Kaylea Mitchell-Simon
Counselling

Kaylea Mitchell-Simon Counselling

Safeguarding Policy

I believe that every client I come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. I have a responsibility to promote the welfare of all my clients, to keep them safe and to practice in a way that protects them and their interests.

This policy will address the following areas of safeguarding:

Child safeguarding
Adult safeguarding.

I commit to addressing safeguarding throughout my work, through the three pillars of prevention, reporting and response.

Prevention

I will:

- Ensure I am familiar with and know my responsibilities within this policy
- Design and undertake all counselling in a way that protects people from any risk of harm that may arise from their coming into contact with me. This includes the way in which information about clients is gathered, communicated and stored.
- Ensure I always possess a valid enhanced DBS check.
- Will endeavor to undergo refresher training on safeguarding when widespread changes to legislation have been made.
- Follow up on safeguarding concerns promptly and according to due process.
- Hold relevant insurance for my practice.
- Be registered with the Information Commissioner's Office.
- Adhere to the BACP Ethical guidelines and code of conduct when working with clients, and always possess BACP membership while practicing.

Counsellor Responsibilities

Child Safeguarding
Kaylea Mitchell-Simon only works with adults; however, I am aware of my obligations to break confidentiality if and when a safeguarding issue arises regarding a child.

Adult safeguarding
Kaylea Mitchell-Simon Counselling must not:
Subject any adult to physical, emotional or psychological abuse, or neglect.

Additionally, I am obliged to:

- Always ensure the welfare of clients, and their wishes and feelings are afforded consideration when developing and carrying out counselling.
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations using the appropriate channels.
- Kaylea Mitchell-Simon Counselling has a professional role to identify and respond to the needs of children and report any concerns immediately.

Reporting

- Kaylea Mitchell-Simon Counselling will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are adhered to.
- Kaylea Mitchell-Simon Counselling will also accept complaints from external sources such as members of the public, partners and official bodies.
- Members of the public are able to contact the British Association of Counselling & Psychotherapy with any professional conduct concerns they may have (contact details are provided below).

Response

- Kaylea Mitchell-Simon Counselling will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.
- I will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to those I work with (see formal complaints policy).
- Kaylea Mitchell-Simon Counselling can also be investigated by The British Association of Counselling and Psychotherapy if a safeguarding complaint is made (see formal complaint policy).

Confidentiality

It is essential that confidentiality in maintained at all stages of the process when dealing with safeguarding concerns. Safeguarding information will be stored and handled in line with the Data Protection Act 2018.

Dates

This Policy Statement comes into force with effect from 1 September 2021 and will be reviewed annually, with the next review taking place on 1 January 2028.

Contact Details

In the first instance, please contact kmitchellsimontherapy@gmail.com for any further support and advice relating to the above.

Also, when making a formal complaint of a BACP member, they can be contacted as follows:

Kaylea Mitchell-Simon
Counselling

British Association of Counselling & Psychotherapy (BACP)
BACP House, Unit 15, St. John's Business Park, Lutterworth, LE17 4HB,
professional_conduct@bacp.co.uk
01455 883300
https://www.bacp.co.uk/about-us/protecting-the-public/

Glossary of Terms

Child - A person below the age of 18

Harm - Psychological, physical and any other infringement of an individual's rights

Psychological harm - Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Protection from Sexual Exploitation and Abuse (PSEA) - The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

Safeguarding - In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

Sexual abuse - The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation - The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Vulnerable adult - A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Counsellor: Kaylea Mitchell-Simon **Date: 02/11/2026**



Signed:

bacp professional standards authority accredited register
Registered Member 388553
MBACP
BRITISH ASSOCIATION FOR PERFORMING ARTS MEDICINE REGISTERED PRACTITIONER
kmitchellsimontherapy@gmail.com/ 07759580045