



## **Cambridgeshire Expressive Arts and Counselling Centre C.I.C (CEAACC)**

### **Safeguarding Policy and Procedures 2023**

SAFEGUARDING IS EVERYBODY'S BUSINESS.

CAMBRIDGESHIRE EXPRESSIVE ARTS AND COUNSELLING CENTRE C.I.C (CEAACC) IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS. THIS POLICY APPLIES TO ALL CLIENTS (CHILDREN, YOUNG PEOPLE, AND ADULTS) ACCESSING CEAACC SERVICES, AND ALSO CEAACC STAFF.

Working with clients, **all CEAACC staff** have a responsibility to:

- Identify safeguarding concerns early to prevent escalation
- Follow the safeguarding referral process

#### **CEAACC recognises that:**

- The welfare of all individuals is paramount in all the work we do and in all the decisions we take.
- All individuals, regardless of age, disability, ethnicity, gender, gender reassignment, race, religion or belief, or sexual orientation have an equal right to protection from all types of harm or abuse.
- We recognise that some individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.



- Working in partnership with children, young people, adults, carers and other agencies is essential in promoting safeguarding & welfare.

## **Essential Information:**

**Name of Organisation: Cambridgeshire Expressive Arts and Counselling Centre C.I.C (CEAACC)**

Company number: 12383793

Director: Eleanor Port-Burke

Registered office address: CEAACC, Walsingham Chambers, Butcher's Row, Ely, CAMBS, CB7 4NA

**General Office:        **07566 244514****

**General Enquiries Email: [CEAACCEnquiries@mail.com](mailto:CEAACCEnquiries@mail.com)**

Management Telephone: 07704065442



## 1. Introduction

Cambridgeshire Expressive Arts and Counselling Centre C.I.C makes a positive contribution to building a strong and safe community and recognises the right of every individual to stay safe.

Cambridgeshire Expressive Arts and Counselling Centre C.I.C comes into contact with children, young people, vulnerable adults and families through the following activities (onsite and through remote work activities):

- Counselling
- Consultations
- Community Events
- Enquiries
- Expressive art therapies
- Fundraising Events
- Parent support sessions
- Revolving Art Gallery
- Wellbeing workshops

Contact with children, young people, vulnerable adults and families follows BACP Ethical guidelines and take place within controlled environments.

This policy seeks to ensure that Cambridgeshire Expressive Arts and Counselling Centre C.I.C undertakes it's responsibilities with regard to protection of children, young people, vulnerable adults and families, and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.



**2. Explanation of terms**

**Safeguarding children and young people (CYP) and promoting their welfare means:**

- Protecting CYP from maltreatment
- Preventing wherever possible impairment of CYP’s development, health, and safety.
- Ensuring that CYP are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

**Child protection is defined as being part of safeguarding and promoting welfare. It is the work done to protect specific children who are suffering, or are likely to suffer, significant harm.**

**The Working Together to Safeguard Children 2015 guidance states that: “children are best protected when professionals are clear about what is required of them individually, and how they need to work together.” In addition, the guidance states that “*effective safeguarding of children can only be achieved by putting children at the centre of the system and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children.*”**

**Safeguarding Adults means:**

- Protecting the rights of adults to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
- People and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing.



### 3. Legislation

#### The principal pieces of legislation governing this policy are:

- The Care Act 2016
- Working together to Safeguard Children 2015
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- The Adoption and Children Act 2002
- Care Standards Act 2000
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- The Children Act 1989
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974



#### 4. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults/ families wherever possible.

#### **Abuse:**

Abuse can take a number of forms, including the following:

- Child Sexual Exploitation
- Discriminatory Abuse
- Domestic Abuse
- Financial or material abuse
- Harassment
- Institutional Abuse
- Modern Slavery
- Neglect or Omission to act
- Physical abuse
- Psychological or Emotional abuse
- Racial abuse
- Radicalisation
- Self Neglect
- Sexual abuse



**Definition of a child:**

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

**Definition of a vulnerable adult:**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who: Is elderly and frail; Has a mental illness including dementia; Has a physical or sensory disability; Has a learning disability; Has a severe physical illness; Is a substance misuser; Is homeless.



5. Responsibilities and Reporting

**All staff** (paid, unpaid, volunteers) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any safeguarding & welfare concerns using the required procedures.

We expect all staff (paid, unpaid, volunteers) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

**The CEAACC Designated Safeguarding Lead (DSL) is Eleanor Port-Burke**

DSL EMAIL: [CAMBRIDGESHIREEXPRESSIVEARTSANDCOUNSELLINGCENTRE@MAIL.COM](mailto:CAMBRIDGESHIREEXPRESSIVEARTSANDCOUNSELLINGCENTRE@MAIL.COM)

DSL Phone: 07704065442

All safeguarding concerns must be reported to the DSL as soon as possible.

Staff must complete a **Safeguarding Log of Concern** and email to the DSL as soon as possible.

CEAACC log of Concerns are available electronically and paper copies are in the CEAACC staffroom.

CEAACC will endeavour to take all steps to report safeguarding appropriately, including reporting through

[Cambridgeshire Local Safeguarding Children's Board](#) (LSCB):

<https://www.safeguardingcambspeterborough.org.uk/concerned/professionals-reporting-a-concern/>

(Above: Link to online referral form)

and [Cambridge and Peterborough Safeguarding Adults Board](#)

Tel: 0345 045 5202 (Mon- Fri working hours)

Tel: 01733 234724 (Out of hours emergency)

[https://cambridgeshire-self.achieveservice.com/service/Safeguarding\\_referral\\_form](https://cambridgeshire-self.achieveservice.com/service/Safeguarding_referral_form)

(Above: Link to online referral form)

The **NSPCC helpline: 0808 800 5000** is an additional safeguarding resource.





**6. Implementation Stages**

**Safe recruitment**

Cambridgeshire Expressive Arts and Counselling Centre C.I.C ensures **safe recruitment**:

Management/ recruitment staff receive annual Safer Recruitment Training (Educate/TES)

**Advanced Disclosure and Barring Service (DBS) Gap Management**

The organisation commits resources to providing Advanced DBS records check on all staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.



<p style="writing-mode: vertical-rl; transform: rotate(180deg);">7. Communications training and support for staff</p>	<p>Cambridgeshire Expressive Arts and Counselling Centre C.I.C provides resources for: induction, training of staff (paid, unpaid, volunteers), management &amp; supervision, and effective communications and support mechanisms in relation to Safeguarding.</p> <p><b>Induction</b> will include managerial support regarding safeguarding and counselling in practice; risks, responding, referring.</p> <p><b>Training</b></p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. All staff have relevant Safeguarding training through TES.</p> <p><b>Communications and discussion of safeguarding issues</b></p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <p><b>Support</b></p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: management, risk assessing, peer and clinical supervision, and safety planning.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">8. PROFESSIONAL BOUNDARIES</p>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Cambridgeshire Expressive Arts and Counselling Centre C.I.C expects staff to protect the professional integrity of themselves and the organisation.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures.</p>



<p><b>9. Allegations Management</b></p>	<p>Cambridgeshire Expressive Arts and Counselling Centre C.I.C recognises it's duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p>
<p><b>10. Managing information</b></p>	<p>Information will be gathered, recorded and stored in accordance with the following policies (inc. Data Protection statement, Initial Consultation, Therapeutic Agreement).</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Lead.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets. Confidentiality is about sharing information appropriately.</p>
<p><b>11. Communicating and reviewing the policy</b></p>	<p>Cambridgeshire Expressive Arts and Counselling Centre C.I.C will make clients aware of the Safeguarding Policy through the following means: website, consultation information.</p> <p>This policy will be reviewed by Directors and Safeguarding Leads, yearly and when there are changes in legislation.</p>



CEAACC has a Duty of Care regarding COVID19. Please see our COVID19 Policy for more details.

**CEAACC Staff:**

I confirm that I have been made fully aware of, and will adhere to the **Safeguarding Policy and Procedures for Cambridgeshire Expressive Arts and Counselling Centre C.I.C 2022.**

Please complete the details below and return this completed form to Eleanor Port-Burke (Director, CEAACC)

Employee Name:

Employee Signature:

Date: \_\_\_ / \_\_\_ / 2023

 01/01/23

Eleanor Port-Burke  
Director, MA, MBACP (Accred), DSL

01/01/2023

