



Safeguarding and Child Protection Policy

Lisa Ringham, trading as Wells Dyslexia is committed to safeguarding and promoting the welfare of children and young people. The welfare of the child is paramount in all work undertaken. At Wells Dyslexia it is recognised that ALL children have the right to grow up safe from abuse, neglect or exploitation regardless of their age, disability, gender reassignment, gender, race, religion or belief, or sexual orientation. It is further recognised that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency and communication needs. Working in partnership with children and their families is essential in promoting their welfare and protection.

The purpose of this policy statement is to:

- Protect children receiving the services of Wells Dyslexia from harm.
- Identify and respond appropriately to concerns about abuse or neglect.
- Work in accordance with relevant safeguarding legislation and guidance.

This policy applies to all work undertaken with children under the age of 18. This policy applies to anyone working on behalf of Wells Dyslexia. Failure to comply with this policy and related procedures will be addressed without delay.

Definition of Safeguarding:

Safeguarding and promoting the welfare of children includes:

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

Forms of abuse may include:

Physical abuse	Emotional abuse
Sexual abuse	Neglect
Exploitation	

Legal Framework

This policy is informed by:

- Keeping children safe in Education (KCSIE), 2024
- Working together to Safeguard children, 2023
- Prevent Duty Guidance, 2023
- Information for Sharing Advice for Safeguarding Practitioners, 2023

- Online Safety Act 2023
- Children and Families Act, 2014
- SEND Code of Practise, 2015

Supporting Documents

- Privacy Policy
- Terms and Conditions

We will seek to keep children safe by:

- Communication with children is appropriate, professional and relevant to the assessment work only.
- Children are listened to respectfully.
- Recording, storing and sharing information professionally and securely, in line with data protection legislation.
- All electronic communication is conducted via professional channels.
- Making sure that children and their families know how and where to go if they have a concern.
- Sharing concerns with appropriate agencies. Ensuring children and their families are involved in this process where appropriate.
- Ensuring effective complaints measures are in place and children and families know how to access this.
- Providing a safe physical environment for children and families.
- Complying with safeguarding policies of schools that may be visited.
- A parent/carer must remain on the premises during assessment sessions.
- Ensure a parent/carer is close by or within earshot during home based work with a child.
- Wells Dyslexia holds professional indemnity and public liability insurance.
- Wells Dyslexia maintains up-to-date safeguarding training appropriate to the role.
- All those working for or on behalf of Wells Dyslexia will hold an enhanced DBS certificate.
- Wells Dyslexia follows safer working practices when working alone with children.
- Ensure assessments are conducted in appropriate, professional settings.
- Parents/carers are informed of assessment arrangements in advance.

Acting on Concerns

Confidentiality is respected at all times, however safeguarding concerns override confidentiality. If a child is at risk of harm, information will be shared with the appropriate authorities/local agencies. Unless it is believed that doing so would put the child at further risk of harm, concerns will always be discussed with a parent/carer if we notice any of the following;

- Direct disclosure made by a child

- Information shared by a parent or third party
- Concerns raised within professional documentation shared
- Observations of behaviour or physical indicators such as;
 - Significant changes in a child's behaviour,
 - Deterioration in general wellbeing or appearance,
 - Unexplained bruising, marks or signs of possible abuse/neglect.

If a child makes a disclosure

- We will listen calmly, attentively and respectfully
- We will not use leading questions
- Explain that we can not promise confidentiality as we may need to share information to keep them safe.
- Reassure the child that telling us was the right thing to do.
- Take accurate, factual notes of what they have said
- Report concerns immediately to the school DSL (if in school) or to Children's Services following Nottingham safeguarding procedures.

Record Keeping

In all instances of concern we will record:

- Child's full name and address
- Date and time of record
- Factual details of concern
- Any previous concerns
- Any action taken
- Details of parent/carer explanation

All safeguarding logs will be stored securely and retained for the legally required period.

Allegations against the Practitioner:

If an allegation is made against me:

- The Local Authority Designated Officer (LADO) will be contacted, where required.
- Wells Dyslexia's chosen Professional body will be contacted (where applicable).
- Wells Dyslexia insurance provider will be contacted.
- Wells Dyslexia will cooperate fully with any investigation.

This Safeguarding Policy is reviewed annually and updated as necessary to reflect changes in legal requirements or professional practice.

Policy last modified: March 2026

Next review to be conducted (or sooner if guidance changes): February 2027



Useful Contacts

Local Safeguarding Partners:

Nottinghamshire County Council Children's Services (click [here](#))

Nottingham City Children's Services (click [here](#))

Leicestershire Children's Services (click [here](#))

Derbyshire Children's Services (click [here](#))

- **NSPCC Helpline: 0808 800 5000**
- **Childline: 0800 1111**
- **National Youth Advocacy Service: 0808 808 1001**
- **Bullying UK: 0808 800 2222**

Wells Dyslexia Contact details

Designated Safeguarding Lead (DSL):

Lisa Ringham

Tel: 07725119668

Email: lisa@wellsdyslexia.co.uk