



The Headlight Project Safeguarding Procedures

Concerns for a Child or Vulnerable Adult

Where any staff, contractors or volunteers (referred to as Headlight Project Worker) has a concern for a child or a vulnerable adult they will ensure that this is followed up with the appropriate agency depending on the circumstances.

A child is defined by someone under 18 years of age. A vulnerable adult is someone who has care needs, an illness affecting their physical or mental health, a learning disability, a drug or alcohol problem, be frail which may make them at risk of abuse or neglect or unable to protect themselves from it. We consider that most of the Headlight Project's clients will fall into either of these categories.

When working in **schools** Headlight Project Workers will make themselves familiar with the school procedures for safeguarding and their work will fall under these while on the premises. All concerns must be reported to the Designated Safeguarding Lead in school. A contemporaneous record of the concern must be logged in writing to the school and a copy kept with the child's confidential notes. The child should be told it is the Safeguarding Lead or another school staff member who they trust who they can go to if they are worried.

When working in the **community** or Headlight Project premises, Headlight Project Workers will make themselves familiar with the safeguarding protocols for the Statutory Safeguarding Partnership (SSP) in that location. A list of these procedures for the North East are available in Annexe a. All concerns must be reported to the nominated safeguarding lead for the organisation.

The nature of the support provided to the children and adults means that staff will be working with them around their concerns. All staff and volunteers have a written contract or agreement with all children and adults that they are working with and discuss this as they begin their work with them.

This agreement says that everything will remain confidential except:-

- where that child/adult is at risk of harm from themselves
- Where that child/adult is at risk of harm from others



Where there are areas of uncertainty around whether it is in the best interests of the “client” or child or adult receiving support to maintain confidentiality this will first be discussed directly with the client and to agree between them (Headlight Project Worker & child or adult) what course of action may be taken that might help them further.

Clinical supervision (which is a requirement of all our staff and volunteers who work directly with children and vulnerable adults) maintains confidentiality in that full names of clients are never disclosed and often clients are anonymised. Supervision also ensures that counselling staff and volunteers are working in the client’s best interests and working ethically ensuring National Safeguarding guidance is observed and adhered to.

All counselling support is provided within British Association of Counselling & Psychotherapy (BACP) Ethical Guidelines and Headlight Project Workers are trained to know what can be shared outside of the counselling space. Headlight Project Workers know and understand the categories of abuse and the thresholds for reporting concerns to the Statutory Safeguarding Partnership (SSP). They attend training annually to keep themselves updated of the current procedures.

The Headlight Project Worker will inform the safeguarding lead for the Headlight Project, Alison Turner safeguardingwithalison@gmail.com prior to any referral being submitted and will follow this up in writing within one working day.

All safeguarding referrals made are recorded in line with Statutory Safeguarding Partnership procedures.

Contact details for referring concerns relating to children are below:

Middlesbrough	01642 524552 middlesbroughMACH@redcar-cleveland.gov.uk
Redcar and Cleveland	01642 524552 redcarMACH@redcar-cleveland.gov.uk
Hartlepool	01642 524552 childrenshub@hartlepool.gov.uk
Stockton	01642 524552 childrenshub@hartlepool.gov.uk

Contact details for referring concerns relating to adults are below:

Middlesbrough	01642 065070 adultaccessteam@middlesbrough.gov.uk
Redcar and Cleveland	01642 771500 AccessAdultsTeam@redcar-cleveland.gov.uk



Hartlepool 01429 523390 iSPA@hartlepool.gov.uk

Stockton 01642 527764 FirstContactAdults@stockton.gov.uk

The out of office number for all is 01642 524552

Contact details Nominated adult protection lead

Name: Alison Turner Email: safeguardingwithalison@gmail.com

Contact details Nominated child protection lead

Name: Alison Turner Email: safeguardingwithalison@gmail.com

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed: 06/08/2024

Signed:

A handwritten signature in grey ink, appearing to be 'Alison', written in a cursive style.

Alison Turner, Safeguarding Trustee