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SAFEGUARDING POLICY & PROCEDURES

Introduction

The welfare and safety of those I work with is of paramount importance. I believe individuals have a right, not only to be safeguarded from harm, but to be given every opportunity to develop to their full potential; socially, intellectually, emotionally and physically. Safeguarding is not a standalone policy or separate activity, it is intertwined with all other policies, procedures and codes of conduct in place. I recognise that I have a vital role to play in effective joint working with other agencies and professionals in order to meet my obligations to keep children and at risk adults safe.

About me

I am registered with the Information Commissioner's Office (ICO) and also with the National Counselling Society, Tappy Twins Charity, The Isbourne Outreach Project and am an associate of DGF Psychology. I have an enhanced DBS and insurance relevant to my practise.

Child protection policy statement

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another. The definition of 'abuse' is wide to cover all forms of maltreatment that children may endure in their lives. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. A person may be abused by an adult or adults or by another child or children. The law classes **a child** as anyone who has not yet reached their 18th birthday (for a young person with Additional or Special Educational Needs up to their 25th birthday -SEN Code of Practice 2015).

Child protection procedures:

1. Recognise the signs of abuse e.g. Physical, emotional including bullying & cyberbullying, sexual exploitation and abuse including up-skirting, peer on peer abuse/violence and neglect through regular training updates and local guidance https://www.gscb.org.uk/im-a-child-or-young-person/child-abuse/what-are-the-signs-of-abuse/

2. Recognise the signs of grooming (signs of grooming are not always obvious as behaviours can often be put down as 'teenage' phase) through regular training updates and following government guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
3. Recognise signs that a child is at risk from, or is involved with serious violent crime through regular training updates and guidelines; Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance. It may be relevant to referral to a more specialist services e.g. https://youthsupportteam.co.uk/services/request-for-service
4. Recognising signs of radicalisation (radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups). 'Extremism' is defined in the Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. I will notice, check context and share concerns with my responses being proportionate to the situation e.g. discuss with parents if/as appropriate, discuss with safeguarding/prevent lead when working in schools, report concerns following local guidelines. https://www.gscb.org.uk/im-a-child-or-young-person/child-abuse/types-of-abuse/ or with some cases, support is provided through a multi-agency safeguarding programme called Channel, chaired by the Local Authority. https://www.gloucestershire.gov.uk/media/15569/gppb-prevent-leaflet-sept-2016.pdf. In serious cases I can also register a concern with the police. directly https://www.reportingcrime.uk/HPPrevent/
5. I recognise that children with additional needs can face further safeguarding challenges and be more at risk (especially online) and can be disproportionally impacted because of the additional barriers can exist when recognising abuse and neglect.
6. I will seek support within supervision and use practitioner advice lines as relevant.
7. I will follow my own policies and procedures, paying particular attention to confidentiality when I follow the rule of 'notice, check context and share concerns'. Any responses taken will be proportionate to the situation. I will follow The seven golden rules for sharing information;https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

   1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

   2. I will be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

   3. Seek advice from other practitioners, or information governance lead (from governing body), if I am in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

   4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 I may share information without consent if, in my judgement, there is a lawful basis to do so, such as where safety may be at risk. I will need to base my judgement on the facts of the case. When I am sharing or requesting personal information from someone, I will be clear of the basis upon which I am doing so. Where I do not have consent, I will be mindful that an individual might not expect information to be shared.

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5. Consider safety and well-being: base my information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information I share is necessary for the purpose for which I share it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely.

7. I will keep a record of my decision and the reasons for it – whether it is to share information or not. If I decide to share, then I will record what I have shared, with whom and for what purpose.

8. When working within establishments (e.g. school or charities) I will report concerns to the safeguarding lead.
9. I have a vital role to play in effective joint working with other agencies and professionals and I recognise that the local authority are the lead professionals in child protection and safeguarding so my duty is not to investigate but to report any concerns in private practise to them. I will therefore follow their child protection process https://www.gscb.org.uk/media/2083951/cp-flowchart-nov-2018.pdf and can, if needed discuss concerns directly with the LADO (Local Authority Designated Officer)
10. If I believe a child or young person is at immediate risk of significant harm, I will either contact the police (by phone 101 or 999 in emergencies) and/or make a referral through children's helpdesk by phoning 01452 426565 option 1 or out of hours emergency duty team 01452 614194 or email childrenshelpdesk@gloucestershire.gov.uk. I can also make a referral directly to The Multi Agency Safeguarding Hub (MASH) https://www.gscb.org.uk/contact-gsce-and-sign-up-for-gsce-alerts/ or if required a multi-agency referral by completing a MARF form https://www.gscb.org.uk/i-work-with-children-young-people-and-parents/front-door-services/

Policy statement Adults:

An Adult at risk (vulnerable adult) is a person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support (or where someone is over 18 but still receiving children's services) (Care Act 2014). The underpinning aim is to keep adults at risk safe based upon a culture of acceptable risk (including a person's right to make the "wrong" decision). Abuse is defined as "the violation of an individual's human and civil rights by another person or persons" (No Secrets - Department of Health 2000). There are Six key principles underpin adult safeguarding: • Empowerment – Adults with mental capacity should be in control of their own lives. • Prevention – It is better to take action before harm occurs. This includes promoting awareness and understanding and supporting people to safeguard themselves; • Proportionality – Proportionate and .least intrusive response appropriate to the risk presented. • Protection – procedures should be in place to support people to safeguard themselves from harm, report concerns and make decisions about their own safety, • Partnership – Working together to prevent, detect and report incidents of neglect and abuse. • Accountability – Accountability and transparency in all safeguarding matters, ensuring that staff and partners understand what is expected of them.

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Safeguarding adults at risk procedure:

1. Recognise the signs of abuse e.g. Physical, emotional, financial, sexual, and neglect through regular training updates and local guidance https://www.gloucestershire.gov.uk/health-and-social-care/adults-and-older-people/report-suspected-abuse-safeguarding-adults-at-risk/
2. Recognise signs of adult grooming (in particular for those who are vulnerable) and refer clients to organisations that provide specialist support and advice https://caage.org/what-is-adult-grooming/
3. Recognise signs of domestic violence and refer to specialist services https://www.gdass.org.uk/
4. Be aware of and recognise signs where an adult at risk is likely to or is involved with serious violent crime through regular training updates and follow current guidelines; Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance
5. Recognising signs of radicalisation (radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups). 'Extremism' is defined in the Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. I will notice, check context and share concerns. Any responses taken will be proportionate to the situation e.g. discuss behaviour with client, discuss with safeguarding/prevent lead when working in colleges, report concerns following local guidelines https://www.gloucestershire.gov.uk/health-and-social-care/adults-and-older-people/report-suspected-abuse-safeguarding-adults-at-risk/or with some cases, support is provided through a multi-agency safeguarding programme called Channel, chaired by the Local Authority. https://www.gloucestershire.gov.uk/media/15569/gppb-prevent-leaflet-sept-2016.pdf. In serious cases I can also register a concern with Anti-terrorist hotline: 0800 789 321, Crime stoppers: 0800 555 111 or the police. directly https://www.reportingcrime.uk/HPPrevent/
6. I recognise that adults who may be vulnerable can face further safeguarding challenges and be more at risk (especially online) and can be disproportionally impacted because of the additional barriers can exist when recognising abuse and neglect.
7. I will seek support within supervision and use practitioner advice lines where relevant.
8. When working in establishments (e.g. colleges or Isbourne Centre) I will report concerns to the safeguarding lead.
9. I will follow my own policies and procedures, paying particular attention to confidentiality when I follow the rule of 'notice, check context and share concerns'. Any responses taken will be proportionate to the situation. When sharing information, I will follow The seven golden rules https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

    1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
    2. I will be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
    3. Seek advice from other practitioners, or information governance lead (from governing body), if I am in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
    4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 I may share information without consent if, in my judgement, there is a lawful basis to do so, such as where safety may be at risk. I will need to base my judgement

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on the facts of the case. When I am sharing or requesting personal information from someone, I will be clear of the basis upon which I am doing so. Where I do not have consent, I will be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base my information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information I share is necessary for the purpose for which I share it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely.

7. I will keep a record of my decision and the reasons for it – whether it is to share information or not. If I decide to share, then I will record what I have shared, with whom and for what purpose.

10. I recognise that the local authority is the lead agency with regards to adults at risk and my duty is not to investigate but to report concerns to them. I will do this via the Adult Help Desk Telephone 01452 426868, or out of hours Emergency Duty Team on 01452 614194 or by email: socialcare.enq@gloucestershire.gov.uk or by completing the referral online https://forms.gloucestershire.gov.uk/AdultSocialCareReferral. If a crime has been committed, I may need to report it to the Police by Telephone 101 or in an emergency telephone 999.
11. I recognise that I have a vital role to play in effective joint working with other agencies and professionals and will follow process https://www.gloucestershire.gov.uk/media/2095462/safeguarding-adults-policy-procedures-final-feb-2020.pdf

Queries, Concerns or Complaints

Safeguarding is an absolute priority so I welcome any feedback, comments, queries or suggestions with regards to my policy, procedures and practise. I am regulated with the National Counselling Society who give the following guidance in relation to safeguarding concerns https://www.nationalcounsellingsociety.org/help/have-a-concern/safeguarding-policy . I would welcome the opportunity to discuss any concerns with you; however you also have the right to make a complaint about my practise directly to the NCS (National Counselling Society). https://www.nationalcounsellingsociety.org/help/have-a-concern/complaining-about-a-therapist. You can also log a concern or report me directly to the local safeguarding teams (information above)

And finally…

Phew! That was a lot of information to take in. If you would like me to explain how all of the above relates to the service you are receiving from me, then just let me know! I'll update this notice regularly to ensure it continues to comply with the latest regulations and best practice. This notice was last reviewed on 27th March 2020. Next review: March 2022

Sharon Branagh
Behaviour Specialist & Therapist

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