

## **Safeguarding Policy for Jon Willoughby, Independent Occupational Therapist**

### **Policy Statement**

Jon Willoughby is committed to safeguarding and promoting the welfare of children and adults at risk. This policy outlines the procedures for safeguarding within my practice, ensuring compliance with UK law and best practice guidelines. It applies to all services provided, including those involving staff, volunteers, and students under my supervision.

### **Scope**

This policy applies to:

- Clients (children and adults)
- Staff members
- Volunteers
- Students
- Any other individuals engaged in service delivery

### **Designated Safeguarding Lead**

- **Name:** Jon Willoughby
- **Position:** Independent Occupational Therapist
- **Level of Training:** Level 3 Safeguarding Training
- **Contact Information:** [info@jonwilloughby.co.uk](mailto:info@jonwilloughby.co.uk), 07834 228772

### **Aims of the Policy**

- To protect and promote the welfare of children and adults at risk.
- To ensure that all staff and volunteers understand their safeguarding responsibilities.
- To provide clear procedures for identifying, reporting, and responding to safeguarding concerns.
- To foster a culture of openness and accountability regarding safeguarding issues.

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## **Section 1: Safeguarding Children**

## Definition of a Child

A child is defined as anyone under the age of 18.

## Recognising Abuse

### Examples of types of Abuse:

- **Physical Abuse:** Deliberate harm or injury to a child.
- **Emotional Abuse:** Severe adverse effects on a child's emotional development.
- **Sexual Abuse:** Involvement of a child in sexual activities they cannot comprehend.
- **Neglect:** Failing to provide basic physical and emotional needs.

### Signs of Abuse:

- Unexplained injuries, bruises, or fractures
- Changes in behaviour (aggression, withdrawal, anxiety)
- Fear of adults or particular places
- Poor attendance at school or therapy sessions
- Inappropriate sexualized behaviour for their age

## Reporting Procedures

### 1. Identification of Concerns

- All staff, volunteers, and students are required to report any safeguarding concerns immediately to Jon Willoughby.

### 2. Documentation

- Record all relevant details, including:
  - Date, time, and location of the incident
  - Names of individuals involved
  - Specific descriptions of what was observed or disclosed
  - Any actions taken immediately after the incident

### 3. Referral Process

- If there are significant concerns, follow the local safeguarding children board (LSCB) procedures:
  - Contact the local authority children's services.
  - If a child is in immediate danger, contact the police or emergency services.
  - Complete a referral form if required by local procedures.

## Section 2: Safeguarding Adults

### Definition of an Adult at Risk

An adult at risk is defined as someone aged 18 or over who may be unable to protect themselves from abuse or neglect.

### Recognising Abuse

#### Examples of types of Abuse:

- **Physical Abuse:** Use of physical force that results in injury.
- **Emotional Abuse:** Causing emotional harm or distress.
- **Financial Abuse:** Misuse or exploitation of an individual's funds.
- **Neglect:** Failing to meet basic care needs.

#### Signs of Abuse:

- Unexplained injuries or a history of repeated injuries
- Changes in financial situation or sudden withdrawal of money
- Isolation from friends and family
- Neglect of personal hygiene or living conditions

### Reporting Procedures

#### 1. Identification of Concerns

- Concerns about adult safeguarding should be reported immediately to Jon Willoughby.

#### 2. Documentation

- Record all relevant details, including:
  - Date, time, and context of the concern
  - Names of individuals involved
  - Descriptions of observed behavior or physical signs
  - Immediate actions taken

#### 3. Referral Process

- If there are significant concerns, follow the local safeguarding adult board (LSAB) procedures:
  - Contact adult social services in your area.
  - If a crime is suspected, contact the police.
  - Use local safeguarding procedures to complete a referral form if required.

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## **General Procedures for All Safeguarding Concerns**

### **1. Confidentiality**

- All safeguarding concerns will be treated with the utmost confidentiality. Information will only be shared with those who need to know in order to protect the individual involved.

### **2. Training and Awareness**

- All staff, volunteers, and students will receive safeguarding training relevant to their roles. Training will cover:
  - Recognising signs of abuse
  - Understanding reporting procedures
  - Legal responsibilities and frameworks
- Regular refresher courses will be conducted to ensure ongoing awareness.

### **3. Record Keeping**

- A safeguarding log will be maintained to document all concerns, actions taken, and outcomes. This log will be stored securely, with access restricted to relevant personnel.

### **4. Monitoring and Review**

- This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with current legislation. Feedback from staff, volunteers, and clients will be considered during the review process.

### **5. Whistleblowing**

- All staff and volunteers are encouraged to report any concerns regarding safeguarding practices or concerns about colleagues. Reports can be made directly to Jon Willoughby or anonymously through the relevant County Council Safeguarding Boards.

## **Legal Framework**

This policy is informed by the following UK legislation and guidance:

- **Children Act 1989 and 2004**
- **Care Act 2014**
- **Working Together to Safeguard Children (2018)**
- **Safeguarding Vulnerable Groups Act 2006**

- **The Mental Capacity Act 2005**
- **The Equality Act 2010**

## **Additional Resources**

- **Essex Children's Services:**  
<https://www.essex.gov.uk/children-young-people-and-families>
- **Essex Adult Services:** <https://www.essex.gov.uk/adult-social-care-and-health>
- **NSPCC Helpline:** 0808 800 5000 (for advice and support)
- **Essex Adult Safeguarding Board:**  
<https://www.essex.gov.uk/adult-social-care-and-health/report-concern-about-adult>
- **Essex Children's Safeguarding Board:** <https://www.escb.co.uk/>
- **Suffolk Adult Safeguarding Board:**  
<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult>
- **Suffolk Children's Safeguarding Board:**  
<https://www.suffolksp.org.uk/#gsc.tab=0>

## **Contact Information**

For any safeguarding concerns, questions, or further information regarding this policy, please contact:

- **Jon Willoughby**  
**Position:** Independent Occupational Therapist  
**Email:** [info@jonwilloughby.co.uk](mailto:info@jonwilloughby.co.uk)  
**Phone:** 07834 228772

Date: 30th October 2024

Date for Review: 29th October 2025