

COURTYARD CLINIC
SAFEGUARDING POLICY AND PROCEDURES

Section heading		NOTES
1. Introduction	This policy seeks to ensure that Courtyard Clinic undertakes its responsibilities regarding protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations. Courtyard Clinic makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Courtyard Clinic will come into contact with children and / or vulnerable adults through the following activities: Clinical, Complementary and Holistic Treatments Exercise Groups such as Pilates, Strength classes and Yoga The types of contact with children and / or vulnerable adults will be frequent to intensive contact.	'Frequent contact' with a vulnerable person (once a month or more) or as 'intensive contact' (3 days or more within a 30 day period).
2. Legislation	The principal pieces of legislation governing this policy are: ○ Working together to safeguard Children 2010 ○ The Children Act 1989 & 2004 ○ The Adoption and Children Act 2002 ○ The Children act 2004 & review in 2026 ○ Safeguarding Vulnerable Groups Act 2006 and review in July 2026 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974 and updated in 2023	

3. Definitions	Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise. Abuse is a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender, or culture. It can take a few forms, including the following: • Physical abuse • Sexual abuse • Emotional abuse • Bullying • Neglect • Financial (or material) abuse Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child). Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who: • Is elderly and frail • Has a mental illness including dementia • Has a physical or sensory disability • Has a learning disability • Has a severe physical illness • Is a substance misuser • Is homeless	
4.Responsibilities	All staff (paid or unpaid) have a responsibility to follow the guidance provided in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.	

	Additional specific responsibilities Directors have a responsibility to ensure: The promotion of the welfare of children and vulnerable adults. The Designated Senior Manager in this case is the Practice Manager. Directors are responsible for: • Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented. • Promoting the welfare of children and vulnerable adults • Ensure staff (paid and unpaid) have access to appropriate training/information. • Receiving staff concerns about safeguarding and responding to all seriously, swiftly, and appropriately. Practice Manager is responsible for: • Keeping up to date with DBS procedures and applications.	
5. Implementation Stages	The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include: • Whistle Blowing • Grievance and disciplinary procedures • Health and Safety policy – to include lone working. • Equal Opportunities policy • GDPR • Staff Induction • Staff Training	Whistleblowing –ability to inform on other staff and practices within the organisation. Grievance and disciplinary procedures – to address breaches of procedure and policies. Health and Safety policy, including lone working procedures to mitigate risk to staff and clients. Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory. GDPR (how records are stored, processed and accessed to those records)

Safe recruitment

Courtyard Clinic ensures safe recruitment through the following processes:

- Ensuring all staff are properly and adequately qualified.
- Ensuring up to date registration of the appropriate governing body
- Applying for references
- DBS checks
- DBS applications

Disclosure and Barring Service Gap Management

Courtyard Clinic commits to aiding assistance for the application of disclosure and barring service checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults. Clinicians are responsible for the cost of their DBS.

To avoid DBS gaps, Courtyard Clinic will ensure all applications are renewed 5 yearly.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place.

- maintain and review a list of roles across the organisation which involves contact with children/ vulnerable adults.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

Recruitment

Recruitment is done in line with safe recruitment practices.

Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification.

DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable carry over DBS checks from another employer have been deemed sufficient. Practice Manager

It is a criminal offence for individuals barred by the DBS to work or apply to work with children or vulnerable adults in a wide range of posts.

No formal job offers are made until after checks for suitability are completed. (Including DBS).

The above statement with exception of obtaining 2 references is not applicable to Reception or Administration personnel.

6. Communications training and support for staff	Courtyard Clinic commits resources for induction, training of staff (paid and unpaid) effective communications and support mechanisms in relation to Safeguarding. Induction will include. Discussion of safeguarding policy and confirmation of understanding. Ensure familiarity with the reporting processes (Directors) and the Practice Manager in their absence). Discussion of other relevant policies. Initial training on safeguarding to include safe working practices. Training All staff who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include: • Continual Personal Development Communications and discussion of safeguarding issues Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: • team meetings encouraging open discussions to identify any concerns or barriers regarding reporting. • Director meetings • One to one meetings (formal or informal) • Clinical supervision • Staff reminders and refresh sessions – yearly Support We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include: • Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with. • Seeking further support as appropriate e.g., signpost to counselling. Staff who have initiated protection concerns will be contacted by a Director and in their absence the Practice Manager within a certain timescale e.g. 1 week.	
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7. Professional boundaries	Professional boundaries are what define the limits of a relationship between a clinician and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place. Courtyard Clinic expects staff to protect the professional integrity of themselves and the organisation. The following policies also contain guidance on staff (paid or unpaid) conduct. • Use of abusive language (staff handbook) • Response to inappropriate behaviour / language (staff handbook) • Passing on patient's personal contact details (GDPR) • Degree of accessibility to patients (e.g. not providing personal contact details) • Accepting money as a gift/borrowing money from or lending money to patients • Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity (staff handbook) If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.	
8. Reporting	The process outlined below details the stages involved in raising and reporting safeguarding concerns at Courtyard Clinic. • Seek medical attention for the vulnerable person if needed. • Communicate your concerns to, or seek advice, from the Directors or, in their absence, The Practice Manager • Obtain permission to make referral if appropriate and safe to do so. • Share appropriate resources for support and safety of the individual In an emergency, contact the police, call 999 If the person is not in immediate danger, call 101 If one of the Directors is involved, then refer to the other Director or Practice Manager.	
9. Allegations Management	Courtyard Clinic recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows: 1. Any member of staff (paid or unpaid) is required to report any concerns in the first instance to the Directors. 2. Any member of staff (paid or unpaid) should contact the Directors for advice and follow the advice provided. Courtyard Clinic recognises its legal duty to report any concerns about unsafe practice by any of its (paid or unpaid) staff to the DBS.	

10. Monitoring	The organisation will monitor the following Safeguarding aspects: • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Training • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Monitoring whether concerns are being reported and actioned	
11. Managing information	Information will be gathered, recorded, and stored in accordance with the following policy. • GDPR All staff must be aware that they have a professional duty to share information with other agencies to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the Directors.	
12. Conflict resolution and complaints	Conflicts in respect of the safety of children and vulnerable adults will be taken forward by the Directors	
13. Communicating and reviewing the policy	Courtyard Clinic will make patients and clients aware of the Safeguarding Policy through the following means. • Displayed on the website. This policy will be reviewed by The Directors and the Practice Manager yearly, or when there are changes in legislation.	
14. Confirmation of reading	I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Courtyard Clinic.	