

**SAFEGUARDING CHILDREN, YOUNG
PEOPLE AND ADULTS AT RISK
POLICY 2022**

Crawley Borough Council

This policy applies to all staff (permanent, casual and temporary), volunteers and elected members who may come into contact with children, young people and adults at risk in the course of their work, whether in home, on Crawley Borough Council premises, or in the community.

It informs staff, volunteers and elected members about:

What actions to take if you have concerns about the safety or welfare of a child,

What will happen once you have taken these actions.

What actions to take if you have concerns about the behaviour of a member of staff, volunteer or elected member relating to the safety of a child, young person or adult at risk.

Behavioural expectations reducing the risk of false allegations.

It is designed to ensure that all staff, volunteers and elected members are equipped with the knowledge, skills and information to enable them to undertake their safeguarding responsibilities for Crawley Borough Council.

Everyone, including children, young people and adults

Sussex Safeguarding Policy and Procedures

sussexsafeguardingadults.procedures.org.uk

It

to record and report any concerns over the welfare of children, young

socio-economic status, religious belief and sexual orientation. They all have the right to protection from abuse.

The term **children** and **young people** is used to refer to anyone under the age of 18 years.

The term **adults at risk** refers to any person aged 18 years or over who meets the following criteria:

Has needs for care and support (whether or not the local authority is meeting any of those needs) and;

Is experiencing, or at risk of, abuse or neglect; and

As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse and neglect.

Carers are also included and are entitled to an assessment of their needs, where they meet the tests set out above.

There are three parts to safeguarding children, young people and adults at risk:

a duty to protect children, young people and adults at risk from maltreatment

a duty to prevent impairment

a duty to safeguard adults at risk in accordance with the Care Act (2014)

The Council intends to safeguard children, young people and adults at risk from the following types of abuse:

Physical Abuse

Sexual Abuse

Emotional Abuse

Child Sexual

Promoting

The Prevent Duty. Departmental advice for schools and childcare providers (2015)
From April 2015, the Care Act (2014) ensures a statutory duty in regards to adult safeguarding. This is to ensure an adult at risk and/or carer can live safely, comfortably and free from abuse.

Ultimately, accountability for safeguarding and protecting children, young people and adults at risk under this policy falls to the Chief Executive as detailed in the Children Act 2004 and the Care Act 2014. The Council has delegated this responsibility to Head of Community Services, Kate Wilson (Lead Safeguarding Officer (LSO)).

The Elected Member responsible for safeguarding children, young people and adults at risk is the Cabinet Member with responsibility for Public Protection and Community Engagement.

Providing some services which could resolve children, young people and adults at risk (including those involved in anti-social behaviour investigations).

Identifying potential risks to children, young people and adults at risk and directly influencing the lives of young people and adults at risk through the services it provides.

Learning from lessons of high profile serious case reviews (for example, cases such as, Victoria Climbié, Baby Peter and Child Sexual Exploitation (CSE) in Rotherham). This may include coordinating additional training for licensed operators and partner organisations.

Working with organisations to help combat other national safeguarding concerns, such as Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE) and Modern Slavery.

Not placing staff, volunteers or elected members in situations where they may be accused of inappropriate behaviour towards children, young people or adults at risk.

Continuously reviewing its actions via Section 11 self-assessments and reports to the

Crawley Borough Council accepts its moral and legal responsibility to:

Implement safeguarding procedures.

Provide a duty of care for children, young people and adults at risk.

Safeguard the well-being of children, young people and adults at risk.

Protect individuals from abuse when they are engaged in services organised and provided by the Council.

Listen to and respect the views of children, young people and adults at risk

Crawley Borough Council will achieve this by:

Respecting and promoting the rights, wishes and feelings of children, young people and adults at risk.

Raising the awareness of the duty of care responsibilities relating to children, young people and adults at risk throughout the Council.

Promoting and implementing appropriate procedures to safeguard the well-being of children, young people and adults at risk to protect them from

Having (and promoting to staff, volunteers and elected members) clear communication channels in case of suspicions about child, young person or adults at risk abuse, or other risks.

Requiring staff, elected members and volunteers to adopt and abide by the

Training, development and continuous review is key to ensuring that this Safeguarding Policy is implemented effectively.

Staff, volunteers and elected members will receive safeguarding training (including e-safety and CSE) or information regarding safeguarding and are expected to apply these principles as part of their day-to-day working practice. The training and/or information will be at a level appropriate to their role, depending on the degree to which they are in contact with, have sensitive information about and/or plan services for children, young people and adults at risk.

Designated Safeguarding Officers (DSOs) will receive additional higher-level training to enable them to support and advise staff, volunteers and elected members.

Staff training and development needs and opportunities relating to safeguarding and protection issues

This will include evidence of appropriate and proportionate safeguarding policies, recruitment and vetting procedures and training and development for staff, volunteers, trustees etc.

The Council supports the principle of sharing information with other agencies and will document information where appropriate to support this process. Data Protection should not be used as an excuse not to pass on important safeguarding information to relevant partner organisations. The Council is committed to close working with partners in all matters relating to safeguarding and protecting children, young people and adults at risk as well as to the relevant partnerships.

This Safeguarding Policy informs all staff, volunteers and elected members of what actions they should take if they have c8

Inform the child, young person or adult at risk who discloses the abuse that you may

Adults

If you have received an allegation about an elected member or are concerned about their poor practice, you must:

Stay calm and be sensitive.

Record all observations and everything that is said.

Contact the Head of Legal & Democratic Services (monitoring officer) at the earliest

Safeguarding Officer, as appropriate.

Once the LADO has been informed then you and colleagues will follow all instructions from

disclosures and suspicions to the Police and/or MASH and Adult Care Point. It is also their responsibility to ensure completed records are passed to the LDSO and to take any other action appropriate.

False or Unfounded allegations will result in all rights being re-instated.

Founded allegations will be passed on to the relevant organisations including the local authority the police, and will result in the termination of employment.

Where the incident has taken place in a childcare establishment for children under the age of 8 years Ofsted will be notified immediately of the decision.

The LSO or Head of Legal & Democratic Services will notify the Disclosure and Barring Service of this immediately and also if the individual concerned leaves the employment during the investigation process and the allegation is subsequently substantiated.

All records relating to an allegation against staff, volunteers and elected members will be kept until the person reaches normal retirement age or for 10 years, if that is longer.

If the recorded allegation was founded, then this information must be provided on all future references for that individual.

Whilst providing services for children, young people and adults at risk, Crawley Borough Council staff are in a position of trust and responsibility and this should be uppermost in

understand how they can best protect children, young people and adults at risk and themselves from false allegations whether working directly with, or inadvertently coming into contact with, children, young people and adults at risk during their work.

This section outlines the behaviour expected of Crawley Borough Council staff, volunteers, contractors, elected members and staff from other organisations who engage with children, young people and adults at risk through Crawley Borough Council and its services.

This code has been developed to provide advice which will not only help to protect children, young people and adults at risk but will also help identify any practices which could be misconstrued and perhaps lead to false allegations of abuse being made against individuals.

Following this good practice code will also help to protect Crawley Borough Council by reducing the possibility of anyone using their role within the organisation to gain access to children, young people and adults at risk in order to abuse them.

When working with children, young people and adults at risk for Crawley Borough Council, all staff and volunteers are considered to be acting in a position of trust. It is therefore important that staff, volunteers and peer leaders are aware that they may be seen as role models by children and must act in an appropriate manner at all times and follow the code of conduct.

All members of staff and volunteers are expected to report breaches of this.48 963.96 reW*nBT/F2 10.56 Tf1 0 0

It is prohibited for staff to use their personal mobile phones to take pictures of the children, young people or adults at risk attending the services. In childcare settings, personal mobile phones will be stored in a pre-specified location whilst staff are on duty.

In Crawley Borough Council childcare settings, no cameras will be allowed to be used on the premises other than a camera belonging to the Council which is used with written parental permission.

In addition to this, the DSO will inform the Prevent Coordinator or Community Development Manager for additional, specific advice or further referral to Channel (contact details are on the intranet under

Prevent is the strategy to stop people becoming terrorists or supporting terrorism, in all its forms. Prevent works with individuals and communities by using voluntary early intervention to encourage them to challenge extremist and terrorist ideology and behaviour.

Channel is a specialist safeguarding panel which supports Prevent. It is a confidential and voluntary

It is unlikely that any child, young person or adult at risk is able to access any inappropriate online sites due to Crawley Borough

However, if any member of staff, volunteer or elected member has any concerns about a child, young person or adult at

Supporting staff, volunteers and elected members to write and submit referrals.
Ensuring that detailed, accurate and secure written records of referrals are recorded and kept and provide advice to staff that have concerns on what to record.
Having a working knowledge of the Sussex safeguarding policies, procedures and relevant professional guidance.
Challenging a referral not taken up by [redacted] and [redacted] Social Care when it is considered an appropriate case.

In addition to the above, the [redacted] LSO and LDSO, have responsibility to:

Monitor the number of safeguarding referrals and outcomes of these.
Co-ordinate and deliver training to staff, volunteers and elected members in accordance with the West Sussex Training Framework.
Liaise with and support the [redacted] DSOs.
Facilitate an internal Safeguarding Working Group and cascade relevant information from the Local Safeguarding Partnerships and the District/Borough Safeguarding Officer Group.
Ensure policy and procedures are in place and up to date.
Oversee the development, implementation and monitoring of an action plan developed and [redacted]

up

Code of Conduct
Code of Conduct
Home Office Prevent Strategy

You may have heard of the high-profile court cases in Rotherham, Oxfordshire and Rochdale. It is a high priority for all local councils to work with other agencies to disrupt and prevent this particular type of child abuse.

CSE is a form of sexual abuse. where a child or

call the adult safeguarding hub 033 022 28400 (professionals only), and follow the link www.westsussex.gov.uk/Raiseaconcernaboutanadult

If it is out of hours, for children and young people:

if it is out of hours, telephone the emergency duty team on 03302 226664 and follow up with an email to MASH@westsussex.gov.uk marked for attention of EDT

If it is out of hours for adults:

phone 01293 642121 (out of hours duty team) or 033 022 27007 (urgent referrals for adults)

Keep written records of your concern,