



Powys County Council

CORPORATE SAFEGUARDING POLICY

Safeguarding People in Powys

Development of Policy		
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1. Introduction

Safeguarding and protecting children and adults at risk is a high priority for Powys County Council and ensuring that there are robust arrangements and procedures in place. **Safeguarding is everyone's business**, and every child and adult has the right to be protected from harm, exploitation and abuse.

This Corporate Safeguarding Policy provides a framework for **every member of staff, elected members and service areas** within the Council, setting out responsibilities in relation to safeguarding and protecting children and adults at risk, as well as the methods by which the Council will be assured that it is fulfilling its duties.

The intention is that this Corporate Safeguarding Policy will supplement and not replace any responsibilities already set out in legislation, policy or guidance.

This policy applies to all Powys County Council employees and workforce, councillors, volunteers and service providers that are commissioned or procured by the Council. For the purposes of this policy 'workforce' is defined as those engaged by the Council, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, contractors and consultants.

Whilst Social Services is the lead Service for dealing with enquiries regarding allegations/ concerns that children and adults may be suffering significant harm, everyone has a responsibility to safeguard the welfare of children, young people and adults whatever the role of the individual.

2. Purpose

The purpose of this policy is to set out the roles and responsibilities of the Council workforce including elected members and to ensure everyone is clear on their obligations to promote the safety and well-being of children, young people and adults at risk.

The policy will provide a framework to prevent, detect and report neglect and abuse in respect of children, young people and adults.

The information within the policy will give assurances to the public, service users, councillors, employees, volunteers and people working on behalf of the Council that there are sound arrangements in place to safeguard and protect children, young people and adults at risk.

This policy will provide Council employees and councillors with clear guidelines to identify when a child or adult may be at risk of harm.

For the purpose of this policy, 'workforce' is defined as those engaged by the Council, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, contractors and consultants.

The term 'child/children' means up to the age of 18 years, as defined in the Social Services and Wellbeing (Wales) Act 2014. The term 'adult' means a person over the age of 18.

The Policy covers the whole workforce and elected members, and whilst everyone will have varied levels of contact with children, young people and adults at risk, everybody should be aware of potential indicators of neglect and abuse and be clear about what to do if they have concerns.

This policy does not require the Council workforce to take on the responsibility of determining whether abuse/neglect is actually taking place, however, it is necessary for anyone with reasonable concern about the potential abuse or neglect of a child, young person or adult, to report that concern.

3. Principles

The Council applies the following principles;

- To create and maintain a safe environment for children and adults with whom they are in contact
- To identify where there are risks/concerns and taking action to report and/or address them in partnership with other agencies
- To put the welfare of children and adults at the heart of policies and procedures
- We believe every child and adult has the right to be protected from harm, exploitation and abuse
- To work closely in partnership with children, their parents, carers and adults and other agencies to safeguard and promote the welfare of children and adults
- To respect the rights, wishes, feelings and privacy of children and adults by listening to them and minimise any risks that may affect them
- To prevent unsuitable people from working with children, young people and adults at risk
- To ensure the whole workforce understands safeguarding and their accountabilities and responsibilities
- To invest in early intervention and preventative work to try and avoid situations where abuse or allegations of abuse or harm may occur
- To ensure that all tendering and commissioning contracts explicitly detail the safeguarding obligations within this policy, and are managed/monitored through the life of the contract

- To promote safe practice and challenge poor and unsafe practice.

This policy requires effective partnership working, co-operation and collaboration between all those involved with children, young people and adults at risk to ensure that the principles above are applied.

4. Legislation, Policy and Guidance

Legislation contained within the various Acts and guidance identified below enshrine the right to protection from abuse. The legal starting point in achieving this objective is a professional's duty to report allegations of abuse and neglect.

The law also identifies the Local Authority as the lead organisation in making enquiries to identify whether an individual is at risk and in coordinating the response to protect.

In practice this is never achieved in isolation or without clear leadership and accountability for the work, which is equally set out in law, along with the duty to cooperate and collaborate with others.

The Council recognises that good practice in safeguarding brings together all activity aimed at promoting safe practice with vulnerable groups and preventing abuse and neglect. For this reason and because the law, policy, guidance and regulations change from time to time, it is impossible to provide an exhaustive list of relevant documents, but the most significant items are included below: -

[The Social Services and Well-being \(Wales\) Act 2014](#) came into force on 6 April 2016. The Act provides the legal framework for improving the well-being of people who need care and support. The Act is made up of 11 Parts with Part 7 relating to safeguarding specifically, it is this legislation that provides the framework for the Wales Safeguarding Procedures.

Part 7 of the Act highlights the duty to report: if someone has a reasonable cause to suspect a child, young person, or adult, is at risk, they should report this and will be supported to do so. This duty relates to the whole of the Council's workforce.

This duty has evolved out of Section 128 of the Social Services and Wellbeing (Wales) Act 2014, which outlines the statutory 'duty to report Adults at risk', and Section 130 of the SSWBA 2014, which states that there is a statutory 'duty to report children at risk'.

Where anyone has a reasonable cause to suspect a child, young person, or adult is at risk, the Local Authority should be informed. Even where the individual may be

outside of the Local Authority area (Powys), the relevant Local Authority should be informed.

As stated previously, there is no duty on an individual to ascertain whether abuse or neglect is actually happening: holding a reasonable concern is enough to report. The primary statutory role of safeguarding the welfare of children in Wales lies with Local Authorities and this policy aims to enshrine the principles of this Act.

The [Children Act 1989](#) is the principal piece of legislation that makes provision about the safeguarding and promotion of the welfare of children.

The Act centres on the welfare of children being paramount and introduced various duties for Local Authorities, including the expectation that anyone has a duty of care to children.

Section 47(1) of the Children Act 1989 contains duties that require a local authority to make, or cause to be made, such enquiries as it considers necessary to enable it to decide whether it should take any action to safeguard or promote the child's welfare.

Other legislation, policies and guidance to promote a child's safety and wellbeing are:

- The Children Act 2004
- Safeguarding Children: Working Together under the Children Act 2004
- Education Act 2002
- Keeping Learners Safe under the Education Act 2002
- United Nations Convention on Rights of the Child. This includes the right to life, survival and development, and protection from violence, abuse, and neglect.

The [Children Act 2004](#) builds on and strengthens the framework set out in the Children Act 1989. There are a number of provisions in the Children Act 2004 which relate directly or indirectly to agencies' responsibilities to safeguard and promote the welfare of children:

- **Section 25** of the **Children Act 2004** (co-operation to improve well-being: Wales) has been amended by the 2014 Act;
- **Section 26** of the **Children Act 2004** (children and young people's plans: Wales) has been repealed by the [Well-being of Future Generations \(Wales\) Act 2015](#) and replaced by the duty on public service boards to prepare and publish assessments of local well-being and local well-being plans
- **Sections 31 to 34** of the **Children Act 2004** (Local Safeguarding Children Boards: Wales) have been repealed and replaced by the provisions in section 134 to 140 of the 2014 Act (Safeguarding Boards).

Section 28 of the **Children Act 2004** imposes a duty on local authorities and other bodies such as the local police body, local health boards, NHS Trusts, probation boards and youth offending teams to ensure that their functions are discharged having regard to the need to safeguard and promote the welfare of children.

Under **Part 7** of the **Social Services and Well-being (Wales) Act 2014 (the 2014 Act)** local authorities must establish Safeguarding Children Boards comprised of representatives from local authorities, the local police body, local health board, NHS Trust, probation board, youth offending team and others.

Section 127 of the **2014 Act** enables applications to be made to magistrates' courts for adult protection and support orders. Applications for such orders may be made by an officer of a local authority who has been authorised by a local authority to perform functions under that section.

Accompanying the Act, the Welsh Government has published statutory safeguarding guidance [Working Together to Safeguard People](#).

The Wales Safeguarding Procedures [Social care Wales \(safeguarding.wales\)](#) have been designed to enable frontline practitioners and their managers apply the legislative requirements and expectations of the [Social Services and Well-being \(Wales\) Act 2014](#). The aim is to improve person-centred outcomes for adults at risk of abuse and neglect and children at risk.

The procedures also recognise other relevant legislation, guidance and protocols. For example, the [Domestic Abuse \(Violence against Women, Domestic Abuse and Sexual Violence \(Wales\) Act 2015\)](#) and the Wales Safeguarding Procedures Practice Guides, created to identify and respond to all forms of child exploitation as a form of child abuse.

[The Mental Capacity Act 2005](#) ensures adequate protection for all adults at risk. The principles embedded in the Act are that people should act in the best interests of adults, and the Act has been designed to restore power to those that are vulnerable adults.

The [Modern-Day Slavery Bill 2015](#) also introduced powers for the Court to protect people from the harm caused by modern slavery, which encompasses slavery, sexual exploitation, human trafficking, forced labour and domestic servitude. Local Authorities must be alive to identifying people at risk of these issues.

Local Authorities also have a duty to identify any vulnerable individuals at risk of radicalisation from all forms of extremism. The [Counter Terrorism and Security Act 2015](#) highlights that people may be vulnerable to ideologies placed upon them and

enticed to act on extremist beliefs. Reporting these issues and ensure that intervention processes are utilised to deter involvement.

Other legislation, policies and guidance that promote the rights, safety and wellbeing of people in general are:

- United Nations Convention on the Rights of Disabled People (UNCRDP)
- In Safe Hands 2000
- Section 17 of the Crime and Disorder Act 1998
- Housing Act 2004
- Licensing Act 2003
- Human Rights Act 1998

The Council will also ensure compliance with its own existing policies and procedures (see Appendix for relevant policies).

The intention is that this Corporate Safeguarding Policy will supplement and not replace any responsibilities already set out in legislation, policy or guidance set out above.

5. Governance Arrangements

At a corporate level, the responsibility for monitoring the effectiveness of safeguarding arrangements across the Council is delegated to the Corporate Safeguarding Board.

The Corporate Safeguarding Board is made up of lead practitioners for each Council Portfolio / Service Area who are the Designated Safeguarding Leads. The Board meets on a quarterly basis.

Observations of Cabinet, Scrutiny, Internal Audit and external regulators will steer and influence the priorities of the Corporate Safeguarding Board.

Under Section 5 (Governance Arrangements) of the Corporate Safeguarding Board Terms of Reference, Designated Safeguarding Leads are *'responsible for obtaining from and disseminating back into their service areas information and actions; they will be accountable for the completion of actions and tasks attributed to their service area'*.

Section 5 (Reporting Arrangements) of the Corporate Safeguarding Board Terms of Reference (The board) *'will publish an Annual Report (can be incorporated within other annual plans as appropriate). This report will identify changing themes, learning and strategies implemented to address those changes, draw attention to the Council's performance in complying with the Corporate Safeguarding Policy, and include an audit of each service areas' safeguarding performance.'*

a) **Governance Structure – Corporate Safeguarding Board**

Membership of the Corporate Safeguarding Board will consist of the following officers-

- Chief Executive
- Executive Director of Economy and Environment
- Director of Corporate Services
- Director of Social Services and Housing
- Director of Childrens Services and Education
- Designated Safeguarding Lead for each Service area, namely all Heads of Service, currently as follows:
 - Head of Transformation and Democratic Services
 - Head of Workforce and Organisational Development
 - Head of Digital and Economy
 - Head of Property, Planning and Public Protection
 - Head of Highways, Transport and Recycling
 - Head of Housing
 - Head of Community Services
 - Head of Adult Services
 - Head of Commissioning and Partnerships (Social Services)
 - Head of Children’s Services
 - Head of Education
 - Head of Finance
 - Head of Legal and Monitoring Officer
- Children’s Social Services Safeguarding Senior Manager
- Adult Social Services Safeguarding Senior Manager
- Children’s Services Representative – Corporate Parenting Senior Manager
- Adults Services Representative – Safeguarding Team Manager
- Education Services Manager and Designated Safeguarding Lead for Education
- Communications and Welsh Language Manager
- Professional Lead for Procurement and Commercial Services.

Officers must identify a representative to attend in their place if they are unable to attend.

Membership of the Corporate Safeguarding Board will consist of the following elected members -

- Leader of the Council
- Deputy Leader, and
- all Cabinet Members.

The Chair of the Corporate Safeguarding Board can approve additional co-opted members if appropriate.

b) **Regional Safeguarding Boards**

Powys County Council is a member of the Mid and West Wales Safeguarding Board who are the key statutory mechanism for agreeing how the relevant organisations in each area will cooperate to safeguard children and adults at risk, and for ensuring the effectiveness of what they do.

CYSUR is the Mid and West Wales Regional Safeguarding Children Board. It is an acronym for Child and Youth Safeguarding; Unifying the Region and is also the Welsh word for reassurance. CYSUR is an amalgamation of the former Local Safeguarding Children Boards in Carmarthenshire, Ceredigion, Pembrokeshire and Powys.

CWMPAS is the Mid and West Wales Regional Safeguarding Adults Board. It is an acronym for Collaborative Working and Maintaining Partnership in Adult Safeguarding and is also the Welsh word for scope or remit. CWMPAS also stretches across Carmarthenshire, Ceredigion, Pembrokeshire and Powys.

The Boards are both multi-agency statutory partnerships that have responsibility –

- To protect children who are experiencing, or are at risk of abuse, neglect or other kinds of harm and to prevent children from becoming at risk of abuse, neglect or other kinds of harm.
- To protect adults who, have needs for care and support (whether or not the local authority is meeting any of those needs), and are experiencing, or are at risk of, abuse or neglect. To prevent those adults from becoming at risk of abuse or neglect.

The Boards both have a statutory duty to develop Annual Plans on a regional basis and have an overall responsibility for challenging relevant agencies in relation to the measures that are in place to protect children and adults at risk.

c) **Powys Local Operational Group**

Reporting to the Mid and West Wales Safeguarding Board, the Local Operational Group (LOG) is the strategic multi-agency body for safeguarding adults and children in Powys.

Membership of the LOG consists of senior managers in Social Services, Education, Further Education, Health, Police, Probation and the Voluntary Sector.

Part of the LOG's remit is to scrutinise multi-agency safeguarding policy and practice in Powys.

d) **Statutory Director of Social Services**

The Statutory Director of Social Services has legal accountability for ensuring the Council has appropriate safeguarding measures in place to protect children, young people, and adults at risk and is the Chair of the Corporate Safeguarding Board.

The Director is responsible for reporting the effectiveness of these arrangements on a corporate level to the Chief Executive, Senior Management Team, Cabinet, Council, and the Corporate Safeguarding Board (CSB).

The Director of Social Services is the point of contact for all other Directors to report serious safeguarding concerns, which may occur in their service area.

The Director of Social Services is responsible for ensuring appropriate action is taken including reporting to the Chief Executive and Lead Cabinet Member as necessary ,or escalation to the Regional Safeguarding Board.

e) **The Chief Executive**

The Chief Executive has overall responsibility for ensuring arrangements for safeguarding of children and adults at risk are effective across the Council.

The Chief Executive is responsible for developing effective governance arrangements and ensuring there is a safeguarding policy in place.

Through one-to-one meetings with the Director of Social Services, the Chief Executive is kept informed of relevant safeguarding issues.

f) **The Lead Cabinet Member**

The Cabinet Member for a Safer Powys has overall responsibility for providing political leadership to ensure the Council fulfils its duties and responsibilities for safeguarding. They will have a clear commitment to corporate safeguarding. The Director of Social Services will brief the lead cabinet member on the effectiveness of adult protection/child protection arrangements and sensitive cases, which may become the subject of an adult practice or child practice review or may otherwise become a matter of public interest.

g) **Cabinet Members**

Cabinet Members will have regular meetings with their relevant Heads of Service to ensure their awareness and understanding of any corporate safeguarding matters within their respective Portfolio areas.

The Director of Social Services will brief relevant cabinet members on the effectiveness of adult protection/child protection arrangements and sensitive

cases, which may become the subject of an adult practice or child practice review or may otherwise become a matter of public interest.

h) **Directors**

Directors are responsible for ensuring and assuring the effectiveness of safeguarding arrangements within their respective directorates.

Directors are responsible for reporting any serious safeguarding concerns that may arise in their directorates to the Director of Social Services. Directors will brief their respective Cabinet Members on any safeguarding issues and on the general effectiveness of safeguarding arrangements.

Directors are responsible for ensuring the workforce within their Directorates are appropriately trained to identify and respond to safeguarding concerns.

Directors are responsible for ensuring that they have safeguarding operational procedures in place and Safeguarding Self-Evaluation Audits are undertaken for the relevant service areas within their Directorate.

Directors are required to report to the Corporate Safeguarding Board on safeguarding risks in their service area and the effectiveness of their directorate safeguarding arrangements.

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

The LADO is responsible for co-ordinating the response to any concerns about safeguarding for children, young people, and adults. The LADO will also work with children's and adults' services to give advice and guidance on safeguarding.

6. Role and Responsibilities

All employees, councillors and volunteers have the duty to report concerns about abuse and neglect.

Children's Services have the responsibility for receiving and responding to new concerns about Children and Adult Services have the responsibility for receiving and responding to new concerns about adults at risk. However, all staff in the Council have a responsibility for safeguarding.

(a) **Line Managers and Supervisors**

Every line manager / supervisor is responsible for ensuring that the workforce for whom they are responsible (including agency, consultants, and volunteers) receive the training they need, proportionate to their role and responsibilities.

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

They must ensure safeguarding is part of every employee / volunteer's induction and identify anyone who is likely to come into contact with children or adults at risk as part of their role. Safeguarding should then be a standardised item on staff supervision and team meetings.

Managers must ensure that all employees / volunteers are aware of how to report safeguarding concerns and to whom and that they are aware of the Council's Whistleblowing Policy.

Managers are responsible for ensuring employees / volunteers are aware that they must conduct themselves in a manner that safeguards and promotes the wellbeing of children and adults at risk.

Managers must provide employees / volunteers with guidance about responding to safeguarding concerns as required.

Managers must ensure that contracts and agreements satisfy the Council's requirements for training, induction and guidance and that ongoing monitoring is in place to ensure continued consistency with the contract requirements

(b) **Service Commissioners/Contract Managers**

Commissioners will be responsible for ensuring that contractual arrangements specify responsibilities in relation to safeguarding in accordance with this Policy and existing commissioning policy.

When commissioning services, careful consideration is given as to what safeguarding measures are required of contractors or service providers. For example:

- DBS checks at the appropriate level – it is expected that DBS checks must be in place for any commissioned transport services
- Safeguarding policies
- Safeguarding training
- Ethical supply chain practice
- Modern slavery policy.

This would apply to services where contractors are likely to come into contact with children, young people or adults at risk and can form part of the contract management arrangements.

Contract Managers (who may also be commissioners) have responsibility to ensure that the proposals and requirements set out in contracts or Service Level Agreements are adhered to by providers on an ongoing basis through the term of the contract and to ensure that they are aware of any new developments e.g. changes in legislation or guidance and communicated through contract management events

Contractors are also responsible for informing relevant managers of the Council about any concerns they may have, and to refer safeguarding concerns to the Front Door or ASSIST services.

(c) **Lead Member for Corporate Safeguarding**

The Cabinet Member for a Safer Powys acts as the 'champion' for Corporate Safeguarding. The Lead Member will work closely with and take professional advice from a range of Senior Officers within the Authority, as appropriate.

The Lead Member will liaise and consult with other Cabinet Members on individual matters likely to affect their portfolios as set out in the Council's Scheme of Delegation.

(d) **All Elected Members**

All elected members must familiarise themselves with this Policy, access training on their responsibilities and seek advice from the Director of Social Services if they are unclear about their responsibility for safeguarding.

The Corporate Safeguarding Policy will be communicated as part of the mandatory induction programme for all new elected members.

All elected members will be invited to attend training in respect of safeguarding children and adults at risk and additional safeguarding training needs.

Elected members' duties will be to keep children, young people and adults who are at risk, safe by:

- Ensuring that everyone understands their safeguarding accountabilities and responsibilities;
- Contributing to the creation and maintenance of a safe environment;
- Promoting safe practice and challenging poor or unsafe practice;

- Identifying where there are concerns and taking appropriate action to address them.

(e) **The Chief Executive**

The Chief Executive will ensure that there are effective safeguarding arrangements in place, including policies and procedures, that those policies and procedures are implemented, that there are effective governance arrangements in place and that all statutory requirements are being met and that procedures for reporting concerns are in place and that these are implemented and known within the organisation.

(f) **Statutory Director of Social Services**

This role as defined by the Social Services and Well-Being Act 2014 is fulfilled by the Council's Director of Social Services and Housing has the final and indivisible responsibility for safeguarding issues to safeguard and promote the welfare of children and adults at risk.

They are responsible for ensuring that the Council has appropriate safeguarding measures to protect children and young people, adults and vulnerable older people and is responsible for reporting at a corporate level to councillors on their effectiveness.

(g) **Directors**

Each Director through their Management Teams will be responsible for ensuring that all the statutory requirements in terms of safeguarding and promoting the welfare of children and adults at risk are addressed.

They are also responsible for:

- Meeting regularly with relevant Cabinet Members so ensure their awareness of corporate safeguarding matters within their respective Portfolio areas.
- Putting in place appropriate systems within their service areas that ensure compliance with this policy
- Ensuring appropriate training is delivered
- Communicating information about who staff need to contact and making sure this information is reviewed regularly so that it is up to date and accurate
- Compiling a report in respect of their Safeguarding arrangements that will be used to inform the Annual Report and that the annual Corporate safeguarding report for Scrutiny is delivered
- Monitor the implementation of and compliance with this Policy across the Council
- Set clear lines of accountability
- Ensure that there are lead safeguarding managers within each service area
- Ensure that the Council implements the UN Convention on the Rights of the Child.

(h) **All Heads of Service**

All Heads of Service are the Designated Safeguarding Lead for their respective service area. Through their Management Teams they will be jointly responsible for ensuring that all the statutory requirements in terms of safeguarding and promoting the welfare of children and adults receive due consideration.

All Heads of Service must ensure that where those posts are designated as regulated activity, their staff are checked through the Disclosure and Barring Service (DBS) procedures and conform to the Policy and Guidelines for Safeguarding Children and Adults.

All Heads of Service must establish arrangements to ensure that staff comply with the requirement of this policy.

(i) **Health and Care Scrutiny Committee**

The role of the Scrutiny Committee is to review and scrutinise decisions and make reports or recommendations in connection with the discharge of any of the Council's functions whether by the Cabinet or another part of the Council.

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

(j) **Designated Safeguarding Leads**

Every service area within the Council is required to nominate a Safeguarding Lead for dealing with safeguarding children and adult's issues. In Powys this is the Head of Service. They are responsible for:

- Acting as an overarching and key source of advice and support for other staff in their Service on all safeguarding issues
- Ensuring robust arrangements are in place for staff to access day to day practice advice and support for safeguarding from their line managers
- Support staff to refer or take the lead in referring safeguarding concerns to Social Care as appropriate
- Being familiar with the Councils Corporate Safeguarding Policy and the Wales Safeguarding Procedures as they relate to Children's and Adult's safeguarding
- Ensuring the operational procedures for safeguarding within the directorate are compliant with legislation and statutory guidance and are issued to all staff
- Representing their service area on the Corporate Safeguarding Board
- Ensuring compliance with policies and guidance within their service area and reporting this to the Corporate Safeguarding Board
- Attending relevant training
- Ensuring members of the workforce within their Services attend training at levels appropriate to their roles and functions and maintain management information in relation to attendance on training

- Ensuring safeguarding responsibilities are highlighted through staff induction processes, team meetings, supervision and staff briefing

(k) **All staff / Officers**

Every service area of the Council has a role to play and must take full ownership of their safeguarding responsibilities. The Council expects every member of the workforce to take all reasonable steps to ensure the safety of any child or adult at risk involved in Council activity.

Staff, volunteers and contractors can be the 'eyes and ears' of the Council, as they go about their day-to-day jobs, because safeguarding is everybody's business. Examples of these are:

- Housing Officers – a number of reviews into children being harmed have identified the importance of Housing Officers, who have a unique insight into the lives of families and can spot signs of abuse, neglect or exploitation
- Waste Management – refuse collectors go to the same houses and communities every week and can notice when a child might be suffering or at risk of abuse
- Parks and Gardens – staff or contractors can be alert to places where children and young people congregate, and identify concerning behaviours that might indicate some form of abuse or exploitation is occurring
- Environmental Health – in the course of their day-to-day work inspecting premises, officers can consider safeguarding issues they may come across, in licensed premises, hotels or people's homes.

Any person responsible for, or working with, children or adults at risk in any capacity, whether paid or unpaid, has a duty of care towards them both legally and contractually and as a responsible moral citizen. This includes a duty to behave in a manner that does not threaten, harm, or put people at risk of harm from others.

All parts of the workforce have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call into question their suitability to work with children or adults at risk.

All members of the workforce should:

- Be alert to the possibility of harm, abuse, and neglect whether this is in the workplace during working hours, or in areas of their private and public lives.
- Participate in relevant safeguarding training and multi-agency working to safeguard children and adults at risk.

- Be familiar with local procedures and protocols for safeguarding and follow the Council's Code of Conduct and other professional codes.
- Report any concerns about the safety or welfare of a child or adult at risk.

The duty to report is a legal requirement and failure to report appropriately will be considered a serious matter under the Council's HR policies.

7. Reporting – Duty to Report and How to Report a Concern

Duty to Report

As discussed above, the duty to report those at risk has been created by the Social Services and Wellbeing (Wales) Act 2014.

Section 128 of the **2014 Act** requires a 'relevant partner' of a local authority as defined in section 162, to include those who conduct functions on behalf of the Council, to inform the authority if they suspect a person in its area is an adult at risk (or if the person is in the area of another local authority, to inform that other authority). It also requires a local authority to inform another local authority (in Wales or in England) if an adult they suspect to be at risk is living or moving to the area of that other authority.

Section 130 of the **2014 Act** requires a 'relevant partner' of a local authority (a youth offending team for any area of which falls within the area of the local authority or a relevant partner as defined in section 162 [above]) to inform the authority if they suspect that a child in its area is a child at risk (or if the child is in the area of another local authority, to inform that other authority).

A child at risk is one who is experiencing or is at risk of abuse, neglect or other kinds of harm, and has care and support needs. Section 130 also requires a local authority to inform another local authority (in Wales or in England) if a child they suspect to be at risk is living or moving to the area of that other authority.

Examples of the definitions of harm / neglect in respect of children, and the consideration of what adults at risk means, are included in the appendix of this policy.

As such, as a matter of principle, any member of staff with concerns regarding the safety of a child, young person, or adult, should use the following details:

How to Report

If you have any worries regarding the safety of a child, young person or adult, then you must make contact with Children's Services Front Door Team or Adult Services ASSIST.

The Front Door Team and ASSIST are the initial point of contact for people exploring services and activities for children, families and adults locally or for advice and

guidance on how to get extra support, or to raise an issue or concern around the welfare of a child, young person or adult. Staff within these teams will ensure any cross-boundary issues are explored and make enquiries as required as part of their duties.

To make contact with Front Door you can

- Email csfrontdoor@powys.gov.uk,
- telephone 01597 827 666 (office hours)
- telephone 0345 054 4847 (out of hours) or
- complete the online form

<https://en.powys.gov.uk/article/8155/Report-a-concern-about-a-child>

To make contact with ASSIST you can

- Email assist@powys.gov.uk,
- telephone 0345 602 7050 (office hours)
- telephone 0345 054 4847 (out of hours) or
- complete the online form <https://en.powys.gov.uk/contactassist>

For issues that arise after 5pm Monday to Friday, and on weekends and bank holidays, the Social Services Emergency Duty Team should be contacted on **0345 054 4847**

If a child, young person, or adult is in danger, the Police must be contacted immediately. It is crucial to avoid delay in this process.

8. Reporting, Monitoring and Review

Powys County Council has an effective governance framework, which is supported by a transparent performance reporting system. The information provided through this system can be appropriately challenged through the Scrutiny Committee, Cabinet and Full Council.

The Corporate Safeguarding Board will publish an Annual Report, this may be incorporated with other annual plans as appropriate. This report will draw attention to the Council's performance in complying with this Corporate Policy. It will include an audit of each service areas compliance, which each lead is responsible for providing (see template in the appendix - Corporate Safeguarding Self-Assessment Audit).

This should include their involvement in the following:

- Any review meetings they have held to review their safeguarding arrangements within the service or visits to teams to discuss safeguarding requirements
- Support and advice provided to their staff around safeguarding
- How they have contributed to the Corporate Safeguarding Board Development Plan

- How they have worked with HR in relation to safe recruitment and HR practices and the development of a training plan
- How they have supported staff to access safeguarding training and numbers of staff who have completed the mandatory training
- Whether they have had to make any reports of safeguarding concerns.

This report will be submitted to the Cabinet and Full Council and will update on the Corporate Safeguarding Board's work and will provide the opportunity for challenge on the work undertaken.

In addition, to ensure the Council meets its statutory obligations, the Corporate Safeguarding Board will also be responsible for reporting to the Regional Safeguarding Board, as per Section 28 of the Children Act 2004 and Sections 134-135 of the SSWBA.

9. Councils Core Values

In delivering this policy, it is important that we maintain our core values in everything we do:

- Being professional
- Being positive
- Being progressive
- Being open
- Being collaborative

Powys County Council prides itself on being a fantastic place to live, learn, work, and play. This policy aims to support in achieving this.

10. Appendices

Appendix 1 – What constitutes Abuse?

Social Services and Well-being Act 2014 Sec 7.

Section 197(1) of the Act provides definitions of 'abuse' and 'neglect':

“abuse” means physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place).

The following is a non-exhaustive list of examples for each of the categories of abuse and neglect:

Physical abuse - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;

Sexual abuse - rape and sexual assault or sexual acts to which the person has not or could not consent and/or was pressured into consenting

Psychological abuse - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks; coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation or other abuse that is used to harm, punish or frighten the victim

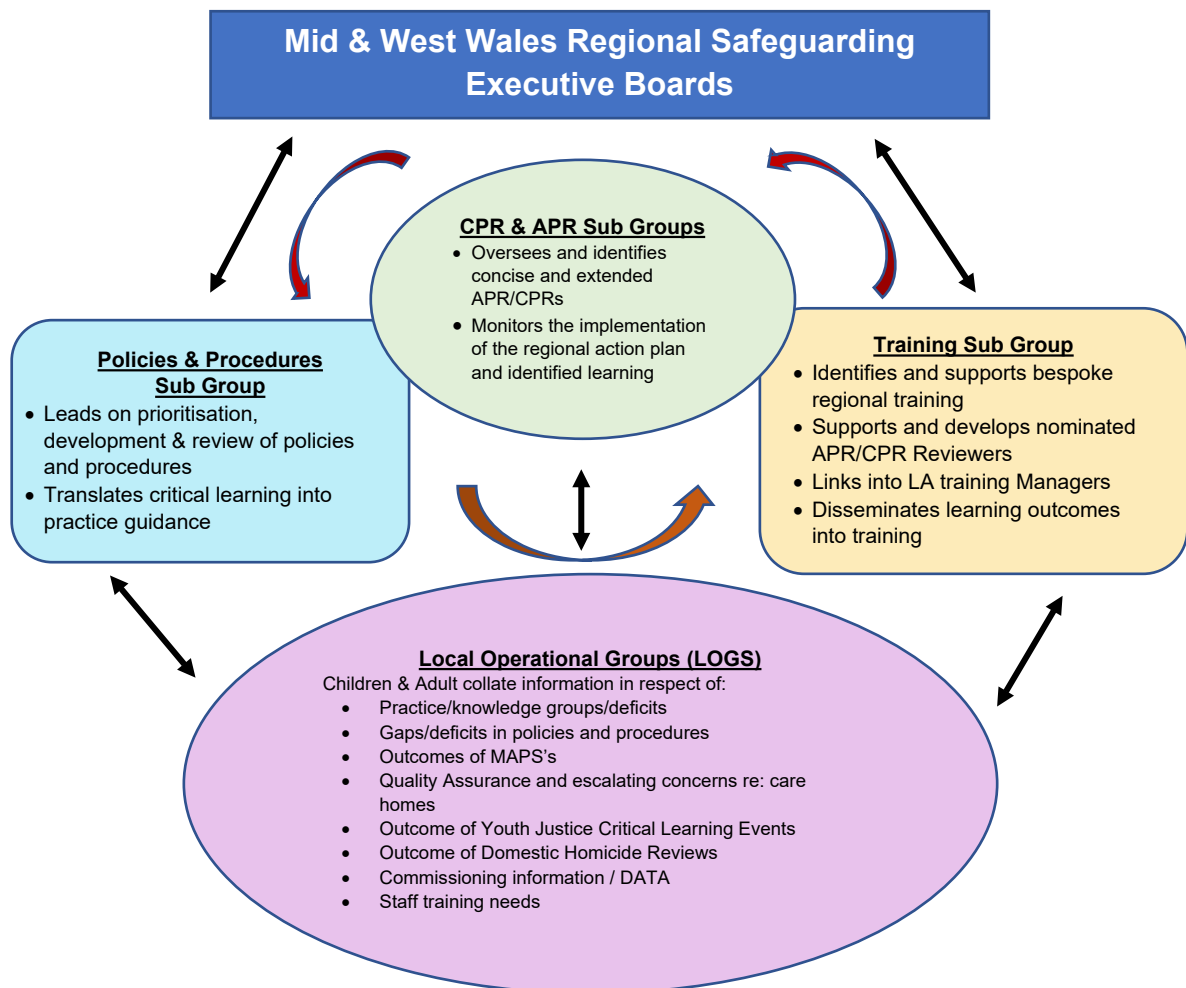
Neglect - failure to meet a person's basic physical, emotional, social or psychological needs such as access medical care or services, negligence in the face of risk-taking, failure to give prescribed medication, failure to assist in personal hygiene or the provision of food, shelter, clothing; emotional neglect

Financial abuse - includes, having money or other property stolen; being defrauded; being put under pressure in relation to money or other property; having money or other property misused, e.g.

- unexpected change to their will;
- sudden sale or transfer of the home;
- unusual activity in a bank account or bills remaining unpaid;
- sudden inclusion of additional names on a bank account;
- signature does not resemble the person's normal signature;
- reluctance or anxiety by the person when discussing their financial affairs;
- giving a substantial gift to a carer or other third party;

- a sudden interest by a relative or other third party in the welfare of the person;
- complaints that personal property is missing;
- a decline in personal appearance that may indicate that diet and personal requirements are being ignored;
- deliberate isolation from friends and family giving another person total control of their decision-making

Appendix 2 – CYSUR governance structure



Appendix 3 – Corporate Safeguarding Self-Assessment Audit Tool

Powys County Council Corporate Safeguarding Self-Assessment Audit Tool

Introduction

In accordance with Powys' Corporate Safeguarding Policy, all organisations that provide services for or work with adults at risk, children, young people and families are expected to conduct an audit of their safeguarding practices, based on a process of self-evaluation.

Directors will be responsible for ensuring that they have safeguarding operational procedures in place and undertake an annual audit of their directorate using the Corporate Safeguarding Self-Assessment Audit Tool.

The following self-assessment framework is set out in three sections covering three identified standards underpinning 'safeguarding' and requires each service area to think about their own practices and procedures within their relevant settings. It is designed to give an understanding of how the theme of 'safeguarding' is being successfully achieved in a particular service area currently, and how this might be developed.

In addition, the self- assessment gives the Council with an overview of safeguarding practices across the entirety of its service areas and can ensure that safeguarding compliancy and duties are being effectively met, the data from the annual self-evaluations will be integral to informing planning of service delivery and thus improving the wellbeing outcomes for Powys citizens.

The self-assessment audit will be completed annually and will ask you to consider the last rolling 12-month period.

Standards:

1. **Policy/Practice** (Robust) - How robust are your safeguarding practices in your service area? (policies & procedures adopted and in use / safe recruitment / compliancy / training / audits and inspections / reporting).
2. **Environment** (Safe) - How safe does your service area feel to citizens that access your services, and to your staff working in your service area? (atmosphere / buildings / e-safety / information sharing / complaints and compliments).
3. **Culture** (Effective) - How effective is your service area approach to safeguarding? (Effectively working with others to protect children and adults at risk and promote

the wellbeing of citizens, i.e. through commissioned services / effective communication and engagement with staff and volunteers to embed safeguarding into practice and service area planning)

Guidance for the completion of the Self-Assessment Audit Tool

The audit tool is a self- assessment tool that covers the three standards. Within each of the standards there are measures which you should provide evidence to demonstrate how effectively your service area is currently meeting each standard and where improvements can be made.

In the evidence section you have been provided with some brief examples in italics, this is not a minimum list of expectations and is provided as an illustrative example for assistance only, it is your responsibility as the service manager for your service areas to provide the correct evidence to illustrate how the measures are being effectively met. Think carefully about the practices and procedures across your relevant service area and RAG rate as outlined below.

Be aware that you may need to think about multiple sites / venues when answering the questions. You are submitting the self- evaluation in respect of your portion of the service area; however, this will then be collated with the returns of the other service managers to make a collective self-evaluation for the entirety of the service area.

Where relevant, be specific in your audit regarding which service is being commented upon if you identify an issue with one specific site / service in your area. For example, in your portfolio you may be responsible for multiple sites and identify that the practices for on-site contractors' attendance is being managed differently to the policy in place and that of other sites. Therefore, your audit should capture the main RAG rating for your general performance and if a specific issue for a certain site/service is identified this should be recorded within the "Further action required" box as to how this will be addressed.

Be prepared to allow enough time to gather the required information and consult with your team managers / admin / etc. who may have the information per site / venue, etc.

Remember that you can also contact your Designated Safeguarding Lead in your service area, HR partners (e.g. for data on training records), or the Senior Manager for Safeguarding for Children or Adults Services for any other advice or assistance on the completion of this self-assessment tool.

Self-assessment rating

The traffic light system relates to how a service area assesses itself against achieving the minimum standard. If your service area assesses itself, as red or amber you should

record in the “Further action required” box what you feel is necessary, or if you are unsure identify that support/ advice from your Designated Safeguarding Lead to improve on this measure that is required to move forward.

At the end of each standard, you have the opportunity to reflect on the measures providing a narrative on what you feel as a service area you do well; where you can improve and if you require any assistance in embedding ‘safeguarding.’



Means everything is in place, up to date, and meets the required minimum standard



Means that something requires review or improvement



Means something needs to be developed as a matter of urgency or the measure needs to be addressed urgently

Once completed the self-evaluation form should be returned on the specified date to your Designated Safeguarding Lead.

Service Area	
Person completing this Audit	
Role / Position	
Date Completed	
Please list ALL the individual services / organisations / establishments that <u>you</u> are responsible for and reporting on in this audit.	

Standard 1: Policy and Practice (Robust) How robust are your safeguarding practices in your service area?

Standard 1	Evidence	Rag Status	Further action required
1.1 Up to date safeguarding policies in place	<i>PCC Corporate Policies and any other Specific Policies (name. Comment if they have been reviewed in the last 3 years.</i>		
1.2 Up to date safeguarding training in place and accessed by your service area	<i>PCC Corporate safeguarding training courses; Percentage completion rate and activities in place to improve if required e.g., safeguarding / VAWDASV. External safeguarding courses (name)</i>		
1.3 Is your service area compliant with the basic safeguarding training requirements for new starters, existing staff and volunteers?	<i>Provide data on completion of staff in service area for mandatory training courses (safeguarding involves us all; VAWDASV; GDPR; carers awareness)</i>		
1.4 Do you have safe recruitment processes in place? (In line with PCC Safer Recruitment Policy)	<i>All staff and volunteers have DBS checks prior to employment if they are engaged in regulated activity and the DBS is recorded and update in line with policy;</i>		

	<i>Those people involved in recruitment within your setting have undertaken appropriate training; etc.</i>		
1.5 Up to date safeguarding checks (e.g. DBS) are in place for all required roles/ posts within your service area (staff/ volunteers)	<i>Provide list of all staff/volunteers with DBS in service area to verify DBS is up to date</i>		
1.6 Does your service area utilise volunteers (paid or unpaid); chaperones or mentors? If yes, are all of these volunteers / chaperones / mentors registered centrally with Human Resources and up to date with their basic safeguarding training and safeguarding checks?	<i>Provide list of all volunteers/ chaperones/ mentors for service area (annual register to HR)</i>		
1.7 There is a named Designated Safeguarding Officer/ Lead in every required site / location across the Service Area whose training is up to date and all staff know who this person is and how to contact them.	<i>List of DSO/L for the service area and confirmation of their SG training being up to date - how their post is communicated to staff and any changes</i>		
1.8 There is a named Safeguarding Champion for the service area who is responsible for disseminating safeguarding communications across the service area.	<i>Named SG for service area, where there are any changes, how they embed/ cascade information</i>		
1.9 Handling allegations against workers and volunteers (Professional Concerns) - managers and staff alike know how and who to report concerns to.	<i>How many incidents / reports made by your service area in this year to the Local Authority Designated Officer (LADO)? (MUST BE PROVIDED) Number of Part 5 strategy meetings to be provided by AS / CS Safeguarding only.</i>		
1.10 Staff are able to recognise when children or adults are at risk or in need of additional support and can make appropriate referrals to services (i.e.. Early Help; Adult Services; Children's Services)	<i>Think about how many referrals your service area has made to protect / safeguard / support where this is not your primary services function. Training accessed, conferences attended, team meeting agendas.</i>		
1.11 Have any audits been undertaken in your service area within the last rolling 12 months,	<i>Can include SWAP audits</i>		

<p>which have included any focus on safeguarding? What was the outcome of the audit and how have you applied this to your service planning? (For example: Finance may think about audits on home visits; City Services consider audits in relation to customer service contacts for social services)</p>			
<p><i>Reflection opportunity for – How Robust are your safeguarding practices in your service area? What are you good at? What can you improve on? What do you need assistance with?</i></p>			

Standard 2: Environment (Safe) – How safe does your service area feel to citizens that access your services, and to your staff working in your service area?

Standard 2	Evidence	Rag Status	Further action required
<p>2.1 People of Powys using your service are made aware of all safeguarding policies and procedures and how these are applied within your setting(s)</p>	<p><i>Policies/procedures are accessible online; in folders on site upon request; displayed; etc.</i></p>		
<p>2.2 The named Designated Safeguarding Officer/ Lead for each site where citizens access to attend for services or information, is clearly displayed or is accessible.</p>	<p><i>Name each DSO and site and where information is accessible</i></p>		
<p>2.3 In every site across the service area the staff (Including volunteers) would know what to do and who to contact in case of an emergency involving a child (up to the age of 18 years old) or an adult at risk, and would know who to seek advice from in the service area regarding safeguarding information</p>	<p><i>Training data for mandatory safeguarding involves us all compliancy; team meeting agendas; Safeguarding Champions information; communication of policies / procedures and where these are displayed and made available to staff; any other training</i></p>		
<p>2.4 Monitoring Public Access Points on site- Do you know who is in and out of the building at all</p>	<p><i>Are badges issued? Signing in & out? CCTV?</i></p>		

times? How do staff and citizens feel assured by the safety measures in place?			
2.5 When services/ contractors attend your properties there is a policy/ procedure in place which is routinely followed regarding supervision whilst on site and/ or a risk assessment in place if working in areas unsupervised?	<i>Policy / procedures - reviewed risk assessments</i>		
2.6 Do you risk assess for safeguarding and general safety when using premises other than your own and have a reporting system in place for any issues identified? (for example: PCC youth worker facilitating session on-site at premises; PCC solicitor working out of law courts in another district- risk assessment of rooms for consultation)	<i>Policies/ procedures (name) – reviewed risk assessments</i>		
2.7 Information about a child or adult at risk OR concern about a professional/ volunteer when shared either by a citizen or staff member is done so safely, securely and maintained confidentially (i.e. Stored and shared in line with GDPR and council requirements)	<i>Describe how referrals or records are kept securely in-line with your site policy; risk assessments; etc.</i>		
2.8 E-Safety: Do you have and implement a policy for the safe use of internet access by service users (including children and young people)?	<i>Policy (name), is it up to date and reviewed in line with regulations and site requirements</i>		
2.9 Complaints and Compliments (rolling 12 months): How many complaints within your service area linked to safeguarding? (Think about- professional concerns; safety in buildings: including worker access unsupervised; anti-social behaviour; staff concerns for safety) How many compliments within your service area linked to safeguarding?	<i>Should always include the number of Professional Concerns referrals made by your service area.</i>		

(Think about - feedback from citizens about services received from staff/ volunteers; feedback via engagement/ consultation surveys or forms at site)			
<i>Reflection opportunity for – How safe does your service area feel to citizens that access your services, and to your staff working in your service area? What are you good at? What can you improve on? What do you need assistance with?</i>			

Standard 3: Culture (Effective) – How effective is your service area approach to safeguarding?

Standard 3	Evidence	Rag Status	Further action required
3.1 Commissioned services - Do you commission services for your service area? How can you evidence that every service commissioned delivers a safeguarding standard consistent with our own service (i.e. In line with our corporate safeguarding policies / expectations)?	<i>What services are commissioned? Have you dispensed with any services within the last 12 months due to non-compliance or issues with standards? Policies/procedures provided by organisation at time of commissioning and at point of review; inspection reports</i>		
3.2 All staff/ volunteers receive appropriate training (at the relevant levels) to understand to whom they are directly accountable with regards to the wellbeing of children and adults at risk, and to enable them to fulfil safeguarding responsibilities proportionate to their role	<i>Staff teams (including volunteers) know who the DSO and SG champions are for service area; know who is responsible for making child/ adult at risk referrals / knows what to do in an emergency situation; training data for corporate SG mandatory training compliancy rates for service area; refresher training for staff</i>		
3.3 All staff/ volunteers are made aware of updates and changes in safeguarding legislation/ policy / practice and how this may have a direct impact on your specific service area.	<i>Communications from safeguarding champions / safeguarding unit / staff briefings / team meetings what you have done in your service area to make changes/ adaptations</i>		

3.4 Working with others: How is guidance and training regarding information sharing made available to staff (both at induction and existing staff)? Are staff aware of what can and can't be shared with others (e.g. Agencies such as police/solicitors) and in what formats (e.g. Redacted records)?	<i>GDPR training data for service area; specific training; policy / procedures (name)</i>		
3.5 Consent to share information and when consent is not required is covered in training / guidance and in supervision / appraisals as standard practice	<i>Safeguarding training awareness Supervision policies</i>		
3.6 All strategic planning takes into account the need to safeguard citizens and to promote their welfare; as a service area we reflect on what has gone well and areas for improvement and ensure that new learning is embedded into our practice and in service area planning	<i>Evidence from priority plans; citizen consultation; complaints and compliments; audits and inspections; training; updating risk assessments; reviewing commissioned contracts; etc</i>		
<i>Reflection opportunity for – How effective is your service area approach to safeguarding? What are you good at? What can you improve on? What do you need assistance with?</i>			

Designated Safeguarding Lead Summary Report

Describe any key challenges and successes that you have experienced over the last year. Relate this both to your individual role and to the wider setting.
Please identify what support might be helpful to you in your role as Designated Safeguarding Lead or to assist with the development of safeguarding within your setting.

Rag Rating



Green

Means everything is in place, up to date, and meets the required minimum standard



Amber

Means that something requires review or improvement



Red

Means something needs to be developed as a matter of urgency or the measure needs to be addressed urgently

Part 2: Service Area Action Plan

Insert your completed / updated action plan from your previous audit. Ensure that any actions from your previous action plan that have not been completed are incorporated into your current plan as below.

No	Standard Identified	RAG Rating	Action Needed / Evidence of Completion	Timescale / Date of Completion	Lead Officer and Contact Details

Appendix 4 – Corporate Safeguarding Development Plan - Template

No	Standard Identified	RAG Rating	Action Needed / Evidence of Completion	Timescale / Date of Completion	Lead Officer and Contact Details

Appendix 5 – Corporate Whistleblowing Policy

Whistleblowing 2019 Final.doc

Appendix 6 – Customer Service Policy/Unacceptable Behaviour Policy

Unacceptable Customer Conduct policy Final August 20.doc

Appendix 7 – Corporate Diversity and Equality Policy

Equality Policy 2020.pdf

Appendix 8 – Corporate Social Media Policy/IT

Use of Social Media Policy - October 2021.pdf