

## MALVERN TOWN COUNCIL SAFEGUARDING POLICY

### Procedures, Protocols and Practice

This overarching Safeguarding Policy aims to ensure that a consistent approach to safeguarding exists across all Council policies. It outlines key roles and responsibilities of individual officers and elected members to embed safeguarding policies, practices and procedures into the Council to reflect the additional requirements of these additional responsibilities.

Malvern Town Council is committed to working in partnership with others to safeguard its residents from all forms of abuse, neglect or exploitation. The Council will raise awareness of safeguarding issues to ensure that the needs and interests of children, young people and adults with care and support needs are incumbent in decision making processes and through service provision.

This Policy aims to ensure that an overarching approach to safeguarding is embedded within all Council services and that staff, elected members, volunteers and those delivering contracts on behalf of the Council understand their role and responsibilities in supporting all residents to live a life free from abuse, exploitation and intimidation.

The Council will create an environment where staff, volunteers and elected members are adequately trained and encouraged to think of safeguarding as being their responsibility, understanding the need for them to play a full and active part in the delivery of the Council's response. External training providers will be used to deliver training where necessary.

The Council will ensure that its Policy complies with all relevant legislation, and as such we will review our policies, procedures, protocols and practices on an annual basis.

The Government has streamlined and simplified its approach to information sharing. In March 2015, it published a comprehensive package of information sharing guidance. The guidance includes:

- Her Majesty's Government "Working Together to Safeguard Children" statutory guidance which spells out the legislative requirements and expectations on individual services to safeguard and promote the welfare of children, and provides a clear framework for Local Safeguarding Children Boards to monitor the effectiveness of local services.
  - Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers specifically for all frontline practitioners and senior managers working in child and/or family services who have to make decisions about sharing personal information on a case by case basis. This simplifies current
-

legislation and guidance into six overarching principles, and dispels common information sharing myths.

When there is a reasonable cause to believe that a person or persons may be suffering, or may be at risk of suffering, significant harm, consideration will always be given to referring these concerns to Worcestershire County Council Children's or Adults' Social Care departments (as appropriate) and/or the Police.

Information about children, young people, families and adults with care and support needs will be shared appropriately, and always in accordance with the Worcestershire Partnership's Protocol for Sharing Information between Children's Trust agencies working for Children and Young People in Worcestershire 2014- 2017.

A disclosure form is attached at Appendix A.

### **Safeguarding and Promoting the Welfare of Children and Young People**

This encompasses the protection and welfare of children under the age of 18 (including unborn babies). It also incorporates the additional aims of preventing the impairment of children's health and development; ensuring they grow up in circumstances consistent with the provision of safe and effective care.

### **Safeguarding Adults**

This encompasses the protection from harm or neglect of a person aged 18 and over who may need community care services due to a disability, age or illness, who cannot take care of, or protect themselves from significant harm or exploitation. Adults with care and support needs should be supported in maintaining control over their lives and to make informed choices without coercion.

### **Child Sexual Exploitation**

Child Sexual Exploitation (CSE) is illegal activity by people who have some form of power and control over children and use it to sexually abuse them. It involves forcing or enticing a child (under the age of 18) to take part in sexual activities whether or not the child is aware of what is happening, including exploitative situations, contexts and relationships where children (or a third person or persons) receive "something" (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities. CSE can be a form of organised or complex abuse, involving a number of abusers and/or a number of children.

CSE can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those exploiting the child/young person have power

---

over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

### **Domestic Abuse and Violence**

Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

### **Honour Based Abuse, including Female Genital Mutilation and Forced Marriage**

Honour based abuse is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the “honour” of the family or community, or is required to undergo certain activities or procedures in “honour” of the family.

Female Genital Mutilation (FGM) is a collective term for illegal procedures which include the removal of part/all external female genitalia for cultural or other non-therapeutic reasons. The practice is not required by any religion. It is painful, medically unnecessary and has serious health consequences at the time it is carried out and in later life. The procedure is typically performed on girls of any age, but is also performed on newborn girls and on young women before marriage/pregnancy. A number of girls die as a direct result of the procedure, from blood loss or infection. FGM may be practised illegally by doctors or traditional health workers in the UK, or girls may be taken abroad for the operation.

A forced marriage “is a marriage conducted without the valid consent of both parties, where duress is a factor” (“A Choice by Right” HM Government 2000).

### **Prevent**

Prevent is a Government Strategy led by the Home Office and focuses on working with individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Supporting vulnerable individuals and reducing the threat from violent extremism in local communities is priority for statutory partners and their partners.

### **Modern Slavery**

Modern slavery or human trafficking involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. Victims are trafficked all over the world, including in and around the UK.

---

Malvern Town Council's officers appointed to champion these issues throughout the Council will be:

<b>Role</b>	<b>Officer</b>	<b>Contact Details</b>
Senior Manager with Responsibility for Safeguarding	Linda Blake Town Clerk	<a href="mailto:lblake@malvern-tc.org.uk">lblake@malvern-tc.org.uk</a> 01684 566667
Named Safeguarding Officer	Lyndsey Davies Office and Operations Coordinator	<a href="mailto:ldavies@malvern-tc.org.uk">ldavies@malvern-tc.org.uk</a> 01684 566667

Whilst other partnerships and organisations, as referred to in section 7 of this Policy, have roles in coordinating and ensuring the effectiveness of the Council's work to safeguard and promote the welfare of children and adults with care and support needs, they are not accountable for the Council's operational work. The Council retains its own lines of accountability for safeguarding and promoting the welfare of children and adults with care and support needs through its own service delivery and provision.

All staff, volunteers and elected members are to ensure they familiarise themselves and comply with the Council's Safeguarding Policy.

All staff, volunteers and elected members must participate in relevant training to recognise the varying forms of abuse and report any concerns, incidents or allegations to the Council's Named Safeguarding Officer in line with the relevant procedures.

It is the responsibility of staff and elected members to consider safeguarding implications in their decision making processes, including the procurement of services.

All external organisations and contractors providing services to the Council are required to comply with the Council's Safeguarding Policy as a minimum standard. Where relevant they should have their own safeguarding policy and procedures in place.

Whilst safeguarding is the responsibility of all Council staff, volunteers, elected members and contractors, there are a number of safeguarding roles within the Council with specific responsibilities briefly set out below:

<b>Role</b>	<b>Responsibilities</b>
Elected Members	Scrutinise the Council's Safeguarding Policy and any safeguarding reports to relevant Committees.
Senior Management Team, Town Clerk and Operations Manager	<p>Raise the profile, support the Policy and promote the development of initiatives to ensure the protection of residents within the district.</p> <p>Allocate resources to enable the Council to meet its responsibilities.</p> <p>Make staff aware of their duty to report any allegations or suspicions of abuse to the Named Safeguarding Officer and the procedure for doing so.</p> <p>Operate safe recruitment practices and routinely take up and check references.</p> <p>Adhere to and operate within the Council's Whistleblowing Policy and support staff who raise concerns.</p> <p>Ensure all staff receive training in safeguarding consistent with their job roles and responsibilities.</p> <p>Monitor compliance with Council's Safeguarding Policy with contractors, leaseholders and grant recipients as appropriate.</p>
Named Safeguarding Officer	<p>Development of Policy, issuing operational guidance, promoting good practice and making policy recommendations to Council.</p> <p>Submit annual progress reports to ensure that the Council's Safeguarding Policy is being met.</p> <p>Make a referral to the Local Authority Designated Officer (LADO) as appropriate.</p> <p>Ensure that action taken is coordinated and monitored.</p> <p>Development of an annual safeguarding action plan.</p> <p>Support and advise the Council's contractors, leaseholders and grant recipients on the development of safeguarding policies, where necessary.</p>

The Council will work with other agencies to prevent the abuse of its residents in all its forms.

### **Worcestershire Safeguarding Children Board**

The Worcestershire Safeguarding Children Board has a wide range of responsibilities, including the development and review of procedures to protect children; the provision of training for staff

---

and volunteers who work with children; reviewing the death of all children to find out what lessons can be learnt to safeguard other children and raising public awareness of safeguarding.

Further information on the roles and responsibilities of the Worcestershire Safeguarding Children Board can be found on: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

### **Worcestershire Safeguarding Adults Board**

The Worcestershire Safeguarding Adults Board is the main forum for making sure that we keep safe those adults with care and support needs who are at risk of abuse and neglect and unable to protect themselves.

The Board, which was established in 2003, includes membership from the County Council, NHS, Police, Healthwatch, a carer's representative and the voluntary sector.

The Care Act 2014 places a duty on the Council to cooperate with the Worcestershire Safeguarding Adults Board.

Further information on the roles and responsibilities of the Worcestershire Safeguarding Adults Board can be found on: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

### **South Worcestershire Community Safety Partnership**

The Crime and Disorder Act 1998 placed a duty on local authorities and the Police to form a local partnership and cooperate in the development and implementation of a strategy for tackling crime and disorder in the area. This local partnership is known as the South Worcestershire Community Safety Partnership, to which the Council is a member. The Partnership brings together the existing work to reduce crime and improve community safety and acts as the formal body to meet the requirements of the Act.

It is also a statutory requirement for the Partnership to undertake a multi-agency Domestic Homicide Review (DHR) following a domestic homicide to identify what needs to change to reduce the risk of further incidents.

### **Worcestershire County Council Social Care**

Worcestershire County Council has responsibilities as the Children's Service Authority and Social Services Authority for Worcestershire. All safeguarding concerns, incidents and allegations regarding the welfare of an adult with care and support needs will be reported to Worcestershire County Council Access Centre. All safeguarding concerns, incidents and allegations regarding the welfare of a child will be reported to Worcestershire County Council Family Front Door. The relevant officers at Worcestershire County Council are responsible for coordinating any investigation. These are referred to as Local Authority Designated Officers.

---

## **West Mercia Police**

West Mercia Police have an essential role in protecting children and adults with care and support needs from abuse and are under a legal duty to carry out their functions “having regard to” (taking account of) the need to protect and promote the welfare of children.

Section 11 of the Children Act 2004 states that police and crime commissioners and the chief officer of each police force in England must make sure that they protect and promote the welfare of children. This means that, while officers from the child abuse investigation unit (CAIU) have a critical role to play in child safeguarding, it is not just down to them, it is a basic part of the duties of all police officers.

As well as their duty to investigate criminal offences, West Mercia Police have emergency powers to enter premises and make sure they can provide immediate protection for children and adults with care and support needs believed to be suffering, or likely to suffer, significant harm.

The contact details for these agencies and organisations are as follows:

A list of useful safeguarding organisations can be found on the Worcestershire County Council website: [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

---

## APPENDIX A – DISCLOSURE FORM

Please complete as much of the following as possible. The completed form should be sent to the Named Safeguarding Officer.

**This should be, no later than at the end of the working day in question**

DETAILS OF THE CHILD/ ADULT			
Name of Child / Adult			
Gender		Date of Birth/Age (if known)	
Parent/Carers Name(s)	(leave blank if your concern is about an adult who does not have a carer)		
Home address	(if known)		
YOUR DETAILS			
Your Name			
Your Position			
Date and Time of Incident			
DETAILS OF THE PERSON ALLEGED TO HAVE CAUSED HARM/ LIKELY CAUSE HARM TO A CHILD/ ADULT (if known)			
Name			
Gender		Date of Birth/Age (if known, and	
Parent/Carers Name(s)	(if the person harming/likely to harm to a child/ adult is under 18 years old)		
Home address	(if known)		
REPORT			
Are you reporting your own concerns or those raised by someone else?	My own concerns		<input type="checkbox"/>
	Concerns raised by someone else		<input type="checkbox"/>



If reporting concerns raised by someone else, please provide their name(s) and position(s):

Name	
Position	
Date and Time of Disclosure	(If different)

**DETAILS OF THE SAFEGUARDING CONCERN/DISCLOSURE, INCLUDING TIMES, DATES AND OTHER RELEVANT INFORMATION.**

(The information should be as objective as possible, including direct quotes and reasons why you thought and responded as you did):

--	--

Details of any witnesses to the incident(s)	
---	--

Have you spoken to anyone else regarding the concern/disclosure?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

REMEMBER: YOU SHOULD NOT CONDUCT AN INVESTIGATION. YOU SHOULD NOT CONTACT THE PARENT/CARER IF DOING SO MAY PUT A CHILD/ ADULT AT FURTHER RISK OF HARM.

If yes, please provide details of who, what was said, when and what their response was.			
<b>FURTHER ACTION TAKEN</b>			
<b>Have you informed any of the following?</b>			
Police	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other Emergency Services	Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Manager/ Head of Service	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other (please specify)	
If yes, please specify:			
Your Signature		Date	

REMEMBER TO MAINTAIN CONFIDENTIALITY. DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW

**The completed form should be sent to the Named Safeguarding Officer, this should be no later than at the end of the working day in question:**

Lyndsey Davies – Named Safeguarding Officer

T: 01684 566667

E: [ldavies@malvern-tc.org.uk](mailto:ldavies@malvern-tc.org.uk)

**In absence of Named Safeguarding Officer, contact:**

Linda Blake – Senior Manager with responsibility for Safeguarding

T: 01684 566667

E: [lblake@malvern-tc.org.uk](mailto:lblake@malvern-tc.org.uk)

**Named Safeguarding Officer Use Only**

<b>ADDITIONAL INFORMATION RELEVANT TO THE SAFEGUARDING CONCERN/DISCLOSURE</b>			
Date received and acknowledged			
Internal action taken and reason(s)		Date	
Date forwarded onto LADO/ Police/ Social Care			
Correspondence from LADO/ Police/ Social Care		Date	
Date case closed/on hold			
Named Safeguarding Officer's Name			
Named Safeguarding Officer's Signature		Date	

May 2017