



Safeguarding Policy

1.0 Purpose

This policy sets out Juniper Tree Therapy's approach to Safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working for Juniper Tree Therapy, including permanent and temporary employees, contractors and self-employed contracted Therapists and Support Workers.

Juniper Tree Therapy work with children and adults who are considered to be 'at risk'. Directors/ Clinical Professionals at Juniper Tree Therapy have vast professional experience working with both adults and children across NHS services, and third sector organisations such as private companies and charities. The protocols and procedures, including access and integration with Safeguarding Teams, vary across these settings, but fundamentally all require due diligence with regard to Safeguarding.

2.0 Definitions

Juniper Tree Therapy Therapists adhere to the Care Act 2014 and Guidance, the Mental Capacity Act 2005, the Data Protection Act 1998, the Children Act 2004, and with guidance from Working Together to Safeguard Children 2018, and Safeguarding Standards and Guidance for the Voluntary and Community Sector 2017. Juniper Tree Therapy uses definitions of the term 'Safeguarding' from such statutory guidance.

Juniper Tree Therapy recognises:

- Safeguarding principles need to consider abuse; physical, emotional, sexual, financial, negligent treatment, bullying or harassment, health and safety, extremism and radicalisation, forced marriage, child trafficking, female genital mutilation, discrimination on any grounds in the Equality Act 2010.
- establish good Safeguarding policies and procedures that all trustees, staff and volunteers follow
- make sure all staff receive regular training on child protection or working with adults at risk
- appoint a Safeguarding Lead to work with Local Authority Safeguarding boards
- manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively
- follow relevant legislation and guidance

Safeguarding Children is defined in the "Working Together to Safeguard Children" (2018) guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Safeguarding Vulnerable Adults is defined in the Care and Support statutory guidance, issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect

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- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

3.0 Recruitment

Juniper Tree Therapy carries out safe recruitment checks on everyone who works for us. All roles require a Disclosure and Barring Service (DBS) or Disclosure Scotland check and references before the individual joins us. Many individuals will be subject to an Enhanced DBS check and a review of Social Media, because their role may bring them into regular contact with children and vulnerable adults.

Anyone interviewed for a post with Juniper Tree Therapy, either internally or from outside the organisation, will need to show an understanding of Safeguarding that is relevant to the role that they are applying for.

4.0 Acting on Safeguarding Concerns

No one working for Juniper Tree Therapy should investigate concerns about individual children or vulnerable adults who are or may be being abused or who are at risk. However, this does not mean that we should do nothing when we learn of a concern. We all have a responsibility to make sure that concerns about children and vulnerable adults are passed to the agency that can help them without delay.

If anyone is concerned that a child or vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

In the event of a Safeguarding concern being raised, in the first instance if there is felt to be an immediate concern then Emergency Services should be contacted as appropriate, through 999 or 101 if it is considered to be an emergency.

If the concern is not felt to be an emergency, then the staff member may be to discuss the Safeguarding or harm concern with the vulnerable individual, if they have raised this. Whilst it is important to maintain a therapeutic relationship with individuals at this time to enable them to feel safe making a disclosure, it is important that Therapists do not lead the individual in any way. Where possible and appropriate, the process of Safeguarding should be explained so the individual is made aware of the benefits, and consent to a referral as appropriate.

Staff members may also encounter situations whereby they have a concern and no disclosure is made. During these times, they should take safe opportunities to explore their concerns with the individual concerned. Though they should record the responses, they should use their own clinical judgement as to how to proceed – a denial of issue or concern does not equate to the lack thereof.

A Child Protection/ Adults at Risk referral should be made immediately to the relevant Child/ Adult Social Care Team, and the Police or other Professional bodies as required. This must be in writing, within 24 hours of the disclosure/ concern, but ideally immediately following the appointment. Staff members should be aware of the relevant local Safeguarding board as appropriate. Concerns about children

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should be referred to the children's Social Care Department of the Local Authority where the child lives. Similarly, concerns about vulnerable adults should be referred to Local Authority Adult Services.

Following the reporting of a concern or disclosure, Therapists will report to the Director Nick Smith. He will liaise with the Local Authority Designated Officer [LADO] for guidance on further steps. He will also instigate an internal meeting with relevant individuals to action plan the management of the Safeguarding incident, including Risk Assessment reviews. The Local Authority Designated Officer [LADO] should also attend.

Remember, if you are concerned that there is an immediate risk of harm to a child/vulnerable adult, please contact the emergency services without delay on 999 or 101.

When reporting concerns, the following should be adhered to:

- Remain calm and reassure the person that they have done the right thing by speaking up
- Listen carefully and give the person time to speak
- Explain that only the Professionals who need to know will be informed, but never promise confidentiality
- Act immediately, and do not try to address the issue yourself
- Write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names / parties mentioned
- Report to the Director, Nick Smith, who is then responsible for ensuring appropriate Safeguarding Protocols have been followed and that the incident has been reported to the Local Authority/ Police. It is the duty of anyone working with children to report disclosure or harm
- Remember that it is not for you to decide whether or not a suspicion or claim is true; all instances must be taken seriously

If anyone working for Juniper Tree Therapy is in any doubt about what to do, they should consult the Director, Nick Smith, with appropriate urgency.

Anyone working for Juniper Tree Therapy Limited who has concerns about the behaviour of a colleague must always raise this with the Director, Nick Smith, as quickly as possible.

5.0 Expectations of Staff

Everyone working for Juniper Tree Therapy Limited has a responsibility to familiarise themselves with this Safeguarding Policy and the procedures that go with it. They must maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

All of our Therapists must have;

- Disclosers & Barring Services [DBS]
- Proof of relevant qualifications: CV, HCPC
- Appropriate identification
- Verified professional references
- Appropriate Insurance

Anyone who works for Juniper Tree Therapy Limited must inform the Director, Nick Smith, if they or any adult living in their household become(s) the subject of an allegation involving a Safeguarding concern

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or abuse against a child or vulnerable adult. If anyone is in doubt whether the situation or allegation is relevant, they should:

- refer to the definitions of Safeguarding and protection of vulnerable adults.
- seek advice from the Director, Nick Smith.

6.0 Concerns about Staff

Any allegations of misconduct towards children and/or vulnerable adults by those working for Juniper Tree Therapy will be managed by the Director, Nick Smith, via the following process:

- Nick Smith will ensure (if appropriate) that a Child Protection/ Adults at Risk Referral is made (or has been made) to the relevant Children/Adult Social Care Team and where appropriate the Police, using the required reporting form as detailed in the local policies and procedures of the area in which the person is situated. The referral must be put in writing to Children/ Adult Social Care by the individual reporting the concerns within 24 hours or in the event of a weekend the earliest opportunity of the next working day.
- Where the issue is in relation to Safeguarding children, Nick Smith will liaise with the Local Authority Designated Officer (LADO), who will provide guidance on next steps. The LADO can be contacted through the local Social Care team. Immediate issues of investigation and management of the worker should be discussed and agreed at this time, including what information should be passed to the worker concerned at this point.
- Where the issue is in relation to an adult at risk of harm or abuse, Nick Smith will discuss the case and allegations with the police and the relevant adult social care department manager and identify which agency will be leading on the investigation.
- In line with Juniper Tree Therapy's Human Resources Policies/Procedures, Nick Smith will decide whether suspension is appropriate during the period of investigation and/or whether disciplinary procedure is to be followed.
- Following notification to the Children/Adult Social Care and/or the Police if deemed necessary, Nick Smith will instigate an internal meeting, with the appropriate personnel, as required, to decide how to manage the allegation. The LADO should attend this meeting. Designated Professionals may also be invited, as a Safeguarding expert.

7.0 Safeguarding Training

Juniper Tree Therapy is committed to ensuring that everyone who works for us understands their Safeguarding responsibilities and keeps their knowledge up to date. All staff and contracted therapists/support workers must complete appropriate Safeguarding training, either via an online Safeguarding training package or in-person, within 3 months of taking up post, and after that at 3-yearly intervals. Regular refresher training on Safeguarding children and vulnerable adults, including on specific areas of risk and Safeguarding practice, will be made available to workers, as required.



8.0 Learning and Improving

We are determined to keep improving our knowledge and understanding of how best to protect children and vulnerable adults. We will review our own practice regularly, including near misses, to check that we are placing the right emphasis on Safeguarding in our work.

In cases where children or vulnerable adults suffer serious harm whilst we are actively providing a service to that individual, we will carry out an in-depth review of our procedures and actions. The main purpose of the review is to learn lessons about when our systems need to improve to protect children and vulnerable adults better in future. We will also promote a culture in which we are able to highlight and review near misses to learn and improve our practice.