

ASD Support & Education Policy for employees and volunteers

- 1.1 ASD Support & Education's employees and volunteers must abide by the Code of Conduct document.
- 1.2 ASD Support & Education's employees and volunteers must complete a Risk Management Plan for each child whilst on a planned experience, on a school site or if there could be a potential risk or hazard.
- 1.3 ASD Support & Education's employees and volunteers must be aware of The Children and Young People (Safety) Act 2017.
- 1.4 ASD Support & Education's employees and volunteers must not disclose any personal or sensitive information/photographs/work/learning of the child without written consent from the legal guardian of the child.
- 1.5 ASD Support & Education's employees and volunteers must not take photographs of children without written consent from the legal guardian of the child.
- 1.6 ASD Support & Education's employees and volunteers must have in date, relevant checks, and qualifications to work with children. This includes a RAN, Police Check, DCSI clearance/Working with children's check and an educational qualification.
- 1.7 ASD Support & Education's employees and volunteers must be inducted to all government sites with information about emergency procedures and exits.
- 1.8 ASD Support & Education's employees and volunteers must read the compliance statement.
- 1.9 ASD Support & Education's employees and volunteers are to encourage children's participation to express their views and to make suggestions and to acknowledge the child's voice being heard and acted upon whenever possible.
- 1.10 ASD Support & Education's employees and volunteers are to upkeep their ongoing training and development when working with children.
- 1.11 ASD Support & Education's employees and volunteers are to follow to Grievance Procedure where bullying or harassment occurs in any circumstance.

Consequences for breaching policy

Consequences for breach of policy consists of an on-going investigation which may result in permanent dismissal of services, fines and legal charges being pressed if proven guilty. Services will be temporarily dismissed until the investigation has ended and the necessary authorities will be notified of the circumstances.

Review of policies and procedures

ASD Support & Education will review their child safe policies and procedures as required, and at least once in every 5-year period.



Statement of commitment

Our Child Safe Environments Policy was written to demonstrate the strong commitment that ASD Support & Education's employees and volunteers must ensure the safety, protection and wellbeing of children and young people whilst also establishing and maintaining child safe and child friendly environments at all times. We aim to create a child safe and friendly environment where all children and young people are valued, respected, and encouraged to reach their full potential.

I understand and acknowledge the Child Safe Environments Policy and understand the consequences for misconduct and breach of policy. By signing below, I agree to the statement of commitment.

Full name of employee/ volunteer

Courtney Lawrie

Signature of employee/ volunteer

Date: 01/01/2023