

Safeguarding Policy

Introduction

Safeguarding at SPTI is an ethical and professional commitment to protect the dignity, safety and wellbeing of all individuals who engage with our community. This policy outlines our responsibilities and procedures for safeguarding children, young people and vulnerable adults at risk from abuse or neglect and reflects our values of integrity, respect and accountability.

This policy is informed by:

- BACP Ethical Framework for the Counselling Professions
- HIPC and UKCP Safeguarding Guidelines
- UKATA Safeguarding Best Practise Guidelines – Adults
- Care Act 2014, Children Act 1989/2004, Working Together to Safeguard Children (2018) and c.23 Part 1 Safeguarding Adults at Risk of Abuse or Neglect
- Prevent Duty (Counter-Terrorism and Security Act 2015)

Scope

Safeguarding is the responsibility of everybody and this policy applies to:

- All SPTI staff, teaching teams, students, associates and volunteers
- All activities conducted under the SPTI umbrella, including clinical placements, training, outreach and online environments

Safeguarding responsibilities extend to digital platforms used for communication, supervision and learning. 'Adult at Risk' is a term used to describe:

- Someone who is or who may be in need to community care services by reason of mental or other disability, age, illness and;
- Someone who is or may be unable to take care of themselves or unable to protect themselves against...harm or exploitation

Safeguarding Principles

We are committed to:

- **Preventing harm** through proactive risk assessment and safe practice
- **Protecting individuals** from abuse, neglect, exploitation, discrimination and radicalisation
- **Promoting wellbeing** through inclusive, trauma-informed environments by ensuring protection and support are provided with empathy, safety and choice
- **Responding ethically** and effectively to safeguarding concerns

Designated Safeguarding Lead

The SPTI Designated Safeguarding Lead is Julie Dearden, Director of Training: Julie.dearden@spti.net

Responsibilities include:

- Developing and promoting this policy
- Receiving and managing safeguarding concerns
- Liaising with external safeguarding authorities
- Ensuring training and policy compliance consistent with roles and their responsibilities within SPTI
- Promoting a culture of safeguarding awareness and ethical reflection

Online Safeguarding

SPTI recognises that safeguarding responsibilities extend to digital and online environments. This includes:

- Monitoring and responding to online disclosures or concerns
- Ensuring safe use of digital platforms for training, supervision and communication
- Protecting individuals from online abuse, exploitation, bullying and radicalisation
- Promoting digital literacy and respectful online conduct

Staff, teaching teams and students must adhere to SPTI's Online Conduct and Safety Guidelines.

Prevent Duty

In accordance with the **Prevent Duty**, SPTI is committed to:

- Safeguarding individuals from being drawn into terrorism or extremist ideologies

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- Promoting critical thinking, open dialogue and respectful debate
- Training staff, teaching teams and students to recognise signs of radicalisation and know how to respond
- Referring concerns to appropriate Prevent Coordinators or safeguarding authorities

Prevent is embedded within our safeguarding framework and aligns with our ethical commitment to protect vulnerable individuals from coercion and harm.

Safeguarding Procedures

When a safeguarding concern arises:

1. **Report immediately** to the Safeguarding Lead
2. **Complete Safeguarding Documentation** (Parts A, B & C)
3. **Three possible outcomes:**
 - a. Referral to external safeguarding authorities
 - b. Internal support or signposting
 - c. No further action (documented with rationale)

All actions must be recorded, justified and reviewed in conjunction with the Safeguarding Lead.

Training and Competence

- All staff and teaching teams must complete **Level 1 Safeguarding training**
- The Safeguarding Lead must complete **Level 2 or above**
- Students in clinical placements must undergo enhanced DBS checks and emotional suitability screening
- Safeguarding awareness is embedded in curriculum, supervision and reflective practice

Risk Minimisation Measures

SPTI ensures:

- Safe recruitment and selection procedures
- First aiders present during training sessions or within the organisation
- Confidential medical and support records
- Disability and Student Support Officer for additional needs
- Clear protocols for managing disclosures and referrals

Confidentiality and Consent

We respect the confidentiality of all individuals but recognise that safeguarding concerns may override consent. Information is shared:

- On a **need-to-know basis**
- In accordance with the **Mental Capacity Act 2005**
- With consideration for **ethical and legal obligations**

Review and Accountability

This policy is reviewed annually or in response to legislative or procedural changes. All updates are communicated to staff, teaching teams and students. Ethical reflection on safeguarding is encouraged in supervision and professional development.

Recording

The Designated Safeguarding Lead (or their nominee) is responsible for ensuring that a detailed record of the risk assessment process and the outcome of the assessment is made and any appropriate follow up action is undertaken. The risk assessment will be undertaken by the designated Safeguarding Lead (or their nominee) completing the appropriate Safeguarding Incident Report form.

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Safeguarding Reporting Form

Part A – Initial Concern

Name of person making disclosure	
Date of birth	
Contact details (phone number)	
Address	
Course (if applicable)	
Nature of involvement	

Name of other individuals involved (add more if required)	
Name	
Date of birth	
Nature of involvement	
Name	
Date of birth	
Nature of involvement	
Name	
Date of birth	
Nature of involvement	

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Details of allegation/suspicion/concern

Include relevant dates and times, persons involved, witnesses, locations, what was said/done, visible injuries or marks sustained, etc.

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Has the person making the disclosure given consent for this information to be shared?

Yes

No (explain their reasoning for this below)

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Have they been advised that this information has been shared with the Designated Safeguarding Lead despite consent not being given?

Yes

No

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Is the abuse/incident still ongoing?

Yes

No

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Do any alleged perpetrators continue to have access to or contact with the vulnerable person?

Yes

No

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Further details

Name of person completing this form

Role

Contact details (phone/email)

EMAIL THIS FORM TO THE DESIGNATED SAFEGUARDING LEAD

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