



*ND Kids Occupational Therapy and Consulting*  
**Safeguarding Policy**

**The purpose and scope of this policy statement**

We provide therapy assessments and support for children and their families. The purpose of this policy statement is to:

- Protect children and vulnerable adults who receive our therapy services from harm. This includes the children of parents who are receiving parent carer support too.
- Inform parents about the steps we take to protect children and young people.
- Provide staff with guidance on their safeguarding responsibilities and a clear procedure to follow when concerns are raised.

This policy refers to safeguarding children (age under 18) and vulnerable adults who are defined as individuals aged over 18 who:

- Have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Are experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect. (*Care Act, 2014*).

**We believe that:**

- We have a responsibility to promote the welfare of all children and vulnerable adults, to keep them safe and to practise in a way that protects them.

**We recognise that:**

- The welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take.
- We have a responsibility to recognise and actively consider potential risks to a child, irrespective of whether the child is the main focus of our involvement.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All children and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- We work with children who may be additionally vulnerable because they have special educational needs and disabilities (SEND), are LGBTQ+ or come from Black, Asian and minority ethnic communities, or because of the impact of previous experiences, their level of dependency, communication needs or other issues.

- We work with parent carers who may have their care and support needs and may be experiencing or at risk of abuse or neglect, including child on parent abuse.

**We will seek to keep children and vulnerable adults safe by having the following in place / doing the following:**

- Faith Newton holds an enhanced DBS certificate and is enrolled in the update service. Benjamin Newton holds an enhanced DBS certificate.
- Faith and Benjamin undertake regular safeguarding training. Training covers types of abuse and neglect, how to recognise this and report concerns.

*Support*

If we are not sure if a situation needs a safeguarding response we will contact the NSPCC Helpline on 0808 800 5000 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk) to get expert advice on how to proceed.

*Supervision*

Faith receives regular professional supervision where she can discuss safeguarding matters.

*Appointed Safeguarding Lead*

At ND Kids Occupational Therapy and Consulting the Safeguarding Lead is Faith Newton.

*Safe Online Practice*

Wherever possible children will be fully clothed when participating in assessment or treatment. However, we recognise that many children we work with will have sensory sensitivities that make wearing clothing difficult and they may choose to wear little or no clothing in their own home. When children are not fully dressed, we will ask the parent to turn the camera off so they are not visible to the therapist.

When a child is participating in an online session their parent will either be present in the room, or within earshot with the door to the room the child is in open.

*Recording Concerns*

We will make accurate and detailed notes on any concerns we have about a child. These notes will include:

- The child's / vulnerable adult's details (name, age, address)
- What the child / vulnerable adult said or did that gave us cause for concern
- Any information the child / vulnerable adult has given us about the alleged abuser.

*Dealing with Disclosures*

If a child, young person, or adult makes an allegation or disclosure of abuse against an adult or another child or young person, we will:

- Stay calm and listen carefully.
- Reassure the person that they have done the right thing in speaking out.
- Not investigate or ask leading questions.
- Explain that we will need to tell someone else and cannot keep what they told us a secret.

At the earliest opportunity we will record the conversation and fill out an incident form which includes the following:

- Writing down their exact words.
- Writing down what we said.
- Include details such as tone of voice, facial expression and body language.
- Who we reported this to.
- What advice we were given.

These records will be stored professionally and securely, in line with data protection legislation and guidance (see Privacy Notice).

### *Making Referrals*

ND Kids Occupational Therapy and Consulting has clients across the UK. When we perceive that someone is in immediate danger we will contact the police on 999.

When a child isn't in immediate danger but we have concerns we will:

- Report concerns to children's services in child's local authority when the child lives in England, Wales or Scotland.
- Report concerns to the relevant Health and Social Care Trust (HSCT) Gateway Services Team when the child lives in Northern Ireland.

When we have concerns about a vulnerable adult we will:

- Report concerns to adult services in the vulnerable adult's local authority.

### *Confidentiality and Sharing Concerns*

We always seek to gain permission from parents before sharing information about them or their child. However, in accordance with our Privacy Notice, where we believe a person is in danger or a crime has been committed, then we may pass information to another agency without the parents' consent. This decision may be taken if seeking to obtain consent would increase the risk to the individuals concerned.

### *Making Sure Children and Parents Are Aware of Safeguarding Policy*

We will make all clients aware of this policy by including it in the initial information that is sent out to new clients. We will display this policy on our website.

### *Managing Allegations Against Staff*

Any allegations against Faith Newton can be made to the Health Care and Professions Council or / and to the police. Any allegations against Benjamin Newton can be made to the British Psychological Society and / or the Police.

### *Social Media*

We will not friend or follow any children that are clients on social media.

### **Contact details**

Nominated safeguarding lead: Faith Newton

Email: [faith@ndkids.co.uk](mailto:faith@ndkids.co.uk)

NSPCC Helpline 0808 800 5000

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