**CAMBRIDGE ART THERAPY**

**Safeguarding Adults and Children procedure**

**Flowchart for commissioned art therapy work**

CAT will ensure that its personnel are familiar with and comply with the **commissioning organisation’s policies and procedures** in respect of child or vulnerable adult’s protection and safeguarding policy

Where a safeguarding adult or child protection disclosure has been made by a client, or where the CAT therapist has a safeguarding concern about a client, the following actions must be taken:

1. The CAT therapist has become concerned about the safety and welfare of the client.
2. The therapist must report their concern to the commissioning organisation’s Designated Safeguarding Officer immediately after the session. This person will take the actions necessary in accordance with the Local Safeguarding Children/Adults Board procedures.
3. The commissioning organisation’s Designated Safeguarding Officer will decide on the actions deemed necessary.
4. The CAT therapist must record the incident on the Safeguarding Incident system/form. A copy of this must be shared with the commissioning organisation’s Designated Safeguarding Officer.
5. Upon conclusion of the safeguarding procedures, the setting’s Designated Safeguarding Officer shall promptly provide CAT with a written summary of the outcome.
6. Once the commissioning organisation and CAT therapist are satisfied that the actions taken to safeguard the client are completed, either by the organisation, CAT or an external agency, the ‘concern’ should be signed off as ‘Agreed action taken’ by the CAT therapist. The setting’s Designated Safeguarding Officer will keep the CAT therapist informed of progress and outcome.

**Flowchart for clients receiving privately funded art therapy**

**Adults**

In the case of **adult patients** who are being seen on a privately funded basis, where a safeguarding disclosure has been made by a client, or where the CAT therapist has a safeguarding concern about a client, the following actions must be taken.

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| 1. CAT therapist is concerned that adult client’s state of mind or other circumstances presents a serious risk of harm, and discussing this with the client has not resolved the risk. |

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| 1. If possible, consult the client’s GP, (whose name and contact details should be obtained via the referral form). CAT Therapist should inform the client of intended action. |

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| 1. If this action does not reduce the risk and therapist remains concerned, they should report the safeguarding concern to the appropriate local authority Adult Social Care Safeguarding team:   **Cambridgeshire and Peterborough** – 0345 045 5202 (or out of hours: 01733 234724)  **Hertfordshire** – 030 0123 4042. In Hertfordshire, if the client is receiving mental health services from Hertfordshire Partnership Foundation Trust, report your concern to HPFT - 0300 777 0707  It is best practice to inform the client of this action and seek their involvement. However, permission is not required if there is a serious risk of them coming to harm. |

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| 1. The CAT therapist should record the incident on the Safeguarding Incident system/form. |

**Children and young people**

*(Please also see full CAT Safeguarding Children Policy)*

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| 1. If the CAT therapist has concerns about the safety of a child they are seeing privately, they should discuss their concerns with the child’s parent or carer (if deemed safe to do so), and take steps alongside the parent to ensure the child’s safety. |

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| 1. If the therapist judges it unsafe to inform the parent/carer, they must report their concerns to the local authority Children’s Safeguarding team:   - Cambridgeshire - 034 5045 5203 (or out of hours: 01733 234724)  - Peterborough - 01733 864180 (or out of hours: 01733 234724)  - Hertfordshire – 030 0123 4043  - Newham – 020 33734600 (out of hours: 020 8430 2000) |

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| 1. The therapist should record the incident on the Safeguarding Incident system/form. |

[Updated August 2022]