

Section heading	Section content
<p>1. Introduction</p>	<p>Treehousetales Family Therapy Services Ltd. (hereafter known as Treehousetales) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>Treehousetales comes into contact with children and / or vulnerable adults through the following activities:</p> <ul style="list-style-type: none"> • Relational retreats • Family Therapy • Workshops <p>The types of contact with children and / or vulnerable adults will be regulated.</p> <p>This policy seeks to ensure that Treehousetales undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support staff in their practices and clarifies the organisation's expectations.</p>
<p>2. Legislation and guidance</p>	<p>The principal pieces of legislation and guidance governing this policy are:</p> <ul style="list-style-type: none"> • Working Together to Safeguard Children 2015 • The Children and Families Act 2014 • Offender Rehabilitation Act 2014 • Protection of Freedoms Act 2012 • Mental Health Act 2007 • Safeguarding Vulnerable Groups Act 2006 • Mental Capacity Act 2005 • The Children Act 2004 • The Health and Social Care Act 2003 • The Adoption and Children Act 2002 • Care Standards Act 2000 • The Children Act 1989

	<ul style="list-style-type: none">• Public Interest Disclosure Act 1998• The Police Act 1997
3. Definitions	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:</p> <ul style="list-style-type: none">• Physical abuse• Sexual abuse and exploitation• Emotional abuse• Bullying• Neglect• Financial (or material) abuse• Psychological abuse <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who:</p> <ul style="list-style-type: none">• Is elderly and frail• Has a mental illness including dementia• Has a physical or sensory disability• Has a learning disability• Has a severe physical illness• Is a substance misuser• Is homeless

<p>4. Responsibilities</p>	<p>All staff have responsibility to follow the guidance laid out in this policy and local policies, such as those supplied by the Pan Dorset Local Safeguarding Children Board, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>The directors, Beth Wareing and Jools Oates, have a responsibility to ensure:</p> <ul style="list-style-type: none"> • The policy is in place and appropriate • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • The welfare of children and vulnerable adults is promoted • We keep up to date with local safeguarding arrangements via https://www.dorsetlscb.co.uk/ http://www.bournemouth-poole-lscb.org.uk/ and https://www.dorsetforyou.gov.uk/dorsetsafeguardingadultsboard • We develop and maintain effective links with relevant agencies • We take forward all concerns
<p>5. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of procedures within the organisation. These include:</p> <ul style="list-style-type: none"> • Lone working procedures, mitigating risk to staff and clients • Equal Opportunities - ensuring safeguarding procedures are not discriminatory • Data protection (how records are stored and access to those records) • Confidentiality - ensuring that service users are aware of our duty to disclose
<p>6. Communications training and support for staff</p>	<p>Communications and discussion of safeguarding issues</p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"> • Regular meetings of directors • Clinical supervision <p>Other aspects of communications may where appropriate include:</p>

	<ul style="list-style-type: none"> • Participation in multi-agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures • Participation in joint client visits • Involvement in the CAF process • Provision of a clear and effective reporting procedure which encourages reporting of concerns. • Encouraging open discussion to identify any barriers to reporting so that they can be addressed. • Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection
<p>7. Professional boundaries</p>	<p>As family psychotherapists registered with the UK Council of Psychotherapy (UKCP) we are governed by the Association of Family Therapy (AFT) Code of Ethics and Practice.</p> <p>Treehousetales expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:</p> <p>Giving and receiving gifts from clients:</p> <ul style="list-style-type: none"> • Treehousetales does not give gifts to or receive gifts from individual clients. However, gifts may be provided by the organisation as part of a planned group activity. <p>Staff contact with user groups.</p> <ul style="list-style-type: none"> • Personal relationships between a member of staff and a client who is a current service user is prohibited. This includes relationships through social networking sites such as facebook and twitter • It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months. • Treehousetales prohibits passing on service users' personal contact details • Taking family members to a client's home is not allowed • Selling to or buying items from a service user/client is not allowed • Accepting responsibility for any valuables on behalf of a client is prohibited • Accepting money as a gift/ borrowing money from or lending money to service users is prohibited • Personal relationships with a third party related to or known to service users is not allowed • Treehousetales prohibits accepting gifts/ rewards or hospitality from organisations as an inducement for either doing/ not doing something in their official capacity • Be cautious of, or avoid personal contact with clients

<p>8. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Treehousetales -</p> <p style="text-align: center;">Communicate your concerns with other director if possible</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed. If they are in immediate danger, refer directly to police or childrens' social care</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If not in immediate danger, discuss with parents of child or with vulnerable person, unless to do so would put the person at further risk of harm. Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">If needed seek advice from the relevant Childrens' Social Care duty team</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the relevant Inter Agency Referral Form and submit to the local authority within 48 hours of making a telephone contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received within 3 working days and their response recorded. Record in writing all actions taken and discussions had.</p>
<p>9. Allegations Management</p>	<p>Treehousetales recognises its duty to report concerns or allegations against its staff within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Either director of Treehousetales is required to report any concerns within one working day to the Local Authority Designated Officer (LADO), prior to any other investigations taking place. A written record of the concern will be completed.</p> <p>Second step: The LADO will advise the organisation whether or not informing the parents of the child/ren involved will impede the disciplinary or investigative processes. Acting on this advice, if it is agreed that the information can be fully or partially shared, the organisation should inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).</p> <p>Third step: Subject to restrictions on the information that can be shared, the organisation should, as soon as</p>

	<p>possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS or regulatory body).</p> <p>With respect to conflict resolution and complaints, AFT can be contacted via the means below -</p> <p>7 Executive Suite, St James Court, Wilderspool Causeway, Warrington, Cheshire, WA4 6PS</p> <p>Email: info@aft.org.uk</p> <p>Phone: 01925 444414</p> <p>Website: www.aft.org.uk</p>
<p>10. Monitoring</p>	<p>Treehousetales will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place
<p>11. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the Information Commissioners Office (ICO) with whom Treehousetales is registered</p> <p>Directors are aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests.</p> <p>However, information will be shared on a need to know basis only.</p>
<p>12. Communicating and reviewing the policy</p>	<p>Treehousetales will make clients aware of the Safeguarding Policy by displaying it on their website</p> <p>This policy will be reviewed every 2 years and when there are changes in legislation.</p>

Policy created March 2017. Next due for review March 2019.
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