



MINDFUL BRAINS

SAFEGUARDING POLICY

Version: 1.0 06.2026

Policy Owner: Gemma Watson

**Designated Safeguarding Lead
(DSL):** Gemma Watson

Review Date: Annually

CONTENTS

1. Policy Statement
2. Purpose
3. Scope
4. Safeguarding Responsibilities
5. Safeguarding Principles
6. Types of Safeguarding Concerns
7. Recognising Risk Factors
8. Mental Health and Wellbeing
9. Suicide and Self-Harm Response Procedures
10. Domestic Abuse
11. Sexual Abuse and Exploitation
12. Radicalisation and Prevent
13. Online Safety
14. Confidentiality and Information Sharing
15. Record Keeping
16. Professional Boundaries
17. Online and Face-to-Face Delivery Standards
18. Lone Working
19. Referral Procedures
20. Emergency Contacts
21. Complaints Procedure
22. Equality, Diversity and Inclusion

1. POLICY STATEMENT

Mindful Brains is committed to promoting safety, wellbeing, dignity and respect across all services.

As a coaching, mentoring, consultancy, training and advisory organisation, Mindful Brains recognises its responsibility to identify, respond to and appropriately manage safeguarding concerns involving adults who may be experiencing harm, abuse, exploitation, significant emotional distress or mental health crises. **Safeguarding is everyone's responsibility.** While coaching and mentoring are not therapeutic interventions, safeguarding considerations remain integral to ethical and professional practice. Mindful Brains operates using a trauma-informed, person-centred and ethically grounded approach.

2. PURPOSE

This policy aims to:

- Protect individuals engaging with services
- Establish clear safeguarding procedures.
- Promote ethical decision-making.
- Clarify confidentiality boundaries.
- Provide guidance for responding to risk.
- Support lawful information sharing.
- Maintain professional standards.

3. SCOPE

- This policy applies to all activities undertaken by Mindful Brains including:
- One-to-one coaching/ mentoring
- Group coaching/mentoring
- Workshops
- Training programmes
- Public speaking engagements
- Consultancy services
- Advisory services

4. SAFEGUARDING RESPONSIBILITIES

Designated Safeguarding Lead

Gemma Watson serves as Designated Safeguarding Lead for Mindful Brains.

Responsibilities include:

- Receiving concerns.
- Assessing risk.
- Maintaining records and making referrals.
- Managing information sharing.
- Reviewing safeguarding practices.
- Undertaking continuous professional development.

Qualifications, Certifications and Associations

- CMI Level 7 Diploma in Leadership Coaching and Mentoring, alongside:
- Level 5 Diploma in Psychology
- Level 3 Diploma in Counselling Skills
- Level 3 Safeguarding Qualification
- Level 2 Understanding Mental Health First Aid and Workplace Advocacy
- Current DBS Certificate
- Member of the Association for Coaching (AC)
- Affiliate Association Business Mentors ABM

5. SAFEGUARDING PRINCIPLES

Mindful Brains operates according to the following principles:

1. Safety - The safety and wellbeing of individuals takes priority.
2. Respect - Individuals are treated with dignity and respect.
3. Empowerment - People are supported to make informed decisions wherever possible.
4. Prevention - Early identification and intervention are encouraged.
5. Proportionality - Responses are appropriate to the level of risk.
6. Accountability - Decision-making processes are documented and transparent.

6. TYPES OF SAFEGUARDING CONCERNS

The following concerns fall within the scope of this policy:

- Mental Health Crisis - Including severe distress, deterioration in functioning and crisis presentations.
- Self-Harm - Any intentional act of self-injury regardless of severity.
- Suicide Risk - Including thoughts, plans, intent or attempts.
- All forms of abuse:
 - Domestic Abuse
 - Emotional abuse
 - Physical abuse
 - Financial abuse
 - Sexual abuse
 - Coercive control
 - Psychological abuse
 - Sexual Abuse
- Financial exploitation
- Sexual exploitation
- Coercive relationships
- Radicalisation
- Concerns regarding extremist influences or vulnerability to radicalisation.
- Online Harm
- Including cyber-abuse, harassment and exploitation.

7. RECOGNISING RISK FACTORS

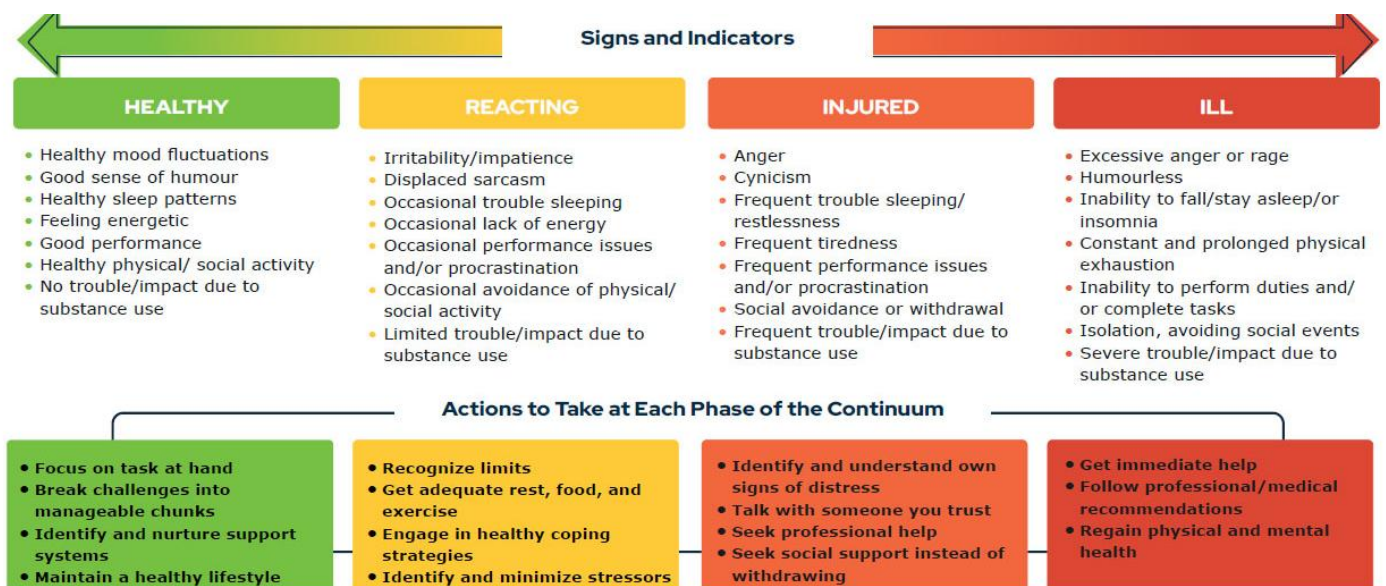
Potential indicators include:

- Withdrawal from relationships
- Sudden behavioural changes
- Expressions of hopelessness
- Excessive fear or anxiety
- Unexplained injuries
- Disclosures of abuse
- Threats of self-harm
- Suicidal ideation
- Extreme ideological beliefs linked to harm

No single indicator confirms abuse or risk. Professional judgement should always be exercised.

8. MENTAL HEALTH AND WELLBEING

Mindful Brains recognises that coaching and mentoring conversations may reveal significant mental health concerns. Where concerns exceed the scope of expertise appropriate signposting will be provided and referral recommendations may be discussed. **Mindful Brains does clinical mental health treatment.** Mindful Brains provides services that encourage healthy practices to maintain mental health and well-being. Mindfulness is a big part of that work. We use the mental health continuum framework to support identify signs and supporting wellbeing outcomes.



9. SUICIDE AND SELF-HARM RESPONSE PROCEDURE

Low Risk

Examples:

- Historical self-harm
- Passive thoughts without intent

Actions:

- Explore support networks.
- Encourage professional support.
- Record concern.

Medium Risk

Examples:

- Recent self-harm.
- Emerging suicidal thoughts.

Actions:

- Encourage immediate professional support.
- Develop a safety plan.
- Record actions.

High Risk

Examples:

- Suicide plan.
- Access to means.
- Clear intent.

Actions:

- Contact emergency services if necessary.
- Contact crisis services.
- Maintain safeguarding records.

Mindful Brains will support individuals through:

- Safe conversations
- Signposting
- Referral information
- Safeguarding action where required
- Disclosures will be treated seriously and sensitively.
- Information may be shared where legal or safeguarding obligations apply.

13. ONLINE SAFETY

When delivering services online:

- Secure platforms should be used.
- Professional standards remain identical to face-to-face delivery.
- Safeguarding concerns will be managed consistently.
- Online communication should remain professional and purpose-driven.

14. CONFIDENTIALITY AND INFORMATION SHARING

Information shared during services will remain confidential except where:

- Serious harm is suspected.
- There is risk to life.
- Criminal activity is disclosed.
- Legal obligations require disclosure.

Where practical, individuals will be informed before information is shared.

15. RECORD KEEPING

- Safeguarding records must:
- Be factual.
- Be objective.
- Be dated.
- Be stored securely.

Records should include:

- Nature of concern.
- Actions taken.
- Advice sought.
- Referrals made.

16. PROFESSIONAL BOUNDARIES

Mindful Brains maintains clear boundaries and will follow codes of ethics of Mindful Brains

19. REFERRAL PROCEDURES

Where safeguarding concerns arise, referrals may be made to:

- Emergency Services
- NHS Services
- GP Services
- Adult Safeguarding Teams
- Domestic Abuse Services
- Police
- Specialist Support Organisations

All referrals should be documented.

20. EMERGENCY CONTACTS

- Emergency Services: 999
- Police (Non-Emergency): 101
- NHS: 111
- Samaritans: 116 123
- National Domestic Abuse Helpline: 0808 2000 247
- Victim Support: 0808 168 9111
- NSPCC: 0808 800 5000
- Childline: 0800 1111
- Prevent Hotline: 0800 789 321

21. COMPLAINTS PROCEDURE

Mindful Brains welcomes feedback and complaints as part of maintaining high professional standards. Complaints should initially be raised directly with:

Gemma Watson CEO of Mindful Brains via email: mindful.brains@outlook.com

Where concerns cannot be resolved directly, or where an individual believes practice may be harmful, unethical or below professional standards, complaints may be escalated to professional bodies.

Association for Business Mentors

Email: enquiries@associationofbusinessmentors.org

Association for Coaching

Golden Cross House

8 Duncannon Street

London

WC2N 4JF

Email: complaints@associationforcoaching.com

22. EQUALITY, DIVERSITY AND INCLUSION

Mindful Brains is committed to creating environments that are:

- Inclusive
- Accessible
- Respectful
- Free from discrimination

Safeguarding responses will be sensitive to culture, identity, lived experience and individual circumstances.