Safeguarding Policy and Procedure
(Babies, Children, Young People and Adults with Care & Support Needs)

Bromsgrove District Council and Redditch Borough Council

August 2026

Keeping Babies, Children, Young People and Adults with Care & Support Needs Safe is Everyone's Responsibility

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1 Foreword

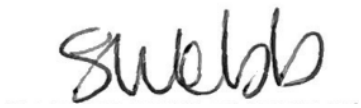
The safeguarding of adults with needs for care and support and children has never been a greater concern. This Safeguarding Policy aims to outline the responsibilities of the Council and ensure that an overarching approach to safeguarding is embedded within all our services.

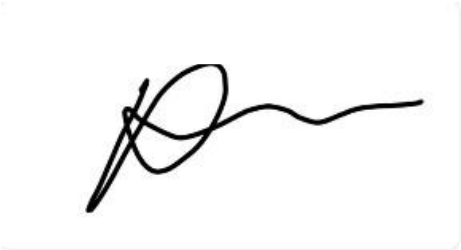
Safeguarding is an everyday part of all our jobs, and it is important we embed a safeguarding culture across the Council, so all staff, elected members, volunteers, grant funded organisations and those delivering contracts on behalf of the Council, understand their role and responsibilities to safeguard against harm and abuse.

We will continue to monitor our progress, make improvements and work closely with partners to ensure that Safeguarding remains 'everyone's business'.

Bromsgrove District Council and Redditch Borough Council support Worcestershire Safeguarding Children Partnership (WSCP) procedures for safeguarding children and Worcestershire Safeguarding Adult's Board (WSAB) procedures for safeguarding adults.

For ease of reading this policy, Bromsgrove District Council and Redditch Borough Council will be referred to as *'the Council's'*, or BDC/RBC.





SIGNATURE

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2 POLICY STATEMENT

2.1 The purpose of this Policy is to ensure Redditch Borough Council (RBC) and Bromsgrove District Council (BDC) carry out their Safeguarding duties towards adults with needs for care and support and children, by:

- respecting their rights, wishes, feelings and privacy.
- ensuring that all staff understand the different forms abuse can take and how to identify them.
- preventing abuse by promoting best practice in the Borough/District, raising awareness, creating a safe and healthy environment and avoiding situations where abuse and allegations of abuse occur.
- taking seriously and responding appropriately and promptly to all concerns, incidents and allegations.
- providing training appropriate to the level of involvement with children, young people and adults with care and support needs to ensure there is an adequate understanding of: (a) the different forms of abuse; (b) roles and responsibilities under the Councils' Codes of Conduct and Safeguarding Policy.
- requiring organisations that the Council's either contracts with or allocates grant funding, have their own Safeguarding Policy or apply this Policy.
- not tolerating harassment of any Councillor, employee, contractor, volunteer, intern, work experience student or child or adult with care and support needs who raises concerns of abuse.
- ensuring that unsuitable people are prevented from working with children and vulnerable adults through it's 'Safer Recruitment Procedure'.
- co-operating with other agencies to deliver effective Safeguarding.

"The Councils believe that safeguarding is everybody's business, with employees, Councillors, contractors, volunteers, partners and the public playing a part in promoting wellbeing, preventing harm and responding effectively if there are concerns about neglect or abuse. The Council's will work with its partners to help to protect those least able to protect themselves, whilst empowering them and respecting their wishes, needs and feelings."

2.2 This policy:

a) links to other BDC & RBC policies including, Code of Conduct, Recruitment and Selection Policy, Equality & Diversity, Domestic Abuse, Anti-Social Behaviour, Lone Working, Disciplinary and Whistle Blowing.
b) is inclusive of all vulnerable adults and children irrespective of their age, race or ethnicity, religion, disability, sex, or sexual orientation; and
c) will be reviewed annually though it may be subject to minor corrections or operational updates in the interim.

3 ROLES AND RESPONSIBILITIES

3.1 The Role of BDC & RBC in Safeguarding and Promoting the Welfare of Babies, Children and Young People

Section 11 of the Children Act 2004 places a statutory obligation on District Councils to ensure they have in place, suitable arrangements to safeguarding and promote the welfare of children (either directly or via their families) who may access or use Council services. In summary, the Act requires the Council to ensure that:

a) its functions are discharged with due regard to the need to safeguard and promote the welfare of children; and
b) through working with others, arrangements are put in place to safeguard and promote the welfare of children

BDC & RBC adheres to the Worcestershire Children's Social Care and Child Protection Procedures issued by the WSCP. Further information and the guidelines can be accessed via the following web link:
Children's social care | Worcestershire County Council

The Worcestershire Safeguarding Children Partnership created a guidance document for everyone who works with children and their families in Worcestershire. 'Multi-Agency Levels of Need: Guidance to help support children, young people and families in Worcestershire. The focus is on four levels of need which aim is to put the child and their family at the centre of discussion, providing effective support to help them solve problems and find solutions at an early stage.

Levels of Need (Thresholds) - Worcestershire Safeguarding Boards

3.2 The role of BDC & RBC in Safeguarding Adults with needs for care and support

BDC & RBC have a duty under Section 42 of the Care Act 2014, to make enquiries relating to anybody aged 18 or over where it has reasonable cause to suspect that the adult in its area (whether ordinarily resident there or not):

a) has needs for care and support (whether the authority is meeting any of those needs)
b) is experiencing, or is at risk of, abuse or neglect, and
c) because of those needs is unable to protect him or herself against the abuse or neglect or the risk of it.

The Care Act 2014 changed the terminology from 'vulnerable adult' to 'adults with needs for care and support' and under section 42 of the Care Act 2014, there are three additional criteria an adult must meet before a safeguarding concern is raised (see (a), (b) and (c) above). Safeguarding adults is different from safeguarding children in many ways. A main difference is that adults with mental capacity have the right to make their own decisions and should be asked for consent, where it is safe to do so and prior to anyone raising a safeguarding concern.

BDC & RBC adheres to the 'Adult Safeguarding: Multi-agency policy and procedures for the protection of adults with care & support needs in the West Midlands' which has been adopted by Worcestershire Safeguarding Adults Board. The policy and procedures can be accessed by following web link:
https://www.safeguardingworcestershire.org.uk/documents/west_midlands_adult_safeguarding_policy_and_procedures/

The Worcestershire Adult Support Levels demonstrate the levels of support available and at which level to access universal services, when and how to refer to Adult Social Care and when and how to refer to Safeguarding.
Support-Levels-Short-Document-2024-V03.pdf

Included in The Care Act are 6 Principles of Safeguarding. These principles are intended to form a core set of standards for anyone who has a responsibility for safeguarding vulnerable adults. The principles aim to highlight every individual's wants and needs as a human being and should underpin all work with vulnerable adults.

The 6 Principles of Safeguarding as defined by The Care Act 2014 are:

- **Accountability**
- **Empowerment**
- **Partnership**
- **Prevention**
- **Proportionality**
- **Protection**

The Mental Capacity Act 2005 protects the right to self-determination for people whose capacity may be questioned and provides a legal process for professionals proposing making decisions for them. This applies to people **over the age of 16**. The five principles to consider are:

1. You must always assume a person has capacity unless it is proved otherwise
2. You must take all practicable steps to enable people to make their own decisions
3. You must not assume incapacity simply because someone makes an unwise choice
4. Always act, or decide, for a person without capacity in their best interests
5. Carefully consider actions to ensure the least restrictive option is taken.

Mental-capacity-act-code-of-practice.pdf (publishing.service.gov.uk)

There is also guidance for professionals regarding Making Safeguarding Personal and the importance of putting it in practice, e.g. asking the adult what they want to happen if they have mental capacity or acting in their best interests if they lack the capacity to make the decision themselves.
Making Safeguarding Personal - Worcestershire Safeguarding Boards (safeguardingworcestershire.org.uk)

Complex Adults Risk Management (CARM) framework

CARM provides guidance to front line practitioners with a framework to facilitate effective working with adults who are at risk of significant harm due to their complex needs, and *where the risks cannot effectively be managed via other processes or interventions,* such as section 9 care and support assessment or section 42, safeguarding enquiry under the Care Act 2014.

The Complex Adults Risk Management (CARM) framework should be used when the adult's engagement with support is intermittent or where it has proved difficult to engage with the adult, and the risk is significant, and an individual agency procedure has not been able to resolve the problem(s).

Policies, Procedures & Guidance - Worcestershire Safeguarding Boards (safeguardingworcestershire.org.uk)

3.3 Partnership Roles and Responsibilities

The Councils will work with other agencies to prevent the abuse of its residents in all its forms.

The role of the Worcestershire Safeguarding Children's Partnership (WSCP)

WSCP is a statutory multi-agency partnership and aims to bring together agencies who work to safeguard and promote the welfare of children.

The **Key principles** underpinning the WSCP safeguarding arrangements include;

- Children and Young People are at the heart of what we do, and we will make a positive difference to their lives
- We will work together with this as our collective responsibility
- We will have a culture of scrutiny and challenge
- We are a "learning partnership" and we will promote best practice
- We will share information in an effective way and use it to intelligently inform our work

Worcestershire Safeguarding Adults Board

Worcestershire Safeguarding Adults Board (WSAB) is an inter-agency forum for agreeing how the different services and professional groups should cooperate to safeguard adults across Worcestershire and for making sure that arrangements work effectively to identify abuse or inadequate care, help vulnerable people and plan and implement joint strategies. The WSAB was placed on a statutory footing by the Care Act 2014.

The WSAB promotes wellbeing and helps to reduce the risk of harm for people with care and support needs. They do this by;

- seeking assurance that our partners listen to the voice of the person at risk

- seeking assurance that Worcestershire safeguarding arrangements are in place as defined by the Care Act 2014 and supporting statutory guidance
- seeking assurance that safeguarding practice carried out by organisations in Worcestershire is person-centred and outcome-focused
- work collaboratively in order to prevent abuse and neglect where possible
- seek to ensure that agencies and individuals give timely and balanced responses when abuse or neglect is identified
- assure our self that safeguarding practice in Worcestershire is continuously improving and that we are enhancing the quality of life of adults within our local communities.

The WSAB aims to raise awareness and promote the welfare of adults with needs for care and support by the development of an effective safeguarding network involving a wide range of public and voluntary services and other organisations. BDC & RBC are committed to maintaining an effective working relationship with the WSAB to help achieve its mutual aims in respect of the safeguarding of adults with the needs for care and support.

Home - Worcestershire Safeguarding Boards (safeguardingworcestershire.org.uk)

North Worcestershire Community Safety Partnership

Under the Crime and Disorder Act 1998 Bromsgrove District Council and Redditch Borough Council work in partnership with the Police and other agencies to reduce crime, disorder and ASB in their local areas and improve people's feelings of safety. The Council is a responsible authority of the North Worcestershire Community Safety Partnership which brings together all the specified agencies and co-operating bodies to reduce crime and improve community safety.

The Community Safety Partnership is the formal body under the requirements of the Act and as such has several duties. One specific duty relevant to this policy is a statutory requirement for the Partnership to undertake a multi-agency Domestic Homicide Review (DHR). A DHR is commissioned following the death of a person that is thought to be the result of violence, abuse or neglect by a family member or a member of the same household. The purpose of a review is to identify and learn lessons from agency interactions to reduce the risk of further homicides in the future.

Worcestershire County Council Social Care

Worcestershire County Council is responsible for delivering children's services across the county of Worcestershire. These services include children's social care, education, early help and fostering. All safeguarding concerns, incidents and allegations regarding the welfare of a child will be reported to their Family Front Door (following the Levels of Need Guidance)

Worcestershire County Council Adult Social Care are responsible for supporting adults with care and support needs including dealing with concerns about abuse and harm. All safeguarding concerns, incidents and allegations regarding the welfare of an adult with care and support needs can be discussed with WCC Adult Social Care always following the principle *"No decision about me without me"*.

For more information regarding Sharing Information see **Appendix 3**

West Mercia Police

West Mercia Police have an essential role in protecting children and adults with care and support needs from abuse and are under a legal duty to carry out their functions 'having regard to' (taking account of) the need to protect and promote the welfare of children.

Section 11 of the Children Act 2004 states that police and crime commissioners and the chief officer of each police force in England must make sure that they protect and promote the welfare of children. This means that, while officers from the child abuse investigation unit have a critical role to play in child safeguarding, it is not just down to them, it is part of the duties of all police officers.

As well as their duty to investigate criminal offences, West Mercia Police have emergency powers to enter premises and make sure they can provide immediate protection for children and adults with care and support needs believed to be suffering, or likely to suffer, significant harm.

More information on Legislation and Guidance relating to this Safeguarding Policy can be found in **Appendix 6**

4 DEFINITIONS AND TYPES OF ABUSE

4.1 Babies, Children and Young People

In accordance with guidance provided by ***Working Together to Safeguarding Children 2026*** and based on the **Children Act (1989) and (2004)** the terms children, child, young person or young people shall for the purposes of this policy be deemed to mean:

"Anyone who has not yet reached their 18th birthday. The fact that they have reached 16 years of age; are living independently or in further education; are a member of the armed forces; in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Acts and this policy".

There are four categories of abuse, as follows:

Type	Definitions
Emotional	The persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development and may involve: • conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person • imposing age or developmentally inappropriate expectations 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 • seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse • serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger; • exploiting and corrupting children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual	Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

	Sexual abuse includes non-contact activities, such as: involving children in looking at or producing pornographic materials, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual abuse also includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape.
Neglect	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 misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Once a child is born, neglect 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. It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs. These definitions are used when determining significant harm. Children can be affected by combinations of abuse and neglect, which may also be related to problems faced by the adults in the household such as domestic violence and abuse.
Physical	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 feigns the symptoms of, or deliberately causes, illness in a child. This is known as fabricated or induced illness.

4.2 Adults with care and support needs

An adult with care and support needs is any person aged 18 or over who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation. Adults with care and support needs may include:

- People with a mental health problem or mental illness (including dementia)
- People with a physical disability
- People with a sensory impairment
- People with a learning disability
- People who are frail and/or experiencing a temporary illness
- People who are old

The Care Act 2014 has extended the categories of abuse relating to adults from seven to ten. The three new categories being domestic abuse, modern slavery and self-neglect:

Type	Definitions
Discriminatory	This includes 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. Hate crime can be viewed as a form of discriminatory abuse, although will often involve other types of abuse as well. It also includes not responding to dietary needs and not providing appropriate spiritual support. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse.
Domestic Abuse	Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. It includes psychological, physical, sexual, financial and emotional abuse, and so-called 'honour-based' violence.
Emotional/ Psychological	Psychological abuse includes 'emotional abuse' and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse

	(including shouting or swearing), cyber bullying, isolation or withdrawal from services or support networks. Psychological abuse is the denial of a person's human and civil rights including choice and opinion, privacy and dignity and being able to follow one's own spiritual and cultural beliefs or sexual orientation. It includes preventing the adult from using services that would otherwise support them and enhance their lives. It also includes the intentional and/or unintentional withholding of information (e.g. information not being available in different formats/languages etc.).
Financial	This includes 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.
Modern Slavery	Modern Slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. A large number of active organised crime groups are involved in modern slavery. But it is also committed by individual opportunistic perpetrators. 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***: • 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'; • physically constrained or has restrictions placed on his/her freedom
Neglect	These include 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. 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.
Organisational	Happens where services provided are focused on the needs of the organisation. For example, not providing choice over meal times or when someone can go to bed because this is easier for the organisation. It includes neglect and poor care

	practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, processes, policies and practices of the organisation.
Physical	Physical abuse includes assault, hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.
Self-Neglect	Self-neglect covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect it is also defined as the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the individual and sometimes to their community.
Sexual	Sexual abuse including 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. It includes penetration of any sort, incest and situations where the person causing harm touches the abused person's body (e.g. breasts, buttocks, genital area), exposes his or her genitals (possibly encouraging the abused person to touch them) or coerces the abused person into participating in or looking at pornographic videos or photographs. Denial of a sexual life to consenting adults is also considered abusive practice. Any sexual relationship that develops between adults where one is in a position of trust, power or authority in relation to the other (e.g. day centre worker/social worker/residential worker/health worker etc.) may also constitute sexual abuse.

4.3 Domestic Abuse

Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships.

The Home Office definition of Domestic violence and abuse was updated in March 2013 as:
"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.
This can encompass, but is not limited to, the following types of abuse:

- ***psychological***
- ***physical***
- ***sexual***
- ***financial***
- ***emotional***

Controlling behaviour is*: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.*

Coercive behaviour is: *an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.*

4.4 Child Sexual Exploitation

Child Sexual Exploitation (CSE) is defined as:

'Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

'The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.'

4.5 Child Criminal Exploitation

'Child Criminal Exploitation (CCE) is common in county lines* and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 years. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation doesn't always involve physical contact; it can also occur through the use of technology.' (Home office, 2018)

4.6 *County Lines

'County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to

exploit children and adults with care and support needs to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons'. (Home Office, 2018)

Get Safe is the Worcestershire name for the multi-agency support and protection for children and young people at risk of Criminal Exploitation

http://www.worcestershire.gov.uk/getsafe

4.7 Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups".

"Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas."
HM Government Prevent Strategy, 2011

More information on PREVENT can be found in **Appendix 4**

4.8 Honour Based Abuse (HBA)

HBA is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family. It is a form of domestic abuse which relates to a victim who does not abide by the 'rules' of an honour code. This will have been set at the discretion of relatives or community; the victims are punished for bringing shame on the family or community.

In relation to Honour Based abuse, staff should adopt the one chance rule. The One Chance Rule: *You may only have one chance to speak to a potential victim, therefore, have only one chance to save a life. If the victim is allowed to walk out of the door without support being offered, that one chance might be wasted.*

4.9 Female Genital Mutilation (FGM)

A collective term used for illegal procedures, such as female circumcision, which include the partial or total removal of the external female genital organs, breast ironing or injury to the female genital organs for a cultural or non-therapeutic reason.

4.10 Forced Marriage (FM)

In a forced marriage, victims are coerced into marrying someone against their will. They may be physically threatened or emotionally blackmailed to do so. It is an abuse of human rights and cannot be justified on any religious or cultural basis.

It is not the same as an arranged marriage where people have a choice as to whether to accept the arrangement or not. The tradition of arranged marriages has operated successfully within many communities and countries for a very long time.

4.11 Human Trafficking

Takes place when a victim is moved from one place to another for the purpose of exploitation, this could be through sexual exploitation, domestic servitude, forced labour, forced criminality or organ harvesting. The trafficker can control and exploit through violence, coercion, or deception.

Refer to Children's Social Care | Worcestershire County Council

How to make a referral to Adult Social Care | Worcestershire County Council

5 APPROACH TO IMPLEMENTING THE POLICY

5.1 BDC/RBC Roles and Responsibilities

Whilst other partnerships and organisations, as referred to in section 3 of this Policy, have roles in co-ordinating and ensuring the effectiveness of the Councils' work to safeguarding and promote the welfare of children and adults with care and support needs, they are not accountable for the Councils' operational work. Both Councils retain their own lines of accountability for safeguarding and promoting the welfare of children and adults with care and support needs through their own service delivery and provision.

All staff, volunteers and elected members are to ensure they familiarise themselves and comply with the Councils' Safeguarding Policy and associated procedural documents.

All staff, volunteers and elected members must participate in relevant training to recognise the varying forms of abuse and report any concerns, incidents or allegations to the Councils' Designated Lead Safeguarding Officer in line with the relevant procedures. More information and guidance on reporting procedures can be found in **Appendix 1 and 2**.

It is the responsibility of staff and elected members to consider safeguarding implications in their decision-making processes, including the procurement of services.

All external organisations and contractors providing services to the Council are required to comply with the Councils' Safeguarding Policy as a minimum standard. Where relevant they should have their own safeguarding policy and procedures in place.

5.2 List of roles and responsibilities

Safeguarding is the responsibility of all Council staff, volunteers, elected members and contractors, with specific responsibilities set out below:

Role	Responsibilities
Elected Members	Scrutinise the Councils' Safeguarding Policy and safeguarding reports to relevant Committees. Each Council will have an identified Portfolio Holder BDC & RBC with responsibility for safeguarding The Portfolio Holders with responsibility for safeguarding will act as the Councils' safeguarding champions Uptake necessary training to know how to recognise and respond to concerns that a child, young person or adult with needs for care and support may be abused

Corporate Leadership Team	Raise the profile, support the Policy and promote the development of initiatives to ensure the protection of residents within both Bromsgrove & Redditch Encourage, embed and maintain the best safeguarding practice across all directorates and services to ensure continuous improvement and compliance with national and local policies Ensure that safeguarding of children and adults with needs for care and support is considered in strategies, plans and services Allocate resources to enable the Councils to meet their responsibilities Monitor staff and elected member training
Designated Lead Safeguarding Officer	Development of Policy, issuing operational guidance, promoting good practice and making policy recommendations to Council Submit reports to CLT and relevant Committees to ensure that the Councils' Safeguarding Policy is being met Make a referral to the Local Authority Designated Officer (LADO) as appropriate – **Appendix 1** Ensure that action taken is co-ordinated and monitored Lead on Safeguarding Audits Development of an annual safeguarding action plan
Deputy Safeguarding Officers	To support the Designated Safeguarding Lead Officer and to deputise in the absence of the Designated Lead Officer
Service Managers/Team Leaders	Service Managers and Team Leaders: • ensure the level of safeguarding training required for posts within their service area is identified • ensure staff are completing the appropriate Safeguarding Training (e-learning or face to face) • to be on hand to provide advice in relation to safeguarding concerns and ensure procedures are adhered to; • ensure the appropriate safeguarding form is completed by the member of staff and the safeguarding lead officer is updated

	• make sure all staff and volunteers working with children, young people and adults with care and support needs have employment checks appropriate to their role and legislative requirements
Safeguarding Champions	Safeguarding Champions promote awareness of the safeguarding policy throughout their relevant teams, and in addition their duties include: • champion safeguarding within the relevant service areas; • that would act as a point of contact for dissemination of information / overview of safeguarding training uptake / ensure relevant literature up in offices/corridors • be updated quarterly or as and when required), by the Safeguarding Lead Officer and/or Deputy Safeguarding Lead Officers to: a) receive legislative, county and local Safeguarding updates (then attend relevant team meetings and disseminate the information/answer/co-ordinate queries) b) share any safeguarding issues/concerns/best practice arising from the previous quarter
Human Resources	Ensure the effective implementation of the Council's Recruitment and Selection Policy and that all staff employed to work with children and adults with needs for care and support are subject to the appropriate external checks including Disclosure and Barring, and prior to appointment Ensure that relevant policies and procedures are in place and kept up to date eg. Recruitment, Whistle Blowing, Disciplinary Procedures and Code of Conduct Support managers in the use of these policies Contribute to the Safeguarding Audits as directed/allocated by the Designated Safeguarding Lead Officer.
Employees	Take responsibility for reporting disclosures, concerns, incidents or allegations as set out in the Safeguarding Reporting procedure – **Appendix 1 and 2** Treat all safeguarding matters seriously

	Be aware of and adhere to relevant policies; and complete safeguarding training relevant to their role. Complete relevant on-line forms Code of conduct for staff can be found at **Appendix 5**

6 Who the Safeguarding Policy Affects

In addition to employees and Members of BDC & RBC this policy shall also apply to the following categories:

6.1 Procurement

Contracts with external agencies for the provision of goods and services must make specific reference to safeguarding and the duties imposed on staff. Steps must be taken to ensure the safeguarding of children, young people and adults with care and support needs is paramount when any service is provided on behalf of, or in partnership with BDC/RBC.

6.2 Contractors

The Councils will ensure all contractors providing services directly relating to babies, children, young people and adults with care and support needs have an understanding and commitment to Safeguarding and have a safeguarding policy that meets the needs of BDC/RBC.

Contractors providing a service to BDC/RBC such as maintenance work on an RBC property; will need to be made aware of our procedures and policies. Council staff will need to ensure that relevant safeguarding practices are adopted by the contractor.

Where the term staff is used throughout this document it is taken to imply all staff and others carrying out work on behalf of BDC/RBC including volunteers, unless otherwise stated.

6.3 Grant Applications

Safeguarding policies and procedures are required from all organisations which seek funding from BDC/RBC, where the organisation is working with children and/or adults with needs for care and support. This information will be requested at the application stage and applications will not be processed without the relevant documentation. Should the organisation have no policy in place, it shall agree to abide by Redditch Borough Council and Bromsgrove District Council's Safeguarding Policy.

6.4 Licensing

Worcestershire Regulatory Service is a shared service which acts on behalf of BDC/RBC and is responsible for a wide range of licensing functions. Gambling is regulated to ensure that it is fair and open, to protect children and other vulnerable people and to prevent crime or disorder under the Gambling Act 2005. The Licensing Act 2003 has four key licensing objectives:

1. The prevention of crime and disorder
2. Public safety

3. The prevention of public nuisance
4. The protection of children from harm

WRS Homepage | Worcestershire Regulatory Services (worcsregservices.gov.uk)

6.5 Partners

All partners working with BDC/RBC must have regard to safeguarding. For joint projects for which the Council is the lead, partner agencies will be required to pass a copy of their policy to the Council to ensure it meets our needs or adopt our policy for the duration of the project.

6.6 Volunteers

This policy will apply equally to volunteers (including apprentices, work experience students, interns) and they will therefore be expected to comply with any code of conduct that is imposed on members of staff in relation to their dealings with children and adults with needs for care and support.

Any volunteers working with babies, children, young people or adults with care and support needs will be required to undertake a DBS check and should be made aware of the Councils' Safeguarding policy as part of their overall induction.

6.7 Modern Apprentices, Work Experience and workers under the age of 18

Staff will need to be aware that the above duty will apply to their interaction with work experience and modern apprentice workers under the age of 18. Such workers would still be deemed as children under this policy (see section 4.1), whilst also themselves being responsible under the duty imposed by Section 11 of the Children Act (2004).

It will be necessary to consider the impact of this in all risk assessments carried out in relation to this member of staff.

7 Safeguarding Practices

7.1 Safer Recruitment

It is known that some individuals will actively seek employment or voluntary work with children to harm them. People who work with children and/or adults with needs for care and support, whether it is in a voluntary capacity or not, have a role to play in protecting them from harm, safeguarding their welfare as well as preventing their abuse.

BDC/RBC has a recruitment policy which must be followed for all relevant staff appointments. The policy can be found on the BDC/RBC intranet (The Orb) or requested from Human Resources.

7.2 Training

All staff, volunteers and elected members working with children and adults with needs for care and support should undertake the appropriate level of safeguarding training as decided by the Service Manager. All training will be in line with WSCP and WSAB set standards.

7.3 Work Experience

If a work experience placement involves working with a member of staff off site or working with a member of staff on their own, the students' parents or guardian should be informed prior to the work experience placement. In addition, when the student goes off site the employee must advise a Senior Officer where they are going, the reason for the visit and how long the visit will take. The member of staff would also need to have an Enhanced DBS check.

7.4 Safeguarding Allegation(s) made against a Member of Staff

The Councils' take seriously any allegations or complaints about the conduct of staff, Councillors, apprentices, and volunteers in respect of their contact with children and adults with needs for care and support. All allegations or complaints received by the Councils will be investigated fully, and where applicable action will be taken against the accused member of staff, via the disciplinary procedure. If deemed necessary, the accused person will be suspended whilst the investigation takes place. The decision to suspend lies ultimately with the Executive Director or Assistant Director of Community & Housing Services.

In the event of a serious allegation against a member of staff, volunteer, apprentice or Councillor, the Councils will follow the procedures set out in the Regional Child Protection Procedures for the West Midlands and will involve the Local Authority Designated Officer (LADO) employed by Worcestershire County Council. The Designated Safeguarding Lead would need to complete a Position of Trust (POT) referral.

Local Guidance

Support will be provided for any member of staff subject to an allegation as indicated in the BDC/RBC disciplinary procedure.
More information on allegations against staff can be found in **Appendix 1**

7.5 Health and Safety

BDC/RBC enforces health and safety in some workplaces such as premises providing consumer services, retail or leisure facilities. Employers in these premises are obliged to carry out risk assessments, including for the employment of under 18s. Whilst undertaking their duties officers of the Councils may examine such risk assessments with a view to determining their suitability. If evidence is gained that workers are working without relevant permits in place, or in 'unsuitable workplaces', BDC/RBC will report this activity to Worcestershire Children's Social Care Family Front Door.

7.6 Whistle Blowing

BDC/RBC has a Whistle Blowing Policy which should be read in conjunction with this policy. This can be found on the BDC/RBC Intranet or requested from HR if the intranet is not accessible. All staff have a duty of care to draw attention to bad or poor practice in the workplace. This includes practice that may be abusive and/or neglectful. Members of staff who work with children and adults with needs for care and support needs have an individual responsibility to raise concerns with someone who has responsibility to take action.

7.7 E-Safety

Children and adults with needs for care and support can be vulnerable to exploitation and abuse through the medium of Information and Communication Technology (ICT). It is important that Officers are alert to potential risks children may be exposed to, and that steps have been taken to mitigate the risk of this occurring, with specific reference to:

- Content – e.g. exposure to age inappropriate material, inaccurate or misleading information, socially unacceptable material (e.g. inciting violence, hate or intolerance) and illegal material (including images of child abuse);
- Contact – e.g. grooming using ICT leading to inappropriate behaviour or abuse;
- Commerce – e.g. exposure to inappropriate advertising, online gambling, identity theft and financial scams;
- Culture – e.g. bullying via websites, mobile phones or other ICT, or inappropriate materials

- Settings offering ICT access to members of the public or children should consider placing restrictions on access, developing an 'acceptable use' policy and having an agreement about the conditions in which children will be able to access ICT equipment unsupervised.

BDC/RBC ICT Policies can be found on the Intranet and include:

- Information Security Policy
- Bring Your Own Device Policy

7.8 Photographic/Filmed Images taken by Members of the Public

Historically, photography and video use has taken place in community and Council facilities to record events. However, modern digital photography and mobile phones offer unprecedented opportunities for misuse. The magnification and manipulation which is now possible, together with the fact that there is no need for a third party to develop images, is a cause for concern for the Councils, particularly with regards to protecting children and adults with needs for care and support. Whilst the Data Protection Act does not prevent individuals from taking photographs, the Councils have a shared responsibility for the protection and safety of children and adults with needs for care and support using its facilities.

The Councils do not wish to restrict photography in its parks and open spaces and in any event, would be unable to require third parties taking photographs to seek permission. However, anyone found to be taking photographs which are intrusive or inappropriate will be asked to cease doing so immediately and will be reported to the Police.

7.9 Event Photography/Filmed Images for the Councils' Publicity Purposes

The majority of promotional and press releases are organised through the Communications Team. These are generally agreed by both parties in advance. We undertake not to use a child's image(s) unless we have written consent for both the taking and publications of films or photographs from the parent, carer or Head Teacher in the case of schools.

In most cases it is practical to gain the permission of individuals being photographed at Council events (see consent below). However, it is not always possible to do so for large groups at public events or public meetings. Access to these public events in publicly accessible areas is not restricted. The Councils therefore consider that any person, who is present at these events, is considered to have given implied consent to appear in any photograph or film. The Councils will however make every effort to ensure the public is aware a photographer is on site taking photos for publicity purposes, as appropriate. It will do the following:

a. Advertise at the venue that photos may be taken at the event

- Members of the public choose not to enter
- Members of the public choose to enter and raise no concerns, the implied consent as advertised applies

- Members of the public inform the organisers they do not want their picture taken
- If general consent is required, they are asked to complete the form online

I hereby give Bromsgrove District Council and Redditch Borough Council permission to use and reproduce the photographs/digital media of myself or my child under the age of 16.
These photographs will be used to promote the activities of Bromsgrove District Council and Redditch Borough Council and may appear in any council material in printed or electronic form including social media, web sites, in multimedia productions, leaflets or community publications. Please note that websites can be seen worldwide and not just in the UK where UK law applies.
All stored versions of these photographs, whether printed or electronic will be owned by Bromsgrove District Council and Redditch Borough Council. Bromsgrove District Council and Redditch Borough Council will be the holder of copyright unless otherwise agreed.
This consent for use for promotional/publicity purposes is valid for two years and any details will be held for that period. Photos/digital media will cease to be used after this time for publicity/promotional purposes but may still archived for historical/corporate memory purposes. Names of those in the photographs may also be held but any contact details will be destroyed after two years.

b. Carry and display formal ID, and always be happy to wait if you wish to verify that the ID is genuine by calling the council on 01527 64252 or 01527 881288. This is always required of all genuine council staff and contractors, including photographers.

8 DATA PROTECTION

The General Data Protection Regulations 2016 (GDPR) and the Data Protection Act 2018 (DPA18) place obligations on the Council to protect personal information and to only store it and share it where there is a lawful basis to do so. There is now a greater emphasis on the Councils to be transparent and accountable.

HOWEVER, GDPR AND DPA18 DOES NOT PREVENT, OR LIMIT, THE SHARING OF INFORMATION TO KEEP PEOPLE SAFE.

The Councils take their responsibilities as a data controller seriously. The Councils acknowledge that **CONSENT** is only one of the lawful bases on which information can be shared. No single basis is more important than another.

With safeguarding issues, the Councils consider that the lawful bases for holding and sharing information are likely to be:

LEGAL OBLIGATION – sharing the information is necessary for the Council to comply with the law

PUBLIC TASK – sharing the information is necessary for the Council to perform a task in the public interest and the task has a clear basis in law

CONSENT – although it is always advisable to seek consent, and be open and honest with an individual, there will be many situations where consent will not be appropriate. Genuine consent should offer an individual a real choice. If the Council will have to share the information to meet its legal and public interest obligations in any event, consent is not the correct basis. Parents should be informed when a referral is being made and where possible seek consent, unless to do so places the child at further risk of significant harm, or would jeopardise a criminal investigation. Where there are child protection concerns the child's welfare is paramount.

It is always essential in adult safeguarding to consider whether the adult is capable of giving informed consent in all aspects of their life. If they are able, their consent should be sought. If, after discussion with the adult who has mental capacity, they refuse any intervention, their wishes will be respected unless:

- there is an aspect of public interest (e.g. not acting will put other adults or children at risk).
- there is a duty of care on a particular agency to intervene (e.g. the police if a crime has been or may be committed).

Where the information being shared is special category data (information about race, ethnic origin, health, sex life, or sexual orientation) additional lawful bases have to be identified. They are likely to be:

SUBSTANTIAL PUBLIC INTEREST – processing is necessary for reasons of substantial public interest, which includes protecting an individual from neglect or physical, mental or emotional harm, or protecting the physical, mental or emotional well-being of an individual

HEALTH AND SOCIAL CARE – processing is necessary for the provision of health or social care or treatment or the management of health or social care systems and services

The Councils will document the basis on which information is shared and keep a record of the information that is shared and who it has been shared with. The data will be kept and shared securely. The Councils will regularly review the data it holds to check its accuracy, and whether it is still necessary to hold it.

More information on Information Sharing can be found in **Appendix 3**

9 POLICY REVIEW DATES

This policy is to be reviewed annually by the Named Safeguarding Lead and Deputies.

Early review will be required upon any of the following events:

- New Legislation
- Government Policy

It may also need to be considered based upon:

- Research Findings
- Professional Experience

APPENDIX 1

Reporting Procedure for Safeguarding Concerns

1. **Responding to a Concern**

If someone tells you that they, or someone they know, is being abused or you witness an act of abuse:

1. Take it seriously

2. Record the exact words and not your interpretation or what you think they mean

3. The relevant form to be completed in all cases; the form should be completed in the 'I' as the first person e.g. I did, I saw, I heard – this may be the internal Cause for Concern form; your own service department system or an online form to relevant organisations such as Children's Social Care or Adult Social Care

4. Reassure the person who has made the disclosure that they have done the right thing

5. Give the person time to talk and do not probe, investigate or ask leading questions. **Investigation is not your responsibility.**

6. You may repeat/echo back their statement to gain clarification and understanding

7. Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon

8. Under no circumstances should you speak to or confront the alleged abuser

9. Do not assume that other people know what you know

10. If at any time you feel the person needs urgent medical assistance, you should call for an ambulance or arrange for a doctor to see the person at the earliest opportunity

11. As soon as possible you need to inform your Line Manager or other Designated Officer. Make full written notes of all disclosed details. You must record the facts of what happened. Remember you will need to record everything that you saw, heard and did and ensure that any evidence indicating that abuse is or may be occurring is preserved and captured on the

Cause for Concern Form **(Appendix 7)** (or your internal system) and consult with the Designated Safeguarding Lead

12. The appropriate Safeguarding On-Line Form will need to be completed if a child or an adult with care and support needs is at risk of significant harm, however you need to consider (in discussion with your line manager and/or Safeguarding Lead) informing the child's parent when a referral is being made and where possible seek consent, unless to do so places the child at further risk of significant harm, or would jeopardise a criminal investigation. Where there are child protection concerns the child's welfare is paramount.

    It is always essential in adult safeguarding to consider whether the adult is capable of giving informed consent in all aspects of their life. If they are able, their consent should be sought. If, after discussion with the adult who has mental capacity, they refuse any intervention, their wishes will be respected unless:
    - there is an aspect of public interest (e.g. not acting will put other adults or children at risk).
    - there is a duty of care on a particular agency to intervene (e.g. the police if a crime has been or may be committed).

    http://www.worcestershire.gov.uk/wsab

    http://www.worcestershire.gov.uk/areyouworriedaboutachild

13. If the outcome from social care is No Further Action and you, your manager or the Safeguarding Lead disagree with the decision then this can be escalated by following the escalation procedures

    Escalation-Policy-Resolution-of-Professional-Concerns.pdf (safeguardingworcestershire.org.uk)

2. Preserving Evidence

It is essential that any concerns about the welfare of a child, young person or adult with care and support needs are accurately recorded and that any evidence indicating that abuse has occurred is retained.

In most circumstances when preserving evidence you may not need to do anything except record the event that has given rise to the concern. However there may be occasions when it is important to follow certain rules:

- In cases of physical or sexual assault encourage the person not to wash if they may require a medical examination
- Don't tidy up, wash clothes, bedding or other items

- Try and ensure that others do not interfere with any items that may be important for the police
- Inform the police and preserve the evidence if there is any suspicion that there may be forensic evidence

Responding to allegations of historical child sexual abuse

• People often delay disclosure of abuse into adulthood, however, recent publicity around 'high profile' cases and the independent inquiry into historical abuse within the church, may mean that people will disclose information that they may have previously felt too frightened or ashamed to share.

Responding to allegations of historical sexual abuse - policy recommendations - Worcestershire Safeguarding Boards

3. Acting on Allegations Against an Employee or Other Person Working on Behalf of BDC/RBC

1. If you believe there to be a safeguarding issue directly relating to an employee or volunteer working for BDC/RBC, then you can seek advice from the Safeguarding Lead and discuss with you Line Manager

2. Complete a Cause for Concern Form **(Appendix 7)** and the Safeguarding Lead will decide the most appropriate course of action

3. There are up to 4 strands in consideration of an allegation:

    a. A Police investigation of a possible criminal offence
    b. Children's/Adult's Social Care enquiries/assessment about whether a child/adult needs protection or services and a referral made to the LADO (Local Authority Designated Officer) if there are concerns a staff member in a position of trust has allegedly abused a child
    c. Consideration of disciplinary action or performance management measures, staff conduct
    d. Complaints procedure

4. The process should be documented fully in writing and advice sought about storage to ensure that access is strictly limited to relevant staff and external professionals on a need to know basis

Local Guidance (children)

Position-of-Trust-Protocol-Final-Version-v2.1.pdf (safeguardingworcestershire.org.uk) (adults)

4. Support for Staff After An Allegation

Full support will be provided for any member of staff subject to an allegation as indicated in the BDC/RBC Disciplinary Procedure

5. Line Manager's Support

A line manager dealing with an allegation against a member of staff is advised to use their discretion to pick the appropriate course of disciplinary action. Advice on the repercussions of any decision you make will be in collaboration with the Assistant Director of Housing & Community Services, Executive Director and Human Resources – they will be able to help you to identify the required action needed in the individual case.

Further information on handling allegations against members of staff can be found in the BDC/RBC Disciplinary Procedure

ALL SAFEGUARDING CONCERNS NEED TO BE LOGGED WITH THE SAFEGUARDING LEADS FOR AUDIT PURPOSES

APPENDIX 2

What to do if you have a Safeguarding Concern – Quick Checklist

1. If the person is in immediate danger or at risk of serious harm, always call 999 to report directly to the Police

2. For all other concerns, make a written note of the details as soon as possible on a Cause for Concern Form (or your service specific system). Remember to include as much detail as you can about the person you are concerned about; e.g. name, address, age, date of birth, the type of risk/abuse (see section 4 of the policy for definitions) , details and location of the incident(s), details of the alleged perpetrator(s). Don't worry if you do not have all of this information, just capture as much detail as possible

3. Discuss your concerns with your Line Manager or your service's Safeguarding Champion

4. If you and your line manager/safeguarding champion are able to, make a referral to Worcestershire County Council's Social Care:- For a Child – Refer to Children's Social Care | Worcestershire County Council WCC Family Front Door (01905)822666 or Out of Office Hours (01905)768020
   For an Adult with Care & Support Needs –Report a Safeguarding Concern about an Adult (worcestershire.gov.uk)or Out of Office Hours (01905)768020 - For adult safeguarding advice call (01905)843189 – during office hours only

   Always notify the Council's Safeguarding Lead of any referrals for information purposes

5. If you and your line manager/safeguarding champion do not feel able to make a direct referral, contact the Council's Designated Safeguarding Lead for more advice:-

   BDC / RBC Safeguarding Leads:
   Lead Officer - Judith Willis, Head of Community & Housing Services **(01527) 64252 ext. 3348 -** mobile **07810154316**
   Deputy – Tara Day, Community Services Manager **(01527) 64252 ext. 3162** mobile **07876478279**
   Deputy - Bev Houghton, Community Safety Manager **(01527) 64252 ext. 3194** - mobile **07775513346**

6. Once you have made a referral, follow the procedures outlined in Appendix 1 of the policy. If the information is relevant for continued delivery of customer services always retain or record the concern onto your service case management system.

7. Follow up your referral within two working days if you have not had any contact – if you disagree with the decision made by Children's/Adults services then you need to consider escalating in discussion with your line manager/safeguarding lead
   WSCP Escalation procedure located at:

   Escalation-Policy-Resolution-of-Professional-Concerns.pdf (safeguardingworcestershire.org.uk)

Appendix 3 – Information Sharing
If you are in doubt about information sharing, speak to the Safeguarding Lead, Deputy or Champion.

Seven Golden Rules:

1 **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.

2 **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3 **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible

4 **Share WITH CONSENT where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent places a child, young person or adult at risk of significant harm. You will need to base your judgement on the facts of the case.

5 **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions. Where possible, **CONSENT SHOULD BE SOUGHT BEFORE SHARING INFORMATION**. However, **CONSENT** to share information **SHOULD NOT BE SOUGHT** from the individual or their family if doing so would:

- place a person (the individual, family member, yourself or a third party) at increased risk of significant harm (if a child), or serious harm (if an adult); or
- prejudice the prevention, detection or prosecution of a serious crime; or
- lead to an unjustified delay in making enquiries about allegations of significant harm to a child or serious harm to an adult.

6 **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information your share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely. When sharing information, also bear in mind the Councils' Safeguarding Privacy Notice.

7 **Keep a record of your decision and the reasons** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

APPENDIX 4 – Prevent Duty and the National Counter-Terrorism Strategy

CONTEST is the national counter terrorism strategy. The aim of **CONTEST** is to reduce the risk to the United Kingdom and its interests overseas from international terrorism, so that people can go about their lives freely with confidence. The Office for Security and Counter Terrorism (OSCT) is responsible for providing strategic direction and governance on **CONTEST**.

The strategy has four work streams:

1 **Prevent:** to stop people becoming terrorists or supporting terrorism
2 **Pursue:** to stop terrorist attacks
3 **Protect:** to strengthen our protection against terrorist attack
4 **Prepare:** where an attack cannot be stopped, to mitigate its impact

The objectives of the Prevent work stream are to:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation which we need to address

In relation to Local Authorities, CONTEST documents says:

Delivery of Prevent is locally led and driven by analysis of the threat in communities. Local authorities are among the most vital partners in our network. The Prevent duty requires local authorities to establish or make use of existing multi-agency groups to assess the local picture, co-ordinate activity and to put in place arrangements to monitor the impact of safeguarding work. In priority areas where the risk of radicalisation is assessed as being highest, Prevent co-ordinators employed by local authorities build partnerships in communities, oversee the delivery of local action plans to respond to the risk of radicalisation, and work with partners to embed safeguarding activity in statutory services including social care, health and education.

The **Channel** programme was developed as a key part of the Prevent strategy. **Channel** is a Home Office funded programme to utilise the existing partnership working and expertise between the police, local authority, other partner agencies and the local community in the form of a professionals panel to identify those at risk of being drawn into terrorism or violent extremism and to provide them with community-based safeguarding strategies and interventions. Prevent will address all forms of terrorism but continue to prioritise according to the threat posed to our national security.

Bev Houghton Community Safety Team Manager is the nominated Prevent Officer for BDC/RBC

bev.houghton@bromsgroveandredditch.gov.uk

01527 534187 ex 3194

Further information about ‘Prevent’ can be found at:

Prevention of extremism and radicalisation | Worcestershire County Council

https://www.gov.uk/government/publications/prevent-duty-guidance

APPENDIX 5 – Staff Code Of Conduct

When working with children, young people or adults with care and support needs the following code of conduct applies to all staff:

- Always avoid unnecessary physical contact
- Avoid taking a child (under 18) alone in a car, however short the journey
- Do not take a child to the toilet; if a child requires assistance going to the toilet their parents should be attending any event with them
- If you find you are in a situation where you are alone with a child or adult with care and support needs, make sure that others can clearly observe you
- Maintain appropriate working relationships with the child or adult with care and support needs
- Do not divulge personal contact details such as email addresses or telephone numbers
- Do not make suggestive or inappropriate remarks to or about a child, young person or adult with care and support needs
- If a child or adult with care and support needs makes any kind of accusation regarding a member of staff or volunteer, you should report this immediately to the named officer, followed by a written statement and keep a record of your actions on the Cause for Concern Form
- Ensure you participate in any training your line manager identifies as necessary to support you in your work with children and adults with care and support needs
- Remember that those who abuse children or adults with care and support needs can be of any age (including other children), gender, ethnic background or class and it is important not to allow personal preconceptions about people to prevent appropriate action taking place
- Good practice includes valuing and respecting children, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism, or any other type of discrimination.

  In relation to Honour Based abuse, staff should adopt the one chance rule

The One Chance Rule: *You may only have one chance to speak to a potential victim, therefore, have only one chance to save a life. If the victim is allowed to walk out of the door without support being offered, that one chance might be wasted*

APPENDIX 6 – Safeguarding Legislation

A summary of the relevant legislation is listed below, although it should be noted that this list is by no means exhaustive, most recent legislation listed first.

Working Together to Safeguard Children 2026
A statutory guide to multi-agency working to help, protect and promote the welfare of children

Children & Social Work Act 2017
The Act makes several significant changes for safeguarding at both local and national levels, by amending the Children Act 2004. This includes abolishing Local Safeguarding Children Boards and puts duties on three 'safeguarding partners' – the local authority, clinical commissioning groups and police. It introduces corporate parenting principles stating the local authorities must 'have regard to the need' to take certain actions in their work for children in care and care leavers.

Modern Slavery Act 2015
The Modern Slavery Act gives law enforcement the tools to fight modern slavery, ensure perpetrators can receive suitably severe punishments for these appalling crimes and enhance support and protection for victims.

Counter Terrorism and Security Act 2015
The Counter Terrorism and Security Act 2015 place duties on local authorities to ensure that publicly-owned premises are not used to disseminate extremist views.

Serious Crime Act 2015
The Bill proposes to outlaw causing emotional distress of children, regulate corrupt accountants and other businesses who assist criminal gangs, regulate 'drug cutting agents', and deal with offences related to female genital mutilation, paedophilia, and amend the Terrorism Act 2006

Anti-social Behaviour, Crime and Policing Act 2014
The Anti-Social Behaviour, Crime and Policing Act 2014, makes it a criminal offence to force someone to marry, and Forced Marriage is now a criminal offence punishable by law (16 June 2014).
The Forced Marriage (Civil Protection) Act 2007 makes provision for protecting children, young people and adults from being forced into marriage without their free and full consent.

Care Act 2014
Sets out a clear legal framework for how local authorities and other parts of the health and care system should protect adults at risk of abuse or neglect.

Domestic Violence, Crime and Victims Act (Amendment) 2012
The Domestic Violence, Crime and Victims (Amendment) Act 2012 extends the offence in section 5 of the 2004 Act to cover causing or allowing serious physical harm (equivalent to grievous bodily harm) to a child or vulnerable adult.

Equality Act 2010
The Act makes it unlawful to discriminate against people on the basis of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Children and Young Persons Act 2008
The purpose of the Act is to reform the statutory framework for the care system in England and Wales, by implementing the proposals in the White Paper that require primary legislation. This forms part of the Government's programme to ensure children and young people receive high quality care and support. The Act also includes provisions in relation to well-being of children and young people, private fostering, child death notification to Local Safeguarding Children Boards and appropriate national authorities, the powers of the Secretary of State to conduct research and applications for the discharge of Emergency Protection Orders.

Safeguarding Vulnerable Groups Act 2006
Introduced the new vetting and barring scheme for those working with children and vulnerable adults, in a paid or voluntary capacity. The Disclosure and Barring Service replaces the Criminal Records Bureau and the Independent Safeguarding Authority. The Disclosure and Barring Service process requests for criminal records checks; decide whether to place or remove an individual from a barred list; place or remove a person from the children's or adults barred lists for England, Wales and Northern Ireland.

The Mental Capacity Act 2005
The five principles are outlined in the Section 1 of the Act. These are designed to protect people who lack capacity to make particular decisions, but also to maximise their ability to make decisions, or to participate in decision-making, as far as they are able to do so.

Domestic Violence, Crime and Victims Act 2004
Domestic Homicide Reviews (DHRs) were established on a statutory basis under section 9 of the Domestic Violence, Crime and Victims Act (2004). This provision came into force on 13th April 2011.

The Children Act 2004
Councils are defined in section 13(3) of the Children Act 2004 as partners on the Local Safeguarding Children Board. As a "Board partner", the Council has a duty to contribute to the effective work of the Board. As such, and under *Working Together to Safeguard Children Guidance 2013*, the Council has a legal obligation to complete a self assessment, or audit, of its safeguarding activities around children.

Sexual Offences Act 2003
In England, the legislation relating to Child Sexual Exploitation is covered under the Sexual Offences Act 2003. Girls and boys under the age of 16 cannot by law, consent to sexual intercourse and anyone engaging in sexual activity (as defined in The Sexual Offences Act 2003) with a child under the age of 16 is committing an offence. Children under 13 years of age cannot under any circumstances consent to sexual activity and specific offences, including rape, exist for child victims under this age.

Female Genital Mutilation Act 2003
The Female Genital Mutilation Act 2003, came into force in March 2004. It introduces the issue of extra-territoriality, which makes it an offence for FGM to be performed anywhere in the world on UK nationals or UK permanent residents. The 2003 legislation also increases the penalty for aiding, abetting or counselling to procure FGM to 14 years imprisonment or a fine or both.

Sexual Offences Act 2003
Sections 30-33 - create offences that rely on the inability of a person to refuse the sexual activity on account of lack of capacity or where they are unable to communicate their refusal. Sections 34-37 relate to situations where a person suffering from a mental disorder is threatened, coerced or deceived into sexual activity where the perpetrator knew the person was suffering from a mental disorder, or reasonably suspects.

Homelessness Act 2002
Under Section 12 of the Homelessness Act 2002, as a housing authority, the Council is required to refer homeless persons with dependent children who are ineligible for homelessness assistance or are intentionally homeless, to Children's Social Care, as long as the person consents. If homelessness persists, any child in the family could be in need. In such cases, if Children's Social Care decides the child's needs would be best met by helping the family to obtain accommodation, it can ask the Council for reasonable assistance in this.

The Adoption and Children Act 2002
This act replaces the Adoption Act 1976, updates the Children Act 1989 and modernises the existing legal framework for domestic and inter-country adoption in England and Wales.

The Protection of Children Act 1999
Under this act, childcare organisations (defined as those that are 'concerned with the provision of accommodation, social services or health care services to children or the supervision of children') must make use of the Disclosure Service in their recruitment and reporting processes and urges other organisations working with children to also do so.

Data Protection Act 1998
This act replaced the Data Protection Act 1984 and the Access to Personal Files Act 1987. It relates to recording information, including information about children. Under the 1998 act, personal information must be obtained fairly and processed lawfully. Information can only be shared in certain circumstances and it has to be accurate, relevant and kept securely.

The Human Rights Act 1998

The Human Rights Act applies the European Convention on Human Rights to domestic law. Article 8, which covers respect for private and family life, limits state intervention in family life, which must be "in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or

crime, for the protection of health or morals, or for the protection of the rights and freedoms of others". This ensures that a child's right to protection overrides a family's right to privacy.

Housing Act 1996

Part VII – This Act places a duty on local authorities to provide accommodation for homeless people with a priority need, i.e. people who are vulnerable because of old age and homelessness, mental illness, learning and physically disability or other special reason.
Sections 145 & 149 – Provides a new ground for the granting of a possession order on the application of the local authority/housing association where a partner has left the dwelling because of violence or threats of violence by the other partner and the court is satisfied that the partner who has left is unlikely to return.

United Nations Convention on the Rights of the Child (1989)
This international agreement sets out the minimum standards for protecting children's rights and refers to all children up to the age of 18 years old. The principles and standards are binding on states that have ratified them. There are 54 articles: 40 give direct rights to children. The Convention defines the basic human rights of all children and specifies 14 basic rights.

The Children Act 1989
The Children Act 1989 came into force in October 1991. It brought together legislation on caring for and protecting children and is still the framework for safeguarding children and promoting their welfare.

Criminal Justice Act 1988
Section 39 – Common Assault – Assault is defined as any physical contact without consent. It includes acts or words involving threats of violence. No physical evidence may be present. It includes assault and battery, which involve the threat of immediate violence and which are summary offences

Mental Health Act 1983
Section 127(2) – Provides that it is an offence for any staff member of a hospital or mental nursing home or for any person to ill-treat or wilfully neglect a patient or person who is subject to his/her guardianship under this Act. It is also an offence for a guardian, or other person who has care of a mentally disordered person living in the community, to ill-treat or wilfully neglect that person.

The Rehabilitation of Offenders Act (1974)
This act made any convictions 'spent' after a certain period and the convicted person would not normally have to reveal or admit the existence of a spent conviction. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a 'spent' conviction. However, under this act all applicants for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children, must declare all previous convictions whether spent or unspent, and all pending cases against them.

APPENDIX 7 Cause For Concern Form

BROMSGROVE DISTRICT COUNCIL & REDDITCH BOROUGH COUNCIL SAFEGUARDING CAUSE FOR CONCERN FORM

Please complete as much of the following as possible. The completed form should be discussed with your Line Manager or service safeguarding champion and completed asap and no later than at the end of the working day in question - unless there is an immediate safeguarding concern requiring emergency services straight away

DETAILS OF THE CHILD/ADULT			
Name of Child/Adult			
Gender		DOB/Age (if known)	
Parent/Carers Name(s)	(leave blank if concern is about an adult who does not have a carer)		
Home Address	(if known)		

YOUR DETAILS	
Your Name	
Your Position	
Date & Time of Incident/Concern	

DETAILS OF THE PERSON ALLEGED TO HAVE CAUSED HARM OR LIKELY TO CAUSE HARM TO A CHILD/ADULT (if known)			
Name			
Gender		DOB/Age (if known and relationship to child/adult)	
Parent/Carers Name(s)	(if the alleged perpetrator is under 18)		
Home Address	(if known)		

REPORT	
Are you reporting your own concerns or those raised by someone else (please tick)	My own concerns Concerns raised by someone else
If reporting concerns raised by someone else, please provide their name(s) and position(s):	
Name	

Position	

DETAILS OF THE SAFEGUARDING CONCERN/DISCLOSURE, INCLUDING TIMES, DATES AND OTHER RELEVANT INFORMATION (The information should be as objective as possible including direct quotes and reasons why you thought and responded in the way you did)		
Details of any witnesses to the incident(s)		
Have you spoken to anyone else regarding the concern/disclosure? ***Remember you should not conduct an investigation. you should not contact the parent/carer if doing so may put a child/adult at further risk of harm***		Yes No
If yes, please provide details of who, what was		

said, when and what their response was	

DECISION MAKING /NEXT STEPS	
What do you feel needs to happen now?	

FURTHER ACTION TAKEN			
Referral to Children's Services	Yes No	Referral to Adult's Services	Yes No
Police	Yes No	Other Emergency Services	Yes No
Referral to any other services?	Yes No	If yes, please specify	

OUTCOME			
What was the outcome of any decisions/referrals made?			
Your signature		Date	
Line Manager signature		Date	

REMEMBER TO MAINTAIN CONFIDENTIALITY. DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW – PLEASE SEND A COPY OF THE FORM TO THE SAFEGUARDING LEADS