

## Safeguarding Policy

**Dr Lelanie Smook Psychological Therapies**

**50 Princess Street**

**Ipswich**

**Suffolk**

**IP1 1LR**

**Version:** 1.0

**Last updated:** April 2026

### **Purpose and scope of This Policy**

The purpose of this policy is to protect children, young people, and adults at risk who receive psychological services from Dr. Lelanie Smook. This policy applies to all aspects of the practice, including face-to-face sessions, remote (online) therapy, and digital communications.

### **Professional and Legal Framework**

This policy is informed by and operates in line with:

- HCPC Standards of Conduct, Performance and Ethics (including duties to act in the best interests of service users and protect the public)  
<https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/>
- British Psychological Society Code of Ethics and Conduct (principles of respect, competence, responsibility, and integrity)  
<https://www.bps.org.uk/guideline/code-ethics-and-conduct>
- Relevant UK safeguarding legislation and statutory guidance (e.g. Care Act 2014; Children Acts 1989 & 2004; Mental Capacity Act 2005; Domestic abuse Act 2021)

### **Scope of This Policy**

This policy applies to:

- All psychological therapy, assessment, supervision, and consultation provided by Dr Lelanie Smook
- Work undertaken face-to-face or online
- Concerns relating to:
  - Children (persons under 18)
  - Adults at risk (sometimes referred to as vulnerable adults)
  - Risks of serious harm to the service user or others

## **What Is Safeguarding?**

Safeguarding is the process of protecting people's health, wellbeing, and human rights so they can live free from abuse, neglect, and harm.

## **Principles of Safeguarding Practice**

Safeguarding within this service is guided by the following principles:

- The safety and wellbeing of individuals is paramount.
- Concerns are taken seriously and responded to proportionately.
- service users are treated with respect, compassion, and transparency.
- Action is taken in the least intrusive way possible, consistent with safety.
- Decisions are informed by professional judgement, supervision, and ethical guidance.

Safeguarding concerns may arise in relation to:

- Physical, emotional, or sexual abuse
- Neglect (including self-neglect)
- Domestic abuse
- Exploitation or coercion
- Serious risk of self-harm or suicide
- Serious risk of harm to others

Dr Lelanie Smook's responsibilities

- Ensure that the agreed safeguarding procedures are followed at all times.
- Reflect on the potential role of cultural heritage and belief systems when identifying and reporting safeguarding concerns.
- Ensure that information is available for service users and their loved ones, to guide them in raising concerns.

Dr Lelanie Smook will:

- Follow the safeguarding policies and procedures at all times
- Keep her safeguarding training up to date
- Liaise as necessary with statutory services for advice and guidance as to safeguarding.

## **Reporting Abuse**

Dr Lelanie Smook will contact emergency services should she suspect any abuse was taking place. The safety of service users remains her prerogative.

## **Confidentiality and Safeguarding**

Dr Lelanie Smook Psychological Therapies ICO registration reference: ZA 302377

Confidentiality is a core component of psychological practice. However, confidentiality may need to be broken if:

- There is a serious risk of harm to the service user or others.
- There are safeguarding concerns involving a child or adult at risk.
- Disclosure is required by law or a court order.

Wherever possible:

- Concerns will be discussed with the service user.
- The reasons for any disclosure will be explained.
- Only relevant and necessary information will be shared.

This approach is consistent with HCPC and BPS guidance.

<https://www.bps.org.uk/faqs/should-i-breach-my-clients-confidentiality>

<https://www.hcpc-uk.org/standards/meeting-our-standards/confidentiality/guidance-on-confidentiality/disclosing-information-without-consent/>

### **Recognising and Responding to Safeguarding Concerns**

If safeguarding concerns arise during clinical work, Dr Lelanie Smook will:

- Assess risk using professional judgement and clinical expertise.
- Consider the immediacy and severity of the concern.
- Take appropriate steps to reduce risk.
- Seek consultation or supervision where required.
- Escalate concerns to relevant statutory or emergency services when necessary.
- Ensure Safeguarding responses are documented in line with data protection guidance, and are reviewed regularly.

### **Escalation and External Support**

Depending on the nature of the concern, escalation may include:

- Encouraging the service user to contact emergency services or crisis support
- Contacting Social Services, emergency services or any other local authorities involved in safeguarding vulnerable adults and children.
- Sharing information with GP services or other healthcare professionals.
- Referring concerns to appropriate statutory bodies.

Situations posing immediate risk will be managed through emergency services.

Local safeguarding contacts for adults: Powys County Council

<https://en.powys.gov.uk/article/13907/Report-Adult-Abuse>

Dr Lelanie Smook Psychological Therapies ICO registration reference: ZA 302377

Local safeguarding contacts for children: Powys County Council

<https://en.powys.gov.uk/report-child-abuse>

### **Online and Remote Working**

Safeguarding responsibilities apply equally to online and remote sessions. Consideration is given to:

- The service user's physical location.
- Access to local crisis or safeguarding services.
- Limitations of remote working in emergency situations.

Service users are encouraged to share relevant location and emergency contact details before commencing online work.

### **Policy Review**

This Safeguarding Policy is reviewed regularly and updated in line with changes in legislation, professional standards, or practice guidance.

### **Contact**

Safeguarding concerns or questions relating to this policy should be raised using the contact details provided on the website.

Next review of the policy: April 2027