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# UK Therapy Guild Academy of Integrative Counselling & Hypnotherapy Training

## Safeguarding Policy for Children and Vulnerable Adults

**Document Owner:** Nichola Doyle, Director **Effective Date:** 05 June 2025 **Review Date:** 04 June 2028

### 1. Our Overarching Commitment to Safeguarding

UK Therapy Guild Ltd is resolutely committed to creating a safe and secure environment for all its students and staff. We recognise our profound ethical and legal responsibility to safeguard and promote the welfare of any child or vulnerable adult with whom our organisation, students, or staff may come into contact.

The welfare of the child or vulnerable adult is paramount. We are committed to practices that protect them from harm, abuse, and neglect. This policy provides a clear framework for all individuals associated with UK Therapy Guild Ltd to ensure that safeguarding is at the forefront of our activities.

### 2. Designated Safeguarding Lead (DSL)

To ensure clear lines of accountability and expertise, UK Therapy Guild Ltd has appointed a Designated Safeguarding Lead.

- **Designated Safeguarding Lead (DSL):** Nichola Doyle, Director
- **Contact:** nicholadoyle@uktherapyguild.co.uk
- **Phone:** 07368 363946

The DSL is the first point of contact for all safeguarding concerns and has the responsibility for implementing this policy and making referrals to statutory agencies where necessary.

### 3. Scope of this Policy

This policy applies to all staff, tutors, associates, and students of UK Therapy Guild Ltd. It provides the procedure to follow when:

- A student discloses information concerning harm or risk of harm to a child or vulnerable adult.
- The behaviour of a student or staff member raises a safeguarding concern.
- A student themselves is believed to be at risk of harm or is considered a vulnerable adult in need of protection.
- A student, during their client work or placement, encounters a situation where a child or vulnerable adult is at risk.

#### Key Definitions:

- **Child:** Any person under the age of 18.

- **Vulnerable Adult:** A person aged 18 or over "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation" (Care Act 2014).
- **Abuse:** Can be physical, emotional, sexual, financial, psychological, discriminatory, or organisational. It also includes neglect and self-neglect.

#### 4. Recognising Abuse and Neglect

All staff and students must remain vigilant to the signs of abuse. While not exhaustive, these can include unexplained injuries, changes in behaviour or mood, social withdrawal, fear of a particular person, or disclosures that hint at abuse or neglect. All staff and students will receive basic safeguarding awareness as part of their induction or training.

#### 5. Reporting Procedure: What to do if you have a concern

A swift and appropriate response is critical. The following three-step process must be followed.

##### Step 1: RESPOND

- If a person discloses abuse to you, listen carefully and patiently. Do not interrupt or ask leading questions.
- Reassure them that they have done the right thing by telling you.
- **Do not promise confidentiality.** Explain that you have a duty to share this information with the Designated Safeguarding Lead to ensure they and others get the right help and protection.
- **If a child or vulnerable adult is in immediate danger, call the police or emergency services on 999 without delay, and then inform the DSL as soon as it is safe to do so.**

##### Step 2: RECORD

- As soon as possible, make a written record of what you have been told or what you have observed.
- Use the individual's own words wherever possible.
- Include dates, times, locations, and the names of anyone else present.
- Distinguish clearly between what is fact, what is opinion, and what is hearsay.
- Sign and date your record.

##### Step 3: REFER

- You **must** report your concern to the Designated Safeguarding Lead (Nichola Doyle) immediately (on the same day). Pass on your written record.
- **Do not attempt to investigate the matter yourself.** This is the responsibility of statutory authorities like Social Services and the Police.

#### 6. Action by the Designated Safeguarding Lead (DSL)

Upon receiving a referral, the DSL will:

- Assess the information and, if necessary, seek further clarification from the referrer.

- If there is a risk of harm, the DSL will make a formal referral to the relevant statutory body. This will typically be:
  - **For Children:** The local Children's Social Care services (sometimes known as MASH - Multi-Agency Safeguarding Hub).
  - **For Vulnerable Adults:** The local Adult Social Care services.
  - **For Criminal Matters:** The Police.
- The DSL will follow any advice given by these statutory agencies.
- The DSL will maintain a secure, confidential record of all concerns, actions taken, and communications with external agencies.
- The DSL will consider whether any other internal policies need to be invoked, such as the Fitness to Practise Policy.

## 7. Safe Recruitment and Practice

- UK Therapy Guild Ltd is committed to safe recruitment practices for all staff and associates.
- Students undertaking placements involving contact with children or vulnerable adults may be required to obtain an enhanced Disclosure and Barring Service (DBS) check. The Guild will provide guidance on this process.
- **While completing their required 100 client hours, students must adhere to the specific safeguarding policies and procedures set out by their placement organisation.** The placement provider's policy operates in conjunction with this policy, and students are responsible for familiarising themselves with and following the protocols of the organisation they are working for.

## 8. Confidentiality and Information Sharing

All information relating to a safeguarding concern will be stored securely and confidentially. Information will only be shared on a strict need-to-know basis with those who can help protect the individual at risk. We will adhere to data protection laws, but it is important to understand that **safeguarding concerns override professional and organisational confidentiality.** Information will be shared with statutory agencies where there is a legal duty or a legitimate concern for an individual's safety.