

Safeguarding Policy

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Children's Safeguarding Referral Contacts

Kent Front Door Services Tel: 03000 41 11 11 Email: frontdoor@kent.gov.uk

Medway Report a concern: Tel: 01634 334466 Out of hours: 03000419191

Lado Tel: 03000 410888 Email: kentchildrenslado@kent.gov.uk

Adult's Safeguarding Referral Contacts

Social services Tel: 03000 416161 Out of hours 03000 419191

Email: social.services@kent.gov.uk

Medway report a concern: Tel: 01634 334466 Out of hours: 03000419191

Mission Statement:

Rowan Tree Dramatherapy works with children and families, vulnerable adults, therapists and school staff teams, providing Dramatherapy, supervision and training. It is our priority to safeguard the children and adults we work with and strive to offer a safe and effective service to individuals of all ages.

All staff working for and on behalf of Rowan Tree Dramatherapy recognise a moral and statutory responsibility to safeguard and promote the welfare of all children and adults at risk. We will endeavour to provide a safe and welcoming environment where children and adults are respected and valued.

The purpose of this policy statement is to:

- Safeguard children and adults at risk who receive services from Rowan Tree Dramatherapy. This includes children of adults who use our services and children of staff members.
- Provide employed staff and self-employed associate therapists with an overarching framework that guides our approach to safeguarding; and enable them to meet their statutory responsibilities to safeguard the well-being of children and adults at risk.
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken.
- This policy should be used in conjunction with local guidance and protocols.

Rowan Tree's policies and procedure which contribute to safeguarding are listed below and should be followed in conjunction with this document.

Policy Title	Version Dates
Safer Recruitment	2025
Complaints, Concerns and Compliments	2025
Whistle Blowing	2025
GDPR	2025



Health and Safety	2025
Online Safeguarding	2025

Breach of Policy

All employed staff and self-employed staff are obliged to comply with this policy as set out and agreed in their contractual agreement with Rowan Tree Dramatherapy.

Failure to comply with the policy and procedures will be addressed immediately and may ultimately lead to disciplinary action or dismissal from the organisation for employees or associates.

Safeguarding Framework

Rowan Tree Dramatherapy Directors and staff take seriously our responsibility to safeguard and promote the welfare of all children. This policy has been developed in accordance with the principles established by the *UN Convention on The Rights of the Child 1991 *Children Acts 1989 and 2004 and related guidance *Data Protection Act 1998 * Sexual Offences Act 2003 *Mental Capacity Act 2005 * Human Rights Act 1998 * Keeping Children Safe in Education 2018 * The Care Act 2014.

We believe that, in accordance with the Working Together to Safeguard Children December 2023 guidance documents, effective safeguarding systems for children are those where:

- the child's needs are paramount, and the needs and wishes of each child, should be put first, so that every child receives the support they need before a problem escalates.
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children.
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care.
- high quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child.
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

Our safeguarding framework recognises that our client group is particularly vulnerable to safeguarding risks such as grooming, modern slavery, trafficking, radicalisation, substance misuse, sexual exploitation, criminal exploitation and abusive relationships in adulthood. Rowan Tree's effective safeguarding arrangements are underpinned by eight core principles:

- We look at children, young people and adults at risk's needs holistically and do not define these solely in terms of abuse.
- All children have a fundamental right to protection from maltreatment and exploitation. Parents/carers have a responsibility to protect their children and should be supported in achieving this.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part. Joint working between agencies and disciplines is essential for the protection of children and adults at risk.
- Keeping children, young people and adults at risk safe is an integral part of our work.
- Listening to children and adults at risk is paramount in ensuring their safety and children should be enabled to participate appropriately in their protection plans.
- For services to be effective they should be based on a clear understanding of the needs and views of children and adults at risk.



- Views about what contributes to abuse and exploitation of children, young people and adults at risk are informed by current research and societal attitudes and our work evolves to reflect and to contribute to current debate.
- Professionals need to be aware of how issues of race, gender, disability, culture, sexuality and age impact on their understanding of and response to keeping children and adults at risk safe.

Staff Training

- DSLs- Level 3 Safeguarding Training for both adults and children and Safer Recruitment Training once every 3 years
- DSLs- DBS Disclosure service email updates disseminated to associates where applicable
- Associates- Level 2 Safeguarding Training for both adults and children once every 3 years

All staff working directly with children and adults at risk:

- Prevent Training- every 3 years with annual refresher training
- Keeping Children Safe in Education doc -Part 1 annually
- Updated guidelines from HCPC and BADth

Recognition and Categories of Abuse

Abuse and neglect are forms of maltreatment of a child. An individual may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Neglect or abuse, physically, emotionally, or sexually, can have major long-term effects on all aspects of a child's health, development and wellbeing. Sustained abuse is likely to have a deep impact on the child's self-image and self-esteem, and on his or her future life. Harm may occur intentionally or unintentionally.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Parents/caregivers of children with multiple needs may find it difficult to ensure that the full range of their needs, including their emotional needs, is met. It may be hard to include such children in everyday activities alongside other family members, but not to include them may be harmful.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person into sexual activities, including prostitution, whether or not the child is aware of what is happening. They may include non-contact activities, such as involving children in looking at, or in the production of sexual online or printed images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or caregiver failing to:

- provide adequate food, clothing or shelter including exclusion from home or abandonment.
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision including the use of inadequate care-givers.
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



Abuse and Children with a Disability

Evidence available in the UK on the extent of abuse among children with a disability suggests that they are at increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect. Children with a disability may be especially vulnerable to abuse for a number of reasons. Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with these procedures in the same way as with any other child. The same thresholds for action and the same timescales apply. It would be unacceptable if poor standards of care were tolerated for disabled children that would not be tolerated for nondisabled children.

Child Sexual Exploitation (CSE)

Rowan Tree Dramatherapy adopts the definition agreed by the National Working Group in 2012. The sexual exploitation of children and young people under the age of 18 involves exploitative situations, context and relationships where young people (or a third person or persons) receive 'something' (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.¹

Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Female Genital Mutilation (FGM)

Female Genital Mutilation is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedure involving partial or total removal of the external female genitalia for non-medical reasons. Section 5B of the 2003 Act² introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. For the purpose of Child Protection, the relevant age is the girl's age at the time of the disclosure / identification of FGM (i.e. it does not apply where a woman aged 18 or over discloses she had FGM when she was under 18). 'Known' cases are those where either a girl informs the person that an act of FGM – however described – has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of, a surgical operation.

Prevent Extremism and Radicalisation

The Prevent strategy aims to stop people becoming terrorists or supporting terrorism. While it remains rare for children and young people to become involved in terrorist activity, young people from an early age can be exposed to terrorist and extremist influences or prejudiced views. Local Authorities, schools and childcare providers are under the duty to have due regard to the need to prevent people from being drawn into terrorism.

¹ National Working Group for Sexually Exploited Children and Young People 2013

² As inserted by section 74 of the Serious Crime Act 2015



If you are concerned about the radicalisation of a young person or other family members or you have any immediate concerns about the welfare of anyone, contact the police, call 999.

- To make a referral to Prevent, download and complete the [National Prevent Referral Form \(DOCX, 67.4 KB\)](#).
- You can contact the police
- call 101 or 0800 789 321
- [complete an online report for possible terrorist activity](#).
- You can [report online material promoting terrorism or extremism](#).

Child on Child Abuse

All members of Rowan Tree Dramatherapy recognise that children are capable of abusing other children. Child on child abuse can take many forms, including (but not limited to) bullying, cyberbullying, gender- based abuse, hazing (initiation type violence), sexually harmful behaviour and violence and 'sexting'. The setting is mindful that some potential issues may be affected by the gender, age, ability and culture of those involved. Any incidents of child-on-child abuse will be managed in the same way as any other child protection concern in accordance with Kent Safeguarding Children Board procedures. Cases of "sexting" (or Youth Produced Sexual Imagery) will be responded to in line with the UKCCIS and KSCB guidance.

Upskirting

This typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

Related Guidance

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education Sept 2019
- Kent and Medway Safeguarding Children Procedures (online)
- Kent Safeguarding Children Board
- Ofsted Guidance 'Inspecting Safeguarding in Early Years, Educations and Skills Settings' 2018



Policy Implementation

Safeguarding Code of Conduct

Purpose

This section outlines the expectations and behaviour required of all Rowan Tree staff. It will also help everyone to maintain appropriate standards of behaviour and reduce the possibility of allegations of abuse being made against them. Staff should also be mindful that their behaviour should reflect the spirit of the safeguarding code of conduct in their personal life as well and should not behave in a way that would undermine the reputation of Rowan Tree, be it in a professional or personal capacity.

Staff must:

- Treat all children and adults at risk equally, respectfully, with warmth and empathy; and listen to their wishes and feelings.
- Encourage a non-discriminatory environment.
- Behave in a calm, positive, supportive and encouraging way with children and adults at risk.
- Report on any suspicions, concerns, allegations or disclosures made by a child or adult at risk, including poor practice and grooming behaviour.
- Ensure the relationship with a child or adult at risk (including their family) remains professional at all times. The relationship should not develop into a friendship or intimate relationship.
- Respect a child's and adult at risk's right to personal privacy but never agree to keep any information relating to the harm of a child or adult at risk confidential.
- Ensure that dangerous or otherwise unacceptable behaviour, including bullying by children or adults at risk, are challenged and addressed.
- Be aware that children and adults at risk can develop infatuations (crushes) towards adults. If this is happening, staff should tell their clinical lead and then respond to the situation in a way that maintains the dignity of all concerned.
- If a child or adult at risk needs physical comfort, this is done in a way that is both age appropriate and respectful of their personal space, with their permission and preferably in the presence of someone else.

Staff must not:

- Conduct a sexual relationship with a child or indulge in any form of sexual contact with a child regardless of the age of consent. This would constitute a breach of a position of trust, for those in regulated settings under the Sexual Offences Act 2003.
- Conduct a sexual relationship with an adult at risk.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children or adults at risk.
- Engage in or allow any sexually provocative games involving or observed by children or adults at risk, whether based on talking or touching.
- Show favouritism or gossip about children or adults at risk.
- Rely on their reputation, position or Rowan Tree to protect them.
- Let any allegations of abuse or poor practice go unchallenged or unreported.
- Maintain confidentiality about sensitive information to safeguard a child or adult at risk.
- Work under the influence of alcohol or drugs.
- Smoke, vape or drink alcohol in front of children.



- Discuss their own personal or sexual relationships in front of children or adults at risk.
- Give or receive gifts and/or substances such as drugs, alcohol, cigarettes, and e-cigarettes from or to a child, adult at risk or their family.
- Do things of a personal nature that the child or adults at risk can do for themselves.
- Steal, or condone someone else's stealing, regardless of the value of the stolen item.
- Photograph or film children where no prior consent has been sought.
- Administer First Aid involving the removal of children's clothing unless in the presence of their parents/carers or others.
- Show any audio and/or visual material (CDs, DVDs, videos, photos, films, computer or games etc.) that has inappropriate content for children.
- Arrange to meet a child or adult at risk outside of their work context where the purpose is one of friendship or an intimate relationship.
- Permit a child or adult at risk to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism.
- Contact a child through any form of social media.
- Investigate any allegation of abuse themselves.

Electronic Communication

Electronic communication includes using mobile phones, computers and other devices for email, text, instant messaging, chat rooms, blogs, and social networking.

Rowan Tree staff provide their own devices (e.g. lap top, mobile phone) in order to carry out their work. See our GDPR policy for our data protection and data security.

Rowan Tree recognises that:

- Technology can be used creatively and innovatively to enhance our communication with children and adults at risk, particularly those who are hard to engage in traditional talking therapy.
- Digital communication and social media are often a very important aspect of our clients' lives.
- We have a responsibility to take all reasonable measures to identify risks of harm to children and adults at risk through digital platforms, and where harm is recognised, to address it appropriately by following the relevant procedures.
- We have a responsibility to protect our staff from inappropriate conduct from children and adults at risk in their personal lives, and from situations that may make staff vulnerable to allegations of wrongful conduct.
- Staff have a responsibility to ensure that they act appropriately and safely at all times in relation to their electronic communication with children and adults at risk.
- Staff have a responsibility to ensure they behave in appropriate and law-abiding ways in relation to their own personal use of their electronic equipment.

Staff must not:

- Have private, non-work related, electronic communication with children and adults at risk, either during their work with the individual or after the work has ended.
- Give their mobile number to a child.
- Give their personal email address to a child or adult at risk.
- Share their personal social networking or instant messaging account with a child or adult at risk.



- Communicate with children or adults at risk via any social media platforms, including Facebook, Twitter, Instagram and Snapchat.
- Respond to a child or adult at risk who has sought them out on social media.
- Access inappropriate or illegal images on any personal electronic device at any time.
- Show children or adults at risk any inappropriate or illegal material on any electronic device at any time.

Staff must:

- Ensure that the content of their personal social networking accounts are appropriate and safe, given the possibility of children and adults at risk seeking out their personal accounts.
- Ensure they have adequate privacy settings on their social networking accounts to prevent their clients accessing their personal information.
- Identify and report any concerns related to risks posed to children and adults at risk via electronic communication.
- Note on their clinical records any communication via email, text or phone call. This must include the form of communication e.g. text to carer, the device used e.g. therapist work mobile phone, and the date

All staff should take care not to place themselves in a vulnerable position with relation to child protection.

Staying alert and being accountable

When providing therapeutic services to children, young people and adults at risk, Rowan Tree therapists will:

- Make an informed assessment of the child's/young person's/adults at risk needs and circumstances.
- Consider resilience factors within an assessment.
- Recognise that some children and adults at risk have increased vulnerability to neglect, abuse and exploitation.
- Understand the relationship between vulnerability and risk.
- Recognise the impact of parental difficulties on parenting capacity.
- Be alert to the early recognition of potential indicators of vulnerability, neglect and abuse – both those observed, as well as those which family or other professionals share.
- Always remain focused on the needs and safety of the child/young person.

Rowan Tree Dramatherapy staff have no powers to investigate child abuse. Rowan Tree therapists have a duty to safeguard and promote the welfare of children and adults at risk and a responsibility to work closely and co-operatively with other agencies to achieve this.

If, in the process of clinical work, a child or adult at risk discloses that they are being abused the therapist will need to tell them that it must be reported. It is important to remember that an allegation of child or adult abuse or neglect may lead to a criminal investigation, so any concerns must be properly recorded and shared with the Director who is designated safeguarding lead (DSL), responsible for child protection within Rowan Tree Dramatherapy.

Responding to concerns

Concerns for a child, young person or adult at risk may come to the attention of therapists and other staff in a variety of ways, for example through observation of behaviour, injuries or disclosure. It may also be that concerns emerge through supervision case discussion. All concerns that a child, young person or adult may be at risk of harm should be discussed immediately with DSL. If they are not available, discuss concerns with another Director as soon as possible.



It is the responsibility of the member of staff to record all concerns and actions they have taken without consultation with the DSL; and it is the responsibility of the DSL to record all discussions and actions taken that they have participated in.

For therapists of Rowan Tree Dramatherapy

If an adult at risk, child or young person tells you that they or another child or young person is being abused;

- Show that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the adult at risk, child/young person to talk, but do not prompt or ask leading questions.
- Don't interrupt when the child is recalling significant events.
- Don't make the young person repeat their account.
- Revisit and confirm the confidentiality agreement and process of referral and what you will need to do to ensure theirs or the other young person's safety.
- During therapy a child, young person or adult at risk may disclose harm or abuse within a piece of work. In this case it would be appropriate and safer to continue with the piece of work and revisit the disclosure at an appropriate time to check-in what needs to happen with what was said.
- Ensure all information is recorded accurately and uploaded onto client's file.
- Speak with a Rowan Tree DSL about your concerns.

Where possible and if the DSL deems it safe to do so, parents and carers should be advised that you have concerns and the procedure you will be taking as well as the child or young person's referrer and always clients should be fully aware of the child protection referral procedure. If a decision is made not to inform the child's parents or carers these should be recorded, and the reasons given.

Rowan Tree Dramatherapy Internal Child Protection or Adult protection Record

An internal Rowan Tree child/Adult protection report must be completed, password protected and sent to the DSL within 48 hours, who will upload onto the client's case file, and regular updates as to action advised and taken.

It is essential to follow up promptly with the referrer, young person, parents or carers or adult at risk to confirm the action taken. If there is a concern about the action taken these should be discussed with Rowan Tree's DSL and also with a clinical supervisor.

Confidentiality

In any work with children, young people or adults at risk it is important to be clear about confidentiality. While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, when there are concerns that a child is or may be at risk of significant harm, then the overriding objective must be to safeguard that child or adult at risk and the disclosure of information is imperative.

Confidentiality and child protection and safeguarding should be discussed with children, young people and adults at risk at the beginning of any piece of work, and reminders and information given from time to time, to ensure that they understand the processes and what responsibilities the staff members have. It is absolutely essential to be clear about the limits of confidentiality well before any such matter arises.

Information Sharing

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and adults at risk.

This section is informed by the document 'Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers' (2018) and also 'Safeguarding adults, sharing information' (2018).

Information sharing is essential for effective safeguarding and promoting the welfare of children and adults at risk. It is a key factor identified in many serious case reviews where poor information sharing has resulted in



missed opportunities to take action that keeps vulnerable individuals safe. The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and adults at risk safe.

The seven golden rules about information sharing are as follows:

1. GDPR, the Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from the Rowan Tree Directors if you are in any doubt about sharing the information concerned.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018, you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it; is shared only with those individuals who need to have it; is accurate and up to-date; is shared in a timely fashion; and is shared securely.
7. Keep a record of your decision and the reasons for it on the clinical record – whether it is to share information or not. If you decide to share, then record what you have shared on the Rowan Tree Internal Child Protection Form.

Record keeping

The quality of recording is an important part of protecting children and young people. All concerns, observations and analysis of a child's vulnerability or safety should be recorded in the child's case file. If a child has disclosed abuse, then you should record the exact words that the child used as far as possible as this may be used in a child protection enquiry or evidence in a criminal case. This information should be recorded in the safeguarding section of the case file and must include the following information;

- Child's name and date of birth
- Child in normal context e.g. behaviour, attitude (has there been an extreme change?)
- The incident (s) which gives rise for concern with date (s) time (s)
- A verbatim record of what the child or young person said
- Details of any other person known to have information on the alleged or suspected abuse
- If recording bruises or injuries indicate position on body map and describe colour, size, shape and time.
- Action taken
- Follow up

All information must be factual. Opinions should not be given unless there is some form of evidence base which can also be quoted. Records must be signed and dated with timings if appropriate.

All safeguarding data is stored and retained in line with our GDPR Privacy Standard.

It is the responsibility of the DSLs to regularly review client records that are due for deletion and take into account features of safeguarding which may indicate retention is required.



Consent

Child Protection

It is best practice to get consent to share information if possible, and as long as it will not increase the risk of harm to the child. In most instances, parents/carers and the child (depending on their age) should be informed that a safeguarding referral to Children's Social Care is being made, unless to do so might put a child in further danger, or where it is suspected that the parents/carers may be directly harming the child; or where it might put yourself in danger.

Adult Protection

In cases of adult protection, the principles above in relation to children also apply to adults. The information sharing arrangements for those over 18 are governed by the Care Act 2014. This act stipulates that safeguarding duties apply to an adult who:

- Has care and support needs and is experiencing, or at risk of experiencing, abuse or neglect and
- As a result of those care and support needs, is unable to protect themselves.

There is a set of national principles that reflect the approach to information sharing including consent, capacity and confidentiality, these are:

1. Empowerment – supporting the adult to make their own decisions and give informed consent
2. Protection – support and representation for those in greatest need
3. Prevention – it is better to take action before harm occurs
4. Proportionality – proportionate and least intrusive response appropriate to the risk presented
5. Partnership – local solutions through services working with their communities
6. Accountability – accountability and transparency in delivering safeguarding

Where an adult who is capable of giving consent to information being passed on to a statutory safeguarding authority refuses to do so, we will consider whether their 'vital interests' are at stake under the terms of the Data Protection Act. In such situations, the DSLs should consult with Director Lead in Safeguarding who will carry out a GDPR risk assessment. A referral to the statutory services without consent is the likely outcome, if the adult is at imminent risk of serious danger or another person is at imminent risk of danger.

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves. The principles of the act state that an adult at risk has the right to make their own decisions and be assumed to have capacity unless it can be proved otherwise.

They also:

- Must receive all appropriate help and support to make decisions.
- Have the right to make eccentric or unwise decisions (in the opinion of others).

In addition, decisions are time and decision-specific. This means that a person may be able to make certain decisions, but not others, at a point in time. Decision making ability may fluctuate over time.

Therefore, Rowan Tree will also pass on information where it appears that the adult at risk may lack mental capacity to consent to this decision, or may be being coerced to withhold consent. The local authority will then consider who can obtain a 'best interests' decision and how it can be made.

Any decision made on behalf of an adult at risk should weigh up and balance both the Mental Health Act and the Human Rights Act, to protect their best interests whilst respecting their rights.



Roles and Responsibilities

Organisation

The role of the organisation (within this policy) is to contribute to the identification, referral of children in need, including children who may have suffered, be suffering or who are at risk of suffering significant harm. The organisation is responsible for ensuring that all action taken is in line with local and national procedure.

Directors

Directors must ensure that all staff, including freelance, contracted staff and/or associates are aware of the requirements within this policy. It is the responsibility of the Directors of Rowan Tree Dramatherapy to ensure that the personnel they are responsible for are aware of and understand the procedures and have levels of knowledge and skills commensurate to the level and nature of their direct involvement with children, young people and adults at risk.

Director Designated Safeguarding Lead

Rowan Tree Dramatherapy's designated safeguarding lead (DSL) is responsible for;

- Co-ordinating child protection/adult safeguarding action within an organisation
- Ensuring all staff are accessing appropriate clinical supervision
- Liaising with other agencies and professionals
- Ensuring local and national procedures are followed
- Acting as a consultant for other staff to discuss concerns
- Making referrals as necessary
- Monitoring robust record keeping
- Representing or ensuring appropriate representation of Rowan Tree Dramatherapy at inter-agency meetings
- Managing and monitoring Rowan Tree Dramatherapy's role in child protection/adult safeguarding plans
- Ensuring training of all staff

Freelance/contracted staff /associate dramatherapists and other staff

All staff with Rowan Tree Dramatherapy have a role to play in relation to protecting children/adults at risk from abuse, promoting the welfare of children/adults at risk, and preventing children/adults at risk from being harmed.

Clinical Supervision

Staff should bring indicators of vulnerability, abuse or neglect to supervision and discuss in detail with their supervisor. Supervision discussions should be challenging to ensure robust analysis of the facts. This should be recorded on the case file supervision record and placed in the case file.

Training opportunities and CPD

The Directors are responsible that all Rowan Tree therapists and all other staff receive appropriate and timely training in the area of child and adult safeguarding.



Monitoring and Review

All personnel and Directors will have access to this policy and will have the opportunity to consider and discuss its content. The policy is reviewed annually.

Storage of records

Rowan Tree Dramatherapy staff ensure that all client records are stored securely.

Allegations of abuse by adults

For Rowan Tree therapists

If the behaviour of any adult (including colleagues, foster carers, teachers, parents) towards children or young people causes you concerns;

- Do not dismiss your concerns
- Discuss with your supervisor and Rowan Tree DSL
- Share with the person what your concerns are and ask them to explain their behaviour, unless this could place the child at risk of significant harm or it could effect a police inquiry e.g. an enquiry into sexual abuse
- If you still have concerns, or are unsure, discuss again with Rowan Tree DSL
- Do not delay if you have come to the point of concern regarding suspicion of abuse
- If it is a person with professional responsibility for children of young people discuss your concerns with that person's line manager or other Director. If you feel that this is inappropriate or you are not satisfied with the response you get contact Children's Services. It is important that you do not ignore or dismiss suspicions about another professional or any other adult.

Whistle blowing

We recognise that children, young people and adults at risk cannot be expected to raise concerns in an environment where staff fail to do so. All therapists and staff must be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Staff should feel supported and listened to at all times.

Recruitment

The Directors of Rowan Tree highlight the priority that the company places on safer recruitment and will have the following documentation in place before any commencement of work. The Directors of Rowan Tree Dramatherapy hold the relevant safer recruitment training certificates.



Referrals to Specialist Children's Services

Child protection referrals

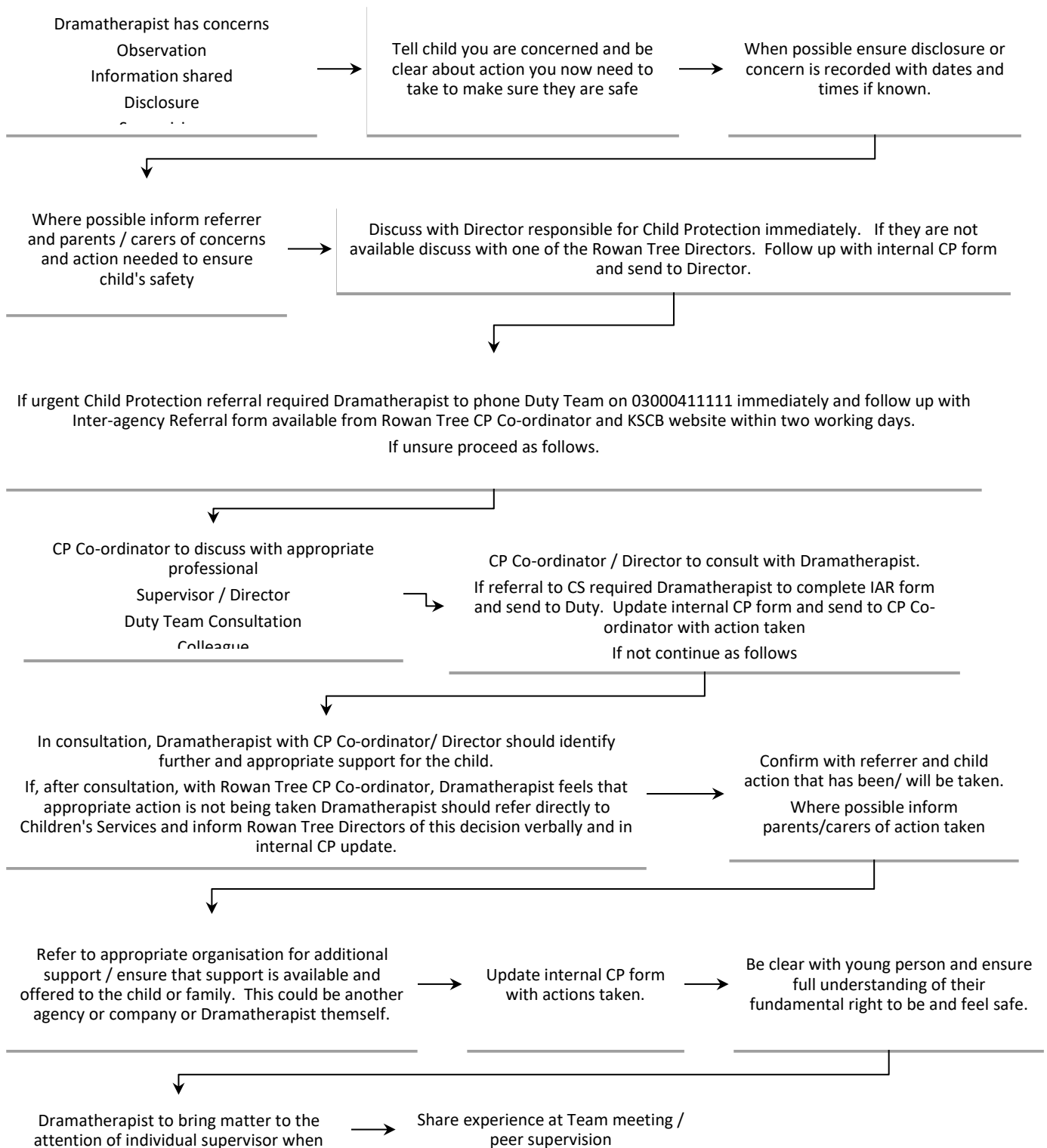
If a decision is made by a Director or Lead Therapist to make an urgent child protection referral, ensure that concerns are immediately reported by phone to the local duty social worker on 03000411111 to ensure that any intervention necessary to protect the child is accessed as soon as possible. Do not delay and keep a record of your telephone conversation with duty social worker in writing and on file. A referral using KSCB inter-agency referral form should then be completed and forwarded to County Duty Service within two working days. If a child protection referral results from a professional consultation with a Children and Families Duty Team, the Team will act on the information presented to them, but an inter-agency referral (IAR) form must be sent to County Duty Service in the usual way within two working days.

Child in need referrals

Referrals of children with high levels of need should be forwarded to County Duty Service without prior telephone discussion with County Duty Service or Children and Families Team, unless a professional consultation is considered necessary or useful.

Child protection referrals must take priority over all other procedures and considerations such as data protection and confidentiality.

Reporting Concerns Flow-chart



Any concerns involving an allegation towards a member of staff (organisation or Rowan Tree) should be referred immediately to a Director who will contact the Area Children's Officer who fulfils the Local Authority Designated Officer (LADO) role within Child Protection to discuss and agree further action to be taken in respect of the child and the member of staff.

Please note that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt, please consult with a Director of Rowan Tree or your clinical supervisor.



Rowan Tree Dramatherapy Internal Child Protection Form

If you have concerns that a child or young person may be suffering significant harm, the information must be telephoned directly through the Children's Services County Duty Team (03000 41 11 11) who will give advice. The Inter-agency Referral Form IAR must then be completed and forwarded to County Duty Service within two working days. The IAR can be downloaded from the KSCB website, hard copies can be obtained from Rowan Tree Directors and are stored under folder entitled documents in files.

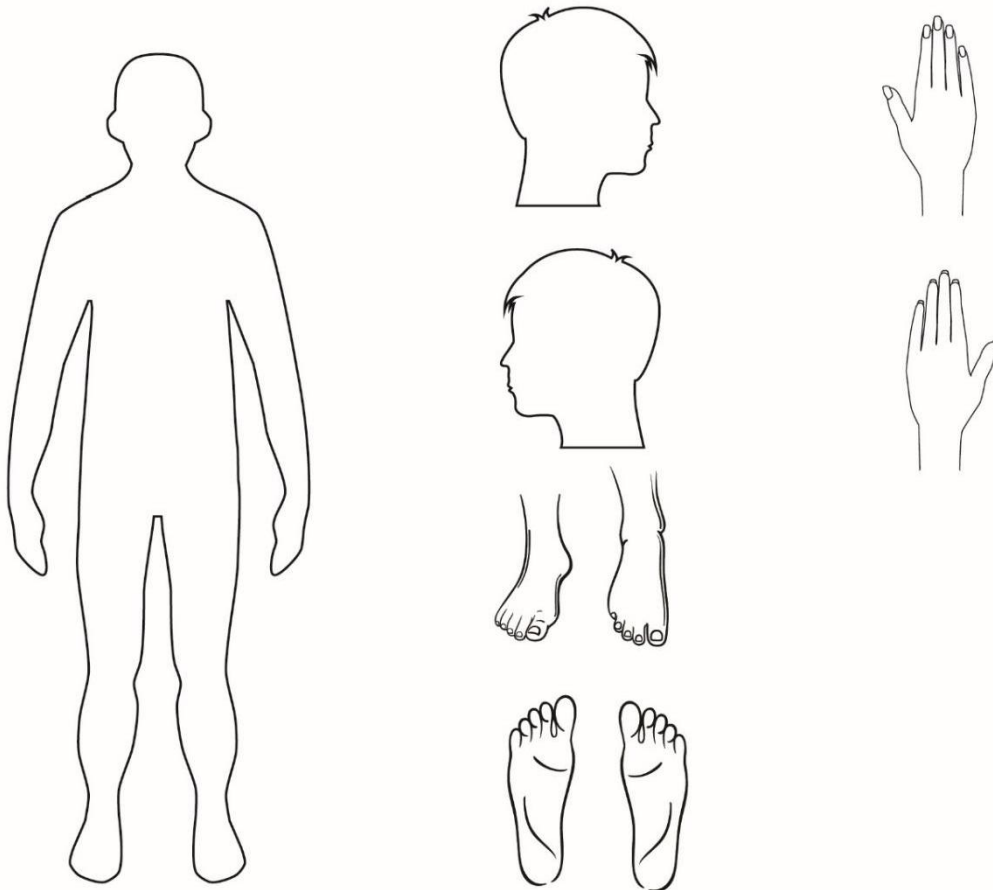
Referrals of children with high levels of need should be forwarded to County Duty Service without prior telephone discussion with County Duty Service or Children and Families team, unless a professional consultation is considered necessary or useful.

Consent: In most circumstances the agreement of the parent / legal guardian of the young person must be sought before a referral is made, providing this will not place the child at an increased risk of harm.

Name of child/young person:		Date of birth	
Name of Dramatherapist:		Date recorded	
Address:			
Please give a detailed account of the concerns you have relating to this young person. To include how you are aware of the incident / concern, who was present and what happened.			
Please give a detailed account of what procedures have followed since the incident / concern? To include who you have discussed the incident / concern with. Has the incident / concern been managed by other organisation? Do you need to have a consultation with Specialist Children's Services? Has an Early Help Assessment been considered / undertaken?			
Updated (Date)	Please provide details of the outcome of the incident / concern.		

Rowan Tree Dramatherapy Internal Child Protection Form

Body Map



Name of child		Date of birth	
Name of Dramatherapist		Date recorded	
Observations			



Rowan Tree Dramatherapy Internal Adult Safeguarding Form

If you are concerned that there is an immediate danger of a crime in progress: Call 999.

If a crime been committed, inform the police by calling 101.

If you are concerned that an adult is at immediate risk of harm, you should call 999.

Speak to your Rowan Tree Line Manager about your safeguarding concern.

If you are unsure whether a safeguarding referral is required, please contact Kent County Council's Adult Social Services by:

- Calling 03000 416161 during working hours or 03000 419191 outside normal working hours
- Emailing social.services@kent.gov.uk

If you feel that a safeguarding referral is required then complete an online Safeguarding form for Kent County Council [Report abuse - Kent County Council](#)

Consent: please seek consent from the adult at risk for this form to be completed and for a safeguarding referral to Kent Count Council to be completed. Discuss with the adult your reason for filling out this form and the reason for making a safeguarding referral to Kent County Council. Please complete the consent section of this form fully to include if consent has not been sought or you are overriding consent.

Name of person:		Date of birth:	
Name of reporting Dramatherapist:		Date and time recorded:	
Address:			
<p>Please give a detailed account of the concerns you have relating to this person. To include timings, how you are aware of the incident / concern, who was present and what happened. If the concern relates to a physical abuse, please complete the Body Map section of this form.</p>			
<p>Type of abuse (circle or bold all that apply):</p> <p>Physical Sexual Psychological/emotional Financial/material Neglect/omission Discriminatory</p> <p>Organisational/institutional Self-neglect Domestic abuse/violence Modern slavery</p> <p>Radicalisation/extremism Other</p> <p>If other, please specify:</p> <p>What has been done to ensure the immediate safety of the alleged victim(s) and others? (completing this form does not constitute management of immediate risk)</p>			

Details of the alleged harmer (if known)

Name:

DoB:

Address:

Current location:

Relationship to adult at risk:

Risks identified to others:

Any other relevant information including any contact with children or other vulnerable adults:

Please give a detailed account of what procedures have followed since the incident / concern.

Has the incident / concern been managed by other organisation? YES/NO

If YES, please state the name of the contact person and organisation

Have the police been called? YES/NO

If YES, please provide the outcome of the Police action and Police log number (if available)

Have you completed an online Safeguarding form for Kent County Council? YES/NO

Please provide details of other agencies involved that will be able to help with the safeguarding adults enquiry:

Are you aware that there have been any previous referrals made in relation to this adult at risk or alleged perpetrator?

YES/NO

If YES, please provide details (eg dates, type of abuse, action taken):

Are there any risk to others (other adults, children)? YES/NO/UNKNOWN

If YES, please provide details. If there are risks to children you must notify Children's Social Care.

CONSENT

Has the adult at risk given consent for this form to be completed? YES/NO/NOT SOUGHT

Has the adult at risk given consent for a referral to Kent County Council to be made? YES/NO/NOT SOUGHT

If no, please confirm why you have not sought consent or are overriding consent (please tick or bold):

- Public interest (risk to others)
- Risk of serious harm
- Suspected serious crime
- Adult at risk lacks mental capacity to provide consent (best interest decision made)
- Ability to consent is affected by threatening or coercive behaviour
- Seeking consent would increase risk to adult and others
- Other, please provide details:

Do you think the adult at risk has mental capacity in relation to making decisions about their safety? YES/NO
If NO, has a formal mental capacity assessment been undertaken, when and by whom? YES/NO

Do you think the adult at risk would have substantial difficulty in participating in the safeguarding adults process? YES/NO

If YES, is there a suitable person who could represent them? (eg family member, friend, advocate) YES/NO/UNKNOWN
Please provide the name and contact details of this suitable person:

Has the adult at risk's family been informed of the concerns (where the adult has consented to this)? YES/NO
If you think the adult at risk may need support to participate in the safeguarding adults process, please provide details of what support may be required:

What does the person (or their representative) want to happen in response to the concern?

Signed:
Printed:
Date:

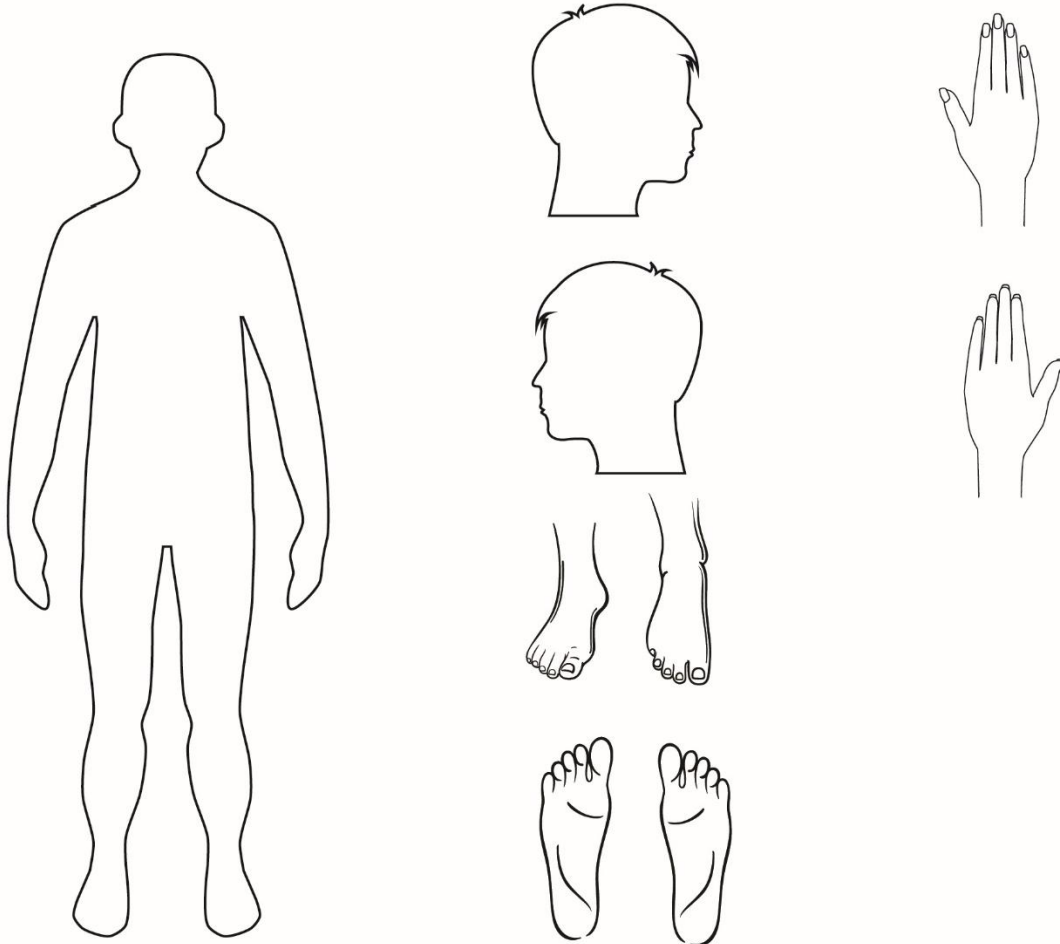
Kent County Council will use the information in this form to make an assessment of the level of harm or vulnerability of the adult at risk. Further information may be needed from you and other organisations involved. This assessment, alongside the desired outcomes of the adult at risk (or their representative) will determine whether the Safeguarding Adults Enquiry continues. The initial decision to progress, or not, is made by a manager at Kent County Council. It is your responsibility to challenge decisions that you disagree with. Please contact the manager with your concerns. If you remain unhappy with the decision, please escalate your concerns to the Safeguarding Adults Unit at Sessions House, County Hall, County Road, Maidstone ME14 1XQ

Once completed, this document must be password protection and held securely by Rowan Tree Dramatherapy.

Updated (Date)	Please provide details of the outcome of the incident / concern and initials of reporting therapist

Rowan Tree Dramatherapy Internal Adult Safeguarding Form

Body Map



Name of person:		Date of birth:	
Name of Dramatherapist:		Date recorded:	
Observations:			