



Safeguarding Adults Policy

Document Control

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V1.2	Sept 2019	Policy Officer	Safeguarding Champion details & Adult Social Care telephone numbers updated
V1.3	Aug 2020	Policy Officer	Updated to change name of DSL
V1.4	April 2021	CBC Safeguarding Forum	Regular review, including updating in line with Cumbria Safeguarding Adults (CSAB) Policy 2021
V1.5	February 2022	CBC Safeguarding Forum	Addition of protocol for online meetings

Document Approval

Version	Approved by	Date
V0.1 June 2016	OSC	24 May 2016
	Executive	7 June 2016
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Document Distribution

This policy is to be available to all staff and elected members of Copeland Borough Council and placed on the Council's Intranet Site. A copy must also be provided to contractors and 3rd parties undertaking work on Copeland Borough Council premises.

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Purpose

Copeland Safeguarding Adults at Risk Policy Statement

Copeland Borough Council's policy position on safeguarding adults at risk is to adopt and work within the Cumbria Safeguarding Adults (CSAB) Policy and procedures, setting out within this statement how that will operate and be overseen.

Safeguarding adults is about protecting those at risk of harm from suffering abuse, neglect or other forms or exploitation, whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion.¹

The purpose of this policy is to

- Demonstrate Copeland Borough Council's commitment to the protection of adults at risk.
- State Copeland Borough Council's intention to operate within the policy and procedures set out in Cumbria Safeguarding Adults (CSAB) Policy.
- Detail the procedure for Council employees and elected members to follow when reporting a safeguarding concern.
- Provide guidance on the signs of abuse and sharing information with other services or organisations.

Copeland Borough Council believes that safeguarding is everybody's business with communities playing a part in preventing, detecting and reporting neglect and abuse.

It is important to remember that it is not the responsibility of any one individual to decide whether abuse has taken place. However, it is the responsibility of every individual to take appropriate action where there is a risk of abuse or neglect or exploitation to adults considered to be at risk.

All employees and elected members are expected to follow this policy and procedure when reporting a safeguarding concern.

Introduction

Context

The Care Act 2014 marks a shift from local authorities providing services towards the concept of meeting needs. In the Care Act, adult safeguarding is established as a core function of every local authority's care and support system.

Chapter 14 of the Care and Support Statutory Guidance provides guidance on Sections 42-46 of the Care Act which sets out the statutory framework for safeguarding adults. This replaced the

¹ Department of Health Statement of Government Policy on Adult Safeguarding 2013

No Secrets guidance (2000). The Care Act’s statutory guidance outlines a number of fundamental principles that must underpin the care and support system including adult safeguarding. It also sets out common expectations of how local authorities should approach and engage with people when assessing their needs and providing support.

Statutory guidance states that all safeguarding partners should:

“take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that adult safeguarding arrangements are there to protect individuals. We all have different preferences, histories, circumstances and lifestyles, so it is unhelpful to prescribe a process that must be followed whenever a concern is raised” and that adult safeguarding should “be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, well-being and safety.”

Care Act 2014, Statutory Guidance, Department of Health

Copeland Borough Council, as a district council in Cumbria, operates under the umbrella of the Cumbria Safeguarding Adults Board Policy and procedures.

The details of the procedures laid out by Cumbria County Council Safeguarding Adults Board (CSAB) can be found on its website. <http://www.cumbria.gov.uk/adultsafeguarding>

Scope

This policy is of relevance to all CBC staff, elected members and volunteers.

National Good Practice

Sections 42–46 of the Care Act constitute the statutory adult safeguarding framework which requires a fundamental shift in approach to supporting adults at risk where:

- Safeguarding is the responsibility of all agencies
- A whole-system approach is developed
- Safeguarding responses are proportionate, transparent and outcome-focused
- The adult’s wishes are at the centre of a safeguarding enquiry
- There is an emphasis on prevention and early intervention
- People are supported in their recovery from abuse or neglect

Copeland Borough Council will work in line with the six principles of adult safeguarding:

Six Principles of Adult Safeguarding		
Empowerment	Adults are encouraged to make their own decisions and are provided with support and information	I am consulted about the outcomes I want from the safeguarding process and these directly inform what happens
Prevention	Strategies are developed to prevent abuse and neglect that promotes resilience and self- determination.	I am provided with easily understood information about what abuse is, how to recognise the signs and what I can do to seek help

Proportionate	A proportionate and least intrusive response is made balanced with the level of risk	I am confident that the professionals will work in my interest and only get involved as much as needed
Protection	Adults are offered ways to protect themselves, and there is a co-ordinated response to adult safeguarding.	I am provided with help and support to report abuse. I am supported to take part in the safeguarding process to the extent to which I want and to which I am able
Partnerships	Local solutions through services working together within their communities	I am confident information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation
Accountability	Accountability and transparency in delivering a safeguarding response.	I am clear about the roles and responsibilities of all involved in the solution to the problem

The Cumbria Safeguarding Adults Board procedures are intended to support good practice and sound professional judgement, provide a framework for co-ordinated and coherent decisions and actions and set out arrangements and reporting mechanisms which Copeland Borough Council will use. The Cumbria Safeguarding Adults Board Policy sets out the common and key values of all those working with adults which, in endorsing the Cumbrian approach, Copeland Borough Council will work to.

Definitions

Working to Cumbria Policy and Procedures

Copeland Council in working within the Cumbrian approach endorses the following definitions:

Safeguarding

Safeguarding is defined as: “protecting an adult’s right to live in safety, free from abuse and neglect.” Care and Support Statutory Guidance, Chapter 14 [Care and Support Statutory Guidance](#)

It is a shared priority across a range of public services, but a key responsibility of the local authority.

Adult at risk - A person aged 18 or over who is in need of care and support, regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

An adult at risk may be a person who:

- is elderly and frail due to ill health, physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or sensory impairment
- has mental health needs, including dementia or a personality disorder
- has a long term illness/ condition
- misuses substances or alcohol
- is a carer such as a family member/ friend who provides personal assistance and care to adults and is subject to abuse
- is unable to demonstrate the capacity to make a decision and is in need of care and support

Harm

'Harm' (regardless of whether the impact of this is significant or not) is defined as:

- Ill treatment (including sexual abuse and forms of ill-treatment that are not physical);
- The impairment of development and/or an avoidable deterioration in, physical or mental health; and
- The impairment of physical, emotional, social or behavioural development or the impairment of health;
- Conduct which appropriates or adversely affects property, rights or interests (theft or fraud, for example, or experiencing coercion)

The definitions of types of abuse as set out within the Cumbria Adult Safeguarding Board Policy are attached at Appendix A.

Roles and Responsibilities

We will work within the stated Cumbrian aims of adult safeguarding with particular attention in Copeland Borough Council to achieving the aims through:

- Ensuring that our staff, members, contractors and partners are clear about their role and responsibilities;
- Ensuring all staff undertake mandatory Level 1 Safeguarding training and those with specific roles within this policy undertake Level 2 or 3 as appropriate
- Creating and participating in multi-agency partnerships that provide timely and effective prevention of and responses to abuse and neglect in line with our role and responsibilities;
- Support the development of a positive learning environment across these partnerships;

- Enable access to mainstream community resources such as accessible leisure facilities, safe town centres and community groups that can reduce the social and physical isolation which in itself may increase the risk of abuse or neglect; and
- Clarify how responses should be made to safeguarding concerns deriving from poor quality and inadequacy of service provision

Staff, elected members and volunteers

It is the legal duty of every employee who works with adults at risk to report potential or actual abuse. Therefore, it is the responsibility of the employer to promote openness among staff and promote this process, taking the lead in giving clear priority to the protection of adults at risk. Procedures which empower staff to voice concerns about the practice they encounter should be owned and promoted by the voluntary, independent, statutory or private sector agencies which employ them.

All CBC members of staff, elected members and volunteers, who have concerns about the way a vulnerable person is being treated in their place of work, should follow the CBC Confidential Reporting (Whistleblowing) Policy procedures.

Contractors and partners.

Through procurement clauses in contracts, service level agreements and partnership terms of reference, anyone delivering services or representing Copeland Borough Council (employed or in a voluntary capacity) will be made aware of the Council's statutory duties. All contractors and partners will be expected to operate in compliance with this or their own safeguarding policy.

Designated Safeguarding Lead (DSL)

All statutory organisations must have a clear line of accountability and reporting in relation to safeguarding issues.

The Strategic Housing and Inclusion Manager is currently the Designated Safeguarding Lead (DSL) for Copeland Borough Council, supported by the Housing Strategy and Inclusion Officer. The Chief Executive is the Deputy Designated Safeguarding Lead.

The DSL will review all safeguarding concerns that are recorded using the Council's Record of Safeguarding Concern form.

Designated Safeguarding Officers (DSO)

The council has appointed a number of DSOs who are known as Safeguarding Champions. They will support the DSL in their role and be the first point of contact for reporting and advice to staff and members.

Representation is drawn from teams that are public facing and most likely to encounter safeguarding issues and those staff involved in policy matters and recording of safeguarding incidents. There is also representation from The Beacon Museum team in recognition that they work directly with children, sometimes unsupervised.

DSOs can be appointed at any time as required and will be trained to Safeguarding level 2 standard.

Safeguarding Forum

The Council has a Safeguarding Forum, which supports the DSL in the following functions:

- Ensuring that the safeguarding policies are up to date.
- Overseeing implementation of the policies and procedures, identifying and resolving any barriers to their effective delivery
- Receiving and reviewing anonymised management information relating to reporting
- Assisting in the completion of the Section 11 audit.
- Ensuring that the Council complies with safer recruitment procedures.
- Providing a point of contact to all employees and elected members with regard to safeguarding queries.
- Supporting staff to inform the Safeguarding Hub when necessary and help to complete the single contact form.
- Providing support for staff and elected members carrying out their responsibilities in line with this policy

The Safeguarding Forum meets on a quarterly basis and meetings are chaired by the elected member Safeguarding Champion. The DSL and DSOs sit on the forum.

Policy Details including Procedures

Copeland Priorities

Most importantly Copeland Borough Council, in formally endorsing the Cumbrian approach, must ensure:

- a) that information on allegations and incidents of abuse is collected and processed effectively;
- b) the Council's Safeguarding Forum monitor and review incidents, actions and outcomes from using the procedures to inform decision making and future practice;
- c) Complementarity with other related policies, procedures and guidance;
- d) Compliance with relevant information sharing protocols;
- e) Clarity of the Copeland process, including with regard to the adoption of the Early Help model used in children's safeguarding to assist early action by the Council and in partnership with other agencies;
- f) Consistent use of the Copeland Safeguarding Concern Record form for raising concerns and ensuring this is passed to one of the Council's Designated Safeguarding Leads;
- g) Clear guidance on how and when CBC should be raising an alert within the Council and how and when this will escalate into a referral to the Cumbria level - see 'hints and tips' reproduced in Appendix C
- h) Clarity on responsibility as employer and Local Authority to make safeguarding referrals to the Disclosure and Barring Service (DBS);
- i) Multi agency approaches, working with agencies and partners to notify and resolve safeguarding concerns using and developing existing partnership protocols to assist joint working.

Key Safeguarding Contacts

Copeland Borough Council Designated Safeguarding Team		
Designated Safeguarding Lead (DSL)	Amanda Starr	01946 598300
Deputy DSL	Pat Graham	01946 598300
Member Safeguarding Champion	Cllr Fee Wilson	07770967851
Designated Safeguarding Officers	Jackie O'Reilly Julie Friend Claire Dunn Louise Coid Pamela Telford Heather Holmes Peta Leigh	01946 598335 01946 598300 01946 598300 01946 598339 01946 592302 01946 598300 01946 598300

Cumbria Safeguarding
<p>Local Adult Social Care Office (North Copeland) Blencathra House Tangier Street Whitehaven CA28 7UW Tel: 0300 3033589 Whitehavenssd@cumbria.gov.uk</p> <p>South Copeland 0300 3032704</p> <p>Out of Hours Duty Team Out of hours/weekends/bank holidays Tel: 01228 526690</p>

Monitoring of Policy Adherence

Delivering Adult Safeguarding in Copeland

The Cumbria Safeguarding Adults Board provides guidance and protocols for delivering and reporting safeguarding concerns. Copeland Council officers and elected members are expected to work within this guidance and use the internal safeguarding reporting tools and the Designated Safeguarding Lead infrastructure to highlight issues and report concerns. The appendices to this statement include the safeguarding reporting procedure within Copeland and the internal form for recording a safeguarding concern.

The Council has both Elected Member and Senior Officer Champions for Safeguarding supported by a Safeguarding Forum that meets quarterly and monitors adherence to this policy.

CBC audit team carry out Section 11 audits to ensure current practice is in line with policies and procedures.

References

Copeland Borough Council Confidential Reporting (Whistleblowing) Policy

Copeland Borough Council Equality Scheme

Copeland Borough Council HR Policies and Procedures

Copeland Borough Council Safeguarding Children Policy

[CorporateStrategiesandPoliciesIntranet](#)

Cumbria Safeguarding Adults Board Safeguarding Policy

Cumbria Safeguarding Adults Board Members Guide

Cumbria Safeguarding Adults Board Threshold Guidance

<https://cumbriasab.org.uk/professional/guidance.asp>

Department of Health - Statement of Government Policy on Adult Safeguarding

(Updated 2013)

[Statement of Gov Policy Adult Safeguarding](#)

Mental Capacity Act 2005 Code of Practice (Department of Constitutional Affairs, 2007)

[Mental Capacity Act Code of Practice](#)

Serious Crime Act 2015

[Serious Crime Act 2015](#)

Care Act 2014 Statutory Guidance (Department of Health, 2016)

[Care Act 2014 Statutory Guidance](#)

SCIE: Adult Safeguarding Sharing Information

[SCIE Safeguarding Adults Sharing Information Seven Golden Rules](#)

Making Safeguarding Personal Guide 2014 (Local Government Association)

[Making Safeguarding Personal Guide](#)

Disclosure and Barring Service

[Disclosure and Barring Service](#)

Equality Act 2010

[Equality Act 2010](#)

General Data Protection Regulations 2018

[General Data Protection Regulations 2018](#)

Counter-Terrorism and Security Act 2015 Sections 36 to 41

[Counter-Terrorism and Security Act 2015](#)

Appendices

Appendix A

Types of Abuse

Abuse

Patterns of abuse and abusing vary and reflect very different dynamics. These include:

- **Serial abuse** in which the perpetrator seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- **Long-term abuse** in the context of an on-going family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- **Opportunistic abuse** such as theft occurring because money or jewellery has been left lying around.

The Care and Support Statutory Guidance identifies types of abuse, but also emphasises that organisations should not limit their view of what constitutes abuse or neglect. The specific circumstances of an individual case should always be considered. This table identified what forms of abuse are considered in the guidance documents

Types of abuse	Description or supporting guidance
Discriminatory abuse	Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person’s disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are ‘not liked’ is also discriminatory abuse, for example, hate crime
Domestic abuse	<p>The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between people aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.</p> <p>The abuse can encompass but it is not limited to:</p> <ul style="list-style-type: none"> • psychological • sexual (including female genital mutilation) • financial • emotional • forced marriage • honour-based violence. <p>A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced in the Serious Crime Act 2015. The offence imposes a maximum five years imprisonment. The offence closes the gap in the law around patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, sending a clear message that it is wrong to violate the trust of those</p>

	<p>closest to you, providing better protection to victims experiencing continuous abuse allowing for earlier identification, intervention and prevention.</p>
<p>Financial or material abuse</p>	<p>Theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. Internet scams, postal scams and doorstep crime are more often than not targeted at adults at risk and all forms of financial abuse. These scams are becoming ever more sophisticated and elaborate. For example: internet scammers can build very convincing websites people can be referred to a website to check the caller’s legitimacy but this may be a copy of a legitimate website. Postal scams are mass-produced letters which are made to look like personal letters or important documents. Doorstep criminals call unannounced at the adult’s home under the guise of legitimate business and offering to fix an often non-existent problem with their property. Sometimes they pose as police officers or someone in a position of authority. In all cases this is financial abuse and the adult at risk can be persuaded to part with large sums of money and in some cases their life savings. These instances should always be reported to the local police service and local authority Trading Standards Services for investigation. The SAB will need to consider how to involve local Trading Standards in its work. These scams and crimes can seriously affect the health, including mental health, of an adult at risk. Agencies working together can better protect adults at risk. Failure to do so can result in an increased cost to the state, especially if the adult at risk loses their income and independence.</p>
<p>Modern slavery</p>	<p>Slavery, servitude and forced or compulsory labour. A person commits an offence if:</p> <ul style="list-style-type: none"> • The person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude, or • The person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour. <p>There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. Someone is in slavery if they are:</p> <ul style="list-style-type: none"> • Forced to work – through mental or physical threat • Owned or controlled by an “employer”, usually through mental or physical abuse or the threat of abuse • Dehumanised, treated as a commodity or bought and sold as property

	<ul style="list-style-type: none"> • Physically constrained or has restrictions placed on his/her freedom of movement • Subject to human trafficking. <p>Contemporary slavery takes various forms and affects people of all ages, gender and race. Adults who are enslaved are not always subject to human trafficking. Recent court cases have found homeless adults promised paid work opportunities enslaved and forced to work and live in dehumanising conditions, and adults with a learning difficulty restricted in their movements and threatened to hand over their finances and work for no gains.</p> <p>From 1 November 2015, specified public authorities have a duty to notify the Secretary of State of any person identified in England and Wales as a suspected victim of slavery or human trafficking, under Section 52 Modern Slavery Act 2015</p>
Neglect and Acts of Omission	<p>Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.</p> <p>Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves</p>
Organisational abuse	<p>Is the mistreatment, abuse or neglect of an adult by a regime or people in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights</p>
Physical abuse	<p>Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions</p>
Psychological abuse	<p>Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks</p>
Sexual abuse	<p>Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting</p>
Self-neglect	<p>This covers a wide range of behaviour concerning a person's personal hygiene, health or surroundings and includes behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case-by-case basis. A decision on whether a safeguarding response is needed will depend on the person's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.</p>

This is not an exhaustive list, there can be other types of abuse which may include

Radicalisation

Radicalisation is comparable to other forms of exploitation, such as grooming and child sexual exploitation. Radicalisation's aim is to attract people to another way of reasoning, inspire new recruits and embed extreme views and persuade vulnerable people of another cause's legitimacy. This may be through face-to-face encounters or through social media.

There are a number of factors that may make a person susceptible to exploitation by violent extremists. None of these factors should be considered in isolation but in conjunction with the individual circumstances.

Prevent is part of the government's counter-terrorism strategy which, in full is referred to as CONTEST. Prevent has multiple aims including responding to the ideological challenge of terrorism and the threat from those who promote it, prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support and work with sectors and institutions where there are risks of radicalisation.

Sections 36 to 41 of the Counter-Terrorism and Security Act 2015 sets out the duty on local authorities and partners of local panels to provide support for people vulnerable to being drawn into terrorism.

Threat of suicide should be recorded as a safeguarding issue and reported to the police as per the reporting procedures.

Who Abuses and Neglects Adults?

Those who abuse or neglect adults can include:

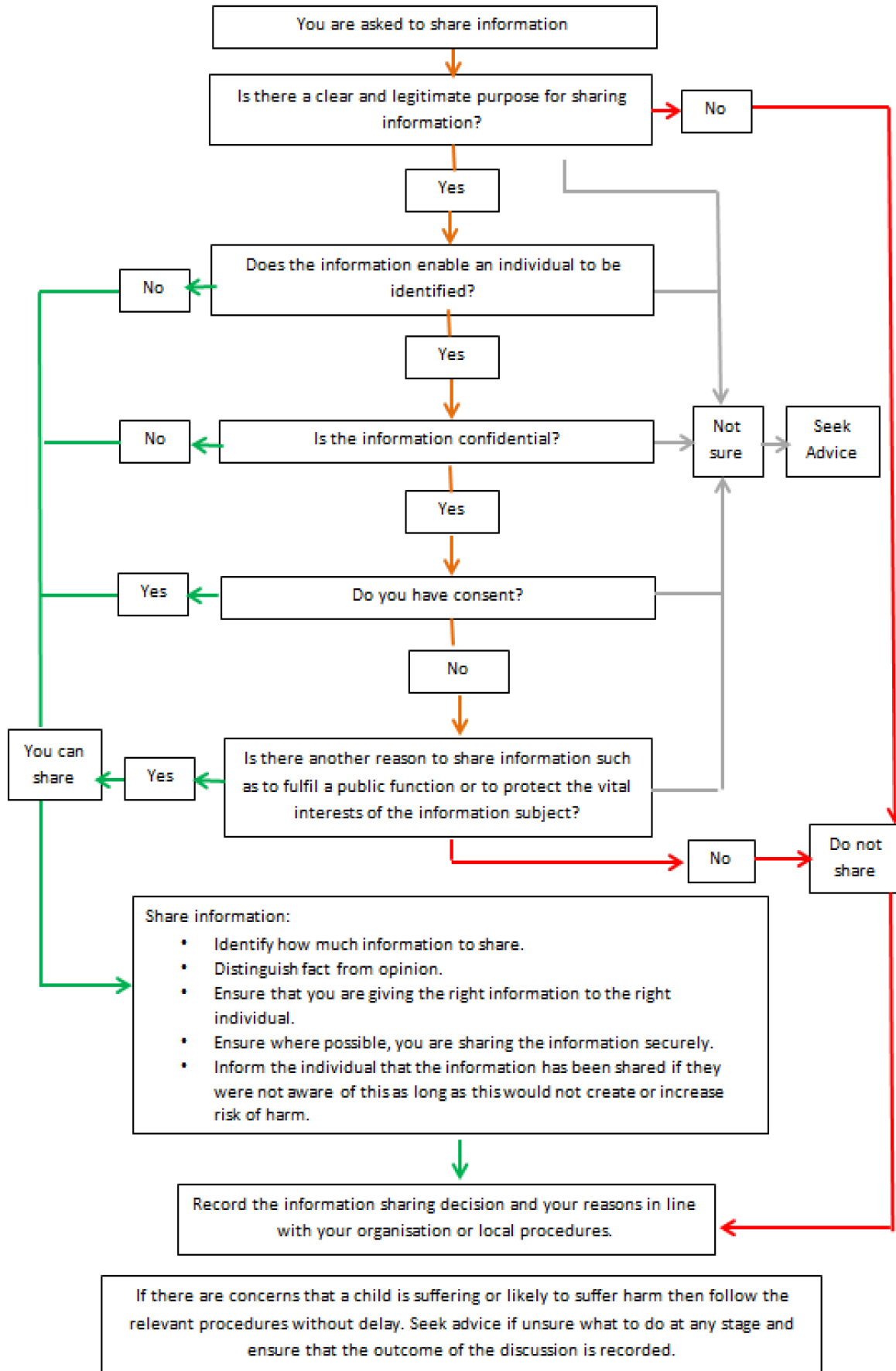
- Spouses/partners;
- Other family members;
- Neighbours;
- Friends;
- Acquaintances;
- Local residents;
- People who deliberately exploit adults they perceive as vulnerable to abuse;
- Paid staff or professionals;
- Volunteers;
- Strangers;

Abuse can happen anywhere, for example, in someone's own home, in a public place, in hospital, in a care home or in college. It can take place when an adult lives alone or lives with others.

While a lot of attention is paid, for example, to targeted fraud or internet scams perpetrated by complete strangers, it is far more likely that the person responsible for abuse is known to the adult and is in a position of trust and power.

When and how to share information

Appendix B





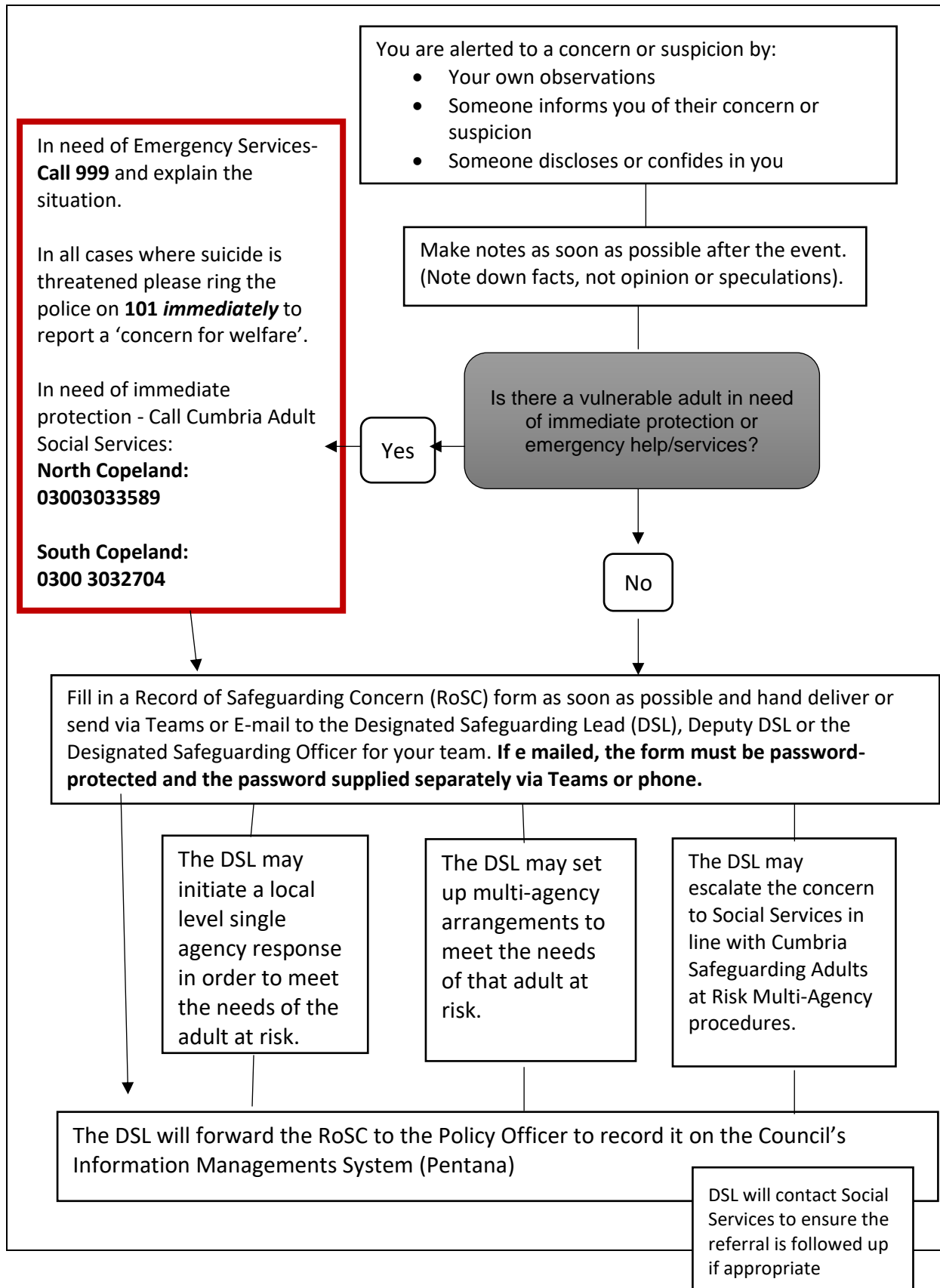
Hints and Tips for those reporting an Adult Safeguarding Alert to the Health and Care Services (Adult Social Care)

REMEMBER.....reporting concerns about the abuse or neglect of an adult at risk is not a matter of individual conscience but is considered to be a professional duty

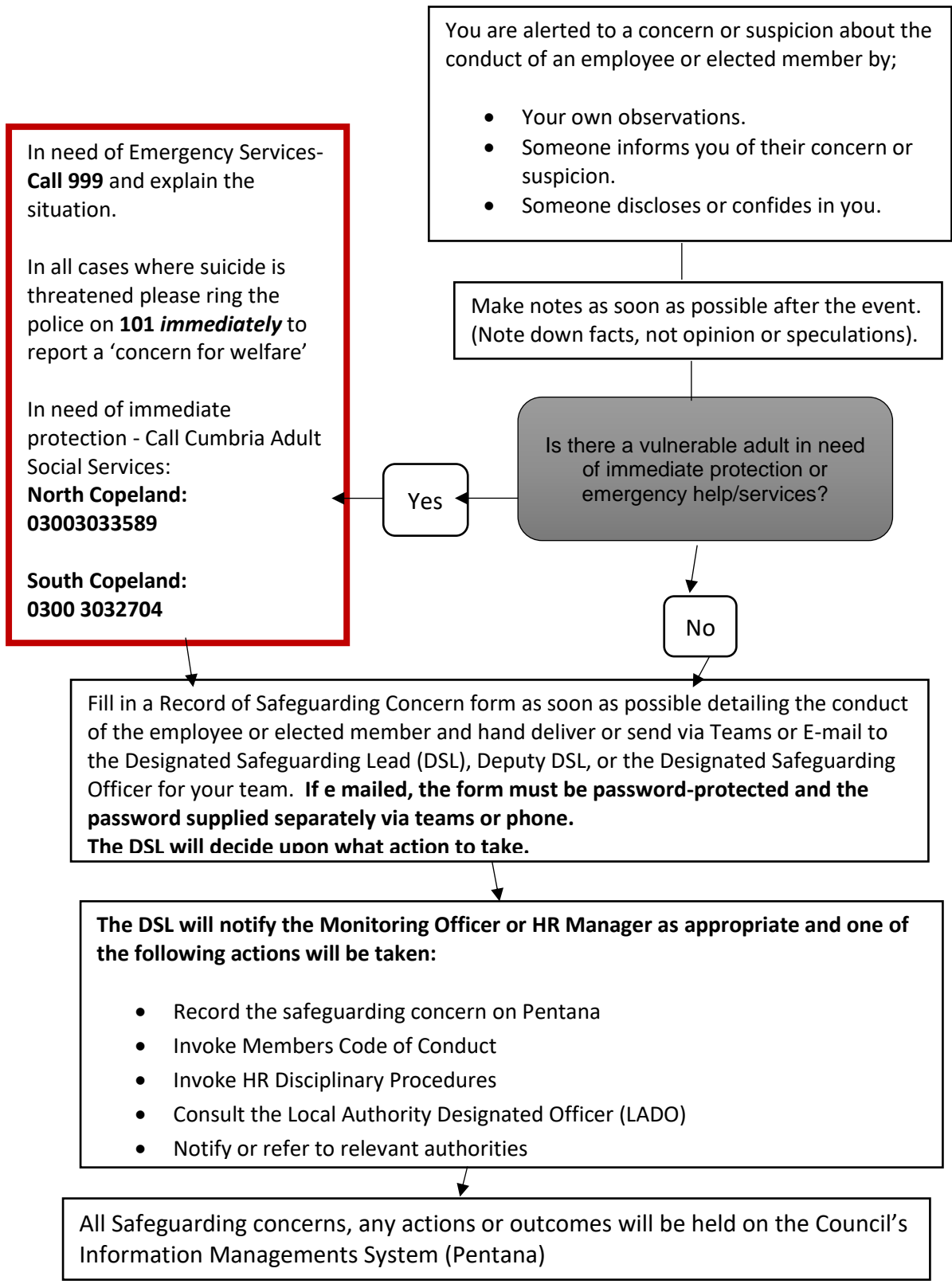
- Consent should have been gained for reporting the alert from a mentally capable adult who is thought to be experiencing abuse or neglect unless there are overriding public duties to act such as:
 - o There is reason to believe that a crime has been committed
 - o There is reason to believe that others may be at risk
 - o Gaining consent could put the person at further risk
- Where consent has not been gained as above, the individual must be informed, where appropriate, that the matter is being reported
- Have the following information ready if possible:
 - o The adult(s) about whom the concern has been raised:
 - Name(s), DOB,
 - Contact information - address, contact number
 - Communication and access needs
 - Gender, race, faith
 - Are they aware of the alert?
 - What is known about their mental capacity and of their wishes in relation to the abuse or neglect
 - Is the person already known to services
 - Is their care being funded by another Local Authority?
 - Is this the first time that issues of abuse or neglect have been reported

Procedure 1 –Reporting an Adult Safeguarding Concern

[This procedure is also available on [CorporateStrategiesandPoliciesIntranet](#)]



Procedure 2 - Reporting an adult safeguarding concern relating to the conduct of an Employee or Elected Member



Record of Safeguarding Concern Form

[N.B This form can be printed off from [CorporateStrategiesandPoliciesIntranet](#)]

We all have a responsibility to protect children and vulnerable adults from harm, abuse and neglect.

It is not the responsibility of any one individual to decide whether abuse has taken place. However, it is the responsibility of every individual to take appropriate action where there is a risk of harm, abuse or neglect.

Do not be deterred if you are unable to fill in all of the sections below. Please complete this form to the best of your knowledge giving as much information as possible.

This record must be given to the Designated Safeguarding Lead or the Deputy DSL.

Please hand deliver paper copies of the form, if you are unable to do so, please send the form by e-mail marked 'Private and Confidential Safeguarding' or via Microsoft Teams.

If sent by email the form MUST be encrypted and the password given via Teams or by phone.

Your Name (person submitting the safeguarding concern)	
Your Job title/Service Area/Role in connection to CBC (person submitting the safeguarding concern)	
What does your safeguarding concern relate to?	Please tick
<ul style="list-style-type: none"> • The welfare of a child/children/family group? • The welfare of a vulnerable adult/adult at risk? • The conduct of a CBC employee or elected member? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

1. Details about the person to whom your safeguarding concern relates.

If known, please give: <ul style="list-style-type: none"> • Name • Family name • Any other known names/nicknames, or associated adults 	
Approximate age or date of birth (if known)	
Address/Location: (if Known)	

If your safeguarding concern relates to the conduct of a CBC employee or Elected member, please give details of that person's job/role/position	
---	--

2. Prompts for Concern.

Please write as much factual detail as possible.
If a child or vulnerable adult has disclosed information to you, please write down the words or phrases used by the child/adult.

Date and time (when safeguarding concern occurred or was witnessed or disclosed)

Location (when safeguarding concern occurred or was witnessed or disclosed)

Witnesses (Name of other officers, people or witnesses present)

Signed _____

Date _____

3. To be completed by the Designated Safeguarding Lead

RoSC received by DSL	Date	Initials
DSL actions/outcomes		
Safeguarding concern forwarded to: Cumbria Children’s Safeguarding Hub <input type="checkbox"/> Local Adult Social Care Office <input type="checkbox"/> Police <input type="checkbox"/> Hub <input type="checkbox"/>	Date	Initials
Follow-up call to the Safeguarding Hub/Adult Social Care (recommended 1 week from submission)	Date	Initials
Feedback from the Safeguarding Hub/ Adult Social Care with regard to the referral.		
RoSC entered onto CBC information management system (Pentana)	Date	Initials

Copeland - Vulnerable Adult Risk Management Meeting Record (VARM)

Appendix F

Name of Adult			PIN/ ID/ NHS Number	
DOB		Age	Ethnic Origin	
Address				
GP				

Lead/ Co-ordinating Agency contact details – Copeland Borough Council
Lead/ Co-ordinating Agency contact details –

Date of Risk Management Meeting		Is this a review? Y/N	
--	--	------------------------------	--

Details of people invited to VARM					
Name	Organisation/Role	Email	Attended	Apologies	Not Attended

Brief details of the concerns/situation which has led to a VARM meeting

This review meeting was called following concern for the VA circumstances:

- a)
- b)
- c)
- d)
- e)
- f)

Meeting is to determine whether VARM is appropriate, what support can be provided by each agency and how support can be coordinated in the best interests of the VA.

What are the views of the Adult? (please also record here what attempts have been taken to involve the Adult in this process)

Factors leading to VARM (tick applicable)

Has Capacity	<input type="checkbox"/>	Non Engagement	<input type="checkbox"/>	Community Concerns	<input type="checkbox"/>	Agency Concerns	<input type="checkbox"/>
Public Safety Issues	<input type="checkbox"/>	Risk of serious harm or death	<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>	Fire Safety concerns	<input type="checkbox"/>
Deteriorating health condition	<input type="checkbox"/>	Targeted by local community	<input type="checkbox"/>	Hate Crime	<input type="checkbox"/>	ASBO's	<input type="checkbox"/>
Risk of Homelessness	<input type="checkbox"/>	Self-Harm	<input type="checkbox"/>	Drugs and/or Alcohol	<input type="checkbox"/>	Sexual Violence	<input type="checkbox"/>

Risk Identified		Level of Risk (High, Medium, Low)	Likelihood to occur (High, Medium, Low)
1			
2			
3			
4			
5			
6			
7			
8			

Risk No: and Summary	Possible Benefits and/or Harms of not managing the risk
1	
2	
3	
4	
5	
6	

Risk No: and Summary		Possible Benefits and/or Harms of not managing the risk
7		
8		

VA - Desired Outcomes

Legal Powers and Duties considered	
1	Public Safety and Public Health (Unwholesome and verminous properties - Public Health Act 1936 Sections 83 to 86 (as amended by Section 35 Public Health Act 1961)
2	Fire and Rescue Services Act- duty to provide fire safety advice, attend fires and other emergencies to save life. Fire Safety Order- duty on responsible persons (generally owner/landlord) to provide suitable and sufficient fire risk assessments to consider all relevant persons (tenants). <u>Noted the property is owner occupied</u>
3	Housing Act 2004- Duties on housing authorities
4	Human Rights Act 1998 (right to private and family life)
5	Mental Capacity Act 2005 (allows for intervention if assessment deems person lacks capacity)

Legal Powers and Duties considered	
6	Mental Health Act 1983 (allows for intervention if assessment deems person has mental disorder)
7	NHS and community care Act 1990 –Section 47- Duty to assess and meet identified/eligible needs

Protection Action Plan (for each risk identified)		Action by whom	Action by Date	Review Date
1				
2				
3				
4				
5				
6				
7				
8				

Conflicts/concerns	Name of person/agency with conflicting view

Meeting Closure Summary

Closure Outcomes (tick applicable)							
Referral to agency	<input type="checkbox"/>	Advice and Guidance provided	<input type="checkbox"/>	Risks Removed	<input type="checkbox"/>	Family Support	<input type="checkbox"/>
No Further action	<input type="checkbox"/>	Individual does not wish to proceed	<input type="checkbox"/>	Risks Remain	<input type="checkbox"/>	Civil Action	<input type="checkbox"/>
Support not accepted	<input type="checkbox"/>	Criminal investigation/ prosecution	<input type="checkbox"/>	Risks Reduced	<input type="checkbox"/>	Person Deceased	<input type="checkbox"/>

Date of closure:		Service User Signature if agreed/required	
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The actions that have been identified are considered to be legal, necessary and proportional to the circumstances based on the information shared in this meeting. This is a true and accurate record of the VARM meeting. *(The VARM Chair's name in this box replaces the normal hand written signature to denote compliance with the above statement)*

Name:	
Date:	

Safeguarding Clause for insertion in contracts/procurement documentation

17. SAFEGUARDING

- 17.1 The Service Provider must demonstrate a proactive approach to Safeguarding Adults and Safeguarding Children. This will be evidenced through a range of robust policies and procedures that minimise the potential for abuse, and embed understanding and responsibility throughout.
- 17.2 Insofar as they contain obligations on the Service Provider to deliver the Services, the Service Provider and recipients must comply with such Cumbria multi-agency policy guidance/Copeland Borough Council Safeguarding Policies and Procedures for the safeguarding of adults and/or children. These are available on request. The provider must also comply at all times with the most up to date legislation and supporting guidance.
- 17.3 The Service Provider shall ensure that they provide all appropriate staff and volunteers with training regarding the Council's Safeguarding Adults Multi Agency Policy and Procedures. This training must be delivered in accordance with the individuals' job role and responsibilities as part of the staff induction programme at a level appropriate to their role. It is good practice for the training to be refreshed as a minimum every 3 years.
- 17.4 The Service Provider is required to co-operate with any Safeguarding Adult or Children's investigations as directed by the Investigating Manager within the Council.
- 17.5 The Service Provider shall ensure that the organisation operates a recruitment and selection procedure which meets the Council's standards and meets the requirements of legislation to ensure the protection of vulnerable children and adults. All posts should be assessed by the Service Provider to determine whether they require a Disclosures and Barring Service (DBS) check.
- 17.6 The Service Provider's Safeguarding Policy will be reviewed on an on-going basis, at a minimum annually, to incorporate any changes to legislation or guidance.
- 17.7 The Service Provider shall ensure that all allegations, suspicions and incidents of abuse, harm or risk of harm to children and/or vulnerable adults are reported immediately to the Council.

Copeland Borough Council safeguarding protocol for online meetings

Rationale for protocol

Online meetings are now being held routinely as a result of the Covid 19 pandemic, but they also used as a way of increasing participation by those who cannot access face-to face meetings due to lack of transport or other issues.

The introduction of the CBC Children's Charter and the ambition to be inclusive in giving residents a voice in shaping future work of the Council make it likely that online meetings will continue to be held.

There are some safeguarding issues that need to be recognised when children or vulnerable adults are involved in online meetings, and the officers or elected members running the meetings must ensure they adhere to CBC safeguarding policies and procedures.

It is advisable that any officer or elected member who will be in a meeting with a child or vulnerable adult is trained to a minimum of safeguarding Level 1.

Basic guidance

If the session is to be recorded and published on public platforms, or if a link to the recording is to be shared, ensure the child(ren) and their parents/legal guardian are aware that this is to happen and obtain written parental consent.

Follow best practice by always ensuring there are at least two adults present during meetings with anyone under the age of 18 years old or a vulnerable adult. If break out rooms are to be used, then an officer should be present in the same room as a child or vulnerable adult wherever possible.

Consider disabling the live chat function. This prevents any unfiltered communication to the child(ren) or vulnerable adult during the session. Consider giving participants the ability to ask questions in advance.

Do not share any identifying or personal information about the child(ren) that has not been cleared by the child, parent/legal guardian. The standard practice is first name only.

Just as with a face-to-face meeting, if you are going to be working with children or vulnerable people, you need to have a current DBS (Disclosure and Barring Service) check. Please see the government guidance and be sure to check what level of DBS you need.

Detailed guidance

The following documents offer more detailed guidance. They are both available on CBC Corporate Strategies and Policies Sharepoint site:

Guidance for working online [Guide to working online](#)

Safeguarding Children Online [Safeguarding Children Online](#)

Guidance is also available from a variety of sources including NSPCC, Age UK, UK Safer Internet Centre, Get Safe Online, Safe CIC, etc.