



HILLINGDON
LONDON

Educational Psychology Service – Safeguarding Protocol

As an Educational Psychologists, we are often working in close contact with young people. Sometimes, they may choose to disclose something to us as a trusted adult or some information may come to light in the course of our work together that causes us concern. Safeguarding is everyone's responsibility.

The following are guidelines for our service:

1. Ensure when you introduce yourself to the young person that you talk about confidentiality and that it is only necessary to break this when the young person or someone else is at risk of harm. By doing this at the start, you can refer to it if necessary.
2. Where possible, if the young person suggests they may want to share something of a safeguarding nature ahead of time, support them to share this with a member of staff in school. This is so that we can continue working with the young person should any formal procedures take place. This is not always possible as young people may not prepare you for what comes next.
3. When something arises in school, follow the school's safeguarding procedures before you leave the site. This may involve completing a document. Ensure this is done before leaving. This should take priority and may lead to appointments being cancelled.
4. Once you have left the site, check in with your supervisor to alert them to the fact that you have had to take action regarding a safeguarding



concern. If your supervisor is not available, please contact the Principal EP.

5. Safeguarding concerns should be raised as a matter of urgency for your own well-being and that of the young person involved. Supervisors will prioritise this and give you time to discuss. Supervisors should prioritise this over other appointments. If this is not possible, contact the Principal EP to seek timely support.

6. Make a note on the child's online folder in a new word document entitled CONFIDENTIAL SAFEGUARDING NOTES. The note should not include any details except the time and date and the action taken, e.g., At 12pm on Tuesday the 17th of May, I completed a safeguarding document for (child's name) and submitted to (name of Safeguarding Officer) at (named) School.

7. Sometimes, the impact of safeguarding concerns can arise at a later date. Please seek out additional support from your supervisor in the first instance.