

## SAFEGUARDING POLICY

### Introduction

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and vulnerable adults to protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working together to safeguard children/vulnerable adults.

This Policy applies to all adults, working in or attending an appointment in Leek Osteopathic Health Centre. This document demonstrates how everyone shares an objective to help keep children/vulnerable adults safe from harm and abuse.

We aim:

- to ensure that all children/vulnerable adults we work with feel safe at all times
- to ensure that all employees feel safe and feel that they are able to put the welfare of the children/vulnerable adults first
- to ensure that all adults who have contact with children have been properly vetted and cleared as suitable to work and support children/vulnerable adults in our practice
- to ensure that all adults who have contact with children have been trained to undertake safeguarding responsibilities effectively.

### Company Commitment

Leek Osteopathic Health Centre is committed to safeguarding and promoting the welfare of all clients and employees. We will always take a considered and sensitive approach in order that we can support all clients and recognise that every child's/vulnerable adult's welfare is of paramount importance.

### Providing a safe and supportive environment - Safer recruitment and selection

The company pays full regard to current guidance on Working to Safeguard Children/vulnerable adults. We ensure that all appropriate measures are applied when recruiting to the company. Safer recruitment practices include scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes where appropriate undertaking an enhanced DBS check. As part of the induction process all employees are required to read the safeguarding policy and the processes and procedures outlined in the mint folder.

## Safer Working Practice

Safe working practice ensures that all children/vulnerable adults are safe and that all employees:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivations and intentions.
- work in an open and transparent way
- no lone working with children/vulnerable adults is permitted, our practitioners always work with other colleagues or a responsible adults where possible in situations open to question
- discuss and/or take advice from management over any incident which may give rise to concern
- record any incident or decisions made
- apply the same professional standards regardless of gender, race, disability or religion
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- where children are left in the care of the reception staff the door to the treatment room is left open
- Person with parental responsibility must be present at the first consultation and subsequent consultations where the treatment is changed (please see the safeguarding section of the mint folder for the details of who has parental responsibility).

## Partnership with Private Clients

We are committed to working with all our clients positively, openly and honestly. We will ensure everyone is treated with respect, dignity and courtesy. We respect client's rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child/vulnerable adult.

We will share with clients any concerns we have about a child/vulnerable adult unless to do so may place a child/vulnerable adult at risk of harm.

## Staff Security

Leek Osteopathic Health Centre aims to provide a *secure working environment* for staff but recognises that all staff are responsible for their own safety to a greater extent and are required to adhere to certain rules. It is recognised that laxity can cause potential problems to safeguarding and therefore staff need to ensure that:

- they read the procedure in the mint good clinical practice manual and are aware of and comply with the Safeguarding Policy at all times
- children/vulnerable adults must never be left in a room unattended
- no personal care of any children/vulnerable adults should take place.
- clinical notes must be written up in full detail and Helen White must be made aware of any incidents
- no lone working with children/vulnerable adults is permitted, where children/vulnerable adults are left with the reception staff, the treatment door will be left open
- identity badges to be worn at all times
- children/vulnerable adults only participate in therapy sessions once written permission is received from parents or carers with parental responsibility

## **Child Protection Policy**

The Designated Person for Child Protection is Helen White (Principal). All allegations of abuse or complaints will be managed in accordance with protection procedures and if necessary the relevant bodies will be contacted through Social Services or Police Child Abuse Investigation Team.

### **Internet / E-safety/Photography**

All staff are trained in the appropriate usage of the internet and e-safety to ensure that they understand the risks and sanctions relating to misuse. Client photography is only permitted if written consent is received and a full explanation of where the photograph would be used and stored.

Mobile phones to only be used for business use during working hours.

### **Inclusion Opportunities**

At Leek Osteopathic Health Centre we welcome all children/vulnerable adults. Where a child/vulnerable adult has a recognised disability we will make all reasonable adjustments to accommodate their needs. This will include the availability of resources and equipment. We will make every effort to ensure all children/vulnerable adults maintain their entitlement when receiving treatment.

### **Whistleblowing**

If any member of company staff have any concerns about people working in a paid or unpaid capacity with children/vulnerable adults they have a duty of care and professional duty to inform Mrs Helen White (Principal). This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

### **Policy Review**

This policy document will be reviewed by Leek Osteopathic Health Centre on an annual basis to ensure it is up to date with current legislation and best practice.

Please return this slip to Julie Buxton

I confirm that I have read and understood the safeguarding policy and any relevant safeguarding information in the procedures/Mint files.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_