



# **Safeguarding Policy 2024**

Author(s): Claire Boulter

Date started: 09/07/2024

Due for Annual review: 01/08/2025

Version Number: V2

Date revised: 30.06.2025

Claire Boulter, Play and Creative Arts therapist trading as Wildflowers Play Therapy helps children aged 4-14 with emotional, social and behavioural difficulties through play therapy.

Wildflowers Play Therapy recognise that it has a duty of care to Safeguarding children and is committed to safe and ethical practices which protects children from all types of abused and harm.

This policy has been drawn up based upon law and guidance that seeks to protect children, namely:

- Children's Act 1989.
- Children's Act 2004.
- United Nations Convention on the Rights of the Child.
  - Data Protection Act 2018.
  - Working together to Safeguard Children 2023.
- Relevant government guidance on safeguarding children.

### Purpose

To ensure all children who attend Play Therapy sessions with Wildflowers Play Therapy are protected from risk of harm from abuse or neglect.

### Definitions of Abuse:

- **Abuse:** An act that uses something for the wrong purpose in a way that is harmful, malicious & morally wrong.
- **Physical Abuse:** A violent treatment of another person that causes physical harm including hitting, shaking, throwing, poisoning and many more. Physical harm may also be caused by another person fabricating the symptoms of, or deliberately induces illness in a child.
- **Sexual Abuse:** the act of forcing someone to take part in sexual activities, against their wishes, or without their agreement/consent. These can be both physical (i.e penetration, masturbation, kissing) and non-contact activities (i.e production of sexual images, encouraging inappropriate sexual behaviour).
- **Emotional abuse:** non-physical behaviours that are meant to control, isolate, or frighten you. Within children persistent emotional maltreatment can cause serve adverse effects of their emotional development.
- **Neglect:** the ongoing failure to meet a child's basic needs (i.e lack of food, shelter, medical needs, supervision). This can be seen in many forms and can occur as early as in the womb. This can also be seen in a lack of protections from other forms of abuse.

**Wildflowers Play Therapy recognises that's:**

- The child's welfare is paramount.
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm and abuse.
- Some children may be additionally vulnerable due to the impact of past experiences, levels of dependency, communication needs or other issues.
- Multi-disciplinary working, including with parents and guardians, is essential in safeguarding children.

**Wildflowers Play Therapy will seek to safeguard children by:**

- Respecting, valuing and listening to all children.
- Ensuring full and enhanced DBS clearance of all therapists.
- Accessing safeguarding training to ensure knowledge is up to date and in line with current guidance and local procedures.
  - Maintaining knowledge of current practices and guidance from local safeguarding children's boards.
- Sharing information of child protection good practise with children, parents & guardians.
- Sharing information about concerns with safeguarding leads and other appropriate agencies.
- When working within school settings familiarising myself with and adopting the safeguarding policy of the school/setting, including engaging in discussions with safeguarding leads within the organisation to ensure safe practice.
- Ensuring we maintain CPD & registration requirements in line with Play Therapy UK (PTUK). See **Appendix 1** for copy of safeguarding policy

**If concerns arise over a period of time:**

- Therapist will be record keeping from all consultations, reviews and sessions that take place. Paperwork is password protected and documented on Fortuna.
- Any low level concerns raised within private practice will be reported to the child's residing council's safeguarding team in accordance with their multi agency referral form. **See Appendix 2**

**If a child discloses during a session:**

- We will reassure the child that it was the right thing to do to share the information.

- Explain you cannot keep the information to yourself (this should also have been explained at the beginning of the session journey), and that I must share it with another person whose job is to help keep people safe.
  - Explain what you will do next.
- The session will IMMEDIATELY pause if a disclosure is made. If within a setting; The child will be transferred to the care of the setting and its safeguarding team. If within private practice; depending on the severity of the disclosure the Therapist will contact relevant council's safeguarding teams and follow their procedures. If it is safe to do so the parents/carers will be contacted to collect client and the client will be reassured on the following process. If the therapist is concerned 111 or 999 will be called.
- Report verbally what the disclosure was to the safeguarding team within the setting and follow the settings procedure in sharing the relevant information to the relevant external social care team. (Appendix 2 – relevant contact details)

### Record Keeping

In the event of a disclosure, clear accurate records ensure that there is a documented account of Wildflowers Play Therapy's response. This is important for agencies responding to the incident.

Wildflowers Play Therapy will complete an incident form (see appendix 3). This document will be completed in addition to any documentation required by the settings safeguarding procedure.

Version number	V2
Status	Open.
Revision history and reasoning	30.6.2025 – Updated information on council safeguarding teams and contact information. -Information around low level concerns rising within playroom.
Author(s)	Claire Boulter
Ownership	Wildflowers Play Therapy

**Appendix 1.**

PTUKs safeguarding policy:

[https://playtherapy.org.uk/?gad\\_source=1&gclid=CjwKCAjwyJqzBhBaEiwAWDRJVCm316kOu6-Mw-yQGL6N8amGeIBq7-KZPKawzPz0eGCtqfP\\_agTfcRoCq-UQAvD\\_BwE](https://playtherapy.org.uk/?gad_source=1&gclid=CjwKCAjwyJqzBhBaEiwAWDRJVCm316kOu6-Mw-yQGL6N8amGeIBq7-KZPKawzPz0eGCtqfP_agTfcRoCq-UQAvD_BwE)  
[all policies found at the bottom of the page]. A paper copy is available upon request.

**Appendix 2.****Guidance for safeguarding in Hampshire:**

<https://www.hampshirescp.org.uk/report-a-concern/>

Professional telephone number: 01329 225379

Public telephone Number: 0300 555 1384

Professional Inter Agency Referral form (IARF):

<https://childrenandfamiliesportal.hants.gov.uk/s4s/FormDetails/FillForm?formId=279>

**Guidance for safeguarding in Bournemouth, Christchurch and Poole:**

Telephone number: 01202 123334

8.30am to 5.15pm, Monday - Thursday

8.30am to 4.45pm on a Friday

Email: [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

<https://pdscp.co.uk/bcp/working-with-parents-and-carers-bcp/supporting-you-in-discharging-your-safeguarding-responsibilities/applying-thresholds-and-reporting-concerns/>

**Guidance for safeguarding in Dorset:**

<https://pdscp.co.uk/>

Professional telephone: 01305 228558

(Daytime service is available Monday to Friday between 8am and 10pm, Saturday and Sunday 9am to 10pm and On-Call Out of Hours Service 24/7)

Public telephone number: 01305 228866

**Additional information:**

NSPCC helpline: 0800 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Childline: 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk)

Police non-emergency: 101

NHS medical helpline non-emergency: 111

Prevent Line: 0800 011 3764

**Appendix 3**



## **Incident form**

Written by: Claire Boulter

Date completed: 09/07/2024

Due for review: 01/08/2025

Name of child	
Parent/ Guardian's name	
Address	
School / Setting	
Therapists Name	
Position	
Date and Time of incident	
Report (include dates, time and other relevant information. The child's account of what has happened and how.	
Incident reported to (school safeguarding lead, MASH)	



Signed by therapist	
Name of therapist	
Date	
Signed by additional professional	
Name of Professional and position	
Date	