



Essential Space
Kingsley House, Church Lane, Gloucester, GL514TQ

07554280532/07555017395
info.essentialspace@gmail.com
www.essentialspace@gmail.com

SAFEGUARDING POLICY & PROCEDURES

Introduction

The welfare and safety of those we work with is of paramount importance. We believe individuals have a right, not only to be safeguarded from harm, but to be given every opportunity to develop to their full potential; socially, intellectually, emotionally and physically. Safeguarding is not a standalone policy or separate activity, it is intertwined with all other policies, procedures and codes of conduct in place. We recognise that we have a vital role to play in effective joint working with other agencies and professionals in order to meet our obligations to keep children, young people and vulnerable at risk adults safe.

About Us

Between us as a group we are registered with the Information Commissioner's Office (ICO) and also with the National Counselling & Psychotherapy Society, The British Association of Counselling and Psychotherapy (BACP) and are members of The Creative Counsellors Fellowship. We have extensive experience in supporting others and all hold a DBS and Professional Insurance relevant to our services provided at Essential Space. We instigate safer recruitment processes. All recruited staff who will be supporting children and young people have an up to date safeguarding training certificate in place. All are aware of safeguarding procedures in place both within our establishment and understand external organisations will have their own, individual safeguarding policies in place which will need to be followed.

Safeguarding

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another. The definition of 'abuse' is wide to cover all forms of maltreatment that children and young people may endure in their lives. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children 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. A person may be abused by an

adult or adults or by another child or children. The law classes a child as anyone who has not yet reached their 18th birthday (for a young person with Additional or Special Educational Needs up to their 25th birthday- SEN Code of Practice 2015).

Safeguarding Children procedures:

1. Recognise the signs of abuse e.g. Physical, emotional including bullying & cyberbullying, sexual exploitation and abuse including up-skirting, peer on peer abuse/violence and neglect through regular training updates and local guidance <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

If you need to call the NSPCC helpline the number is: 08088005000 or you can go online and report abuse via the NSPCC website.

2. Recognise the signs of grooming (signs of grooming are not always obvious as behaviours can often be put down as 'teenage' phase) through regular training updates and following government guidance [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

3. Recognise signs that a child is at risk from, or is involved with serious violent crime and/or exploitation through regular training updates and guidelines; Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

It may be relevant to referral to a more specialist services e.g. <https://youthsupportteam.co.uk/services/request-for-service>

4. Recognising signs of radicalisation (radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups). 'Extremism' is defined in the Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We will notice, check context and share concerns with our responses being proportionate to the situation e.g. discuss with parents/carers if/as appropriate, discuss with safeguarding/prevent lead when working in schools, report concerns following local guidelines.

<https://www.gloucestershire.gov.uk/your-community/emergencies-and-your-safety/gloucestershire-prevent/useful-contacts-police-prevent-team/>

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/protecting-children-from-radicalisation/#>

<https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/>

<https://www.gloucestershire.gov.uk/gscp/professional-resources/prevent/>

5. We actively raise awareness regarding online safety seeking appropriate support when required. We are aware of the various ways a vulnerable person can be exploited when online.

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

If you feel that a child/young person is at risk – you will need to follow this safe guarding procedure identifying and communicating the risks to the appropriate adults dependant on your location of work with that individual.

<https://www.parentsprotect.co.uk/internet-safety-handouts-for-parents-and-children.htm>

6. ES CIC recognise that children with additional needs can face further safeguarding challenges and be more at risk (especially online) and can be disproportionately impacted because of the additional barriers can exist when recognising abuse and neglect.
7. ES CIC will seek support within supervision and use practitioner advice lines as relevant.
8. ES CIC will follow their own policies and procedures, paying particular attention to confidentiality, and follow the rule of ‘notice, check context and share concerns’. Any responses taken will be proportionate to the situation. ES CIC will follow The seven golden rules for sharing information;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. ES CIC will be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other co-workers/practitioners, or information governance lead (from governing body), if in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 ES CIC may share information without consent if, in our judgement,

there is a lawful basis to do so, such as where safety may be at risk. ES CIC will need to base any judgement on the facts of the case. When sharing or requesting personal information from someone, members will be clear of the basis upon which we are doing so. Where we do not have consent, we will be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base our information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information I share is necessary for the purpose for which we share it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely.

7. ES CIC will keep a record of my decision and the reasons for it-whether it is to share information or not. If we decide to share, then we will record what was shared, with whom and for what purpose .

9. When working within establishments (e.g. school, organisations or charities) ES CIC member will report concerns to the safeguarding lead.
10. ES CIC have a vital role to play in effective joint working with other agencies and professionals and recognise that the local authority are the lead professionals in child protection and safeguarding so our duty is not to investigate but to report any concerns in private practise to them. ES CIC will therefore follow their child protection process and can, if needed discuss concerns directly with the LADO (Local Authority Designated Officer)

<https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/lado-allegations/>

https://www.glosfamiliesdirectory.org.uk/kb5/gloucs/glosfamilies/family.page?familychannel=3_2_8

There are a variety of local support networks that are useful to review and connect with as appropriate. Anyone working under our ESCIC are responsible for keeping themselves up to date for referring clients onto services as and when needed.

See Gloucestershire Wellbeing Support link below. <https://www.gloucestershireselfharm.org>

Please see resources below from GHLL resource page:

Factsheets & Resources

Anxiety

We all have feelings of anxiety, worry and fear sometimes. These can be normal responses to certain situations. For example, you might worry about a job interview or paying a bill on time. But if you have an anxiety disorder, these feelings of fear and danger can be ongoing and interrupt your daily routine long after

the threat has gone. They can make you feel as though things are worse than they actually are. **Read more on Rethink.org**

Depression

Depression is a long-lasting low-mood disorder. Depression is when you feel persistently sad for weeks or months rather than just a few days. It affects your ability to do everyday things, feel pleasure or take an interest in activities. **Read more on Rethink.org**

Self-Harm

Self-harm is intentionally harming yourself, such as by scratching, cutting, overdosing on medication, biting or burning. Self-harm isn't a mental illness, but it is often linked to mental distress. You may self-harm because you find it difficult to cope with your moods or how you feel. Everyone has their own reasons for self-harming. **Read more on Rethink.org**

The service has developed a **coping strategies booklet** that offers support, guidance and ideas on different ways of managing your self harming urges.

Physical activity and mental health

Getting enough exercise and being active can be important for both your mental and physical health. Some medications might make you feel more tired. But moderate exercise can help to improve your mood and general wellbeing and help you to feel better about yourself. **Read more on Rethink.org**

Stress

Stress is the feeling of being under too much mental or emotional pressure. When you are stressed, your body releases stress hormones such as adrenaline and cortisol. A small amount of stress can be useful. It can motivate you to take action and get tasks completed. It can also make you feel alive and excited. But too much stress can cause negative effects such as a change in your mood, your body and relationship issues.

Seasonal Affective Disorder (SAD)

It is common for changing seasons, weather and temperatures to affect people's comfort, mood, energy levels, sleeping patterns and appetite. If you experience a prolonged period of low mood returning at the same time of year, that is impacting on your daily life, then you might have Seasonal Affective Disorder (SAD). **Read more on Mentalhealth-uk.org**

Alcohol and our wellbeing

Alcohol is a depressant, meaning it slows down neural activity. It can interfere with our mood, thoughts and behaviour. There are close links between alcohol and mental health, including the use of alcohol to mask or reduce symptoms of mental-ill health, which can lead to dependency and cause further mental health problems. Understanding our relationship with alcohol can help us to monitor how it effects our mental health. **Read more on Mentalhealth-uk.org**

Body image and mental health

The term 'body image' relates to how we think or feel about our bodies. Many of us will experience a negative feeling towards our body at some point in our lives, and these prolonged feelings can cause symptoms of anxiety, depression and eating disorders. **Read more on Mentalhealth-uk.org**

Sleep and mental health

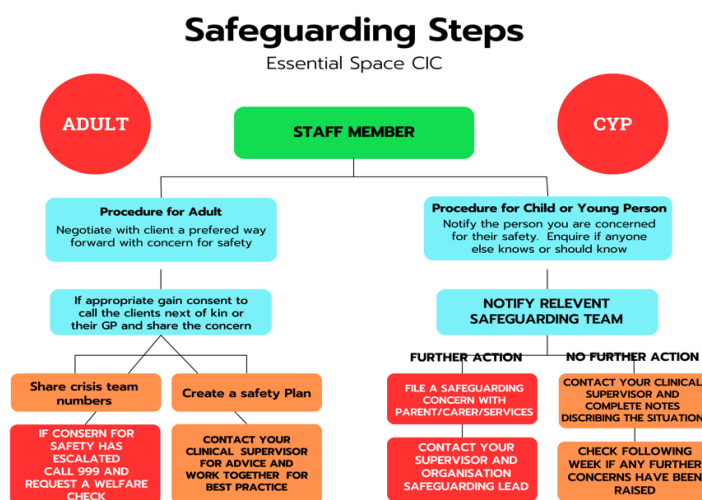
Problems with sleep can affect how you feel physically and mentally, and how you feel can also affect how you sleep. Find out how a lack of sleep can affect your mental health, and what you can do to improve it. **Read more on Mentalhealth-uk.org**

For more resources, please see the full list of advice topics on the **Rethink Mental Illness website** or the **Mental Health UK website**.

If ES CIC members believe a child or young person or vulnerable adult is at immediate risk of significant harm, they will either contact the police (**by phone 101 or 999 in emergencies**) and/or make a referral through children’s helpdesk/ or otherwise relevant agency, by phoning **01452 426565 option 1** or out of hours emergency duty team **01452 614194** or email **childrenshelpdesk@gloucestershire.gov.uk**

<https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/contact-children-and-families-services/>

<https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/report-a-child-at-risk/>



These safeguarding steps are available in our staff handbook.

Policy statement Adults:

An Adult at risk (vulnerable adult) is a person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support (or where someone is over 18 but still receiving children’s services) (Care Act 2014). The underpinning aim is to keep adults at risk safe based upon a culture of acceptable risk (including a person’s right to make the “wrong” decision). Abuse is defined as “the violation of an individual’s human and civil rights by another person or persons” (No Secrets- Department of Health 2000). There are Six key principles underpin adult safeguarding: • Empowerment – Adults with mental capacity should be in control of their own lives. • Prevention – It is better to take action before harm occurs. This includes promoting awareness and understanding and supporting people to safeguard themselves; • Proportionality – Proportionate and .least intrusive response appropriate to the risk presented. • Protection

– procedures should be in place to support people to safeguard themselves from harm, report concerns and make decisions about their own safety, • Partnership – Working together to prevent, detect and report incidents of neglect and abuse. • Accountability – Accountability and transparency in all safeguarding matters, ensuring that staff and partners understand what is expected of them.

Safeguarding adults at risk procedure:

1. Recognise the signs of abuse e.g. Physical, emotional, financial, sexual, and neglect through regular training updates and local guidance
<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse/>
<https://www.nhs.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/abuse-and-neglect-vulnerable-adults/>
2. Recognise signs of adult grooming (in particular for those who are vulnerable) and refer clients to organisations that provide specialist support and advice <https://caage.org/what-is-adult-grooming/>
<https://www.gloucestershire.police.uk/advice/advice-and-information/gr/grooming/>
3. Recognise signs of domestic violence and refer to specialist services <https://www.gdass.org.uk/>
4. Be aware of and recognise signs where an adult at risk is likely to or is involved with serious violent crime through regular training updates and follow current guidelines; [Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance](#)
5. Recognising signs of radicalisation (radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups). 'Extremism' is defined in the Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. ES CIC members will notice, check context and share concerns. Any responses taken will be proportionate to the situation e.g. discuss behaviour with client, discuss with safeguarding/prevent lead when working in colleges/sixth forms, report concerns following local guidelines
<https://www.gloucestershire.police.uk/advice/advice-and-information/t/prevent/prevent/>
6. In serious cases we can also register a concern with Anti-terrorist hotline: 0800 789 321, Crime stoppers: 0800 555 111 or the police.
<https://crimestoppers-uk.org/give-information/forms/give-information-anonymously>

7. ES CIC recognise that adults who may be vulnerable can face further safeguarding challenges and be more at risk (especially online) and can be disproportionately impacted because of the additional barriers can exist when recognising abuse and neglect.
8. ES CIC members will seek support within reflection group/personal supervision and use practitioner advice lines where relevant.
9. When working in establishments (e.g. colleges, sixth forms or a community centre) ES CIC will report concerns to the safeguarding lead or persons in charge of the safety of people attending groups or support within their organisation.
10. ES CIC will follow their own policies and procedures, paying particular attention to confidentiality rule of 'notice, check context and share concerns'. Any responses taken will be proportionate to the situation. When sharing information, we will follow The seven golden rules
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf
 1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
 2. ES CIC will be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
 3. Seek advice from other ES CIC members and practitioners, or information governance lead (from governing body), if in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
 4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 ES CIC and its members may share information without consent if, in our judgement, there is a lawful basis to do so, such as where safety may be at risk. ES CIC will need to base any judgement on the facts of the case. When sharing or requesting personal information from someone, we will be clear of the basis upon which we are doing so. Where ES CIC and its members do not have consent, we will be mindful that an individual might not expect information to be shared.
 5. Consider safety and well-being: base our information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
 6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information shared is necessary for the purpose, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely.
 7. ES CIC will keep a record of any decision and the reasons for it – whether it is to share information or not. If we decide to share, a record of what was shared, with whom and for what purpose.

11. ES CIC recognise that the local authority is the lead agency with regards to adults at risk and our duty as a group of members is not to investigate but to report concerns to them.

We will do this via the Adult Help Desk Telephone 01452 426868, or out of hours Emergency Duty Team on 01452 614194 or by email: socialcare.enq@gloucestershire.gov.uk or by completing the referral online <https://forms.gloucestershire.gov.uk/AdultSocialCareReferral>. If a crime has been committed, we may need to report it to the Police by Telephone 101 or in an emergency telephone 999.

12. ES CIC recognise that we have a vital role to play in effective joint working with other agencies and professionals and will follow process.

<https://www.gloucestershire.gov.uk/media/cpmal144/gscp-function-doc-v5.pdf>

<https://www.workingtogetheronline.co.uk/glossary.html>

Queries, Concerns or Complaints

Safeguarding is an absolute priority so we welcome any feedback, comments, queries or suggestions with regards to our policy, procedures and practise. Individually, our organisational leads, Mx Sarah Bolton-Locke and Mrs Leann Huntley are members of and regulated with the National Counselling & Psychotherapy Society who give the following guidance in relation to safeguarding concerns

[https://ncps.com/help/policy/safeguarding-policy- :~:text=If there is a concern,a referral anyway, without consent.](https://ncps.com/help/policy/safeguarding-policy-:~:text=If there is a concern,a referral anyway, without consent.)

And The BACP: [How BACP works to protect the public.](#)

We would welcome the opportunity to discuss any concerns with you; however you also have the right to make a complaint about your individual practitioner/mentors practise directly to the regulators.

<https://ncps.com/complaints/complaints-process>

<https://www.bacp.co.uk/about-us/protecting-the-public/professional-conduct/how-to-complain-about-a-bacp-member/>

You can also log a concern or report directly to the local safeguarding teams (information above) or our safeguarding Leads at info.essentialspace@gmail.com and title the email: **SAFEGUARDING CONCERN.**

If the complaint or concern is in reference to one of our clinical leads, please contact Mrs Victoria Berry via her email: victoria@vbcounselling.com

And finally...

If you would like a member of ES CIC to explain how all of the above relates to the service you are receiving, just let us know, we are happy to help where we can. We aim to update where necessary and ensure it continues to comply with the latest regulations and best practice.

This notice was reviewed on 3rd January 2024.

Next review due: January 2025

Note: Essential Space Community Interest Company share this policy across the different provisions and projects they service.