



CHILD SAFEGUARDING POLICY



**LPLC - CHILD
SAFEGUARDING**

Little Professors Learning Center (LPLC) Child Safeguarding Policy

Version 5.2026

Policy Statement

Little Professors Learning Center (LPLC) is committed to providing a safe, supportive, respectful, and nurturing environment for all children, families, staff members, trainees, volunteers, and visitors. As a provider of Applied Behavior Analysis (ABA) services and related educational and therapeutic support for children with autism spectrum disorder and other developmental, behavioral, and learning needs, LPLC recognizes its responsibility to safeguard the welfare, dignity, rights, and well-being of every child under its care.

LPLC maintains a zero-tolerance approach toward abuse, neglect, exploitation, discrimination, bullying, harassment, or any form of harm directed toward children or vulnerable individuals.

This policy is guided by internationally recognized child protection and human rights principles, including:

- United Nations Convention on the Rights of the Child (UNCRC)
- Universal Declaration of Human Rights (UDHR)
- Convention on the Rights of Persons with Disabilities (CRPD)
- Applicable child protection, education, disability, labor, and privacy laws within the country or jurisdiction where LPLC operates
- Professional ethical standards for Applied Behavior Analysis (ABA) and child-serving professionals

This policy establishes the standards, procedures, and responsibilities necessary to:

- Protect children from abuse, neglect, exploitation, and harm
- Promote child welfare and emotional safety
- Ensure ethical and professional conduct among staff
- Establish clear reporting and response procedures
- Support a culture of accountability, respect, and safeguarding
- Comply with applicable legal, ethical, and professional standards

This safeguarding policy applies to all:

- Employees
- Board members and administrators
- Consultants and contractors
- Registered Behavior Technicians (RBTs)

- Behavior Analysts
 - Teachers and learning support staff
 - Therapists
 - Interns and trainees
 - Volunteers
 - Visitors interacting with children
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Legal and Ethical Framework

LPLC recognizes its legal and ethical duty to protect children from harm and uphold their rights, dignity, and well-being. This policy aligns with and is informed by:

International Laws and Frameworks

United Nations Convention on the Rights of the Child (UNCRC)

The UNCRC recognizes every child's right to protection from abuse, neglect, exploitation, discrimination, and violence, as well as the right to education, development, participation, and safety.

Convention on the Rights of Persons with Disabilities (CRPD)

The CRPD promotes the rights, inclusion, dignity, and protection of individuals with disabilities, including children with autism and developmental disabilities.

Universal Declaration of Human Rights (UDHR)

The UDHR affirms the inherent dignity and equal rights of all individuals, including children and persons with disabilities.

Professional and Ethical Standards

LPLC adheres to internationally recognized ethical standards applicable to Applied Behavior Analysis (ABA), education, therapy, and child-serving professions. All staff members are expected to demonstrate ethical conduct, professionalism, integrity, respect for human dignity, and commitment to child welfare.

LPLC recognizes and aligns its safeguarding and professional practices with the following ethical frameworks and professional standards:

- Behavior Analyst Certification Board (BACB) Ethics Code for Behavior Analysts

- Qualified Applied Behavior Analysis Credentialing Board (QABA) Code of Ethics and Professional Conduct
- International Behavior Analysis Organization (IBAO) Ethical and Professional Practice Standards
- Child protection and safeguarding standards for educational and therapeutic settings
- Confidentiality, privacy, and data protection standards applicable within the operating jurisdiction

These professional frameworks emphasize:

- Protection of client dignity and rights
- Professional competence and accountability
- Prevention of abuse, exploitation, and harm
- Maintenance of professional boundaries
- Ethical behavior management practices
- Respectful and culturally responsive service delivery
- Confidentiality and responsible record keeping
- Mandatory reporting and safeguarding responsibilities

All employees, therapists, consultants, interns, and volunteers associated with LPLC are expected to comply with applicable ethical codes and professional standards relevant to their roles and certifications.

National and Local Laws

LPLC shall comply with all applicable national, regional, and local laws related to:

- Child protection and welfare
- Mandatory reporting requirements
- Disability rights
- Education and special education services
- Employment and labor standards
- Data privacy and confidentiality
- Health and safety regulations

Where local laws impose higher standards than this policy, the higher standard shall apply.

I. Purpose of the Policy

The purpose of this policy is to establish a comprehensive framework that ensures the protection, safety, dignity, and overall well-being of all children receiving services through Little Professors Learning Center (LPLC). As an organization providing Applied Behavior Analysis (ABA) services and related educational and therapeutic interventions, LPLC recognizes that children

with autism spectrum disorder and other developmental or behavioral needs may be particularly vulnerable and therefore require additional safeguards and supportive measures.

This policy is intended to guide all employees, therapists, teachers, administrators, consultants, volunteers, interns, and stakeholders in understanding their responsibilities related to child safeguarding and protection. It outlines procedures for prevention, identification, reporting, response, documentation, and continuous monitoring of safeguarding concerns.

The policy also seeks to promote a culture of accountability, inclusion, compassion, professionalism, ethical practice, and child-centered care across all environments where LPLC services are delivered.

The purpose of this policy is to:

- Safeguard children receiving services at LPLC
 - Establish child protection procedures and responsibilities
 - Promote a culture of safety, dignity, inclusion, and respect
 - Ensure all staff understand their legal and ethical obligations
 - Provide guidance on identifying and responding to safeguarding concerns
 - Reduce risks associated with abuse, neglect, exploitation, and unsafe practices
 - Ensure safe recruitment, supervision, and professional conduct
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II. Scope

This policy applies to all programs, services, facilities, activities, and interactions involving children under the care or supervision of LPLC. It covers all individuals associated with the organization, regardless of employment status or level of involvement.

The policy applies to:

- Center-based ABA therapy
- Home-based intervention programs
- School support and consultation services
- Telehealth and online therapy sessions
- Parent training and caregiver coaching
- Community-based instruction and field trips
- Extracurricular activities and events
- Transportation arrangements facilitated by LPLC
- Intake, assessment, and consultation services

This policy shall be followed by all employees, behavior analysts, Registered Behavior Technicians (RBTs), therapists, teachers, learning support staff,

administrators, volunteers, trainees, interns, consultants, contractors, and visitors interacting with children or accessing LPLC facilities.

This policy applies to all activities conducted by LPLC, including but not limited to:

- ABA therapy sessions
- Classroom instruction
- Learning support sessions
- Home-based services
- Community-based instruction
- Parent training sessions
- School partnerships
- Telehealth or online services
- Field trips and external activities
- Transportation arranged by LPLC
- Events and extracurricular programs

This policy applies regardless of whether services are delivered in-person or virtually.

III. Definitions

For the purposes of this policy, the following definitions shall apply. These definitions are intended to provide clarity and consistency in understanding safeguarding and child protection responsibilities within LPLC.

Child

Any individual below the age of eighteen (18) years.

Safeguarding

Safeguarding refers to the proactive and preventative measures taken to protect children from abuse, neglect, exploitation, discrimination, harm, and unsafe practices while promoting their welfare, development, emotional well-being, and rights.

Child Protection

Child protection refers to the specific procedures and actions taken in response to concerns, suspicions, disclosures, or evidence that a child may be experiencing abuse, neglect, exploitation, or other forms of harm.

Vulnerable Child

A vulnerable child refers to a child who may be at increased risk of harm due to developmental, behavioral, communication, emotional, social, cognitive, medical, or environmental factors.

Abuse

Abuse may be physical, emotional, psychological, sexual, verbal, financial, or institutional in nature and may occur through actions, omissions, neglect, coercion, or exploitation.

Child

Any individual under the age of 18 years.

Safeguarding

Actions, policies, and practices that protect children from abuse, neglect, exploitation, discrimination, and harm while promoting their welfare and development.

Child Protection

Specific actions taken to respond to concerns that a child may be experiencing abuse, neglect, or exploitation.

Abuse

Abuse may include, but is not limited to:

Physical Abuse

Intentional use of physical force that results in injury, pain, or harm.

Emotional or Psychological Abuse

Persistent behaviors that negatively affect a child's emotional development, self-worth, or mental well-being.

Sexual Abuse

Any sexual activity involving a child, including exploitation, inappropriate touching, grooming, or exposure to sexual content.

Neglect

Failure to meet a child's basic physical, emotional, educational, or medical needs.

Financial or Material Exploitation

Improper use of a child or family's financial resources or property.

Bullying or Harassment

Repeated harmful behavior, whether verbal, social, emotional, physical, or digital.

IV. Guiding Principles

LPLC is committed to ensuring that safeguarding practices are rooted in compassion, professionalism, ethics, inclusion, and respect for human dignity. All decisions and actions involving children shall prioritize their best interests, safety, developmental needs, and rights.

The following principles guide this policy:

Best Interests of the Child

All decisions, interventions, and actions shall prioritize the physical, emotional, psychological, educational, and developmental well-being of the child.

Respect and Dignity

Children shall be treated with respect, empathy, patience, kindness, and understanding at all times regardless of diagnosis, communication abilities, behaviors, or support needs.

Inclusion and Equity

LPLC is committed to promoting inclusion, accessibility, and equal opportunities for all children and families without discrimination.

Safety and Well-Being

Children have the right to learn, develop, communicate, and participate in services in environments that are physically and emotionally safe.

Accountability and Professionalism

All staff members are responsible for maintaining ethical conduct, following safeguarding procedures, and reporting concerns promptly.

Collaboration with Families

LPLC values strong partnerships with families and caregivers in promoting child welfare and ensuring continuity of support and protection.

LPLC is guided by the following safeguarding principles:

Best Interest of the Child

The welfare and best interests of the child shall always be the primary consideration.

Dignity and Respect

Every child shall be treated with dignity, compassion, fairness, and respect.

Inclusion and Non-Discrimination

Children shall receive equitable treatment regardless of diagnosis, disability, race, ethnicity, language, religion, gender, family background, or socioeconomic status.

Safety and Well-Being

LPLC promotes environments that are physically, emotionally, socially, and psychologically safe.

Professional Accountability

All staff are responsible for maintaining ethical and professional conduct.

Partnership with Families

LPLC values collaboration and transparent communication with families and caregivers.

V. Roles and Responsibilities

Safeguarding children is a shared responsibility that requires active participation, vigilance, and accountability from every member of the organization. All individuals associated with LPLC are expected to contribute to maintaining safe environments and responding appropriately to concerns.

Management and Administration

Management shall ensure that safeguarding policies, procedures, supervision systems, and reporting structures are effectively implemented and regularly reviewed. Leadership is also responsible for allocating

resources for training, monitoring compliance, and ensuring that staff members understand their responsibilities.

Designated Safeguarding Lead (DSL)

Each LPLC branch or service location shall appoint a Designated Safeguarding Lead (DSL) responsible for overseeing safeguarding implementation and child protection practices within their assigned branch.

The Designated Safeguarding Lead shall coordinate safeguarding efforts, receive reports, maintain confidential records, guide staff members, liaise with parents and relevant authorities when necessary, and monitor safeguarding compliance across programs and services.

Branch Safeguarding Leads shall also ensure that:

- Staff members are aware of safeguarding procedures and reporting pathways
- Safeguarding concerns are documented appropriately and addressed promptly
- Safeguarding practices are consistently implemented within the branch
- Families are informed about safeguarding procedures and support systems
- Staff receive appropriate safeguarding guidance and supervision
- Incidents and concerns are escalated appropriately to senior management when necessary

Each branch shall clearly communicate the identity and contact information of its designated Safeguarding Lead to staff members, families, and relevant stakeholders.

Employees and Staff

All employees are responsible for maintaining professional conduct, recognizing signs of harm, following safeguarding procedures, and reporting concerns immediately. Staff members must actively contribute to environments that are respectful, inclusive, and emotionally safe.

Families and Caregivers

Parents and caregivers are encouraged to communicate openly with LPLC regarding child welfare concerns, behavioral or medical needs, and safety-related issues that may impact the child's participation in services.

Management and Administration

LPLC leadership is responsible for:

- Implementing and reviewing safeguarding procedures

- Ensuring compliance with legal and professional requirements
- Providing safeguarding training to staff
- Ensuring safe recruitment practices
- Responding appropriately to safeguarding concerns
- Maintaining confidentiality and documentation
- Ensuring adequate supervision of staff

Safeguarding Officer / Designated Safeguarding Lead (DSL)

LPLC shall appoint a Designated Safeguarding Lead responsible for:

- Receiving safeguarding concerns and reports
- Coordinating investigations and referrals
- Maintaining safeguarding records
- Providing guidance to staff
- Liaising with relevant authorities and agencies
- Monitoring safeguarding practices
- Supporting staff and families during safeguarding processes

Staff Members

All staff members are responsible for:

- Maintaining professional boundaries
- Treating children respectfully and safely
- Reporting safeguarding concerns immediately
- Participating in safeguarding training
- Following behavior management and safety protocols
- Maintaining confidentiality
- Modeling ethical and respectful behavior

Parents and Caregivers

Parents and caregivers are encouraged to:

- Communicate concerns regarding child welfare
- Participate in safeguarding discussions when appropriate
- Collaborate with LPLC in promoting child safety
- Respect safeguarding procedures and policies

VI. Child Rights and Participation

LPLC recognizes that all children have inherent rights that must be respected, protected, and promoted within all therapeutic, educational, and support services. Children receiving ABA and related services should be provided opportunities to participate meaningfully in their learning and

development in ways appropriate to their communication and developmental abilities.

Children have the right to:

- Feel safe, respected, and valued
- Receive support without fear of humiliation or discrimination
- Express preferences, concerns, and emotions
- Be supported in developing independence and self-advocacy skills
- Access services that promote dignity and inclusion
- Be protected from abuse, neglect, and exploitation

LPLC shall encourage child participation in decision-making processes whenever developmentally appropriate and ensure that interventions remain person-centered and respectful.

LPLC recognizes that every child has the right to:

- Be protected from abuse, neglect, exploitation, and discrimination
- Be treated with dignity and respect
- Receive services in a safe and supportive environment
- Express feelings, preferences, and concerns appropriately
- Access education, therapy, and support services without fear or intimidation
- Be heard in matters affecting their well-being, according to their developmental level
- Have privacy and confidentiality respected
- Receive culturally responsive and inclusive support

Children shall be encouraged, when developmentally appropriate, to participate in goal setting, decision-making, and self-advocacy within therapeutic and educational programs.

VII. Family Engagement and Collaboration

LPLC recognizes that effective safeguarding requires strong collaboration between professionals, parents, caregivers, and families. Families play a critical role in supporting children's safety, emotional well-being, and developmental progress.

LPLC is committed to maintaining respectful, transparent, and collaborative communication with families. Parents and caregivers shall be informed about safeguarding procedures, service expectations, incident reporting processes, and behavior support approaches.

The organization shall strive to create partnerships built on trust, respect, cultural sensitivity, and shared responsibility. Families shall be encouraged to provide input regarding interventions, raise concerns freely, and participate in planning and review processes related to their child's care and support.

LPLC values the role of parents, guardians, and caregivers as essential partners in safeguarding children.

LPLC shall:

- Promote open communication with families
- Provide parents with access to safeguarding information and procedures
- Encourage families to raise concerns without fear of retaliation
- Involve families in behavior support and intervention planning
- Respect family diversity, culture, and values
- Provide referrals or support resources when appropriate

Parents and caregivers are expected to:

- Maintain respectful communication with staff
 - Inform LPLC of safety, medical, or behavioral concerns
 - Participate in meetings and safeguarding discussions when required
 - Follow sign-in/sign-out and visitor procedures
 - Respect confidentiality involving other children and families
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VIII. Safe Recruitment and Screening

LPLC is committed to ensuring that all individuals working with children are appropriately qualified, suitable, and safe to fulfill their responsibilities. Safe recruitment practices are essential in preventing abuse, misconduct, negligence, and unsafe practices.

Recruitment and screening procedures may include comprehensive interviews, verification of identity, credential checks, reference verification, employment history review, safeguarding-related screening questions, and criminal background checks where legally permitted.

All applicants shall be evaluated not only for technical competence but also for professionalism, ethical conduct, emotional suitability, and ability to work respectfully with children and families.

New employees shall receive orientation regarding safeguarding responsibilities, professional conduct expectations, reporting obligations, and child protection procedures before working independently with children.

LPLC is committed to recruiting suitable individuals who are safe to work with children.

Recruitment procedures may include:

- Employment interviews
- Verification of qualifications and certifications

- Reference checks
- Background and criminal record checks where legally permitted
- Verification of identity
- Review of employment history
- Safeguarding-related interview questions

Any applicant who poses a safeguarding risk shall not be employed or engaged by LPLC.

IX. Staff Conduct and Professional Boundaries

All staff must maintain professional relationships with children and families.

Staff shall:

- Use respectful and age-appropriate communication
- Avoid favoritism or inappropriate relationships
- Never use physical punishment, humiliation, intimidation, or threats
- Never engage in inappropriate physical contact
- Avoid one-on-one isolated situations whenever possible
- Use positive behavior support approaches
- Respect privacy and confidentiality
- Refrain from discriminatory or abusive language
- Follow ethical guidelines established by professional organizations and licensing bodies

Staff must not:

- Share inappropriate personal information with children
 - Communicate with children through unauthorized personal social media accounts
 - Accept or provide inappropriate gifts
 - Engage in romantic, exploitative, or abusive relationships
 - Use corporal punishment or aversive interventions prohibited by law or ethical standards
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X. Code of Conduct for Child Protection

All staff members must demonstrate behavior that protects children from harm and promotes trust, professionalism, and emotional safety.

Employees and representatives of LPLC shall:

- Speak respectfully to children and families
- Use developmentally appropriate language
- Demonstrate patience and empathy

- Avoid shouting, intimidation, sarcasm, or humiliation
- Maintain professional appearance and conduct
- Report unsafe practices immediately
- Respect cultural, linguistic, and family diversity
- Use approved behavior management procedures only
- Follow supervision and safety procedures consistently

Employees shall not:

- Use degrading language toward children
- Engage in verbal abuse or threats
- Use unnecessary physical force
- Share confidential information inappropriately
- Record or photograph children without authorization
- Transport children without approval and documentation
- Smoke, consume alcohol, or use prohibited substances during work activities
- Be under the influence of alcohol or drugs while providing services

Any violation of this code may result in disciplinary action.

XI. Positive Behavior Support and ABA Ethics

LPLC uses evidence-based, ethical, and compassionate ABA practices.

All interventions shall:

- Respect the dignity and autonomy of the child
- Focus on skill-building and positive reinforcement
- Be individualized and developmentally appropriate
- Minimize distress and emotional harm
- Follow professional ethical standards
- Include informed consent from parents or guardians
- Be regularly monitored for effectiveness and safety

LPLC prohibits:

- Physical punishment
- Humiliation or shaming
- Excessive restraint
- Deprivation of basic needs
- Unsafe or coercive interventions
- Any intervention that compromises the child's dignity or safety

XII. Transportation and Community Safety

When children participate in community-based activities, outings, or transportation arranged by LPLC, the following safety procedures shall apply:

- Adequate supervision ratios shall be maintained
- Parent or guardian consent shall be obtained
- Emergency contact information shall be available
- Staff shall conduct risk assessments before outings
- Children shall be monitored during transitions and transportation
- Staff shall follow emergency and missing-child procedures if necessary

Children shall never be left unattended in vehicles.

XIII. Physical Safety and Supervision

LPLC shall maintain safe environments by:

- Conducting regular safety inspections
- Monitoring classrooms and therapy spaces
- Maintaining appropriate staff-to-child ratios
- Securing hazardous materials and equipment
- Implementing emergency procedures
- Supervising children during all activities
- Maintaining attendance and sign-in/sign-out procedures

Children shall never be left unsupervised in unsafe situations.

XIV. Environmental and Facility Safety

LPLC shall maintain facilities that support child safety, accessibility, and well-being.

Safety measures may include:

- Secure entrances and exits
- Visitor monitoring procedures
- Emergency exits and evacuation plans
- Childproofing where necessary
- Accessible therapy and learning spaces
- Safe storage of medications, sharp objects, and hazardous materials
- Routine cleaning and sanitation
- Adequate lighting and ventilation
- Functional first aid kits and emergency equipment

Safety inspections shall be conducted regularly and concerns addressed promptly.

XV. Responding to Behavioral Crises

When a child experiences behavioral escalation or crisis, staff shall:

- Prioritize safety and dignity
- Use de-escalation strategies
- Follow individualized behavior support plans
- Use the least restrictive interventions necessary
- Avoid punitive or harmful responses
- Document incidents appropriately
- Inform parents or guardians as required

Physical restraint shall only be used:

- As a last resort
- To prevent immediate harm
- By trained personnel only
- In accordance with legal and ethical guidelines
- For the shortest duration necessary

All restraint incidents must be documented and reviewed.

XVI. Mental Health and Emotional Well-Being

LPLC recognizes the importance of supporting children's emotional and psychological well-being.

Staff shall:

- Foster emotionally safe and supportive environments
- Recognize signs of stress, anxiety, trauma, or emotional distress
- Respond calmly and supportively to emotional needs
- Avoid practices that may shame or isolate children
- Collaborate with families and professionals when additional support is needed

Children experiencing emotional distress shall be supported using compassionate and developmentally appropriate strategies.

XVII. Online Safety and Digital Safeguarding

LPLC recognizes the importance of safeguarding children in digital and online environments.

Staff using telehealth or online services must:

- Use approved and secure communication platforms
- Maintain professional conduct online
- Protect confidentiality and data privacy
- Obtain parental consent for virtual services
- Ensure appropriate supervision during online sessions when needed

Photographs, videos, or recordings of children may only be taken:

- With written parental consent
 - For authorized educational or therapeutic purposes
 - In accordance with privacy and confidentiality procedures
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XVIII. Visitor and Volunteer Management

All visitors, volunteers, contractors, and external providers entering LPLC facilities shall:

- Follow safeguarding procedures
- Sign in and sign out when required
- Remain supervised in child-access areas when appropriate
- Respect confidentiality and privacy expectations
- Avoid unauthorized interaction with children

LPLC reserves the right to restrict access to individuals who pose safety or safeguarding concerns.

XIX. Confidentiality and Data Protection

LPLC shall maintain confidentiality regarding children and families.

Safeguarding information shall only be shared:

- On a need-to-know basis
- With authorized personnel
- When legally required
- To protect the child's welfare and safety

Records shall be:

- Securely stored
- Protected from unauthorized access
- Maintained in accordance with applicable privacy laws and regulations

XX. Recognizing Signs of Abuse or Neglect

Staff should remain alert to possible indicators of abuse or neglect, including:

- Unexplained injuries
- Sudden behavioral changes
- Fearfulness or withdrawal
- Poor hygiene or persistent unmet needs
- Age-inappropriate sexual knowledge or behaviors
- Frequent absences
- Signs of emotional distress
- Aggressive or self-injurious behaviors
- Disclosure by the child

The presence of one indicator does not automatically confirm abuse; however, concerns must always be taken seriously.

XXI. Responding to Child Disclosures

If a child discloses abuse, neglect, or harm, staff members should:

- Remain calm and supportive
- Listen carefully without interruption
- Avoid asking leading or investigative questions
- Reassure the child that they did the right thing by speaking up
- Avoid making promises that cannot be guaranteed, such as complete secrecy
- Record the disclosure accurately using the child's own words when possible
- Report the concern immediately to the Designated Safeguarding Lead

Children should never be blamed, dismissed, or pressured during disclosure situations.

XXII. Reporting Safeguarding Concerns

All staff have a duty to report safeguarding concerns immediately.

Concerns may involve:

- Suspected abuse or neglect
- Inappropriate staff behavior
- Unsafe environments
- Boundary violations
- Bullying or harassment
- Exploitation or discrimination
- Serious accidents or injuries

Reporting Procedure

1. Ensure the child is safe.
2. Remain calm and supportive.
3. Listen without judgment or leading questions.
4. Record factual information accurately.
5. Report concerns immediately to the Designated Safeguarding Lead.
6. Maintain confidentiality.
7. Cooperate with investigations and follow-up procedures.

If a child is in immediate danger, emergency services or relevant authorities shall be contacted immediately.

XXIII. Incident Reporting and Investigation

LPLC shall maintain procedures for documenting and reviewing incidents involving:

- Injuries and accidents
- Behavioral crises
- Safeguarding concerns
- Property damage
- Boundary violations
- Complaints involving staff or services
- Missing child incidents
- Emergencies requiring outside intervention

Incident reports shall include:

- Date and time
- Individuals involved
- Objective description of events
- Actions taken
- Follow-up recommendations

Management shall review incidents to identify trends, improve practices, and reduce future risks.

XXIV. Managing Allegations Against Staff

Any allegation involving staff misconduct or abuse shall be:

- Taken seriously
- Addressed promptly and fairly
- Documented appropriately
- Investigated in accordance with legal and organizational procedures
- Managed confidentially

LPLC may place staff on temporary leave during investigations when necessary to protect children and ensure procedural fairness.

Retaliation against individuals reporting concerns in good faith is strictly prohibited.

XXV. Complaints and Feedback Procedures

LPLC encourages children, parents, caregivers, and staff to provide feedback or raise complaints regarding safety, services, or staff conduct.

Complaints may be submitted verbally or in writing and shall be:

- Acknowledged respectfully
- Addressed promptly
- Investigated fairly
- Managed confidentially where possible
- Documented appropriately

Retaliation against individuals raising concerns in good faith is prohibited.

XXVI. Whistleblowing

LPLC encourages staff to raise concerns regarding unsafe, unethical, or inappropriate practices.

Staff who report concerns in good faith shall be protected from retaliation, intimidation, discrimination, or adverse treatment.

XXVII. Staff Wellness and Support

LPLC recognizes that staff well-being contributes to quality care and safeguarding.

LPLC may support staff through:

- Supervision and mentoring
- Debriefing after critical incidents
- Professional development opportunities
- Access to wellness resources where available
- Clear communication and role expectations

Staff are encouraged to seek support when experiencing stress, burnout, or emotional challenges that may affect professional performance.

XXVIII. Training and Awareness

All staff shall receive safeguarding training appropriate to their role.

Training may include:

- Child protection awareness
- Recognizing abuse and neglect
- Reporting procedures
- Professional boundaries
- Positive behavior support
- Crisis management
- Online safeguarding
- Confidentiality and data protection
- ABA ethical practices

Safeguarding training shall be conducted during onboarding and refreshed regularly.

XXIX. Inclusion, Respect, and Anti-Discrimination

LPLC is committed to fostering an inclusive environment that values diversity and promotes respect.

Discrimination, harassment, bullying, or exclusion based on disability, diagnosis, race, ethnicity, language, religion, gender, or family background is prohibited.

Children shall be supported in ways that promote dignity, self-advocacy, and participation.

XXX. Health, Hygiene, and Medical Safety

LPLC shall implement procedures to promote health and hygiene, including:

- Infection prevention practices
- Medication administration procedures
- Emergency medical response procedures
- Allergy management
- Sanitation and cleaning standards
- Health screening procedures where appropriate

Medical information shall be handled confidentially.

XXXI. Emergency Preparedness

LPLC shall maintain emergency response procedures for:

- Fire
- Natural disasters
- Medical emergencies
- Security threats
- Missing child incidents
- Evacuations and lockdowns

Staff shall receive orientation and drills related to emergency procedures.

XXXII. Documentation and Record Keeping

LPLC shall maintain accurate records related to:

- Safeguarding concerns
- Incident reports
- Behavioral incidents
- Injuries and accidents
- Training completion
- Staff screening
- Parent communications

Records shall be factual, objective, timely, and securely maintained.

XXXIII. Monitoring, Quality Assurance, and Continuous Improvement

LPLC is committed to continuously improving safeguarding standards and practices.

Monitoring activities may include:

- Safeguarding audits and reviews
- Staff supervision and observations
- Incident trend analysis
- Parent and staff feedback
- Policy compliance checks
- Training evaluations

Findings from monitoring activities may be used to improve policies, training, procedures, and service quality.

XXXIV. Policy Review and Monitoring

This policy shall be reviewed regularly and updated as necessary to:

- Reflect legal and regulatory changes
- Incorporate best practices
- Address organizational needs
- Improve safeguarding effectiveness

Staff feedback, incident reviews, and safeguarding audits may inform policy revisions.

XXXV. Non-Compliance

Failure to comply with this safeguarding policy may result in:

- Disciplinary action
 - Suspension or termination of employment
 - Referral to professional or legal authorities
 - Restriction from accessing LPLC services or facilities
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XXXVI. Acknowledgment

All employees, contractors, trainees, volunteers, and relevant stakeholders shall acknowledge that they have:

- Read and understood this policy
 - Agreed to comply with safeguarding procedures
 - Accepted their responsibility to protect children and uphold professional standards
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Approval and Implementation

Policy Name: LPLC Child Safeguarding Policy

Organization: Little Professors Learning Center (LPLC)

Effective Date: _____

Review Date: _____

Approved By: _____

Signature: _____
