

Bridgend County Borough Council

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

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Bridgend County Borough Council

Safeguarding Policy

Keeping People Safe



May 2021

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1. Introduction

“Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers” (Wales Safeguarding Procedures).

Safeguarding children and adults at risk is everyone’s responsibility whether they work for, with, or on behalf of the Council. Bridgend County Borough Council (the Council) is committed to ensuring that people living in the county borough are safe and protected and that its statutory duties to safeguard and protect children, young people and adults at risk are effectively discharged.

The Council’s workforce shares a responsibility, both collectively and individually, to ensure that children and adults at risk are protected from harm. Council employees, Councillors, volunteers, contractors and partners who come into contact with children or adults at risk in the course of their duties are expected to understand their responsibility and where necessary take action to safeguard and promote the welfare of people so everyone can live their life free from harm, abuse and neglect.

2. Scope

This policy is in respect of the Council’s responsibility towards children and adults at risk.

The Social Services and Well-being (Wales) Act 2014 states that:

An **adult at risk** is an adult (aged 18 or over) who is experiencing or is at risk of abuse or neglect, has needs for care and support (whether or not the authority is meeting any of those needs); and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

A **child at risk** is a child (aged under 18) who is experiencing or is at risk of abuse, neglect or other kinds of harm; and has needs for care and support (whether or not the local authority is meeting any of those needs).

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For the purposes of this policy 'workforce' is defined as those engaged by the Council, including permanent and temporary employees (including school based staff), students, volunteers, workers employed by employment agencies, contractors and consultants. This policy covers the whole Council workforce and also applies to Councillors, foster carers and connected person carers. Whilst all have varied levels of contact with children and adults at risk everybody should be aware of potential indicators of neglect and abuse and be clear about what to do if they have concerns.

This policy makes explicit the expectation that all settings require their own safeguarding policies and procedures which are in keeping with this Council policy and other local, regional and national procedures and guidance. This includes all school governing bodies. The Council has a duty to ensure that other organisations commissioned to provide services on their behalf have regard to the need to safeguard and promote the wellbeing of adults and children.

Whilst the Social Services and Wellbeing Directorate lead the Council's safeguarding services, working with partners to respond to concerns regarding people who may be at risk of harm. The whole Council workforce has a responsibility to understand their specific role and personal accountability for safeguarding the wellbeing of children and adults at risk.

3. Policy Statement

Bridgend County Borough Council is committed to promoting equality and valuing diversity through all of our services and dedicated to treating all citizens, employees and visitors with respect, while providing services which respond to people's individual needs.

The Council's [Strategic Equality Plan 2020 to 2024](#) ensures that equality and fairness remain firmly at the heart of how the council plans, provides and delivers important services to the people of Bridgend County Borough.

To ensure that people within our communities have access to services that support them to live without fear of violence or abuse, and to be treated with respect is one of our equality objectives.

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The Council is committed to embedding the [Well-being of Future Generations \(Wales\) Act 2015](#) into all its service delivery and activities making sure that when we make decisions we take into account the impact they could have on people living their lives in Wales in the future.

The Council's Corporate Plan represents our ambitions and commitments to our citizens and our contribution to Wales's seven well-being goals as outlined in the Act.

[Bridgend County Borough Council Corporate Plan 2018-2022](#)

4. Context

This policy incorporates regulation and guidance from the [Social Services and Well-being \(Wales\) Act 2014](#). The policy reflects the overarching responsibilities placed on the Local Authority within the Act as they relate to contributing towards preventing people from suffering abuse or neglect (Part 2) and to making enquires where an adult or child may at risk of harm (Part 7).

And:

The [Wales Safeguarding Procedures](#). The national safeguarding procedures detail the essential roles and responsibilities for practitioners to ensure that they safeguard adults and children who are at risk of abuse and neglect.



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The Corporate Safeguarding Policy incorporates responsibilities set out in applicable legislation, policy and guidance pertaining to safeguarding.

5. Objectives

The policy provides a framework for safeguarding that all policies and practices within the Council operate consistently within. The intention of this policy is to support quality service delivery, promote good practice and ensure services are delivered in a way that children, young people and adults at risk are safe from harm and are allowed to fulfil their potential and live the lives they want to live.

This policy is intended to be enabling; to ensure that all parts of the Council understand how to put effective safeguards in place. This is a policy for a positive, preventative and proactive approach to safeguarding. The policy must be owned and implemented across the Council and promoted with partners and in wider communities. The policy is intended as an enabler of a positive culture of proactively identifying, mitigating, managing and minimising risks to safety and wellbeing, whilst ensuring decisive and timely action to address serious concerns.

There is an expectation that all of the workforce, commissioned services, Councillors and partners share an objective to help keep children, young people and adults at risk safe by contributing to:

- Creating and maintaining a safe environment
- Identifying where there are concerns and taking action to address them in partnership with other agencies
- Prevent unsuitable people from working with children, young people and adults at risk
- Ensure the whole workforce understands safeguarding and their accountabilities and responsibilities
- Promote safe practice and challenge poor and unsafe practice

The policy requires effective partnership working between all those involved with providing services for children, young people and adults at risk.

6. Governance Arrangements

The Council has clear lines of accountability in relation to its work in safeguarding children and adults at risk.

This following describes the governance arrangements, accountabilities and responsibilities:

(a) The **Cwm Taf Morgannwg Regional Safeguarding Board** has the statutory responsibility to provide the strategic lead in the region in relation to the safeguarding citizens and the promotion of their well-being. The Board's purpose is to lead, co-ordinate and ensure the effectiveness of multi-agency safeguarding adult practice in the region. BCBC is accountable to the Regional Safeguarding Board as a statutory partner and as such must contribute fully to Board's sub-groups and the work streams of the Board, and ensure good alignment with the Council's work programmes.

(b) The Corporate Director for Social Services and Wellbeing

The postholder fulfils the role of Statutory Director of Social Services and is accountable for ensuring the Council has effective safeguarding measures in place to protect children and adults at risk. The Corporate Director must establish effective arrangements across the Council to ensure that safeguarding is robust, at a local and regional partnership level. This includes ensuring there is co-operation regarding safeguarding children and adults at risk. The role of the Statutory Director of Social Services in this regard is set out in legislation - [Social Services & Well-being \(Wales\) Act 2014 Part 8 Code of Practice on the Role of the Director of Social Services \(Social Services Functions\)](#). The postholder is responsible for ensuring appropriate action is taken including reporting to the Chief Executive and Lead Cabinet Member as necessary.

(c) The Chief Executive

The Chief Executive has responsibility for ensuring arrangements for safeguarding of children and adults at risk are effective across the Council, integrated into the overall strategic planning of the authority, and for providing leadership in developing, monitoring and reviewing partnership arrangements for improving

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outcomes for adults and children. Through one to one meetings with the Corporate Director for Social Services and Well-being, the Chief Executive is kept informed of all relevant safeguarding issues.

(d) The Leader

The Leader of the Council is overall responsible for providing political leadership to ensure the Council fulfils its duties and responsibilities for safeguarding.

(e) Lead Cabinet Member for Safeguarding

The Lead Cabinet Member for Safeguarding will have regular one to one meetings with the Corporate Director for Social Services and Wellbeing and be kept informed and updated on relevant safeguarding matters. The Lead Member will be briefed on any sensitive cases that may be considered for Child or Adult Practice Reviews. The Cabinet Member for Social Services and Early Help is the Lead Member for safeguarding.

(f) Cabinet and Corporate Management Board (CCMB)

All Cabinet Members and Chief Officers are responsible for ensuring there are effective safeguarding arrangements in the areas for which they are accountable which meet the standards set out in this policy. Chief Officers are responsible for ensuring that the safeguarding implications, positive or negative, of any policy recommended are fully understood and explained in reports brought forward for decision to Cabinet and Council. Safeguarding is a standard agenda item at CCMB meetings and all members of CCMB are responsible for bringing forward safeguarding matters for consideration at CCMB meetings.

(g) Chief Officers

Chief Officers comprise the Chief Executive, Corporate Directors and Chief Officers who are members of the CCMB. Chief Officers are responsible for reporting any serious safeguarding concerns that may arise in their service area to the CCMB. Chief Officers will brief their respective Cabinet Members on any safeguarding issues and on the general effectiveness of safeguarding arrangements in their area of responsibilities. Chief Officers are responsible for ensuring the workforce within their directorates are appropriately trained to identify

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and respond to safeguarding concerns and that safeguarding matters are regularly discussed in their senior management teams.

Chief Officers are responsible for ensuring that they have safeguarding operational procedures in place. Chief Officers will ensure that Directorate Safeguarding Leads (DSLs) are nominated for any service areas where there is direct contact with the public and the DSL has a direct link to them to ensure that a robust reporting mechanism is in place for reporting any safeguarding concerns.

(h) Councillors

All Councillors must familiarise themselves with this Policy and seek advice from the Corporate Director of Social Services and Wellbeing if they are unclear about their responsibility for safeguarding. The Corporate Safeguarding Policy will be communicated as part of the induction and ongoing training programme for all Councillors. All Councillors will be expected to undertake safeguarding training.

(i) Scrutiny Committees

The role of Scrutiny Committees is to review and scrutinise decisions and make reports or recommendations in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council. The role is to provide constructive challenge to the Council about its safeguarding activity in an impartial and independent manner.

(j) Workforce

Every service area of the Council has a role to play and must take full ownership of their safeguarding responsibilities. The Council expects every member of the workforce to take all reasonable steps to ensure the safety of any child or adult at risk involved in Council activity.

Managers must proactively analyse where risks to safeguarding are most likely to arise in their particular service(s) and ensure they have appropriate operational procedures and supporting systems in place to manage these well. They are accountable for understanding the training needs of their workforce and ensuring

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there are appropriate operational arrangements for people to access the right training.

Any person responsible for, or working with, children or adults at risk in any capacity, whether paid or unpaid, is considered to have a duty of care towards them both legally and contractually and as a responsible moral citizen. This is an essential requirement in every job description. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others.

Every member of the workforce has a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call into question their suitability to work with children or adults at risk.

All members of the workforce should:

- Be alert to the possibility of harm, abuse and neglect
- Participate in relevant safeguarding training and multi-agency working to safeguard children and adults at risk
- Be familiar with local procedures and protocols for safeguarding and follow the Council's Code of Conduct and other professional codes relevant to them
- Report any concerns about the safety or welfare of a child or adult at risk. The duty to report is a legal requirement.

(k) Heads of Service

All Heads of Service are responsible, through their Management Teams for ensuring that the workforce is aware of the Corporate Safeguarding Policy and service operational procedures and that people receive training at a level appropriate to their role and responsibility

All Heads of Service must ensure that safe recruitment practices are adopted particularly in relation to reference checks and where relevant, checks through the Disclosure and Barring Service (DBS).

(l) Line Managers and Supervisors

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Every line manager / supervisor is responsible for ensuring that the workforce for whom they are responsible (including agency, consultants and volunteers) receive the training they need, proportionate to their role and responsibilities.

7. Recognising and raising concerns about an adult or child where abuse or neglect is suspected.

Everyone should be alert to the possibility of abuse. An individual may become concerned about the safety or wellbeing of an individual in a number of ways:

- The person may tell you.
- The person may say something that worries you.
- A third party may voice concerns.
- You may see something – an incident or an injury or other sign.

Whilst BCBC Councillors and workforce will have varied levels of contact with adults and children at risk as part of their engagement with the Council, everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have any concerns.

It is not the responsibility of any one individual to determine whether abuse has taken place or if an individual is at risk of harm; however they do have a responsibility to act if they have any concerns.

The [Corporate Safeguarding](#) webpages provides information on how to report a concern about a child or adult at risk. As well as general information and resources on safeguarding.

8. Adults at risk

Immediate action should be taken to protect the adult at risk if required, which could involve contacting the emergency services. If no immediate action is required to protect the adult, the employee should inform their line manager or other designated

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person and also, complete an **Adult at Risk Referral Form (Appendix E)**. Referrals should be emailed to adultsafeguardingmash@bridgend.gov.uk



The Adult Safeguarding Team can be contacted to discuss concerns with individuals and will give advice on any actions that should then be taken.

Phone: 01656 642477

9. Children and Young People

Immediate action should be taken to protect the child if required, which could involve contacting the emergency services. Any concerns about the safety and wellbeing of children and young people should be referred to the **Initial Assessment and Advice (IAA) Team (Childrens Safeguarding) MASH**



Phone: 01656 642320

Email: mashcentra@bridgend.gov.uk

The information can be passed verbally and must be followed up in writing using the request for help referral form contained in **Appendix D**.

10. Domestic abuse and employment

Gender-based violence, domestic abuse and sexual violence can include all kinds of physical, sexual and emotional abuse, and can occur within intimate relationships.

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Domestic abuse is not a private matter and can impact greatly on an individual's working life.

The Council's protocol on violence against women, domestic abuse and sexual violence details its commitment to providing a workplace response to domestic abuse and violence.

This protocol together with the Domestic Abuse, Violence against Women and Sexual Violence - Manager and Employer Guidelines set out the actions that can be taken in the workplace to support employees and help them feel safe at work. It also raises awareness and understanding of risks and consequences in the workplace.

The [Violence against Women, Domestic Abuse and Sexual Violence \(Wales\) Act 2015](#) places duties Local Authorities and Local Health Boards to prepare and publish strategies aimed at ending violence against women, gender-based violence, domestic abuse and sexual violence.

Accompanying the Act is a national training framework, which requires that all local authority employees receive training (appropriate to their role) that meets the requirements specified within the framework. For most staff this will mean the completion of an e-learning awareness level module.

References:

[Domestic Abuse, Violence against Women and Sexual Violence Protocol](#)
[Domestic Abuse, Violence against Women and Sexual Violence Manager and Employee Guidelines](#)

11. Information sharing and confidentiality

Information sharing is vital to safeguarding and promoting the welfare of adults and children at risk.

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Employees should seek advice from their line manager if they are in any doubt, without disclosing the identity of the person where possible.

There are seven golden rules for sharing information developed by HM Government, 2018. These are

1. [The UK General Data Protection Regulation \(UK GDPR\), Data Protection Act 2018](#) and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately and lawfully.
2. Be open and honest with the individual (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 from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the UK [GDPR and Data Protection Act 2018](#) you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where an individual's safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

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7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record.

Extracted from Wales Safeguarding Procedures

12. Quality Assurance

(a) Reporting and Monitoring

The Council has comprehensive mechanisms in place for officers and Councillors which provide a governance framework supported by a performance reporting system that is transparent, on line and capable of providing information for challenging scrutiny by Officers, Councillors and Regulators.

At a corporate level, the responsibility for monitoring the effectiveness of corporate safeguarding arrangements across the Council is undertaken by the Corporate Management Board (CMB) which reports to CCMB.

A report on the effectiveness of corporate safeguarding will be produced at least annually for Cabinet and Scrutiny. This report will provide an overview of the Council's safeguarding performance. This will provide an opportunity for councillors to scrutinise and challenge the Council's safeguarding activity.

Any safeguarding implications of reports prepared for Members should be clear in reports to Scrutiny, Cabinet, Cabinet Committees and Council.

There will also be a report at least annually to Cabinet and Scrutiny on the effectiveness of safeguarding leadership across the Cwm Taf Morgannwg Regional Safeguarding Board.

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(b) Internal Audit / External Regulators

Internal Audit will review safeguarding on a cyclical basis in accordance with their normal planning and risk assessment process along with all other services of the Council which could be subject to an audit review.

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Where there are matters of concern in service provision, allegation of fraud, theft or corruption or significant non-compliance with Council policy, discussions will take place with Internal Audit to assess whether they are the appropriate mechanism to investigate the matter further. If both parties confirm that this is appropriate Internal Audit will undertake a special investigation.

The Council will address any issues identified by respective external regulators and it is incumbent on CMB to ensure that coherent and comprehensive self-evaluation and consequential action is taken where required to oversee improvements.

13. Safe workforce

(a) Recruitment, selection and management of the workforce

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective.

[The Recruitment and Selection Protocol](#) and [Managers' Guidelines](#) set out the principles and procedures that should be followed when undertaking any recruitment and selection activity. This includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

(b) Training

The Council recognises that it has a commitment to ensure that all members of staff have an understanding of their roles and responsibilities when working with adults or children at risk and the requirement for reporting concerns.

All line managers are responsible for ensuring that their staff, volunteers and individuals undertaking work placements have appropriate safeguarding training. All members of the workforce, whether permanent or temporary,

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All of the workforce will be expected to undertake all training relevant to the position that they hold and to renew their qualifications or professional registrations as required by their role. The Council will ensure training is accessible to the whole workforce.

All members of the workforce are responsible for their own Continuous Professional Development and to ensure that their safeguarding training is current and up to date. Compliance with safeguarding training standards will be monitored by CMB.

More specialist single and inter-agency training opportunities are available for those who work routinely with children or adults at risk at a level appropriate to their role and responsibilities. Information on training can be found on the Social Care Workforce Development Pages (SCWDP) of the Corporate Learning and Development Website. <http://bridgend.learningpool.com/>

(c) Disclosure & Barring Service (DBS) Checks

The Council is committed to safeguarding the welfare of those accessing our services through the effective use of the Disclosure and Barring Service (DBS) and has a statutory duty of care towards vulnerable members of society. Criminal record checks are one part of robust recruitment practice and undertaken with other pre – employment checks, to assess the suitability of an individual.

The [DBS Policy](#) applies to employees, volunteers, work placements and elected members. In addition, foster carers and prospective adoptive parents, student placements, licencing and school transport arrangements and any other regulated positions also come under the provisions of this policy. Additionally it applies to those directly employed by governing bodies.

The DBS policy provides information with regard to arrangements that apply to those who are not directly employed or engaged by the Council the following arrangements apply:

(d) Allegations or concerns about employees

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There are a range of policies and guidance in place that encourage and support staff to raise concerns about the safety and wellbeing of adults and children at risk. These include:

- Wales Safeguarding Procedures
- The Council's Whistle Blowing Policy and Whistle Blowing Policy for (Schools) provides guidance for staff to report concerns about other employees/contractors or about the way the Council operates.

The Council's Disciplinary Policy ([Disciplinary Managers' Guidelines](#)) recognises that in certain situations the breach in discipline may require the implementation of specific departmental procedures to deal with issues of a specific nature e.g. safeguarding adults and children at risk etc.

Under the [Safeguarding Vulnerable Groups Act \(2006\)](#) there is a legal duty to refer information to the DBS if an individual is dismissed or removed from working with children and/or adults (in what is legally defined as Regulated Activity) because they meet the referral criteria. The Council has a duty to refer information to the DBS as both a regulated activity provider and as a local authority. Equally, the Council has an obligation to refer certain information about employees' conduct and matters relating to safeguarding to professional regulatory bodies such as Social Care Wales and the General Teaching Council for Wales.

(e) Safeguarding Allegations/ Concerns about Practitioners and Those in Positions of Trust

The Wales Safeguarding Procedures set out arrangements for responding to safeguarding concerns about those whose work, either in a paid or voluntary capacity, which brings them into contact with children or adults at risk. It also includes individuals who have caring responsibilities for adults or children in need of care and support and their employment or voluntary work brings them into contact with adults or children at risk.

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The Wales Safeguarding Procedures support internal disciplinary procedures and provide guidance to deal appropriately with any concerns or allegations of professional abuse, neglect or harm. The procedures aim to ensure that all allegations of abuse made against staff or volunteers working with children, young people and adults at risk are dealt with in a fair, consistent and timely manner.

The main factor that is considered when applying these procedures is whether the individual subject to the allegation or concern, occupies a position of trust; this is where a member of the workforce is in a position of power or influence over a child or adult at risk by virtue of the work or nature of activity being undertaken.

The Council has a duty to manage allegations and concerns about any person who works with children and young people and adults at risk in the Council area. This includes Council workforce and workforce of partner agencies and volunteers. The Council must appoint a senior manager who is accountable for allegations against professionals and those in position of trust, the Local Authority Designated Officer (LADO).

Managing cases under these procedures applies to a wider range of allegations than those in which there is reasonable cause to believe a child or adult at risk is suffering, or is likely to suffer harm. It also applies to concerns that might indicate that a person is unsuitable to continue to work with children or adults at risk in their present position or in any capacity. It should be used in all cases in which it is alleged that a person who works with children or adults at risk has:

- Behaved in a way that has harmed or may have harmed a child or adult at risk
- May have committed a criminal offence against a child or adult at risk or that has a direct impact on the child or adult at risk
- Behaved towards a child, children or adults at risk in a way that indicates they are unsuitable to work with both children and adults

14. Safeguarding children in education

Section 175 of the Education Act 2002 requires Local Authorities and Governing Bodies of maintained schools to have arrangements in place to safeguard and promote the welfare of children.

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Governing Bodies and school staff must comply with the guidance when fulfilling their responsibilities for safeguarding and promoting the welfare of children.

As included in the Social Services and Well-being (Wales) Act 2014 there is a duty to report all safeguarding concerns to the designated Lead Officer for Safeguarding in the Local Authority.

Schools must have a Safeguarding Policy which is formally adopted by the school's governing body. A model policy has been developed for use by schools across the Cwm Taf Morgannwg region [CTM Schools Safeguarding Policy](#).

A school's safeguarding policy must comply with the Welsh Government Guidance no. 272/2021, [Keeping Learners Safe](#), which sets out the role of local authorities, governing bodies and proprietors of independent schools under the Education Act (2002).

15. Safe Services

(a) Commissioning Arrangements

Service providers commissioned to provide services to children or adults at risk will be required to provide details of their safeguarding policy and procedures to ensure that the service is fit for purpose and has the necessary arrangements in place to safeguard people.

Contract monitoring activity, either planned or unplanned, will include satisfying the Council that the provider is managing their responsibilities in regard to safeguarding and are operating in line with legislation, policy and procedures. Where required, confirmation will be sought of the services performance regarding safe recruitment practices, DBS checking and safeguarding referrals.

(b) Lettings and Hiring

With almost all casual lettings the Council will not be contracting the services of hirers. The Council nonetheless will allow its premises to be used for activities that may involve children, young people or adults at risk. Therefore building managers have a duty to ensure, as far as is reasonable, that these activities also comply with

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safeguarding responsibilities. Members of the public may reasonably assume that because an activity is taking place within a Council setting, the Council has had due regard to safeguarding in entering into the arrangement. In allowing use of Council premises, the onus must remain upon the hirer to ensure that safeguarding measures are maintained throughout. This is something that organisations are made aware of under safeguarding legislation and through their own organisational governing body, if applicable.

16. Communication and media

Decisions about the release of information relating to safeguarding matters for example messages to staff, press statements etc. will be taken by CCMB and the communications team should be involved. No member of staff should contact the press directly or post information via the internet.

Use of social media

Employees have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call into question their suitability to work with children, young people or adults at risk. The Council has in place a protocol, which covers employee responsibilities when using social media either for personal or professional use. Reference: [Protocol for the use of social media](#)

17. Review

This policy will be subject to review to ensure that it takes account of any changes to / or the introduction of new relevant regulation, guidance and legislation, and guidance and procedures adopted by the Disclosure and Barring Service.

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Appendix A

Key definitions relevant to safeguarding adults at risk

An Adult

A person who is aged 18 or over (s3 Social Services and Well-being (Wales) Act 2014) .

An Adult at risk

An adult who is experiencing or is at risk of abuse or neglect and has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it (s126 Social Services and Well-being (Wales) Act 2014).

At Risk:

The use of this term means that actual abuse or neglect does not need to have occurred, rather, early interventions to protect an adult at risk of abuse should be considered to prevent actual abuse and neglect.

Abuse:

- Can be physical, sexual, psychological, emotional or financial (includes theft, fraud, pressure about money, misuse of money)
- Can take place in any setting, whether in a private dwelling, an institution or any other place.

Neglect:

- This describes a failure to meet a person's basic needs physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health).It can

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take place in a range of settings, such as a private dwelling, residential or day care provision.

It is important to note that these are not exhaustive lists, but they are provided to offer some indicators that may alert a person to possible abuse or neglect in an adult (Wales Safeguarding Procedures)

Please see the Wales Safeguarding Procedures for '[Signs and Indicators of Possible Abuse and Neglect in an Adult at risk](#)'.

Statutory duty to report

For the purposes of the Wales Safeguarding Procedures , a duty to report to the local authority will be taken to mean a referral to social services who, alongside the police, have statutory powers to investigate suspected abuse or neglect.

A report should be made whenever there are concerns for an adult at risk, (an adult at risk being defined above (s126 Social Services and Well-being (Wales) Act 2014).

If any person has knowledge, concerns or suspicions that an adult is suffering, has suffered or is likely to be at risk of abuse, it is their responsibility to ensure that the concerns are referred to social services or the police (Wales Safeguarding Procedures).

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Appendix B

Key definitions relevant to safeguarding children at risk

A child

The Social Services and Well-being (Wales) Act 2014 and accompanying Guidance define a 'child' as a person who is aged under 18.

A child at risk

S.130 (4) of the Social Services and Well-being (Wales) Act 2014 defines a child at risk as a child who:

1. Is experiencing or is at risk of abuse, neglect or other kinds of harm;
2. Has needs for care and support (whether or not the authority is meeting any of those needs).

It is important to note:

- The use of the term 'at risk' means that actual abuse or neglect does not need to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect;
- The two conditions necessary to demonstrate a child is at risk of abuse or neglect ensures that protection is provided to those with care and support needs who *also* require actions to secure their safety in the future;
- Risk of abuse or neglect may be the consequence of one concern or a result of cumulative factors.

Harm

Harm is defined as:

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- ill treatment this includes sexual abuse, neglect, emotional abuse and psychological abuse
- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

Types of harm

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect included in [vol 5 Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk](#)

- **Physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- **Emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
- **Sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways;
- **Financial abuse** - this category will be less prevalent for a child but indicators could be:
 - not meeting their needs for care and support which are provided through direct payments; or
 - complaints that personal property is missing.
- **Neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

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Significant harm

Concerns about likely or actual significant harm to a child is the threshold for initiating [s47 enquiries under the Children Act 1989]

There is no statutory definition of significant harm. Therefore, practitioners must:

'Where the question of whether harm is significant turns on the child's health or development, the child's health or development is to be compared with that which could reasonably be expected of a similar child [Children Act 1989](#) (Section 31(9))

Statutory duty to report

For the purposes of the statutory guidance, a duty to report to the local authority will be taken to mean a referral to social services who, alongside the police, have statutory powers to investigate suspected abuse or neglect.

The term practitioner is used as a blanket term to describe anyone who is in paid employment as well as unpaid volunteers.

A report must be made whenever a practitioner has concerns about a child under the age of 18 years who:

- is experiencing or is at risk of abuse, neglect or other kinds of harm **and**
- has needs for care and support (whether or not the authority is meeting any of those needs).

If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to social services or the police who have statutory duties and powers to make enquiries and intervene when necessary.

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Appendix C

Other types of harm

Risk from other actual or potential harm to child or adult may also result from:

Child Sexual exploitation (CSE)

CSE is a form of sexual abuse that can include sex or any form of sexual activity with a child; the production of indecent images and/or any other indecent material involving children up to the age of 18 years old.

It involves some form of exchange. The exchange can include the giving or withdrawal of something; such as the withdrawal of violence or threats to abuse another person.

There may be a facilitator who receives something in addition to or instead of the child who is exploited.

Children may not recognise the exploitative nature of the relationship or exchange. Children may feel that they have given consent.

Child Criminal Exploitation (CCE)

CCE is a form of child abuse, which involves criminal exploitation and requires a safeguarding response

Children (those up to the age of 18 years of age) are involved in criminal activities including the movement of drugs or money, which results in personal gain for an individual, group or organised criminal gang

It involves enticement and/or force. Involving an element of exchange and can still be exploitation even if the activity appears consensual. Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence. CCE is typified by some form of power imbalance in favour of those perpetrating the exploitation.

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Radicalisation

Children

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which people come to support increasingly extreme political, religious or other ideals. This can lead them to support violent extremism and terrorism.

Anyone can be radicalised, but factors such as being easily influenced and impressionable make children and young people particularly vulnerable.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. They may feel:

- isolated and lonely or wanting to belong
- unhappy about themselves and what others might think of them
- embarrassed or judged about their culture, gender, religion or race
- stressed or depressed
- fed up of being bullied or treated badly by other people or by society
- angry at other people or the government
- confused about what they are doing
- pressured to stand up for other people who are being oppressed

Radicalisation does not happen overnight. It is a gradual process, so young people who are affected may not realise what is happening.

Adults

Adults can be vulnerable to radicalisation. A common feature of radicalisation is that the adult does not recognise the exploitative nature of what is happening and does not see themselves as a victim of grooming or exploitation.

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People can 'self-radicalise', by reading or listening to extremist literature or speakers. More commonly, there may be an individual or group actively seeking to persuade others to adopt their views.

The internet and social media are also used by individuals or groups to promote their ideology and recruit or radicalise people. The internet creates more opportunities to become radicalised, with both internet and face-to-face communications working in tandem in the process of radicalisation, with online activity allowing a continuous dialogue to take place.

The radicalisation process is unique to each person who undergoes it, and in most cases, will not cause serious harm.

Prevent

Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on the Local Authority in the exercise of its functions, to have "due regard to the need to prevent people from being drawn into terrorism".

Prevent is part of the UK Government's [counter-terrorism strategy, CONTEST](#), which aims to reduce the risk to the UK and its citizens and interests overseas from terrorism. At the heart of Prevent is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into terrorist activity

The focus of Prevent is on the significant threat posed by international terrorism and those in the UK who are inspired by it. It is also concerned with reducing threats, risks, and vulnerabilities posed by domestic extremists.

Prevent has three objectives:

1. to tackle the causes of radicalisation and respond to the ideological challenge of terrorism
2. to safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support
3. to enable those who have already engaged in terrorism to disengage and rehabilitate

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You can find information on Prevent and anti-terrorism on the [Community safety partnership - Bridgend CBC](#) website

Female genital mutilation

Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there is no medical reason for this to be done, rather it is a traditional, cultural practice. Further information can be found on the NHS website:

[Female genital mutilation \(FGM\) - NHS](#)

The Female Genital Mutilation Act (2003) made FGM a criminal offence in England, Wales and Northern Ireland (Scotland has its own law on FGM); to perform FGM either inside the UK or to take a girl abroad to have it performed. The law was amended by the Serious Crime Act (2015), which added extra powers to the 2003 Act.

Health and social care professionals, teachers and lecturers, have a legal obligation to report to the police if they are informed by a child that FGM has been carried out on them, or they observe physical signs of FGM. The duty is a personal duty and cannot be transferred to another person. This is a legal requirement under the Act and should be carried out alongside safeguarding procedure

[Mandatory Reporting of Female Genital Mutilation – procedural information](#)

Forced Marriage

The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence in England, Wales and Scotland to force someone to marry. (It is a criminal offence in Northern Ireland under separate legislation).

Forced marriage is one which occurs without the full and free consent of one or both parties and can involve both females and males being coerced into marriage.

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This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Forced marriage is a hidden crime, where families and communities collude, believing that they are upholding the cultural traditions and preserving family and community 'honour'. Families believe they are protecting their children from 'unsuitable' relationships or that they are building stronger families and preserving cultural or religious beliefs.

In 2007, the UK Government brought in Forced Marriage Civil Protection Orders through the Forced Marriage (Civil Protection) Act, 2007. Under this Act, a person threatened with forced marriage can apply to court for a Forced Marriage Protection Order (FMPO) which can contain whatever provisions the court finds would be appropriate to prevent the forced marriage from taking place, or to protect a victim of forced marriage from its effects, and may include such measures as confiscation of a passport or restrictions on contact with the victim.

Any person threatened with forced marriage can apply or any practitioner can apply for an FMPO, on their behalf. More information on forced marriage and forced marriage protection orders can be found on the [Forced marriage - GOV.UK](#) website.

Modern Slavery / Human Trafficking

Modern slavery is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation including but not limited to sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting.

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Victims of modern slavery can be any age, gender, nationality and ethnicity. They are tricked or threatened into work and may feel unable to leave or report the crime through fear or intimidation. They may not recognise themselves as a victim.

Modern slavery in the UK can take many forms, including forced sexual exploitation, domestic slavery or forced labour on farms, in construction, shops, bars, nail bars, car washes or manufacturing.

Forced labour is the most common form of slavery in the UK. A growing form of slavery is trafficking into crime, such as 'county lines' drug trafficking or enforced work in cannabis production.

Signs of slavery. Someone in slavery might:

- appear to be under the control of someone else and reluctant to interact with others
- not have personal identification on them
- have few personal belongings, wear the same clothes every day or wear unsuitable clothes for work
- not be able to move around freely
- be reluctant to talk to strangers or the authorities
- appear frightened, withdrawn, or show signs of physical or psychological abuse
- dropped off and collected for work always in the same way, especially at unusual times, i.e. very early or late at night.

The Local Authority has a duty to notify where any person in Wales and England is identified as a suspected victim of slavery or human trafficking. The "duty to notify" is set out in Section 52 of the [Modern Slavery Act 2015](#)

Further information on modern slavery can be found on the Government website [Modern slavery - GOV.UK](#)

Hate Crime/ Hate incident

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The term **hate crime** can be used to describe a range of criminal behaviour where the perpetrator is motivated by hostility or demonstrates hostility towards the victim's disability, race, religion, sexual orientation or transgender identity.

These aspects of a person's identity are known as 'protected characteristics'. A hate crime can include verbal abuse, intimidation, threats, harassment, assault and bullying, as well as damage to property. The perpetrator can also be a friend, carer or acquaintance who exploits their relationship with the victim for financial gain or some other criminal purpose.

A **hate incident** is any non-criminal incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.

Further information on Hate Crime (including how to report a hate crime) can be found on the Bridgend [Community safety partnership - Bridgend CBC](#)

Domestic violence and abuse

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 those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Domestic abuse and young people

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- Young people in the 16 to 17 age group can also be victims of domestic violence and abuse.

Controlling behaviour

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

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.

The offence of Controlling or Coercive Behaviour is contained within Section 76 of The Serious Crime Act 2015. It carries a maximum 5 years' imprisonment, a fine or both. Victims who experience coercive and controlling behaviour that stops short of serious physical violence, but amounts to extreme psychological and emotional abuse, are able to bring their perpetrators to justice.

You can find out what support the council can offer people experiencing [domestic abuse](#) on the BCBC website.

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Appendix E

Safeguarding report (referral) Children



Safeguarding Report



If you require a Welsh language copy of the Request for Help form, or would prefer for the Assessment to be carried out through the medium of Welsh, please contact the Early Help mailbox

Please note where there are safeguarding concerns this form will be shared with Children’s Services without consent, in line with Statutory Obligations. For Early Help referrals consent is required and the form will not be accepted without consent. Please complete the form as fully as possible.

1. Details of Practitioner/Individual Making the Referral					
Name:		Job Title		Agency/Team	
Date of Referral		Time		Telephone/ Email	

2. Child/Young Person’s Details <i>(add any additional names on separate sheet)</i>								
First Name	Last Name	Age	DOB/EDD	Address	Gender	Ethnicity	1 st Language	Religion

3. Reason for Referral	
Outline your concerns for this child/ren and what is your evidence (Wales Safeguarding Procedures)	(Please provide details)
Do you feel the child is at risk of harm and needs protecting i.e. Physical, sexual emotional or neglect. (Wales Safeguarding Procedures)	(Please provide details)
Are there concerns for their carers parenting capabilities?	(Please provide details)

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Provide details of any support that has been that is currently being provided. E.g. family, agencies, Early Help, Health or Children Services etc...	(Please provide details)
What's going well for the child / young person? e.g. positive adult relationships, what's going well (family, school, community), peer friendships, engaged in learning, interests, hopes, ambitions, positive outlook and sense of self, good problem solver, etc.	(Please provide details)
What do you feel this family needs in order to change? i.e behaviour support, financial support	(Please provide details)
Are there any barriers / risks to achieving the desired outcomes	(Please provide details)

Is the carer/ Child aware of this referral?	Yes/No
Has consent been sought?	Yes/No If No Why?
Parent / Childs views (have you discussed this referral with the parent/ child), if so what outcomes do they wish to achieve?	Please specify

4. Child(ren)/Young Person(s)' Principal Carers							
Carer Last Name	Carer First Name	Relationship to child	Parental Responsibility?	Gender	DOB/Age	Ethnicity if known	Religion
Give carer address(es) here if different from the child(ren)'s :			Post Code(s)	Tel/Mobile			

5. Other Household Members or Significant People in the Child/Young Person's Life (<i>where known</i>)							
First Name	Last Name	DoB/Age	Address	Gender	Ethnicity if known	Relationship to child	Religion

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Are there any communication/interpreting needs for the child and /or family?	(Please give details)
Does the child and/or family have a disability or specific health needs?	<i>(Please give details)</i>

Appendix F

Adult at Risk Referral Form (April 2016) – Confidential

Date alert / concern raised:	
Date of incident(s):	
Date received by DLM:	

1. Details of Adult at Risk	Client / Patient ID No:		
Last Name:		First Name:	
Date of Birth:		Age:	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address:		Postcode	
Tel Number:		Ethnicity:	
Interpreter required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Preferred Language:	
GP's Name & Address		GP Tel Number:	
Does the adult at risk have an illness / disability or specific needs?	<input type="checkbox"/> Physical Disability/Frail Elderly <input type="checkbox"/> Learning Disability <input type="checkbox"/> Functional Mental Health <input type="checkbox"/> Organic Mental Health (Dementia) <input type="checkbox"/> Visual Loss/Blind/Partially Sighted <input type="checkbox"/> Hearing Loss/Deaf <input type="checkbox"/> Substance Misuse problems		
Is the adult at risk subject to any legislative powers? E.g. DoLS, Mental Health Act, Power of Attorney			
Next of Kin:		Relationship:	
Address:			
Telephone Number:			
Are there any other persons at risk living at the property?			
Please give details of any other professionals involved in their care.			

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What action has been taken to safeguard the adult at risk?	
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2. Consent / Capacity of Adult of Risk	Please include details of any recent capacity assessments.
Does the adult at risk have any difficulty in communicating? (Please explain)	
Is there any evidence to suggest that the adult at risk lacks mental capacity to consent to this referral?	
Has the adult at risk consented to this referral? If no, please explain the reasons why.	
If the adult at risk has capacity, do they consent to their information being shared with other agencies?	<input type="checkbox"/> Police <input type="checkbox"/> Health <input type="checkbox"/> Probation
What are the views and wishes of the adult at risk?	
Is there an overriding public interest reason to share this concern without consent? Please explain.	

3. About the alleged abuse	
Type of alleged abuse:	<input type="checkbox"/> Physical <input type="checkbox"/> Sexual <input type="checkbox"/> Emotional/Psychological <input type="checkbox"/> Financial <input type="checkbox"/> Neglect
Location of alleged abuse	<input type="checkbox"/> Own Home <input type="checkbox"/> Relatives Home <input type="checkbox"/> Care Home Residential <input type="checkbox"/> Care Home Nursing <input type="checkbox"/> Supported Tenancy <input type="checkbox"/> Perpetrators Home <input type="checkbox"/> Hospital <input type="checkbox"/> Day Care <input type="checkbox"/> Public Place <input type="checkbox"/> Sheltered Accommodation <input type="checkbox"/> Shared Lives Scheme <input type="checkbox"/> Educational Establishment <input type="checkbox"/> Other *Specific location E.g. Ward/Care Home.....
Is the abuse	Current <input type="checkbox"/> Historical <input type="checkbox"/>

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Description of alleged abuse / injuries: (Please complete body map if relevant)	
Are there any further risks? If yes, please explain.	

4. Details of suspected perpetrator(s)	
Last Name:	First Name:
Date of Birth:	Age:
Address:	Post Code:
Telephone Number:	
Relationship to adult at risk	
Is the perpetrator an adult at risk? If yes, explain why	
If the perpetrator is an adult at risk, do they have capacity to understand their actions?	
Occupation:	Employer
Is alleged perpetrator aware of the referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional perpetrator (please open up new perpetrator box)

5. Details of Witness(es)	
Last Name:	First name:
Date of Birth:	Age:
Address:	Post Code:
Telephone Number:	
Occupation:	
Relationship to adult at risk:	
Is witness an adult at risk? If yes, explain why.	

Additional witness (please open up new witness box)

6. Who has raised the concern?	This is the <u>first</u> person to whom the disclosure was first made – it may be a family member, witness, or a professional working with the adult at risk
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Name:			
Date of Birth:		Age:	
Address:		Post Code:	
Telephone Number:			
Occupation:		Employer:	
Relationship to adult at risk:			
Does the reporter wish to remain anonymous? If yes, explain why. (excludes professionals)			

7. Who is submitting the VA1?			
Name:			
Occupation / Employer details:			
Address:		Post Code:	
Telephone Number:			
Date / Time submitted			

8. Additional Information			

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Please provide details of any injuries, marks, bruising, wounds etc.:

Please use this section to identify the position of any marks, bruising, wounds etc.

