

Corporate Safeguarding Policy

Keeping People Safe



Updates, Revisions and Amendments		
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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 Bridgend County Borough Council (the 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 encounter 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. Legal and Regulatory Framework

The following set of legislation and policies have been considered in developing the Council’s Corporate Safeguarding Policy. This list is not exhaustive, and the Council will ensure that it complies with all statutory requirements placed on it through national and regional legislation and guidance.

- [Social Services and Well-being \(Wales\) Act 2014](#)
- [Wales Safeguarding procedures.](#)
- [Well-being of Future Generations \(Wales\) Act 2015](#)
- [Strategic Equality Plan and Objectives 2024 – 2028](#)
- [Domestic Abuse, Violence against Women and Sexual Violence Protocol](#)
- [Violence against Women, Domestic Abuse and Sexual Violence \(Wales\) Act 2015](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [The UK General Data Protection Regulation \(UK GDPR\), Data Protection Act 2018](#)



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

3. 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).

For the purposes of this policy 'workforce' is defined as those engaged by the Council, 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 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, all directorates and the whole Council workforce has a responsibility to understand their specific roles and personal accountability for safeguarding the wellbeing of children and adults at risk.

4. Policy Statement

The Council is committed to promoting equality and valuing diversity through all 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 and Objectives 2024 – 2028](#) 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.

One of our equality objectives is 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.

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 for 2023-28 sets out the Council's priorities and how we will work alongside local people and partners to provide services over the five year period. Called 'Delivering Together,' the plan is designed to be easier for people to engage with. Each year, we develop a one-year plan to deliver the priorities in the Corporate Plan. The 2025/26 Corporate Plan Delivery Plan was agreed at Cabinet on 8 April 2025.

5. Objectives

This policy provides a framework for safeguarding that all policies and practices within the Council consistently adhere to. 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, 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 implement effective safeguards. 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 the Council's 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.
- Preventing unsuitable people from working with children, young people, and adults at risk
- Ensuring the whole workforce understands safeguarding and their accountabilities and responsibilities.
- Promoting safe practice and challenging 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 leadership in the region in relation to the safeguarding of 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 practice. All statutory safeguarding partners are members of, and accountable to, the Regional Safeguarding Board. The Regional Safeguarding Board commissions Single Unified Safeguarding Reviews (SUSRs) and oversees the implementation of action plans arising from reviews. The Council is accountable to the Regional Safeguarding Board as a statutory partner and as such must contribute fully to Board's sub-groups, the work streams of the Board and ensure good alignment with the Council's work programs.

- (b) The Council's **Corporate Safeguarding Board**

The responsibility for setting safeguarding direction and monitoring the effectiveness of safeguarding arrangements across the Council is undertaken by the Corporate Safeguarding Board which reports to the Cabinet Corporate Management Board (CCMB) on at least a quarterly basis.

The Corporate Safeguarding Board will produce a report annually for , Cabinet and Scrutiny. This report will provide an overview of the Council's safeguarding performance.

The Corporate Safeguarding Board is chaired by the Corporate Director of Social Services and Wellbeing and all directorates will commit to senior membership of the Board. All directorates will proactively bring key safeguarding issues to the Corporate Safeguarding Board.

Every Service in the Council will report on their safeguarding performance to the Corporate Safeguarding Board through their Board member who should be a member of their Directorate Management Team. A written record of Corporate Safeguarding Board meetings will be maintained.

The responsibilities of the Corporate Safeguarding Board are set out in **Appendix A** of this policy.

- (c) 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 Corporate

Director is required to advise Council of the resources required to effectively safeguarding children and adults at risk from harm. The role of the Corporate Director of Social Services is set out in the [Social Services & Wellbeing \(Wales\) Act 2014 Part 8 Code of Practice on the Role of the director of Social Services \(Social services functions\)](#). The Corporate Director of Social Services and Wellbeing is responsible for ensuring appropriate action is taken including reporting to the Chief Executive and Lead Cabinet Member as necessary.

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

(e) 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. The Leader will receive confidential briefing on significant safeguarding issues from statutory officers.

(f) **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 will be kept informed and updated on relevant safeguarding matters. The Lead Member will be confidentially briefed on any sensitive cases that may be considered for Single Unified Safeguarding Reviews (SUSRs). The Cabinet Member Social Services, Health and Wellbeing is the Lead Member for safeguarding. The lead member will:

- Make sure safeguarding implications are considered when developing policy or making decisions.
- Provide policy leadership on performance and resourcing for safeguarding activity.
- Raise the profile of the area and make the authority aware of good practice.
- Engage with external bodies who work within the county borough.
- Engage with other officers, partners and Councillors in relation to the role.
- Engage with community groups with an interest/stake in related areas.
- Report action to the Council

(g) **Cabinet and Corporate Management Board (CCMB)**

All Cabinet Members and Chief Officers are responsible for ensuring there are effective safeguarding arrangements in the areas they are accountable for, 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. Any report brought forward for consideration by a member of CCMB must clearly set out the safeguarding implications of the proposal.

(h) Chief Officers

Chief Officers comprise the Chief Executive, Corporate Directors and Chief Officers who are members of the CCMB. Chief Officers are responsible for advising of any serious safeguarding concerns that may arise in their service area to the Corporate Safeguarding Board and ensuring these are appropriately reported in a timely way. 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 and respond to safeguarding concerns and that safeguarding matters are regularly discussed in their senior management teams. Chief officers will also ensure that safeguarding is effectively reflected in contracts with commissioned services.

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.

(i) 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 program for all Councillors and they are all expected to complete safeguarding training.

(j) Scrutiny Committees

The role of the 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. Their role is to provide constructive challenge to the Council about its safeguarding activity in an impartial and independent manner.

(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, service operational procedures and that people receive training at a level appropriate to

their role and responsibility. Heads of Service are responsible for ensuring that safeguarding standards are met within their service area and be in a position to report on the effectiveness of their safeguarding arrangements to the Corporate Safeguarding Board. They must ensure that safeguarding is effectively reflected and monitored in services which are procured from third parties.

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

Every line manager / supervisor is responsible for ensuring that the workforce for whom they are responsible (including agency workers, consultants, and volunteers) are a safe workforce. Managers must follow the Recruitment and Selection Protocol and Disclosure and Barring Service (DBS) Policy to ensure safe recruitment. They are accountable for understanding the training needs of their workforce and ensuring there are appropriate operational arrangements for people to access the right training. Managers are responsible for ensuring that all their workforce are aware of how to report safeguarding concerns and to whom. Managers must ensure that all employees/volunteers/agency workers are aware of the key policies such as the Corporate Safeguarding Policy and the Council's Whistleblowing Policy.

All Council job descriptions section refer to safeguarding. The Council specifies job adverts posts that require a Disclosure and Barring Service (DBS) check.

Managers must proactively analyse where risks to safeguarding are most likely to arise in their service(s) and ensure they have appropriate operational procedures and supporting systems in place to manage these well.

(m) Workforce

Each member of the workforce must:

- Be constantly alert to the possibility of abuse and neglect and report any concerns about the safety and welfare of a child or adult at risk.
- Participate in relevant safeguarding training and multi-agency partnership working to safeguard children and adults at risk.
- Be familiar with local procedures and protocols for safeguarding children and adults at risk and how to report concerns.
- Follow the employer's and any relevant professional codes of conduct.
- Undertake safeguarding training that has been identified for their job role.
- Behave in a way that is safe and appropriate for their role and following policies, procedures and guidance from the Authority or other organisations or bodies that apply to them.
- Help promote safeguarding within their team and to members of the public.
- Undertake any roles and responsibilities related to safeguarding and

protection that are specific to their job role.

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 several 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 children and adults 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.

Reporting concerns about 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 person and also, complete an **Adult at Risk Referral Form** which can be found on the CTMSB [website](#). 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

Reporting Concerns about Children and Young People at risk

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 (Children's 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 found on the CTMSB [website](#).

Out of Hours Referrals and Concerns

Where additional advice is sought and/or a referral is needed about an emergency situation regarding a vulnerable adult, child or young person outside of normal working hours, then an urgent referral or additional advice must be sought from the out of hours Emergency Duty Team (EDT) on:

Phone: 01443 743665

Where the referrer is also instructed by EDT to complete a referral form, they must complete this action and email it to the relevant Adults or Children's services email address as stated above. The referral form should include details of the conversation held with the EDT social worker, including date and time of the conversation, as well as the name of the social worker who they spoke with.

8. 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 relationships.

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, found at [Domestic Abuse, Violence against Women and Sexual Violence Protocol](#) 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 on Local Authorities and Health Boards to prepare and publish strategies aimed at ending violence against women, gender-based violence, domestic abuse and sexual violence.

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

awareness level module.

9. Information sharing and confidentiality.

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

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).
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

10. 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, online 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 Safeguarding Board which reports to the Corporate Management Board (CMB) and 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 Elected Members should be clear in reports to Scrutiny, Cabinet, Cabinet Committees and Council.

(b) Self Evaluation

In accordance with the Council's Corporate Safeguarding Policy, all directorates are expected to carry out a self evaluation of their safeguarding practices,. Self-evaluation should give each directorate an understanding of safeguarding in their own service area/ establishment and how these might be developed. In addition to this, the self-evaluations completed provide the Council with an overview of safeguarding practices across the county.

(c) Risk Management, Internal Audit and External Regulators

Risk management and internal audit processes can provide assurance that local arrangements are working effectively and as intended, identify areas for improvement and whether there are risks that need to be mitigated. Taken together, risk management and internal audit are essential and integral parts of a Council's assurance framework. They can also:

- provide assurance that procedures and activities are tested robustly and confirm that systems are fit for purpose.
- ensure that the Council has effective governance arrangements in place.
- provide reassurance that the Council is complying with its statutory obligations.

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.

Where there are matters of concern 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 CCMB to ensure that coherent and comprehensive self-evaluation and consequential action is taken where required to oversee improvements.

11. 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 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. For more information see 11 (b).

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.

Should a staff member wish to appoint a volunteer, where appropriate, they will follow the Recruitment Procedure found on the Bridgend County Borough Council – Volunteer engagement policy and procedure (2023).

All supervisors must ensure that volunteers are aware of and have access to the BCBC's Corporate Safeguarding Policy

b) DBS Certifications and checks

DBS disclosures will be carried out, by the Council, on any volunteer who, during their appointment, will have substantial, unsupervised access to children and young people under the age of 16 and adults at risk on a regular basis.

The Council is committed to safeguarding the welfare of those accessing our services through the effective use of the 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, licensing 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 Council measures performance in respect of DBS check compliance and mandatory safeguarding training to enhance the performance information that goes to scrutiny and aid transparency as follows:

- Improved staff awareness of safeguarding policy, and safeguarding leads.
- Safeguarding procedures in place and understood across the organisation.
- Number of concerns and referrals generated by non-specialist council teams.
- All job descriptions to include safeguarding as a key responsibility for all staff posts.
- Mandatory safeguarding training completed by staff and Elected Members.

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

c) Training

The Council recognises that it has a commitment to ensure that all Councillors and members of staff understand 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, including the volunteer workforce, whether permanent or temporary.

Democratic services will keep a report of Member safeguarding training which will be run on an annual basis.

All 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 where all employees will be required to undertake the Safeguarding Childrens and Adults E-Learning and a refresher every 3 years for employees who do not work in the safeguarding arena.

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 the Corporate Safeguarding Board.

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/>.

(d) Allegations or concerns about employees.

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) which 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.

The Wales Safeguarding Procedures 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 factors that are 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, whether the individual presents a risk to a child or an adult at risk and the transferability of a risk from an individual's personal life to their professional conduct.

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, to become 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
- There is transferable risk from an individual's personal to their professional life

Consideration of professional concerns may trigger action under the Council's human resource policies including in some cases the Council's disciplinary policy and procedures.

12. 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.

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 policy has been developed and approved for use by schools across the Cwm Taf Morgannwg regional Safeguarding Board in 2025 which can found on the [CTMSB](#) website.

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.

13. Safe Services

(a) Commissioning Arrangements

As an essential in procurement arrangements, service providers commissioned to provide services where there is potential contact with 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 regarding 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 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 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 will be made aware of in lettings agreements entered into with the Council.

14. 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 the relevant Cabinet Member and Chief Officer in consultation with the Corporate Director of Social Services and Wellbeing. 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

As per the [Protocol for the 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 protocol is in place and covers employee responsibilities when using social media either for personal or professional use.

15. Review

This policy will be subject to review to ensure that it takes account of any changes to

and/or the introduction of new relevant regulation, guidance and legislation, and guidance and procedures adopted by the Disclosure and Barring Service.

APPENDIX A –

RESPONSIBILITIES OF THE BRIDGEND CORPORATE SAFEGUARDING GROUP

- 1. Ensure the compliance of all Council Directorates with safeguarding requirements in relation to children and adults.*
- 2. Ensure that all directorates within the Council are aware of their contribution to keeping children, young people and adults at risk safe and free from harm or abuse.*
- 3. Support the Statutory Director of Social Services in the discharge of their safeguarding duties.*
- 4. Support the Statutory Director of Social Services in the discharge of their safeguarding duties.*
- 5. Review and develop relevant corporate safeguarding standards and policy.*
- 6. Provide assurance there is compliance with the standards in this Corporate Safeguarding policy through contribution to a corporate safeguarding performance dashboard and safeguarding self-evaluation process.*
- 7. Exercise oversight of significant safeguarding issues in directorates through overseeing the development and implementation of associated action plans.*
- 8. Support HR in the delivery of a robust Safer Recruitment process (including volunteer workforce) to include key vetting and barring requirements and workforce development.*
- 9. Provide an Annual Corporate Safeguarding Report, setting out the performance of all Directorates, in relation to vetting and barring, staff safeguarding training, and the operation of front-line services in terms of their effectiveness in identifying and referring safeguarding concerns.*
- 10. To develop and maintain a safeguarding risk register, identifying clear areas of safeguarding risk, and agree how the risks will be managed within the authority and by whom.*
- 11. Review, develop and monitor corporate safeguarding performance measures.*
- 12. Ensure that safeguarding training is promoted and mandated across all Directorates within the authority.*
- 13. Advise Cabinet Corporate Management Board and recommend relevant action in relation to corporate safeguarding standards and policy.*
- 14. Promote effective cross Directorate safeguarding practice particularly in terms of information sharing and data collection, front-line operational awareness, staff training and wider partnership engagement.*
- 15. Receive and consider recommendations and learning from Single Unified Safeguarding Reviews and associated action plans.*

Appendix B :- Bridgend County Borough Council – Contractor Safeguarding Protocol

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

 www.bridgend.gov.uk



Introduction

Safeguarding vulnerable people is one of Bridgend Council's (the 'Council') main corporate priorities. The Council's [Corporate Safeguarding Policy](#) makes clear **that safeguarding children and adults at risk from harm is everybody's responsibility.**

As a Contractor providing goods, services or works on behalf of the Council you are required to play your role in ensuring the Council meets its safeguarding commitments.

Objectives

This Protocol provides guidance to Contractors so that they understand their role in supporting the Council to safeguard and promote the wellbeing of children, young people, and adults at risk from abuse, neglect or harm. It is about ensuring that Council contractors' workforce know:

- What Safeguarding is;
- What abuse/harm looks like, and;
- What to do if they think somebody is being abused or at risk of being abused.

This Protocol should be used in conjunction with any of the contractors own safeguarding policies, procedures along with relevant codes of conduct for the organisation or their professional/regulatory bodies. Safeguarding training identified by contractor as an organisation and/or required by relevant bodies should also be undertaken by all relevant employees.

Who is covered by this Protocol?

All contractors, sub-contractors or other organisations funded by the Council are responsible for arranging checks through the safe recruitment process and for ensuring that their 'workforce' comply with regulatory and contractual arrangements relating to their safeguarding responsibilities. All contractors, sub-contractors and other organisations are responsible for informing relevant Managers within the Council of any safeguarding concerns they may have.

For this Protocol 'workforce' is defined as those engaged by any Contractor funded by the Council, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, sub-contractors and consultants.

All the 'workforce' undertaking duties on behalf of a Contractor who come into contact with children or adults at risk are expected to understand their responsibility and where necessary take action to safeguard and promote the welfare of vulnerable people.

Definitions of Children and Adults at Risk

Children and Young People at Risk - is defined in law as anyone who has not yet reached their 18th birthday. An extension of this age exists in terms of some statutory provision for children who have been in the care of the Council. Section 130(4) of the Social Services and Well-being (Wales) Act 2014 defines a "child at risk" is a child 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 Council is meeting any of those needs).

Adult at Risk— is defined as anyone aged 18 or over whose ability to protect themselves is limited. This might be because of age and frailty, mental or physical illness, sensory loss or physical or learning disability. It might be someone who is usually able to manage but is temporarily unable to do so because of an accident or illness. An "adult at risk" is an adult who: -

- is experiencing or is at risk of abuse or neglect;
- has needs for care and support (whether or not the Council is meeting any of those needs); and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

What do we mean by safeguarding?

Everybody has the right to be safe no matter who they are or what their circumstances are. Safeguarding is about protecting children, young people and adults at risk from harm. All Council contractors have a responsibility to ensure that they are doing all they can to protect the most vulnerable members in our society; safeguarding is everyone's responsibility.

Safeguarding includes:

- Preventing abuse, neglect and harm
- Recognising the different types of abuse, neglect and harm
- Reporting abuse, neglect and harm
- Having arrangements in place within organisations to ensure that children and adults are protected for example – DBS policies, codes of conduct.

What does abuse look like?

Abuse can be the result of an action or the failure to act in an appropriate manner. It may consist of a single act or repeated acts and can occur across all social groups. Abuse and neglect can be described in the following five categories:

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child or adult.

Sexual Abuse

Forcing or enticing a child or adult to take part in sexual activities, whether or not they are aware of what is happening. This may involve:

- physical contact, including penetrative or non-penetrative acts;
- non-contact, such as involving a child or adult in looking at, or in the production of pornographic material or watching sexual activities; or
- encouraging children or adults to behave in sexually inappropriate ways.

Neglect

- Neglect is the persistent failure to meet a child or adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.
- It may involve a parent, family member or carer failing to provide adequate food, shelter and clothing, failing to protect a child or adult from physical harm or danger, or the failure to ensure access to appropriate care or treatment.
- It may also include neglect of, or unresponsiveness to, a child or adult's basic emotional needs.

Emotional Abuse

- The persistent emotional ill-treatment of a child or adult such as to cause severe and persistent adverse effects on their emotional and behavioural development.
- It may involve telling the child or adult that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.
- It may involve causing children or adults to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or by exploitation or corruption.

Financial Abuse

- Money or property stolen
- Being defrauded e.g., scams
- Being put under pressure to pay for things for someone else's benefit
- Someone else using their money as their own
- Children who earn money via entertainment events not having the money placed in trust
- There are other forms of abuse that could take place such as bullying, forced marriage, Female Genital Mutilation (FGM), modern slavery, sexual exploitation and radicalisation

Abuse can occur in any relationship – personal, professional or institutional. An abuser might be a family member, friend or neighbour. It could be someone who is paid to deliver care or other professional services, a health worker or someone working as a volunteer. There are also people who befriend vulnerable adults and gain their trust in order to exploit or abuse them. In an institutional setting, such as a care home or day service, the abuse could be by someone working there or someone else living in or using the service.

Contractors' roles and responsibilities

It is not the Contractor's responsibility to determine whether abuse/harm is taking place, however, it is the Contractor's responsibility to pass on concerns raised by workforce. Contractors need to make sure that their workforce are aware of the types of abuse.

Contractors must raise any concern or allegation, without delay in accordance with this Protocol. Concerns must not be ignored and must be reported to the Council without delay. Indications of abuse or neglect include but are not limited to:

- unexplained injuries;
- being withdrawn;
- signs of fear or distress;
- personal belongings missing;
- poor living conditions and appearance.

If you believe that a child or adult is at immediate risk of harm you must **phone the Police on 999**. You should never assume that someone else will report the concerns and if it is agreed that someone else will report the concerns, it is your responsibility to check that they have done this.

It is the responsibility of Contractors to ensure that their workforce undertake their duties in a manner which safeguards and promotes the wellbeing of children and adults. The workforce must behave in a way which protects them from false allegations of abuse as far as is possible and in accordance with this Protocol, the Council's Safeguarding Code of Conduct but additional training and information is the responsibility of the Contractor.

How to raise concerns or report allegations of abuse

A person may see or hear something which causes them to have a concern or someone may tell an employee that they or someone else is being allegedly abused. **The Contractor has a responsibility to provide the following information to its workforce so that they have basic information about how to respond and who to contact.**

If a child, young person or adult alleges that they are being abused, Contractors should:

- reassure them they were right to tell you;
- do not ask leading questions;

- as soon as is possible after being told make a written record of what they said in their own words
- Do not promise a child, young person or adult that something they have said or done will be kept confidential.

Children

If you think a child is at risk, not being looked after properly, or you have concerns about their welfare, please contact us on: **01656 815808/01656 642320**.

Alternatively email: **mashcentra@bridgend.gov.uk**

Adults

If you think or believe an adult is being abused, please contact the Adult Safeguarding Team on: **01656 642477**. Alternatively email:

AdultsafeguardingMASH@bridgend.gov.uk

Cwm Taf Morgannwg Emergency Duty Team

If any concerns are outside of office hours after 5.00pm, Monday to Friday and on weekends and Bank Holidays then call the Emergency Duty Team on **01443 743665**.

What will happen if I report a concern to Social Services?

When you contact Social Services, the staff member will take as many details as needed to see whether the referral needs to go through the safeguarding process or how the person can be helped which might involve another service.

Social services will assess whether the referral needs to go through the safeguarding process and will follow national policy and procedures.

The action following the assessment will depend on individual circumstances, but it might be the person getting a different kind of service or support or in exceptional circumstances a court taking legal action. Action will be taken to ensure the person is protected immediately and in the future. In the interests of confidentiality, it is highly unlikely you will be notified of the outcome of the assessment.

If you are not sure, it is better to have discussed your concerns with somebody who has experience and responsibility to make an informed decision than to ignore a situation which may result in someone vulnerable being harmed.