

SAFEGUARDING POLICY June 2026

Next review: September 2028

Play Therapy Manchester understands the importance of safeguarding and promoting wellbeing, and as a sole trader registered with HMRC, **will adhere to the *safeguarding policy of each establishment visited, have Enhanced DBS clearance and hold Public Indemnity and Liability Insurance.***

Play Therapy Manchester recognises its duty to safeguard and promote the health, wellbeing and safety of all, in accordance with Play Therapy UK (PTUK) standards.

This policy will be in accordance with 'Working Together to Safeguard Children' (2026) and 'Keeping Children Safe in Education' (2025).

Play Therapy Manchester aims to ensure that all safeguarding practice reflects statutory requirements and government guidance, providing a safe, secure, caring and skilled environment where clients are supported and respected.

Play Therapy Manchester aims to ensure that all clients, regardless of gender, ethnicity, ability or disability, sexual orientation, religion, socio-economic background and age, have the right to equal protection from all types of harm or abuse.

POLICY AIM

To promote the safeguarding and protection of all clients and encourage the prevention of abuse through exemplary working practice.

To ensure that roles and responsibilities in respect of safeguarding are fully understood and appropriate learning opportunities are undertaken, to recognise, identify and respond to signs of abuse and other safeguarding concerns relating to children and young people, such as:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse
- Self-harming behaviours
- Substance abuse
- Domestic abuse / violence
- Forced marriage
- Poor parenting

- Child-on-child abuse
- Online including grooming via social networking, online gaming, video messaging
- Child upskirting
- Sexual exploitation (CSE) and trafficking
- Teenage relationship abuse
- Fabricated / induced illness
- Bullying
- Bullying, including online and prejudice-based bullying Gender based violence / violence against women and girls
- Gang / youth violence including initiation / hazing
- Female Genital Mutilation (FGM)
- Online including grooming via social networking, online gaming, video messaging
- Racist, disability and homophobic or transphobic abuse
- Radicalisation and /or extremist behaviour
- The impact of new technologies on sexual behaviour: e.g. youth produced sexual imagery
- Child-to-parent abuse

PROCEDURES FOR ENSURING THE SAFETY OF CLIENTS

- Play Therapy Manchester is responsible for undertaking training in Safeguarding Children and Young people. Training must be refreshed at least *every three years* (in line with national guidelines, for example, NHS).
- Play Therapy Manchester staff must be aware who the Designated Safeguarding Lead (DSL) is, in each establishment visited.
- When working in any establishment all cases of abuse or suspected abuse must be reported immediately to the head of the establishment or the DSL.
- Any concerns regarding clients must be taken directly to the DSL at the establishment Play Therapy Manchester is working in. Concerns must be recorded clearly in writing and records must be confidential, detailed and accurate.
- Good record-keeping systems must be in place and a systematic means of monitoring children known or thought to be at risk of harm must be used.
- Procedures will be reviewed and updated every two years.

- 'Prevent' training must be undertaken and updated in line with procedures of the establishment Play Therapy Manchester is visiting.

CONFIDENTIALITY

- All matters relating to safeguarding and child protection will remain confidential and shared *only on a need-to-know basis*. Full client confidentiality will never be promised.
- Play Therapy Manchester has a professional responsibility to share information with other agencies to safeguard clients.
- All records must be kept confidentially and securely, in line with guidelines from PTUK.

ALLEGATIONS AGAINST STAFF

- If a client makes an allegation against a member of Play Therapy Manchester, the safeguarding policy of the establishment being visited must be adhered to. In this situation, decisions for action will be made by the establishment that the client is attending.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the head of school / allocated member of the Senior Leadership Team / Designated Safeguarding Lead.

WHISTLEBLOWING

- In the event of Play Therapy Manchester staff having concerns about staff or volunteers working in the establishment they are visiting, they should report immediately to the head of school or the DSL and *follow the establishment's whistleblowing policy*. If concerns are about either of these professionals, the concern must be reported immediately to the Chair of Governors.