

# Heartwood Safeguarding Policy

## **1. Policy Statement**

Heartwood Counselling & Psychotherapy Training ("Heartwood") is committed to safeguarding and promoting the welfare of all students, staff, tutors, volunteers, and visitors aged 18 and over.

## **2. Scope**

This policy applies to all students, staff, tutors, assessors and visitors involved in Heartwood activities.

## **3. Definition of Safeguarding**

Safeguarding refers to the action taken to protect adults at risk from harm, abuse, neglect, and exploitation, and to promote their welfare.

An adult at risk is a person aged 18 or over who:

- has needs for care and support
- is experiencing, or is at risk of, abuse or neglect
- may be unable to protect themselves because of those needs

## **4. Types of Abuse and Harm**

Safeguarding concerns relating to adults at risk may include physical, emotional, sexual, financial, discriminatory, or psychological abuse, neglect, domestic abuse, coercive control, exploitation, online abuse, and radicalisation.

## **5. Legal and Regulatory Framework**

This policy aligns with:

- Care Act 2014
- Working Together to Safeguard Adults
- Prevent Duty Guidance
- Data Protection Act 2018 and UK GDPR

## **6. Roles and Responsibilities**

Heartwood appoints a Designated Safeguarding Lead (DSL) responsible for receiving concerns, managing referrals, maintaining records, and ensuring safeguarding training.

All staff and tutors must report safeguarding concerns immediately to the DSL and maintain professional boundaries.

## **7. Reporting Concerns**

Concerns must be reported without delay. Staff should listen, avoid promises of confidentiality, record factual information, and refer concerns to the DSL promptly.

## **8. Confidentiality**

Confidentiality will be overridden where there is risk of significant harm or legal obligation to share information.

## **9. Safeguarding within Counselling Training**

Safeguarding is supported through clear boundaries between training and therapy, guidance on group process, placement restrictions, and referral pathways.

## **10. Training and Review**

This policy is reviewed annually or in response to legislative or organisational change.