

## Speech and Language Therapy (SLT) Clinic Local Safeguarding Policy and Procedure

### Executive Summary

This local policy will outline general principles of safeguarding in relation to the University's responsibilities to safeguarding clients who attend the Speech and Language therapy clinic. It will outline an escalation process should there be any safeguarding concerns. The local policy must be read in conjunction with the [Leeds Beckett University Safeguarding Policy](#).

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Developed in consultation with	Governance
Owner	School of Humanities and Social Sciences / SLT Clinic
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Appendices	Annex A – Procedure
External references	<ul style="list-style-type: none"> <li>• <a href="#">Care Act 2014</a></li> <li>• <a href="#">Care and support statutory guidance</a></li> <li>• Human Rights Act 2000</li> <li>• Equality Act 2010</li> <li>• Data Protection Act 2018</li> <li>• Health and Safety legislation and regulation 1974</li> <li>• Safeguarding vulnerable group Act 2006</li> <li>• Mental Capacity Act 2005</li> <li>• <a href="#">Safeguarding Adults, A pocket guide</a>, NHS England (2017)</li> <li>• <a href="#">Health Care Professions Council</a> (HCPC)</li> </ul>
Links to other internal policies / procedures	<a href="#">Leeds Beckett University Safeguarding Policy</a>
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A PDF copy of the final approved version should be forwarded to [governance@leedsbeckett.ac.uk](mailto:governance@leedsbeckett.ac.uk) for inclusion in the policy register and consideration to the Publication Scheme. The original master copy should be retained on file by the policy owner.

## Policy Document

### Introduction and Policy Statement

1. The Speech and Language therapy (SLT) clinic (the 'clinic') is committed to providing a safe environment that protects clients (when using its services) who are at risk of harm, whilst also taking prompt and appropriate action in responding to suspicions or allegations of abuse.

### Purpose and Scope

2. This local policy must be read in conjunction with the [Leeds Beckett University Safeguarding Policy](#).
3. This policy applies to staff working within the clinic and to clients (and their carers) who agree to access the services provided by the clinic. This policy applies to Adults at Risk only.
4. This policy does not extend to under 18's.
5. Any safeguarding concerns that are outside of the scope of this local policy should be raised under the [Leeds Beckett University Safeguarding Policy](#).

### Definitions

#### ***Adult at Risk***

6. For the purposes of this policy, the term Adult at Risk refers to someone over 18 years old who, according to paragraph 42.1 of the [Care Act 2014](#):
  - has care and support needs
  - is experiencing, or is at risk of, abuse or neglect
  - because of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an Adult at Risk.

#### ***Adult Safeguarding***

7. The Care and support statutory guidance defines adult safeguarding as:

“Protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear

or unrealistic about their personal circumstances.” ([Care and support statutory guidance](#), paragraph 14.7).

### ***Key principles of adult safeguarding work***

8. The [Care and support statutory guidance](#) (paragraph 14.13) sets out six key principles that underpin all adult safeguarding work:
  - Principle 1: Empowerment – Personalisation and the presumption of person-led decisions and informed consent.
  - Principle 2: Prevention – It is better to take action before harm occurs.
  - Principle 3: Proportionality – Proportionate and least intrusive response appropriate to the risk presented.
  - Principle 4: Protection – Support and representation for those in greatest need.
  - Principle 5: Partnership – Local solutions through services working with their communities.
  - Principle 6: Accountability – Accountability and transparency in delivering safeguarding.

### **Responsibilities and application of the Policy**

9. In applying this policy, those who work within the clinic (including staff and students) shall operate in accordance with the following:
  - (a) To have an up-to-date Disclosure and Barring service (DBS) certification to assess suitability, as a course and employment requirement, before working in the clinic.
  - (b) Must be clear on appropriate professional behaviour and conduct and follow the agreed professional conduct in line with Health Care Professionals Council’s standards of proficiency (HCPC, 2022) especially, Standards of conduct, performance, and ethics. Where appropriate, a failure to maintain these standards will be addressed using the University’s “Fitness to practice procedures”.
  - (c) To read this local policy and the Leeds Beckett University Safeguarding policy.
  - (d) To complete required safeguarding training (before commencement of placements) which includes awareness of safeguarding responsibilities and procedures. Training will cover the identifying of possible signs of abuse.
  - (e) To put measures in place to prevent harm and reduce the risk of abuse or neglect to Adults at Risk.
  - (f) To report and escalate any concerns of abuse or neglect that are observed or disclosed, and to take prompt and appropriate action in responding to suspicions or allegations of abuse or neglect.
  - (g) To provide a safe environment that promotes openness and encourages wellbeing, and where students, clients and staff feel able to raise safeguarding concerns and feel supported with the delivery of their safeguarding responsibilities.
  - (h) To ensure that all clients and carers are treated with dignity and respect and to safeguard Adults at Risk in a way that supports them in making choices and having control about their engagement in the sessions.

10. The Clinic Designated Safeguarding Officer (DSO) (see annex A) will fulfil their safeguarding responsibilities in a way that ensures that Adults at Risk within the clinic setting are safe. The Clinic DSO will enable opportunity for all to raise and discuss concerns within the clinic to ensure appropriate support is provided. The Clinic DSO is responsible for escalating concerns in line with the University's [Safeguarding Policy](#).
11. The Vice Chancellor will designate a senior member of staff as the Nominated Officer responsible for the strategic leadership of the [Safeguarding Policy](#).

#### **Working with External Agencies**

12. In line with the University's [Safeguarding Policy](#), the DSO will refer matters to the Nominated Officer in order to enable the University to work with relevant agencies, as is required.

#### **Dissemination**

13. The Policy shall be made available to staff and students during their induction to working within the clinic and will be published on the SLT clinic website.

#### **Monitoring and Compliance**

14. Monitoring against this Policy will take place via quarterly reviews of its effectiveness through the SLT Clinic Governance Group.
15. Further reporting can be escalated and actioned through the [Leeds Beckett University Safeguarding Policy](#).

#### **Policy Review**

16. This Policy will be reviewed annually by the Clinic DSO or at the conclusion of an investigation into concerns raised, if sooner. Any proposed amendments or changes will be put to the SLT Clinic Steering Group for approval.

#### **References and Associated Documentation (Legislation, Other Policies)**

The safeguarding policy incorporates the following legislation:

- Human Rights Act 2000
- Equality Act 2010
- Data Protection Act 2018
- Health and Safety legislation and regulation 1974
- Safeguarding Vulnerable Group Act 2006
- Mental Capacity Act 2005
- The Care Act 2014
- [Safeguarding Adults, A pocket guide](#), NHS England (2017)
- The [Care Act Statutory Guidance](#) (2014)
- [Health Care Professions Council](#) (HCPC)

## Procedure

**Where a staff member or student reports a disclosure or suspicion of possible abuse, please refer to annex D 'Dealing with Disclosures of Abuse and Reporting Concerns' of the Safeguarding Policy.**

In clinic, a staff member or student has suspicions of abuse:

- Record the concerns as factually as possible and report to the clinic lead, who will discuss with the Clinic DSO.

<p><b>Clinic DSO</b> <b>Claire Dolby (Lecturer)</b> Telephone: 0113 8126536 Email: <a href="mailto:C.I.dolby@leedsbeckett.ac.uk">C.I.dolby@leedsbeckett.ac.uk</a></p>
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The Clinic DSO will:

- Refer the matter to the University's Nominated Officer.
- Discuss with the University's Nominated Officer whether a referral to an external agency may be needed. If required, the Nominated Officer will report to the appropriate investigating agency.
- If an allegation of abuse against a member of staff or against a student is received, the Clinic DSO will immediately refer the matter to the Nominated Officer for consideration under the University's [Safeguarding Policy](#).