



East Cambridgeshire
District Council

Child and Adults at Risk Safeguarding Policy

October 2022

1. Introduction

Everyone has a responsibility for safeguarding children, young people and vulnerable adults living in East Cambridgeshire. Children, young people and vulnerable adults at risk also have a right to be safe in the services provided for them and the activities they choose to participate in.

This policy applies to all staff, councillors, volunteers and contractors within the Council.

East Cambridgeshire District Council (ECDC) is committed to delivering services that safeguard those who engage with them.

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 East Cambridgeshire District Council.
- To support the Council, its officers, councillors, contractors and volunteers in fulfilling their statutory responsibilities.

East Cambridgeshire 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.

This policy demonstrates how the Council will meet its legal obligations. It explains: What the Council will do to protect and safeguard children, young people and adults at risk of harm

- How people can safely voice any concerns through an established procedure
- That the Council will deal with all reports of abuse or potential abuse in a serious and effective manner
- That Members, employees, volunteers and contractors receive appropriate training
- 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 and relevant ECDC policies and procedures.

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 this responsibility seriously and expect all staff, partners and contractors to share this commitment.

This Policy sets out procedures for the safeguarding of children, young people and adults at risk and protecting them from abuse. ECDC will achieve this by:

- Promoting good practice that encourages a safe environment; protects all parties and avoids mistaken allegations of abuse
- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults
- Providing all Employees, Volunteers and Councillors who fall within ECDC's regulated activities* with instruction, training and information that will ensure that they:
 - are properly equipped to recognise abuse and mistreatment
 - know how to obtain advice from relevant professionals when necessary
 - are clear about how to record and report concerns
 - work in a way which will protect them, as far as possible, from accusations of abuse
- Ensure that all suspicions or allegations involving Employees, Volunteers and Councillors are dealt with effectively and efficiently and that appropriate disciplinary and appeals procedures are implemented
- Ensure Employees, Volunteers and Councillors who work with children, young people and vulnerable adults are subject to Disclosure and Barring Service (DBS) checks and/or a satisfactory disclosure prior to commencing such work.
- Require all contractors and, where appropriate, their employees to adopt and abide by the processes laid out in the Safeguarding Policy
- Review this policy at least once every three years or whenever there is a major change in organisation or in relevant legislation.

Safeguarding is **everyone's** responsibility.

Definition of Regulated Activity

Regulated activity relating to children

- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice / guidance on well-being, or drive a vehicle only for children;

- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly. There is statutory guidance about supervision of activity which would be regulated activity if unsupervised.

- (iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
- (iv) Registered childminding; and foster-carers.

Regulated activity relating to adults

The definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time.

This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities.

For more information please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

Categories include:

- (i) The provision to an adult of health care by, or under the direction or supervision of, a health care professional.
- (ii) The provision to an adult of relevant personal care.
- (iii) The provision by a social care worker of relevant social work to an adult who is a client or potential client.
- (iv) The provision of assistance in relation to general household matters to an adult who is in need of it by reason of age, illness or disability.
- (v) Any relevant assistance in the conduct of an adult's own affairs.
- (vi) The conveying by persons of a prescribed description in such circumstances as may be prescribed of adults who need to be conveyed by reason of age, illness or disability. Such activities –
 - Involving, or connected with, the provision of health care or relevant personal care to adults, and
 - Not falling within any of the above paragraphs and of a prescribed description.

Additional Information

First Aid

- When any person administering the first aid is doing so on behalf of an organisation established for the purpose of providing first aid (e.g. St John Ambulance Service), it is regulated activity.

- A worker employed for another purpose who volunteers, or is designated, to be that organisation's first aider is not in regulated activity.

2. What is Safeguarding?

The Children's Act 2004 (section 11), Childcare Act 2006, Safeguarding Vulnerable Groups Act 2006 and HM Governments 'Working Together to Safeguard Children 2015' (chapter 2, paragraph 4) place a duty on key statutory agencies to safeguard and promote the welfare of children, young people and vulnerable adults.

In practical terms this means that we have a responsibility to provide a safe environment for children and adults at risk in which their welfare is of paramount importance and in which they can achieve their potential.

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.

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 East Cambridgeshire 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 \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

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:

- Has needs for care and support (whether or not the authority is meeting any of those needs)
- Is experiencing, or is at risk of, abuse or neglect, and
- 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, and Clinical Commissioning Groups.

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>

3. Safeguarding Structure

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 receive the help and protection that they need.

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

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)

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.

East Cambridgeshire 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.

4. Roles and Responsibilities

Director Operations

The Director Operations is responsible for signing off the Section 11 Audit.

Lead Safeguarding Officer

The Council's Safeguarding Lead Officer is the Housing & Community Advice Manager.

The Lead Safeguarding Officer is to:

- Promote safeguarding within East Cambridgeshire District Council
- Ensure safeguarding policies are up to date in terms of current/ new legislation and good practice
- Ensure appropriate training is in place
- Monitoring reporting of safeguarding concerns and outcomes
- Review related safeguarding policies and procedures
- Assist the Director Operations in completing a Section 11 Audit

Any safeguarding allegations or concerns should be reported to the Safeguarding Lead Officer. If the allegation involves a child or young person, the Safeguarding Lead Officer must contact the County Council Local Authority Designated Officer (LADO) for further advice and support as required.

Designated Safeguarding Officer

The work of the Lead Safeguarding Officer is supported by Designated Safeguarding Officers (DSOs) across the Council. DSOs have been trained to support staff that have reported safeguarding concerns about a child, young person, or adult at risk of harm. Their role is to:

- Provide a point of contact for staff who want to discuss concerns about a child or adults at risk of harm
- Provide guidance for the referrer to seek advice from relevant agencies
- Take forward disclosures / referrals where the referrer is unable to do so
- Help monitor policy and procedures at a service level

Employees, Councillors, Agency Staff, Contract 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.

Reporting concerns and responding to allegations

5. Reporting Concerns

If you think a child or an adult with care and support needs is in immediate danger, phone [999](tel:999).

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 at risk. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. Safeguarding is everyone's responsibility and safeguarding concerns should be reported to the Cambridgeshire and Peterborough Safeguarding Board via the [online referral form](#).

In order to comply with auditing requirements, a copy of the referral should also be emailed to Safeguarding@eastcambs.gov.uk. However, this is for recording purposes only and the referral itself will be followed up via the Cambridgeshire and Peterborough Safeguarding Board via the [online referral form](#).

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 \(safeguardingcambspeterborough.org.uk\)](http://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 –](#)

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.

6. Receiving an allegation of abuse

When a child, young person or adult at risk 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.
- 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 Lead Safeguarding Officer or Designated Safeguarding Officer in their absence.
- 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 the Lead Safeguarding Officer or Designated Safeguarding Officer (as appropriate and where possible).

Making a referral if you are worried about a Child, young person or vulnerable adult:

- If information is obtained which raises concern of abuse, you should act immediately.
- If you think an individual is in immediate danger then you should phone the police on 999.

- Employees, Volunteers or Councillors need to log their concern about a child or young person's safety or a vulnerable adult using the form via the [online referral form](#).
- These forms should be completed with as much detail as possible and passed without delay to the LSO or in their absence their DSO.
- This process is available on the Council's Intranet

7. 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 Officer will liaise with the County Council Local Authority Designated Officer (LADO) for further advice by emailing LADO@cambridgeshire.gov.uk

8. 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. Monitoring and record keeping

A record must be kept of all safeguarding concerns to comply with the Section 11 Audit requirements. Copies of all safeguarding referrals must be copied to the Safeguarding@eastcambs.gov.uk. The Lead Safeguarding Officer and Designated Safeguarding Officers are responsible for monitoring the inbox and retaining a record of concerns.

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 at risk of harm as a regular part of their job will be provided with appropriate training including: Induction

- Service procedures
- Specific safeguarding training identified for relevant posts

- Supervision framework: 1 to1 meetings and team meetings

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)

The level of required training is in line with HM Government guidance and will be facilitated through the Council's Corporate Training Plan.

Group 1 – For Employees, Volunteers or Councillors who will work with children, young people and vulnerable adults, or who may come into contact with the public as a result of their role within ECDC. As stipulated in the Cambridgeshire and Peterborough Safeguarding Partnership Board, training will cover general safeguarding and the promotion of well-being issues together with this policy.

Group 2- Additional training for Designated Safeguarding Officers and ECDC Employees, Volunteers or Councillors who work directly with children, and as stipulated in the Cambs & Peterborough Safeguarding and Children's Board competencies will cover responsibilities of their roles and detailed consideration of the Safeguarding Policy.

Refresher training will take place every 2 years, or in the event of any significant change.

11. Recruitment

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.

In the event that a DBS check has not been returned prior to an employee's start date, the line manager must produce a risk assessment and ensure that no the individual does not work alone with children, young people and vulnerable adults.

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. As per the [Cambridgeshire Equality Pledge](#), 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 receive fair and equitable treatment. One way that we can do this is by ensuring that those who do not use English as a first

language (including if they are a user of British Sign Language) still have equal access to our services through the provision of Interpretation and Translation services. We are committed to working with our partners and communities to promote good relations and to combat prejudice, discrimination and harassment.

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. 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.

The Council is due to introduce the use of body cameras to improve the safety of frontline officers in particular roles. Detailed guidance and procedures about the use of body cameras and camera footage will be developed.

15. Hiring of facilities

Where facilities are let to external groups or events organised, which involve children, young people or adults at risk when parents/carers are not present, East Cambridgeshire District Council will include provision within its conditions of hire requiring:

- Agreement to work within the expectations of the Council's Safeguarding Policy unless the event organiser has its own policy in place
- A requirement that staff who will have significant, unsupervised involvement with children and young people over the course of the event have DBS checks appropriate for the role they are undertaking.
- It is a condition of hiring the premises that the facilities are not used for meetings or events which might promote extremism.

16. Housing & Community Advice Service

The Council's Housing & Community Advice Service has 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.

17. Procurement and contractors

Any contractor or sub-contractor engaged by the Council in areas where personnel are likely to come into contact with children, young people or vulnerable adults shall ensure that:

- These personnel have a valid enhanced disclosure check through the Disclosure and Barring service against both the adults barred list and the childrens barred list.
- That no personnel are permitted to work directly with children, young people or vulnerable adults until they have had a disclosure check and the contractor or sub-contractor has received and evaluated the results.
- Monitor the levels on an ongoing basis and validity of these checks with the personnel concerned

Where a disclosure check for personnel is invalid or deficient the contractor or sub-contractor, shall immediately remove that personnel from the provision of parts of the service requiring direct working with children, young people or vulnerable adults and advise the relevant Service Manager.

The supplier shall ensure that their personnel are suitably trained and have awareness of safeguarding and how to report any safeguarding concerns.

Where these requirements are relevant then these must form part of any service level agreement, contract or licence.