



Caro Strover-Green & Associates
Educational Psychologist

**Solutions for children, young people,
schools and families.**



Caro Strover-Green and Associates Ltd.

SAFEGUARDING POLICY for CSGA Ltd Educational Psychology Services

This document explains our responsibilities to children to ensure their safety.

ESSENTIAL:

Annual Training:

A. Educational Psychologists and Educational Therapists and all practitioners who work with children and young people under CSGA Ltd are obligated to complete one of the following:

1. The annual **Keeping Children Safe in Education** online training with certificate to show completion.
Ref: Keeping Children Safe in Education - revised each year
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

Or/and:

2. There is also the DfE free safeguarding online, **Out of School Settings Safeguarding training** which is a 1 hour course will be particularly helpful for practitioners who are tending to work in homes or settings which are not educational provisions. This also provides a digital certificate on successful completion.
<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

Practitioners are then obligated to scan the certificate of the course they have completed to admin@edpsych.co.uk for CSGA's records.

B. CSGA Practitioners and Contractors will all have up to date professional indemnity insurance, with records of these scanned to admin@edpsych.co.uk at each annual renewal.

Enhanced DBS

C. Practitioners working with children and young people will have enhanced DBS and the annual renewal subscription set up. As part of enrolment to CSGA Ltd, practitioners will pass copies of their original DBS certificate and then their renewal certificate, this each year as it is renewed.

PROCESS

D. What do if a child makes a disclosure during a session

1. Stay calm and listen

- Give the child your attention.
- Allow them to speak in their own words.
- Do not investigate or interrogate.
- Use only open, minimal prompts if necessary, such as *"Tell me more about that."*
- Do not ask leading questions or suggest possible answers.

2. Do not promise confidentiality

It is helpful to establish this with children at the outset of work. For example:

"Most of what you tell me is private, but if you tell me something that makes me worried that you or someone else isn't safe, I may need to share it with someone who can help keep you safe."

If a disclosure occurs unexpectedly, you can explain this gently afterwards.

3. Clarify only what is necessary to establish immediate safety

You may need to establish whether the child is currently at risk or in immediate danger. You should not conduct your own investigation or attempt to establish whether an allegation is true.

If there is immediate danger, the guidance is clear that 999 should be contacted.

4. Report the concern promptly

If you are working within a school, you would normally report the concern to the Designated Safeguarding Lead (DSL) or deputy DSL without delay and follow the school's safeguarding policy. KCSIE 2026 specifically states that concerns should be acted upon immediately.

5. Make a contemporaneous record

Record:

- date and time;
- who was present;
- what the child said, using their **own words where possible**;
- what you observed;
- questions/prompts you used;
- your assessment of the concern;
- who you contacted;
- when you contacted them;
- advice received;
- action taken and the rationale.

What if the child says, "Don't tell anyone"?

- You should not agree to this.
- You can acknowledge the child's feelings:
- *"I understand that you don't want me to tell anyone. I'm glad you told me, and my job is to help keep you safe. I need to speak to someone who can help us work out what needs to happen next."*

- The emphasis should remain on supporting the child rather than making them feel they have done something wrong by disclosing.

At CSGA Ltd, all team members, will act in the child's best interests, and if a safeguarding issue is suspected, there will be immediate action. When working in a school, the CSGA Practitioner will contact the Designated Safeguarding lead (DSL) and any deputies immediately.

The process that will be followed is outlined above and is also complemented in the Guidance written by Aubergine Legal 2026, see below, with the caveat that if a disclosure is made to a CSGA practitioner within a private home, the practitioner will immediately consult the Designated Safeguarding Lead of CSGA Ltd, namely Caro Strover, Principal Educational Psychologist.

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