



# Safeguarding Procedure for Therapists

[hive-wellness.co.uk](https://hive-wellness.co.uk)



Hive Wellness

# Contents

Introduction	1
Legal and Policy Framework	2
Key Principles	3
Therapist Responsibilities	4
Safer Recruitment and Vetting	5
Recognising Safeguarding Concerns	5
Responding to Concerns	6
Reporting Safeguarding Concerns	7
Emergency Procedures	7
Confidentiality and Information Sharing	8
Allegations Against Therapists	8
Supervision and Ongoing Support	9
Policy Review	9
Declaration	10



# Introduction

At Hive Wellness, safeguarding the wellbeing of our adult clients, including those who may be vulnerable, is of paramount importance. This safeguarding procedure outlines the responsibilities and expectations of therapists working with Hive Wellness, ensuring a consistent, confident, and legally compliant approach to safeguarding.

This procedure is designed to help freelance/locum therapists feel secure and supported in their decision-making. While therapists are legally responsible for their own professional practice under their self-employed status, Hive Wellness provides this guidance to support sound judgment and ensure best practice.



**This procedure  
applies to all  
therapists engaged  
by Hive Wellness in  
a freelance or locum  
capacity.**



# Legal and Policy Framework

This safeguarding procedure aligns with the following UK legislation and guidance:



**Care Act 2014**



**Mental Capacity Act 2005**



**Human Rights Act 1998**



**Data Protection Act 2018 & UK GDPR**



**Working Together to Safeguard Adults (2022)**

Therapists are expected to act in accordance with these responsibilities and to use this policy as a practical guide to ensure ethical, safe, and lawful practice.



# Key Principles



**Safeguarding is everyone's responsibility.**



**All concerns must be taken seriously and responded to appropriately.**



**Therapists must act in the best interests of the client at all times.**



**Therapists are responsible for recognising and responding to safeguarding concerns within their scope of practice.**



**Hive Wellness exists to support freelance therapists in managing safeguarding issues confidently and competently.**



# Therapist Responsibilities

Therapists are expected to:



Understand and follow this safeguarding procedure.



Hold a valid Enhanced DBS certificate.



Complete and maintain up-to-date adult safeguarding training (renewed every 2 years) as part of CPD.



Deliver therapy sessions in a safe and secure setting (e.g. online platforms).



Maintain accurate, timely, and confidential records, particularly when safeguarding issues arise.



Notify Hive Wellness if involved in any criminal investigations or proceedings.



Recognise they are individually accountable for safeguarding decisions as self-employed professionals.

# Safer Recruitment and Vetting

**Hive Wellness is committed to safer recruitment practices.**

**All freelance therapists must:**

- Undergo Enhanced DBS checks
- Provide proof of right to work in the UK
- Hold appropriate qualifications and registration with a recognised professional body (e.g. HCPC, BACP, UKCP, BABCP)
- Complete a safeguarding declaration prior to joining

## Recognising Safeguarding Concerns

**A safeguarding concern may arise from:**

- A client disclosure (e.g. domestic abuse, financial exploitation, coercive control)
- Observations of neglect or self-neglect (e.g. poor hygiene, untreated health needs)
- Mental health crises (e.g. suicidal ideation, self-harm)
- Concerns about another adult or professional
- Information shared by a third party (e.g. partner, carer)



# Responding to Concerns

When a safeguarding concern arises, therapists must:

- 1.** Stay calm and listen actively.
- 2.** Avoid making promises about confidentiality.
- 3.** Explain that concerns may need to be shared to ensure safety.
- 4.** Reassure the client their concern is taken seriously.
- 5.** Record the concern promptly, including key facts, dates, direct quotes, and observed behaviours.
- 6.** Report the concern to Hive Wellness as soon as possible.





# Reporting Safeguarding Concerns

**All concerns must be reported to the Designated Safeguarding Lead (DSL):**

- **DSL:** Holly Milmine (CEO)
- **Email:** holly.milmine@hive-wellness.co.uk

**Hive Wellness will:**

- Provide advice and case consultation to therapists
- Support decisions around escalation or referral to Adult Social Care or emergency services
- Maintain secure records of all safeguarding reports



## Emergency Procedures

**If there is an immediate risk of harm:**

- Call **999** (or the relevant emergency services)
- Notify Hive Wellness as soon as it is safe to do so
- Document the event clearly in accordance with this procedure

# Confidentiality and Information Sharing

- Information should be shared on a need-to-know basis in line with data protection and safeguarding laws.
- Consent is not required to share information where it prevents serious harm or abuse.
- All safeguarding records must be stored securely in encrypted formats and retained for at least 7 years.



## Allegations Against Therapists

### **If a safeguarding concern is raised about a therapist:**

- Hive Wellness will suspend access to client work during investigation
- Concerns may be reported to the therapist's professional regulator, the DBS, or relevant authorities
- Freelance work may be paused or terminated in line with safeguarding and ethical practice

# Supervision and Ongoing Support

Therapists are encouraged to raise safeguarding matters in supervision. This forms part of CPD requirements for registered professionals (e.g. HCPC, BACP, UKCP, BABCP).

Hive Wellness can offer a safe channel to raise uncertainties about safeguarding and provide guidance.



## Policy Review

This procedure is reviewed annually, or earlier if there are updates in legislation, guidance, or best practice. Therapists will be informed of any changes and must confirm they have reviewed the revised version.

# Declaration

As part of your onboarding with Hive Wellness, you are required to read and understand the Hive Wellness Safeguarding Procedure for Therapists. By completing your onboarding, you confirm that you agree to follow the safeguarding responsibilities and expectations outlined in the procedure.

If you have any questions, concerns, or do not agree with any part of the safeguarding procedure, you must contact Holly at **[holly.milmine@hive-wellness.co.uk](mailto:holly.milmine@hive-wellness.co.uk)** before taking on any client work.

Your commitment to these standards helps us provide safe, ethical, and supportive care to all Hive Wellness clients.

