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**NCIP Safeguarding Information & Flowchart**

**Safeguarding Concerns and how to contact the NCIP’s Nominated Safeguarding Lead:**

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| Please email the operations team at **Ops-team@the-ncip.com**, with your safeguarding concern. This will be passed to The NCIP’s Safeguarding Lead for advice. Once we have obtained their report, we will contact you with their Advice.  Please note: Communicating with the NCIP’s Safeguarding lead is for non-emergency cases. In most cases you will need to contact your Local Safeguarding Authority. |

## Local Authority Safeguarding Information:

### **The name and contact information of your local safeguarding authority will depend on the area in which you are located.**

Please use table space below to record your local Safeguarding Authority information and any relevant phone numbers, email addresses or significant persons you may wish to contact in cases of safeguarding issues. This information can often be found on your Local Authority website.

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| **Authority Name** | **Phone Number/Email** | **Person of Significance** |
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**Therapists and Supervisors**

Make sure your **Terms & Conditions** are explicit in that you reserve the right to make a report to the appropriate authority if there is a likelihood of harm being done to the client or the therapist you are supervising raises a safeguarding issue, in respect to one of their own clients.

**A concern may arise from:**

* A direct disclosure by the client to their therapist.
* Raised by a therapist during supervision.

**NCIP Safeguarding Flowchart**

**If you are alerted to safeguarding concerns by your client or supervisee, please follow the process below:**

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| **If in immediate danger, contact the emergency services on 999. Alternatively, if the situation is not urgent, or to report criminal activity contact 101.** |

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| **For safeguarding issues within Private Practice:**  Safeguarding is an area of paramount importance within therapeutic practices, embodying a spectrum of complexities that require astute attention and immediate action. For therapists affiliated with the NCIP, the responsibility to identify, assess, and address safeguarding concerns is central to their professional duties. Given the nuanced and often sensitive nature of such concerns, it is imperative that therapists do not navigate these complexities in isolation.  In recognition of the multifaceted challenges posed by safeguarding concerns, the following directives are established to ensure that therapists have the necessary support and guidance to act in the best interest of their clients:   1. **Immediate Communication with Supervisor**: Therapists must not delay in addressing any safeguarding issues that arise during their practice. While regular supervision sessions provide a structured framework for oversight and guidance, the dynamic nature of safeguarding concerns often necessitates more immediate action. Therefore, therapists are obligated to contact their supervisor between scheduled supervision sessions whenever a safeguarding concern or query emerges. This ensures that potential risks are promptly evaluated and mitigated, thereby upholding the safety and wellbeing of all parties involved. 2. **Collaborative Risk Management**: Engaging with a supervisor on safeguarding concerns facilitates a collaborative approach to risk assessment and decision-making. Supervisors bring a wealth of experience and perspective that can help in navigating the complexities of each individual case. This partnership is crucial in developing effective safeguarding strategies that are responsive to the unique contexts of the concerns at hand. 3. **Ethical and Legal Considerations**: Safeguarding is underpinned by both ethical and legal frameworks that guide the professional conduct of therapists. Liaising with a supervisor ensures that any action taken is in compliance with prevailing laws, regulations, and professional standards. This collaborative process also supports ethical decision-making, ensuring that the rights, dignity, and safety of clients are always at the forefront. Please read our **Consent Considerations Policy** for more information on this. 4. **Documentation and Accountability**: All safeguarding concerns and the subsequent discussions with supervisors must be adequately documented. This record-keeping is essential for accountability, enabling a transparent audit trail of decisions made and actions taken. If a member is considering breaking confidentiality. In contemplation of creating safeguarding report to another authority, there must be a written, valid, justifiable and transparent reasons to breach confidentiality in any case. Please read our **Consent Considerations Policy** for more information on this.   Addressing safeguarding issues swiftly and effectively demonstrates the NCIP, its members, and the public's commitment to the highest standards of care and professional integrity. Therapists are encouraged to maintain open lines of communication with their supervisors to ensure the safety and wellbeing of all clients, reflecting the organisation's dedication to excellence in therapeutic practice. |

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| **For safeguarding issues within an agency or organisation:**  If you are working within an agency or organisation, NHS or educational setting refer to your Designated Safeguarding Lead (DSL) and follow the organisation’s safeguarding policies and procedures.  Safeguarding is a critical and intricate aspect of therapeutic work, requiring vigilant and immediate attention. For therapists employed by organisations or agencies, adhering to the established safeguarding protocols is a fundamental part of their role. These protocols are designed to navigate the sensitive and complex nature of safeguarding issues, ensuring that therapists are not left to manage these challenges alone.  The following guidelines are designed to support therapists in adhering to their organisation's safeguarding procedures, ensuring the well-being of their clients is always prioritised:   1. **Prompt Communication with Supervisor:** It's essential for therapists to address safeguarding issues as soon as they arise. Although regular supervision provides a framework for support, the unpredictable nature of safeguarding concerns may require immediate attention. Therapists should feel empowered to reach out to their supervisors outside scheduled sessions to discuss any safeguarding issues, ensuring timely and effective management of potential risks. 2. **Team-based Risk Management:** Collaborating with supervisors on safeguarding concerns enables a team-oriented approach to evaluating and managing risks. Supervisors offer valuable expertise and perspectives, assisting therapists in handling complex cases. This collaborative environment is crucial for developing tailored safeguarding strategies that meet the specific needs of each situation. 3. **Compliance with Ethical and Legal Standards:** Safeguarding actions must adhere to the ethical and legal frameworks that guide therapeutic practice. Engaging with a supervisor helps ensure that any interventions are in line with these standards, supporting ethical decision-making and safeguarding the rights and safety of clients. Therapists should familiarise themselves with their organisation's Consent Considerations Policy for more detailed guidance. 4. **Thorough Documentation:** Documenting all safeguarding concerns and supervisory discussions is vital for maintaining transparency and accountability. This record-keeping is important not only for tracking decisions and actions but also for justifying instances where confidentiality may need to be breached for safeguarding purposes. Therapists should consult The NCIP’s Consent Considerations Policy and their organisations guidelines on documenting these decisions.   By actively engaging with their organisation's safeguarding protocols and maintaining open communication with supervisors, therapists demonstrate their commitment to professional standards and the safety of their clients. This approach ensures that safeguarding concerns are managed effectively, reflecting the organisation's dedication to high-quality therapeutic care. |

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| **Contacting the NCIP**  To ensure that all safeguarding concerns and their outcomes are properly communicated to the National Council of Integrative Psychotherapists (NCIP), we ask members to refer to the NCIP contact details outlined on the first page of this document. This requirement is in place to enable the NCIP to maintain an accurate and comprehensive record of all safeguarding incidents, even if the details need to be redacted for confidentiality reasons.  By providing this information, therapists contribute to a valuable dataset that the NCIP uses to monitor and analyse safeguarding issues within the field of therapy. This analysis is critical for several reasons:   1. **Enhancing Support for Therapists:** By understanding the nature and frequency of safeguarding concerns, the NCIP can develop more targeted support mechanisms for therapists. This could include specialised training, resources, and guidance that address the most common or challenging issues therapists face. 2. **Improving Safeguarding Strategies:** The collected statistics help in identifying trends and patterns in safeguarding concerns, which in turn informs the development of more effective safeguarding policies and procedures. This ensures that therapists have the best possible framework to work within, enhancing the safety and wellbeing of their clients. 3. **Contributing to Professional Development:** Insights gained from the analysis of safeguarding incidents can be integrated into professional development programmes. This ensures that therapists are equipped with the latest knowledge and skills to manage safeguarding concerns effectively. 4. **Increasing Awareness:** Sharing anonymised statistics and outcomes with the broader professional community can help raise awareness about the importance of safeguarding in therapy. It also highlights the common challenges therapists face, promoting a culture of openness and continuous improvement. 5. **Facilitating Peer Support:** Knowing the types of safeguarding issues encountered by peers can foster a sense of solidarity and support among therapists. It encourages the sharing of best practices and experiences, further strengthening the professional community's capacity to address safeguarding concerns.   We encourage all therapists to report safeguarding concerns and outcomes as outlined, ensuring that the information is provided in a way that respects the confidentiality of all parties involved. This collaborative effort not only aids in the direct support of therapists but also contributes to the ongoing enhancement of safeguarding practices within the profession. |

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| If a referral was made to the local Safeguarding Authority/Board, you should be informed within 48  hours of the outcome of your referral. If you are not informed, you must follow up the referral within 48 hours. |