

## **Safeguarding Subsection Policy for Therapy**

- Our referral process requires both the Parent/Carer and Young Person to agree to enter into the therapy service. It also requires the parent to give their consent to us contacting the Young Person's GP if required. It establishes the risk of the Young Person as we are not supporting young people who are at high risk, in crisis or in need of long-term therapeutic/psychological support.
- In the therapy contract we outline expectations on the Young Person entering therapy such as a code of conduct, expectations on the parent such as cancellations, and the therapist such as professional development, ethical framework, supervision and complaints procedure. The contract outlines boundaries to how the therapy will work and the relationship held between the Young Person and Therapist. The Parent, Young Person and Therapist sign the contract as proof they are agreeing to terms of the contract.
- A communication log will be in place to document all communication that has taken place between the young person, their parents or other services to make sure we have accurate up-to-date records.
- The therapist will take notes after every therapy session. These will be kept in a password protected file which only the Therapist and Safeguarding Coordinator will have access to in line with GDPR.
- Therapy sessions will only take place in the church building and there must be another member of staff present in the building during this time.
- In the event of a safeguarding disclosure the church procedure will be followed and Caraline Walker the Safeguarding Coordinator will be contacted. In the event that the Safeguarding Coordinator is unavailable the therapist will contact the Deputy Safeguard Lead, Hannah Ashton to inform of the incident. Two copies of the concern form may be made depending on if the young person engages in church activities as well as the therapy service. The safeguarding concern will also be documented in the therapist's notes along with a concern form.
- The Safeguarding subsection for therapy policy will be reviewed and updated regularly.