



Katrina Caslake RM (BSc)
Counsellor Children and Young People

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KCC Safeguarding Policy

AIM-

This policy sets out my commitment to safeguarding and promoting the welfare of all children. I provide counselling for children, young people and adults. I want all clients to feel safe and secure, and by following the procedures within the policy I will uphold my legal duty to safeguard children and vulnerable adults in my care.

Ethos-

I recognise my responsibility to protect children and vulnerable adults from harm. I promote the positive wellbeing of all clients in my care by providing a safe and supportive environment. My policy applies to all children, young people and adults to whom I provide counselling. I am trained to respond to a disclosure from a child, young person or adult and know the procedure to follow.

Name and contact details of the Designated Safeguarding Person (DSP) and of the Designated Safeguarding Lead (DSL)

Katrina Caslake 07824 641 422 // 01553 827476 // 07970 426 663

If I am unavailable anyone with a safeguarding concern can contact The Children's Advice and Duty Service (CADS). A client, parent or member of the public can call (0344 800 8020).

If you feel a child is at risk of immediate harm, call the Police on 999.



My Roles and Responsibilities as DSP and DSL

- The named person that safeguarding concerns are reported to.
- Liaise with Children's Services and other agencies and make referrals to The Children's Advice and Duty Service or Local Authority Designated Officer (LADO) when required.
- Responsible for making sure the policy is reviewed yearly and updated when changes happen at local/national level.
- Ensure all clients/parents are aware of this policy and the procedures to follow.
- Ensure I have received safeguarding training.
- Keep updated on changes to safeguarding.
- Complete DSP/DSL Training.
- Follow the Norfolk Continuum of Needs Guidance produced by the Norfolk Safeguarding Children Partnership (NSCP).

Safer Working Practices

- As sole practitioner I must keep aware of this policy and update it annually or when changes happen at a local or National level.
- I also take responsibility for being aware of safeguarding policies in the schools where I work and the organisations who subcontract me.
- As a sole practitioner I can only access the basic DBS check and as I require an enhanced DBS check I am registered on the update service for one of the organisations that subcontracts me.
- There is no official expiry date for a paper DBS certificate. However, I will request a new paper DBS check every three years as part of my ongoing safer working practices.

Safeguarding Training I have completed

- **Designated safeguarding Lead (level 3)** *To be renewed every two years (October 2025)*
- the **Safer Programme's Introduction to Child Safeguarding Course** *To be renewed every 3 years. (October 2025)*
- **Level 3 Safeguarding Adults Training** *To be renewed every two years (October 2025)*
- **I am a registered member of BACP.**

This counselling service runs according to the BACP ethical framework, and I adhere to it as part of safer working practices.



Procedure for handling a disclosure from a child

- Key points to consider when dealing with a disclosure:
- Listen and be supportive.
- Do not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions.
- Do not stop or interrupt a child who is recalling significant events.
- Never promise the child confidentiality– it must be explained that information will need be to be passed on to help keep them safe.
- Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- Name, sign and date the record in ink.
- Contact the designated safeguarding person immediately who will decide on what action to take.
- (This could be myself, the school safeguarding Lead or the organisations safeguarding lead)
- **If I feel a child is at risk of immediate harm, I will call the Police immediately on 999**



Contacting The Children's Advice and Duty Service (CADS)

- *I will have the following information ready before contacting CADS:*
- All the details known to me/the agency about the child.
- Their family composition including siblings, and where possible extended family members and anyone important in the child's life.
- The nature of the concern and how immediate it is.
- Any and what kind of work/support I have provided to the child or family to date.
- Where the child is now and whether I have informed parents/carers of my concern
- If I am concerned that a child or children are experiencing or likely to suffer significant harm, I will telephone (CADS) immediately on 0344 800 8021
- When considering whether to contact CADS I will consult the CADS Flowchart in Appendix 1 and the Norfolk Continuum of Needs Guidance 2023 produced by the Norfolk Safeguarding Children Partnership (NSCP)
- I will gain consent from the parent to contact CADS, unless the concerns being raised suggest that the child or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parent is informed. Reasons for not seeking consent should be clearly stated when speaking with CADS and recorded on internal systems for my records.
- CADS will advise me of the action required to resolve the concerns either directly or with the support of partner agencies, not necessarily Children's Services. Or a formal referral, recording the level of need, into the Family Help Team.
- A consultation feedback letter will be provided as a record of all conversations and provide a clear audit trail of the outcome agreed.
- I will not investigate and will be led by the Local Authority and/or the Police.
- I will keep written dated records of all conversations with CADS.
- I understand if we are unhappy about a decision made by CADS I can use the Resolving Professional Disagreements policy on <https://norfolklscp.org.uk/>
- Parents or members of the public can contact CADS on 0344 800 8020.
- **Children with a Social Worker**
- If I have concerns about a child, who I know already has a social worker or practitioner, I will call that worker. If I do not know the worker or their contact details, I will contact Customer Services on 03444 800 8020 and they will help to make sure my call gets put through to the right person.
- **Concerns about Radicalisation and Extremism**
- If I have concerns that a child or young person could be vulnerable to radicalisation, I will follow the procedure in Appendix 2.



- **Definitions of Abuse and Neglect from Working Together to Safeguard Children 2023**
- Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:
 - providing help and support to meet the needs of children as soon as problems emerge
 - protecting children from maltreatment, whether that is within or outside the home, including online
 - preventing impairment of children's mental and physical health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - promoting the upbringing of children with their birth parents, or otherwise their family network
 - taking action to enable all children to have the best outcomes in line with the outcomes.
- Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.
- ***What is abuse and neglect?***
- **Abuse** - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
- **Physical abuse**-A form of abuse which 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 carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse** -The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating



in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Sexual abuse**-Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect**-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 because of maternal substance abuse.
 - Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food, clothing, and 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 caregivers)
 - ensure access to appropriate medical care or treatment
 - provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs
 - *For information on indicators of abuse consult Appendix 3.*
- **Additional safeguarding concerns to be aware of are:**
 - Child Sexual Exploitation
 - Child Criminal Exploitation
 - FGM – Female Genital Mutilation
 - Forced Marriage
 - Honour Based Abuse
 - County Lines
 - Domestic Abuse
 - Online Abuse
 - Radicalisation
 - *For more information on these consult Appendix 4.*



- ***Managing Allegations against people working or volunteering with children***
- I recognise my responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust known to me, but who are not employed by me to the LADO service directly at lado@norfolk.gov.uk
- If a parent or client makes an allegation about the Designated Safeguarding Person, they can directly report their concern to the Local Authority Designated Officer (LADO). The parent or volunteer will need to complete a LADO referral form which can be downloaded from the Norfolk Safeguarding Children Partnership Website, and emailed to the LADO service directly at lado@norfolk.gov.uk
- The LADO referral form can be downloaded here under the LADO tab, along with more information:
- <https://norfolklsc.org.uk/people-working-with-children/how-to-raise-a-concern>
- For further information on the role/remit of Norfolk LADO Service, please see [NSCP Protocol 8.3 Allegations Against Persons who work/volunteer with children](#) and [The Management of Allegations Against People Working with Children Procedure](#)
- My contract informs parents of my legal duty to assist other agencies with Safeguarding enquiries and that I will we contact The Children's Advice and Duty Service (CADS) and or Police if I have concerns about the welfare of their child. They will also be made aware that I will need to share information with the relevant authorities if I have concerns about the welfare of their child, and that I do not have to seek consent from them if there are serious concerns about harm or likely harm to their child.
- ***Records and Confidentiality***
- I will record a disclosure/safeguarding concern in the manner required by the school and or contracting body or I will create a record by completing the following information:- Recording what was said immediately as close to what was said as possible. Also record what was happening immediately before the child disclosed.
- I will write my name, sign and date the record in ink.
- I will then log what action has been taken regarding safeguarding concerns or disclosures.
- Only the School or contracting body DSP, DSL or their deputies, CADS, the Police and I will have access to my safeguarding records
- My safeguarding records will be stored securely in a locked cabinet.
- I cannot guarantee confidentiality if there is a child safeguarding concern, as I will need to share these concerns with the Children's Advice and Duty Service and or Police. It is an expectation that I will seek consent to share information first unless to do so would place somebody at risk of harm or undermine a criminal investigation.



- **Other Relevant Policies**

- Our safeguarding policy should be read in conjunction with the other following policies which also fall under our safeguarding umbrella:
- Counselling Children and Young People Policy
- Counselling contract

- **Relevant Guidance and Legislation**

- Working Together to Safeguard Children 2023
- -What to do if You're Worried a Child is Being Abused 2015
- -Children Act 2004
- -Children Act 1989
- -The Online Safety Act 2023
- -Data Protection Act 2018
- -The Prevent Duty Guidance 2023
- -Norfolk Continuum of Needs Guidance 2023
- [Norfolk Guidance to Understanding Continuum of Needs | NSCP | PWWC \(norfolklscp.org.uk\)](#)
- -Norfolk Safeguarding Children Partnership Policies and Procedures
- [Policies & Procedures | Norfolk Safeguarding Children Partnership \(norfolklscp.org.uk\)](#)
- -The Early Years Foundation Stage (2024)
- -Keeping Children Safe in Education (2024)

- **Useful Contacts**

- BACP <https://www.bacp.co.uk/about-us/contact-us/>
- Norfolk Children's Advice and Duty Service (CADS) 0344 800 8021
- Norfolk Children's Services 24 hours 0344 800 8020
- Norfolk Police 101 / In an emergency 999
- Norfolk Local Authority Designated Officers (LADO) Team lado@norfolk.gov.uk
- Norfolk Safeguarding Children Partnership (NSCP) norfolklscp.org.uk
- Safer Programme 01603 228966 safer@norfolk.gov.uk
- The Disclosure and Barring Service Regional Outreach Service
- [The DBS Regional Outreach service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- **Policy Review**

- We will make changes to our policy and procedures in line with Norfolk Safeguarding Children Partnership's guidance on norfolklscp.org.uk

- Name: Katrina Caslake Signed:  Date: 10th October 2025
- This policy will be reviewed on 10th October 2026 by Katrina Caslake

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Review Date: 10.10.2026