

Policy title:	Insight Psychological Assessments Ltd Safeguarding children and young people from harm or abuse.
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Summary:	Children and young people are safeguarded from suffering any form of harm or abuse whilst Insight Psychological Assessments Ltd are providing assessment processes.
Target audience:	All Insight Psychological Assessments Ltd ' <i>team members</i> ', whether employed, contracted or part-time, paid or unpaid, volunteers, students, and contractors.
Authorised by:	Insight Psychological Assessments Ltd Director
Date issued:	1 st September 2025
Next review date:	31 st August 2026

Version no.	Issue date	Summary of amendments

DLS Designated Safeguarding Lead

Child Safeguarding Lead

Mr. Andy Johnston

1. Policy statement

- 1.1 This policy sets out the statutory requirements for Insight Psychological Assessments Ltd to discharge its accountability for safeguarding children and young people who may be, or are, at actual or potential risk of harm or abuse.
- 1.2 The aim of this document is to provide guidance to Insight Psychological Assessments Ltd team members in relation to safeguarding children. The term '*Insight Assessments Team members*' refers to anyone who is employed by, contracted to or in any capacity, working with, Insight Psychological Assessments Ltd Limited. The policy describes the steps that team members should take to ensure children are protected from actual or potential abuse and improper treatment and how to raise concerns so that allegations of abuse may be investigated as soon as a team member becomes aware of them.
- 1.3 Insight Psychological Assessments Ltd has a zero-tolerance approach to the issue of abuse and supports all children and young people to feel safe and protected from any situation or circumstances that would potentially result in physical or psychological harm.
- 1.4 Where any form of abuse is suspected, occurs, is discovered, or reported by a third party (which may be external to Insight Psychological Assessments Ltd), Insight Psychological Assessments Ltd staff will take timely action, including investigation and subsequent referral to an appropriate safeguarding authority.
- 1.5 This policy is designed to ensure that children and young people at risk of harm are protected as far as possible from any form of abuse or harm whilst undergoing psychological assessments provided by Insight Psychological Assessments Ltd, and that potential abuse is identified, and appropriate action taken.
- 1.6 All Insight Psychological Assessments Ltd team members must be aware of this policy.

2. Child Safeguarding Lead

- 2.1 Insight Psychological Assessments Ltd will nominate at least one senior team member to act in the role of Child Safeguarding Lead.
- 2.2 The responsibilities of the Child Safeguarding Lead are as follows:
 - to ensure that all team members are aware of this safeguarding children policy
 - each team member will undertake mandatory periodic training to ensure that the team members remain informed on changes to discourses and are able to identify new types of abuse. This will ensure that the team remains informed on new semantics used and responses accordingly.

- to confirm that each team member has attended or completed child safeguarding training at a level relevant to their role with Insight Psychological Assessments Ltd.
- to provide support to team members on the subject of child safeguarding
- to make referrals to a child safeguarding authority where appropriate to do so
- to ensure that child safeguarding records are kept securely
- to provide updates of child safeguarding issues at team meetings as required, and
- where child safeguarding issues have arisen, to identify actual and potential areas for improvement within the Insight Psychological Assessments Ltd service.

The above responsibilities are not an exhaustive list and will be reviewed and updated as necessary.

3. Children

- 3.1 In England, the definition of a child is any person under the age of 18.
- 3.2 It is the policy of Insight Psychological Assessments Ltd to assess children from the age of 6 years and upwards.
- 3.3 If following the completion of any psychological assessment, there are actual or potential risks of harm or abuse identified relating to the child, Insight Psychological Assessments Ltd make a referral to the local safeguarding authority.

4. Abuse

- 4.1 The term 'abuse' can be subject to wide interpretation.
- Abuse is a violation of an individual's human and civil rights by any other person or persons.
 - Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a person at risk is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.
 - Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.
 - Abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.
 - Abuse includes 'financial abuse', and for that purpose financial abuse includes:

- having money or other property stolen
- being defrauded
- being put under pressure in relation to money or other property, and
- having money or other property misused.

5. Definition of harm or abuse (Children)

5.1 Child physical abuse

Physical abuse of a child may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to the child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

5.2 Child emotional abuse

Emotional abuse of a child is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that he/she is worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing the child to frequently feel frightened or in danger.

Some level of emotional abuse can be involved in all types of maltreatment of a child, though it may occur alone.

5.3 Child sexual abuse

Sexual abuse of a child involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in the looking at, or in the production of, sexual online images, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

5.4 Child neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may also occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers), or
- ensure access to appropriate medical care or treatment.

It may also include;

- Factitious Disorder (formally known as Munchausen’s syndrome by proxy) or
- Neglect of, or unresponsiveness to, a child’s basic emotional needs.

Insight Psychological Assessments Ltd team members also need to be aware of vulnerable child groups such as those with neurodiverse conditions, children living away from home, child asylum seekers, children and young people in hospital, children in contact with the youth justice system, child victims of domestic abuse and those vulnerable due to religion and ethnicity, and children who may be exposed to violent extremism.

5.5 **Domestic violence and abuse**

Domestic violence needs to be considered as possible indicators of abuse and/or contributory factors. Domestic violence and abuse is the abuse of someone within an family or intimate relationship (including ex-partners). It is the repeated, random and habitual use of intimidation to control a person.

Domestic abuse can include, but is not limited to, physical, coercive, emotional, psychological, harassment and stalking, online/digital, financial, economic or sexual. Anyone forced to alter their behaviour because they are frightened of their partner’s/ family member’s reaction, is being abused.

Family members can be taken to mean parents, adult children, children, siblings, grandparents, aunts/uncles and stepfamily.

The terms ‘domestic violence’ and ‘domestic abuse’ are often used interchangeably.

5.6 **Modern slavery**

Modern slavery is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation. Individuals may be trafficked into, out of or within the UK, and they may be trafficked for a number of reasons including sexual exploitation, forced labour, domestic servitude and organ harvesting. (See also Paragraph 11)

6. Making a referral

- 6.1 If a team member is concerned about a child, they should discuss this with the Insight Psychological Assessments Ltd Safeguarding Lead without delay.

If the Insight Psychological Assessments Ltd Safeguarding Lead is unobtainable, a Director must be called for without delay.

- 6.2 If Insight Psychological Assessments Ltd has a concern about the actual or potential abuse of a child, the local safeguarding authority will be contacted without delay.
- 6.3 Referrals will be made to the Children and Families Help Desk, Tel No 01452 426565, (Monday to Friday 8am to 5 pm) by the member of staff or a Company Director. Out-of-hour referrals should be made to the Police at 0345 090 1234. All conversations and decisions should be recorded using the relevant client record form on the Insight Psychological Assessments Ltd Ltd server. For detailed guidance, refer to the Insight Psychological Assessments Ltd Ltd Safeguarding Procedures.
- 6.4 Referrals to the Children and Families Helpdesk, or in an emergency to the Police, under Gloucestershire Safeguarding Children Board (GSCB) procedures, may be made without consent where there is a sufficient level of concern that the child or young person may be suffering, or is at risk from, significant harm as a result of:
- Physical abuse
 - Emotional abuse
 - Neglect, or
 - Sexual abuse
- 6.5 Further clarification of these terms alongside comprehensive guidance on child protection policy and procedures can be found on the Gloucestershire Safeguarding Children Board website at: www.gscb.org.uk
- 6.6 The website has information about the Gloucestershire Safeguarding Children Board, Policy and Procedures, legislation, training information, newsletters, Annual Report and Business Plan and a section on 'what to do if you are worried that a child is being abused or neglected'

7. Out of Gloucestershire area

- 7.1 If the concern relates to a child who lives out with the Gloucestershire catchment area, the respective safeguarding authority will be contacted using the contact details via the following website:

<http://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links>

Insight Psychological Assessments Ltd Designated Safeguarding Lead will ensure that all Safeguarding related information is kept confidential in accordance with Insight Psychological Assessments Ltd Data Protection policies and procedures.

All Safeguarding Information will remain confidential.

8. Female Genital Mutilation (FGM)

- 8.1 FGM involves procedures that include the partial or total removal of the external female genital organs for non-therapeutic and non-medical reasons. or other injury to the female genital organ for cultural or other non-therapeutic reasons. The practice is medically unnecessary and is linked to a number of forms of physical and psychological distress. This practice includes piercing or altering the female genitalia in girls under the age of 18.
- 8.2 Under the Female Genital Mutilation Act (2003) (https://www.legislation.gov.uk/ukpga/2003/31/pdfs/ukpga_20030031_en.pdf), a person is guilty of an offence if they excise, infibulate and mutilate part or the whole of the female's labia majora, labia minora or clitoris. Therefore, Insight Psychological Assessments Ltd Ltd must adhere to the statutory requirements of the recording of identified cases.
- 8.3 FGM may be performed on babies and toddlers, but it is most common in girls aged 4-10 and is usually performed before puberty. There are a number of reasons why FGM is practiced within communities. These include social acceptance, family honour, ensuring a girl is marriageable, preservation of a girl's virginity or chastity, custom and tradition, hygiene and cleanliness, and the mistaken belief that it enhances fertility and makes childbirth safer for the infant (Foundation for Women's Health, Research and Development (FORWARD) www.forwarduk.org.uk/key-issues/fgm).
- 8.4 If Insight Psychological Assessments Ltd team members have concerns that a female child or young female being assessed has had FGM or may be at risk of FGM, the DSL must be contacted without delay and a risk assessment should be carried out and the above safeguarding authority contacted for advice without delay. (This is in keeping with published guidance on FGM published by the Department of Health and NHS England.

9. Extremism and radicalisation

9.1 Extremism is:

'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Extremism also calls for the death of members of armed forces, whether in the UK or overseas'.

9.2 Radicalisation is:

‘the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups’.

9.3 There is no place for extremist or radical views of any kind within Insight Psychological Assessments Ltd. Training will ensure that team members are able to recognise that those at risk of extremism and radical views are inherently vulnerable, and support will be provided to them.

9.4 Where there are actual or potential concerns of extremism or radicalisation, these should be reported to the Safeguarding Lead without delay.

9.5 **Indicators of concern**

Indicators that Insight Psychological Assessments Ltd team members may observe or identify regarding individual behaviour or actions may include:

- inappropriate use of the internet by team members e.g. accessing violent extremist material online, including social networking sites
- residents voicing opinions drawn from violent extremist ideologies and narratives, and
- use of extremist or hate terms to exclude others or incite violence.

9.6 All concerns should be escalated to the relevant safeguarding bodies (as set out above), clearly identifying the precise nature of the concerns.

10. **Forced marriage**

10.1 Forced marriage is a safeguarding issue. It can happen to both women and men, although many of the reported cases involve young women and girls aged between 16 and 25 (The Right to Choose: Multi-agency statutory guidance for dealing with forced marriage; HM Government, June 2014). There is no ‘typical’ victim of forced marriage. Some may be over or under 18 years of age, some may have a disability, some may have young children, and some may also be spouses from overseas.

10.2 **Forced marriage** is a marriage conducted without the valid consent of both parties, where some element of duress is a factor. A person can be put under both physical and emotional pressure to get married. In some cases, people may be taken abroad without knowing that they are to be married.

10.3 **Arranged marriage** is a non-abusive contract between two consenting adults and is fundamentally different from the issue of forced marriage. ‘The tradition of arranged marriage has operated successfully within many communities and many countries for a long time and remains the preferred choice of many young people’ (Working Group: Forced Marriages - ‘A Choice by Right’, June 2000).

Families of both spouses take a leading role in arranging the marriage, but the choice of

whether to accept the arrangement remains with the individuals. Arranged marriage should not be confused with forced marriage.

- 10.4 If Insight Psychological Assessments Ltd has actual or potential concerns that a child being assessed may be subject to forced marriage, the available information and circumstances will be raised with the Safeguarding Lead and referred to a safeguarding authority, without delay, for advice and action.
- 10.5 Insight Psychological Assessments Ltd acknowledges that it may be very challenging to confirm if forced marriage is an issue when a child is undergoing a psychological assessment. However any concerns are evident or suspected, these will be referred to the safeguarding authority.

11. Modern slavery

- 11.1 Modern slavery is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation. Individuals may be trafficked into, out of or within the UK, and they may be trafficked for a number of reasons including sexual exploitation, forced labour, domestic servitude and organ harvesting.
- 11.2 Insight Psychological Assessments Ltd is committed to opposing modern slavery in all its forms and preventing it by whatever means it can. Insight Psychological Assessments Ltd demands the same attitude of all who work for us and expect it of all whom we have business dealings.

Insight Psychological Assessments Ltd attitude to modern slavery is: zero tolerance.

- 11.3 We expect all our team members, stakeholders and people who use our service to follow the values set out in this statement. Our aim is the prevention of opportunities for modern slavery (in whatever form) to occur within Insight Psychological Assessments Ltd or our supply chain. This involves transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015, and transparency from our contractors, suppliers and other business partners.
- 11.4 Our team members and external suppliers are encouraged to raise any actual or potential concerns about suspected modern slavery associated with Insight Psychological Assessments Ltd or its stakeholders with a Director without delay. Such concerns can be in respect of people or organisations who wish to do business with us or those who already have a business relationship with us; anyone suspected of seeking to exploit another person in a way which could amount to modern slavery; and any approach from a person acting on behalf of Insight Psychological Assessments Ltd who has invited you to participate in acts which could result in offences under the Modern Slavery Act.
- 11.5 We also encourage members of the public who choose to use our service to contact a team member, in confidence, to raise any concern, issue or suspicion of modern slavery

in any part of Insight Psychological Assessments Ltd service provision. We will support anyone who raises genuine concerns in good faith under this statement, even if they turn out to be mistaken.

We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place at Insight Psychological Assessments Ltd or in any of our supply chains.

- 11.6 The Designated Safeguarding Lead will ensure that any actual or potential concerns about modern slavery will be referred to the Modern Slavery Helpline for advice.

<https://www.modernslaveryhelpline.org/>

Tel: 08000 121 700

12. Insight Psychological Assessments Ltd and Disclosure and Barring Service checking (DBS)

- 12.1 Insight Psychological Assessments Ltd has a duty to protect children, young people and adults who may be, or are, at actual or potential risk of harm or abuse. An important part of this duty is to ensure that team members who are employed or contracted through Insight Psychological Assessments Ltd undergo a DBS check prior to commencing employment or engagement.
- 12.2 All team members working at Insight Psychological Assessments Ltd in roles that are eligible for a DBS check (Disclosure and Barring Service check), will undergo a DBS check at the level appropriate to the role, e.g. enhanced with barred list check, enhanced without barred list check or standard, prior to commencing employment.
- 12.3 No team member will be allowed to provide any psychological assessments before an enhanced DBS and barred list check is carried out and completed.
- 12.4 Having a criminal record check which reveals a conviction, caution or other information will not automatically mean that an individual cannot work with Insight Psychological Assessments Ltd. We will make a fair and non-discriminatory assessment based on the person's skills, experience and suitability for the position applied for.

Where a DBS and barred list check confirms that a person is barred from working with adults and/or children, it is illegal for Insight Psychological Assessments Ltd to allow that person to engage in any activities provided by us.

13. Allegations made against Insight Psychological Assessments Ltd team members

- 13.1 This policy also applies to all Insight Psychological Assessments Ltd team members (as described in 1.2). This is to provide a framework for managing cases where allegations have been made about a member of the Insight Psychological Assessments Ltd team that may indicate that children at risk are believed to have suffered, or likely to suffer, significant harm or abuse. (see **Appendix 3 – What to do flowchart – allegation of**

abuse).

13.2 Concerns may be raised if a team member is behaving in a way which demonstrates unsuitability for working with children is too broad a term. Rephrasing these using terms ‘risk’ and ‘harm’ may be more purposeful for the reader.

13.3 Allegations may arise in a team member’s work or in their private life and include:

- committing a criminal offence against, or related to, children at risk
- behaving towards children at risk, in a manner that indicates they are unsuitable to work with this group
- an allegation or concern arising about a team member related to perpetration of domestic violence, or
- an allegation of abuse made by someone closely associated with the member of the team, such as a partner, or family member.

13.4 If an allegation is received about a team member, Insight Psychological Assessments Ltd will give priority to the following three areas:

- Suspension from work or suspension from the SLA agreement (to ensure open and transparent processes)
- assessment of whether the child at actual or potential risk of harm or abuse is in need of protection.
- whether the police need to be contacted, and
- consideration of disciplinary action or SLA termination).

13.5 Any concern about a child that may be at risk of harm as a result of an allegation relating to a team member of Insight Psychological Assessments Ltd will be reported to the safeguarding authority without delay.

The safety of the child is of paramount importance. Immediate action may be required to safeguard the person and the investigation of the allegation.

13.6 The Insight Psychological Assessments Ltd Safeguarding Lead will ensure that a safeguarding referral is made.

13.7 If the person who is the subject of the allegation is a registered healthcare professional with a regulatory body, such as the General Medical Council (GMC) for doctors, or the Nursing and Midwifery Council (NMC) for nurses, a fitness to practice referral must be considered. The Safeguarding Lead will undertake this responsibility.

- 13.8 Insight Psychological Assessments Ltd will provide appropriate support to the member of the team during any safeguarding investigation and keep them informed of relevant progress.
- 13.9 If the team member is also employed by other employers or agencies outside of Insight Psychological Assessments Ltd, we will share details of the allegations with such employers or agencies without delay.
- 13.10 Full and complete records of any allegations against Insight Psychological Assessments Ltd team member will be kept and held securely and confidentially. Records will include:
- the nature of the allegation
 - who was spoken to as part of the investigation and referral process
 - what records or documents were viewed, and
 - what actions were considered, taken and what reasons were used as justification for actions taken.
- 13.11 Following the completion of a referral and investigation, Insight Psychological Assessments Ltd will carry out a review of the outcome of the case. Any recommendations will be implemented without delay and any Lessons Learned will be shared.

14. Child safeguarding training

- 14.1 All team members working at or with Insight Psychological Assessments Ltd will be provided with child safeguarding training at a level relevant to their role. The level of training to be completed will align with the following published guidance:

Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff (Fourth edition: January 2019) Intercollegiate Document.

<https://www.rcpch.ac.uk/resources/safeguarding-children-young-people-roles-competencies>

15. Audit

- 15.1 Insight Psychological Assessments Ltd safeguarding training records will be reviewed for each team member on an annual basis to ensure child safeguarding training has been completed.

16. Policy review

- 16.1 This policy will be reviewed every 2 years or sooner if required.
- 16.2 Any changes made to the policy as a result of review, will be communicated to all Insight Psychological Assessments Ltd Ltd team members without delay.

17. Guidance and further reading

- Care Act (Specifically Sections 42 to 47)
<http://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>
- Children Act 2004
<http://www.legislation.gov.uk/ukpga/2004/31/contents>
- Counter-Terrorism and Security Act 2015
<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>
- Deprivation of Liberty Safeguards: A guide for hospitals and care homes (DH, 2009).
- Department of Health (2015) Female Genital Mutilation: Risk and Safeguarding – Guidance for professionals
www.gov.uk/government/uploads/system/uploads/attachment_data/file/418564/2903_800_DH_FGM_Accessible_v0.1.pdf
- Equality Act 2010
<https://www.gov.uk/equality-act-2010-guidance>
- Every Child Matters (HM Government, 2003).
- General Medical Council (2013) Intimate Examinations and Chaperones http://www.gmc-uk.org/guidance/ethical_guidance/21168.asp
- Guidance for restrictive physical interventions: How to provide safe services for people with learning disabilities and autistic spectrum disorder (DH, 2002).
- Guidance on when to suspect child maltreatment (CG89, NICE, 2009).
- Healthy Lives brighter futures: The children’s strategy (DH, 2009).
- Human Rights Act 1998
<http://www.legislation.gov.uk/ukpga/1998/42/schedule/1>
- Information Sharing: Guidance for practitioners and managers (DCSF, 2008).
- Mental Health Act 2007
<http://www.legislation.gov.uk/ukpga/2007/12/contents>

- Mental Health Act Code of Practice (2007).
- Mental Capacity Act 2005 and associated code of practice
<http://www.legislation.gov.uk/ukpga/2005/9/contents>
<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>
- Modern Slavery
<https://www.england.nhs.uk/ourwork/safeguarding/our-work/modern-slavery/>
- Modern Slavery helpline
<https://www.modernslaveryhelpline.org/>
- Multi-agency statutory guidance on female genital mutilation, (HM Government, April 2016)
- NHS Choices, FGM guidance for professionals
www.nhs.uk/guidelines
- No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (DH and Home Office, 2000).
- Prevent Strategy.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf
- Protection of Freedoms Act 2012 – links to The Protection of Freedoms Act 2012 (Disclosure and Barring Service Transfer of Functions) Order 2012
<http://www.legislation.gov.uk/ukpga/2012/9/contents>
- Revised Pan London Policy and Procedures 2016
<http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULTSAFEGUARDING-POLICY-AND-PROCEDURES.pdf>
- Royal College of Obstetricians and Gynaecologists (2015) Female Genital Mutilation and its management (Green-top Guideline No. 53) <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/gtg53/>
- Safeguarding children and young people. Charity Commission for Children and Young People (July 2014).
<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>
- Safeguarding children and young people: roles and competencies for healthcare staff. Intercollegiate document.
[http://www.rcpch.ac.uk/sites/default/files/page/Safeguarding%20Children%20-%20Roles%20and%20Competences%20for%20Healthcare%20Staff%20%2002%200%20-%20%20%20\(3\).pdf](http://www.rcpch.ac.uk/sites/default/files/page/Safeguarding%20Children%20-%20Roles%20and%20Competences%20for%20Healthcare%20Staff%20%2002%200%20-%20%20%20(3).pdf)

- Safeguarding policy. NHS England.
<https://www.england.nhs.uk/wp-content/uploads/2015/07/safeguard-policy.pdf>
- Safeguarding Vulnerable Groups Act 2006
<http://www.legislation.gov.uk/ukpga/2006/47/contents>
- Safeguarding Adults: A National Framework of Standards for good practice and outcomes in adult protection work (Association of Directors of Adult Social Services, 2005).
- Services for people with learning disabilities and challenging behaviour or mental health needs – Mansell report: revised edition (DH, 2007).
- Sexual Offences Act, 2003 www.legislation.hmsso.gov.uk/
- Statutory Guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (DCSF, 2007).
- Statement on the duties of doctors and other professionals in investigations of child abuse (DCSF and DH, 2007).
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
<http://www.legislation.gov.uk/uksi/2014/2936/contents/made>
- ‘What to do if you’re worried a child is being abused’ (HM Government, 2006).
- Barnardo’s
<https://inside.barnardos.org.uk/sites/default/files/uploads/Safeguarding%20%26%20Protecting%20Children%20Policy%20and%20Procedure.pdf>
- NTM
<https://cscp.org.uk/wp-content/uploads/2019/06/National-Referral-Mechanism-guidance-for-child-first-responders-28-08-2013.pdf>
- Working together 2023
https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf
- Working together to safeguard children (HM Government, 2015).
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf

Appendix 1.

**Insight Psychological Assessments Ltd
Safeguarding Incident Referral Form**

Insight Psychological Assessments Ltd Employee/consultant Member: Name: Contact details: Address: Telephone: Mobile:
Child or Young Person's: Name: Sex: Date of birth: Any other relevant information (including gender): Contact Details: Address: Telephone: Mobile: Other information about family household if known:
Any other agencies involved:
Details of your concerns: If specific incident when and where did it take place?
Source of this information?
Does the young person know about this referral?
Do the young person's parents/carers know about this referral? If yes, how did they respond to this information?
Who has this referral been passed to?
Date: _____ Signature: _____
Safeguarding Lead's signature: _____

Appendix 2.

Insight Psychological Assessments Ltd Safeguarding Log

Date and Name of Employee/consultant	Initial of Safeguarding Lead	Incident/Concerns (attach notes made at time)

Appendix 3. What to do flowchart – Allegation of abuse

