



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

Safeguarding Policy and Procedures 2025

Address: Butchers Row, Ely, Cambridgeshire, CB7 4NA

E-mail: CEAACCEnquiries@mail.com Telephone: 01353 664 845 www.ceaacc.com

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, CEAACC STAFF AND VISITORS.

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

- Identify safeguarding concerns early to prevent escalation
- Follow CEAACC'S safeguarding policy and referral process

CEAACC recognises that:

- The safety and welfare of all individuals is paramount in all the work we do and in all the decisions we take.
- All individuals, regardless of age, culture, 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, health conditions, disability, 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 07704065442

Designated Safeguarding Lead (DSL) :

Eleanor Port-Burke

Deputy Designated Safeguarding

Lead: John Donoghue 01353 664845

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

General Office: 01353 664 845 (mobile: 07566 244514)

General Enquiries Email: 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, adults/vulnerable adults and families through the following activities (onsite and through remote work activities):

- Counselling, expressive art therapies and psychotherapy
- Initial Consultations (ICs)
- Community Events/ Fundraising/ visits
- Enquiries/ interviews
- Group work/ Wellbeing workshops
- Meet & Greet sessions
- Parent support sessions
- Placement and volunteer opportunities.
- Revolving Art Gallery
- Contractor / facilities visits

Contact with children, young people, adults, vulnerable adults and families follows BACP Ethical guidelines and take place within controlled environments (See CEAACC's Health and Safety Policy).

This policy seeks to ensure that Cambridgeshire Expressive Arts and Counselling Centre C.I.C undertakes its 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, emotional wellbeing, 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:

- BACP Ethical Framework
- Care Standards Act 2000; The Care Act 2016
- The Care Act 2016
- Equality Act 2010
- Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- Working together to Safeguard Children 2015 (and 2023 updated guidance)
- The Children Act 2004; Children and Young People's Act 2008; Children and Families Act 2014
- The Adoption and Children Act 2002 (BACP regulations around working with CYP who are adopted)
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- 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, young people, adults, and 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, placement and 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, placement and 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

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

(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 (Educare/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>Following Safer Recruitment procedures, Cambridgeshire Expressive Arts and Counselling Centre C.I.C provides resources for: induction, staff training (paid, unpaid, placement and volunteers), management & supervision, and effective communications and support mechanisms in relation to Safeguarding.</p> <p>CEAACC facilitates a weekly Staff Meeting, in which Safeguarding/ issues are discussed and raised.</p> <p>Induction will include managerial support regarding safeguarding and counselling in practice; risks, responding, referring (understanding of this policy); understanding of Health and Safety Policy.</p> <p>Training</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 Educare/TES; and/ higher levels where appropriate.</p> <p>Communications and discussion of safeguarding issues</p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <p>Support</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: staff meetings, risk assessing, peer and personal 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 (professional) 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. Therapeutic contracting with clients/ the organization is paramount to professional and safe practice.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures.</p>



<p>9. Allegations Management</p>	<p>Cambridgeshire Expressive Arts and Counselling Centre C.I.C recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p>
<p>10. Managing information</p>	<p>Information will be gathered, recorded, and stored in accordance with the following policies (inc. Data Protection statement, Initial Consultation (IC), Therapeutic Agreement).</p> <p>All staff must be aware that they have a professional duty to share information with other agencies 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>11. Communicating and reviewing the policy</p>	<p>Cambridgeshire Expressive Arts and Counselling Centre C.I.C will make clients aware of the Safeguarding Policy through the following means: website, social media, Initial Consultations, general 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 2025**

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

Employee Name:

Employee Signature:

Date: 01/ 01/ 2025

A handwritten signature in black ink that reads "E Port-Burke". The signature is written in a cursive style with a horizontal line underneath the name.

01/01/2025

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

