



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups



SAFEGUARDING POLICY

VERSION 1.2

Effective from May 2023

Last Revised 24th July 2024

SAFEGUARDING POLICY

INTRODUCTION

The Counselling and Family Centre (CFC) recognises its responsibility to protect the children and adults at risk that it works with from abuse. Abuse can be defined as any behaviour which knowingly or unwittingly causes harm, endangers life or violates rights. Abuse may be physical, sexual, psychological, financial or material, [spiritual](#), [emotional](#) or neglect.

POLICY STATEMENT

The CFC Trustees understand that safeguarding children and adults at risk is a sensitive, challenging area and that children and adults at risk are relatively powerless in abusive relationships.

It is the policy of CFC to safeguard the welfare of all children and adults at risk who attend all its services and support provision by protecting them from physical, sexual and emotional harm.

The aims of the Policy are to:

- Support development in ways that will foster security, safety, confidence and resilience.
 - Provide an environment in which children and adults at risk feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
 - Acknowledge the need for effective and appropriate communication between all members of staff, in relation to safeguarding children and adults at risk.
 - Making responsibilities regarding these issues clear to staff and volunteers delivering services where there may be issues affecting these groups
 - Ensuring that all groups irrespective of age, gender, disability, race, sexual orientation, [religion](#), nationality or economic status have the right to be protected from abuse
 - To maintain a structured approach which will be followed by all staff members in cases of suspected abuse.
 - To [develop & maintain](#) effective working relationships with all other agencies involved in safeguarding children and adults at risk. A separate Data Protection and Information Sharing Policy and guidelines set out the procedures for this.
-

POLICY IMPLEMENTATION

This will be achieved by ensuring

- CFC has an appropriate staff and volunteer safe recruitment policy and procedure – ensuring that all relevant staff and volunteers have [had the appropriate level of](#) Disclosure and Barring Service (DBS) check and that no-one has contact with our service users or their families before a satisfactory DBS report has been received, [where required](#). All CFC staff members and volunteers who work directly or indirectly with children or adults at risk are checked by the DBS update service. Those holding an appropriate enhanced DBS prior to commencing work or voluntary service with CFC, and who are also on the DBS update service, will have their DBS checked annually internally. Those who do not have an appropriate enhanced DBS and/or are not on the DBS update service will complete an enhanced online DBS with CFC and will be asked

to voluntarily join the DBS update service. The DBS update service will then be checked annually internally for those who join. For those that do not join the DBS update service, a new online DBS will be required every three years. Additionally, a list of suitable individuals is available for audit purposes the Local Authority Designated Officer (LADO)

- All staff and volunteers are initially trained in Safeguarding and understand relevant legislation and other guidance and advice from the Safeguarding Children’s Board (TSSP) (level 1 (A)) and subsequently this is refreshed annually. [The supervisory team who has overall responsibility for the delivery of clinical services are required to attain level 2 \(B\)](#)
- [The CEO report to the board of trustees will contain a section on Safeguarding Issues section.](#) Trustees will ensure action is taken if there is any suspicion that a child or adult at risk has been abused by a CFC staff member or volunteer, or by another party external to the charity.

REPORTING

It is the responsibility of everyone within the organisation to report any concerns that they have [immediately](#) to the designated safeguarding [Lead](#). The designated safeguarding [lead](#) is the holder of the post of Clinical Services Manager, Rukhsana Hemani. Rukhsana can be contacted on Rukhsana.Hemani@thecfc.org.uk/ 07958 721 142. [Should the Safeguarding lead be unavailable, the CEO will assume the safeguarding lead.](#)

The ethical framework for Good Practice in Counselling and Psychotherapy will apply (British Association for Counselling and Psychotherapy BACP) – and all reasonable attempts will be made to protect confidentiality and maintain a relationship of trust and openness between CFC and its service users.

It is recognised that there may sometimes be a conflict between the applicable principles within the BACP guidelines, and that it is not always possible to reconcile all the principles. In these circumstances [the safeguarding lead](#) will consider all the relevant circumstances and ensure that they can justify decisions about sharing information that are made.

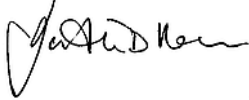
Wherever possible, service user consent will be sought prior to disclosing any information. Whether this is possible will be considered on a case-by-case basis – and consent may not be required where there are exceptional circumstances due to the urgency or seriousness of the situation.

RESPONSIBILITIES

This policy applies to all staff, volunteers and trustees

The Chief Executive ensures that this policy is adhered to [via updating policies on a regular bases, periodic training of staff, reporting concerns to trustees and creating a culture of sharing of concerns, taking timely action where is requires](#) and reviews in line with changes in legislation or at least every three years.

DOCUMENT DETAILS

Author	Rosalind Alison-Calvert
Date created	14 th May 2023
Approved by	Jonathan Moore on behalf of the Trustees. 
Implementation Date	24 th May 2023
Review Date	24 th July 2024