



Safeguarding Policy and Procedures

How we protect children and adults at risk in everything we do, online and in person, and exactly what to do if you are worried.

Document	2.1 Safeguarding Policy and Procedures
Organisation	Brick's Foundation for Autism Inclusion - In Loving Memory of Lucca Lacerda Tavares
Legal structure	Charitable Incorporated Organisation (CIO), Foundation model, principal office in England
Charity number	Registration with the Charity Commission for England and Wales in progress
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Published	Yes, on bricksfoundation.co.uk

1. Policy statement

Brick's Foundation was created in loving memory of Lucca Lacerda Tavares, an autistic boy. We exist for autistic people and their families, and many of them are children or adults who may be at risk. Their safety, dignity and wellbeing come before the charity's convenience, reputation, publicity or projects.

We are committed to protecting children and adults at risk from abuse, neglect, exploitation and avoidable harm, whether in person or online. Everyone who acts for the charity must read this policy, follow it, and report concerns straight away.

2. What we do, and where the risks are

This policy is written for what Brick's Foundation actually does:

- **Website (bricksfoundation.co.uk):** autism awareness, help for families, the parents' guide and checklists, translated into Portuguese, Spanish and French.
- **Lucca's Wall:** a public page where anyone can post messages, photos, videos and PDFs in memory of Lucca. Posts appear straight away and visitors can add emoji reactions; the family can correct or remove any post, and every post has a "Report" link.
- **Forms:** volunteering, sharing a story, Award applications and nominations. Netlify receives them for us.
- **Champions Wall and the Brick's Foundation Award:** we recognise people and organisations that support autistic people, sometimes by presenting an award in person at a school, clinic, company or event.

- **Brick's Inclusion Excellence Award:** organisations assess themselves with our framework and questionnaires; trustees or volunteer assessors review the evidence and may visit.
- **The Brick's Foundation family app:** a free toolkit that keeps everything on the family's own phone. We receive no data from it.
- **Social media and Lucca's YouTube channel,** and places that remember Lucca, such as memorial benches.
- **No money:** we do not ask for, accept or hold donations. We encourage people to give directly to autism organisations. Trustees are unpaid and we have no employees.

The main safeguarding risks are:

- photos, videos or personal stories of children or adults at risk being shared without proper consent, especially on Lucca's Wall, where posts appear before anyone reviews them;
- harmful, abusive or exploitative messages or files posted on Lucca's Wall or sent through our forms;
- someone disclosing abuse, or a family in crisis contacting us for help;
- trustees, volunteers or assessors meeting children or adults at risk during award presentations, visits and events;
- online contact between representatives and children;
- people misusing the Foundation's name, awards or badges to gain trust or access to children.

3. Who this policy covers

- All trustees, volunteers, award assessors and anyone acting for or on behalf of the charity. We have no employees; if we take any on, this policy applies to them.
- Partner organisations and people we work with when they act on our behalf.
- Every child (anyone under 18) and every adult at risk we come into contact with.
- All activity: in person, online, by phone, email, social media, the website, Lucca's Wall, the app, events, visits and award presentations, in the United Kingdom and in every other country.

4. Principles

Principle	What it means for us
Welfare first	A child's or adult's safety always comes before reputation, publicity or a planned event.
Prevention	We design activities, visits and online spaces to reduce the chance of harm.
Listening	We listen to children, autistic people and families, and take what they say seriously. Autistic people may communicate distress differently; we pay attention to behaviour as well as words.
Proportion	We respond promptly and in proportion to the risk.
Accountability	Concerns, decisions and referrals are recorded, and the trustees oversee safeguarding.
Confidentiality	We share information only when needed to protect someone or when the law requires it.
Fairness	Everyone is protected equally, whatever their disability, age, race, religion, sex, sexual orientation or background.

5. Types of harm

- Physical, sexual, emotional or psychological abuse, harassment and bullying, including online.
- Grooming and exploitation, including sexual and criminal exploitation, online and offline.
- Neglect, including self-neglect.

- Financial or material abuse.
- Discriminatory abuse, including hate because of autism or disability.
- Domestic abuse, modern slavery, trafficking and harmful practices.
- Organisational abuse, and abuse of a position of trust.

Autistic children and adults can be at higher risk of abuse and may find it harder to tell someone. Changes in behaviour, sleep, eating, meltdowns or withdrawal can be signs that something is wrong.

6. Roles and responsibilities

Role	Who	Responsibility
Board of Trustees	All seven trustees	Owens this policy and the safeguarding culture. Makes sure checks, training and reporting happen. Reviews safeguarding at every meeting.
Designated Safeguarding Lead (DSL)	Aloisio Tavares (Founder and trustee)	Receives concerns, decides on immediate action and referrals, keeps secure records, reports serious incidents to the Board and the Charity Commission. Contact: aloisio.tavares@bricksfoundation.co.uk, +44 7834 806844.
Deputy Safeguarding Lead	Aloisio Tavares (interim)	Covers when the DSL is unavailable. The Board will appoint a different trustee as Deputy, so that independent cover exists when the DSL is away or involved in a concern. Until then, any trustee who is not involved may receive a concern.
Everyone acting for the charity	Trustees, volunteers, assessors	Follow the Code of Conduct, complete training, and report concerns immediately. They do not investigate.

7. Safer recruitment and checks

- Every volunteer role has a short description that includes its safeguarding risk.
- We confirm identity, take at least one reference for roles with contact with children or adults at risk, and have a conversation about suitability.
- Where a role is eligible, we obtain the right level of Disclosure and Barring Service (DBS) check in the United Kingdom, or the local equivalent (for example a police clearance certificate) elsewhere. We do not ask for checks the law does not allow.
- Trustees sign the Trustee Declaration, including that they are not disqualified from acting as a trustee.
- Everyone signs the Code of Conduct and completes safeguarding induction before any contact with children or adults at risk.
- Checks are never a substitute for safe practice: nobody gets unsupervised access to children because they have a check.

8. Rules for our activities

Activity	Controls
Award presentations, visits and events	Arranged with the host organisation, whose safeguarding rules we follow. Children are always supervised by their own school, setting or parents; our representatives are never alone with a child. Photos only with the host's and parents' consent.
Inclusion Award assessments	Evidence is reviewed remotely where possible. Visits are agreed in advance, carried out in pairs where practical and supervised by the organisation. Assessors do not ask for children's personal records or photos.

Activity	Controls
Lucca's Wall	The form asks people to share only what they are happy to make public and to ask permission before sharing photos of other children. The DSL or a trustee checks new posts at least daily (every post is emailed to the Foundation) and removes or corrects anything harmful, identifying or posted without consent. Every post has a "Report" link. Posters' email addresses are never published.
Stories, photos and videos on the website and social media	Written consent from the person, or from a parent or carer for anyone under 18. We do not publish a child's full name with their photo, their school, or anything that shows where they live, unless the family asks us to and it is safe. We remove content on request.
Online contact	Only through Foundation accounts and email. No private or secret messaging with children. Messages from children are answered with a parent or carer copied in, or by pointing them to a trusted adult.
Lucca's YouTube channel and social media	Comments are moderated. Harmful comments are removed and serious ones reported to the platform and, if needed, to the authorities.
Families asking for help	We give general information and signpost to professional services. We do not give clinical, legal or crisis advice, and we never promise to keep a risk secret.
Partners	We check that partner organisations have their own safeguarding arrangements and we tell them about concerns that affect them.

9. Responding to a disclosure or concern

1. Make the situation safe. If anyone is in immediate danger, call the emergency services: 999 in the UK and the UAE, 911 in the United States, 190 in Brazil.
2. Listen calmly. Let the person speak in their own way and at their own pace. Allow for different ways of communicating.
3. Tell them they were right to tell you. Do not promise to keep it secret, and do not promise a particular outcome.
4. Ask only what you need to understand whether someone is safe now. Do not investigate, do not ask leading questions, and do not contact the person the concern is about.
5. Write down, as soon as possible, the date, time, place, who was there, the exact words used and what you saw. Keep facts separate from opinions. Use the concern record in Appendix A.
6. Tell the DSL straight away, the same day. If the DSL is involved or cannot be reached, tell another trustee who is not involved, and contact the local authorities directly if someone is at risk.
7. Keep any evidence, such as screenshots of an online post, and share the information only with those who need it.

10. Reporting and escalation

Situation	Do this straight away	Then
Someone is in immediate danger	Emergency services, then the DSL	Record what happened and the action taken.
Concern about a child in the UK	DSL, and the local authority children's services where the child lives (or the NSPCC helpline, 0808 800 5000, for advice)	Follow local safeguarding procedures; the DSL records the decision and any referral.

Situation	Do this straight away	Then
Concern about an adult at risk in the UK	DSL, and the local authority adult safeguarding team	Take the adult's wishes into account where it is safe and lawful.
Concern in another country	DSL, and the local police or child protection authorities, and the host organisation's safeguarding lead	Get local advice. Never wait for a UK process when someone abroad is at risk.
Harmful post on Lucca's Wall or social media	Remove or hide it, take a screenshot first, tell the DSL	Report illegal content to the police (in the UK, child sexual abuse images to the Internet Watch Foundation, never by forwarding them).
Allegation against a trustee, volunteer or assessor	DSL, or another trustee if the DSL is involved	Remove the person from contact while the concern is handled; seek statutory advice (in England, the Local Authority Designated Officer for concerns about children); consider DBS referral and Charity Commission reporting.
Possible serious incident	DSL and the Board	Decide promptly whether to report to the Charity Commission as a serious incident. External referrals never wait for a Board meeting.

11. Work outside the United Kingdom

Several trustees live outside the UK, and some award presentations, visits and partnerships take place in the United Arab Emirates, Brazil, the United States and elsewhere. For any activity abroad we:

- follow this policy as the minimum standard, plus the law and safeguarding rules of the country and of the host organisation;
- identify the local emergency number and child protection route before the activity;
- tell the DSL about the activity in advance;
- report concerns locally first when someone is at risk, then to the DSL.

12. Records and confidentiality

Safeguarding records are factual, dated and signed. They are kept separately from other files, in a restricted folder in the Foundation's Google Drive that only the DSL and the Deputy can open. They record what was reported, decisions and reasons, referrals, advice received, actions and outcomes. We may share information without consent when that is necessary and lawful to protect someone. Records are kept for as long as needed and are never destroyed while a concern, investigation, claim or inquiry is ongoing.

13. Training, monitoring and review

- Every trustee and volunteer completes safeguarding induction before relevant activity, with refresher training every two years. Award assessors also receive a short briefing before visits.
- Safeguarding is a standing item at every trustee meeting. Personal details are kept out of general minutes.
- The DSL gives the Board an anonymised summary of concerns, actions and lessons at least twice a year.
- This policy is reviewed every year, and straight away after a serious incident or a significant change in what we do.

Appendix A. Safeguarding concern record

Field	Details
Date and time of the concern	
Name and role of the person reporting	
Person at risk (name, age, where they are)	
What was said or seen (exact words where possible)	
Immediate action taken to keep them safe	
Others involved or present	
Who was told, when (DSL, authorities, host organisation)	
Advice received and referral made	
Decision and reasons	
Follow-up: owner and deadline	
Signature and date	

Appendix B. Contacts

Role or service	Details
Designated Safeguarding Lead	Aloisio Tavares, aloisio.tavares@bricksfoundation.co.uk, +44 7834 806844
Emergency services	UK 999 (police non-emergency 101). UAE 999. United States 911. Brazil 190 (police), 192 (ambulance)
Advice about a child (UK)	NSPCC helpline 0808 800 5000
Child protection reports (Brazil)	Disque 100
Local authority services	The children's or adult safeguarding service for the area where the person lives
Charity Commission	Report serious incidents through the Commission's online service

Check phone numbers before relying on them, and add the local number for any country where we hold an event.

References

- Charity Commission, Safeguarding and protecting people for charities and trustees.
- Working Together to Safeguard Children (statutory guidance, England), and local safeguarding partnership procedures.
- Care Act 2014 statutory guidance for safeguarding adults.
- Disclosure and Barring Service eligibility and referral guidance.

- Brick's Foundation Code of Conduct (2.7), Data Protection Policy (2.3), Volunteer Policy (4.1), Incident Reporting System (5.2) and Safeguarding Reporting Flow (5.3).

Version history

Version	Date	Approved by	Summary
1.0	21 October 2026	Board of Trustees	First version, written for Brick's Foundation and adopted by the trustees.