

SAFEGUARDING POLICY AND PROCEDURE REPORT

EXECUTIVE MEMBER: Councillor Hugh Branney
LEAD OFFICER: Julie Betteridge, Head of Customer and Community Services
REPORT AUTHOR: Andrea Smith, Policy & Scrutiny Officer

WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS?

The Council can demonstrate its commitment to:

- Safeguarding and Promoting the welfare of children and vulnerable adults of Copeland
- Reassuring residents of Copeland that Staff and or Members are trained to deal with concerns raised.
- Ensuring that through its contract and procurement framework that its service delivery partners that we contract out have regard to the need to safeguard and promote the welfare of children.

WHY HAS THIS REPORT COME TO THE EXECUTIVE?

(eg Key Decision, Policy recommendation for Full Council, at request of Council,etc.)

This report has been brought to Executive for approval of the new Safeguarding Policy and Procedure for the Council to ensure that it meets its statutory responsibility, and is compliant with its duty to complete an annual Safeguarding Audit.

RECOMMENDATIONS:

Executive is asked to:

- a) Accept its responsibility for Safeguarding Children and Vulnerable adults in line with Section 11 of the Children Act 2004
- b) Agree the Safeguarding Policy and Procedure
- c) Make a commitment that mandatory training will be complete all staff and members in respect of safeguarding Children and Vulnerable adults
- d) Support that all relevant staff, members and contractors are vetted appropriate to the position or role that they fulfil in representing the Council.
- e) agree an initial 6 months review followed by an annual review thereafter

1. INTRODUCTION

- 1.1 This policy outlines how the Council will meet its statutory responsibilities in relation to the Children Act 2004 and in particular Section 11.
- 1.2 This policy highlights that the protection of children, young people and vulnerable adults is a priority for Copeland Borough Council.
- 1.3 This policy provides a clear guidance and reference point for all Employees, Members and Customers and highlights what can be expected from Copeland Borough Council in respect of safeguarding.
- 1.4 in addition, the Council is required annually to complete a section 11 Audit to be compliant with the requirements of Section 11 of the Children Act 2004.
- 1.5 Working Together 2013 requires Local Safeguarding Children Boards to gather data to assess whether partners are fulfilling their statutory obligations, including under Section 11.

2. DISCUSSION

2.1 Legal Context

- 2.1.1 Section 11 of the Children Act 2004 places a duty on key people and bodies to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. Local authorities, including district councils are covered by the duty.
- 2.1.2 The duty requires the council to ensure that:
 - a) Its functions are discharged having regard to the need to safeguard and promote the welfare of children and;
 - b) Services they contract out to others have regard to the need to safeguard and promote the welfare of children.
- 2.1.3 Statutory Guidance acknowledges that the working arrangements in place will reflect the role and focus of the authority.
- 2.2 Copeland Borough Council believes that all children, young people and vulnerable adults have a right to be safe and protected.

2.3 The very nature of our organisation means that employees, elected members and Council representatives will come into contact with children and vulnerable people. Therefore it is vital that we have clear safeguarding policy and guidelines in place.

2.4 While Cumbria County Council holds overall responsibility for the delivery of Children and Adult Social Services, Section 11 of the Children Act 2004 places a duty on Copeland Borough Council to ensure our functions and services (including those contracted out to others) are discharged having regard to the need to safeguard and promote the welfare of children in the Borough.

2.5 However, we cannot do this alone and effective safeguarding relies heavily on effective partnership working between other organisations including the Cumbria LSCB.

2.6 We will also ensure that those we work with to deliver services – and those who deliver services on our behalf, treat safeguarding as a priority.

2.7 Safeguarding is defined as:

- protecting children from maltreatment,
- preventing impairment of children’s health or development
- ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Enabling those children to have optimum life chances and enter adulthood successfully
- Protecting vulnerable adults from harm

2.8 **Our Services and Safeguarding**

2.8.1 There are a number of ways in which the Council contributes to improving outcomes for children, young people and vulnerable adults through the statutory services we deliver.

2.8.2 Statutory Guidance refers to a number of services delivered by the council which play a significant part in the lives of children and families and therefore have an important safeguarding role to play.

2.8.3 These statutory services cover areas including Licensing, Planning, Environmental Health and Strategic Housing and Waste. It would also extend to other council services including Parks, Enforcement, Tourism, Customer Services, and Leisure Management. At the same time, officers and Members in their day to day duties work in close proximity with families and children.

2.8.4 The Council will put in place a number of arrangements to ensure that we meet our statutory duties in relation to safeguarding children. We will also extend these to safeguarding vulnerable adults where our remit enables us to do this.

2.8.5 These arrangements include:

- Making arrangements to safeguard and promote welfare
- Statutory Guidance highlights that local authorities - including district councils like us - need to put in place a number of arrangements to ensure that they take account of the need to safeguard and promote the welfare of all children when providing their services.

2.9 To be an effectively Council in safeguarding children and vulnerable adults the Council will ensure:

1. Senior Management commitment and accountability
2. There is clarity of the Council's responsibilities for safeguarding and promoting the welfare children
3. Involvement of Children and Young People and Families in Planning and Developing Services
4. Services for Children are Safe and Accessible
5. Staff training and continuing professional development is in place
6. Safer Recruitment, Vetting Procedures and procedures for responding to allegations against staff are in place
7. Effective inter agency working to safeguard and promote the welfare of children
8. Information Sharing takes place where necessary
9. Incidents reported to the Council are recorded and referred to the appropriate accountable agency.

2.10 The Council in line with its requirement to undertake an annual self-assessment will monitor and annually review the policy and operational impact and risks associated with the procedures.

In line with our corporate plan this includes our external partners and contractors.

3. CONCLUSIONS

3.1 Section 11 of the Children Act 2004 places a duty on key people and bodies to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. Local authorities, including district councils are covered by the duty.

3.2 The duty requires the council to ensure that:

- a) Its functions are discharged having regard to the need to safeguard and promote the welfare of children and;
- b) Services contract out to others have regard to the need to safeguard and promote the welfare of children.

3.3 Statutory Guidance acknowledges that the working arrangements in place will reflect the role and focus of the authority. The Council will be following best practice and following an annual review of this policy and procedure, but due to this being the first year of implementation, the executive are requested to support an initial 6 months review and receive a report on this basis.

4. STATUTORY OFFICER COMMENTS

4.1 The Monitoring Officer's comments are: The report sets out the Council's duties and responsibilities and the Safeguarding Policy and procedure will ensure that these are met. The Policy falls within the remit of Executive Board.

4.2 The Section 151 Officer's comments are: No further comment

4.3 EIA Comments

4.3.1 The Council considers the Equality Act 2010 Public Sector equality duty and impact of the Safeguarding Policy and Procedure and the impact on the protected characteristics to ensure that we take advantage of any opportunities to advance equalities.

4.4 Policy Framework

4.4.1 In line with the Council's key priorities it will work to be an effective public service partner so we can get the best deal for Copeland, as well as working to help build capacity within communities to respond to the changes, find solutions and seek opportunities to help deliver local services for those who are or may be affected by the introduction of the Safeguarding Policy and Procedure.

4.5 Other consultee comments, if any:

Consultation has been undertaken with Members and Leadership and management group. The risk assessment and early actions have been influenced by this feedback.

5. RESOURCE REQUIREMENTS

- 5.1 The work of the Council in implementing this policy and procedure will be absorbed from within existing council resources.
- 5.2 However, there is likely to be a cost implication in respect of this which will be absorbed within the first 6 months:
1. Training of all staff at level's 1,2 and 3,
 2. Costs associated with the introduction of DBS checks for both new recruits and existing staff and members.

6. HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?

- 6.1 The work resulting from the recommendations will be managed within existing council resources in 2014-15. Future resource requirements are yet to be confirmed.
- 6.2 There is an action plan for 2014-15 which will be managed by a small officer safeguarding project group.
- 6.3 There is a risk plan attached

7. WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?

- 7.1 This policy and procedure is supported by an action plan and risk register that will provide the following measureable outcomes:
- Qualified Staff and Members in levels, 1,2 and 3 Safeguarding
 - Nominated Officers/Members trained in safer recruitment
 - Clear communication strand on the Council's website
 - Operational staff will be confident in responding swiftly and in accordance with inter-agency arrangements
 - A confidential register will be put in place to record and monitor safeguarding incidents or concerns reported to the Council.
 - Share information to effect early intervention and ensure that children, young people and vulnerable adults get the services they require.

- Systems and processes and monitoring mechanisms are in place to enable the Council's and its contractors to have due regard for and discharge its duty and or function under the Act.
- Annual Safeguarding Audit complete and will support the Council's learning.
- Through partnership working we will support children and vulnerable adults in the promoting their health and wellbeing.

List of Appendices

Appendix A Safeguarding Policy and Procedure – Children and Vulnerable Adults

Appendix B Action Plan 2014-15

Appendix B Risk Register 2014 - 15

List of Background Documents:

Self-Assessment Form

CCC Safeguarding Policy/Procedure

Appendix B

ACTION PLAN

Please list the policy or strategy's objective in the table below. Try to be as specific as possible about what you are going to do and how you are going to measure both progress and success.

Objective	Measure (s)	Target(s)	Projects/Actions	Resources	Responsible Officer	Impact
The specific objective identified in order to address a need. Please also indicate, in bold at the end of the objective, which balanced scorecard perspective the objective falls into- customer, process, finance or learning and development.	The measures you will use to assess progress and success; often these will take the form of performance indicators, but could also be significant outputs or benefits to be realised, etc	What level of achievement are you aiming to attain and by when, to know if you have delivered on the objective?	A breakdown of what you are going to do to ensure the objective is met, but ensure conciseness by listing only headline activities and/or key deliverables	Not an exact costing (unless you have one), but are the necessary resources available (money, staff, time, etc) to deliver the objective- YES/NO	Senior officer responsible for driving and delivering the objective	Does the objective require significant input from other services and partnership organisations or will it have significant impact upon other services or partnership organisations? If so list those here
Project Group	Overseeing the Project action plan	Embed the policy and procedures	See action plan	Within existing resource n 14-15	Julie Betteridge	Engagement from LMG
Staff Training	Training is complete by Mar 2015	Safeguarding all staff complete level 1	Co-ordinate and plan training for all staff to ensure compliance of this policy	tbc	tbc	Risk of none compliance with policy,
Staff training	All relevant staff are on a programme for receiving training L2 & L3	Safeguarding relevant staff in level 2 and 3				
Member training	Training in 2015	Safeguarding all members level 1	Co-ordinate and plan training for all staff to ensure compliance of this policy	tbc	tbc	Risk of none compliance with policy,
Safer	Introduction	Officers and		tbc		

Recruitment	by HR in recruitment of staff There is a proper programme in place for staff and members involved in recruitment	staff identified and carried out training				
Initial 6 month and Annual Review of policy	6 monthly Annual Audit complete August 2014		Scope to be agreed by autumn 2014	tbc		
Safeguarding is incorporated in HRs annual training programme	Identified within the programme and staff appraisals/PDP	HR annual training programme	Agreed annually	Cost to be incorporated in annual budget	Head of People Resources	
Communications team include welfare promotion on a regular basis	Regular promotion material that promotes welfare is included in Council briefings Oct 2014	All staff and members are informed through briefing sessions and or promotion work	Standard item on briefings	Comms Team Published website:	Comms Manager	
Contracting & Commissioning	Ensure there is a clause within all contracts existing and new	All new contracts	Legal to provide appropriate clause	All contract managers	Legal	Non - compliance
Partnership activity updates	Partners receive updated from CBC on its policy status, September 2014 onwards	Partners	All Officers provide updates with their respective partners on this policy	All staff involved with contract management or partnership agreements	All officers/member involved in partnership meetings	
Member Champion/Induction programme	individuals to promote/champion safeguarding – Oct 2014	Champions identified	Identify members as champions	tbc		
Licencing &						

DBS						
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Appendix C

Safeguarding Risk Register-

Please list the key risks to achieving the objectives detailed in the table above

JULIE TO PROVIDE

Copeland
borough council



Proud of our past. Energised for our future.

Safeguarding Policy Procedure– Children and Vulnerable Adults

Final V0.2 September 2014

Current Document Status			
Version	0.1	Approving body	Executive
Date	September 2014	Date of formal approval	
Responsible officer	Paul Walker	Review date	September 2016
Location	Sharepoint Intranet/CBC website and intranet/policy & Transformation P:Drive		

VERSION HISTORY

Date	Version	Author/Editor	Comments
2 September 2014	0.2	Andrea Smith	First Draft for CLT Consideration

Equality Impact Assessment Record

Date	Type of assessment conducted	Stage/level completed (where applicable)	Summary of actions taken decisions made	Completed by	Impact Assessment review date
	To be complete	To be complete	To be determined		<Insert date>
Responsible officer	Andrea Smith, Policy & Transformation Officer	Review date	September 2014		

Corporate Quality Assessment Record

Date	<Insert date>
Completed by	<Insert name(s)> (Julie Betteridge)

Document retention

Document retention period	
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Protective Marking

Protective Marking	Not protectively marked
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Copeland Borough Council is committed to ensuring it fulfils its responsibilities towards safeguarding and promoting the welfare of all young people under the age of 18 as required by the Children Act 2004. In addition to this, it is also committed to applying these principles to Vulnerable Adults. It is important to be aware that the Council has a legal and moral obligation to ensure the duty of care for children and vulnerable adults across all of its services and to have due regard to section 11 and the duties it places on us. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised by the Council.

The council has put in place a number of working arrangements to ensure we fulfill our safeguarding duties, including advice on how to report and refer incidents of concern or suspicion around the welfare and safeguarding of a child or vulnerable person.

However, remember it is not up to you to decide if abuse has taken place but it is up to you to report any concerns or suspicions.

When it is necessary to do so, and in accordance with our safeguarding working arrangements, we will share information across our service areas and with relevant and appropriate external agencies.

Purpose of the Policy

This policy outlines how the Council will meet its statutory responsibilities in relation to the Children's Act 2004 and in particular Section 11.

This policy highlights that the protection of children, young people and vulnerable adults is a priority for Copeland Borough Council. This policy provides a clear guidance and reference point for all Employees, Members and Customers and highlights what can be expected from Copeland Borough Council in respect of safeguarding.

We will review the policy on an on-going basis in accordance with legislative changes or guidance from the Local Safeguarding Children Board (LSCB). The LSCB is the key statutory mechanism for agreeing how the relevant organisations in each local area co-operate to safeguard and promote the welfare of children and for ensuring the effectiveness of what we all do.

SCOPE

Who is this policy for?

This policy is a reference for all Copeland Borough Council employees, elected Members, volunteers or anyone working on behalf of, delivering a service for or representing the Council. The policy is available via:

- The Council's Intranet
- Council Website
- At our administrative centres (Copeland Centre, Moresby Park and Millom, Cleator Moor Local Links)
- Line Managers
- The Council Sharepoint site
- Member Services and the Members Room

Contractors and those delivering services for the Council will also receive a copy of the policy and be made aware of and operate within our safeguarding policy and expectations.

Staff and member responsibility

This policy ensures that the Council fulfils its obligation under the Act and therefore requires all staff and members to work within this policy and procedure through:

- Fully understand their role and responsibility
- Attend staff training
- Work closely with line managers to assess the risk of the work they are fulfilling.
- To take responsibility and act swiftly within the policy parameters to highlight any issues or concerns.

What and who does this policy cover?

The policy covers children, young people and vulnerable adults as follows¹:

- Children and young people under 18 years old
- Someone who is over 18 years old who is, or may be in need of community care (long term care provided in the community and/or in the home) by reasons of mental health or other disability, age or illness and is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

As well as meeting our duties under section 11 of the Children's Act 2004, it is the Council's responsibility to report any concerns we have over the welfare of children, young people or vulnerable adults to the relevant authority (Children's Services and Adult Social Care). Our duties

¹ The role of district councils in safeguarding children and young people

extend to concerns around the identification of abuse, poor practice by internal members of staff and allegations brought to the attention of the Council by a member of the public/community.

The policy is aimed at employees, Councillors and contractors whilst on CBC business. The Council encourages, these individuals to acts as responsible citizen whilst not on Council business.

1. Introduction

Copeland Borough Council believes that all children, young people and vulnerable adults have a right to be safe and protected.

The very nature of our organisation means that some employees, elected members and Council representatives will come into contact with children and vulnerable people. Therefore it is vital that we have clear safeguarding policy and guidelines in place.

While Cumbria County Council holds overall responsibility for the delivery of Children and Adult Social Services, Section 11 of the Children's Act 2004 places a duty on Copeland Borough Council to ensure our functions and services (including those contracted out to others) are discharged having regard to the need to safeguard and promote the welfare of children in the Borough.

However, we cannot do this alone and effective safeguarding relies heavily on effective partnership working between other organisations including the Cumbria LSCB. We will also ensure that those we work with to deliver services – and those who deliver services on our behalf - treat safeguarding as a priority.

2.0 The definition

The broad definition of a 'vulnerable adult' referred to in the 1997 Consultation Paper Who decides?, issued by the Lord Chancellor's Department, is a person:

“who is or may be in need of community care services by reason of mental or other disability, age or illness; and page 8 – Section 2 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”.

2.1 What is Safeguarding?

2.1.1 Safeguarding is defined as²

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Enabling those children to have optimum life chances and enter adulthood successfully
- Protecting vulnerable adults from harm

2.2 What is the Promotion of all children and vulnerable adults?

2.2.1 Safeguarding and promoting the welfare of children within Copeland requires effective coordination. LSCB is the key local statutory mechanism for agreeing how relevant organisations will co-operate to safeguard and promote the welfare of children in Cumbria and for ensuring the effectiveness of what they do.

The Council will be an effective partner in the promotion of safeguarding children, young people and vulnerable adults.

3. Legislative Context – Section 11

Section 11 of the Children Act 2004 places a duty on key people and bodies to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. Local authorities, including district councils are covered by the duty.

The duty requires the council to ensure that

- a) Its functions are discharged having regard to the need to safeguard and promote the welfare of children and;
- b) Services they contract out to others have regard to the need to safeguard and promote the welfare of children.

Statutory Guidance³ acknowledges that the working arrangements in place will reflect the role and focus of the authority.

² Government Guidance on Working Together to Safeguard Children 2006

³ Making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004

4. Our Services and Safeguarding

There are a number of ways in which the Council contributes to improving outcomes for children, young people and vulnerable adults through the statutory services we deliver.

Statutory Guidance refers to a number of services delivered by the council which play a significant part in the lives of children and families and therefore have an important safeguarding role to play. These statutory services cover areas including Licensing, Planning, Environmental Health, and Strategic Housing. It would also extend to other council services including parks and enforcement, Leisure Management, Tourism, Customer Services. At the same time, some officers and Members in their day to day duties work in close proximity with families and children.

The Council will put in place a number of arrangements to ensure that we meet our statutory duties in relation to safeguarding children. We will also extend these to safeguarding vulnerable adults where our remit enables us to do this. These arrangements are highlighted at section 5.

The Council in line with its Corporate Plan work closely with contractors and partners to deliver its priorities and services. The Council will have due regard to safeguarding through providing appropriate and relevant safeguarding clauses within procurement documentation, contracts and partnership terms of reference. It is the responsibility of the Council and its partners and contractors to adhere to these requirements in procuring and delivering services. The Council has a performance management framework and through this will ensure services are reviewed regularly to understand the risks and issues in meeting our safeguarding duty including ensuring compliance through contractual management arrangements and regular review of our contract and partnership delivery to ensure clauses and activity is appropriate and in support of the Council safeguarding duties.

5. Making arrangements to safeguard and promote welfare

- 5.1 Statutory Guidance highlights that local authorities - including district councils like us - need to put in place a number of arrangements to ensure that they take account of the need to safeguard and promote the welfare of all children when providing their services.

5.2.1 Senior Management commitment and accountability

The Council's Chief Executive, Paul Walker, will lead safeguarding at the Council. The council will also appoint a lead Executive Member (to be confirmed).

The Chief Executive will:

- Ensure the Council participates in multi-agency working where its remit enables it to and participates in partnership working as directed by the Cumbria LSCB;
- Champion the importance of safeguarding and promoting the welfare of children throughout the organisation;
- Be responsible for communicating to all staff in the council the importance of safeguarding and promoting the welfare of children;
- Hold managers to account for the contribution of their services to safeguarding and promoting children's welfare through regular monitoring and audit arrangements;
- Ensure staff have effective working relationships with other agencies in order to safeguard and promote children's welfare and;
- Ensure training needs of staff are identified.
- Carry out an annual review of its policy and procedure and ensure that the review is understood.

5.2.2 Clarifying the Council's responsibilities for safeguarding and promoting the welfare of children

We are required to make arrangements to ensure that staff clearly understanding their responsibilities for safeguarding and promoting the welfare of children. In particular staff should know what action to take if they have concerns about the safety or welfare of a child or safety and welfare of a vulnerable adult.

We will work with the LSCB to ensure this. The Council has also published guidance for all staff which is consistent with the Government's Guidance on What To Do If You're Worried A Child Is Being Abused. Check for adults what to do.

The guidance:

- Clarifies that everyone is responsible for reporting safeguarding concerns and a process outlining how to report a concern about a child's safety or welfare including contact numbers.

We will incorporate responsibilities for safeguarding and promoting the welfare of children into the service planning process.

5.2.3 Involving Children and Young People and Families in Planning and Developing Services

The council seeks to ensure that service changes are informed by the views of all services users, residents and customers including children and parents. The council seeks to achieve this through its corporate consultation and Equality Impact Assessment (EIA) processes. The corporate consultation and EIA processes ensure

the involvement of specific representative and interest groups including the Howgill Family Centre, the Copeland Youth Council, Young Cumbria, Cumbria Youth Alliance, Inspira and other youth projects and Academies within Copeland.

As well as giving the opportunity for all groups, individuals and families across the Borough to have their say. The council will continue to seek to develop these consultation processes to ensure they are as robust as possible and where resources allow.

5.2.4 Clarifying the Councils responsibility for safeguarding and promoting the welfare of young people and vulnerable adults.

We are required to make arrangements to ensure that staff clearly understanding their responsibilities for safeguarding and promoting the welfare of vulnerable adults. In particular staff should know what action to take if they have concerns about the safety or welfare of a child or safety and welfare of a vulnerable adult.

We will work with The Cumbria Local Safeguarding Adults Board (CLSAB) to ensure this.

The guidance:

(Department of Health) The Care Act – Protecting adults from abuse or neglect.

The Act requires local authorities to make enquires, or ask others to make enquiries, when they think an adult with care and support needs may be at risk of abuse or neglect in their area and to find out what, if any, action may be needed. This applies whether or not the authority is actually providing any care and support services to that adult.

We will incorporate responsibilities for safeguarding and promoting the welfare of vulnerable adults into the service planning process.

5.2.5 Ensuring Services for Children and vulnerable adults are Safe and Accessible

The Council delivers a number of services which impact on children's safety and welfare. We will seek to ensure that we consider services used by children and vulnerable adults can be safely accessed. We will also seek to ensure that children are kept safe whilst using our services through adherence to health and safety regulations and other standard policies, procedure and good practice. Where our services are delivered by others on the council's behalf, we will ensure our procurement arrangements and contract management arrangements reflect the need for those organisations to adhere to policies and procedures around safeguarding, health and safety, equality and diversity and others.

5.2.6 Staff training and continuing professional development

The council will ensure that all staff working with, or in contact with children vulnerable adults and families receive relevant training. We will seek to do this do this in conjunction with the LSCB.

The Council's other key tool will be training and awareness for all those affected by this policy. This will ensure that all staff and members will attend a basic safeguarding awareness session.

We will also ensure:

- An awareness of safeguarding and promoting the welfare of children and vulnerable adults is included in the corporate induction process for staff and members
- Changes to statutory requirements and advice issued by the LSCB is communicated to managers and frontline staff
- Staff, members, partners and contractors are aware of how they report/refer concerns to the relevant agencies through our reporting procedure
- All staff and managers are aware of their role and responsibilities for safeguarding and promoting welfare.

Staff and members will be made aware of this policy and its accompanying guidance procedures through the Council's standard communication procedures and intranet. Hard copies will be available on request and at all of our sites for manual operatives who do not have regular access to IT facilities.

5.2.7 Safer Recruitment, Vetting Procedures and procedures for responding to allegations against staff

The council has policies and procedures in place to ensure that it implements a safe recruitment process which includes and applies vetting procedures.

All posts are assessed to determine whether they require a Disclosures and Barring Service (DBS) check from the Disclosure and Barring Service (formerly the Criminal Record Bureau and the Independent Safeguarding Authority).

All employees recruited to posts which have been identified as exempt from the Rehabilitation of Offenders Act 1974 or have been identified as having direct contact with children or sensitive information relating to children will be appointed using the recruitment policies and procedures issued by Human Resources (HR) and in accordance with DBS checks.

The council also complies with regulations under the Vetting and Barring Scheme which replaced the Protection of Vulnerable Adults List, and was first introduced in

2009 to prevent unsuitable individuals from working with children and vulnerable adults.

The council's HR Department co-ordinate the recruitment processes and hold corporate and applicant information including that in relation to DBS standard and enhanced checks.

The council is required to have in place an effective system for staff and service users to make complaints when they have concerns that actions to safeguard have not been followed in accordance with the Council's procedures. The Council has an established Confidential Reporting Code in place to enable this to happen. If you consider that the Council has not followed its safeguarding procedures, please refer to the Confidential Reporting Code.

Allegations against staff will be made under the Confidential Reporting Code and addressed appropriately and in accordance with HR policies and procedures.

5.2.8 *Effective inter agency working to safeguard and promote the welfare of children*

The LCSB is responsible for having local procedures in place which govern how agencies work together and promote the welfare of children. As a district council, Copeland Borough Council, along with other Cumbria districts, is currently represented on the LCSB by South Lakeland District Council.

The council will ensure it participates and effectively contributes to inter agency working arrangements where its remit enables it to do so.

In addition, the Council's Corporate Plan commits us to being an effective public service partner so we can get the best deal for Copeland. We will reaffirm our commitment to safeguarding and promoting the welfare of children through our activity in partnerships including the West Cumbria Community Safety Partnership, Local Multi Agency Problem Solving Partnerships (LMAPS), Multi Agency Risk Assessment Conferences as well as our Health and Housing partnerships.

Where there are conflicting issues with partner organisation, the Council will seek to resolve these matters in line with LSCB local procedure.

5.2.9 Information Sharing

The council will ensure that staff and members understand how to share information in a way that is legal and ethical. We will ensure that our staff and members are aware of how to refer and report safeguarding concerns to the relevant agency.

Everyone is expected to work within the relevant and appropriate formal protocols within their respective service areas.

5.2.10 Contract and Commissioning

The council will include a standard clause on the role of contractors within all of its contracts.

The commissioning and procurement framework of the Council will ensure that future contractors and or service delivery partners are able to comply with safeguarding requirements whilst working with the Council.

All contract management will monitor this clause as part of its contract monitoring regular activity and highlight any issues that arise within the contract.

For further information about this policy, please contact (to be confirmed) Andrea Smith

Tel. 01946 598496

Email. Andrea.smith@copeland.gov.uk

Appendix 1 – Guidance notes

Background Documents, Reports and useful websites:

Copeland Borough Council Confidential Reporting Code

Copeland Borough Council Equality Scheme

Copeland Borough Council HR Policies and Procedures

Copeland Borough Council Section 11 Self-Assessment 2013/14

Cumbria LSCB Policies, Procedures and Guidance

Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children. HM Government March 2013

Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004. HM Government 2007

What to do if you are worried a child is being abused HM Government December 2006

Guidance for the application of Multi Agency Thresholds, Cumbria Children's Trust

Department of Health, The Care Act – Protecting adults from abuse or neglect Factsheet 7

Department of Health, No Secrets

Useful websites

Spot the Signs – Cut them Free (Advice on Child Exploitation) Barnados

www.barnados.org.uk/spotthesigns

Cumbria Local Safeguarding Children's Board www.cumbrialscb.com

Safer Cumbria – Domestic Violence

www.cumbria.gov.uk/communitysafety/DomesticViolence

Safer Cumbria – Safeguarding Adults in Cumbria

<http://www.cumbria.gov.uk/healthandsocialcare/adultsocialcare/safe/safe.asp>

NSPCC – www.nspcc.org.uk

Legislative Framework – Summary

Children Act 1989 and 2004

Childcare Act 2006

Licensing Act 2003 (protection of children from harm)

Gambling Act 2005 (protection of children from gambling and access to gambling)

Housing Act 2004 (health and safety hazards in housing)

Criminal Justice Act 2003 (Multi Agency Public Protect Arrangements)

Data Protection Act

Human Rights Act 1998

The Apprenticeships, Skills, Children and Learning Act 2009

Care Standards Act 2000

Mental Capacity Act 2005

Protections of Freedom Act 2012 (Disclosure and Barring and Vetting and Barring)

Safeguarding Vulnerable Groups Act 2006

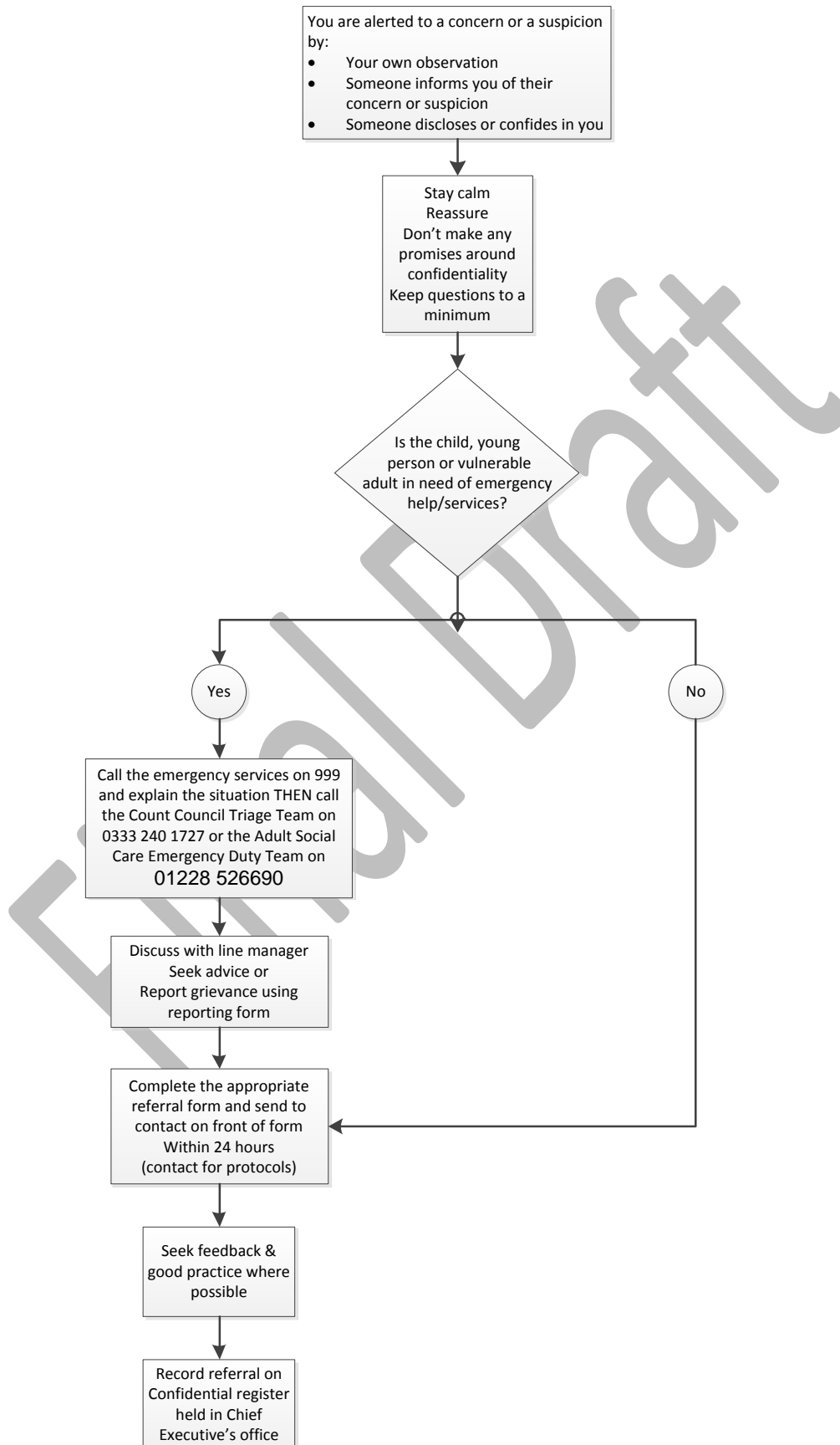
NSPCC - www.nspcc.org.uk/PhysicalAbuseSigns

Procedure

SEPTEMBER 2014

Final Draft

Safeguarding Reporting Procedure - Example



REPORTING AND REFERRING CONCERNS AND SUSPICIONS

The Council has a Safeguarding Reporting Procedure in place. If you suspect abuse may be taking place you must report your concerns directly to the relevant agency. You may also report it to your line manager who will help you report the matter to the relevant agency.

This should be followed up with the completion and submission of the Children's Services Single Referral Form (see appendix A) (check procedure for Adult Safeguarding). If you are informed of a concern by a member of the public, employee or colleague you must act in accordance with the Safeguarding Reporting Procedure.

Reporting

Please remember you are not expected to investigate suspicion or concerns. Other agencies are specially trained to do this.

But if you have a concern about the safety or welfare of a child, young person or vulnerable adult, you must do the following;

- If it's an emergency or the child, young person or vulnerable adult is in need of emergency treatment, call the emergency services and alert them it's a potential safeguarding issue. When it is safe to do so, a referral form should be submitted.
- If it's urgent, contact the County Council County Triage Team on **0333 240 1727** or the Police on 101 who will advise you
- You may choose to speak with your line manager who will support you
- Complete and submit the appropriate Referral Form (see appendix A)
- Maintain confidentiality
- Make arrangements to record on the Council confidential register held in the chief executives office.

Do not:

- Undertake further investigations
- Contact the parent or carer about the allegation of abuse

Responding to someone else's concerns or a 'disclosure'

If someone discloses their suspicion or concern – particularly a child or vulnerable adult themselves – they often do so because they consider you are in a position of trust and they feel safe. By listening and taking it seriously, you are helping.

All disclosures must be treated seriously and such disclosures reported immediately using the Safeguarding Reporting Procedure.

Reporting Allegations against staff/members

We follow the guidance procedure of the Cumbria Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child. These procedures are available in Chapter 7, Procedures, Guidance & Protocols on the LSCB website at www.cumbrialscb.com

We ensure that all involved in our delivery of services have the opportunity to complain about staff/members, which may include an allegation of abuse.

- Staff working with children and young people must acknowledge their responsibility to bring any matter of concern regarding other staff/members to the attention of their senior manager and/or relevant external agency.
- Staff/members must report any allegation of abuse or inappropriate conduct by a member of staff/or member, by first recording the details of any such alleged incident and reporting it immediately to their line manager. The line manager must report any allegations against employees to the HR. Any allegations against members must be reported to the Democratic Services Manager.
- The Council will consider whether the criteria for notifying the Local Authority Designated Officer (LADO) are met and contact them within a minimum of one working day if the allegation meets one of the following criteria.
 - Behaved in a way that harms or may have harmed a child
 - Possibly committed a criminal offence against a child
 - Behaved towards a child or children in a manner that indicates that he/she is unsuitable to work with children.

We co-operate entirely with any investigation carried out by Children's Services in conjunction with the police.

- If an allegation is made against a member of staff or Member, we would take advice from the LADO regarding the suspension of the member of staff or Member from that area of work for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.
- Where disciplinary action is required the Council will work with LADO in accordance with the LSCB procedures.

- Complaints about staff may be received through the Complaints procedure however the Council's Complaints Officer will refer safeguarding complaints to the most appropriate officer of the Council.

LISTEN – WRITE IT – REPORT IT

The following may help you respond to the situation when an individual is making a safeguarding complaint:

- Stay calm
- Take the person seriously
- Clarify what they are telling you but do not ask detailed or leading questions
- Reassure them that they have done the right thing telling you
- Do not promise confidentiality or you will keep it secret
- Be open and honest and tell them you are obliged to share the information with the Designated Safeguarding Officer
- Immediately record all details in writing using the words the person disclosing the information has used
- As soon as possible, fill out the Safeguarding Referral Form (appendix A) including all the details you are aware of and what was said using the words of the person reporting. Attach your original notes to the form and deliver them to the Designated Safeguarding Officer.

Actions to avoid

When someone receives a report or disclosure they should not:

- Dismiss the concern
- Panic
- Allow their shock or any other reaction to show
- Probe for more information than is offered
- Speculate or assume
- Make any comments about the alleged abuser
- Make promises about confidentiality or secrecy
- Suggest any actions or consequences that may occur as a result of the disclosure

Referral Form

You need to fill in a Referral Form for all concerns, suspicions and disclosures relating to the safeguarding of children, young people and vulnerable adults. This needs to be done as soon as practicable to ensure all the facts are recorded. Copies of the Referral Form attached in Appendix A of this policy or are available from:

- Intranet
- Reception
- Line Manager

Do not worry if all of the sections do not apply to the incident you are reporting. The form is designed to help you record as much as possible. It is the responsibility of Cumbria County Council Children's Services and Adult Services and the Police to take the lead on reports/referrals and determine the appropriate course of action.

Reports of incidents by Members of the public/community not on Council business or premises

If a member of the public makes you aware of any suspicions or concerns about or child or vulnerable adult which falls outside of the Council's remit – for example, something they have seen take place in a shop or elsewhere, they should be encouraged to contact the Police or the Cumbria County Council County Triage Team on **0333 240 1727**. Under these circumstances employees must complete and submit the referral form.

Confidentiality

Every effort should be made to ensure confidentiality is maintained for all concerned in safeguarding of children and vulnerable adults. Information will be handled and disseminated on a need to know basis only.

What is abuse?

There are four types of child abuse: physical; emotional; sexual and; neglect. These are defined by the Government document "What to do if you're worried a child is being abused".

Evaluation/Review

On an annual basis the Senior Responsible Officer, will lead the annual section 11 Audit in line with the Council's duty under the Act.

The evaluation and review should seek to learn lessons from the work the Council's has carried out as well as where required update its policy and procedures where change may arise.

What is abuse?

Child Abuse (Guidance from HM Government “What to Do If You Think A Child Is Being Abused”)

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

Vulnerable Adults

Many adults over the age of 18 rely on other people to help them in their day to day living. This may be due to illness, disability or frailty. They may be at risk from people they know such as a relative, friend, neighbour, other service users or a paid carer, or, less frequently, by a stranger.

At the same time, some vulnerable adults may not be getting the support they need.

Abuse may occur anywhere including in their own home, in care homes or in day care centers or hospitals.

Abuse of vulnerable adults can take many forms such as:

- Hitting, slapping or pushing
- Shouting or swearing which makes the person afraid
- Unwanted touching, kissing or sexual intercourse
- Money or property taken without consent or under pressure
- Not being cared for properly or denied privacy, choice or social contact

Signs of abuse.

If you notice a child deliberately hurt themselves - causing physical harm, such as cuts, bruises, broken bones or other injuries - it is physical abuse.

This may include hitting, shaking, throwing, poisoning, burning and slapping.

It is sometimes difficult to know if an injury or behaviour is the result of physical abuse, as children may experience some injuries through accidents or play.

However, signs of physical abuse may include for example:

- bruising:
 - on the cheeks, ears, palms, arms and feet
 - on the back, buttocks, tummy, hips and backs of legs
 - on babies who are not yet crawling or walking
 - a history of bruising
 - multiple bruises in clusters, usually on the upper arms or outer thighs
 - bruises which look like they have been caused by fingers, a hand, or an object
- burns or scalds:
 - burns of the backs of the hands, feet, legs, genitals, or buttocks
 - burns which have a clear shape, like a circular cigarette burn
- large oval shaped bite marks
- fractures
- scarring
- poisoning

- drowning or suffocating
- head injuries caused by a blow or by shaking
- fabricated or induced illness.

Children and vulnerable adults may also suffer from mental abuse or behaviour problems such as:

- depression and anxiety
- aggression and violence
- problems with relationships and socialising
- trying to hide injuries under clothing
- running away from home
- being distant and withdrawn.

These are not exhaustive lists, and staff/members are also requested to be mindful of other activities such as trafficking.

Key Safeguarding Contacts

Overall Corporate Lead	
Paul Walker, Chief Executive	01946 598320 Email Paul.walker@copeland.gov.uk

County Council Triage Team (including out of hours)

Cumbria Children Services, Skirsgill Depot, Penrith, Cumbria, CA10 2BQ

Cumbria Constabulary

Insert Contact Details

Children's Services Emergency Duty Team

childrens.edt@cumbria.gov.uk

or by telephone on: 0333 240 1727

Cumbria Local Safeguarding Children's Board

Cumbria LSCB

5 Portland Square

Carlisle

Cumbria

CA1 1PU

Tel: 01228 226831 or 01228 226898

Fax: 01228 606887

Adult Social Care – Copeland Office

Blencathra House

Tangier Street, Whitehaven CA28 7UW

North Copeland 01946 506352

South Copeland 01946 506269

Adult Social Care Emergency Duty Team:

Adult Social Care - 01228 526690

ACTION PLAN TEMPLATE

Please list the policy or strategy's objective in the table below. Try to be as specific as possible about what you are going to do and how you are going to measure both progress and success.

Objective	Measure (s)	Target(s)	Projects/Actions	Resources	Responsible Officer	Impact
The specific objective identified in order to address a need. Please also indicate, in bold at the end of the objective, which balanced scorecard perspective the objective falls into- customer, process, finance or learning and development.	The measures you will use to assess progress and success; often these will take the form of performance indicators, but could also be significant outputs or benefits to be realised, etc	What level of achievement are you aiming to attain and by when, to know if you have delivered on the objective?	A breakdown of what you are going to do to ensure the objective is met, but ensure conciseness by listing only headline activities and/or key deliverables	Not an exact costing (unless you have one), but are the necessary resources available (money, staff, time, etc) to deliver the objective- YES/NO	Senior officer responsible for driving and delivering the objective	Does the objective require significant input from other services and partnership organisations or will it have significant impact upon other services or partnership organisations? If so list those here

Risks Register - Please list the key risks to achieving the objectives detailed in the table above

Risk number	Risk Name	Risk definition	Risk Score Likelihood x Impact	Current Position/Action Being Taken (including responsible officer)
Service initials followed by number E.g. F1 (Finance 1)	This should be a short name for the full risk	This should be in the following format: The risk is that the ... (Service, Directorate, Partnership, Contractor, Council) will fail to..... resulting in.....by.....	How likely is this:- 1-5 What would the impact be 1-5	What controls are currently in place? What needs to be done to reduce the risk and by whom?

Cumbria County Council



**Children's
Services Single
Contact Form**

**“The best for every
child, young person
and family”**

This form is a contact to Cumbria Children's Services, if you have a concern about a child or children and / or they need support from Cumbria Children Services.

(Definition of a contact is a notification to Children Services of a child or children about whom there are concerns, where the referrer considers that there may be a need for support from Children Services).

If the concerns are of an urgent nature (i.e. a child appears to be suffering or likely to suffer significant harm) Children's Services Social Care must be contacted immediately by telephone, on **0333 2401 727**, this form completed and sent within 48 hours.

Send completed form to:

(The following three ways are the preferred method, please note: if sending by email the document should be password protected and z zip should be used.

- Fax: **01228 221572**
- Efax: **countytriage.fax@cumbria.gov.uk**
- It can be posted, if unable to use above methods, to: **County Triage Team, Cumbria Children Services, Skirsgill Depot, Penrith, Cumbria, CA10 2BQ**
- Forms requesting support from SEND (Specialist Education Needs and Disabilities) should be sent to the appropriate District Office

Confidentiality: This form contains personal information. Please ensure document storage and safe information sharing.

If this form is confirmation of an urgent contact made by telephone, please state the name of the person who took the contact and the date it was made:

Full Name: Date:

Child / young person / unborn baby details:

Forename(s): (For unborn baby: Insert "UBB")

Surname: (For unborn baby: Insert mother's surname or any previous names)

Date of birth / EDD:

Gender: Male Female Unknown

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Primary Address:

Current Address (if different):

Disability: Yes Please supply details:
No

Immigration Issues? Asylum seeker:
Yes If yes give details:
No

Child's first language: Write N/A if pre-verbal

Reference number: (E.g. NHS Number; Unique Pupil Number)

Is an interpreter required? Yes No **Is a signer required?** Yes No

Religion: **Ethnicity:**

Name, address and contact details of GP:

Name, address and contact details of Health Visitor/ School nurse:

Name of early years setting/school/college and contact person:

Parent(s)/carer details:

Please give names of child's primary carer(s) and their relationship with the child/young person:

Full Name			
Address (If different from the child)			
Telephone		Date of Birth	
Parental Responsibility		Gender	

Full Name			
Address (If different from the child)			
Telephone		Date of Birth	
Parental Responsibility		Gender	

Family composition / significant others

Full Name			
Address, postcode and Telephone			
Relationship to child/ ren named overleaf		Date of Birth (if known)	
If a child are you referring as well?	Yes No	Gender	Male Female

Full Name			
Address, postcode and Telephone			
Relationship to child/ ren named overleaf		Date of Birth (if known)	
If a child are you referring as well?	Yes No	Gender	Male Female

Full Name			
Address, postcode and Telephone			
Relationship to child/ ren named overleaf		Date of Birth (if known)	
If a child are you referring as well?	Yes No	Gender	Male Female

Full Name			
Address, postcode and Telephone			
Relationship to child/ ren named overleaf		Date of Birth (if known)	
If a child are you referring as well?	Yes No	Gender	Male Female

Has the parent/s or Carer/s been informed: Yes No

Has the child/young person been informed: Yes No

Who else has been informed of this contact?

What is the reason for this contact?

- What are the concerns:
 - Expectation of response:
 - Desired outcome:
-

What is the seriousness of these concerns?

Analysis of risk: Please attach risk assessment that highlights strengths and concerns to this contact

Please give details of any previous actions taken and associated outcomes.

How have you addressed the current concerns with the child and family

Other agencies/services involved with this child/young person/family

e.g. CAMHs, adult services etc

Name of professional and organisation	Contact details – Please include address, postcode, Tel, email	Brief description of work undertaken or ongoing support if known

Has a CAF (Common Assessment Framework) been completed on this child or young person?

Yes No Don't know Please give the Lead Professional's name and contact details:

If this form is being filled out electronically please ensure that the consent to share information as part of this contact is recorded within your own systems.

Consent for information sharing to support this referral

- We/I understand the information that is recorded on this form and that it will be shared and used for the purpose of providing services to the child named on this form.
- We/I give consent to involvement of the identified Service.

Parent/Carer:

(If appropriate)

Signature of Parent/Carer:

Child/ Young person:

(If appropriate)

Signature of Child/Young person:

Form completed by:
(Full name, job title and agency/service)

Contact details:
(Include email address and working days)

Telephone number:

Deputy; who can be contact if referrer is unavailable:
(Full name, job title)

Contact details:
(Include email address and working days)

Telephone number:

Referral to Children Service's Social Care: Yes No

Referral to other service in Children's Service:

- | | | |
|--|---|---|
| <input type="checkbox"/> Local Authority Designated Officer | <input type="checkbox"/> Access and Inclusion | <input type="checkbox"/> Early Years (INCO/SAT) |
| <input type="checkbox"/> SEND Statutory Assessment | <input type="checkbox"/> Disability Care Services | <input type="checkbox"/> Education Psychology |
| <input type="checkbox"/> Inclusion Support Officer (Behaviour) | <input type="checkbox"/> Specialist Teachers
(please specify) | <input type="checkbox"/> Adoption Support |
| <input type="checkbox"/> Pupil Referral Unit & Hospital and Home Tuition | <input type="checkbox"/> English as an additional Language (EAL),
Black, Minority Ethnic (BME) Traveller | |

Please indicate attached documents (if any):

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> School Attendance Data | <input type="checkbox"/> School Attainment Data | <input type="checkbox"/> IEP/PSP |
| <input type="checkbox"/> Recent reports (please specify e.g. EP, SAT, Medical) | <input type="text"/> | |