



# **Safer Working Policy**

Autism Mentors Ltd – Neurodiversity Mentoring & Support Services

Effective Date: 1st September 2025

Next Review Date: September 2026

## **1. Policy Statement**

Autism Mentors Ltd is committed to promoting a culture of safety, respect, and professionalism in all interactions with children, young people, and adults at risk.

This policy sets out expected standards of behaviour and practice to minimise the risk of harm, misunderstandings, and allegations, while upholding the highest standards of care and safeguarding.

## **2. Scope**

This policy applies to:

- All staff, sessional workers, freelancers, and volunteers.
- All service settings, including homes, schools, online spaces, and community environments.
- Any situation in which an individual is acting on behalf of Autism Mentors Ltd.

## **3. Legal and Guidance Framework**

This policy is informed by:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (KCSIE 2024)

- Care Act (2014)
- Children Act (1989 & 2004)
- Health and Safety at Work Act (1974)
- Sexual Offences Act (2003)
- UK GDPR and Data Protection Act (2018)
- Rehabilitation of Offenders Act (1974, amended 2020)

## 4. Principles of Safer Working Practice

All staff must:

- Prioritise the physical and emotional safety of clients.
- Maintain appropriate professional boundaries at all times.
- Communicate respectfully and clearly.
- Avoid behaviour that could be misinterpreted or raise concern.
- Work in accordance with agreed session plans and company guidance.
- Report any concerns or incidents to the Designated Safeguarding Lead (DSL).
  - Lead DSL: Michelle Wray
  - Tel: 07707764876
  - Email: [dsl@autismmentors.co.uk](mailto:dsl@autismmentors.co.uk)

## 5. Professional Boundaries and Conduct

DO:

- Use work-approved communication channels only.
- Wear professional and appropriate clothing.
- Be punctual, reliable, and prepared.
- Ensure 1:1 sessions are risk assessed and supported.

- Follow session delivery plans as outlined by Autism Mentors Ltd.
- Complete session logs clearly and promptly.
- Keep the DSL informed of changes affecting your role.

**✖ DO NOT:**

- Share personal contact details or connect with clients on social media.
- Give or accept personal gifts (except small, culturally appropriate tokens with prior agreement).
- Be alone with a child or adult at risk in an unobserved space unless risk assessed.
- Make physical contact unless necessary, appropriate, and explained (e.g., first aid or safety).
- Use alcohol, drugs, or smoke/vape while working or representing the company.
- Engage in sexualised language, jokes, or behaviour.

## 6. Managing Risk

- All work must follow individual risk assessments.
- Report concerns immediately to the DSL or Deputy DSL.
  - Lead DSL: Michelle Wray
  - Tel: 07707764876
  - Email: [dsl@autismmentors.co.uk](mailto:dsl@autismmentors.co.uk)
  - **OR**
  - Deputy DSL: Elizabeth Carter
  - Tel: 07979692297
  - Email: [dsl@autismmentors.co.uk](mailto:dsl@autismmentors.co.uk)
- Submit a factual written record within 24 hours of any incident.
- Deliver sessions only in agreed, appropriate locations.

## **7. Working Alone or Remotely**

- Inform a Director or manager of your location when working alone.
- Log sessions before and after for safeguarding purposes.
- Follow Lone Working and Risk Assessment procedures for home visits.
- Online work must be approved, secure, and recorded or supervised appropriately.

## **8. Responding to Allegations or Disclosures**

- Do not investigate or promise confidentiality.
- Stay calm and listen without judgment.
- Record and report disclosures immediately to the DSL.
  - Lead DSL: Michelle Wray
  - Tel: 07707764876
  - Email: [dsl@autismmentors.co.uk](mailto:dsl@autismmentors.co.uk)
- Cooperate fully with statutory agencies during any investigation.

## **9. Training and Awareness**

- All staff receive safeguarding and safer working practice training at induction.
- Refresher training is required at least every 2 years.
- Supervision and reflective practice sessions reinforce safer working expectations.

## **10. Policy Breaches**

Breaches of this policy may result in:

- Immediate suspension from duties.
- Investigation under disciplinary or contractual procedures.
- Termination of contract or referral to DBS and/or professional bodies.
- Referral to police or safeguarding agencies if required.

## 11. Contacts

Designated Safeguarding Lead (DSL):

Michelle Wray

 [dsl@autismmentors.co.uk](mailto:dsl@autismmentors.co.uk)

 07707 764876

Deputy DSL:

Beth Carter

 [beth@autismmentors.co.uk](mailto:beth@autismmentors.co.uk)

 07979 692297

## Policy Approval

Signed:



Michelle Wray

Role: Director / Designated Safeguarding Lead

Date: 01/09/2025