



Every Cloud Play & Creative Arts Therapy

## **Safeguarding Policy & Procedure**

Designated Safeguarding Lead: Naomi Murray

Deputy Designated Safeguarding Lead: Kay Tibbles.

Date Approved: Nov 2023

Date for Review: Nov 2024

## Introduction

Safeguarding is a term used in the United Kingdom and Ireland to denote measures to **protect the health, well-being and human rights** of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect. The [Working Together to Safeguard Children 2018](#) defines safeguarding as the action we take to protect children and young people from maltreatment, prevent impairment of children's health and development and to ensure that children grow up in circumstances consistent with provision of safe and effective care to enable all children to have the best outcomes.

Every Cloud Play & Creative Arts Therapy works with families and our client base is predominantly children and young people. Safeguarding is a fundamental part of our role: providing a safe space to process past abuse, trauma or adversity in an attempt to minimise ongoing emotional difficulties. Whilst this policy is specific to our role as children's therapists Every Cloud Play & Creative Arts Therapy has a commitment to safeguard and protect the welfare of all who use our services. That includes, but is not limited to, our work with children, young people and adults at risk. According to the Care Act (2014), an adult at risk (vulnerable

adult) is a person who: **Has care and support needs**, whether or not the Local Authority e.g. Gloucestershire County Council (GCC) is meeting any of those needs and as a result of those care and support needs is unable to protect themselves from abuse or neglect or the risk of it.

Safeguarding children, young people and vulnerable adults should be a coordinated approach. Safeguarding children, young people and vulnerable adults is *everyone's* responsibility. Safeguarding and promoting the welfare of children, young people and vulnerable adults is defined for the purposes of this guidance as:

- protecting children, young people and vulnerable adults from maltreatment
- preventing impairment of children, young people and vulnerable adults' mental and physical health or development
- ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children, young people and vulnerable adults to have the best outcomes

Safeguarding is the proactive work we do to create and be part of a culture of safeguarding children, young people and vulnerable adults within universal provision. Child Protection is defined as the robust measures and processes that come into play when risks are identified.

At Every Cloud Play & Creative Arts Therapy we appreciate the position of trust that we are in in working with and supporting children, young people and vulnerable adults. We follow a child centred and person centred approach in all aspects of our work and our paramount principle in regard to safeguarding children, young people and vulnerable adults is to use enquiring minds: challenging or questioning anything that might need further information. Our safeguarding policy and our practice reflects current legislation and guidelines including but not limited to:

- [BAPT Ethical Framework](#)
- [Working Together to Safeguard Children \(2018\)](#)
- [Children Act 2004](#)
- United Nations Convention Rights of the Child

[UNCRC In Full](#)

[UNCRC Summary](#)

- [The Care Act 2014](#)
- [The Mental Health Capacity Act 2005](#)
- [Human Rights Act 1998](#)
- [Additional Health Needs Guidance](#)
- [Prevent Duty Guidance \(2023\)](#)

In cases where we are working with schools, we also have due regard for the school's safeguarding policy and procedure and the guidance within [Keeping Children Safe in Education 2023](#). All Therapists have

read and are familiar with this document, in particular [Part One](#) and refresher training takes place annually, in line with this document review.

Every Cloud Play & Creative Arts Therapy understands that abuse has many guises. In our work with children, young people and vulnerable adults we are alert to disclosures or play that may indicate abuse is or has taken place that falls into the following categories:

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child, young person or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or vulnerable adult.
- **Sexual abuse:** involves forcing or enticing another person to take part in sexual activities, not necessarily involving violence, whether or not that person (child, young person or vulnerable adult) is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children, young people or vulnerable adults in looking at, or in the production of; sexual

images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming them in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children or young people. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) and all staff should be aware of it.

- **Emotional abuse:** the persistent emotional maltreatment of a child, young person or vulnerable adult such as to cause severe and adverse effects on their emotional development. It may involve conveying to a child, young person or vulnerable adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child, young person or vulnerable adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children, young people or vulnerable adults. These may include interactions that are beyond a person's developmental capability as well as overprotection and limitation of exploration and learning

or preventing them from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children, young people or vulnerable adults to frequently to feel frightened or in danger, or the exploitation or corruption of children, young people or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.

- **Neglect:** the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child, young person or vulnerable adult from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs
- Domestic abuse, including reference to [The Domestic Abuse Act 2021](#) that acknowledges children and young people as victims within their own right. Domestic abuse can be psychological,

physical, sexual, financial or emotional and can impact children and young people through seeing, hearing or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

Abuse is defined as a form of maltreatment of a child, young person or vulnerable adult and that being subjected to harassment, violence and/or abuse is likely to breach a person's rights as set out in the [Human Rights Act](#). Somebody may abuse or neglect a child, young person or vulnerable adult by inflicting harm or by failing to act to prevent harm. Children, young people or vulnerable adults 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. Children or young people may be abused by an adult or adults or by another child or children. Abuse happens in a range of ways. These include but are not limited to exposure to domestic abuse, child-on-child abuse (including sibling to sibling), cyberbullying or online grooming, financial abuse, radicalisation, honour based violence, trafficking, slavery, exploitation, harmful sexual behaviours, fabricated illness, witchcraft, grooming, female genital mutilation or county lines.



Every Cloud Play & Creative Arts Therapy acknowledges the role of 'contextual safeguarding' and will raise concerns from any aspect of the child, young person and/or vulnerable adult's life as and when it is necessary to respectfully challenge or confirm any uncertainties regarding a person's safety at home, or when out and about in their wider community. Within Every Cloud's intake assessment the Therapist looks to develop a picture of the child, young person or vulnerable adult's life and community asking specific questions around wider family networks and online or digital exposure.

In assessing and supporting cases where concerns arise or are suspected the following resources may be of use:

- [Neglect Tool Kit](#)
- [Boxhall Profile](#)
- [Ted Talk Contextual Safeguarding](#)
- [Contextual Safeguarding Research Programme and Resources](#)
- [The Channel Programme \(Prevent\)](#)
- [The Child Exploitation \(Criminal and Sexual\) Screening Tool](#)
- [Clare's Law](#) (information request re a partner)
- [Sarah's Law](#) (information re sex offenders register)
- [Child Exploitation and Online Protection](#)

- [FGM Act 2003](#)
- [Sibling Sexual Behaviour](#)

Every Cloud also follows six key practice aims in relation to our work with children, young people and vulnerable adults

- Understanding the child, young person and/or vulnerable adults' daily life
- Working with families with reluctant engagement
- Critical thinking and challenge
- Responding to changing risk and need
- Sharing information in a timely and appropriate way whilst maintaining client confidentiality as necessary and appropriate
- Organisational leadership and culture for good outcomes

This policy sets out our processes to meet these aims and our ethos in regard to safeguarding practice including the procedures we follow in the event of a safeguarding concern; either low level, a more serious concern or disclosure.

### **Policy Objectives**

Our child centred and person centred therapeutic approach underpins all our work with children, young people and vulnerable adults. Objectives that are specific to our safeguarding ethos are:

- To support children, young people and vulnerable adults in ways that will foster security, confidence and independence
- To provide an environment in which children, young people and vulnerable adults feel safe, secure, valued and respected, and feel confident to disclose to their therapist if they are in or have had difficulties, believing they will be effectively listened to. Every Cloud recognises that children may not feel ready or know how to tell someone if they are being abused and that often building a safe , therapeutic relationship needs to be the initial priority.
- To be clear and transparent with our confidentiality contract with each child and young person that confidentiality cannot be maintained if the therapist believes there is a risk of harm to anyone. This will be discussed with the child or young person at the start of their therapy intervention and again at the time of the disclosure.
- To raise the awareness of all therapists of their duty to safeguard children, young people and vulnerable adults and of their responsibilities in identifying and reporting possible cases of abuse.
- To emphasise the need for good levels of communication between parents/carers and all agencies, enabling the therapist to have a clear picture of the child, young person or vulnerable adults'

situation, considering all parts of the jigsaw and the role that information sharing can play in pulling together all pieces of the puzzle.

- To develop a structured procedure within Every Cloud Play & Creative Arts Therapy which will be followed in cases of suspected abuse or concerns, also referred to as low level concerns (See Appendices One & Two).
- To develop and promote effective working relationships with other agencies to ensure a systemic approach, especially Schools, the Police; Social Care; CAMHS; Families First and their commissioned services.
- To ensure that all therapists are recruited following Safer Recruitment processes and have suitability checks, including verification of their identity, qualifications and a satisfactory DBS and online check (according to guidance) and a single central record (SCR) is kept updated regularly.

*See also Safer Recruitment Policy*

- To ensure that all therapists receive all relevant statutory Safeguarding/Child Protection/Prevent training and Designated Safeguarding Leads receive relevant enhanced training.

- To ensure all therapists are aware of their duty to report in cases of Prevent and suspected FGM.

### **Safeguarding Practice**

In order to meet these aims and objectives Every Cloud Play and Creative Arts therapy will:

- Appoint a Designated Safeguarding Lead (Naomi Murray) and a Deputy Designated Safeguarding Lead (Kay Tibbles). These roles share responsibility for maintaining safeguarding practice in line with current legislation and this policy. Regular enhanced training and attendance at (GSCP or privately arranged equivalent) update training is part of the role's responsibility.
- Every Cloud Play & Creative Arts Therapy operate a Safer Recruitment Process in all aspects of therapist, volunteers and staff recruitment. Covered in more detail in our Safer Recruitment Policy this process is a robust, inquisitive approach to recruiting. Applicants complete a role specific application form, references (2 minimum) are sought prior to interview, gaps in employment and/or questions raised from references are explored during interview and suitability checks are also carried out. Fully qualified therapists must be accredited by their Professional body, registered with the PSA and work to their

ethical principles. Student therapists must be training towards this accreditation.

- Every Cloud Play & Creative Arts Therapy will ensure that all therapists, other than DSL/DDSL receive Safeguarding Training at least every 3 years. DSL and DDSL receive Multi agency training every 2 years.
- Every Cloud Play & Creative Arts therapists also include [Prevent training](#) within their regular CPD and are both Prevent aware and FGM aware in their practice, understanding the importance of reporting such concerns. Page 151 of [KCSIE 2023](#) details links to training, resources and further guidance around Prevent and Channel referrals.
- Every Cloud Play & Creative Arts Therapists are also familiar with the vulnerabilities of children exposed to the Toxic Trio of poverty, substance misuse and domestic abuse. Children, young people and vulnerable adults with higher adversity, also referred to as ACES (Adverse Childhood Experiences) are at greater risk of potential abuse.
- Every Cloud Play & Creative Arts Therapy will sign up to GSCP alerts and include Safeguarding updates as an agenda item in monthly meetings. All therapists are encouraged to also sign up

to GSCP alerts on their individual @everycloudtherapy email addresses.

- Every Cloud Play & Creative Arts Therapy will hold a single central record (SCR) detailing each therapist's verified information of their ID, qualification, DBS Checks and training dates. Therapists are also Paediatric First Aid trained every 3 years. This SCR will be regularly updated by our Business Support Administrator.
- In the initial meeting with parents/carers *and* in our initial session with each new client we will inform them, communicating in a way that they can understand, our confidentiality agreement and the exception for safeguarding concerns. This will also be reiterated at the start of sessions with the child or young person as the therapeutic intervention progresses as the therapist feels necessary.
- Every Cloud Play & Creative Arts Therapy will review this policy at least annually. This may be more frequent if updated guidance or legislation is produced or if 'lessons learnt' deem an amendment. Part of the review process includes regular in-house training, delivered by the DSL and policy author to all staff, volunteers and therapists cascading the updated policy.

- Every Cloud Play & Creative Arts Therapy will ensure that the safeguarding policy and procedure is available on our website and a written copy available in our policy folder.
- Every Cloud Play & Creative Arts Therapy will develop effective links with relevant agencies and cooperate as required with their enquiries, ensuring that therapists attend case conferences, core groups and other multi-agency planning meetings where possible. On request and in keeping with our client confidentiality procedure and GDPR policy we will contribute to assessments and reports where appropriate.
- Every Cloud Play & Creative Arts Therapy will monitor attendance and if applicable notify the referrer/funder/school or social worker if there is an unexplained or persistent absence.
- Every Cloud Play & Creative Arts Therapy understand the importance of Early Help and work to the [Levels of intervention Guidance](#). All therapists aim to utilise and be familiar with the toolkits, resources and other agencies that are in place to ensure children and their families get the right support at the right time. Page 156 of [KCSIE 2023](#) details links to some of these toolkits, resources and further guidance.
- Every Cloud Play & Creative Arts Therapy will keep written records of low-level concerns about children, young people or



vulnerable adults, called a Concern Log (Appendix 2). This is used to help build up a picture of what might be happening for the child, young person or vulnerable adults. We will use the practice of respectful challenge and our ethical right to share information with the intention to protect where necessary. All Concern Logs started are discussed initially and then at regular intervals with the DSL at Every Cloud Play & Creative Arts Therapy and where necessary contribute to a referral to MASH or seeking support from other agencies.

- Every Cloud Play & Creative Arts Therapy will ensure all records are kept securely and confidentially, as per our client confidentiality procedure and privacy statement. Therapists are also required to ensure that they hold up to date contact details for all parents and carers and other professionals also working with the child or young person.

*See also Data Protection Policy.*

- Every Cloud Play & Creative Arts Therapy will ensure that the therapy rooms, office and building they operate from is regularly risk assessed to maintain a safe and secure environment and appropriate insurances and checks are in place.

*See also Health and Safety Policy.*

### **Standard of Conduct**

Every Cloud Play & Creative Arts Therapy ensures that therapists conduct themselves in a fully professional manner in all aspects of their role.

Within sessions the Therapist maintains a safe and secure environment in which the child, young person and vulnerable adult can express themselves in most of the ways they choose. Some forms of expression may not be acceptable. These may include but are not limited to physical or verbal aggression or destruction of the playroom resources. In instances of these, the Therapist will convey to the child or young person what is not acceptable, what the need may be and target an alternative form of expression. If the unacceptable form of expression continues it may become necessary to end the session. In these instances the therapist will ensure that the child, young person or vulnerable adult is clear that it is the behaviour that is unacceptable, not them as an individual. This element of limit setting is a key element of establishing the therapeutic relationship and professional conduct will always be maintained. Physical restraint is rarely used in therapeutic work however if reasonable force is needed to keep a child or young person safe, parents/carers will be notified immediately after the

session, given a brief explanation of why it was needed and a record of this as an incident will be made in the clients file.

Each therapist works to and within the Core Competencies and Ethical Basis for Good Practice as set out by BAPT or PTUK, their registered body. Comprehensive details of the BAPT Core Competencies can be found [here](#). Further detail of PTUK ethical guidelines are [here](#).

In summary the BAPT Ethical Guidelines are:

The establishment of dynamic Ethical Principles for Play Therapists' work related conduct requires both a personal commitment and acceptance of responsibility to act ethically and to encourage ethical behaviour by students, supervisors, supervisees, employees, colleagues and associates.

These Ethical Principles are intended to guide and inspire Play Therapists towards achieving the highest ideals of the profession. Ethical Principles, as opposed to Standards or Codes, do not represent obligations in their own right. However, all Play Therapists are obliged to consider their practice with direct reference to each of these Ethical Principles.

#### **PRINCIPLE A: RESPONSIBILITY**

These Principles are aspirational in nature, but are considered good ethical practice for a Play Therapist. Play Therapists need to be motivated, concerned and directed towards good ethical practice. They are required to take responsibility to maintain these standards and Play Therapists should always accept responsibility for their professional behaviour and actions. Play Therapists are concerned about the ethical compliance of their own practice and their colleagues' professional conduct. When ethical conflicts occur, Play Therapists attempt to resolve these conflicts in a responsible manner. Play Therapists are also aware of their professional

responsibilities towards their clients, society and to the communities in which they work.

### **PRINCIPLE B: BENEFICENCE**

Play Therapists strive to benefit those with whom they work, acting in their best interests and always working within their limits of competence, training, experience and supervision. This principle involves an obligation to use regular and on-going supervision to enhance the quality of service provision and to commit to enhancing practice by continuing professional development. An obligation of the Play Therapist is to act in the best interests of clients and this is the paramount consideration for Play Therapists since clients are generally non-autonomous and dependent on significant others. Ensuring that the client's best interests are met requires monitoring of practice and outcomes and accordingly BAPT has set down standards for supervision which all members of BAPT should follow.

### **PRINCIPLE C: NON-MALEFICENCE**

Play Therapists are committed to not harming those with whom they work. Because Play Therapists' professional judgements and actions may affect the lives of others, they are aware, concerned and committed to guard against personal, financial, social, organisational, emotional, sexual or political factors that may lead to a misuse of their influence or exploitation of those with whom they work. This may involve not providing services when unfit to do so due to personal impairment, including illness, personal circumstances or intoxication. Play Therapists have a responsibility to challenge the incompetence or malpractice of others and to contribute in investigations or adjudications concerning the professional practice and/or actions of others.

### **PRINCIPLE D: FIDELITY**

Play Therapists establish relationships of trust with those with whom they work. Play Therapists honour and act in accordance with the trust placed in them. This principle obliges Play Therapists to maintain confidentiality and restrict disclosures of confidential information to a standard appropriate to their workplace and legal requirements.

### **PRINCIPLE E: JUSTICE**

Play Therapists recognise that fairness and justice is an entitlement for all persons.

This obliges Play Therapists to ensure that all persons have fair and equal access to and benefit from the contributions of Play Therapy and to equal quality in the services being conducted and offered by Play Therapists. Play Therapists exercise judgement and care to ensure that their potential biases, levels of competence and limitations of their training and experience do not directly or indirectly lead to unjust practices.

#### **PRINCIPLE F: RESPECT FOR PEOPLE'S RIGHTS AND DIGNITY**

Play Therapists respect the dignity and worth of all people and the rights to privacy, confidentiality and autonomy. Play Therapists who respect the autonomy of those with whom they work ensure accuracy of advertising and delineation of service information. Play Therapists seek freely the informed consent of those legally responsible for clients and, where possible, assent from clients, engage in clear and explicit contracts, including confidentiality requirements and inform those involved of any foreseeable conflicts of interest. Play Therapists are aware that special safeguards may be necessary to protect the rights and welfare of clients who are non-autonomous and dependent on significant others.

#### **PRINCIPLE G: RESPECT FOR PEOPLE'S NEEDS AND RELATIONSHIPS**

Play Therapists respect the needs of individuals, including emotional, psychological, social, financial, educational, health and familial needs. Play Therapists who respect people's needs and relationships are aware that clients may be dependent upon significant others and that autonomous decision making may not be possible. Play Therapists respect the client's relationships and ensure that, where possible, those in significant relationships to the client are included in the decision-making processes.

#### **PRINCIPLE H: SELF RESPECT**

Play Therapists apply all of these principles to themselves. This involves a respect for the Play Therapist's own knowledge, needs and development. This includes accessing opportunities for personal and professional development. There is a responsibility to use supervision for development and to seek training for continuing professional development. (see BAPT's Continuing Professional Development documents) Ensuring Play Therapists are appropriately safeguarded by insurance is also a requirement for this principle.

## **Allegations about a Therapist**

*Please also see Complaint and Compliments Procedures.*

Allegations of inappropriate behaviour, abuse or neglect means that a therapist of Every Cloud Play & Creative Arts Therapy is alleged to have

- Behaved in a way that has or may harm/ed a child, young person or vulnerable adult
- Possibly committed a criminal offence against or related to a child or young person or vulnerable adult
- Behaved towards a child or young person in a way that could indicate that they are unsuitable to work with children, young people and/or vulnerable adults

In respect of the above, this can include behaviour that happens outside of their professional role.

Safeguarding concerns or allegations about adults at Every Cloud Play & Creative Arts Therapy, whether low level or more serious should be communicated in the first instance to the Directors and Safeguarding Leads at the practice if possible. The DSL will in the first instance make a decision as to the response needed. Advice from the LADO or supervision may be sought to guide this process. Lessons learnt, even

from low level concerns and cases in which concerns are not substantiated is a part of Every Cloud's reflexive practice.

Contact details are: Naomi Murray (DSL): 07508 456372. Kay Tibbles (DDSL): 07745 277385. Contact details of Gloucestershire's Local Authority Designated Officer (LADO) can be found here [The Role of the LADO & The Allegations Management process | Gloucestershire County Council](#)

If your concern is not rectified by Every Cloud Play & Creative Arts Therapy DSL's you may raise concerns with the [local safeguarding hub](#).

If you think that a child or young person is at immediate risk of significant harm you can contact the GSCP Children's Helpdesk on 01452 426565.

If you want to discuss a concern with a Community Social Worker, you can call 01452 328076. Alternatively, the NSPCC have a whistleblowing advice line for professionals who have concerns over how child protection issues that are being handled in either their or another organisation: [www.nspcc.org.uk/fighting-for-childhood/newsopinion/new-whistleblowing-advice-line-professionals/](http://www.nspcc.org.uk/fighting-for-childhood/newsopinion/new-whistleblowing-advice-line-professionals/).

If your concern is about a therapist's ethical practice you can contact [BAPT](#), the registered body for therapists working at Every Cloud Play & Creative Arts Therapy, to make a formal complaint. Use the link above or:

Chair BAPT Professional Conduct Committee

1 Beacon Mews

South Road

Weybridge

Surrey KT13 9DZ

E-mail: [complaints@bapt.uk.com](mailto:complaints@bapt.uk.com)

If you require support to make a complaint in writing, you could ask to communicate with the Professional Conduct Committee Chair directly via e mail on [complaints@bapt.uk.com](mailto:complaints@bapt.uk.com) or through another method if needed – please contact the BAPT office on 01932 828638 to discuss your needs.

If the therapist is registered with PTUK, you can complain using their procedure [here](#). Or contact:

Maria Baynes, PTUK Office

The Coach House

Belmont Road

Uckfield

East Sussex

TN22 1BP

United Kingdom

Tele: 01825 761143

**Safeguarding Procedure**



If a therapist has a safeguarding concern it is the guidance offered in [What to do if you're worried a child is being abused](#) or [Multi agency safeguard policy and procedures | Safeguarding Adults in Gloucestershire](#) that will be followed. In brief, the procedure is as follows.

Children, young people and vulnerable adults will always be listened to and their concerns taken seriously. This is especially relevant in issues that concern their wellbeing and welfare. The therapist will not promise confidentiality but will reassure the child, young person or vulnerable adult that only what is needed to be shared will be: a need to know or a sharing with intent to protect basis. All conversations about a disclosure will be recorded verbatim and kept to factual content. They will be dated, signed and kept securely. At all times, either the DSL or DDSL will be reachable at Every Cloud and any disclosures or concerns of abuse should be discussed with them in the first instance. The DSL/DDSL hold responsibility for recording all instances of alleged or reported abuse. Additional advice may also be sought from the therapist's supervisor. If the concern warrants it the therapist may engage with the parents or other agencies involved with the family to establish further information. The document [Levels of intervention](#) should be used to guide decision making in establishing the concern level.

If the concern level is high, Level 4, either immediately or after seeking advice the therapist will contact Gloucestershire Safeguarding Children's Board Helpdesk on 01452 426565, or the police if there are immediate concerns about risk of physical or sexual abuse. For Vulnerable adults the contact is Gloucestershire Safeguarding Adults Helpdesk on 01452 426868. The referral will be followed up in writing by Every Cloud Play & Creative Arts Therapy as soon as possible using the [MASH Referral Portal](#) for children and young people or the [Adult Safeguarding Helpdesk](#)

The children's social work team then take on responsibility for assessing for Section 17: Child in Need or Section 47, Child suffering or likely to suffer from significant harm. The assessing Social Worker will manage any further enquiries or involvement which may involve Every Cloud Play & Creative Arts Therapy as the referring agency. Parents must be notified that a referral to social care has been made unless doing so would put the child or young person concerned at greater risk.

If the level of concern is lower, (Level 3) then a referral to Early Help may be appropriate. The Early Help team can be contacted in the first instance on 01452 426644. If Early Help intervention is not deemed necessary at this stage (Level 1 & 2) then starting a Concern Log may be appropriate. Conversations with the DSL/DDSL can assist in establishing next steps that might involve linking more closely with

school, health or other agencies to support the child and their family more effectively. Once a Concern Log is started the therapist and DSL will monitor on a regular basis and adjust responses accordingly.

The flow chart in Appendix 2, RAG rated, gives a visual representation of this process.

## Appendix 1: Concern Log



### Concern Log

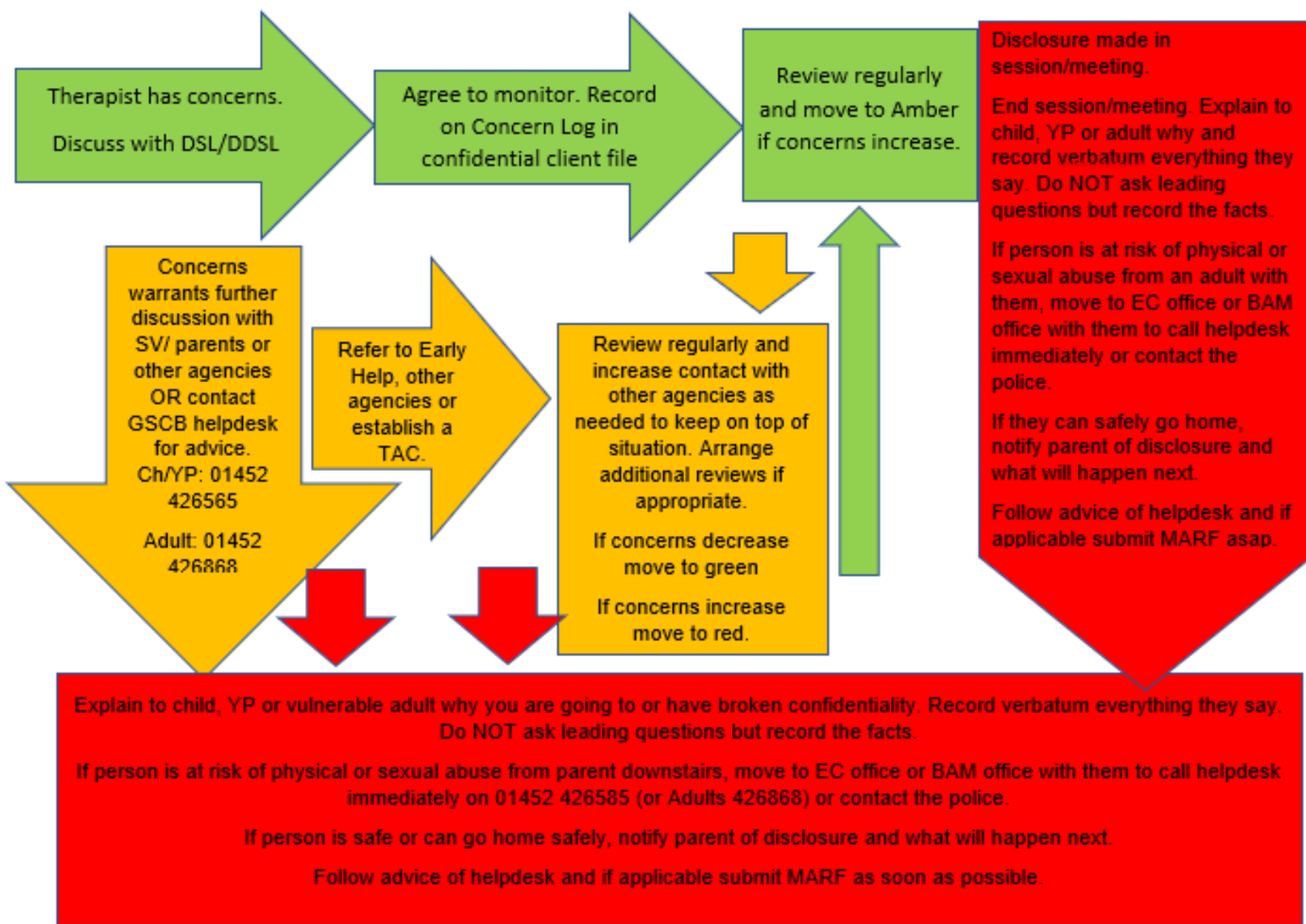
To be used when Therapist has a concern or a niggle that doesn't warrant a Safeguarding referral but does warrant a chat with other professionals and a monitoring of the situation. All Concern Logs must be shared with DSL, saved as CL followed by Client Code, be password protected with client surname and kept up to date.

If necessary, use the [Levels of Intervention Guidance](#) to establish level of need.

Client Code: ..... Therapist ...NM..... DSL Aware? .... Yes .....

Date	Concern	Action Taken

Appendix 2: Safeguarding procedure Flow Chart (Next Page)



Therapist has concerns.  
Discuss with DSL/DDSL

Agree to monitor. Record on Concern Log in confidential client file

Review regularly and move to Amber if concerns increase.

Disclosure made in session/meeting.  
End session/meeting. Explain to child, YP or adult why and record verbatim everything they say. Do NOT ask leading questions but record the facts.  
If person is at risk of physical or sexual abuse from an adult with them, move to EC office or BAM office with them to call helpdesk immediately or contact the police.  
If they can safely go home, notify parent of disclosure and what will happen next.  
Follow advice of helpdesk and if applicable submit MARF asap.

Concerns warrants further discussion with SV/ parents or other agencies OR contact GSCB helpdesk for advice.  
Ch/YP: 01452 426565  
Adult: 01452 426868

Refer to Early Help, other agencies or establish a TAC.

Review regularly and increase contact with other agencies as needed to keep on top of situation. Arrange additional reviews if appropriate.  
If concerns decrease move to green  
If concerns increase move to red.

Explain to child, YP or vulnerable adult why you are going to or have broken confidentiality. Record verbatim everything they say. Do NOT ask leading questions but record the facts.  
If person is at risk of physical or sexual abuse from parent downstairs, move to EC office or BAM office with them to call helpdesk immediately on 01452 426585 (or Adults 426868) or contact the police.  
If person is safe or can go home safely, notify parent of disclosure and what will happen next.  
Follow advice of helpdesk and if applicable submit MARF as soon as possible.