

APPENDIX A

FENLAND DISTRICT COUNCIL

Safeguarding Children, Young People and Adults at risk of harm policy

November 2023

Safeguarding is everyone's responsibility

Safeguarding – quick view procedure

Is the child, young person or adult at risk of immediate significant harm?

Yes

Call [999](tel:999)

No

Speak to Sarah Gove, Ash Godfrey, Dan Pearce or HR-atyourservice@fenland.gov.uk

Safeguarding concerns should be reported to the Cambridgeshire and Peterborough Safeguarding Board via the [online referral form](#).

Any safeguarding referrals should also be copied to HR-atyourservice@fenland.gov.uk

When allegations or concerns are expressed about a councillor, employee, volunteer or contractor – contact the Lead Safeguarding Officer (Head of Leisure). If an allegation involves a child or young person, the Lead Safeguarding Officer will also contact the Local Authority Designated Officer (LADO) for further advice.

If you are concerned that a person is at risk of radicalisation, you can get help for them by emailing Prevent@cambs.pnn.police.uk or calling [01480 422 596](tel:01480422596).
In an emergency call 999.

Contents

Policy: Safeguarding Children, Young People and Adults at risk of harm	1
Safeguarding – quick view procedure.....	2
1. Introduction	5
2. Purpose.....	5
3. What is safeguarding?	6
4. Key Legislation: Safeguarding of Children	7
5. Key Legislation: Safeguarding Adults at risk	8
6. Related legislation, policies and processes.....	8
6.1 Prevent.....	8
6.3 Domestic abuse	10
6.4 Related policies.....	10
7. Safeguarding structure.....	10
7.1 The Cambridgeshire and Peterborough Safeguarding Partnership Board ..	10
7.2 Relevant agencies.....	11
8. Roles and responsibilities	12
8.1 Council Safeguarding Lead	12
8.2 Heads of Service.....	12
8.3 Service Managers and Team Managers	12
8.4 Employees, councillors, agency staff and volunteers.....	12
9.1 Reporting concerns	13
9.3 Cause for Concern Cards	14
9.4 Receiving an allegation of abuse	15
9.5 Allegations involving staff, councillors, contractors or volunteers.....	16
9.6 Reporting Concerns about radicalisation	16
9.7 Monitoring and record keeping.....	16
10.Training.....	17
11. Recruitment	17

12. Equal opportunities	17
13. Information sharing	18
14. Photography, film and media	18
15. Considerations for specific Council functions	19
15.1 Hackney Carriage and Private Hire licensing	19
15.2 Housing Options Service.....	19
15.3 Grant applicants	20
Appendix.....	Error! Bookmark not defined.

1. Introduction

This policy applies to all staff, councillors, volunteers and contractors within the Council. The aim of this policy is to explain the Council's Safeguarding duty - the Council has a duty to protect the welfare of children, young people and vulnerable adults living in Fenland

All organisations that make provision for children and adults at risk must ensure that:

- The welfare of the child or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse. This applies regardless of, their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity.
- All suspicions and allegations of abuse and neglect are responded to swiftly and appropriately.

We take our responsibilities seriously and expect all staff, partners and contractors to share this commitment.

Safeguarding is **everyone's** responsibility.

2. Purpose

2.1 There are two main aims of this policy:

- To protect and promote the welfare of the children, young people and adults using or receiving services provided or commissioned by Fenland District Council.
- To support the Council, its officers, councillors, contractors and volunteers in fulfilling their statutory responsibilities.

Fenland District Council is not a Children's Services Authority. It is not the role of the Council to investigate allegations of abuse. However, all employees, councillors, volunteers and contracted service providers have a clear responsibility to take action when they suspect that a child, young person or adult at risk may be a victim of significant harm or abuse.

2.2 This policy demonstrates how the Council will meet its legal obligations. It explains:

- a) What the Council will do to protect and safeguard children, young people and adults at risk of harm
- b) How people can safely voice any concerns through an established procedure
- c) That the Council will deal with all reports of abuse or potential abuse in a serious and effective manner
- d) That Members, employees, volunteers and contractors receive appropriate training
- e) That robust 'safer' recruitment procedures are in place.

It should be noted that this policy is not a stand-alone document. It should be used in conjunction with the inter-agency procedures developed by the Cambridgeshire and Peterborough Safeguarding Partnership Board.

In addition, this policy also provides a framework to the Council's approach to all safeguarding matters. Additional Council policies exist and should be read in conjunction with this Safeguarding Policy. These include (but are not limited to), Domestic Abuse policies and HR Whistleblowing policy.

3. What is safeguarding?

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about working together to support children, young people and adults at risk of harm to make decisions about the risks they face in their own lives and protecting those who lack the capacity to make these decisions.

The legislation relating to the Safeguarding of Children is different from the legislation relating to the Safeguarding of Adults at risk of harm. This policy covers adults and children. For clarity, the legislation for each group is summarised separately.

4. Key Legislation: Safeguarding of Children

The key legislation underpinning the Safeguarding of children and young people is the Care Act 2014, Children and Social Work Act 2017 and Working Together to Safeguard Children 2018. All children from 0-18 years are covered by the legislation.

Working Together to Safeguard Children 2018 confirms that the 3 statutory safeguarding partners in relation to a local authority area are defined in the Children and Social Work Act 2017 as:

- Local Authority (Tier 1/ responsible for children's services). For Fenland this is Cambridgeshire County Council
- Clinical Commissioning Group
- Chief Officer of Police

The 3 statutory partners have a shared and equal duty to make arrangements to work together to safeguard and promote the welfare of all children in a local area.

The Care Act 2014 established the need to have a Safeguarding Partnership Board for children. The **Cambridgeshire and Peterborough Safeguarding Children Partnership Board** brings together a number of agencies across the county to ensure that there is a joined-up approach to safeguarding children and young people. Further information about the Board, including links to useful training and information, can be accessed here

<https://safeguardingcambspeterborough.org.uk/children-board>

The Cambridgeshire and Peterborough Safeguarding Children Partnership Board recognise the importance of the lived experience of the child. Further information and Practice guidance can be accessed here.

[Lived Experience of the Child Practice Guidance – Cambridgeshire and Peterborough Safeguarding Partnership Board](https://safeguardingcambspeterborough.org.uk)
(safeguardingcambspeterborough.org.uk)

5. Key Legislation: Safeguarding Adults at risk

Statutory requirements regarding the Safeguarding of Adults at Risk are set out in the Care Act 2014 and supporting statutory guidance.

The term 'Adult at Risk' is a short form of the phrase 'An adult at risk of abuse or neglect.' It refers to adults who may have safeguarding needs according to the Care Act (2014). An Adult at Risk (sometimes referred to as AAR) is an adult (someone aged 18 or older) who:

- a) Has needs for care and support (whether or not the authority is meeting any of those needs)
- b) Is experiencing, or is at risk of, abuse or neglect, and
- c) As a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Care Act 2014 established the need to have Safeguarding Adult Boards in each local authority area. The Act confirmed that the three statutory safeguarding partners should be;

- Local Authority (tier one authority)
- Chief Officer of Police
- Integrated Care Board.

The statutory guidance sets out the concept of Making Safeguarding Personal. This requires practitioners to find out about the lived experience of the adult.

<https://safeguardingcambspeterborough.org.uk/.../lived-experience-of-the-adult>

6. Related legislation, policies and processes

6.1 Prevent

CONTEST is the UK's counter terrorism strategy. It aims to reduce the risks from terrorism, so that people can go about their lives freely and with confidence. A key part of the CONTEST strategy is the Prevent Duty.

The Prevent Duty is set out in the Counter-Terrorism and Security Act 2015

The Duty requires Local Authorities, schools, colleges, universities, health bodies, prisons and probation and police to consider the need to safeguard individuals from being drawn into terrorism.

The Council must incorporate the Prevent duty into existing policies and procedures to fulfil its safeguarding responsibilities.

If you have concerns, call 999 or follow the link

<https://www.cambs.police.uk/advice/advice-and-information/t/prevent/prevent/>

The council is part of a Cambridgeshire-wide Prevent Plan.

6.2 Modern Slavery (including human trafficking)

This involves the recruitment, transportation, transfer, harbouring or receipt of people, who with the threat or use of force, coercion, abduction, abuse of power or deception, are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. This can occur either from one country to another or even within the same country, county or town. Some victims are forced to work in places like cannabis factories, nail bars, brothels and car washes. There is no typical victim, and some victims don't understand that they have been exploited and are entitled to help and support.

Under the Modern Slavery Act 2015 the Council has a statutory duty to report and provide notification to the National Crime Agency about any potential victims of modern slavery or trafficking that we encounter.

To report concerns about modern slavery (including human trafficking) call 08000 121 700 or click on the link <https://www.cambs.police.uk/modernslavery>

6.3 Domestic abuse

The Domestic Abuse Act became law in April 2021. The act introduced a statutory definition of domestic abuse for the first time and defines it as 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over, who are, or have been, intimate partners or family members regardless of gender or sexuality.' Children who witness domestic abuse are also viewed as victims of abuse.

Domestic abuse has a devastating effect on victims, their families and the wider community and cuts across all boundaries of social group, class, age, religion, sexuality, gender and lifestyle.

The Council is currently working towards Domestic Abuse Housing Accreditation (DAHA) and as a council has a Domestic Abuse Code of Practice for staff, which should be referred to for more detailed information.

6.4 Related policies

Other related policies include:

- Prevent Plan
- Modern Day Slavery Statement
- Domestic Abuse Code of Practice
- Human Resources (HR) policies, incl. Whistleblowing policy
- ASB policies, including the Community Trigger

7. Safeguarding structure

7.1 The Cambridgeshire and Peterborough Safeguarding Partnership Board

The Cambridgeshire and Peterborough Safeguarding Partnership Board consists of representatives from Cambridgeshire County Council, Peterborough City Council, Cambridgeshire Constabulary and the Cambridgeshire and Peterborough Clinical Commissioning Group. The Partnership Board is responsible for ensuring that children, young people and adults at risk of harm, neglect and exploitation across Cambridgeshire and Peterborough and receive the help and protection that they

need. This is a combined safeguarding structure which cover the 2 local authority areas and encompasses the safeguarding of both adults and children.

They agree on ways to co-ordinate their safeguarding services, act as a strategic leadership group in supporting and engaging others and implement local and national learning from serious child safeguarding incidents.

The Executive Safeguarding Partnership Board is the overarching countywide governance board which oversees the Cambridgeshire and Peterborough Safeguarding Children Partnership Board and the Cambridgeshire and Peterborough Safeguarding Adult Partnership Board.

The Safeguarding Partnership Board website is an important source of information for good practice and training. [Multi-Agency Safeguarding Training – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

7.2 Relevant agencies

Relevant agencies are organisations and agencies who are required to work with the statutory safeguarding partners to safeguard and promote the welfare of children, young people and vulnerable adults.

Fenland District Council is a relevant agency. This means the Council must:

- Fully engage with the Cambridgeshire and Peterborough safeguarding arrangements
- Ensure that the organisation works in accordance with the inter-agency safeguarding procedures
- Have appropriate robust safeguarding policies and procedures in place specifically relevant to the organisation
- Ensure that the workforce is appropriately skilled to recognise and respond to safeguarding matters.

8. Roles and responsibilities

8.1 Council Safeguarding Leads

The Council's Safeguarding Leads are Sarah Gove (sgove@fenland.gov.uk) Ash Godfrey (agodfrey@fenland.gov.uk) or Dan Pearce (dpearce@fenland.gov.uk) and the collective email address is HR-atyourservice@fenland.gov.uk. Any safeguarding allegations or concerns involving a member of staff should be reported to the Safeguarding Leads. If the allegation involves a child or young person, the Safeguarding Leads will contact The Integrated Front Door team or County Council Local Authority Designated Officer (LADO) for further advice and support as required.

8.2 Heads of Service

Heads of Service are responsible for ensuring that Service Managers, Team Managers and staff within their service areas are aware of the contents of this policy and the accompanying procedures, and that the Council's duties to safeguard and promote the welfare of children, young people and adults with needs for care and support are met and effectively discharged.

8.3 Service Managers and Team Managers

Service Managers and Team Managers are responsible for complying with the requirements of this policy and accompanying procedures and for the promotion of a staff culture which recognises the rights of children, young people and adults with needs for care and support and the Council's responsibility for their safety when receiving its services.

8.4 Employees, councillors, agency staff and volunteers

All employees, councillors, volunteers and agency staff are responsible for complying with the requirements of the Safeguarding Policy and Procedures. Staff should take all reasonable steps to ensure (within the context of their duties) that risks are minimised and that children, young and vulnerable people are protected, and their welfare promoted when using Council services.

8.5 Contractors

Contractors should have their own safeguarding policy or adopt the council's.

9. Reporting concerns and responding to allegations.

If you think a child or an adult is in immediate danger call 999.

9.1 Reporting concerns

All Members, employees and volunteers are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children, young people and adults. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. It is everyone's responsibility and safeguarding concerns should be reported to the Cambridgeshire and Peterborough Children or Adults services via the [online referral form](#).

In order to comply with auditing requirements, a copy of the referral should also be emailed to HR-atyourservice@fenland.gov.uk. However, this is for recording purposes only and the referral itself will be followed up via the Cambridgeshire and Peterborough Children or Adult services via the [online referral form](#).

9.2 Categories of abuse

Abuse is a form of maltreatment that can occur in several forms which are not mutually exclusive.

For children, types of abuse include:

- Physical
- Psychological
- Sexual
- Grooming
- Child sexual exploitation
- Female genital mutilation
- Online abuse and cyberbullying
- Child trafficking and modern slavery
- Domestic abuse
- Self-neglect

- Forced marriage

Further information is available on the Cambridgeshire and Peterborough Safeguarding Children Partnership Board website: [Child abuse – definitions and signs – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

Types of adult abuse include:

- Physical
- Sexual
- Psychological
- Discrimination
- Exploitation, modern day slavery and human trafficking
- Financial
- Organisational
- Domestic abuse
- Neglect and acts of omission
- Female genital mutilation

Further information is available on the Cambridgeshire and Peterborough Safeguarding Adults Partnership Board website. [Abuse and Neglect – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

Even for those experienced in working with child or adult abuse it is not always easy to recognise a situation where abuse may occur or already has taken place. Whilst it is accepted that staff are not experts at such recognition, all staff have a duty to act if they have any concerns. If they are unsure, then any concerns should be discussed with either a Designated Safeguarding Officer or the Lead Safeguarding Officer. The DSO will help advise if and how to complete a referral. A list of DSOs will be kept updated on the Council's intranet.

9.3 Cause for Concern Cards

In addition, for staff and contractors who work remotely with limited access to IT, a Cause for Concern Card can be completed (although it is still possible for a concern

to be raised directly with the safeguarding leads). Cause for Concern cards should be returned to one of the Council's Safeguarding leads. The Designated Safeguarding Lead that receives the card may contact you for further information and will decide whether a safeguarding referral should be made to the Cambridgeshire and Peterborough Safeguarding Board.

All Fenland District Council concern cards and safeguarding referrals must then be copied to HR-atyourservice@fenland.gov.uk

9.4 Receiving an allegation of abuse

When a child, young person or adult makes an allegation of abuse or bullying, you should:

- Stay calm and try to get another witness if it does not compromise the situation
- If the person making the allegation does not speak in English as their first language (including if they are a user of British Sign Language), consider whether communication may be aided by accessing the Council's Interpretation and Translation services. For more information on how to access this, please visit the [Language Services intranet page](#) or contact the Equality and Diversity Manager. If you believe the person is 'at risk' of immediate significant harm, which includes situations which any Member, employee or volunteer would reasonably believe requires the emergency services, then you must contact the relevant emergency service and notify the Safeguarding Officer, Line Manager or Head of Service
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence.
- Find an appropriate opportunity to explain it is likely that information will need to be shared with other responsible people, do not promise to keep secrets
- Only ask questions for clarification, the use of open questions, for example, what, where, when, who is advisable, do not ask leading questions (that suggest certain answers as this could compromise evidence)
- Reassure the child, young person adult at risk that they have done the right thing in telling you

- Tell them what you will do next and who you will inform
- Immediately report to and inform Sarah Gove, Ash Godfrey or Dan Pearce or HR-atyourservice@fenland.gov.uk, Line Manager or Head of Service (as appropriate and where possible).
- As soon as you can take a note of what was said, demeanour of the complainant and who was present when the complaint was made.

9.5 Allegations involving staff, councillors, contractors, or volunteers

If a concern or allegation relates to a staff member, councillor, contractor or volunteer, this must be reported to the Lead Safeguarding Officer. In addition, if the allegation or concern involves a child or young person, the Lead Safeguarding Officers will liaise with the County Council Local Authority Designated Officer (LADO) for further advice by emailing LADO@cambridgeshire.gov.uk.

9.6 Reporting Concerns about radicalisation

If you believe someone is at risk of radicalisation, you can help them get support and prevent them becoming involved in terrorism and potentially violent activities by raising your concerns via:

Email: Prevent@cambs.pnn.police.uk

Telephone: [01480 422 596](tel:01480422596)

Emergencies - If you suspect that someone is about to put themselves in danger by travelling to join a terrorist organisation or appears involved in plans to commit a criminal offence, please inform the police immediately by calling [999](tel:999).

9.7 Monitoring and record keeping

A record must be kept of all safeguarding concerns to comply with the Section 11 Audit requirements. Copies of all Cause for Concern cards and safeguarding referrals must be copied to HR-atyourservice@fenland.gov.uk

10. Training

The Council will take all reasonable steps to ensure that all staff, managers and elected members who are likely to come into contact with children and/or adults as a regular part of their job will be provided with appropriate training including:

- Induction
- Specific safeguarding training identified for relevant posts
- Corporate training such as Recruitment and Selection
- Specialist training such as PREVENT and Domestic Abuse awareness

All staff will be required to undergo awareness training on a regular basis.

All staff are issued with a copy of this policy as part of their induction and are required to read and confirm receipt of it.

Additional training resources and good practice information is available on the Cambridgeshire and Peterborough Safeguarding Partnership website. [Multi-Agency Safeguarding Training – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

11. Recruitment

Fenland District Council is committed to [safer recruitment procedures](#) set out by the Cambridgeshire and Peterborough Safeguarding Partnership Board.

It is the responsibility of the recruiting manager to undertake a risk assessment for the job description and person specification for those roles likely to involve regular and/or substantial unsupervised contact with children, young people or adults at risk before recruitment takes place. This will determine the safeguarding level of all roles and ensure that only appropriate individuals are selected to undertake DBS procedures.

12. Equal opportunities

As a council, we are committed to delivering services that narrow the gap in outcomes between disadvantaged groups and the wider community, and to ensuring

that protected groups are included and have their voices heard. We are also obliged to comply with the Equality Act 2010 and Public Sector Equality Duty. We believe that all people are entitled to be treated with dignity and respect and we are determined to ensure that both our employees and everyone entitled to use our services receives fair and equitable treatment.

13. Information sharing

The Cambridgeshire and Peterborough Information Sharing Framework ('the Framework') is a high-level agreement between a number of public organisations in Cambridgeshire and Peterborough. Its aim is to facilitate more effective data sharing across Cambridgeshire and Peterborough where this is needed to improve service delivery or to enable each organisation to respond quickly to customer needs. Wherever possible, you should seek consent and be open and honest with the individual from the outset as to why, whom and what information will be shared. You should seek consent where an individual may not expect their information to be passed on. There may be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent, or because to gain consent would put a child or young person's safety or well-being at risk. There may be incidents where a person lacks mental capacity to consent to information sharing. A best interests decision will need to be made as to whether disclosure should be made. Further information about information sharing can be found on the [Safeguarding Board website](#).

14. Photography, film and media

The Council will take appropriate action to protect children and young people from the inappropriate use of photographic images. Some photographs taken by or on behalf of the Council will be anonymous group shots in public places. Some photographs taken by or on behalf of the Council will feature images where people can be identified through their image. Wherever a photograph is taken, and a person is able to be identified through their image, the Council will obtain photo consent before using the image in any way. For those aged under 16 years old, photo consent from a parent or guardian will be required. It should be remembered that photographs can be used as a means of identifying children and young people,

especially when they are accompanied by personal information. For any event that the Council runs, the Council will communicate that a photographer will be in attendance. The Council will also ensure that, where people have a concern about their photograph being taken, they are able to raise this concern and to take reasonable steps to avoid being photographed and still participate in the given activity or event.

15. Considerations for specific Council functions

15.1 Hackney Carriage and Private Hire licensing

All new applicants for Hackney Carriage and Private Hire driver, proprietors of Hackney Carriage and Private Hire vehicle and Operator licenses will be required to pass a safeguarding course as approved by this Local Authority.

Where the Licensing Authority receives a complaint regarding the moral, physical, sexual harm or neglect of a child or vulnerable person as a consequence of the actions or inactions of a licence holder, the Licensing Service will liaise with Cambridgeshire County Council and the Police. Where necessary, they will revoke a licence, and if satisfied the driver is posing an immediate risk to public safety, the revocation will take effect immediately.

15.2 Housing Options Service

The Council's Housing Options service have a duty under Section 11 of the Children Act 2004. Any person working on behalf of the Council in these services, may become aware of conditions that could have or are having an adverse impact on children. Part 1 of the Housing Act 2004 sets out that authorities must take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions. Housing authorities have an important role to play in safeguarding vulnerable young people, including young people who are pregnant or leaving care or a secure establishment.

15.3 Grant applicants

As a minimum, all organisations receiving funding from the Council will be expected to have a safeguarding policy and procedure in place (or adopt the council's version), which is understood by employees and volunteers and available to service users, irrespective of how the grant has been awarded.