

# PTUK Procedure for Managing Safeguarding Concerns Reported by Members of the Public

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Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

PTUK as an organisation takes their safeguarding responsibilities seriously at all times. PTUK undertakes the following procedures to reduce any potential risk of harm to children and young people.

- Annual revalidation PTUK members are asked to confirm they have a current Enhanced DBS supplying the DBS number. Members also have to confirm that the Enhanced DBS is less than three years old at the point of renewal.
- Trainees, prior to their membership with PTUK must have an up-to-date Enhanced DBS and on the first day of training also sign to confirm they do not hold close association with someone who has committed an offence towards a child.
- PTUK provides members with updates in regard to safeguarding responsibilities and training available to upskill and develop knowledge.

As an organisation supporting children's mental health and well-being, we make it our priority to act on any behaviour which might put this at risk.

PTUK as an organisation has a responsibility to act on any safeguarding concern's reported to us by a member of the public. Where a member of the public reports concerns about the behaviour and or treatment of a PTUK member towards a child or young person, PTUK has a duty to act on this information in the following way:

- Concern received via telephone will be recorded on the complaints log (electronic) and forwarded via email to PTUK CEO and PTUK Senior Manager as soon as the call has ended.
- Concern received by email will be recorded on the complaints log and forwarded to PTUK CEO and PTUK Senior Manager.

In both of the above situations the email subject heading will read HIGHLY CONFIDENTIAL – URGENT

- CEO and Senior Manager will review the information
- Contact will be made with the person reporting the safeguarding concern of a PTUK member towards a client.
- Information will be recorded on PTUK complaints record.

Where an allegation is made against a PTUK member who works with children or young people, PTUK being an awarding body and not an employer will consult with LADO for advice on the referral matrix in all cases, but not exclusive to, as follows:

- PTUK member behaved in a way that has harmed, or may have harmed, a child
- PTUK member possibly committed a criminal offence against children, or related to a child
- Exploited or abused a position of power over the child or young person
- PTUK member behaved towards a child or young person in a way that indicated they may pose a risk of harm to children

In addition to the above, where a member of the public reports a concern regarding a PTUK members personal life, for example,

- A child they care for becomes a subject of child protection enquiries by Children's Social Care
- A criminal investigation in relation to offences against children has been undertaken
- A PTUK member has a drug and alcohol problem impacting on their ability to undertake therapy

Where a member of the public makes allegations of historical abuse towards a child or young person these will be responded to in the same way as contemporary concerns. In such cases, it is will be important for PTUK to ascertain whether the PTUK member against whom the allegation is made is still working with children and if so, to inform the persons current employer or voluntary/placement organisation.

PTUK members are based across the United Kingdom and so, the Local Authority where the PTUK member lives will be contacted to report any concerns made.

PTUK will with LADO act as required to ensure the safety of children and young people is upheld and that PTUK are fairly treated.