



NCIP Safeguarding Policy for Children

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Introduction

The NCIP Safeguarding Policy for Children is consistent with the Children's Safeguarding statutory framework. The National Council of Integrative Psychotherapists (NCIP) is dedicated to preventing and mitigating risks to the welfare of all minors with whom we collaborate (i.e., NCIP's clients). This Policy refers to the children and youth we work with as the 'Beneficiaries' of this Safeguarding Policy. This Policy's guidelines and obligations apply to all individuals at all levels employed by or acting on behalf of NCIP in the UK, including employees, senior managers, volunteers, consultants, interns and trainees (collectively "Members").

Glossary

Child	A person under the age of 18
Abuse	Another individual violates an individual's physical, emotional, or mental integrity.
A Child in Need	The Social Services and Wellbeing (Wales) Act 2014, section 130 (4), defines a child at risk as a child who is at risk of abuse, neglect, or other forms of injury, has requirements for assistance and care, regardless of whether the authority is fulfilling any of these requirements.
Beneficiary	National Council of Integrative Psychotherapists NCIP (the Organization, we, our, or us) is dedicated to the prevention and mitigation of hazards to the welfare of all minors with whom we interact (i.e., NCIP's clients). The 'Beneficiaries' of this Safeguarding Policy are these individuals.
Case Management Group	The NCIP establishes the Case Management Group, which is comprised of the Ethics Committee and the Safeguarding Lead. Its purpose is to ensure that the organisation fulfils its responsibilities in individual cases of abuse or neglect and to maintain an overview of its safeguarding functions.

Child Protection	The child's circumstances are unsafe and necessitate immediate action to safeguard the child.
Harm	"Harm" is the ill treatment or the impairment of the health or development of a child
MASH	In certain regions, Multi-Agency Safeguarding Hubs serve as a single point of contact for safeguarding referrals. In cases where they are present, referrals to MASH are facilitated by the information and expertise of various agencies, including the Local Authority, Police, and Health.
Members	The guidelines and obligations of this Policy are applicable to all individuals at all levels who are employed by or acting on behalf of NCIP in the UK, including employees, senior managers, volunteers, consultants, interns, and trainees collectively referred to as "Members".
Mental Capacity	The ability to evaluate pertinent data and formulate and make decisions.
Safeguarding	To prevent and stop abuse and neglect.
Safeguarding Children Team	A team that is established to oversee the protection of minors at risk within organisations or Local Authority districts.
Social Services and Wellbeing (Wales) Act 2014	Statutory bodies are established in accordance with national legislation. The Local Authority, Police, and NHS are all considered statutory members. The Children Act 1989, as amended, serves as the foundation of the child protection system in England. Following a consultation, the government's statutory guidance, Working Together to Safeguard Children, was amended in December 2023 to provide
Safeguarding statutes of England, Wales, and Scotland	
The Children Act 1989	
Working together to safeguard children 2023 Statutory Framework	
Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR)	

	comprehensive information on the fundamental legal obligations.
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Part one: Children's Safeguarding Statutory Framework

NCIP is committed to ensuring that all children are protected from discrimination based on age, disability, ethnicity, religion, sex, or sexual orientation. This Safeguarding Policy is predicated on the safeguarding statutes of England, Wales, and Scotland, and it will be revised in the event of inconsistency. The legislation pertaining to protecting and enhancing children's welfare is delineated below.

A Child in Need:

The term "in need" suggests that actual abuse or neglect doesn't have to occur; instead, early interventions should be considered to safeguard a child in need and prevent actual injury, abuse, and neglect. The two conditions necessary to establish are (1) a child at risk of abuse and neglect or (2) in need of care and support and that measures are taken to ensure the safety of these children. The risk of maltreatment or neglect may be the consequence of a single concern or a combination of factors.

Child Protection

Children who are the victims of neglect and abuse are considered unsafe. Harmful offences can be committed against a child, whether for personal gain or profit.

Defining Harm

According to the Social Services and Wellbeing (Wales) Act 2014, harm includes neglect, emotional abuse, psychological abuse, and sexual abuse. The deterioration of physical or mental health may consist of the experience of witnessing or hearing another individual undergo unjust treatment. The impairment happens when a child experiences physical, intellectual, emotional, social, or behavioural and development difficulties resulting from seeing or hearing another individual incur ill-treatment.

The Children Act 1989 outlines a variety of forms of neglect, abuse, and harm that children may experience. Neglect results in health or developmental impairment. Financial abuse involves not meeting care needs; sexual abuse consists of forcing a child to engage in sexual exploitation (including pornography, grooming and non-penetrative sexual activity). Emotional/psychological abuse involves threats of harm, and physical abuse concerns maltreating a child physically (including over medication). Additional potential threats may include modern slavery, radicalisation, criminal exploitation, and female genital mutilation.

Part two: NCIP Safeguarding Policy

This Safeguarding policy denotes the implementation of practices and procedures that are designed to prevent or address injury to vulnerable individuals, with a particular emphasis on children who are at risk. Most legal obligations dedicated to safeguarding vulnerable persons are focused on their **care and safety**, with this Policy specifically addressing children under 18.

This Safeguarding Policy outlines the commitments and procedures that NCIP will implement to safeguard its beneficiaries from injury that may result from NCIP's operations, member's conduct, or circumstances beyond their control.

NCIP's Dedication to Safeguarding Children

NCIP has established **safeguarding reporting procedures** to enable members to disclose concerns. It is recommended that all members adhere to these protocols and actively attend to concerns. Under NCIP's procedures, all reported safeguarding matters are addressed by the Safeguarding Team. The procedures are designed to guarantee that all safeguarding issues are handled impartially and fairly, regardless of whether allegations are levelled against members (set out below in the flow chart '**When to Report a Concern**').

Reports that satisfy the criteria for protected disclosures under whistleblowing legislation will be addressed with the utmost confidentiality (**follow this link to the [whistleblowing procedure](#)**)

NCIP's safeguarding policies and procedures will be overseen by the Safeguarding Team. NCIP's **membership agreement** will be adhered to, which includes safeguarding training and undertaking checks, such as DBS criminal record checks (including the sexual offences register), reference and supervision checks.

Safeguarding training consists of various topics, including the response to concerns, using NCIP's reporting procedures, and maintaining staff members' awareness of safeguarding policies. Training should include identifying potential indications of abuse, responding to concerns, and utilising supplementary resources, such as policies and external educational materials. It is also imperative to provide obligatory onboard Safeguarding training for new therapists, professional development on Safeguarding (every five years), and remedial courses to guarantee that all members are adequately informed about safeguarding children.

Privacy and Confidentiality

The Safeguarding policy commits to the secure management of all information associated with concerns, including personal data and the

content of reported issues. This entails adhering to UK data protection laws, NCIP's policies, providing members with training on data protection and privacy, establishing a clear point of contact for inquiries or concerns, and only sharing information about a safeguarding matter internally as required to address the concerns for the benefit of the relevant beneficiary. This Policy is consistent with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR).

Disclosing information

Although confidentiality is an essential ethical and legal obligation to safeguard clients, it is not absolute. When a client has given explicit permission for specific purposes, i.e. the client lacks consent, it is required by law, or has been approved under a statutory process that sets aside the duty of confidentiality, then the information may be disclosed without breaching confidentiality. Disclosure may also be justified in the public interest (harm to self or others). This enables the disclosure of personal information without infringing upon confidentiality obligations.

Members should act promptly and maintain records of decisions when disclosing information. Clients should be informed about disclosures they would not anticipate or verify that they have received information unless it is impractical or would undermine the intended purpose, such as preventing, detecting, or prosecuting serious crimes.

Limitations to confidentiality

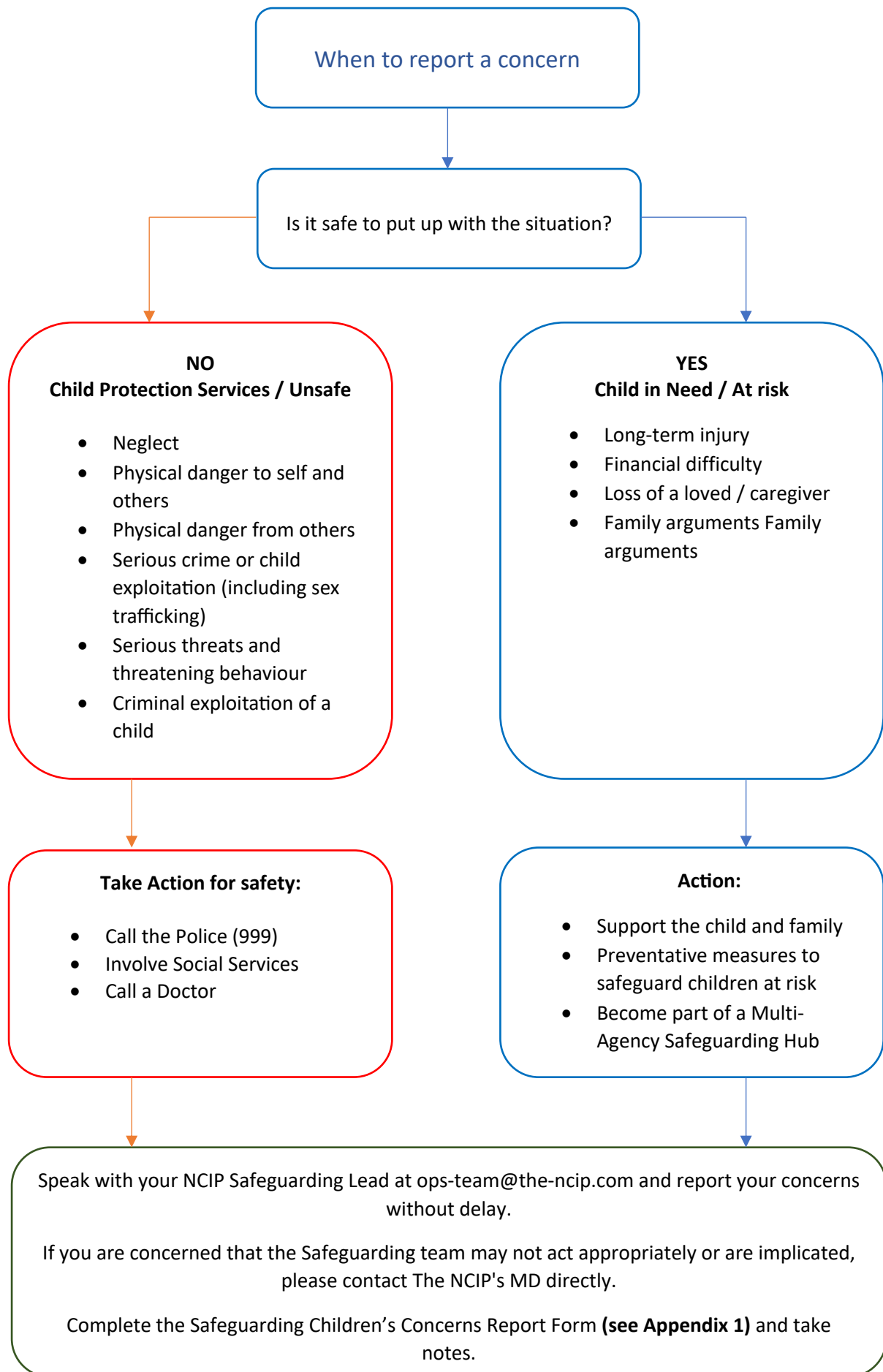
To safeguard a client who is unable to provide consent, members may disclose the client's personal information if it is in their best interest to do so.

Confidentiality duties apply when using, sharing, or disclosing information about children and young people. Practitioners should disclose information to appropriate authorities if necessary to safeguard children from death or serious harm from self or others. For example, disclosure is appropriate when a child intends to commit suicide, is harmed by a guardian, or intends to perpetrate harmful acts (as set out in the Children's Safeguarding Statutory Framework above).

Part 3: Reporting Concerns

- To file a complaint regarding an incident at the NCIP, please get in touch with the **Safeguarding Lead at ops-team@the-ncip.com** or another staff member.
- If someone in the Safeguarding Team is implicated or has a conflict of interest, please notify the NCIP's Managing Director at **ops-team@the-ncip.com**.

- The NCIP will adhere to the procedure delineated in this document. If concerns are not adequately addressed, please contact the MD or NCIP's Board of Directors.
- The NCIP places a high value on your safety and will take all necessary measures to safeguard it.
- In serious misconduct against children, please contact **the Police (999)**, social services, and the child's G.P.



Who can refer a child to Children's Services?

Anyone with reason to believe that a child may not be safe or well-cared for may inform the Children's Services departments. A referral is the term used to describe this information. If children's services suspect a child is experiencing substantial harm following a referral, they must conduct an investigation. This is referred to as conducting inquiries regarding child protection.

If you're concerned about harm to a child, it's your responsibility to report concerns. If someone needs immediate medical attention, call an ambulance on 999. If someone is in immediate danger or a serious crime is happening, contact the Police on 999. If possible, pass on your concerns to your Safeguarding Lead. Do not confront the person suspected of causing the harm.

Both the Children Act 1989 and the government guidance, Working Together to Safeguard Children 2018, contain provisions that pertain to child protection. Section 47 of the Act requires children's services to investigate whether a child is in police protection, under an emergency protection order, likely to suffer significant harm, or is currently suffering significant harm.

Responding to Disclosure:

When children disclose that they are being abused or harmed, the individual who is receiving the information should be as follows:

- Sensitive
- Remain composed
- Listen attentively and ask questions only when necessary.
- Assure the child that they have made the right decision by disclosing and inquiring about their desired course of action.
- Inform them that the information will be shared with the NCIP's Safeguarding Lead and relevant services, and request their consent to share it outside the organisations such as the Police Services and Child Protection organisations.
- If a child declines to provide consent, it is vital to be upfront about the legal requirements and to inquire about the child's preferences regarding disclosing the information.
- Ensure the child is safe and work closely with colleagues and other organisations to act in the child's best interest.
- Act promptly to report and execute any pertinent actions, and document the conversation in writing using the child's words as soon as possible.
- Take the matter to supervision.

It is crucial to refrain from:

- Ignoring or dismissing the issue.
- Show panic or shock, disgust or distaste.
- Express negative opinions about the purported perpetrator.
- Make assumptions or speculate.
- Draw your own conclusions.

- Make promises that cannot be kept.
- Probe for more information than is offered.
- Conduct an investigation into the matter.
- Confront the person thought to be causing harm.
- Assume complete accountability.
- Tell everyone.

Record keeping:

- **Complete a Safeguarding Children Report Form** and submit it to The NCIP's Safeguarding Lead in order to maintain records.
- Provide a detailed account of the circumstances surrounding the issue and the measures that were implemented.
- Distinguish between facts and observations or opinions to guarantee precision.
- When reporting injury or abuse, use the individual's own words and include a copy of any written communication, such as emails or messages. This will assist in safeguarding vulnerable individuals and ensuring the accuracy of information.

Be mindful to be always confidential. This information must only be shared with your Safeguarding Lead and others who need to know, e.g., to keep the child safe whilst waiting for action to be taken.

Part 4: Safeguarding Lead or Organisational Response

When the Safeguarding Lead receives a referral:

- Check the completed Children's safeguarding form and ensure all necessary parts are completed.
- When contacted directly, request a completed form from staff and volunteers or complete the form with the person making the report.
- Inform the NCIP ethics team, MD, Operations team and registrar of initial report.

- Is a child at immediate risk of harm/danger or needs immediate medical attention?

Yes

Child Protection Services / Unsafe

- Call emergency services 999/112
- The Operations Team, Local Authority, and Police will be consulted as needed to determine the necessary actions.
 - If harm is occurring within the organisation use relevant procedures e.g. breach of code of conduct to prevent further harm (suspend the practitioner with immediate effect).
 - If further information of serious offending is suspected inform the police for a criminal enquiry or investigation.
 - NCIP will conduct a case meeting with the Ethics Committee to facilitate the coordination of its actions ASAP.

No

Child in Need / At risk

- Consult with and coordinate the actions of The NCIP with those of other agencies. Engage in and contribute to strategy meetings for the protection of the child.
- Inform the child at risk of the next steps, provided that it is safe to do so, and information on MASH agencies
- MASH agencies are triggered, children are supported to make safeguarding personal, other children at risk are identified.
- Multi-agency meetings are held, a new care and support plan is created, and information and advice are provided.

Recording and reporting, ensure decisions are made, actions taken, and outcomes are recorded and reported.

If a practitioner was implicated, publish a public notice regarding their suspension on the website.

The NCIP's Safeguarding Lead will coordinate the NCIP's Safeguarding Children Procedure after a concern has been submitted. The Safeguarding Lead will maintain clear records of the decisions made, actions taken, and outcomes attained.

Immediate Response:

In consultation with the Ethics Committee, the Safeguarding Lead will implement the subsequent measures when applicable:

- In order to protect children who are at risk, it is imperative to take immediate action and adhere to pertinent protocols, including those for grievances, disciplinary actions, and breaches of contract or code of conduct.
- When the Safeguarding Lead receives a Safeguarding Children Report Form, they must get a clear understanding of the situation and complete all required sections.
- The Safeguarding Team must promptly request the completion of the Safeguarding Children Report Form if a staff member or volunteer contacts them about concerns. Suppose a guardian or public member submits the Children's safeguarding form. In that case, the Safeguarding Team will complete the form in addition to the one completed by the public member and affix the form from the member of the public to the form of the Safeguarding Team. Provide the person responsible for the report with information, reassurance, and guidance, ensuring they know the necessary actions.
- Additionally, the Safeguarding Team will emphasize the importance of confidentiality. The child's views, consent, situation, hazards, and potential status as a "child at risk" should be the priority.
- Ascertain whether it is necessary to communicate with the child to obtain additional information (if it is safe to do so).
- Ensure that the child has been informed about the process and the next steps and provided with information about other organisations that will be involved in offering support ONLY if you have a known safe way of contacting them.

Taking Action:

- If a child needs child protection (is unsafe), in immediate danger, or a serious crime was committed or has been committed against a child, the Police is always the first point of **contact 999**.
- With knowledge of the case, the Safeguarding Team will take action to prevent additional harm by working closely with the Ethics Committee, Operations Team, Board of Directors, and Local Authority/Police to determine the appropriate course of action. This entails involving other organisations, such as the Local Authority safeguarding team and the Police, to assist at-risk children.

- When working with at-risk children, the completed Children Safeguarding form should be provided to the Safeguarding Children Team, Multi-Agency Safeguarding Hub (MASH) and local authority in the location where the child resides.
- The practitioner or **whistleblower (link to whistleblower procedure)** should inform the Safeguarding Leads if the individual who may be causing harm is a member of the NCIP. Alternatively, contact the MD directly if someone in the Safeguarding Team is implicated.
- The Safeguarding Team should follow the policies and procedures of NCIP when deciding on the appropriate course of action, including breaches of the code of conduct, disciplinary procedures, or contractual obligations.
- The multi-disciplinary team will decide on temporary arrangements to allow the child to continue to receive therapeutic intervention. The team will also consider the rights of the individual allegedly causing injury by adhering to the pertinent policies and procedures.
- The multi-disciplinary team will collaborate with statutory agencies to determine the subsequent actions. For instance, before conducting a disciplinary investigation, the Police may require members to be interviewed. NCIP and its members will participate in and contribute to any safeguarding child strategy or case meetings the Local Authority convenes. The NCIP should continue adhering to its disciplinary procedure, even if statutory agencies indicate that they will not be taking action in response to a referral.
- Assign a practitioner within the organisation who will communicate with the child to ensure they receive the necessary support, are informed, and are consulted (if safe to do so).
- The Safeguarding Team will convene an Ethics Committee meeting to coordinate internal actions within NCIP. This meeting will involve sharing information regarding the incident, the child's perspective, any actions taken by the Police/Local Authority, the agreement on who will serve as the liaison between NCIP and other agencies, and decisions on the actions that The NCIP will take.
- To ensure that decisions are made transparently, actions agreed upon should be implemented, and the Ethics Committee meeting must be recorded. Follow-up meetings should be conducted as required until the necessary actions have been completed.
- The Safeguarding Team will ensure that records are stored securely and comprehensively. Gather monitoring data, including feedback from the whistleblowers or children at risk of injury, and provide a comprehensive report to the Senior Management Team or the Board as required.
- The Ethics Committee meeting should be recorded to ensure transparency and to facilitate action follow-up, with subsequent meetings scheduled as necessary.
- Records should be securely stored, and monitoring information, including feedback from those at risk, should be collected and reported to the senior management team or the Board as requested.

Supporting Documents and Other Protections

- This Policy document does not encompass all NCIP's obligations to safeguard its beneficiaries.
- Additional policies include the Anti-Harassment and Bullying Policy, the Whistleblowing Policy, the [Health and Safety Policy](#), the Equal Opportunities Policy, the Data Protection and Data Security Policy, the Complaints Procedures and the [Members Agreement](#). The purpose of these policies is to guarantee the safety of all stakeholders, including members and beneficiaries of the Safeguarding Policy.

Part 5: Appendixes

Appendix 1 - Safeguarding Children Report Form

This document is to be completed as fully as possible if you have concerns regarding a child. If it is safe to do so, it is crucial to inform the child about your concerns and that you must pass the information on to the Safeguarding lead. The Safeguarding Lead will then review the information and plan a course of action.

Section 1 – Details of child (you have concerns about)	
Name of child	
Address	
Date of Birth/Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation	
Name of organisation	

Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened
Section 4 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to the child	
Role in organisation	
Do they have contact with other children at risk in another capacity? E.g. in	

their work/family/as a volunteer	
Section 5 - Have you discussed your concerns with the child? What are their views? What have they stated about what they want to happen and what outcomes they want?	
Section 6 – Reasons for not discussing with the child	
Discussion would put the child or others at risk. Yes / No	Please explain:
Lack mental capacity Yes / No	Please explain:
Unable to communicate: Yes/ No	Please explain
Section 7 – Risk to others	

<p>Are any other children at risk Yes/No/Not known – delete as appropriate</p> <p>If yes, please complete a form answering questions 1-6 for each individual child at risk</p>	
<p>Section 8 – What action have you taken if any/agreed with the child to reduce the risks?</p>	
<p>Actions by NCIP, e.g. person causing harm suspended/other sanctions.</p>	
<p>Section 9: Other agencies contacted</p> <p>Who contacted/reference number/contact details/advice gained/action being taken</p>	
Police	
Ambulance	
Other – please state who and why:	
<p>Section 10: Contact with Safeguarding Lead/others within the NCIP</p>	
<p>Who else has been informed of this issue? – and what was the reason for information sharing?</p>	
Consultation with Safeguarding Lead	Dates and times

Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	
OFFICE USE ONLY	
Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)	
Details of your contact with the child at risk of harm.	
Details of contact with the Local Authority Safeguarding Team/MASH where the child at risk of harm lives.	
Details of any other agencies contacted:	
Details of the outcome of this concern:	

Appendix 2 Sources of Information and Support for Children

Organisation	Service	website	email	Contact number	Text line
Emergency contact numbers					
The Police Service	Immediate support			999	
National LGBT+ Domestic Abuse Helpline				0800 999 5428	
Local Authority Safeguarding for Children		https://www.gov.uk/report-child-abuse-to-local-council			
Rape Crisis Federation of England and Wales		www.rapecrisis.co.uk	info@rapecrisis.co.uk		
Resources from Minds.org.uk					
Action for Children	Emotional and practical care for families and children	actionforchildren.org.uk	-		
Barnardo's	Local services for young people, including in-care and young carers	barnardos.org.uk	-		

Campaign Against Living Miserably (CALM)	Supports anyone who needs to chat	thecalmzone.net	-	0800 58 58 58	
Childline	Telephone helpline for children	childline.org.uk	-	0800 1111	
FRANK	Confidential support on drugs and the law	talktofrank.com	-	0300 123 6600	82111
Hub of Hope	A database of mental health charities	hubofhope.co.uk	-		
Local Minds	Mental health assistance to young people	mind.org.uk/about-us/local-minds	-		
Mencap	Learning Disability Helpline	mencap.org.uk	-	0808 808 1111	
Mind	A support company to help youth get access to mental health services	https://www.mind.org.uk/	-	-	
NHS Every Mind Matters	NHS information service for young people on mental health and wellbeing	nhs.uk/every-mind-matters/mental-wellbeing-tips/youth-mental-health	-		
On My Mind	Support for youth	annafreud.org/on-my-mind	-		
Our Time	Workshops for children and carers	ourtime.org.uk	-		

	who need mental health support				
Reading Well	Self-help books to assist young people in understanding mental health and wellbeing.	reading-well.org.uk/resources/young-people	-		
Samaritans	24/7 helpline for children	samaritans.org	jo@samaritans.org	0808 164 0123	116 123
Shout	24/7 text support for children	giveusashout.org			85258
The Mix	Short-term online counselling services for young people under 25	themix.org.uk	-		85258
YoungMinds	Mental health support for the family, including information on medication	youngminds.org.uk			
Youth Access	Advice and counselling network that assists youth finding free local services	youthaccess.org.uk			

The National Council of Integrative Psychotherapists

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Email: info@the-ncip.org

Operation Hours: Monday - Friday, 9am - 5pm

References

- Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR)
- <https://www.gmc-uk.org/professional-standards/professional-standards-for-doctors/confidentiality/disclosing-patients-personal-information-a-framework>. (n.d.). www.gms-uk.org.
- Minds <https://www.mind.org.uk/need-urgent-help/using-this-tool/>
- NCIP Safeguarding Adults Procedures.
- Rocket Lawyer (<https://www.rocketlawyer.com/gb/en>).
- Social Services and Wellbeing (Wales) Act 2014 (anaw 4)
- [Working_together_to_safeguard_children_2023_-_statutory_framework](#) PDF (assets.publishing.service.gov.uk)