

# Corporate Safeguarding Policy

## Wrexham County Borough Council

This document is available in Welsh

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## 1. Purpose

1.1. The purpose of the Corporate Safeguarding Policy is:

- To highlight how Wrexham County Borough Council undertakes its legal commitments in the field of safeguarding children and adults;
- To give assurance to members of the public, service users, members employees and people working on behalf of the Council that there are clear arrangements in place to safeguard and protect children and adults;
- To ensure that employees and Members have clear guidelines for when a child or adult may be at risk of harm or their wellbeing is being adversely affected;
- To ensure that employees within the Council work together to protect people from abuse or harm of any kind.

## 2. Scope

2.1 This policy relates to all 'children' under the age of 18 and to adults at risk over the age of 18 regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

2.2 By the nature of the organisation, it is inevitable that various degrees of contact with children and adults at risk will occur and it is therefore our policy to have in place clear guidelines for safeguarding and promoting their welfare as well as protecting our employees and other adults in a position of responsibility from potential allegations of abuse.

2.3 [The Wales Safeguarding Procedures 2019](#) define Safeguarding as follows: 'Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers'.

## 3. Responsibilities

3.1 Every Member, employee, volunteer and contracted service provider has a responsibility to adhere to the procedures and guidance set out in this policy, including the Corporate Safeguarding Code of Conduct and Safe Working Practices (see [Appendix 2](#)).

## 4. Abbreviations

WCBC – Wrexham County Borough Council

CP – Child Protection  
DBS – Disclosure and Barring Service  
AAR – Adults At Risk  
VAWDASV- Violence Against Women, Domestic Abuse and Sexual Violence  
SSWBA – Social Services and Well-being (Wales) Act 2014

## 5. Equalities

5.1 The Equalities policy must be applied to ensure there is no discrimination on the basis of: race and ethnicity, disability, age, gender, sexual orientation, religion and belief, Welsh Language or human rights, pregnancy and maternity, gender re-assignment and Marriage and civil partnership.

## 6. Policy Context

6.1 One of the Council's corporate priorities is to ensure that vulnerable people are protected and are able to live as independently as possible.

6.2 As a Council, we believe that every child and adult has a right to be safe from harm. The Council acknowledges its role and responsibilities to provide definite guidance for employees, Members, partners, other stakeholders and those people whom we serve in this key field.

6.3 "Corporate Safeguarding" is everybody's business in every service within the Council. Whilst Social Care is the Lead Service for dealing with enquiries regarding allegations / concerns that children and adults may be suffering significant harm, everyone working or contracted within the Council has a responsibility to safeguard the welfare of children, young people and adults, whatever the role of the individual.

6.4 "Safeguarding" is a wider concept than the protection of children and adults and includes the promotion of:

- Physical, emotional and mental health;
- Protection from harm and neglect (including financial abuse);
- Education, training and leisure;
- Contribution to society;
- Social and economic well-being

See [Appendix 3 & 4 – Signs of Abuse](#)

6.5 Although every organisation working with children, young people and adults should be committed to safeguarding and promoting their welfare, a number of organisations have statutory roles or duties:

- Under Part 7 of the Social Services and Well-being (Wales) Act 2014, the Council has a duty to ensure that it undertakes its functions in a way that safeguards and promotes the welfare of children and adults at risk;

- Under Section 17 of the Crime and Disorder Act 1998, it is the Council's duty to ensure that every reasonable step is taken to protect adults and prevent crime and disorder when it undertakes its function;
- Under Section 52 of the Modern Slavery Act 2015, the Council has a statutory Duty to Notify the Home Office when they come across potential victims of modern slavery.
- Section 36 - 41 of the Counter Terrorism and Security Act 2015 set out the duty on LA's and their partners to provide support for people vulnerable to being drawn into terrorism

6.6 For the purpose of this policy a Child is defined as anyone who has not yet reached their eighteenth birthday. "Children" therefore means Children and Young People throughout this document. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his or her status or entitlement to services or protections under current legislation.

6.7 An adult is defined as a person who is over 18 years of age.

6.8 The Council is also committed to ensuring that services/ information are delivered in the language of choice of the citizen.

6.9 Section 126 of the Social Services and Well-Being (Wales) Act 2014 (SSWBA) introduces the concept of an 'Adult at Risk':

*(1) An 'Adult at Risk'...is an Adult who:*

*(a) is experiencing or is at risk of abuse or neglect;*

*(b) has needs for care and support (whether or not the authority is meeting any of those needs); and*

*(c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.*

6.10 Section 128 of the SSWBA outlines the statutory 'duty to report Adults at risk':

*(1) If a relevant partner of a local authority has reasonable cause to suspect that a person is an adult at risk and appears to be within the authority's area, it must inform the local authority of that fact.*

*(2) If the person that the relevant partner has reasonable cause to suspect is an adult at risk appears to be within the area of a local authority other than one of which it is a relevant partner, it must inform that other local authority.*

*(3) If a local authority has reasonable cause to suspect that a person within its area at any time is an adult at risk and is living or proposing to live in the area of another local authority (or a local authority in England), it must inform that other authority.*

*(4) For the purpose of this section a relevant partner of a local authority is a person who is a relevant partner of the authority for the purposes of section 162.*

6.11 Section 130 of the SSWBA outlines the 'duty to report Children at risk':

*(1) If a relevant partner of a local authority has reasonable cause to suspect that a child is a child at risk and appears to be within the authority's area, it must inform the local authority of that fact.*

*(2) If the child that the relevant partner has reasonable cause to suspect is a child at risk appears to be within the area of a local authority other than one of which it is a relevant partner, it must inform that other local authority.*

*(3) If a local authority has reasonable cause to suspect that a child within its area at any time is a child at risk and is living or proposing to live within the area of another local authority (or a local authority in England), it must inform that other authority.*

*(4) In this section, "a child at risk" is a child who—*

*(a) is experiencing or is at risk of abuse, neglect or other kinds of harm, and*

*(b) has needs for care and support (whether or not the authority is meeting any of those needs).*

*(5) For the purposes of this section a relevant partner of a local authority is—*

*(a) a person who is a relevant partner of the local authority for the purposes of section 162;*

*(b) a youth offending team for an area any part of which falls within the area of the authority.*

*(6) For provision about a local authority's duty to investigate children at risk, see section 47 of the Children Act 1989.*

6.12 The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 aims to improve arrangements for the prevention of gender based violence, abuse and sexual violence. The protection of victims and support for people affected is underpinned by the 'Ask and Act' duty placed on public service staff to ask potential victims about the possibility that they may be experiencing VAWDASV and act so as to reduce suffering and harm.

6.13 Local Authorities have a duty to identify vulnerable individuals and families at risk of radicalisation from all forms of extremism. The Counter Terrorism and Security Act 2015 and its guidance, identifies that Children and Adults may be vulnerable to ideologies that place them, their families and the general public in danger should they be enticed to act

upon extremist beliefs. Identifying individuals at risk and determining what action is necessary to support them is complemented by the 'Channel' multi-agency intervention process which deters continued involvement.

6.14 Modern day slavery encompasses slavery, servitude, and forced or compulsory labour and human trafficking. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In March 2015, the Modern Day Slavery Bill consolidated and simplified existing offences into a single Act (Modern Day Slavery Act 2015) ensuring that perpetrators can receive suitably severe punishments. The Act also contains powers for the courts to place restrictions on individuals to protect people from the harm caused by modern day slavery.

## 7. Guiding Principles

7.1 As a Council we believe that it is unacceptable for a child or an adult to be abused, exploited or harmed in any way. This is reflected in the following principles, which form the basis of the policy and guidelines:

- Every child and adult has a right to participate in a safe society without any violence, fear, abuse, bullying and discrimination;
- Every child and adult has the right to be protected from harm, exploitation and abuse;
- As a Council we will put the welfare of children and adults centrally in our policies and procedures;
- As a Council we will work closely in partnership with children, their parents, carers and adults and other agencies to safeguard and promote the welfare of children and adults;
- We will respect the rights, wishes, feelings and privacy of children and adults by listening to them and minimising any risks that may affect them;
- As a Council we will invest in preventative and early intervention work and try to avoid situations where abuse or allegations of abuse or harm may occur.
- As a Council we will raise the profile of Private Fostering Arrangements and the legal duty for parents and carers to notify us of such arrangements.

## 8. Outcomes

8.1 This document sets out the Council's commitment to safeguard children and adults and to protect them from being abused.

8.2 The impact of this guidance is measured regularly in order to ensure it achieves the following high level outcomes:

- A clear understanding amongst employees, Members and those working on behalf of the Council of the policies and guidelines for safeguarding children and adults;
- Robust corporate and service procedures in place to ensure compliance with the policies and guidelines introduced here;
- Clear and accessible communication arrangements in place across the organisation, including information about the key officers in each Service who are responsible for children and adult safeguarding issues;
- Consistency between these guidelines and the Wales Safeguarding Procedures 2019 which are operational on an all Wales basis and associated protocols for safeguarding children and adults;
- That employees and Members receive information and training regarding the guidelines and that this is a continuous and permanent arrangement within the organisation.

## 9. Roles and Responsibilities

9.1 Every Member, employee, agency worker, volunteer and contracted service provider has a duty to adhere to the procedures and guidance set out in this policy.

9.2 By following the correct procedures and guidance, it is possible to ensure that the appropriate steps are implemented to deal with any allegation or concern; that services are planned and delivered in a way which safeguards children and adults, and employees are enabled to conduct themselves safely.

9.3 Every employee, member, agency worker, volunteer and service provider has a responsibility in the field of safeguarding.

9.4 This means that every Service within the Council has a key role to play and has to take full ownership of safeguarding matters. It follows that there is a need to ensure that there are clear arrangements and procedures in place across the Council to ensure that investigations into allegations / concerns that children and adults may be suffering substantial harm receive due consideration. In addition, every service area needs to understand where safeguarding issues are most likely to arise in their particular service and ensure they adhere to this policy in managing them safely.

9.5 All professionals / practitioners (including Members, employees, agency workers, volunteers and contracted service providers) must report any concerns about a child



(including an unborn child) or adult experiencing or at risk of harm, abuse and / or neglect. All professionals have a statutory responsibility to ensure that the concerns are referred appropriately (see sections 9 and 10 below).

9.6 All professionals / practitioners (including Members, employees, agency workers, volunteers and contracted service providers) should notify Children's Services SPOA of any private fostering arrangements that come to their attention, where they are not satisfied that Children's Services have been, or will be, notified of the arrangement.

9.7 This document draws together the corporate policies and guidelines in the field of safeguarding children and adults and will provide an operating framework for every Department/service in the Council.

## Functions of Key Officers and Members

9.8 The Chief Executive as Head of Paid Service is responsible for ensuring that appropriate policies and strategies are adopted within the Council, this includes the safeguarding policy and procedure for children and adults.

9.9 The Chief Executive is also responsible for ensuring effective corporate governance and satisfying all the statutory requirements.

9.10 However, all Chief Officers are responsible for ensuring all services recognise the importance of safeguarding, and in the delivery of the services safeguards and promotes the welfare of children and vulnerable adults across the Council.

9.11 One Chief Officer holds the statutory role of Director (Social Services).

## Statutory Director (Social Services)

9.12 The Statutory Director (Social Services) is accountable for the effective delivery of the Council's social services functions to the head of paid service (Chief Executive) and through them to the Council. The Statutory Director has the final and indivisible responsibility for safeguarding issues. In Wrexham this is the Chief Officer for Social Care. He/she is responsible for ensuring that the Council has appropriate safeguarding measures in place to protect children and young people, adults and vulnerable older people and is responsible for reporting at a corporate level to Members on their effectiveness.

9.13 The Statutory Director has the following statutory accountabilities in relation to Safeguarding, as set out in the Social Services and Well-being (Wales) Act 2014, Part 8 Code of Practice on the Role of the Director of Social Services (Social Services Functions):

- Show leadership to ensure effective safeguarding arrangements are in place both within the Council and by relevant partners.

- Ensure there are defined arrangements in relation to delegation and reporting arrangements related to safeguarding issues with other officers within the Council, particularly the Senior Head of Service (Adult Services) and Senior Head of Service (Children's Services).
- Oversee and report to Members, on a consistent basis, regarding the operation, monitoring and improvement of child and adult safeguarding systems within the Council.
- Ensure there is representation from the Council on the North Wales Safeguarding Children Board and on the Safeguarding Adult Board.
- Support effective partnership working and ensure safeguarding duties are effectively discharged collaboratively by the North Wales Safeguarding Children Board and the Safeguarding Adult Board. These include in relation to:
  - Contributing to the review and development of policies and procedures to safeguard children and adults at risk
  - Raising awareness of abuse, neglect and harm in a Board's area  
Regularly reviewing the effectiveness of local safeguarding measures
  - Undertaking and ensuring lessons are learnt from Child Practice Reviews and Adult Practice Reviews
  - Disseminating information about safeguarding best practice and learning
  - Ensure practitioners across all safeguarding partners are receiving or have access to appropriate safeguarding training
- Ensuring there are effective, understood and publicised arrangements for the reporting of children and adults suspected of being at risk of abuse or neglect
- Lead and support continuous engagement and co-operation with inspectorates and regulators by all Council officers in relation to the preparation and undertaking of any performance reviews of local authority social services functions, as well as any other care and support services provided in the local authority area. This includes ensuring inspectorates and regulators have access to all relevant information.
- Lead on the development of effective arrangements, including at regional partnership level, to promote co-operation to achieve the following purposes:
  - improve the well-being of people with care and support needs, including carers who need support;
  - improve the quality of care and support for people, including support for carers;
  - protecting adults with care and support needs who are at risk or experiencing abuse or neglect
  - protecting children who are at risk or experiencing abuse of neglect

9.14 Whilst every employee, Member, agency worker and volunteer has a responsibility to safeguard and promote the welfare of children and adults, the Statutory role (Director Social Care) is the position in the Council with the final and indivisible accountability for this area of work.

9.15 Section 144 of the Social Services and Well-being (Wales) Act 2014 places a responsibility on every local authority in Wales to appoint a Director of Social Services. The role of the Director of Social Services in Wrexham does not change the arrangements of an executive authority or change accountability for services. The three main accountabilities of the Director of Social Services for (Chief Officer Social Care) are:

- To be responsible for promoting partnership when planning for children and young people corporately across the departments of the local authority and across the authority and its partners;
- To offer the required leadership to ensure that a high profile is given within the local authority to planning in partnership thereby promoting strategic change for children and young people;
- To be responsible for ensuring that the local authority implements the United Nations' Convention on the Rights of the Child (UNCRC).

9.16 This responsibility is in addition to, but independent of any executive responsibility the Chief Officer Social Care (Director of Social Services) has for a specific service or a group of services that could be associated with any appropriate member of the Senior Leadership Team.

9.17 The Chief Officer role for Social Care has an additional accountability alongside the statutory role:

- To ensure that the Council has proper safeguards to protect vulnerable children, young people and older people.
- To lead and deliver an effective single safeguarding unit for the Council for Children's and Adult's services. To ensure its effective development and delivery to embed a high standard of safeguarding practices in all of the Council's business.

### Designated Officer for Safeguarding (DOS)

9.18 The Wales Safeguarding Procedures 2019 requires the Local Authority to appoint a nominated person within the local authority who is responsible for managing and monitoring safeguarding allegations in relation to paid and unpaid social care workers. Providing advice, information and guidance to employers and voluntary organisations around safeguarding allegations and concerns in relation to practitioners/volunteers.

9.19 This position is held by the Head of Service for Safeguarding and Quality Assurance, Children's Services.

## Designated Safeguarding Person (DSP)

- 9.20 The Wales Safeguarding Procedures 2019 requires every organisation to have a Designated Safeguarding Person (DSP). The DSP is the identified person within the organisation who is available to discuss safeguarding concerns. They should be consulted as to whether to raise a safeguarding concern with the Council and will manage any immediate actions required to ensure the individual at risk is safe from abuse.
- 9.21 Every Service within the Council is required to nominate a “Designated Safeguarding Person” for their service area. A full list of DSPs can be located on SAM: [Corporate Safeguarding Lead Officers](#)
- 9.22 A Designated Safeguarding Person is responsible for:
- Acting as a key source of advice and support for other employees in the Service on any safeguarding issues;
  - Acting as the identified person within the service area to discuss safeguarding concerns and managing any immediate actions required to ensure the individual at risk is safe from abuse;
  - Escalating safeguarding concerns that cannot be dealt with at the DSP level;
  - Raising awareness of the Council’s Corporate policy and guidelines for Safeguarding Children and Adults along with the Wales Safeguarding Procedures 2019 and the Policy and Procedure for the Protection of Vulnerable Adults;
  - Ensuring that there are effective internal procedures to deal with concerns within the Service by working closely with the Social Care Service to achieve this;
  - Ensuring that the process of complying with this policy and guidelines is monitored by reporting regularly to the Corporate Safeguarding Panel;
  - Attending the relevant training for ‘Designated Safeguarding People’

## All Chief Officers / Heads of Service Reporting Directly to the Chief Executive

- 9.23 All Chief Officers/ Head of Service reporting directly to the Chief Executive - – through their Management Teams – 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. This includes the quality, content and frequency of training provided and maintaining sufficient employee training records.

- 9.24 All Chief Officers/ Heads of Service reporting directly to the Chief Executive must ensure that any employees that require a check due to the nature of their role are appropriately checked through the Disclosure and Barring Service procedures and that their employees are aware of and conform to the policy and guidelines for safeguarding children and adults. All Chief Officers/ Heads of Service reporting directly to the Chief Executive must establish arrangements to ensure that they comply with the requirements of this policy and the [Council's Safe Recruitment Policy](#). All Chief Officers/ Heads of Services reporting directly to the Chief Executive must ensure that records are kept of dates of check and ensure employees make arrangements to renew as required on time.
- 9.25 To ensure all services recognise the importance of safeguarding, and in the delivery of the services safeguards and promotes the welfare of children and vulnerable adults across the Authority.

### Every Manager

- 9.26 Every Manager is responsible for ensuring that the employees for which they are responsible receive the training which they need, proportionate to their responsibilities. The Workforce Development Team will develop and oversee implementation of a Corporate Safeguarding Workforce Development Strategy and Training Plan.
- 9.27 Every employee, agency worker and volunteer is responsible for undertaking their duties in a manner which safeguards and promotes the welfare of children and adults. They must also act in a way which protects them against false allegations of abuse as far as possible and in accordance with this policy. They must bring issues of concern regarding the safety and welfare of children and adults to the attention of the Designated Safeguarding Person in their Service. Employees, agency workers or volunteers who feel unable to raise any identified issues with their Designated Safeguarding Person should utilise the [Council's Whistleblowing Policy](#), available on the Council's staff intranet and external website.

### All Employees, Agency Workers and Volunteers (including School Governors)

- 9.28 Every employee, agency worker and volunteer is responsible for undertaking their duties in a manner which safeguards and promotes the welfare of children and adults. They must also act in a way which protects them against false allegations of abuse as far as possible and in accordance with this policy. They must bring issues of concern regarding the safety and welfare of children and adults to the attention of the Designated Safeguarding Person in their Service.
- 9.29 All employees, agency workers and volunteers (including School Governors) are responsible for ensuring they undertake mandatory safeguarding training.

## Contractors, Sub-contractors or Other Organisations funded by or on behalf of Wrexham Council

- 9.30 Contractors, sub-contractors or other organisations funded by or on behalf of the Council are responsible for arranging the necessary checks through the Disclosure and Barring Service and for ensuring that their employees comply with regulatory and contractual arrangements relating to safeguarding children and adults.
- 9.31 Some organisations are also required to undertake an annual self-assessment of safeguarding arrangements, and to report outcomes, as part of contract monitoring arrangements. It is expected that this will apply to more organisations over time. Contractors are also responsible for informing relevant managers of the Council about any concerns they may have and to refer protection issues.

## Role of Elected Members

- 9.32 All Members of the Council have a strategic role in relation to Social Care and need to satisfy themselves that the Council is discharging its statutory responsibilities and demonstrates good practice wherever possible.
- 9.33 Due to their connectivity with the local community, Members also have an important role to play in safeguarding children and vulnerable adults.
- 9.34 Members will receive the following information in the field of safeguarding:
- Members of the Safeguarding, Communities & Wellbeing Scrutiny Committee will have an important role in scrutinising information contained in the Director of Social Services Annual Report. It is also the duty of Members to ensure that effective corporate policies and procedures are in place and followed throughout the organisation.
  - The Chief Officer Social Care (statutory Director of Social Services) will report on the work of the Council to all Members on an annual basis. This provides every Member with assurance that a clear work programme is in place and that the Council's safeguarding policies and procedures are robust across the Council.
- 9.35 Any lessons from the Council's Adult or Child Practice Reviews will also be identified to Members as part of the Director of Social Services Annual Report.
- Members of the Safeguarding, Communities & Wellbeing Scrutiny Committee will receive information regarding the work of the Council through an Annual Report. This will provide an opportunity for Members to scrutinise and challenge Members of the Senior Management Team. The observations of the Scrutiny Committee

will steer and influence the priorities of the Senior Management Teams work programme.

- It is a requirement that every Member attends training in the field of safeguarding children and adults. A register will be kept of those attending and this will be reported as part of the performance monitoring arrangements. The training will raise awareness amongst members of this policy and guidelines and increase their understanding of the safeguarding procedures that exist within the Council.

## 10. Requirements for Reporting Concerns

- 10.1 Any employee who has concerns regarding the safety of an individual, or the behaviour of a colleague towards a child or an adult should contact the Designated Safeguarding Person within the Service immediately.
- 10.2 If the Designated Safeguarding Manager is unavailable, then the matter must be referred to the Single Point of Access Team. It is crucial not to delay. See below for contact details.
- 10.3 If any Member has concerns regarding the safety of an adult or a child then the following should be contacted immediately:

### In relation to concerns about an adult:

#### **Adult Safeguarding Team**

Tel: 01978 258086 (Office hours 9am-5pm Mon-Thursday and 9am to 4:30pm on Friday)

E-mail: [AST@wrexham.gov.uk](mailto:AST@wrexham.gov.uk)

### In relation to concerns about a child:

#### **Single Point Of Access - Children**

Tel: 01978 292039 (Office hours 9am to 5pm Mon-Thursday and 9am-4:30pm on Friday)

E-mail: [spoachildren@wrexham.gov.uk](mailto:spoachildren@wrexham.gov.uk)

- 10.4 The Social Care Service Out-of-Hours Team should be contacted on 03450533116 if the issue arises after 5.00pm, Monday to Thursday, after 4.30pm on a Friday or on weekends and Bank Holidays.
- 10.5 The Police must be contacted immediately if a child or adult is in immediate danger, or any criminality is suspected
- 10.6 A copy of the 'Reporting Procedure' is in [Appendix 5](#).
- 10.7 If an employee or Member has concerns that the required process has not been followed in relation to reporting concerns of a safeguarding nature, this should be reported

as soon as possible. The Council's [Whistleblowing Policy](#) provides a safe and confidential way to raise these concerns.

## 11. Corporate Governance Arrangements

11.1 Corporately, the responsibility for maintaining an overview of the children and adults safeguarding arrangements has been delegated to the Senior Leadership Team (SLT).

11.2 The main responsibilities of the SLT are to ensure that robust arrangements for safeguarding children and adults are in place within WCBC and are monitored regularly.

11.3 The Senior Leadership Team will act on a Strategic level in order to:

- Assure relevant Lead Members that the Council's procedures are robust where matters of safeguarding children and adults are concerned;
- Bring together interdepartmental work in the safeguarding field and ensure effective corporate communication and cooperation;
- Support the functions and duties of the Statutory Director of Social Services within the Council;
- Resolve any possible barriers that could prevent having effective and successful procedures in place;
- Identify any gaps in corporate policies and guidelines and ensure they are addressed, working appropriately with the Regional Safeguarding Children Board (RSCB) and the Regional Safeguarding Adult Board (RSAB)
- Ensure that appropriate training is available for officers and members
- Receive and consider information about trends/patterns in relation to allegations of professional abuse, and develop action plans to respond should the need arise;
- Receive and challenge information about corporate safeguarding performance and the progress against work programmes commissioned
- Consider and understand the implications of Adult and Child Practice and departmental reviews and ensure that the Council responds effectively to recommendations within such reviews;
- Accept and scrutinise the Annual Report of the Statutory Director of Social Services which will include information about the performance management arrangements of every department in relation to their safeguarding responsibilities
- Approve the Policy and Guidelines for Corporate Safeguarding in the Council.

11.4 The SLT has a key role to play in ensuring that every Service undertakes its duties in accordance with the Council's Corporate Safeguarding policy and guidelines. This group also ensures that every Service has a performance management system in place to show that they are undertaking their functions in a manner that safeguards children and adults.

## WCBC Safeguarding, Communities & Wellbeing Scrutiny Committee



- 11.5 This Committee will have the role of scrutinising and challenging the work and performance of the Council's Safeguarding Children and Adults on an annual basis.
- 11.6 The Council Plan 2020-2023 sets out the strategic direction for the Council's work and identifies clear priorities and actions to respond to these priorities. The Plan is reviewed and updated annually and performance against it is reported on a quarterly basis.
- 11.7 One of the priorities within the Plan is 'Safeguarding Those Who Are Vulnerable' and the Council will be measured against this priority.

## Reporting, Monitoring and Reviewing

- 11.8 The SLT will receive an annual report highlighting the Corporate Safeguarding activity during the previous year and updates in relation to any actions plan will also be provided.
- 11.9 This Safeguarding Policy will be reviewed annually, or more frequently, should any changes occur in legislation, or in consideration of changes in working practices which may stem from incidents or allegations.

## 12. Corporate Safeguarding Policy Appendix

### Appendix 1 - Legal Context & Related Documents:

#### National Legislation and Guidance

- [Wales Safeguarding Procedures 2019](#)
- [Carers \(Equal Opportunities\) Act \(2004\)](#)
- [Children Act 1989](#)
- [Children Act 2004](#)
- [Equality Act 2010](#)
- [Human Rights Act 1998](#)
- [Direct Payments Guidance](#)
- [Valuing people \(2001\) and Valuing people now \(2009\)](#)
- [Mental Capacity Act 2005](#)
- [Channel Panel Duty Guidance - Protecting Vulnerable People from being drawn into Terrorism](#)
- [Prevent Duty Guidance 2019](#)
- [Keeping Learners Safe](#)
- [Social Services and Well-being \(Wales\) Act 2014](#)
- [Well-being of Future Generations \(Wales\) 2015](#)
- [Violence against Women, Domestic Abuse and Sexual Violence \(Wales\) Act 2015](#)
- [Modern Slavery Act 2015](#)
- [Modern Slavery Act 2015 - Statutory Guidance for England and Wales](#)
- [Crime and Disorder Act 1998](#)
- [Part 8 Code of Practice on the Role of the Director of Social Services \(Social Services Functions\)](#)
- [Counter Terrorism and Security Act 2015](#)
- [United Nations Convention on the Rights of the Child \(UNCRC\)](#)

#### Local Guidance & Documents

- [Wrexham County Borough Council Whistleblowing Policy](#)
- [Working Together to Safeguard People 2019](#)
- [Wrexham County Borough Council Workforce Policies](#)
- [North Wales Children's Services Multi-Agency Report Form](#)
- [North Wales Adult Safeguarding Report Form](#)
- [Wrexham County Borough Council – Allegations Against Workers, Carers and Volunteers Who Have Contact with Children \(Part 4 Referral Form\)](#)

## Appendix 2

### Corporate Safeguarding Code of Conduct and Safe Working Practices

#### CODE OF CONDUCT AND SAFE WORKING PRACTICES

1. This code of conduct is a statement and is a description of the professional standards of practice that are required from all Council employees when undertaking their day-to-day duties.
2. The code of conduct reflects current practice and it is expected that employees can identify the following standards as those which they aim to emulate daily.
3. It is anticipated that this code of conduct provides a better understanding for members of the public using Council services of what is expected of the Council's employees and the manner in which the employer supports its employees to undertake work effectively and in a manner respectful of the needs of individuals.
4. Every employee should lead by example in terms of behaviour to ensure that children and adults are protected and safeguarded. The following guidelines provide details of examples of good practice which must be used, along with specific codes of conduct (e.g. WCBC Code of Conduct), which could be relevant to roles, activities or specific events.
5. You should always be open for the public to scrutinise you when working with children and adults and you should avoid situations where a Member, employee, agency worker, volunteer or service provider is with a child or children or vulnerable adult alone without anyone else to observe him or her;
6. You should follow the required process for reporting incidents, e.g. an incident of health and safety importance;
7. Children and adults have a right to privacy, equality, respect and dignity and a safe and positive environment;
8. Members, employees, agency workers, volunteers and contracted service providers must give priority to the welfare and safety of the child or adult before concerns for performance;
9. If a child or adult arrives at an activity or service exhibiting signs or symptoms which cause you concern, you must act appropriately and follow the procedures outlined in the policy;

10. Be aware of the need to ensure safe practices when meeting children and adults;
11. Any employee who is subject to an allegation which breaches this code of practice will be subject to an investigation under the disciplinary policy and procedures and potential sanctions can include dismissal. There may also be a duty to refer for a criminal investigation if there is evidence of illegal activity;
12. Agency workers/volunteers subject to allegations which indicate a breach in this code of practice will cease to be used immediately pending an investigation, and referred to their employer. If there is evidence of illegal activity the agency worker/volunteer will be referred to the relevant authorities and their employer, and this may result in a criminal investigation.

#### YOU SHOULD

1. Work in accordance with this safeguarding policy. If in doubt, contact the Designated Safeguarding Person in your Service;
2. Work in an open environment (e.g. you should avoid private situations or those which cannot be observed and encourage an open environment, i.e. no secrets);
3. Treat every child and adult fairly with respect and dignity;
4. Put the welfare of each child and adult first;
5. Ensure a safe and appropriate distance with participants (e.g. it is not appropriate to have a close relationship with a child or an adult);
6. Create an equal relationship based on trust which empowers children and adults to share in the decision making process;
7. Get the most current information and training about safeguarding issues;
8. Be an excellent example – this includes not smoking, drinking alcohol or swearing in the company of children and adults;
9. Make sure that photographic or filming equipment is used appropriately and a parent or carer of the participants has given their permission;
10. Keep a record in writing of any injury which is sustained, along with any treatment administered in accordance with council policy;

#### YOU SHOULD NOT

1. Touch or allow inappropriate touching in any way, use force or inappropriate language or make suggestive sexual comments;
2. Make a child cry as a means of controlling him / her, or use any behaviour control techniques not authorised by the Council's policy and procedures;

3. Ignore allegations made by a child or adult. All allegations or disclosures of abuse by a child or vulnerable adult should be reported immediately to Social Services or the Police.
4. Undertake tasks of a personal nature for children or adults which they could do for themselves;
5. Invite or permit children or an adult to come to your home where they will be alone with you;
6. Enter areas that have been specifically set-aside for the other sex;
7. Use the internet, an electronic device or a phone to access or make indecent images of children

## **Appendix 3**

### **Signs and Indicators of Possible Abuse, Neglect and Harm in a Child**

## **Appendix 4**

### **Signs and Indicators of Possible Abuse, Neglect and Harm in an Adult**

## Appendix 5

### Reporting Procedure

#### Recognition and Reporting

Suspicion about abuse may take the form of 'concerns' rather than 'known facts'. Safeguarding concerns can arise in many different contexts, including when they are already known to the Social Care Department. Concerns can and should be shared with the Social Care Department through a report, **using the [standard referral form](#) available on the Wrexham intranet (SAM) site.**

While concerns will not necessarily trigger an investigation, they help to build up a picture, along with concerns from other sources, which may indicate that an individual may be suffering harm or abuse.

In cases of alleged or suspected abuse by a professional or individual employee, the action should also be guided by the procedures contained in the Wales Safeguarding Procedures 2020 and the Council's [Disciplinary Policy and Procedure](#) and [whistle blowing procedures](#).

#### Making the report

Reports should be made to the Social Care Department as soon as a problem, suspicion or concern about a child or adult becomes apparent, and certainly within 24 hours. Outside office hours, reports should be made to the Social Care Department's Emergency Duty Team or to the police. All telephone reports or reports made in person should be confirmed in writing by the person raising the concern (referrer) within two working days, preferably using the standard referral form. The first contact officer/duty social worker taking the referral should be given as much of the following information as possible by the referrer.

Whilst it is important to provide the information below, if immediate action is required to protect the child or adult at risk this must take precedence over gathering information.

The information required should be proportionate and include:

- Basic information about the child / adult and their family;
- Details about the cause for concern regarding risk of harm and any plans in place providing immediate protection;
- Relevant information held by the agency that provides insight into the child at risk of harm / adult at risk of harm, their family/carers and environment.

#### Information to include when making a report for a child at risk:

##### Basic information

- Full name, any aliases, date of birth; address, any known previous addresses;
- Identity of those with parental responsibility, if the report relates to a child;
- Names, date of birth and information about all household members, including any other children, or who may be at risk of harm in the family, and significant people who live outside the household;
- Ethnicity, first language and religion;
- Any known need for an interpreter, signer or other communication aid;
- Any known additional needs;
- Knowledge of attendance/non-attendance at a school, day centre, hospital appointments etc.;
- Agencies currently involved with the individual, family and carers known to the referrer;
- Whether consent has been obtained for the report.

### **Cause for concern**

- Nature of concern: are they experiencing harm or at risk of harm?
- Detailed description of any injuries sustained and any allegations, for example sexual abuse, their sources, timing and location;
- Whether the child is safe currently or is in need of immediate protection and actions to protect taken so far;
- Description of the child/ren who are the cause for concern;
- The identity and current whereabouts of the suspected/alleged perpetrator;
- The individual's current location if at risk of immediate harm;
- Impact of incident and emotional and physical condition;
- Risk of any repeated incidents to individuals and/or others;
- Any information that may affect the safety of staff;
- Concern about a practitioner.

### **Information held**

Information practitioner/agency holds about:

- Health and wellbeing of the child;
- Carer/s capacity to meet their needs of child;
- Socio-economic factors that may be affecting the individual, their family and carers for example, loss of job;
- Any significant/important recent or historical events/incidents;
- The referrer's relationship and knowledge of the child or adult at risk and their parents/carers;
- Known current or previous involvement of other agencies/ professionals;
- Description of the child and the injury sustained.

### **Information to include when making a report for an adult at risk:**

#### **Basic Information**



- Full name, any aliases, date of birth; address, any known previous addresses;
- Names, date of birth and information about all household members, including any individuals who may be at risk in the family, and significant people who live outside the household;
- Ethnicity, first language and religion;
- Any known need for an interpreter, signer or other communication aid;
- Any known additional needs:
- Knowledge of attendance/non-attendance at a day centre, hospital appointments etc;
- Agencies currently involved with the individual, family and carers known to the referrer;
- Whether consent has been obtained for the referral;
- Consideration and presumption of Mental Capacity.
- Wishes & desired outcomes of the adult at risk

### **Cause for Concern**

- Details of the suspected abuse or neglect;
- Reasons to believe this is an adult at risk;
- Detailed description of any injuries sustained and any allegations, their sources, timing and location;
- Whether the adult at risk is currently safe or is in need of immediate protection and actions to protect taken so far;
- The identity and current whereabouts of the suspected/alleged perpetrator;
- The adult at risk current location if at risk of immediate harm;
- Impact of incident and emotional and physical condition;
- Risk of any repeated incidents to service user and/or others;
- Any information that may affect the safety of staff;

### **Information Held**

- health and wellbeing of the individual;
- carer/s ability to meet the needs of adult at risk if dependent on carers;
- significant/important recent or historical events/incidents;
- The report-maker's relationship and knowledge of the adult at risk and their carers; support networks;
- Known current or previous involvement of other agencies/professionals.

Remember that a failure to share information can place a child / adult at increased risk of harm and is a common feature of child and adult practice reviews. Whilst information in isolation may seem insignificant when put together with information from other sources it may become important to safeguarding the child / adult at risk.

It is the responsibility of employees and professionals to ensure that their child and adult protection concerns are taken seriously when raised and followed through. Each employee and professional is accountable for his or her own role in the protection process, and if an employee or professional remains concerned, they should re-refer to the SPOA.