

## Children's and Adult's Safeguarding Policy

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## Document Control Sheet

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Has an initial equality impact assessment been completed?	Yes

### Revisions

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DRAFT 1.2	ALL	Children's Safeguarding Policy and Adult Safeguarding Policy merged into one consistent document	August 2013
DRAFT 1.3		Changes to the format of the key contacts / safeguarding champions	August 2013

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## Important contacts

Peterborough City Council has appointed individuals who are responsible for dealing with any safeguarding concerns for children and for adults at risk. In their absence, a deputy will always be available for workers to consult with.

Adult Safeguarding concerns should be forwarded to the Safeguarding Adults Strategic Manager or in their absence, Peterborough Direct who will put the call through to the Adult Social Care Duty Team.

The Children's Safeguarding Lead within Peterborough City Council is the Assistant Director Safeguarding Children and Communities.

## Key contact numbers:

<b>Children's Services Contact Centre Adult Services – Peterborough Direct</b>	01733 864170 or 01733 864180 01733 747474
<b>Common Assessment Framework Helpline</b>	01733 863649
<b>Peterborough Direct</b>	01733 747474
<b>Out of hours Children's Social Care</b>	01733 234724
<b>Emergency Duty Team - Out of hours Adult Social Care</b>	01733 234724
<b>Police</b>	101 (or in an emergency 999)
<b>NSPCC</b>	0808 800 5000
<b>Safeguarding Adults Strategic Manager</b>	01733 452434

## Safeguarding Champions

Each department has its own Safeguarding Champion.

<b>Position</b>	<b>Area</b>
Head of Social Care Improvement and Quality Assurance	Children's Services
Head of Legal Services	Chief Executives
Assistant Director, Strategic Commissioning	Adult Services
Head of Corporate Services	Strategic Resources
Head of HR	Chief Executives
Associate Director of Public Health	Operations-Public Health (April 2013)
Strategic Safer and Stronger Peterborough Manager	Operations- Community Safety
Housing Strategic Manager	Operations- Housing

The role of the Safeguarding Champion in Peterborough City Council is to:

- *Ensure they and their staff understand their roles and responsibilities in Safeguarding children and adults*
- *Ensure staff can access the council's local Safeguarding Procedures*
- *Ensure relevant staff access appropriate training if required and necessary*
- *Act as an escalation point for Safeguarding issues or cases where the appropriate or perceived appropriate steps have not been taken and the risk remains*

## 1. Introduction

- 1.1 The local authority has a responsibility under the Children Act 2004 and under No Secrets (DoH 2004) for making arrangements to ensure its normal functions are discharged having regard to safeguarding and promoting the welfare of children and of adults at risk in its area. These arrangements may differ from authority to authority depending on the role and focus of the authority.
- 1.2 Each department needs to be aware of how their staff interacts with children and with adults at risk, providing appropriate training on safe working practices and on creating safe environments. Staff should be alert to any indications that a child or adult at risk may need to be safeguarded from harm and know who to contact if they have concerns. They should also be aware of the contribution they make to children achieving their full potential.
- 1.3 This policy applies to all staff working for Peterborough City Council and includes elected members and volunteers working on behalf of the Council. It shows a commitment to protecting and safeguarding children and adults at risk against potential harm or actual harm. It is complementary to the Peterborough Safeguarding Children Board Inter-agency Procedures which can be accessed on the PSCB website: <http://www.peterboroughscb.org.uk> and to the Peterborough Safeguarding Adults Board Policy and Inter-agency Procedures which can be accessed on the PCC website.
- 1.4 Organisations the council contracts with will be required through the terms of their contract to have a similar policy in place for their staff as appropriate.
- 1.5 The policy also demonstrates a commitment to acting promptly whenever a concern is raised about a child or adult at risk or about the behaviour of an adult. Peterborough City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adults investigation is necessary.
- 1.6 In their day to day work, staff employed by Peterborough City Council will endeavour to safeguard children and young people and adults at risk by:
  - *Ascertaining the wishes and feelings of children and adults at risk, valuing them, listening to and respecting them*
  - *Recruiting staff and volunteers safely ensuring all necessary checks are made*
  - *Sharing information about safeguarding and good practice with children, parents, adults at risk, carers, staff and volunteers*

- *Sharing information about concerns with agencies who need to know, and involving parents and children or adults at risk and carers appropriately*
- *Providing effective management for staff and volunteers through supervision, support and training*
- *Providing Senior Management commitment and accountability to safeguard and promote the welfare of children and of adults at risk*
- *Being clear about the local authority's responsibilities for safeguarding and promoting the welfare of children and adults at risk*
- *Involving adults at risk, carers, children and young people and families in planning and developing services*
- *Ensuring services for children and adults at risk are safe and accessible*
- *Attending staff training and continuing professional development*
- *Following safe recruitment, vetting procedures and responding to allegations against staff*
- *Providing effective inter-agency working to safeguard and promote the welfare of children and adults at risk*
- *Reviewing our policy and good practice annually*

1.7 The definition of a child for the purpose of this document is anyone under the age of 18 years.

## **2. Legal Framework**

### **Definition of safeguarding and promoting the welfare of children**

- 2.1 The Children Act 1989 sets out that the child's welfare is paramount and safeguarding and promoting it is the priority.
- 2.2 The Children Act 2004 set out a duty on local authorities to work closely with those providing services to children and young people.
- 2.3 Working Together to Safeguard Children (March 2013) sets out how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and the Children Act 2004. It is important that all staff and volunteers working to safeguard children and young people understand fully their responsibilities and duties as set out in primary legislation and associated regulations and guidance.
- 2.4 Section 11 of the Children Act 2004 places a statutory duty on a range of organisations to make arrangements to ensure that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the welfare of children.

2.5 Safeguarding and promoting the welfare of children is defined, as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

**Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children 2013**

### Definition of an adult at risk

2.6 The term 'adult at risk' has been used to replace 'vulnerable adult'. This is because the term 'vulnerable adult' may wrongly imply that some of the fault for the abuse lies with the adult abused. The term 'adult at risk' is used as an exact replacement for 'vulnerable adult', as used throughout No secrets. However, this section gives some more detail as to what this term can mean in practice.

2.7 An adult aged 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (DH, 2000).

2.8 This definition is taken from the current Department of Health guidance to local partnerships. Other definitions exist in partner organisations. An adult at risk may therefore be a person who:

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

(This list is not exhaustive)

2.9 This does not mean that just because a person is old or frail or has a disability they are inevitably 'at risk'. For example, a person with a disability who has mental capacity to make decisions about their own



safety could be perfectly able to make informed choices and protect themselves from harm. In the context of adults, the vulnerability of the adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation. It is important to note that people with capacity can also be vulnerable.

- 2.10 An adult at risk's vulnerability is determined by a range of interconnected factors including personal characteristics, factors associated with their situation or environment and social factors.
- 2.11 In England and Wales there is no general statutory duty on local authorities to take steps to investigate abuse or potential abuse of adults at risk. Statutory Guidance (No Secrets: 2000) and non-Statutory Guidance (Safeguarding Adults: A National Framework of Standards: ADSS 2005) provide structure and content for the development of local inter-agency policies, procedures and protocols for safeguarding. The Peterborough Safeguarding Adults Board has developed Multi-agency Safeguarding Policies and Procedures which structure adult safeguarding work locally.
- 2.12 It is the role of Adult Social Care to co-ordinate partner agencies in responding to allegations that an adult at risk is, or may be, experiencing abuse. As such the legal framework for safeguarding adults is built upon a multitude of legislation. The key pieces of legislation are detailed below:
- Sexual Offences Act 2003
  - Human Rights Act 1998
  - No Secrets 2000
  - ADSS Safeguarding Adults 2005
  - Health and Social Care Act 2008
  - Safeguarding Vulnerable Groups Act 2006
  - Mental Capacity Act 2005 and Deprivation of Liberty Safeguards 2007
  - Police and Criminal Evidence Act 1984
  - NHS and Community Care Act 1990

## Mental Capacity

- 2.13 Where an individual lacks mental capacity to make their own decisions, the provisions of the Mental Capacity Act 2005 must be applied.
- 2.14 The presumption is that adults have mental capacity to make informed choices about their own safety and how they live their lives. Issues of mental capacity and the ability to give informed consent are central to decisions and actions in Safeguarding Adults. All interventions need to

take into account the ability of adults to make informed choices about the way they want to live and the risks they want to take. This includes their ability:

- to understand the implications of their situation
- to take action themselves to prevent abuse
- to participate to the fullest extent possible in decision making about interventions.

2.15 The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters. All decisions taken in the safeguarding adult's process must comply with the Act.

### **3. Responsibilities of individuals in implementing this policy and procedure**

3.1 All employees of Peterborough City Council and elected members are to:

- *Understand and apply this policy and procedure in their activities*
- *Identify opportunities and undertake appropriate training to support them in their role*
- *Act appropriately at all times and be able to challenge inappropriate behaviour in others*
- *Be able to recognise harm*
- *Know how to report any concerns in a timely and appropriate way*

3.2 In addition, Senior Managers and Safeguarding Champions of the organisation are to:

- *Have a working knowledge of relevant legislation and guidance with respect to safeguarding and promoting the welfare of children and adults at risk and how this applies to their department;*
- *Be responsible for communicating to all staff of the Authority the importance of safeguarding and promoting the welfare of children and adults and that it is everybody's responsibility to do so*
- *Hold managers within their department to account for the contribution of their services to safeguarding and promoting the welfare of children and adults at risk;*
- *Ensure staff have effective working relationships with other parts of the authority and with other agencies in order to safeguard and promote the welfare of children and adults at risk;*

- *Report identified training needs of staff to managers with responsibility for staff training and offer opportunities to undertake appropriate safeguarding training*
- *Ensure that the policy and procedure is adhered to; and*
- *Ensure that all staff know how to access the whistle blowing procedures*

3.3 The role and responsibilities of the Safeguarding Champions are:

- *To ensure that all staff in their department are aware of what they should do and who they should go to if they are concerned that a child/young person or adult at risk maybe subject to abuse or neglect*
- *Ensure that any concerns about a child/young person or adult at risk are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed*
- *The Safeguarding Champions will record any reported incidents in relation to a child/young person or adult at risk or breach of Safeguarding policies and procedures*

3.4 The Director of Children's Services is the designated person with overall responsibility for safeguarding of children and young people.

3.5 The Director of Adult Social Services is the designated person with overall responsibility for safeguarding adults.

3.6 Every employee can access the online Children's Services Policy and Procedure Manual and the PSCB Procedures and the Peterborough Safeguarding Adults Board Policy and Inter-agency Procedure.

## 4. Policy Statement

4.1 It is imperative that individuals are equipped with the knowledge and awareness that will enable them to detect any abuse or ill treatment of children and adults at risk. This policy document therefore aims to be a reference for all members of staff involved.

### In implementing this safeguarding policy Peterborough City Council will:

- *Ensure that all staff understand their legal and moral responsibility to protect children, young people and adults at risk from harm, abuse and exploitation;*
- *Ensure that appropriate background checks are undertaken when anyone joins the organisation and before they start working directly with children and young people or adults at risk;*

- *Ensure that all staff working directly with children and young people or with adults at risk have at least a basic understanding of child protection and adult safeguarding as part of their training and induction;*
- *Ensure that all staff are aware where and how they can access the **PSCB Inter-agency Child Protection & Safeguarding Children Procedures** and the **Peterborough Safeguarding Adults Board Policy and Inter-agency Procedures**;*
- *Ensure that all staff understand their duty to report concerns that arise about a child or young person or adult at risk, or a member of staff's conduct towards a child/young person or adult at risk;*
- *Ensure that a Safeguarding Champion is appointed and that they understand their responsibility to refer any child protection concerns to Children's Services or Adult Services as appropriate (or if out of hours, the Police and/or the Emergency Duty Team)*
- *Ensure that any procedures relating to the conduct of staff are implemented in a consistent and equitable manner*
- *Provide opportunities for all staff to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people and adults at risk; and*
- *Participate in section 11 compliance audits carried out by the PSCB in accordance with Statutory Guidance*

## 5. Recognising abuse and neglect

- 5.1 Whilst children and adults at risk may suffer abuse and neglect, the recognition of these may be slightly different. This section separately defines the recognition of abuse and neglect of children followed by the recognition of abuse and neglect of adults.

### Recognising abuse and neglect of children

#### Maltreatment

- 5.2 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse a child or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely by a stranger. They may be abused by an adult or adults, or another child or children.

## Impact of maltreatment

- 5.3 The maltreatment of children - physically, emotionally, sexually or through neglect can have major long-term effects on all aspects of a child's health, development and well being. The immediate and longer-term impact can include anxiety, depression, substance misuse, eating disorders and self-destructive behaviours, offending and anti-social behaviour (WTC 2013).

## Categories of concern

- 5.4 There are many ways in which children can be harmed. Some of these are identified below:

### Physical abuse

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

### Emotional abuse

- 5.6 Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual abuse

- 5.7 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate

ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## Neglect

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

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

5.9 It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Vulnerable groups

5.10 Some groups may be particularly vulnerable to abuse or neglect and employees need to be particularly aware of groups in working with children and young people. They include:

- Children who are living with their family and require family support services
- Children who are the subject of child protection plans
- Children who are growing up in special circumstances because, for example, a parent is in prison or misuses substances
- Disabled children
- Unaccompanied asylum seeking or refugee children
- Children looked after by the local authority
- Children who are placed for adoption
- Care leavers
- Young Carers
- Gypsy, Roma Traveller children
- Children from ethnic minorities
- Excluded children and those in alternative education provision
- Young people in custodial settings.
- Young people who are in a domestic abusive relationship

## Recognising abuse and neglect of adults at risk

### Neglect and acts of omission

- 5.11 Neglect is the failure of any person who has responsibility for the charge, care or custody of an adult at risk to provide the amount and type of care that a reasonable person would be expected to provide.
- 5.12 Behaviour that can lead to neglect includes ignoring medical or physical needs, failing to allow access to appropriate health, social care and educational services, and withholding the necessities of life such as medication, adequate nutrition, hydration or heating.
- 5.13 Neglect can be intentional or unintentional. Intentional neglect would result from:
- Wilfully failing to provide care
  - Wilfully preventing the adult at risk from getting the care they needed
  - Being reckless about the consequences of the person not getting the care they need.
- 5.14 If the individual committing the neglect is aware of the consequences and the potential for harm due to the lack of action(s) then the neglect is intentional in nature.
- 5.15 Unintentional neglect could result from a carer failing to meet the needs of the adult at risk because they do not understand the needs of the adult at risk, may not know about services that are available or because their own needs prevent them from being able to give the care the person needs. It may also occur if the individuals are unaware of or do not understand the possible effect of the lack of action on the adult at risk.

### Discriminatory abuse

- 5.16 Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. It can be a feature of any form of abuse of an adult at risk, but can also be motivated because of age, gender, sexual orientation, disability, religion, class, culture, language or ethnic origin. It can result from situations that exploit a person's vulnerability by treating the person in a way that excludes them from opportunities they should have as equal citizens, for example, education, health, justice and access to services and protection.

## Institutional abuse

5.17 Institutional abuse is the mistreatment or abuse or neglect of an adult at risk by a regime or individuals within settings and services that adults at risk live in or use, that violate the person's dignity, resulting in lack of respect for their human rights.

## Psychological/emotional abuse

5.18 This is behaviour that has a harmful effect on the person's emotional health and development or any form of mental cruelty that results in:

- mental distress
- the denial of basic human and civil rights such as self-expression, privacy and dignity
- negating the right of the adult at risk to make choices and undermining their self-esteem
- isolation and over-dependence that has a harmful effect on the person's emotional health, development or well-being.

5.19 It is the wilful infliction of mental suffering by a person who is in a position of trust and power to an adult at risk. Psychological/emotional abuse results from threats of harm or abandonment, being deprived of social or any other sort of contact, humiliation, blaming, controlling, intimidation, coercion and bullying. It undermines the adult's self-esteem and results in them being less able to protect themselves and exercise choice. It is a type of abuse that can result from other forms of abuse and often occurs at the same time as other types of abusive behaviour.

5.20 Behaviour that can be shown to have caused serious psychological or emotional harm may constitute a criminal offence.

## Financial abuse

5.21 Financial abuse is a crime. It is the use of a person's property, assets, income, funds or any resources without their informed consent or authorisation. It includes:

- theft
- fraud
- exploitation
- undue pressure in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits



- the misuse of an enduring power of attorney or a lasting power of attorney, or appointeeship
- 5.22 The police should be informed and also proactive steps taken with banks and other providers to prevent financial abuse.

## Sexual Abuse

- 5.23 Some examples of sexual abuse/assault include the direct or indirect involvement of the adult at risk in sexual activity or relationships which:
- they do not want or have not consented to
  - they cannot understand and lack the mental capacity to be able to give consent to
  - they have been coerced into because the other person is in a position of trust, power or authority, for example, a care worker.
  - They may have been forced into sexual activity with someone else or may have been required to watch sexual activity.
- 5.24 Sexual relationships or inappropriate sexual behaviour between a member of staff and a service user are always abusive and will lead to disciplinary proceedings. This is additional to any criminal action that has been taken.
- 5.25 A sexual relationship between the service user and a care worker is a criminal offence under Sections 38–42 of the Sexual Offences Act 2003.

## Physical Abuse

- 5.26 Examples of physical assault are hitting, pushing, pinching, shaking, misusing medication, scalding, the misuse or illegal use of restraint, inappropriate sanctions, exposure to heat or cold and not giving adequate food or drink.

## 6. Dealing with concerns

- 6.1 Many concerns about children and young people or adults at risk arise on a day-to-day basis, and in most cases these can be dealt with quickly and easily by discussions between staff, the adult or child themselves and/or parents/carers and family where further advice or help may be offered, if needed.
- 6.2 These discussions and actions must be recorded in the relevant recording system, used by the responsible part of the Local Authority.

- 6.3 Sometimes concerns can be more worrying because it is clear that the child or adult at risk may be affected by what is happening to them. The child or adult at risk may be being harmed or hurt in some way.

## 7. Responding to a concern

- 7.1 Peterborough City Council is a lead agency within the Peterborough Safeguarding Children Board (PSCB) and all staff working for the council must respond to a concern. In relation to a concern relating to an adult at risk, the lead agency will always be the Local Authority responsible for the area where the abuse is alleged to have occurred. In Peterborough, this is the Peterborough City Council's Adult Social Care department.
- 7.2 Peterborough City Council Adult Social Care will always be the lead agency in co-ordinating the multi-agency response to concerns that an adult at risk may be being abused. The safeguarding response will often necessitate the involvement of other agencies such as the Police, Health Services or Care Quality Commission (CQC). Even if one of these other agencies is involved, it is Adult Social Care who has overall responsibility for co-ordinating the safeguarding adults process.
- 7.3 Where allegations concern individuals who are living in out of authority placements, the authority where the abuse occurred (the host authority) will have responsibility for co-ordination of the strategy meeting/discussion and investigation. The placing authority still has a responsibility to provide any necessary support and information to the host authority in order for a prompt and thorough investigation to take place (Out of area Safeguarding Adults Arrangements December 2012).
- 7.4 It is the role of Children's Social Care or Adult Social Care (as appropriate) and/or the Police to investigate allegations or concerns. The role of staff and volunteers in other organisations on behalf of Peterborough City Council or in other departments is to help to identify concerns and pass them on to Children's Social Care or Adult Social Care and the Police if a crime is suspected. All staff and volunteers working in partnership with Peterborough Safeguarding Adults Board or the Peterborough Safeguarding Children Board have a duty to follow PSAB / PSCB procedures.
- 7.5 If an employee has a concern about a child or adult at risk they should:
- *Take appropriate action if the child or adult at risk is in need or urgent attention*
  - *If appropriate and safe to do so collect as much information as possible about the situation – this may be from the child, parent, carer or other workers and should include date and time of the incident or disclosure, parties who were involved, what was said*

*or done and by whom and any further actions -. It may also be helpful to record perception of emotional and physical presentation; **(this is not an investigation and the employee should take care not to investigate or contaminate any court evidence or witnesses or put the child or adult at any further risk if the alleged abuse is divulged, including the decision to inform parents / family)***

- *Be open about the concern and make it clear that the member of staff/volunteer will have to tell others*
- *Take their concerns to their line manager as soon as possible and within the same working day either the Customer Contact Centre for Peterborough Children's Services or Peterborough Adult Services. They will be able to offer support and advice on individual circumstances (see key contact numbers page 1)*

- 7.6 If the person referring the concern needs help in making a decision, they should speak with the Customer Contact Centre in Children's Social Care or Adult Social Care as appropriate. If no further action is considered necessary, the reasons why should be clearly documented and placed on file by the relevant Champion. Wherever possible, the adult at risk concerned and parents should be made aware of this record except where it would put the adult or child at further risk.
- 7.7 Any immediate risks to a child or adult at risk should be reported to Children's Social Care / Adult Social Care (as appropriate) or to the Police without delay.

## **8. Referral to Social Care**

- 8.1 It is the duty of every employee to ensure that if they have concerns relating to the safeguarding of a child or an adult at risk that they make a referral to the appropriate number at the front of this policy.
- 8.2 If the safeguarding concern relates to a member of Peterborough City Council staff, then this should be discussed with the Safeguarding Adults Strategic Manager or the Local Authority Designated Officer (LADO) in the first instance unless out of hours, in which case seek advice from the Emergency Duty Team. The Strategic Manager or LADO will then advise how best to proceed with the case. In all other cases a referral should be made to either Children's or Adults Contact Centre or the Emergency Duty Team if out of hours. Contact details can be found at the front of this policy.
- 8.3 The manager for the area from which the concern originated should support the worker in making the referral and be available to give advice and guidance, as necessary. Concerns must be reported to Children's Social Care or Adult Social Care on the same working day as they are identified.

- 8.4 If the line manager is unavailable (for example on annual leave) it is the responsibility of the person with the concern to make a referral the same working day and inform the line manager as appropriate when they return.
- 8.5 Referrals must **not** be delayed by uncertainty about whether or not to refer or whether or not another agency may have referred. It is better that the appropriate service receives several referrals for the same child or adult than not receive any.

**A referral must be made even if it is known that Children's Services or Adult Social Care are already involved with the child/family.**

## **9. Referral to the Emergency Services (999)**

- 9.1 Where there is a risk to the life of a child or adult at risk or a likelihood of serious harm, the immediate safety of the child or adult at risk is of paramount importance and may require contacting the Emergency Services in the first instance, as well as referring their concern to Children's Social Care or Adult Social Care.

## **10. Managing individuals who pose a risk of harm to children or to Adults at Risk**

- 10.1 The Children Act recognised that the identification and investigation of child abuse, together with the protection and support of victims and their families requires multi-agency collaboration. Equally, the 'No Secrets' guidance (2000) recognises that the safeguarding of adults at risk, together with the protection and support of victims and their families, also requires multi-agency collaboration.
- 10.2 The Multi-Agency Protection Arrangements (MAPPA) provides a national framework for the assessment and management of risks posed by serious and violent offenders and also those who are victims of domestic abuse, including young people experiencing domestic abuse between 16 and 18 years of age.
- 10.3 The Multi-Agency Risk Assessment Conference (MARAC) is a meeting where information is shared on the highest risk domestic abuse cases between representatives of the police, probation, health, children and adults safeguarding, housing practitioners, substance misuse services and other specialists from the statutory and voluntary sectors.

- 10.4 Please refer to the Peterborough Safeguarding Adults Board Policy and Multi-Agency Procedures or the **Peterborough Safeguarding Interagency Procedures** for further information. This protocol complements but does not replace existing children procedures and protocols.

## 11. Safer Staffing and DBS checks

- 11.1 Peterborough City Council has clear processes for recruitment that are available to all staff and managers on the [intranet site](#). The Peterborough Safeguarding Children Board sets out further guidance that has been signed up to by partner agencies in the Safe Employment Practice Guidance:
- 11.2 Key points to consider are DBS checks for staff working directly with children or adults at risk or who have frequent contact with children or adults at risk through your team. References must be taken up and checked in advance of them commencing with the organisation.

## 12. Managing allegations against an adult who works with children or young people

- 12.1 The PSCB has specific guidance on their website relating to management of allegations against an adult working with children or young people. In Peterborough, allegations against a member of staff or a volunteer organisation working with children and young people must be referred to the **Local Authority Designated Officer (LADO)**.
- 12.2 The procedures apply to situations when:
- There are suspicions or allegations of abuse by a person who works with children in either a paid or unpaid capacity - as a permanent, temporary or agency staff member, contract worker, consultant, volunteer, approved foster carer, child minder or approved adopter
  - It is discovered that an individual known to have been involved previously in child abuse, is or has been working with children

### Procedure

- 12.3 If there is an immediate or imminent risk of significant harm to a child or young person, you should contact the Children's Contact Centre, EDT or the Police and then speak to the Safeguarding Champion to inform them of the actions you have taken and follow this up in writing.
- 12.4 The LADO must be told, within the same working day, of all allegations that come to the employer's attention and appear to meet the criteria so

that s/he can consult or refer to the Police Designated Unit Manager and the relevant Children's Services Team Manager as appropriate in accordance with the PSCB policy on managing allegations against staff, carers and volunteers

## **13. Notifying the Disclosure and Barring Service**

- 13.1 As of the 1<sup>st</sup> December 2012 the Independent Safeguarding Authority transferred its functions to the newly created Disclosure and Barring Service (DBS). As a local authority there is a Statutory Duty to refer any relevant information to the DBS. Any consideration of referring an individual to the DBS should be discussed and agreed in consultation with the Children's or Adult Social Care team co-ordinating the Safeguarding process.
- 13.2 Please refer to the Home Office website detailed in the appendix 1 for further information.
- 13.3 Please also refer to the Corporate Human Resources webpage on Safeguarding and the Disclosure and Barring Service for further guidance. The web address can be found in appendix 1. of this document.

## **14. Confidentiality**

- 14.1 In line with data protection requirements, information about a child or an adult at risk or an allegation against a member of staff or volunteer must be restricted to those who have a need to know in order to:
- Protect children and adults at risk
  - Safeguard the rights of the person about whom the allegation has been made and others who might be affected
  - Facilitate enquiries
  - Avoid victimisation
  - Manage disciplinary / complaints aspects
- 14.2 You may be asked for further information in order to make any referrals. You should not discuss or share this information with anyone else within the organisation. Any paperwork you have generated should be stored securely.

## Appendix 1

### Guidance, Policy and Procedures

This Safeguarding Policy can be found on Insite.

<http://insite/Information%20Library2/InfoLibraryPages/CategoryDetails.aspx?CatID=696>

Peterborough City Safeguarding Adults Multi-Agency Policy and Procedures.

[http://www.peterborough.gov.uk/health\\_and\\_social\\_care/adult\\_social\\_care/safeguarding\\_adults.aspx](http://www.peterborough.gov.uk/health_and_social_care/adult_social_care/safeguarding_adults.aspx)

Confidential Reporting (Whistle-blowing) Policy and Procedure

<http://insite/sites/intranet/InformationLibrary/Files/Whistleblowing%20Policy.pdf>

### Websites

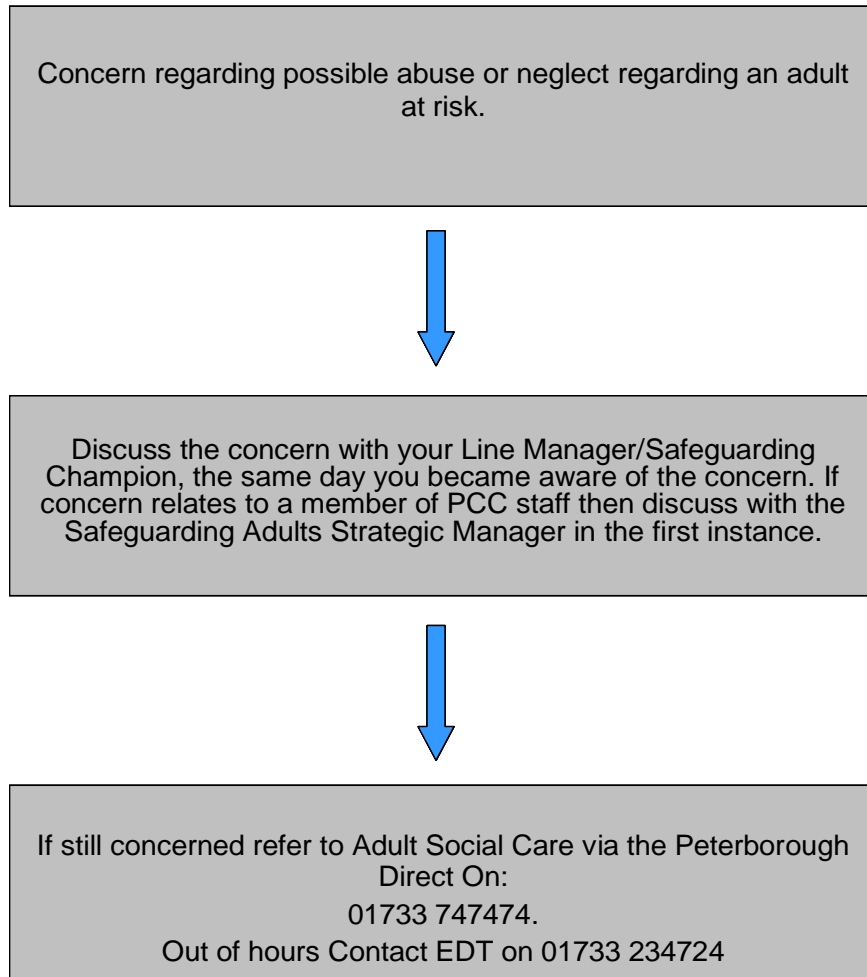
Disclosure and Barring Service (DBS)

<http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/>

PCC Corporate Human Resources webpage on Safeguarding, Disclosure and Barring.

<http://insite/Information%20Library2/InfoLibraryPages/CategoryDetails.aspx?CatID=346>

## Appendix 2





## Appendix 3

### WHAT TO DO if you are worried a child is being abused or neglected

