may be unable to protect themselves due to care and support needs)

**3. Legal Framework**

This policy is based on the following legislation and guidance:

* Children Act 1989 and 2004
* Working Together to Safeguard Children (2018, updated 2023)
* Keeping Children Safe in Education (KCSIE, 2024)
* Care Act 2014
* Safeguarding Vulnerable Groups Act 2006
* Mental Capacity Act 2005
* Human Rights Act 1998

**4. Definitions**

* **Safeguarding children:** Protecting children from abuse and maltreatment; preventing harm to children’s health or development.
* **Safeguarding adults:** Protecting an adult’s right to live in safety, free from abuse and neglect.
* **Abuse** can be physical, emotional, sexual, financial, neglect, discriminatory, or organisational.

**5. Roles and Responsibilities**

**Designated Safeguarding Lead (DSL)**

* **Name:** [Miss Suzanne McDowell]
* **Contact:** [info@dyslexiawestmidlands.com 07738554921]

The DSL is responsible for overseeing safeguarding practices, managing referrals, liaising with external agencies.

**All Contractors**

* Must read, understand, and adhere to this policy.
* Must attend safeguarding training.
* Must report any concerns or disclosures immediately to the DSL.

**6. Code of Conduct**

We expect all contracted assessors to:

* Treat all individuals with respect and dignity.
* Always act in a professional and appropriate manner.
* Never develop inappropriate relationships with service users.
* Avoid physical contact unless necessary and appropriate.
* Challenge poor practice and report concerns.

**7. Recognising and Responding to Concerns**

Concerns may arise through:

* Direct disclosure
* Observation
* Third-party reports

**If a child or adult discloses abuse:**

* Listen carefully without judgement.
* Reassure them they are being taken seriously.
* Do not promise confidentiality—explain that you may need to share the information to keep them safe.
* Record the concern factually and report it to the DSL immediately.

**8. Information Sharing and Confidentiality**

We will only share information:

* With the individual’s consent, unless doing so would put them at further risk.
* When required by law or necessary to protect someone from harm.
* In line with GDPR and Data Protection legislation.

**9. Safer Recruitment**

Dyslexia West Midlands has sole traders who have their own

* Enhanced DBS checks

**10. Training**

All sole traders must complete their own safeguarding training appropriate to their role.

**11. Whistleblowing**

Staff are encouraged to report concerns about the conduct of others without fear of reprisal. Dyslexia West Midlands supports a culture of openness and accountability.

**12. Monitoring and Review**

This policy will be reviewed following any significant safeguarding incident or legislative change.

**13. Contact Information**

**Designated Safeguarding Lead (DSL):**  
[Miss Suzanne McDowell]  
[07738554921]  
[info@dyslexiawestmidlands.com]

**Local Authority Safeguarding Contacts:**

* **Children’s Services:** [Coventry- 02476 787980]
* **Adult Social Care:** [Coventry- 02476 833003]
* **Police (Non-emergency):** 999
* **NSPCC Helpline:** 0808 800 5000

**Incident Report Form**

Use this form to report any safeguarding concerns or incidents.

**Date of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of the Individual Involved:**

* **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Age:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Gender:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Address (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Concern/Incident:**  
(Please describe the nature of the incident or concern, including any relevant background information.)

**Were there any witnesses?**

* Yes / No
* If yes, please provide their names and contact details:

**Immediate Action Taken (if any):**

**Was the individual referred to the Designated Safeguarding Lead (DSL)?**

* Yes / No
* If no, please explain why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Follow-up Actions (if applicable):**

**Name of person completing the report:**

* **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please ensure this form is submitted to the DSL and securely stored for future reference.*