

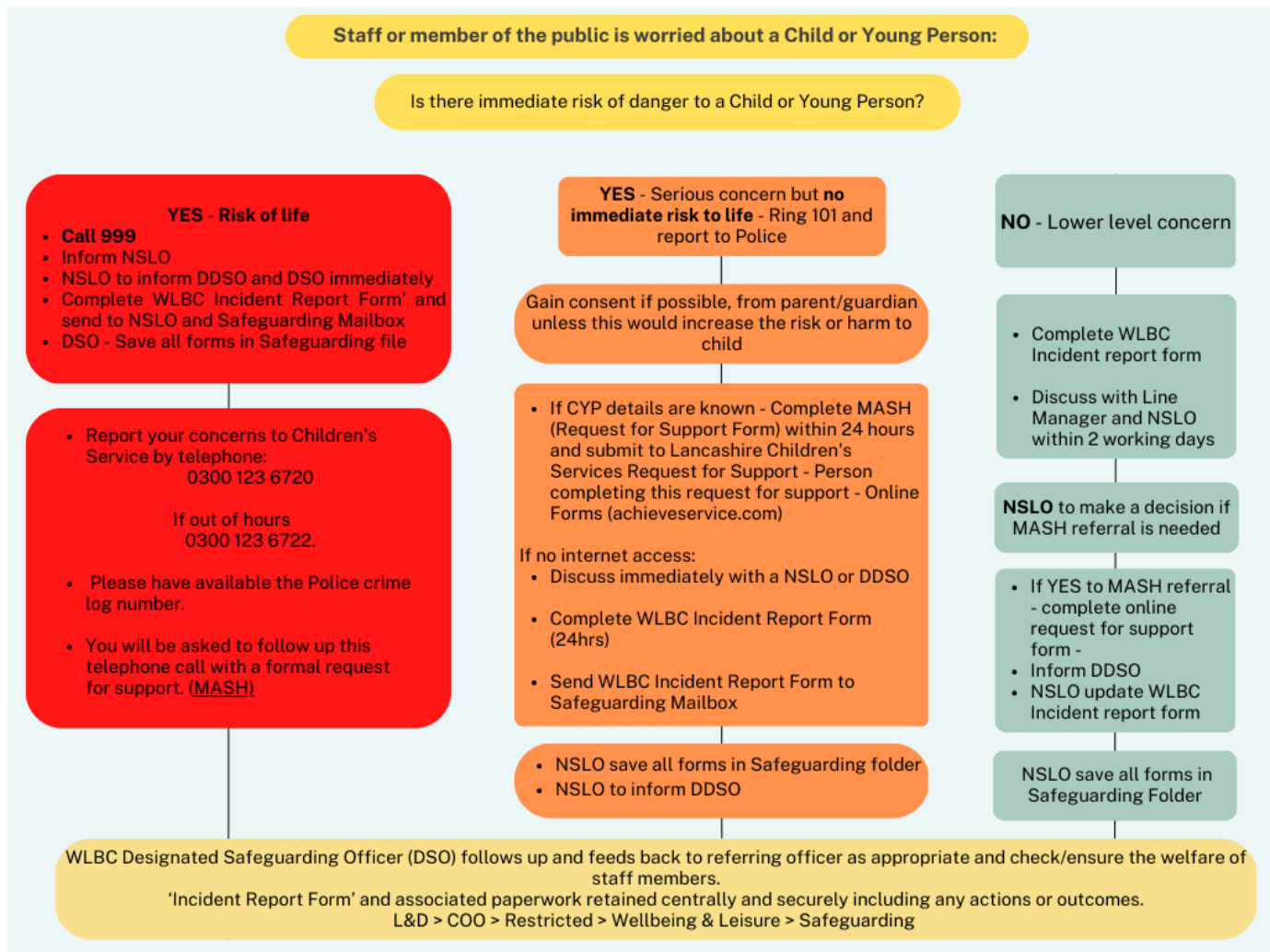


# Safeguarding Policy & Reporting Procedure 2023 - 2026

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**Taking Action – flowcharts**  
**Child or Young Adult**  
**[Definitions contained in Appendix D]**

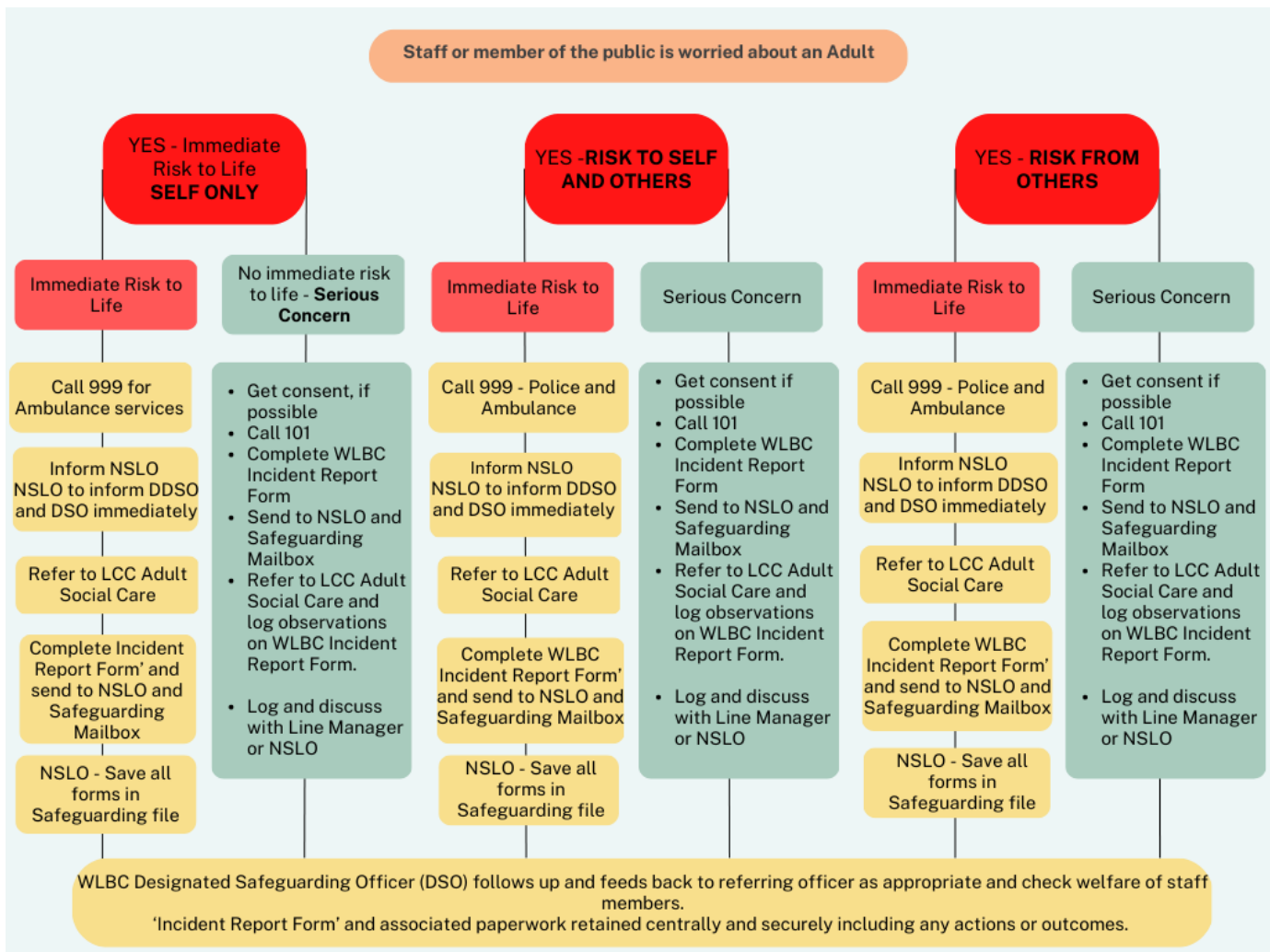


A separate incident reporting form is available on the intranet [\[insert link\]](#)

More information relating to how to report concerns can be found at:

[https://lancashire-self.achieveservice.com/service/Lancashire\\_Childrens\\_Services\\_Request\\_for\\_Support](https://lancashire-self.achieveservice.com/service/Lancashire_Childrens_Services_Request_for_Support)

**Adults**  
**[Definitions contained in Appendix D]**



A separate incident reporting form is available on the intranet [\[insert link\]](#)

More information relating to how to report concerns can be found at:

<https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/report-a-concern-about-an-adult/>

## **1.0 Introduction**

- 1.1 The welfare and safeguarding of children, young adults and adults is paramount and is always the primary concern of West Lancashire Borough Council (the Council). This Safeguarding Policy and Reporting Procedure reinforces that commitment and provides assurance that the Council will act in the best interests of the local community.
- 1.2 Safeguarding cannot be achieved by one organisation alone. The Council has strong and productive working relationships with its partners and will expect similar high standards for safeguarding in the delivery public services.
- 1.3 All children, young people and adults have the right to participate and be safe whatever their age, gender identity, marriage and civil partnership, pregnancy and maternity, sexual orientation, race, religion or belief, disability, culture or circumstance. This includes a right to protection from abuse, neglect and any form of exploitation.
- 1.4 This Policy aims to ensure a consistent approach to safeguarding across all Council services to embed related controls into the Council's everyday business. It provides guidance on how to deal with concerns relating to the safeguarding of vulnerable people and sets out the roles and responsibilities of all Council's representatives, for whom this Policy is mandatory.
- 1.5 This Policy came into force from XXXX 2023 and will last for three years. It will be reviewed by XXXX 2026.
- 1.6 The term "staff" or "employee" also relates to any person paid or unpaid working on behalf of the Council. The terms "Adult", "Young Adult" and/or "Child" is referred to as "vulnerable people/person", unless otherwise stated. All other definitions used in this Policy are provided at Appendix D.

### **Reporting concerns – everyone's responsibility**

- 1.7 It is not the role of the Council's staff and/or representatives to establish whether abuse is taking place or not, but it is everyone's responsibility to report any concerns over the welfare of vulnerable people at risk. This responsibility includes; spotting signs of abuse, reporting concerns and handling any allegations reported by members of the public.
- 1.8 As a rule, if something does not feel right, it may not be, and should be reported.

## **2.0 Policy Statement**

- 2.1 This Policy applies to all employees, elected Members, volunteers and everyone working on behalf of, or representing, the Council (referred to as Council representatives).
- 2.2 The Council will ensure that it complies with all relevant safeguarding legislation, data protection legislation and Government guidance. Accordingly, the Policy provides all Council representatives with a clear understanding of the issues around safeguarding including their responsibilities and what to do to report a safeguarding concern.
- 2.3 The Council will ensure that staff are trained to an appropriate level and encouraged to think of safeguarding as being their responsibility. The reporting of abuse and exploitation is encouraged, and all Council representatives must feel supported to do so.
- 2.4 Robust safeguarding procedures must be applied when entering into contracts and service level agreements. It is the responsibility of the Officer managing the agreement or contract to check that the organisation has appropriate safeguarding procedures in place and that their staff have relevant training and are Disclosure and Barring Service (DBS) checked where necessary. Such procedures should be the same [or equivalent] those in this Policy or the contractor agrees to following this Policy.
- 2.5 The Council is committed to the following principles and actions:
- The Council will ensure that a protective safeguarding culture is in place and will work collaboratively with partners to safeguard vulnerable people.
  - The Council will implement procedures to protect vulnerable people.
  - The Council will have a Designated Safeguarding Officer (DSO) and Deputy Safeguarding Officer(s).
  - That all Council representatives will be required to adopt and abide by this Policy and any other relevant procedures that are in place for specific job roles.
  - Basic safeguarding training is compulsory for all staff. Additional commensurate training is required for those holding higher risk roles and/or those with designated roles as detailed in Section 6.
  - The Council will ensure its representatives are routinely provided with relevant safeguarding information that is easily available and accessible.
  - The Council will have a safe recruitment and selection process, ensuring all relevant staff are DBS checked at the appropriate level. Where volunteers are being used for one-off events then a self-disclosure form will be required.
  - Council representatives have the responsibility to report safeguarding concerns and the Council will have a clear reporting process to follow.
  - The Council will take all safeguarding concerns seriously and will respond in a swift and appropriate manner.
  - Safeguarding concerns made against an employee will be dealt with appropriately following the Disciplinary Policy and Procedure.
  - This Policy will be reviewed every three years or whenever there is a

- major change in the organisation / relevant legislation or any other adopted standard of best practice.
- Within any safeguarding report or concern, confidentiality will be upheld in accordance with the current General Data Protection Regulation (GDPR) 2018.

### **Modern Slavery / Human Trafficking**

Within this Policy, the Council recognises that it has a responsibility to take a robust approach to slavery and human trafficking. It is absolutely committed to preventing slavery and human trafficking in its activities, and to ensuring that its supply chains are free from slavery and human trafficking.

By the nature of its services, the risk of slavery and/or human trafficking [in the delivery of these services] is low. However, the Council does understand that its operations run deep into the community in which it serves and as such its staff are well placed to recognise slavery and/or human trafficking in the wider community. This is directly addressed in this Policy but is directly linked to the Council's Modern Slavery Policy.

The Council's Procurement processes will address modern slavery risks, where relevant, and the Council will investigate any such instances with the same approach as detailed in this Policy. Accordingly, the following corporate documents are relevant:

- Whistleblowing policy
- Employee code of conduct
- Procurement Policy
- Recruitment/Agency policies

### **3.0 Roles and Responsibilities**

#### **Designated Safeguarding Officer (DSO)**

3.1 The Council has an appointed Strategic Safeguarding Lead who acts as the appointed Designated Safeguarding Officer. Paul Charlson, Head of Planning and Regulatory Services, undertakes this role. Alan Leicester, Head of Housing Services, will directly support the DSO and act in their absence.

#### **Deputy Designated Safeguarding Officers (DDSO)**

3.2 The Council's Senior Officers responsible for deputising for the DSO and for leading on aspects of the Policy relating to their normal area of work.

The Council's Deputy Designated Safeguarding Officers are:

- Alan Leicester – Lead on Council housing and residential accommodation
- Sharon Lewis – Lead on Safer Recruitment
- Lyndsey Key – Lead on Licensing
- Cliff Owens – Lead on Prevent / Community Safety
- Kathryn Moffitt – Lead on Leisure / Wellbeing

#### **Nominated Lead Safeguarding Officers (NLSO)**

3.3 These Officers act as a first point of contact for other Council employees and advise on safeguarding issues:

3.4

- Lol Aitchison – Planning & Building Control Services
- Emma Davies - Leisure & Wellbeing
- Kay Lovelady - Legal and Democratic Services
- Paul Waring - Housing Services
- Kathy Sephton – Environmental Services
- Christina Docherty – Customer Services
- Sue Wright – Property Services

3.5 The responsibilities of the above roles are contained within Appendix A. Contact details for the above Officers is contained in Appendix B.

#### **CMT / Managers**

3.6 Will:

- Make sure that all their staff are aware of and understand the importance of this Policy and related guidance.
- Arrange any compulsory training for their staff and maintain a log of this training, [where corporate training systems do not].
- Make sure that any contractors, agents or other representatives who will be engaged to undertake duties on behalf of the Council involving contact with vulnerable people understand and comply with this Policy.
- Ensure that safe working practices are in place for their staff and ensure that any staff without appropriate DBS clearance are never placed in a situation where they have significant and/or unsupervised access to vulnerable people and take all practicable steps to avoid any avoidable sole contact with vulnerable people by any of their staff.
- Work with HR to ensure that all staff are compliant with the Council's provisions relating to DBS Disclosure. This includes assessing whether new positions or changes to job descriptions will require DBS disclosure.



### **Monitoring Officer**

3.7 Has responsibility for receiving safeguarding concerns and allegations made against Elected Members. The Monitoring Officer, in liaison with the DSO and Chief Operating Officer, will determine the most appropriate course of action.

The Council's Monitoring Officer is:  
Kay Lovelady – Head of Legal & Democratic Services

### **Human Resources and Organisational Development Manager**

3.8 Is responsible to:

- Ensure DBS checks and references that refer to the candidates' suitability to work with vulnerable people are taken up for all appropriate posts as part of the recruitment and selection processes.
- Include appropriate training in the corporate learning and development programme and ensure that Safeguarding training is available for Line Managers to include as part of the induction programme, for all new staff who are appointed to posts which required enhanced DBS clearances.
- Ensure that details of DBS checks (record of date and reference number) and any details of child protection and vulnerable adults, substantiated allegations directly about our staff / representatives are kept securely and uphold confidentiality in line with best practice and relevant legislation.
- Maintain a record of all staff that have completed a DBS check and are considered suitable for work involving substantial and/or unsupervised access to vulnerable people.

The Council's Human Resources and Organisational Development Manager is Sharon Lewis.

### **All Staff and Councillors**

3.9 Are responsible to: -

- Be aware of this Policy and should commit themselves to safeguarding vulnerable people.
- Undertake appropriate safeguarding training as defined in this Policy.
- Not begin any unsupervised activity involving substantial and/or unsupervised access to vulnerable people prior to receiving a satisfactory enhanced DBS clearance.
- Comply with this Policy's guidance on best practice, appropriate and inappropriate behaviour for staff working with/or in charge of vulnerable people.
- [For anyone with a specific role that is directly related to safeguarding (i.e., leisure centre staff)] to comply with any additional safeguarding controls that are specific to a role and/or work activity.
- Understand the Council's procedures for reporting concerns and know who their NLSO is.
- Act on any suspected or potential case of vulnerable person's abuse. In line with the existing 'Whistle Blowing' Policy, the Council will support anyone who, in good faith, reports their concerns that a vulnerable person is being abused or is at risk of abuse, even if those concerns prove to be unfounded.
- Challenge poor practice as appropriate.

## 4.0 Recognising Abuse

### Facts about abuse

- 4.1 Vulnerable people of all ages may be abused. The abuser may be a family member, or they may be someone the person encounters within the community, including during sports and leisure activities. Abusers can be found in all areas of society, and from any professional, racial and religious background.
- 4.2 Contrary to the popular image, abusers often appear kind, concerned and caring towards children and vulnerable adults. But this is deliberate – by forming close relationships, abusers can build their trust and help prevent adult suspicion. Often an abused child and vulnerable adult will suffer more than one type of abuse at the same time. For example, parents who physically abuse their children may also be neglectful.
- 4.3 Recognising abuse is not easy. It is not the responsibility of Council representatives to decide whether abuse has taken place or if a vulnerable person is at significant risk.
- 4.4 However, Council representatives do have a responsibility to act on any concerns by reporting any suspicions to your line manager and NLSO. If there is a risk to life or immediate harm contact the Police.
- 4.5 A list of relevant legislation and guidance is provided at Appendix C.

### Understanding abuse against adults

- 4.6 Abuse is defined within Government guidance (Care Act 2014). There are several types of abuse that can intend harm or create risk against vulnerable adults:
- **Physical Abuse**  
*Physical abuse includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. Physical abuse signs can include injuries that cannot be explained in the context of the person's lifestyle, multiple injuries including bruises, welts, cuts and burns.*
  - **Neglect and Acts of Omission**  
*Neglect and acts of omission includes ignoring medical or physical care needs, failing to provide access to appropriate health, social care or educational services, withholding the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.*
  - **Financial or Material Abuse**  
*Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.*

- **Modern Slavery**  
*Modern slavery includes slavery, human trafficking, forced labour or domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.*
- **Sexual Abuse**  
*Sexual abuse such as; rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.*
- **Radicalisation**  
*Radicalisation is a psychological process where a vulnerable and/or susceptible person is groomed to engage into criminal, terrorist activity. Radicalisation is the action or process of causing someone to adopt radical positions on political or social issues.*
- **Domestic Violence**  
*Domestic violence includes an incident or incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. (It can include psychological, physical, sexual, financial or emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage).*
- **Psychological Abuse**  
*Psychological abuse such as; emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or withdrawal from services or supportive networks. Although emotional abuse does not leave physical marks it can be extremely damaging to the victim.*
- **Self-Neglect**  
*Self-neglect occurs where the extent of the behaviour endangers their own health, safety or wellbeing. This includes a wide range of behaviour such as neglecting to care for one's personal hygiene, health or surroundings and can include behaviour such as hoarding.*
- **Discrimination**  
*Discrimination includes racism, sexism or acts based on a person's disability, age or sexual orientation or religion. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.*
- **Organisational Abuse**  
*Organisational abuse can occur when the needs of a person are overridden by the needs of the institution. Examples include lack of staff supervision and management support, poor nutrition and hydration of service users, lack of respect shown to service users and lack of privacy.*

## Understanding Abuse against Children and Young Adults

4.7 Defined within Government guidance (Working Together to Safeguard Children 2018). There are four types of child abuse that should be safeguarded against:

- **Physical Abuse**  
*Physical abuse may involve hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.*
- **Emotional Abuse**  
*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 only valued if they meet the needs of another person. It may include not giving a child the opportunity 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 participation in normal social interactions. It may involve seeing or hearing ill-treatment of another. It may involve serious bullying, 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.*
- **Neglect and Acts of Omission**  
*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 because 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 caregivers).*
  - *Ensure access to appropriate medical care or treatment.*
  - *It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.*
- **Sexual Abuse, Child Sexual Exploitation (CSE):**  
*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, 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.*

- 4.8 Other examples of abuse:
- Sexually exploited children.
  - Child victim of trafficking.
  - Child criminal exploitation.
  - Female genital mutilation.
  - Forced marriage and honour based violence.
  - Child abuse linked to 'spirit possession'.
  - Radicalisation.
  - Grooming for sexual/criminal activities.

### **Signs and indicators of abuse**

4.9 Sometimes a vulnerable person who is being abused may show some of the following signs:

- A change in their general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- He or she appears distrustful of a particular adult, or a parent/carer/guardian or a coach with whom you would expect there to be a close relationship.
- He or she may describe receiving attention from an adult that suggests they are being 'groomed' for future abuse.
- He or she is not able to form close friendships.
- The vulnerable person refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- The child shows inappropriate sexual awareness or behaviour for their age.
- The vulnerable person has unexplained injuries such as bruising, bites or burns – particularly if these are on a part of the body where you would not expect them.
- The vulnerable person has an injury which is not explained satisfactorily or properly treated.
- Deterioration in the vulnerable person's physical appearance or a rapid weight gain or loss.
- Pains, itching, bruising, or bleeding in or near the genital area.
- Unexplained disappearances or suddenly having unexplained gifts such as mobile phones, new clothes, money.

4.10 Concern does not necessarily need to be related to a single specific incident. It may also arise from the accumulation of minor concerns. Every vulnerable person is unique, and it is difficult to predict how their behaviour will change because of their experience of abuse.

4.11 It is important to remember that these signs do not always mean that a vulnerable person is being abused – there may be other explanations. But if you think that the person may be being abused, it is important that you discuss your concerns with your Line Manager or NLSO.

### **Warning Signs: Behaviours Common to Abusers**

4.12 Those who represent a threat of sexual abuse to children and vulnerable adults are often skilled at avoiding detection. The following list of warning signs should help Council representatives in their role of exercising vigilance to safeguarding and may alert them to the possibility that someone's intentions towards children and vulnerable adults are suspicious.

4.13 Council representatives should look out for those who:

- Display inappropriate behaviour, or talk inappropriately, to vulnerable people.
- Avoid co-working or supervision of their work with vulnerable people.
- Seek out opportunities to spend time with individuals or with small groups on a regular basis, particularly vulnerable people, e.g., those who may be disabled.
- Encourage secretiveness about their activities with vulnerable people.
- Pay an unusual amount of attention to individuals or groups and particularly the provision of presents, money or favours to vulnerable people.
- Takes a vulnerable person or a small group of vulnerable people to their own home.
- Are vague about previous employment or gaps in their employment history.

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## 5.0 What to do and who to tell

- 5.1 Early sharing of information is the key to providing an effective response where there are emerging concerns. Council representatives must not assume that someone else will pass the information on.
- 5.2 You may become aware of possible abuse in various ways:
- see the abuse happening or receive a direct disclosure of abuse.
  - suspect or have concerns because of signs such as those listed in Section 4.
  - have concerns reported to you by another party.
- 5.3 If a vulnerable person indicates that he/she is being abused, or information is obtained which raises concern of abuse, you should act immediately irrespective of whether they are in receipt of services from the Council.
- 5.4 It is important that if a vulnerable person discloses abuse or neglect to you, you must:
- Stay calm and listen carefully.
  - Respond sensitively, providing reassurance and taking the matter seriously.
  - Let the vulnerable person know that you cannot 'keep a secret' and must disclose any evidence of abuse or neglect.
  - If the vulnerable person is in serious threat you must dial 999. You must also inform your line manager and NLSO without delay.
- 5.5 If the vulnerable person is not in serious threat you must discuss the matter with either your line manager and/or relevant NLSO. The NLSO must then make a referral to the relevant agency. **The referral process is detailed within the "Taking Action – flowcharts" section of this Policy. This information is also available on the intranet.**
- 5.6 A shared email inbox is operated so that any reported matters can be held centrally and brought to the attention of DDSOs and the DSO. NLSOs should provide copies of their actions to this inbox [safeguarding@westlancs.gov.uk](mailto:safeguarding@westlancs.gov.uk)
- 5.7 Links to Trauma Informed Practice are helpful and are provided through separate staff training.

### Approach by a potential abuser following referral

- 5.8 Should a member of staff be approached by someone who has been identified as a potential abuser, the staff member should not comment on the case but contact the NLSO as soon as possible. If the representative believes that such an approach now means that the child or vulnerable adult may be in immediate danger of harm, they should personally contact the Police ensuring that the NLSO is made aware at the earliest opportunity. (The Police will automatically inform LCC Services). Maintain surveillance of the individual if possible. A record should be made of the name and title of the Police Officer to whom the concerns were passed together with the time and date of the call in case any follow up is needed.

## **Confidentiality and information sharing**

- 5.9 The legal principle that the welfare of the individual is paramount may mean that usual considerations of confidentiality which would apply in other situations, should not be allowed to override the Council's exercising of a duty of care and the protection of children and vulnerable adults from harm. However, every effort shall be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.
- 5.10 This could include sharing certain information with the following parties to safeguard children and vulnerable adults:
- Statutory protection agencies: LCC Children and Adult Services or the Police.
  - DSO and Head of HR & OD, Monitoring Officer.
  - The parents of the person who is alleged to have been abused (only following advice from LCC Children and Adult Services).
  - The person making the allegation. (Feedback will only be provided if appropriate).
  - OFSTED in the case of a child or young person making a disclosure regarding a staff member of an OFSTED registered facility.
  - The alleged abuser and parents - if the alleged abuser is a vulnerable person. (Following advice from LCC Children and Adult Services).
- 5.11 Information shall be stored in a secure location on the G drive known to the DSO, DDSOs and NLSOs; relevant measures will be taken to ensure confidentiality when sharing information to ensure the protection of vulnerable people. If information is shared with other agencies, a secure method of transfer will be used.

## **Approaches from the press regarding a safeguarding incident**

- 5.12 Should a Council representative be approached by a member of the press in relation to a safeguarding incident or ongoing investigation relating to a Council representative, they should not make any comment but should refer the member of the press to the Council's Communications team or the DSO or DDSO, details of which are contained in Appendix B or on the intranet.



## 6.0 Recruitment and Training

### Recruitment

- 6.1 The Council will take all reasonable steps to ensure that unsuitable people are prevented from working with vulnerable people in the services it provides. This procedure extends to people who are working on behalf of the Council as well as employees; including all permanent and temporary employees, agency workers, volunteers and casual staff.
- 6.2 The Council will ensure that practices and standards are consistent across all services in the recruitment and selection of staff/volunteers that will be working/having access to vulnerable people. Following the requirements within the Protection of Freedoms Act 2012, the People and Policy Team will:
- Assess all posts to identify which posts will undertake regulated activity. Managers/Heads of Service will be notified as appropriate.
  - Explicit the need for a DBS Clearance Check on all advertising of regulated posts.
  - Complete and refresh DBS Clearance Checks as appropriate.

### Training

- 6.3 Compulsory training will be provided as follows:

Role	Safeguarding training
All staff	Level 1 (E-Learning)
Staff with greater contact with vulnerable people	Level 2
DSO and DDSOs	Level 3 - Designated Safeguarding Officer training
Councillors	Basic safeguarding training offered through the 'Member Training Programme'
Line Managers of Staff with Greater Contact with Vulnerable People	Safer Recruitment

- 6.4 Refresher training for the above will be completed every two years or following a significant change to legislation or significant incident. Efforts will be made to deliver training in a format suitable for relevant operational staff.

## **7.0 Safeguarding allegations against Staff, Councillors, Third Parties or Volunteers**

7.1 If an allegation of abuse or neglect is made against staff, Councillors, Third Parties or volunteers are serious and so the DSO must be informed immediately, and considerations will be given to suspending the employee from work or moving them to an alternative duty not involving contact with a vulnerable person.

### **Allegations concerning the Safeguarding of Adults**

7.2 Relevant allegations of harm or inappropriate behaviour made against staff, Councillors, Third Parties or volunteers, must be dealt with by the Local Authority Designated Officer (LADO), who has been appointed by the Lancashire Safeguarding Adult Board.

7.3 You can contact the LADO by either calling 01772 536 694  
Or, by emailing LADO.Admin@lancashire.gov.uk.

### **Allegations concerning the Safeguarding of Young Adults and Children**

7.4 Allegations of harm or inappropriate behaviour made against staff, Councillor, Third Party or volunteer must be dealt with by Lancashire County Council Social Care Services, who will appoint of a professional person.

7.5 Both the LADO and Lancashire County Council Social Care Services appointed professional will:

- Manage and provide oversight of individual cases.
- Provide advice and guidance to employers and voluntary organisations.
- Liaise with the Police and other agencies.
- Monitor the progression of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

### **Guidance for staff, Councillors, Third Parties or volunteers on dealing with an allegation**

7.6 If someone makes an allegation against yourself, staff, Councillor, Third Party or volunteer:

- Do NOT investigate the allegation but speak to your line manager or the DSO.
- The DSO will contact either the LADO or Lancashire County Council Social Care Services directly at the earliest available opportunity.
- LADO or the Lancashire County Council Social Care Services will advise the DSO on the correct course of action.

7.7 Suspension of staff is not automatic, and neither is an assumption of guilt. Each situation will need to be dealt with in a robust and sensitive manner.

7.8 If you have concerns about your line manager, the DSO or another officer's ability to deal with a safeguarding concern, please refer to the council's Whistle Blowing Policy.

## **8.0 Partners, Community & Voluntary Sector Organisations & Contractors**

### **Partners, Community and Voluntary Sector Organisations**

8.1 Where services are undertaken by partners on the behalf of the Council or the Council fund voluntary or community organisations, whose work will involve access to vulnerable people through, for example, the provision of grants, the Council will seek assurance that such bodies either have their own Safeguarding Policy in place or have accepted those of the Council. In the case of organisations receiving significant funding provision from the Council to deliver services for vulnerable people, the receipt of such assurances will be a prerequisite for funding and form part of the application process if appropriate.

### **Contractors**

8.2 Any contractor or sub-contractor, engaged by the Council in areas where workers may have substantial and/or unsupervised access to vulnerable people should ensure that their procedures are in accordance with this Policy. Contractors will be responsible for ensuring that workers with substantial and/or unsupervised access to vulnerable people are subject to the necessary DBS disclosure. This includes sub-contracted workers employed through agencies.

8.3 Early engagement with the Council's Procurement Team is essential to ensure that any safeguarding controls form part of the tender specification. Mangers can contact the Procurement Team via [procurementinstructions@westlancs.gov.uk](mailto:procurementinstructions@westlancs.gov.uk)

### **Users/Hires of Council Assets**

8.4 Part of the terms and conditions for hirers or lease holders of Council managed or owned Community Centres or other Council buildings for events / activities aimed at vulnerable people must include a requirement to comply with this Policy or have one of their own that meets the same standards.

### **Licensing and Related Regulation**

8.5 The Council has regulatory responsibilities that directly relate to safeguarding. Much of these relate to the Council's licensing functions that ensure those individuals that hold a licence are 'safe and suitable' to undertake the work the licence permits. The most significant of these are the licensing of taxis and drivers, but the Council undertakes similar functions relating to street trading, gambling and alcohol sales.

8.6 The Council maintains detailed policies which describe how these licensing duties are put into practice, including related enforcement. These policies can be found at [www.westlancs.gov.uk/licensing](http://www.westlancs.gov.uk/licensing)

**9.0 Further Enquiries and Policy Review**

9.1 This policy shall be reviewed every three years.

9.2 All further enquiries regarding this Policy should be directed to:

Paul Charlson  
Head of Planning and Regulatory Services  
West Lancashire Borough Council, Robert Hodge Centre, Stanley Way,  
Skelmersdale, West Lancashire WN8 8EE  
Tel: 01695 585246

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## **Appendix A: Roles and Responsibilities of Designated Officers**

### **Designated Safeguarding Officer (DSO)**

This role has overall safeguarding responsibility, namely:

- Reporting incidents and seeking advice from the relevant agencies (Police/ LCC Children or Adults Services) within 24 hours of receipt of an Incident Reporting Form
- Liaising with all Service areas to maintain and update the Council's Safeguarding Policy at a minimum of once every three years.
- Keeping an up-to-date knowledge and understanding of the area of child or vulnerable adult protection. This will include attending relevant identified training.
- Acting as a first point of contact for the Council on safeguarding issues, both internally, for members of the public and other external contacts.
- Ensuring all relevant information is communicated to the DDSOs and the NLSOs where applicable. Regular meetings will be co-ordinated by the DSO, in order that experiences be shared, updates be given, and issues be raised and dealt with as appropriate.
- Providing guidance on relevant matters to DDSOs and NLSOs as and where necessary.
- Representing the Council on local safeguarding groups.
- Promoting safeguarding throughout the Council in conjunction with Corporate Management Team. For example, publicising new editions of the Policy.
- Delegating responsibilities as and when this proves necessary.
- Receiving and acting upon any reports or incidents of suspected or actual abuse.
- Storing information in a secure place with limited access by designated people and taking relevant measures to ensure confidentiality and security when sharing information.
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).

### **Deputy Designated Safeguarding Officers (DDSO's)**

To directly and actively support the DSO to deliver their role as outlined above. The persons in these roles are responsible for:

- Supporting and Deputising for the DSO as appropriate, or as delegated by the DSO, and undertaking any necessary actions [detailed above] in their absence.
- Receiving reports or incidents of suspected or actual abuse in liaison with the DSO where necessary and according to this Policy.

## **Nominated Lead Safeguarding Officers (NLSO's)**

To act as the main contact for safeguarding for their relevant service area. The persons in these roles are responsible for:

- Being the first point of contact for staff within the relevant Service area who have any safeguarding concerns.
- Reporting the incident / seeking advice from the relevant agencies within 24 hours of receipt of an Incident Reporting Form.
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).
- Ensuring that staff in their service are familiar with the Policy.
- Passing on records and reports of any incidents of suspected or actual abuse to the DSO / DDSO for secure storage.
- Providing guidance on any other relevant matters to staff in their service.

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## Appendix B: Contacts

<b>Designated Safeguarding Officer (DSO):</b>		
Paul Charlson	Head Planning and Regulatory Services	01695 585246
<b>DSO in absence of nominated DSO:</b>		
Alan Leicester	Head of Housing Services	01695 585425
<b>Deputy Designated Safeguarding Officers (DDSO):</b>		
Clifford Owens	Community Safety Officer	01695 585394
Sharon Lewis	Head of Human Resources & Organisational Development	01695 585027
Lyndsey Key	Environmental Health Manager	01695 583236
Kathryn Moffitt	Community and Wellbeing Manager	01695 585027
<b>Nominated Lead Safeguarding Officers (NLSO):</b>		
Emma Davies	Partnership Officer	01695 585145
Kay Lovelady	Head of Legal and Democratic Services (and Monitoring Officer)	01695 585075
Paul Waring	Senior Housing Officer	01695 585217
Lol Aitchison	Building Control Manager	01695 585188
Kathy Sephton	Head of Environmental Services	01695 585211
Christina Docherty	Customer Contact Centre Manager	01695 585095
Sue Wright	Facilities Manager – Property Services	01695 585023
<b>External Contacts:</b>		
Police	Non-Emergency Contact	101
	Emergency Contact (if a child or vulnerable adult is in danger)	999
	General	0845 1253545

## Appendix C: Relevant Legislation/Guidance

### **Working Together to Safeguard Children (2006, 2013 & 2015)**

A guide to inter-agency working to safeguard and promote the welfare of children. The Department for Education published an updated version of the key statutory guidance for anyone working with children in England in March 2015. It sets out how organisations and individuals should work together and how practitioners should conduct the assessment of children, with the key message that safeguarding is everyone's responsibility. The latest guidance updates the previous version published in 2013 and does include changes:

- Referral of allegations against those who work with children
- Clarification requirements on local authorities to notify serious incidents
- A definition of serious harm for the purposes of serious case reviews.

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/legislation-policy-guidance/>

### **Children and Families Act 2014**

Introduced several reforms including:

- Encourages 'fostering for adoption' which allows approved adopters to foster children while they wait for court approval to adopt
- Introduces a 26 week time limit for the courts to decide whether a child should be taken into care. In some cases, this limit is extended to 8 weeks
- 'Staying put' arrangements which allow children in care to stay with their foster families until the age of 21 years with both parties' agreement.
- Introduces a single assessment process and an Education, Health and Care (EHC) plan to support children, young people and their families from birth to 25 years which replaces Statements of Special Educational Need.

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

### **The Children Act 2004**

The Children Act 2004 strengthens the 1989 Act. It puts into practice the proposals set out in the Green Paper Every Child Matters (2003) and places a duty on key statutory agencies to safeguard and promote the welfare of children.

The Act embodies five principles that are key to well-being in children and young people and later life:

- Being healthy • Staying safe • Enjoying and achieving • Making a positive contribution
- Achieving economic wellbeing

The Council has a responsibility to provide a safe environment for children and young people in which their welfare is of paramount importance.

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/legislation-policy-guidance/>



### **Care Act 2014**

The Care Act 2014 replaces a host of out-of-date care laws. The legislation sets out how people's care and support needs should be met and introduces the right to an assessment for anyone, including carers and self-funders, in need of support.

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

### **The Protection of Children Act 1999**

Creates a framework operating across the different sectors that work with children to identify those considered unsuitable to work with children. Includes listing their names on the POCA list and the (former) education List 99.

<http://lx.iriss.org.uk/content/protection-children-act-1999-practical-guide-act-all-organisations-working-children>

### **The Children Act 1989 (England and Wales)**

The act that currently provides the legislative framework for child protection in England. Key principles established by the Act include:

- The paramount nature of the child's welfare
- The expectations and requirements around duties of care to children

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

### **Prevent Duty Guidance 2015**

Guidance for specified authorities in England and Wales on the duty in the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people (including children and young people) from being drawn into terrorism.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

### **Criminal Justice and Court Services Act 2000 & 2015**

Provides a comprehensive definition of working with children. Refers to the responsibility of public bodies to prevent unsuitable people from working with children and provides criminal sanctions for those who breach the disqualification.

<http://services.parliament.uk/bills/2014-15/criminaljusticeandcourts.html>

### **Protection of Freedoms Act 2012**

Merged the Independent Safeguarding Authority with the Criminal Records Bureau (CRB) to form a single, non-Nominated public body called the Disclosure and Barring Service (DBS).

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

### **Education Act 2011**

Made changes to provisions on school discipline and places restrictions on the public reporting of allegations made against teachers.

<http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

### **Safeguarding Vulnerable Groups Act 2006**

Established a single body to make decisions about individuals who should be barred from working with children and young people and to maintain a list of these individuals.

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

### **Sexual Offences Act 2003**

Introduced a package of measures to give children the greatest possible protection from sexual abuse, extending the abuse of a position of trust offences, and creating a new offence to tackle off line and online grooming.

[http://www.cps.gov.uk/legal/p\\_to\\_r/rape\\_and\\_sexual\\_offences/soa\\_2003\\_and\\_soa\\_1956/](http://www.cps.gov.uk/legal/p_to_r/rape_and_sexual_offences/soa_2003_and_soa_1956/)

### **The Police Act 1997**

Changes the route by which employers can check whether a potential employee has committed criminal offences against children, or whether there is a reason for that person to be considered inappropriate to work with children. Contains provision for the creation of the Disclosure and Barring Service (DBS) for England and Wales.

<https://www.health-ni.gov.uk/articles/police-act-1997>

### **The Human Rights Act 1998**

Sets out the rights of children to be protected by a series of Articles covering specific areas.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

### **The Data Protection Act 2018**

Relate to the recording of information, including information about children. States that information must be obtained fairly and processed lawfully, shared only in certain circumstances and kept securely.

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

### **Children and Social Work Act 2017**

<https://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

### **Mental Capacity Act 2005**

<https://www.legislation.gov.uk/ukpga/2005/9/contents>

### **Counter Terrorism and Security Act 2015**

<https://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

### **Modern Slavery Act 2015**

<https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

## **Housing Act 2004**

<https://www.legislation.gov.uk/ukpga/2004/34/contents>

## **Adult Workforce Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577320/Adult\\_workforce\\_guidance\\_v9.0\\_111216.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/577320/Adult_workforce_guidance_v9.0_111216.pdf)

## **Children's Workforce Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577077/Child\\_workforce\\_guidance\\_v9.0\\_091216.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/577077/Child_workforce_guidance_v9.0_091216.pdf)

## **Other Workforces Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577079/Other\\_workforce\\_guidance\\_v7.0\\_091216.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/577079/Other_workforce_guidance_v7.0_091216.pdf)

## **Regulated Activities with Children**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)

## **Regulated Activities with Adults**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf)

## **Safer Recruitment**

Recruitment and Selection Code can be found on Staff Intranet / Pentana.

## Appendix D: Key Definitions

### Safeguarding

Is the generic term which refers to ensuring that children and vulnerable adults are protected from harm.

### Child Protection

The process of protecting individual children identified as either suffering or at risk of suffering, significant harm because of abuse or neglect.

### Vulnerable Adults (18yrs +)

Are people who receive or may need community care services by reason of disability, age or illness; and who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

### Children/Young people

In line with the Children Acts 1989 and 2004 a child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this policy. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a young offenders' institution, does not change their status or entitlement to services or protection under the Children Act 1989.

**The Council's representatives** are defined as:

- Employees
- Agency and casual Staff
- Elected Members
- Contract Staff
- Volunteers (including people under 18) and Work Experience placements - when working for and on behalf of the Council

### Prevent

The *Prevent* strategy, published by the Government in 2011, is part of the overall Counter-terrorism strategy-CONTEST. The aim of the *Prevent* strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act, this has simply been expressed as the need to "prevent people from being drawn into terrorism."

### Channel

Channel, which is part of the *Prevent* strategy, is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

### **Disclosure and Barring Service (DBS)**

This is the agency that administers applications for criminal records. Legislation, guidance and local job descriptions indicate which representatives need to undergo a DBS check prior to working with children and vulnerable adults.

### **Designated Safeguarding Officer (DSO)**

The Council's Senior Officer with overall responsibility for ensuring the Council's obligations and responsibilities regarding safeguarding issues are carried out.

### **Deputy Designated Safeguarding Officer (DDSO)**

The Council's Senior Officers responsible for deputising for the DSO and/or for leading on aspects of the policy.

### **Nominated Lead Safeguarding Officer (NLSO)**

A role undertaken by identified Council officers following appropriate training. These officers act as a first point of contact for other Council employees and advise on safeguarding issues.

### **Lancashire County Council Children or Adult Care Services**

The upper tier authority service responsible for delivering safeguarding services across the County.

**Children's Safeguarding Assurance Partnership Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership (CSAP)** - The Children's Safeguarding Assurance Partnership (CSAP) has replaced the 3 x former Local Safeguarding Children Board (LSCB) arrangements across the Pan-Lancashire region.

### **Local Authority Designated Officer (LADO)**

This is a specific designated officer within Lancashire County Council involved in the management and oversight of individual cases of allegations of abuse made against those who work with children.

Their role is to give advice and guidance to employers and voluntary organisations; liaise with the Police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. The Police also have an identified officer to fill a similar role.

**Local Safeguarding Children's Board (LSCB)/Local Safeguarding Adults Board (LSAB)** – the statutory, multi-agency body that have strategic oversight for the delivery of safeguarding issues. The overall role of the LSCB/LSAB is to coordinate local work to safeguard and promote the welfare of children and vulnerable adults and to ensure the effectiveness of what the member organisations do individually and together.

**Monitoring Officer** – a statutory Council appointment held by the Head of Legal and Democratic Services the Council. The role includes the responsibility for ensuring Elected Members actions and activities are within set standards.

**Parent** is used throughout this document as a generic term to represent parents, carers and guardians.

**Substantial and/or unsupervised access to children and vulnerable adults** is defined as:

- Where individuals are regularly caring for, in contact with, training or supervising a child/vulnerable adult.  
and/or
- Where an individual has sole charge of children or vulnerable adults.

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