

MONMOUTHSHIRE COUNTY COUNCIL  
CORPORATE SAFEGUARDING POLICY



# CORPORATE SAFEGUARDING POLICY

JULY 2017 - APPROVED  
NOVEMBER 18- AMENDED  
JULY 2022 - REVIEWED

JANE RODGERS

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<b>Title</b>	Corporate Safeguarding Policy
<b>Purpose</b>	The Corporate Safeguarding Policy sets out the framework through which the Council supports a preventative approach to safeguarding and protects children and adults who are at risk from harm, abuse or neglect. It is of relevance to all services operating within Monmouthshire, elected members, paid and unpaid workforce, residents of and visitors to Monmouthshire.
<b>Owner</b>	Kelly Turner, Safeguarding Service Manager
<b>Approved by</b>	Approved by Council
<b>Date</b>	Previous version approved July 2017 Amended November 2018 Reviewed July 2022
<b>Version Number</b>	3.0
<b>Status</b>	Final
<b>Review Frequency</b>	Every 2 years
<b>Next review date</b>	July 2024
<b>Consultation</b>	WASG

# MONMOUTHSHIRE COUNTY COUNCIL CORPORATE SAFEGUARDING POLICY

## CONTENTS

1.	<a href="#">Introduction</a>	2
2.	<a href="#">Scope</a>	2
3.	<a href="#">Objectives</a>	3
4.	<a href="#">Principles of Policy</a>	3
5.	<a href="#">Legislative Context</a>	4
6.	<a href="#">Governance Arrangements</a>	6
7.	<a href="#">Roles and Responsibilities</a>	9
8.	<a href="#">Quality Assurance</a>	12
9.	<a href="#">Safe Workforce</a>	14
10.	<a href="#">Preventative Approach</a>	22
11.	<a href="#">Robust Protection</a>	25
12.	<a href="#">Safe Services</a>	26
13.	<a href="#">Safeguarding in Education</a>	30
	<b>APPENDICES</b>	36
1.	<a href="#">Relevant Legislation and Contact Details</a>	37
2.	<a href="#">Referral Process Children</a>	39
3.	<a href="#">Referral Process Adults</a>	41
4.	<a href="#">Role Description for Directorate Safeguarding Lead</a>	42
5.	<a href="#">Terms of Reference WASG</a>	43
6.	<a href="#">SAFE</a>	44
7.	<a href="#">Training Template</a>	63
8.	<a href="#">Definitions of Abuse</a>	65
9.	<a href="#">Model Template</a>	67
10.	<a href="#">Minimum Standards</a>	72

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## **1. INTRODUCTION**

**Safeguarding children and adults at risk from abuse is everybody's responsibility.**

Monmouthshire County Council (the Council) is committed to ensuring that people living in the County are safe and protected and that its statutory duties to safeguard and protect children, young people and adults at risk are discharged.

For the purposes of this policy, children and young people are defined as anyone who has not yet reached their 18th birthday. This does not exclude a young person who is 16 years of age in Further Education, or a member of the Armed Forces, in hospital, in a young offender's institution, or in prison.

An adult at risk is defined as an adult who is experiencing, or who is at risk of, abuse or neglect, has needs for care and support (whether or not the Council is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Council's workforce shares a responsibility, both collectively and individually, to ensure that children and adults at risk are protected from harm. Council employees, Councillors, volunteers and contractors who come into contact with children or adults at risk in the course of their duties are expected to understand their responsibility and where necessary take action to safeguard and promote the welfare of vulnerable people.

## **2. SCOPE**

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.

The policy covers the whole workforce and Councillors, and whilst all 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 sets out the expectation that all settings providing services for children and adults in Monmouthshire will have their own safeguarding policies and procedures which are in keeping with this document and other local, regional and national procedures and guidance.

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## **3. OBJECTIVES**

The policy provides a framework which ensures that policies and practices within the Council are consistent and in line with Monmouthshire's stated values, and which must underpin all work with children, young people, and adults at risk.

The intention of this policy is to support quality service delivery, promote good practice, and ensure services are delivered in a way that children, young people and adults at risk are safe from harm and can fulfil their potential and live the lives they want to live.

This policy is intended to be enabling; to ensure that all parts of the Council understand how to put effective safeguards in place. This is a policy for a positive, preventative and proactive approach to safeguarding. It must be owned and implemented across the Council and promoted in wider communities. The policy is intended as an enabler of a positive culture of proactively identifying, managing, and removing risks to safety, whilst ensuing decisive and timely action to address serious concerns.

## **4. PRINCIPLES OF THE POLICY**

This policy is underpinned by the Council's vision to build sustainable and resilient communities and the 4 wellbeing objectives:

- To develop opportunities for communities and businesses to ensure a well-connected and thriving county;
- Maximise the benefits of the natural and built environment for the well-being of current and future generations;
- Maximise the potential in our communities to improve wellbeing for people throughout the course of their life;
- Provide children and young people with the best possible start in life to help them achieve better outcomes.

There is an expectation that all of the workforce, Councillors and partners share an objective to help keep children, young people and adults at risk safe by contributing to:

- Creating and maintaining a safe environment;
- Identifying where there are concerns and taking action to address them in partnership with other agencies;

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

- Prevent unsuitable people from working with children, young people and adults at risk;
- Ensure the whole workforce understands safeguarding and their accountabilities and responsibilities;
- Promote safe practice and challenge poor and unsafe practice.

The policy sets out a preventive approach which ensures safeguards are proactively put in place to prevent abuse and neglect occurring.

The Council requires a competent workforce of individuals who can identify instances in which there are grounds for concern about the welfare of a child or adult and initiate appropriate action to keep them safe.

The policy requires effective partnership working between all those involved with providing services for children, young people and adults at risk.

### **5. LEGISLATIVE CONTEXT**

The Council remains committed to the 1945 Declaration of Human Rights, the UN Convention on the Rights of a Child, as well as the United Nation's Principles for Older People.

The Care Quality Commission 2014 defined Safeguarding as "protecting individual's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect."

The Social Services and Well-being (Wales) Act (2014) (SSWBA) aims to strengthen and build on existing safeguarding practice in Wales to ensure that people are able to live their lives to the full. There is an overarching duty to promote the well-being of people who need care and support together with an emphasis on shared responsibility and partnership working.

"Whilst the Council is the organisation in making enquiries to identify whether an individual is at risk of harm, or abuse, and co-ordinating a response it should be clear that Safeguarding is everyone's business and to this end this responsibility cannot be achieved in isolation and without clear and accountable leadership." Social Services and Wellbeing Act (Wales) 2014 (SSWA)

In the Social Services and Wellbeing Act, well-being is defined through eight aspects, one of which is protection from abuse and neglect. In relation to a child, well-being also includes their physical, intellectual, emotional, social and behavioural development; and their welfare (ensuring they are kept safe from harm).

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## Data Protection

The Council's duties under Data Protection legislation **does not prevent** the lawful exchange of information without consent when this is proportionate and justifiable in regard to safeguarding a child or vulnerable adult, or in the prevention of a crime. Similarly, there are specific provisions within the legislation which allows the Council to refuse to release safeguarding information where to do so would not be in the interests of the child or vulnerable adult involved.

Appendix 1 gives further related legislation, policy and guidance and key contacts within the Council.



## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

The **GSB** also has the statutory responsibility to provide the strategic lead in the region in relation to the safeguarding of children and promotion of their welfare, as enshrined in the Children Act 2004 and The Social Services and Well-being Act 2014 and accompanying guidance, 'Working Together to Safeguard People Volume1'. The GSB's purpose is to lead, co-ordinate, and ensure the effectiveness of multi-agency safeguarding children practice in the region. Monmouthshire Council is accountable to the GSB as a key statutory partner and as such must contribute fully to the work streams of the Board and ensure good alignment with the Council's work programmes.

The [Violence Against Women, Domestic Abuse and Sexual Violence \(VAWDASV\) Regional Board](#) was established as a statutory requirement within the VAWDASV Act 2015 in order to strategically lead the implementation of the Act in the region. Monmouthshire Council is a key statutory partner on the Board and contributes fully to its work streams and ensures good alignment between the Board and the Council's work programmes.

### **(b) Chief Officer Social Care and Health (SCH)**

The Chief Officer SCH fulfils the role of Statutory Director of Social Services and has legal accountability for ensuring the Council has appropriate safeguarding measures in place to protect children, young people and adults at risk. The Chief Officer is responsible for reporting the effectiveness of these arrangements on a corporate level to the Chief Executive, Senior Leadership Team and Cabinet and Council.

The Chief Officer SCH is the point of contact for all other Chief Officers to report serious safeguarding concerns, which may occur in their service area. The Chief Officer is responsible for ensuring appropriate action is taken including reporting to the Chief Executive and Lead Cabinet Member as necessary.

### **(c) 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 Chief Officer for Social Care and Health (SCH), the Chief Executive is kept informed of relevant safeguarding issues.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

### **(d) The Leader**

The Leader of the Council is responsible overall for providing political leadership to ensure the Council fulfils its duties and responsibilities for safeguarding.

### **(e) Lead Cabinet Member for Safeguarding**

The Lead Cabinet Member for Safeguarding will have regular one to one meetings with the Chief Officer SCH and be kept informed and updated on relevant safeguarding matters.

The Lead Member will be briefed on any sensitive cases that may be considered for Child or Adult Practice Reviews or may otherwise become a matter of public interest.

### **(f) Executive Members**

All Cabinet members have a responsibility to support and challenge their Chief Officers on the effectiveness of safeguarding within their area.

### **(g) Chief Officers**

Chief Officers are responsible for reporting any serious safeguarding concerns that may arise in their service area to the Chief Officer SCH. Chief Officers will brief their respective Cabinet Members on any safeguarding issues and on the general effectiveness of safeguarding arrangements.

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

Chief Officers are responsible for ensuring that they have safeguarding operational procedures in place and Safeguarding Audit Framework for Evaluation (SAFE) audits are undertaken for the relevant service areas within their Directorate.

Chief Officers will ensure that Directorate Safeguarding Leads (DSLs) are nominated for any service areas where there is direct contact with the public, and the DSL has a direct link to them to ensure that a robust reporting mechanism is in place for reporting any safeguarding concerns.

### **(h) Head of Children's Services and Head of Adult Services**

The Heads of Service ensure the Chief Officer SCH is informed of any safeguarding issues in their one to one meetings and ensure that any serious concerns are raised without delay.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

The Heads of Service represent the Council on the Gwent Safeguarding Board (GSB) and are responsible for ensuring appropriate representation on any respective Sub Groups. The Heads of Service will brief the Chief Officer SCH, the Senior Leadership Team, Select Committees, Cabinet, and Council on any issues arising from Child or Adult Practice Reviews and the resultant action plans.

The Head of Children's Service has operational and strategic management responsibility for the Safeguarding and Quality Assurance Unit which works across the Council to provide assurance and support to safeguarding and operationally leads Child Protection and Protection of Vulnerable Adult processes.

### **7. ROLES AND RESPONSIBILITIES**

#### **(a) Councillors**

All Councillors must familiarise themselves with this Policy and seek advice from the Chief Officer SCH 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 Councillors.

All Councillors will be expected to undertake safeguarding training combined Level 1 as a minimum.

#### **(b) Select Committee**

The role of the Select 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.

#### **(c) All Staff**

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.

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 are accountable for understanding

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

the training needs of their workforce and ensuring there are appropriate operational arrangements for people to access the right training.

Any person responsible for, or working with, children or adults at risk in any capacity, whether paid or unpaid, is considered to have 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;
- 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 Councils Code of Conduct and other professional codes;
- Report any concerns about the safety or welfare of a child or adult at risk.

Everybody working for or on behalf of the Council has a duty to report any concerns they may have for the welfare and/or protection of children and adults 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 personnel policies. (See Appendix 2 and 8 for how to make a referral and Appendix 1 for contact information).

Each Directorate where there is direct contact with the public, will have a Directorate Safeguarding Lead (DSL) responsible for safeguarding. See Appendix 4 for roles and responsibilities. The DSL will work and liaise with the Safeguarding and Quality Assurance Unit to deal with any safeguarding concerns about a child or adult at risk including allegations against members of staff.

### **(d) Safeguarding and Quality Assurance Unit**

The Council's Safeguarding and Quality Assurance Unit provides safeguarding support to all service areas and settings in the County covered by this policy. This is alongside of the Unit's operational / statutory role in respect of adult and child protection.

The Unit will support, challenge, and hold to account all directorates, schools, service areas and partner agencies in respect of their safeguarding practices in the following ways:

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

- Facilitate directorates, service areas, schools and partner agencies to undertake a biennial audit of safeguarding arrangements using the SAFE framework;
- Undertake regular review meetings / visits to Council departments and other settings to discuss safeguarding procedures and practices;
- Provide support and challenge to directorates regarding their safeguarding arrangements;
- Provide professional advice and consultation regarding safeguarding or child / adult protection issues;
- Support the Whole Authority Safeguarding Group in delivering its activity programme;
- Support the Whole Authority Safeguarding Group in implementing a quality assurance framework for safeguarding;
- Work with People Services in relation to safe recruitment and HR Practices and the development of a training plan;
- Provide safeguarding training across the Council to support services in meeting their training requirements;
- Follow up any allegations against professionals in partnership with others.

### **(e) Directorate Heads of Service**

All Heads of Service are responsible, through their Departmental Management Teams (DMTs) for ensuring that the workforce is aware of the Corporate Safeguarding Policy and service operational procedures, and that people receive training at a level appropriate to their role and responsibility

All Heads of Service must ensure that safe recruitment practices are adopted particularly in relation to reference checks and where relevant, checks through the Disclosure and Barring Service (DBS).

All Heads of Service must report any safeguarding concerns to their responsible Chief Officer or DSL.

### **(f) 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.

### **(g) Contractors, Sub Contractors or organisations funded by the Council**

All contractors, sub-contractors or other organisations funded by the Council are responsible for arranging checks through the safe recruitment process and for ensuring that staff comply with regulatory and contractual arrangements relating to their safeguarding responsibilities. All contractors, sub-contractors and other organisations are

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

responsible for informing relevant Managers within the Council of any safeguarding concerns they may have.

### **(h) Agency Workers**

The Council requires all Employment Agencies to undertake the relevant safe recruitment checks and references on any staff members offered employment / placements within the Council. However, it is the responsibility of the Directorate/ Service Manager to draw the Agency Workers attention to the Corporate Safeguarding Policy.

## **8. QUALITY ASSURANCE**

### **(a) Reporting and Monitoring**

The Council has comprehensive mechanisms in place for Officers and Councillors which provide a robust governance framework supported by a performance reporting system that is transparent, on line and capable of providing information for challenging scrutiny by Officers, Councillors and Regulators.

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

Terms of Reference for the Whole Authority Safeguarding Group can be found at Appendix 6.

The Whole Authority Safeguarding Group will produce a report annually for Senior Leadership Team (SLT), Cabinet and Scrutiny. This report will provide an overview of the Council's safeguarding performance. This will provide an opportunity for councillors to scrutinise and challenge the Council's safeguarding activity

A clear line of sight on reporting of safeguarding performance is also available through Service Business Plans which are subject to scrutiny by the Leader of the Council, Cabinet Member, Chief Executive, SLT and Policy and Performance Unit. Safeguarding information pertinent to the service area must be included in all Service Business Plans.

Observations of Cabinet, Scrutiny, Internal Audit and external regulators will steer and influence the priorities of the Whole Authority Safeguarding Group.

All reports prepared for Members must include an explanation of any safeguarding or Corporate Parenting implications in regard to any Council decision which is proposed.

The Head of Adults and Head of Children's Services will ensure the activities of the regional boards will be reported to Council on a formal, regular basis.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

The SLT will have safeguarding as part of its work programme and regular agenda item at its meetings.

The Senior Management Team (SMT) Meetings will have safeguarding as a regular agenda item and will be a forum to raise awareness about safeguarding and to cascade information.

Departmental Management Team meetings (DMT) will have safeguarding as a regular item on their agenda and will escalate risks, issues and training needs to the relevant DSLs.

Every Service in the Council will report on their safeguarding performance to the Whole Authority Safeguarding Group through their DSL.

### **(b) Safeguarding Audit Framework for Evaluation - SAFE**

The SAFE audit tool (See Appendix 6) will be used to monitor and gather information and monitor compliance of the Safeguarding Policy by all DMTs, schools and other settings working with children, young people and adults at risk. The audit will be undertaken on a biennial basis and information gathered will be used to improve safeguarding for children, young people and adults at risk.

The audit tool is based on legislation and is set out in sections which require service areas to critically consider their own practice, procedures, systems and culture. The SAFE includes a safeguarding action plan which enables the service area to establish a programme of activity to address any improvements indicated through the SAFE. The Safeguarding and Quality Assurance Unit will provide support to services in completing and delivering their SAFEs.

The SAFE is an important mechanism in the safeguarding of children, young people and adults at risk in the care of the Council, at school or in other services provided or commissioned by the Council. We also ask independent settings operating in our LA area to complete the SAFE, such as Early Years / Nursery settings, independent schools.

### **(c) Internal Audit / External Regulators**

Internal Audit will review safeguarding on a cyclical basis in accordance with their normal planning and risk assessment process along with all other services of the Council which could be subject to an audit review. This will be done on an annual basis.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

Where there are matters of concern in service provision, allegation of fraud, theft or corruption or significant non-compliance with Council policy, discussions will take place with Internal Audit to assess whether they are the appropriate mechanism to investigate the matter further. If both parties confirm that this is appropriate Internal Audit will undertake a special investigation and report back any outcomes to the respective Head of Service / Chief Officer.

The Council will address any issues identified by respective external regulators and it is incumbent on all Chief Officers and Senior Managers to ensure that coherent and comprehensive self-evaluation and consequential action is taken where required to oversee improvements.

All internal and external audit reports are scrutinised by the relevant Select Committee and any recommendations, if accepted, from every inspection / audit report are transferred into the work programme of the Whole Authority Safeguarding Group and relevant Service Plans for action and subjected to the Council's performance measures.

### **9. SAFE WORKFORCE**

#### **(a) Recruitment, selection and management of the workforce**

The Council will implement safe recruitment and employment standards in accordance with the Gwent Safeguarding Board regional guidance and as set out in the Monmouthshire Recruitment and Selection Policy and Guidance Handbook.

To promote safe recruitment and HR practices the Council will:

- Review its recruitment and selection procedures regularly and will carry out regular auditing on safe recruitment practices for staff;
- Ensure that managers responsible for recruitment receive safe recruitment training which is updated on a regular basis;
- Ensure that safe recruitment procedures are made accessible to and used by all managers;
- Ensure that safe recruitment standards are applied and monitored within the contractual arrangements in services that are commissioned by the Council or supported through grants;
- Monitor staff compliance with its policies for safeguarding and promoting the welfare of children, young people and adults at risk through training and auditing of HR processes.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

The Council's Disciplinary Procedures set out what action will be taken against any member of the workforce who does not comply with the Council's policies and procedures, including those in place to safeguard and promote the well-being of children and adults at risk.

[Corporate Disciplinary Policy](#)

[School Disciplinary Policy](#)

### **(b) Whistleblowing**

Whistleblowing is defined as:

'The disclosure by a member of staff or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employer or his/her fellow employees' (Public Concern at Work Guidelines 1997).

The Council has an agreed [Whistleblowing Policy](#) which refers to the reporting by any member of the workforce of suspected misconduct, illegal acts or failure to act within the Council. The whistleblowing policy can be used for confidential reporting of any abusive, inappropriate, or unprofessional behaviour against any children, young people or adults at risk; or any conduct that breaches criminal law or statute; compromise health and safety; breaches accepted professional code of conduct; or otherwise falls below established standards of practice in relation to children, young people or adults at risk.

The Council expects the highest standards of conduct from the workforce and encourages the workforce and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns in a safe environment. The Whistleblowing policy enables members of the workforce to raise concerns at an early stage and in the correct way.

The policy is accessible to all staff within the People Services area on the Hub. The Policy explains:

- The types of issues/disclosures that can be raised;
- How the person raising a concern will be protected from victimisation and harassment;
- How to raise a concern;
- What the Council will do.

### **(c) Allegations against Adults who work with Children, Young People or Adults at Risk**

Allegations or concerns with regard to adults working with children and/ or adults at risk must be referred and investigated in a fair, timely and consistent manner in order to effectively protect those at risk.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

Policy and guidance which clarifies Council staff member's duty to report concerns relating to other staff members, professionals and volunteers, and offers support to this process includes:

- [Wales Safeguarding Procedures](#);
- The Council's Whistleblowing Policy (See Section 8).

The sharing of information must be sensitively handled and be restricted to those agencies who have a need to know in order to:

- Protect adults and children;
- Facilitate enquiries;
- Manage HR/ disciplinary processes.

All Professional Strategy Meetings for children and adults at risk will be convened and chaired by the Safeguarding and Quality Assurance Unit in accordance with regional guidance.

On the completion of the investigation, should an individual be dismissed or removed from working with children or adults at risk (in a Regulated Activity) the Council has a duty to refer the individual to the DBS (Safeguarding Vulnerable Group's Act 2006). The Council also has an obligation to refer certain information about an employee's conduct and matters relating to safeguarding to professional regulatory bodies.

Any member of the Monmouthshire County Council workforce/ employee of a contractor or sub-contractor who believes that allegations or suspicions are not being investigated properly has a responsibility to escalate their concern to a higher level within the Council or via the Council Whistleblowing Policy – see above.

Referral forms can be found at

Adults - [Referral](#)

Children - [Referral](#)

### **(d) Training**

All members of the workforce, whether permanent or temporary, Councillors, and volunteers who work with children and adults at risk in Monmouthshire will be given access to this policy and the name and contact details of the DSL as part of their induction when they commence work.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

All of the workforce will be expected to undertake training relevant to the position that they hold and to renew their qualifications to the highest level.

Training organisers are responsible for keeping a record of attendance. It is the responsibility of all managers to keep an accurate record of the safeguarding training for all their workforce (See Appendix 7). Each member of the workforce is responsible for keeping an accurate record of their own training. It is the responsibility of managers to disseminate and actively promote this information throughout MCC, support staff, and volunteers.

The Council's Safeguarding and Quality Assurance Unit will be responsible for informing Directorates of the Training Programme. Attendance at training courses will be monitored through SAFE audits and reported back by each Directorate to the WASG.

*In addition, Training records will be held centrally with the Talent Lab. It is the responsibility of the individual employee to inform their Manager, who should update the Talent Lab. Within Education it is a requirement for the Head Teacher to maintain a training record.*

### **(e) Volunteering**

This Policy applies to all volunteers who engage with adults at risk, children and young people in their volunteering role.

#### [Volunteering Policy](#)

Volunteers working for the Council, including within schools, will be subject to the same recruitment processes as the paid workforce and according to the nature of the activity being undertaken.

Safeguarding will be covered within the initial induction. Volunteers must subsequently attend the level of safeguarding training relevant to the nature of the voluntary activity being undertaken.

*Records regarding volunteers including their recruitment and safeguarding training are held on a separate system [Kinetic].*

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**TRAINING REQUIREMENTS**

<b>Training</b>	<b>Target Group</b>	<b>Delivery Method</b>	<b>Responsible department</b>	<b>Renewal</b>
Basic Awareness Training Programme	Basic Awareness is required by everyone.	Film and Leaflet during the induction period	MCC Training Department	Every 3 years or more frequently if required.
Level 1 children / Level 1 Adults or combined adult and children's safeguarding (optimally people will access the level 1 combined, or both level 1 adult and children's if they come into contact with both adults at risk and children)	This Level is required by everyone who comes into contact as part of their role with children, young people and adults at risk.	Delivery of set training programme by trained level 1 trainers at directorate level  <a href="https://sway.office.com/WUWQp7jP7Yo255II?ref=Link">https://sway.office.com/WUWQp7jP7Yo255II?ref=Link</a>	MCC Training Department Designated Safeguarding Leads Safeguarding & Quality Assurance Unit SEWSCB/ GWASB	Every 2 years

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Level 2 Children's Safeguarding	<p>This course is required for practitioners working with children, young people and their families who are:</p> <ul style="list-style-type: none"> <li>- involved in making or responding to referrals to Children's or Adults Services;</li> <li>- Designated Safeguarding Leads in their settings/organisations;</li> <li>- working regularly with child or adult protection situations.</li> </ul>	<p>Delivery of set training programme through the Safeguarding &amp; Quality Assurance Unit Or the equivalent course via GSB</p>	<p>MCC Training Department Safeguarding &amp; Quality Assurance Unit GSB</p>	<p>Every 3 years</p>
---------------------------------	--	--	--	----------------------

Level 2 Adults Safeguarding	<p>This course is required for practitioners working with adults at risk who are:</p> <ul style="list-style-type: none"> <li>- involved in making or responding to referrals to Adults Services;</li> <li>- Designated Safeguarding Leads in their settings/organisations;</li> <li>- working regularly with adult protection situations.</li> </ul>	As Above	As Above	As Above
Level 3 Children's/ Adults Safeguarding	<p>Appropriate specialist training for those working directly with children or adults at risk to be accessed and updated when required.</p>	<p>Arranged as required on a course by course basis</p>	<p>Social Care Workforce Development Team Safeguarding &amp; Quality Assurance Unit GSB</p>	<p>As identified in Continual Professional Development plans</p>

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Level 4 Strategic Leadership of Safeguarding	Safeguarding for strategic leads – senior managers and elected members.	Delivery of set training programme through the Safeguarding & Quality Assurance Unit	Safeguarding and Quality Assurance Unit	Every 3 years or more frequently if identified within Continual Professional Development plans
VAWDASV Group 1	Basic Awareness is required by everyone	Online	MCC Training Dept	Every 3 years
VAWDASV Group 2	This Level is required by everyone who comes into contact as part of their role with children, young people and adults at risk who may need to undertake a targeted enquiry, or who holds a DSL/safeguarding lead role	Delivery of set training programme through the VAWDASV team	MCC Training Dept	Every 2 years
VAWDASV Group 3	Required by VAWDASV Directorate Leads	Delivery of set training programme through the VAWDASV team	MCC Training Dept	
Modern Day Slavery and Exploitation Basic Awareness (exp May 19)	Basic Awareness is required by everyone.	Film and Leaflet during the induction period	MCC Training Department	Every 3 years or more frequently if required
Prevent – preventing violent extremism	Completion of this mandatory session is now available online	Online or via the relevant MCC lead	Lead Officer covers Newport CC and Monmouthshire CC	Every 3 years

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Modern Day Slavery and Exploitation Champion Training	<ul style="list-style-type: none"> <li>• Designated Safeguarding Leads;</li> <li>• Deputy Designated Safeguarding Leads;</li> <li>• Public Protection Team;</li> <li>• Housing and Tenancy Support teams;</li> <li>• Team Managers in SCH Operational Teams;</li> <li>• Adult Safeguarding Manager;</li> <li>• Councillors.</li> </ul>	Delivery of set training programme through the Safeguarding & Quality Assurance Unit	MCC	Every 3 years
---	--	--	-----	---------------

The principle is that the workforce trains up to the highest level of safeguarding required and renews only at that level (unless otherwise identified through Continued Professional Development).

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## **10. PREVENTATIVE APPROACH**

One of the Council's corporate priorities is to support Monmouthshire residents to be safe, stay well, and to live independently within their community. With regard to this the Council is committed to the development and commissioning of services and the implementation of community and individual well-being approaches to help meet this aim.

Services operating within the Council will be expected to respond to the needs of children and adults at risk, understand how to establish a positive culture of safeguarding and adhere to the principles of partnership working in promoting prevention and early intervention.

### **(a) Counter Terrorism and the Risk of Radicalisation**

The PREVENT Public Sector Duty came into place in July 2015. The Counter Terrorism and Securities Act 2015 places an expectation on the Council when exercising its functions, to have due regard to the need to prevent people from being drawn into terrorism. PREVENT covers all forms of extremism including Islamist extremism, Extreme Far-Right, militant, animal rights etc. The aim of PREVENT is to safeguard those who may be vulnerable to extremist influence and provide support to those who are at risk. If anybody has PREVENT concerns, they should raise with the PREVENT Lead for the Council (See Appendix 1).

Initial referrals are made via the Duty To Report (DTR) before a PREVENT referral is submitted. Once it is ascertained that the referral is not subject to any other police investigations, a multi-agency panel known as the Channel Panel is held and a support plan is developed for the individual.

### **(b) Exploitation**

Child Exploitation refers to the use of children for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development. It covers situations of manipulation, misuse, abuse, victimisation, oppression or ill-treatment.

There are two main forms of child exploitation that are recognised:

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## **Child Sexual Exploitation**

The abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the exploitation of another as well as personal sexual gratification.

Examples: Use of children in sex work, trafficking of children for sexual abuse and exploitation, child pornography, sexual slavery.

## **Child Criminal Exploitation**

The use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour. Economic exploitation implies the idea of a certain gain or profit through the production, distribution and consumption of goods and services. This material interest has an impact on the economy of a certain unit, be it the State, the community or the family.

Examples: Child domestic work, child soldiers and the recruitment and involvement of children in armed conflict, child bondage, the use of children from criminal activities include the sale and distribution of narcotics, the involvement of children in any harmful or hazardous work.

Criminal exploitation is also known as 'county lines' and is when gangs and organised crime networks exploit children to sell drugs. Often these children are made to travel across counties and they use dedicated mobile 'phone 'lines' to supply drugs.

The Council strives to create a hostile environment to child exploitation and actively works with partners to identify children at risk and prevent this form of abuse.

## **(c) Modern Slavery / Trafficking**

Modern Day Slavery (MDS) / Trafficking encompasses slavery, sexual exploitation, human trafficking, forced labour, and domestic servitude. Traffickers and slave masters use whatever means they have to coerce or force the individual into a life of abuse, servitude, and inhumane treatment. The Modern Slavery Act 2015 and allows the courts to pass down severe sentences on the perpetrators, and to place restrictions on people from harm.

Section 52 of the Act places a duty on Local Authorities to identify and refer modern slavery child victims and consenting adult victims through the National Referral

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

Mechanism (NRM). Councils also have a duty to notify the Home Secretary of adults who do not consent to enter the NRM. This confers **First Responder** status on to all Local Authorities.

In response to this Monmouthshire has developed a [Risk Taking Behaviour Protocol](#), which clarifies all duties and responsibilities and identifies Champions and training programmes to ensure understanding and compliance with the National Referral Mechanism.

In January 2020, Monmouthshire County Council signed up to the Welsh Government's Code of Practice: Ethical Employment in Supply Chains. The Council acts in accordance with the relevant Modern Slavery and Trafficking legislation and guidance and promotes practices to identify and safeguard victims of these crimes and ensure transparency of supply chains.

To this end the Council is working in partnership with Welsh Government, the wider public sector, suppliers, service providers and others to address Modern Slavery challenges and drive collaborative action with a view to reducing risks and incidence of Modern Slavery.

Training in relation to MDS and Victim Support regarding Modern Slavery can be found at

[BAWSO](#)

### **(d) Self-Harm / Suicide**

Self-harm is the name given to any deliberate act of self-injury or behaviour intended to cause harm to someone's own body.

The Suicide and Self Harm Prevention Strategy and associated action plan builds on 'Talk to Me', the 2009 national action plan to reduce suicide and self-harm in Wales. It sets out the strategic aims and objectives to prevent and reduce suicide and self-harm in Wales over the period 2015-2020. It identifies priority care providers to deliver action in certain priority places to the benefit of key priority people and confirms the national and local action required.

### **(e) Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV)**

Domestic Abuse is recognised to impact both adults and children and can have life changing effects. The VAWDASV Act (Wales) 2015 aims to improve arrangements for the

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

prevention of gender based violence, abuse, and sexual violence. The Act requires the public sector in Wales to work together in a consistent and cohesive way to prevent VAWDASV and to improve the outcomes for individuals and their families affected. The Gwent Whole Education Approach Group sits under the VAWDASV Partnership Board to develop and embed guidance across the region. The group meets to review data and consider effective advice and support for educational establishments and to provide clear communication on the Welsh Government Guidance and the expectations of the Gwent VAWDASV Partnership Board. The Whole Education Approach Group includes key partners working in Education, Police and specialist support services.

### **11. ROBUST PROTECTION**

#### **(a) Safeguarding children and young people at risk of harm, abuse and/or neglect.**

Safeguarding refers to the activity, which is undertaken to protect children who are suffering, or at risk of suffering significant harm, as a result of abuse or neglect.

The categories of abuse recognised within Safeguarding children and young people are

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect
- Financial Abuse

The definitions of categories of abuse are outlined in Appendix 7.

The primary legislation and guidance which shape's Safeguarding Practice and Procedures is:

- Children Act 1989
- Children Act 2004
- Wales Safeguarding Procedures
- Social Services and Wellbeing Act (Wales) 2014

A new Act introduced in 2020 relates to [Children \(Abolition of Defence of Reasonable Punishment\) \(Wales\) Act 2020](#)

Whilst Statutory Children's Services are the Lead Agency in Child Protection matters, there is a wider duty on all agencies to work together to protect and safeguard children.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

### **(b) Safeguarding adults at risk of abuse and/or neglect**

Since April 2014, when SSWBA which came into force, Adult Safeguarding has been on a statutory basis. The drafting and ratification of SSWBA compliant all-Wales policy, procedure and guidance is found in the [Wales Safeguarding Procedures](#).

The SSWBA refers to an ‘adult at risk from abuse or neglect’, defined as an adult who:

- Is experiencing or is at risk of abuse or neglect;
- Has needs for care and support (whether the authority is meeting any of those needs);  
and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

This applies to all adults within the County boundary whether or not they are ordinarily resident. Adult safeguarding also needs to take into account the capacity of adults to make decisions in accordance with the Mental Capacity Act. If an adult is deemed to have capacity, then consent must be sought for the safeguarding process. The only exception to this is when an alleged abuser is a potential risk to other vulnerable people.

The Act also places a ‘duty to report’ on all staff to report actual or suspected abuse or neglect of adults and children deemed to be at risk. It provides for the use of Adult Protection Safeguarding Orders (APSO) via a Magistrate to allow Designated Officers to enter premises where it is suspected an adult is at risk and speak to them alone to establish if they are safe.

Appendix 3 sets out a flowchart outlining Adults referral process.

### **(c) Allegations or Concerns against adults who work with children and adults at risk Professional Strategy Meetings**

See Section 9c

## **12. SAFE SERVICES**

### **(a) Commissioning Arrangements**

Any new service provider commissioned to support children or adults at risk will be required to undergo an accreditation process. The accreditation process is designed to ensure that the service is fit for purpose and has the necessary arrangements in place to safeguard those it is supporting and deliver a quality service. As part of the accreditation process checks will be made with local hosting authorities, regulatory bodies, as well as financial

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

enquiries. Providers will be required to provide information confirming their safeguarding policy and procedures.

Contractor monitoring activity either planned or unplanned, will include satisfying the Council that the provider is managing their responsibilities in regard to safeguarding and are operating in line with legislation, policy and procedures. Where required confirmation will be sought of the service's performance regarding safe recruitment practices, DBS checking and safeguarding referrals.

### **Minimum Standards**

The Council has developed Minimum Standards for Safeguarding across Commissioned Services, Partnerships and Volunteers. The standards apply to all areas of the council and all activity in which it works with partners, volunteers and commissioned services, where there is engagement with children, young people and adults at risk.

The context of each work setting will determine the specific arrangements put in place to ensure adherence with its minimum standards. These will be risk based, proportionate and appropriate to the nature of the setting. A key determining factor for the level of required arrangements will be whether the service is deemed as a regulated activity. An assessment tool has been produced to support Directorates to assess their activity against the standards and take any action needed.

Each Directorate is accountable for ensuring that all organisations with whom it works are clear about their safeguarding responsibilities and have arrangements /procedures in place to discharge them. (Appendix 10)

### **Commissioning and Procurement**

In 2019 Monmouthshire signed up to the Welsh Government Code of Practice for Ethical Employment in Supply Chains and an action plan for implementation has been drafted

#### **(b) Lettings and Hiring**

With almost all casual lettings the Council will not be contracting the services of hirers. It is nonetheless allowing its premises to be used for activities that may involve children, young people or adults at risk.

Therefore, Managers have a duty to ensure, as far as is reasonable, that these activities also comply with safeguarding requirements. Members of the public may reasonably

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

assume that because an activity is taking place within a Council setting the Council has had due regard to safeguarding in entering into the arrangement.

In allowing use of council premises, the onus must remain upon the hirer to ensure that safeguarding standards are maintained. This is something that organisations are made aware of under safeguarding legislation and through their own organisational governing body, if applicable.

Managers should request to see and retain copies of relevant safeguarding documentation as proof that hirers and their staff comply with such measures on receipt of applications.

Managers must also consider reporting any concerns about an individual's suitability to work with children, young people and adults at risk to Children's/ Adults Services.

In the case of 'one off' children's events, for example, a private birthday party, safeguarding legislation exempts such uses from the processes mentioned above but nonetheless this policy requires managers to be able to properly demonstrate due regard to safeguarding risks in agreeing any hiring arrangements.

### **(c) Monmouthshire Home search - Housing Register**

The Council's Housing Register, known as Monmouthshire Homesearch, is a partnership between the Council and local housing associations. Monmouthshire Homesearch is a common housing register and a joint allocations policy. The Housing Register, a legal responsibility of the Council, determines the priority and procedure for the allocation of social housing in Monmouthshire. The Housing Register policy supports and contributes to the Council's Safeguarding Policy through the following:

**Special Management Lettings** - There may be exceptional circumstances where the only way an exceptionally urgent housing need can be resolved is through the use of management discretion. There is the ability in very urgent cases for MHR Operational Sub Group to exercise discretion. In the interests of fairness to all applicants these circumstances are kept to an absolute minimum. Such cases may include the following circumstances: an applicant has an exceptional need that is not covered by the allocation scheme, for example, where Child or Public Protection issues require urgent rehousing.

**Serious Offenders** – Monmouthshire Homesearch will seek to minimise the risk to the community and the applicant where individuals are considered to pose a risk to themselves and/or others (even where an individual has not been convicted of an offence).

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

Monmouthshire Homesearch (through the Council's Housing Options Team) will work with the Police and Probation Services to assess and manage risk and will apply special arrangements where cases are referred through the Multi-Agency Public Protection panel (MAPPA) or any protocol with Probation Services Officers. This may result in restrictions being placed upon the applicant in their choice of property or area, or a direct offer of suitable accommodation being made.

**Information Sharing** - Information may be shared about individuals and their history, irrespective of whether their consent has been obtained, in exceptional circumstances. This will be in accordance with the provisions of the Crime and Disorder Act 1998 (Section 115). This includes where there is a need to safeguard children and address issues regarding child protection or adults at risk.

### **(d) Licensing**

With effect from 1<sup>st</sup> April 2016 all new and existing Licensed Hackney Carriage, Private Hire Drivers, Proprietors, and Operators must undergo Safeguarding of children, young people, and adults at risk training before obtaining a licence from the Council.

All staff within the Licensing Section should undertake safeguarding training to enable them to work with the taxi trade to gather information to safeguard children, young people and adults at risk and be able to share relevant information with Police and Social Services.

The Council is unable to insist on safeguarding training as part of the condition of a licence within the alcohol and entertainment industry. However, Licensing will continue to work with the Police to provide free training to those working in the industry and continue to improve information sharing.

The Council will continue to work with traders who require licenses e.g. takeaway outlets to provide assistance on how to recognise possible safeguarding issues.

Since 01 October 2021, this Authority undertakes enhanced DBS every 6 months after the granting of new drivers' licences. New drivers will be required to undertake an enhanced DBS check upon application. Those currently licensed by this Authority will be required to do an enhanced DBS check upon renewal of their licence and then an enhanced check every 6 months after renewal (previously DBS was every 3 years). This procedure will be the same for Private Hire Operators. However Operators will be required to conduct a basic DBS and they will not be required to have a check if they already do so as they are a driver. Operators are also now required to carry out checks on their booking and dispatch staff

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

(previously no checks on staff employed). All vehicle proprietors are also required to also carry out basic DBS checks every year if a check has not been carried out as above by means of a further licence.

### **13. SAFEGUARDING IN EDUCATION**

#### **Roles and Responsibilities in Schools**

##### **(a) The role of the Governing Body in Maintained Schools in Monmouthshire**

Governing bodies are accountable for ensuring effective policies and procedures are in place to safeguard and promote the wellbeing of children in accordance with this guidance, and for monitoring compliance with them. Governing bodies of maintained schools, governing bodies [corporations] of colleges and proprietors of independent schools must ensure their respective organisations:

- Have effective safeguarding [including child protection] policies and procedures in place that are:
  - In accordance with local authority guidance, locally agreed interagency procedures and minimum standards;
  - Inclusive of services that extend beyond the school/college day (e.g. boarding accommodation, community activities on school premises, etc.);
  - Reviewed at least annually;
  - Made available to parents or carers on request;
  - Provided in a format appropriate to the understanding of children, particularly where schools and colleges cater for children with additional needs.
  
- Operate safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out on new staff and unsupervised volunteers who will work with children, including relevant DBS checks.
  
- Ensure that the head teacher/principal and all other permanent staff and volunteers who work with children undertake the training necessary to carry out their

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

responsibilities for safeguarding effectively, which is kept up-to date by refresher training.

- Give clear guidance on the organisation's arrangements for child protection and the responsibilities to temporary staff and volunteers who will be providing cover during short-term absences and working with children.
- Ensure that the governing body/proprietor remedies without delay any deficiencies or weaknesses regarding any child protection arrangements that are brought to its attention.
- Ensure that the designated senior person (DSP), the designated governor, and the chair of governors undertakes training in inter-agency working that is provided by, or to standards agreed by, the Safeguarding Children Board, as well as refresher training to keep their knowledge and skills up to date, in addition to basic safeguarding training.

(See 'Keeping Learners Safe – The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002')

### **(b) Additional responsibilities of community Focussed Schools, Pre and Post School Learning and Out of Hours Learning Providers in Monmouthshire**

The governing body of a school controls the use of the school premises both during and outside school hours, except where a trust deed allows a person other than the governing body to control the use of the premises, or a transfer of control agreement has been made. Governing bodies can enter into transfer of control agreements in order to share control of the school premises with another body, or transfer control to it. The other body, known as the "controlling body", will control the occupation and use of the premises during the times specified in the agreement.

Transferring control of the premises to local community groups, sports associations, and service providers can enable school facilities to be used without needing ongoing management or administrative time from school staff.

Where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply. Where services or activities are provided separately by another body, the governing body

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

must confirm that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

### **(c) Responsibilities of Head teachers**

Head teachers and principals of all schools and colleges should foster a nurturing culture within the school or college and promote open communication between staff and pupils on safeguarding matters. They must ensure all staff [including supply teachers and volunteers]:

- Fully implement and follow the safeguarding policies procedures adopted by the governing body or proprietor;
- Have both time and access to sufficient resources to enable them to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings as well as contributing to the assessment of children;
- Understand the procedures for safeguarding children, feel able to raise concerns about poor or unsafe practice and be confident that such concerns will be addressed sensitively and effectively in a timely manner in accordance with Welsh Government's Procedures for Whistleblowing in Schools and Model Policy;
- As part of their induction, are given a written statement about the school or college policy and procedures, and the name and contact details of the DSP.

### **(d) Role of the Designated Person in Schools (DSP)**

Please refer to [Keeping Learners Safe](#) section 2:15

The Head teacher / principal must appoint the appropriate number of DSP's and deputy DSPs for their education setting and should ensure the DSP:

- is given sufficient time and resources to carry out the role effectively, which should be explicitly defined in the post holder's job description;
  - has access to the required levels of training and support to undertake the role, including online safety training;
  - has time to attend and provide reports and advice to case conferences and other interagency meetings as required;
  - has the appropriate IT equipment to carry out the role effectively.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

### **(e) Referrals**

The DSP should act as a point of contact and a source of support, advice, and expertise within the setting establishment when deciding whether to make a referral by liaising with relevant agencies.

The DSP is responsible for making referrals about allegations of suspected abuse to the relevant investigating agencies. Where these relate to cases of suspected abuse or allegations of abuse against staff or volunteers, the process for referral and enquiries is set out in the relevant procedures.

DSPs have a responsibility to ensure that:

- The Duty Officer (children's social care) contact details for the originating authorities of all service users are sourced and displayed in an area which is accessible to all staff;
- In the event of a safeguarding concern a referral is made both to the duty officer in the person's home authority and to the Monmouthshire duty officer.
- In the event of an allegation against a professional the Lead Officer for Safeguarding in Education is informed at the same time as the above referral/s.

### **(f) Role of Independent Settings and Residential Establishments**

Proprietors of residential and/or independent settings should ensure that:

- They comply with the requirements of their regulatory body;
- They fulfil all responsibilities for safeguarding adults and children (including those at risk).

### **(g) The Role of the Manager of Early Years Settings/ Nurseries/ Playgroups/ Before & After School Care Settings**

Managers of Early Years Settings and all partner agencies in Monmouthshire providing early years services for children should:

- Act as, or appoint, a DSP to take the lead role in safeguarding and protecting the children in their care;
- Ensure that they have an up to date Safeguarding policy and procedures which have been adopted by the proprietor/managing body and are fully implemented and followed by all staff;

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

- Ensure that parents/carers can access information regarding safeguarding arrangements
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children; and
  - All staff and volunteers understand the procedures for and are supported in raising concerns with regard to children in their care

### **(h) The Role of Volunteers in Educational Establishments**

Volunteers are also seen by children as safe and trustworthy adults, and therefore will be subject to the same recruitment processes as the paid workforce and according to the nature of the activity being undertaken.

However, in other circumstances, e.g. where a volunteer's role will be one-off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children.

For the purpose of this policy, governors who also volunteer in schools should be treated on the same basis as other volunteers.

The DSP should ensure a record of volunteers is kept using the Kinetic Volunteering System. The system must be used to record how often they volunteer and the roles that they are undertaking. This will then determine whether they are in regulated activity and the recruitment processes to be followed. All recruitment records must be kept on the Kinetic System.

Regulated activity is defined as unsupervised activity in a limited range of establishments with the opportunity for contact with children. The scope of regulated activity includes unsupervised activities such as:

- Teaching;
- Training;
- Instructing;
- Caring for or supervising children;
- Providing advice or guidance on wellbeing;
- Driving a vehicle only for children.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

In addition, to be regarded as regulated activity, this unsupervised activity enacted within a specified place must be done regularly. Regularly means carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period (or in some cases, overnight).

For those people who do not work in regulated activity but nevertheless work, paid or unpaid, with children, their employers may, but will not be required to, obtain relevant checks – but it will be unlawful to check if they are on a barred list.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Record of Appendices

Appendix 1	Relevant Legislation and Council Contacts	
Appendix 2	Referral Process – Children	
Appendix 3	Flow chart adult referrals	
Appendix 4	Roles and Responsibilities Directorate Safeguarding Leads	
Appendix 5	Terms of Reference Whole Authority Safeguarding Group	
Appendix 6	SAFE Auditing Tool	
Appendix 7	Training Record Template	
Appendix 8	Categories of abuse - Definition	
Appendix 9	Model Template Safeguarding Policy for Operational Settings and Schools	
Appendix 10	Minimum Standards for Safeguarding Across Commissioned Services, Partnerships and Volunteers	

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**APPENDIX 1 RELEVANT LEGISLATION AND CONTACT DETAILS**

- Social Services and Wellbeing Act (Wales) 2014
- Children Act 1989, 2004
- Carers Act 2004
- Human Rights Act 1998
- Equalities Act 2010
- Framework for Assessing Children and their Need (2001)
- Stronger Partnership's for Better Outcomes (2006)
- Wales Interim Policy & Procedures for the Protection of Vulnerable Adults from Abuse (2010)
- Mental Capacity Act 2005
- Wales Safeguarding Procedures
- Children (Abolition of Defence of Reasonable Punishment) (Wales) Act 2020
- NSF for Children, Young People and Maternity Services
- Direct Payment's Guidance
- Violence against Women, Domestic Abuse and Sexual Violence Act 2015
- General Data Protection Regulation 2018
- Data Protection Act 2018
- United Nations Convention on the Rights of the Child 1989
- VAWDASV Regional Service - [Violence Against Women, Domestic Abuse and Sexual Violence - Gwent Safeguarding](#)
- PREVENT - [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#)
- Keeping Learners Safe – [Keeping learners safe | GOV.WALES](#)

**Relevant Contacts**

Social Services Duty – Children Services	01291 635669 during office hours 0800 328 4432 out of office hours
Social Services Duty – Adult Services	Monmouth/Usk/Raglan – 01600 773041 Abergavenny – 01873 735885 Chepstow/Caldicot – 01291 635666
PREVENT	<a href="#">Recruitment in progress</a>
Gwent Safeguarding Board	<a href="http://www.gwentsafeguarding.org.uk">www.gwentsafeguarding.org.uk</a>
Modern Slavery /Trafficking – Training and Victim Support	BAWSO <a href="http://www.bawso.org.uk">www.bawso.org.uk</a> .
GDPR	<a href="mailto:KathrynEvans@monmouthshire.gov.uk">KathrynEvans@monmouthshire.gov.uk</a>

<b>CHILDREN'S SERVICES</b>		
Duty Social Worker	01291 635669	<a href="mailto:childduty@monmouthshire.gov.uk">childduty@monmouthshire.gov.uk</a>
Out of Hours	0800 328 4432	<a href="mailto:southeast@caerphilly.gov.uk">southeast@caerphilly.gov.uk</a>

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Kelly Turner	Safeguarding Service Manager	07540 591225	<a href="mailto:kellyturner@monmouthshire.gov.uk">kellyturner@monmouthshire.gov.uk</a>
Jessica Scarisbrick	Child Protection Co-ordinator	07929 878496	<a href="mailto:jessicascarisbrick@monmouthshire.gov.uk">jessicascarisbrick@monmouthshire.gov.uk</a>
Heather Heaney	Designated Lead Officer for Safeguarding in Education	01633 644392 / 07917 707343	<a href="mailto:heatherheaney@monmouthshire.gov.uk">heatherheaney@monmouthshire.gov.uk</a>
Katie Jacobs	Quality Assurance & Safeguarding Officer	07976 837800	<a href="mailto:katiejacobs@monmouthshire.gov.uk">katiejacobs@monmouthshire.gov.uk</a>
Leanne Parker	Independent Reviewing Officer	01873 735483 / 07793 799340	<a href="mailto:leanneparker@monmouthshire.gov.uk">leanneparker@monmouthshire.gov.uk</a>
<b>ADULT SAFEGUARDING</b>			
Adult Safeguarding Duty		01873 735492	<a href="mailto:MCCadultsafeguarding@monmouthshire.gov.uk">MCCadultsafeguarding@monmouthshire.gov.uk</a>
Out of Hours		0800 328 4432	<a href="mailto:southeast@caerphilly.gov.uk">southeast@caerphilly.gov.uk</a>
Jason Davies [in post 11/07/22]	Team Manager		<a href="mailto:Jasondavies2@monmouthshire.gov.uk">Jasondavies2@monmouthshire.gov.uk</a>
Vivien Butler	Adult Safeguarding Co-ordinator	07966 862732	<a href="mailto:vivienbutler@monmouthshire.gov.uk">vivienbutler@monmouthshire.gov.uk</a>
Sonia Hawkins	Adult Safeguarding Co-ordinator	07976 273715	<a href="mailto:soniahawkins@monmouthshire.gov.uk">soniahawkins@monmouthshire.gov.uk</a>
Sophia Jones	Adult Safeguarding Co-ordinator	07970 980831	<a href="mailto:sophiajones@monmouthshire.gov.uk">sophiajones@monmouthshire.gov.uk</a>
Samuel Evans	Adult Safeguarding Screen Officer	07929 832774	<a href="mailto:Samuelevans@monmouthshire.gov.uk">Samuelevans@monmouthshire.gov.uk</a>

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**APPENDIX 2 REFERRAL PROCESS - CHILDREN**

**An overview of the duty to report process**

*I am aware of a child that may be at risk of harm?  
What evidence do I have: disclosure; observation; information?*



*Do I need to take immediate action to ensure safety? Should I obtain emergency medical aid? Do the police need to be informed a possible crime has been committed?*



*Is there a designated safeguarding person (DSP) in my agency I can discuss this with? Do I need to contact social services for advice? What is the result of these discussions?*



*Do I need to make a report to social services? Do I need to try to gain consent? What information do I have to share: core data; cause for concern; individual's living environment?*



**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

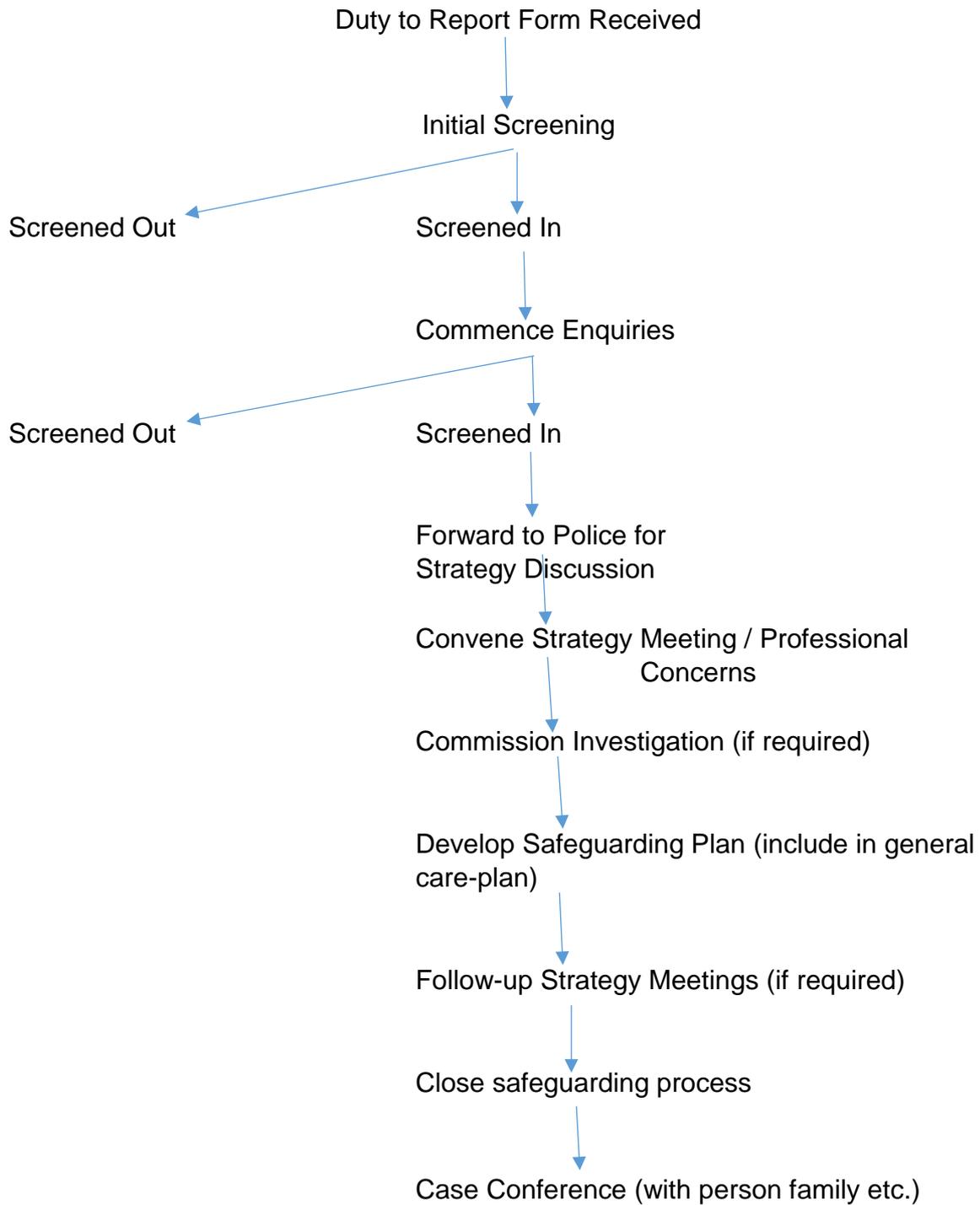
*Should this report be immediate by telephone, followed up on the same day by a written report or is the level of concern such I can make a written report? What advice have I received about this from my agency and social services?*



*What do I need to do next? Document incident/concerns; inform key people; ensure received response from social services within 7 working days or chase up.*

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**APPENDIX 3 ADULT SAFEGUARDING PROCESS**



**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**APPENDIX 4 ROLE DESCRIPTION FOR DIRECTORATE**  
**SAFEGUARDING LEAD**

Every Directorate within the Council is required to nominate a Directorate Safeguarding Lead [DSL] for dealing with children or adults that might be at risk of abuse and/or neglect. The DSL is 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 or take the lead in referring safeguarding concerns to Social Care and Health as appropriate
- Being familiar with the Council's Corporate Safeguarding Policy and the Wales Safeguarding Procedures as they relate to Children's and Adult safeguarding
- Ensuring the Operational Procedures for safeguarding within the directorate are compliant with legislation and statutory guidance and are issued to all staff
- Regular liaison with their Head of Service on the Whole Authority Safeguarding Group
- Ensuring compliance with policies and guidance within their directorate service areas and reporting this to the Whole Authority Safeguarding Group
- 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 briefings
- Make a contribution to the completion of the SAFE audit for the Directorate

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**APPENDIX 5 TERMS OF REFERENCE FOR WHOLE AUTHORITY**  
**SAFEGUARDING GROUP**

The main responsibilities of the Group are to ensure that robust arrangements for safeguarding children and adults are in place within and across the Council. The Whole Authority Safeguarding Group will act on a strategic level to:

- Assure the Council that procedures for managing safeguarding concerns are robust;
- Ensure that all directorates within the council are aware of their contribution to keeping children, young people and adults at risk safe and free from harm or abuse;
- Support the functions and duties of the Chief Officer Social Care and Health;
- Ensure inter departmental working and corporate communication is effective;
- Resolve any potential barriers that could prevent having effective procedures in place;
- Receive and consider recommendations and learning from Child / Adult Practice / Domestic Homicide Reviews;
- Ensure appropriate training is available for the workforce (paid and unpaid) and Elected Members;
- Receive and consider agreed performance information;
- Produce an Annual Report on safeguarding performance within the council for SLT, Cabinet and relevant Scrutiny Committee;
- Review the Corporate Safeguarding Policy as and when required or after 3 years as a minimum.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

### **APPENDIX 6**

#### **MONMOUTHSHIRE SAFEGUARDING AUDIT FRAMEWORK for EVALUATION (SAFE)**

In accordance with Monmouthshire's Safeguarding Policy, all organisations that provide services for or work with adults at risk, children, young people and families are expected to carry out an audit of their safeguarding practices, based on a process of self-evaluation. **Even if you do not directly provide these services, please consider the audit in relation to your service area which may be helpful in identifying safeguarding support needs.**

The following audit framework is set out in sections related to different standards and requires you to think about your own practices and procedures within your setting. It is designed to give you an understanding of safeguarding in your own service area/ establishment and how these might be developed. In addition, the audits provide Monmouthshire County Council with an overview of safeguarding practices across the county. The audit tool is based on Social Services and Wellbeing Act 2014, and directly relates to Monmouthshire's Corporate Safeguarding Policy 2022. The [Corporate Safeguarding Policy](#) will inform your response to the audit.

Please think carefully about your own practices and procedures in your setting; complete the audit to the best of your knowledge and think about how you will evidence your responses. Please complete the RAG System (Red, Amber or Green – see below) and produce an action plan with any actions that are required to improve safeguarding in your area/school.

**If you need support or assistance in completing the audit or are considering if you need to undertake the audit, please contact your Directorate Safeguarding Support Officer. If you have considered the audit tool, against**

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

the Corporate Safeguarding Policy and believe that you have a Nil Return please discuss this with your Directorate Lead and Safeguarding Support Officer.

Please undertake the following audit and return it to the named officer below for your Directorate:

SAFEGUARDING SUPPORT OFFICER	ROLE	DIRECTORATE RESPONSIBILITY	EMAIL ADDRESS
Kelly Turner	Safeguarding Service Manager	Chief Executives Resources Social Care & Health	<a href="mailto:kellyturner@monmouthshire.gov.uk">kellyturner@monmouthshire.gov.uk</a>
Heather Heaney	Designated Lead Officer for Safeguarding in Education	CYP Schools Early Years Flying Start	<a href="mailto:heatherheaney@monmouthshire.gov.uk">heatherheaney@monmouthshire.gov.uk</a>
Katie Jacobs	Quality Assurance & Safeguarding Officer	Communities and Place MonLife Resources	<a href="mailto:katiejacobs@monmouthshire.gov.uk">katiejacobs@monmouthshire.gov.uk</a>
Jason Davies [in post from 11/07/22]	Adult Safeguarding Team Manager	Adult Services	<a href="mailto:jasondavies2@monmouthshire.gov.uk">jasondavies2@monmouthshire.gov.uk</a>

The Safeguarding Unit will review the information, which helps to inform MCC in developing safeguarding practices at a wider level.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**The audit and subsequent Action Plans for your area will support the development of Safeguarding practice within your team/area, and subsequently develop a Directorate Level Action Plan.**

Please try to be as realistic and honest as you can be and use this document to help you to identify your current position regarding safeguarding and set targets/actions to improve.

<b>Organisation / Service Area / School / Establishment Name</b>	<b>Person Completing this Audit</b>	<b>Role / Position</b>	<b>Date Completed</b>	<b>Date Returned to LA</b>

Please list below ALL the individual services / organisations / establishments that you are responsible for and reporting on in this audit. Where relevant be specific in your audit regarding which service is being commented upon. (For e.g. Leisure Centre, Day Service, Care Home, Social Work Team Primary School, Comprehensive School, Nursery, Breakfast Club, After School Club, Sports Activities, etc. )

.....  
 .....

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

.....

.....

.....

.....

STANDARD	EVIDENCE	RAG RATING	FURTHER ACTIONS REQ'D
<p><b>STANDARD 1: DESIGNATED SAFEGUARDING LEADS</b>  <i>Designated Safeguarding Leads fulfil an essential role in developing and implementing policies that help to protect children and adults at risk from all forms of abuse and create a safe environment. Designated Safeguarding Leads take responsibility in their setting for managing issues and concerns about adults and children at risk.</i></p>			
<p>1.1 There is a Designated Safeguarding Lead (DSL) for Safeguarding and all staff know who that person is.            (please check appendix 4 Corp SG Policy)</p>	<p>(please identify)</p>		

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<p>1.2 There is a Deputy Designated Safeguarding Lead (to act when the DSL is off site) and all staff know who that person is.</p>			
<p>1.3 The role of the Designated Safeguarding Lead is clearly defined in a job description which sets out their responsibilities in safeguarding.</p>			
<p>1.4 The DSL and deputy DSL are adequately trained and supported to fulfil their roles.</p> <p>(S9 -Training Requirement Corp SG Policy)</p>	<p>Provide details of safeguarding courses attended with dates:</p>		

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<b>STANDARD 2: POLICIES AND PROCEDURES</b>			
2.1 Your setting has adopted the Monmouthshire Safeguarding Policy (formally via governing body/trustee / management body if appropriate).	Give Date when adopted:		
2.2 The LA policy has been communicated to all staff members and is implemented in your setting/organisation.			
2.3 Your setting has its own written safeguarding policies and procedures which relate to your area of service. These are reviewed regularly	List any relevant policies with dates including date of reviews and of next review:		

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<p>(at least every 3 years)  <b><i>(support available in drafting from directorate lead)</i></b></p>			
<p>2.4 All staff and volunteers are made aware of all safeguarding policies and procedures and how these are applied within the setting</p>			
<p>2.5 Everyone using your service are made aware of all safeguarding policies and procedures and how these are applied within the setting</p>			
<p>2.6 We are confident that every service we commission delivers a safeguarding standard consistent with our service.</p>			

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<p>2.7 Your Staff where appropriate are aware of their responsibility relating to GDPR</p>			
<b>STANDARD 3: ACCOUNTABILITY</b>			
<p>3.1 All staff understand to whom they are directly accountable with regards to the well-being of adults at risk and children, and the level of accountability they have.</p>	<p>Is this discussed at team meetings and staff appraisals? How is this recorded?</p>		
<p>3.2 All Job descriptions are explicit and recognise responsibilities regarding safeguarding and promoting the well-being of children and adults at risk.</p>			

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<b>STANDARD 4: LISTENING AND RESPONDING</b>			
4.1 Children and adults at risk are encouraged to express their wishes and feelings including any concerns they might have over harm and abuse.			
4.2 Appropriate decisions are made in order to protect children, young people and adults at risk from harm.			
4.3 Children, young people and adults at risk feel safe in your setting and that their well-being is promoted.			
4.4 We reflect on what has gone well and areas for improvement and ensure that new	How is this achieved?		

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

learning is embedded.			
<b>STANDARD 5: EFFECTIVE INTER-AGENCY WORKING TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN AND ADULTS AT RISK</b>			
5.1 Staff participate in multi-agency meetings and forums to consider the needs of and provide support for individual children and their families and adults at risk.	List the relevant meetings your setting is involved:		
5.2 Staff are able to recognise when children and adults at risk need additional support and are able to make the appropriate referral e.g. referrals to other single agencies, referral to, referral to Adult Services or Children's Services	Provide numbers of referrals made to e.g. adult/children's services		
5.3 Any decisions made or actions			

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<p>taken in relation to the protection or safeguarding of individuals are recorded appropriately and maintained confidentially.</p>			
<p>5.4 Arrangements are in place to ensure that personal and confidential information is appropriately shared across settings / services.</p>	<p>Is information securely available across varying levels of need? How do you know this is being complied with?</p>		
<p><b>STANDARD 6: STAFF AND VOLUNTEER TRAINING (Sect. 9 Corporate SG Policy)</b></p>			
<p>6.1. All staff and volunteers receive appropriate training (at the relevant levels) to enable them to discharge their safeguarding duties.</p>	<p>Describe your record keeping arrangements and how this is monitored by your setting. What arrangements are in place for updates and renewals</p>		

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

6.2 All staff and Volunteers are assessed in relation to safeguarding training needs.	How is this achieved?		
6.3 There is a record kept of all adult/child protection and safeguarding training and this is updated as appropriate.	Provide a copy of your training record		
6.4 Arrangements are in place to evaluate the impact and effectiveness of training and the identification of adult/child protection and safeguarding training.			
<b>STANDARD 7: SAFE RECRUITMENT</b>			
7.1. All staff and volunteers have DBS checks prior to	Describe how you monitor DBS arrangements:		

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<p>employment if they are engaged in regulated activity.</p>			
<p>7.2. All staff / volunteers who have contact with children, young people and adults at risk are selected in accordance with the Safe Recruitment Policy and have appropriate checks in line with current legislation and guidance:</p> <ul style="list-style-type: none"> <li>- References are always taken up prior to appointment.</li> <li>- Identity and qualifications are verified.</li> <li>- Professional registration is in place</li> <li>- Face to face interviews are carried out.</li> <li>- Previous employment history is checked.</li> <li>- Any anomalies or discrepancies are followed up.</li> <li>- Necessary checks are carried out before the employee takes up the post (e.g. DBS if they</li> </ul>	<p>Provide information about any DBS risk assessments that you have undertaken since the last audit: how can you be confident that sound decisions are made?</p>		

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

are engaged in regulated activity).			
7.3 There is a Safe Recruitment policy in place.			
7.4 Those people involved in recruitment within your setting have undertaken Safe Recruitment Training	Provide details of any training undertaken:		
<b>STANDARD 8: HANDLING ALLEGATIONS AGAINST WORKERS AND VOLUNTEERS</b>			
8.1 There is a named senior officer with responsibility in respect of allegations against staff and volunteers. All staff know who this person is.			
8.2 There is a written procedure for handling allegations			

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

against staff and volunteers in place.			
8.3 Incidents and allegations of professional abuse are recorded appropriately and maintained confidentially.	Provide numbers of professional concerns and any issues referred:		
<b>STANDARD 9: SAFEGUARDING IN THE BUILDING</b>			
9.1 Do you know and monitor public access points in the building(s) so that you know if people are entering or leaving the building?			
9.2 Are Parents / Carers / Visitors monitored whilst they are in the building including signing in and out procedures if appropriate? Are			

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

badges issued to visitors?			
9.3 Do you have policies and procedures in place to maintain safeguarding when other people/vehicles not involved with your organisation use/visit the premises at the same time as your organisation?			
9.4 Are safeguarding issues reported to the relevant lead officer and the building's management, as appropriate?			
9.5 Do you risk assess for safeguarding and general safety when using premises other than your own and have a reporting system in place for issues identified?			

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<b>STANDARD 10: E-SAFETY</b>			
10.1 Children, young people or adult at risk who have access to the internet via any means in your setting can do so safely.	Provide details of any e-safety awareness activity that is undertaken within your setting:		
10.2 Do you have and implement a policy for the safe use of internet access by service users, staff and volunteers?	Tell us where this policy is available:		

**DESIGNATED SAFEGUARDING LEAD SUMMARY REPORT:**

<p><b>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.</b></p>

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**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

**PART 2: ACTION PLAN**

**INSERT YOUR COMPLETED / UPDATED ACTION PLAN FROM YOUR PREVIOUS AUDIT**

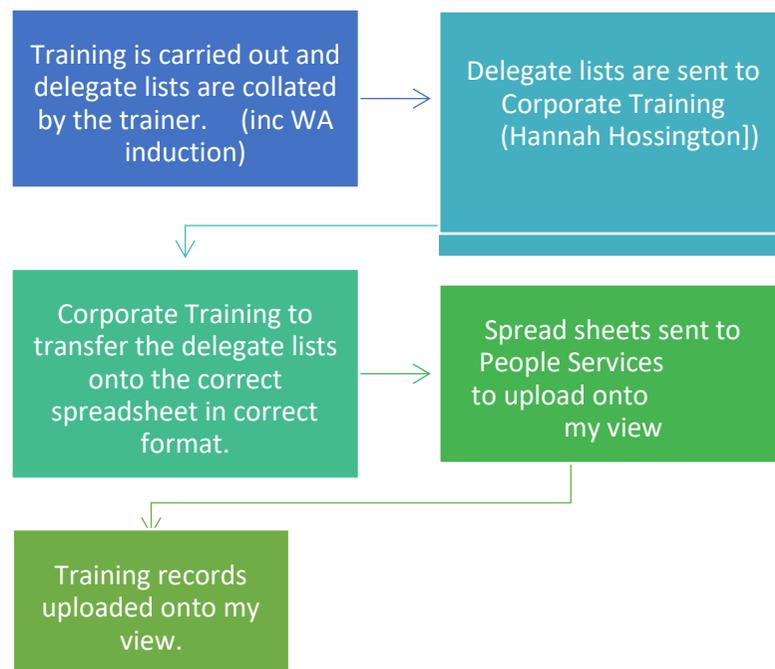
Ensure that any actions from your previous action plan that have not been completed are incorporated into your current plan as below.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

<b>No</b>	<b>Standard Identified</b>	<b>RAG Rating</b>	<b>Action Needed / Evidence of Completion</b>	<b>Timescale / Date of completion</b>

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**APPENDIX 7 PLAN FOR UPLOADING 'MY VIEW' WITH TRAINING RECORDS**



The above is the temp interim solution for recording training onto personal files on 'My View'.

Trainers to ensure delegate lists are sent to Corporate Training Unit (Hannah Hossington) within a day following the training.

When staff attend external training the Line Manager will need to send the information to Corporate Training Unit, as above, with regards to training attended.

**Format for uploading data to My View:-**

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Corporate Training Unit will send the training records to be uploaded in the following format.

Directorate	Service	Division	Section	Employee Number	Name	Course	Date	Result	Reason if not attended

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**APPENDIX 8 DEFINITIONS OF ABUSE**

**Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

**Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include noncontact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

**Financial Abuse**

Financial or material abuse is any theft or misuse of a person's money, property or resources by a person in a position of, or expectation of, trust to a vulnerable person. Common forms of financial abuse are misuse by others of a vulnerable adult's state benefits or undue pressure to change wills. Financial/material abuse may also be perpetrated by one vulnerable adult upon another.

# **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

## **APPENDIX 9**

**Safeguarding Policy** for (Name of setting/service if not already noted [there is a school specific template, which includes additional responsibilities that schools have, eg Operation Encompass])

### **Introduction**

1.1 **Name of Service/Setting** fully recognises the contribution it makes to safeguarding adults and children at risk.

There are three main elements to our policy:-

- a. Prevention;
- b. Procedures for identifying and reporting cases, or suspected cases of adults and children at risk.
- c. Support to those who may have experienced abuse or harm.

1.2 This policy applies to all staff and volunteers working in **name of service/setting**. It is recognised that staff who come into contact with adults and children can often be the first point of disclosure of abuse or harm. This first point of contact is an important part of the protection process and it is essential that all staff are aware of and implement the procedures as noted in this policy.

### **Prevention**

2.1 We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard adults and children at **name of service/setting**.

We will therefore:-

- a. Establish and maintain an ethos where children and adults feel secure, are encouraged to talk and share their concerns and will be listened to;
- b. Ensure that those attending this setting/using this service know that all staff and volunteers in this setting can be approached if they are worried or concerned about matters that concern them or their family members or friends.
- c. Include in the ethos of the setting that people have the right to be safe from abuse and to know that they can turn to staff for help;

### **Procedures**

3.1 At **name of service/setting** we will follow the Wales Safeguarding Procedures, and other guidance and protocols that have been endorsed and agreed by the Gwent Safeguarding Board (GSB).

3.2 The setting/service will: -

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

- a. Ensure it has a named designated senior member of staff (DSL) who has undertaken the appropriate training in line with agreed national and local requirements. This setting/service will also nominate a named deputy who will be the central contact at times when the designated person is absent. In the unlikely event that both are absent or unavailable the most senior person will act as a contact point for other staff.
- b. Recognise the role of designated person and arrange support and training. The setting/service will look to the GSB and to the local authority for guidance and support in all child protection matters and concerns for adults at risk.
- c. Ensure that all members of staff, including permanent, part time and adult volunteers, (and school governors/management boards) knows:-
  - The name and contact details of both the designated and deputy person responsible for child protection and concerns for adults at risk;
  - That it is the named designated person and/or their deputy who have the responsibility for making referrals for children/adults at risk within timescales, by completing the agreed multi-agency form.
  - That the designated person and deputy will seek advice from the Designated Officer and or Social Services Duty Team if necessary when a referral is being considered; if in doubt a referral must be sent.
- d. Ensure that all members of staff are aware of the need to be alert to signs of abuse and know how to respond to an adult or child who may disclose abuse. That all members of staff will be offered and expected to attend appropriate training and updates as arranged by the setting/service.
- e. Ensure that adults, children and carer have a clear understanding of the responsibility placed on the setting/service and its staff for safeguarding adults and children by setting out their obligations in relevant service/setting information.
- f. Provide training for all staff so that they:-
  - i) Understand their personal responsibility;
  - ii) Are cognisant of agreed local procedures
  - iii) Understand the need to be vigilant in identifying suspected cases of abuse;
  - iv) Know how to support an adult or child who discloses abuse, particularly the do's and don'ts.
- g. Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding children and adults at risk including attendance at child protection/case conferences and subsequent meetings and support these with the submission of written reports.
- h. Keep written records of concerns about adults and children at risk (noting date, event and action taken), even where there is no need to refer the matter to agencies responsible for formal investigation.
- i. Ensure that all records and files are kept secure and in locked locations. The designated person is responsible for the security, compilation and storage of all records and should be able to access and produce them in times of need. It is

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.

- j. Ensure that all recruitment and selection procedures follow all national and local guidance. The setting/service will seek advice and guidance from the appropriate Human Resources on recruitment and selection.
- k. Seek to designate a governor for child protection who will champion and oversee the school's child protection policy and practice. This governor will feed back to the Governing body on child protection matters as and when required but will be required to write an annual report to the governing body on the school's child protection activities.

### **Supporting children and adults at risk of abuse**

4.1 At **name of service/setting** we recognise that those who are at risk, suffer abuse or witness violence are often affected in adverse ways, some may be deeply troubled by these events.

4.2 At **name of service/setting** we will endeavour to be patient and supportive to those at risk of harm or abuse.

### **Prevent Duties**

In March 2015, the Counter Terrorism and Security Act received Royal Assent. The Act includes how we need to work together to prevent people from being drawn into terrorism.

Where we become aware of information involving identification of potential instances of extremism and radicalisation, we will refer to Adult/Children's Services in the same way as for all safeguarding concerns.

### **Information for all staff/volunteers**

5.1 What to do if a child or adult tells you they have been abused or harmed

A person may confide in any member of staff/volunteer. Staff to whom an allegation is made should remember:-

- Yours is a listening role, do not interrupt the person when they are freely recalling events. Limit any questions to clarifying your understanding of what the person is saying. Any questions should be framed in an open manner so not to lead the person;
- You must report orally to the **Designated Person Safeguarding (DSL) or their Deputy** in their absence immediately to inform them of what has been disclosed. In the unlikelihood of both being absent seek out the most senior person in the setting/service;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the Designated Safeguarding Lead. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the person's answers/responses in exactly

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records the initial disclosure from the person it is an important one in the child protection process.

Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place;

- Do not give undertakings of absolute confidentiality. (See note following this section for more details) You will need to express this in age/understanding related ways to the person as soon as appropriately possible during the disclosure. This may result in the person 'clamming up' and not completing the disclosure, but you will still be required to share the fact that they have a shared a concern with you to the designated person. Often what is initially shared can be the tip of an iceberg;
- Your responsibility in terms of referring concerns ends at this point, but you may have a future role in terms of supporting the person, contributing to an assessment or supporting safeguarding plans. You can ask the designated person for an update but they are restricted by procedures and confidentiality and may be limited in their response. The level of feedback will be on a need to know basis, but whatever is shared is strictly confidential and not for general discussion with others.

If an allegation of abuse is made against a member of staff/volunteer this must be reported to the Designated Person for Safeguarding (DSL).

Where the allegation is against a member of staff you should refer to Children's/Adult Services in the same way as for all allegations of abuse.

### **Confidentiality**

6.1 A person may only feel confident to confide in a member of staff/volunteer if they feel that the information will not be divulged to anyone else. However we all have a responsibility to share relevant information about the protection of children and adults with the designated statutory agencies when a person is experiencing harm or abuse.

It is important that each member of staff/volunteer deals with this sensitively and explains to the person that they must inform the appropriate people who can help them, but they will only tell those who need to know in order to be able to help. Staff should reassure the person and tell them that their situation will not be common knowledge within the setting/service (i.e. not discussed with other staff) Staff/volunteers need to be aware that it may well have taken significant courage on the part of the person to disclose the information and they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

### **Training**

The setting/service will be cognisant of national and local training requirements and guidance, which will include GSB guidance, advice and training opportunities.



**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**  
**APPENDIX 10 MINIMUM STANDARDS FOR SAFEGUARDING**  
**ACROSS COMMISSIONED SERVICES, PARTNERSHIPS AND**  
**VOLUNTEERS**

**Introduction:**

This statement sets out how Monmouthshire County Council (MCC) is meeting commissioning and partnership obligations towards the safeguarding of vulnerable children, young people and adults at risk. It gives assurances to the public, elected members, staff, volunteers and people carrying out work on behalf of the Council that there are sound arrangements in place to safeguard children, young people and adults at risk. This statement should be read in conjunction with Monmouthshire County Council's Corporate Safeguarding policy which sets out the Council's full position and commitment to ensuring best practice safeguarding systems.

Council employees, elected members, volunteers and contractors who come into contact with children or adults at risk in the course of their duties are expected to understand their responsibility and where necessary take action to safeguard and promote the welfare of vulnerable people. We recognise that safeguarding is everyone's business. People in all agencies need to recognise and act appropriately when they identify children, young people and adults at risk.

Monmouthshire County Council recognises that Safeguarding is more than just responding to safeguarding concerns; it is about working to prevent and protect children, young people and adults. Its safeguarding responsibilities extend to all areas of its activity, both directly delivered and delivered in partnership with other organisations or individuals, **where there is engagement with children, young people and adults at risk**. There is an expectation that all of those working and/or volunteering within the county embed safeguarding good practice in everything they do and work in a way that is in support of and complements Monmouthshire County Council's Corporate Safeguarding policy.

**Overarching Principles**

Monmouthshire County Council:

- Is committed to working in partnership with commissioned service providers, partners and volunteers to ensure children, young people and adults at risk are kept safe from harm.
- Recognises the importance of embedding a culture of safeguarding, which engenders behaviours which protect people from harm, and as significantly helps them to live life to the full and realise their potential.
- Considers every child, young person and adult at risk (whatever their background, culture, age, disability, gender, ethnicity, religious belief) has a

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

right to participate in a safe society without any violence, fear, abuse, bullying or discrimination.

### **Scope**

Monmouthshire County Council's minimum standards for safeguarding apply to all areas of the council and all activity in which it works with partners, volunteers and commissioned services, **where there is engagement with children, young people and adults at risk**. Each Directorate is accountable for ensuring that all organisations with whom it works are clear about their safeguarding responsibilities and have arrangements /procedures in place to discharge them.

### **Minimum Standards for Safeguarding for Working with Commissioned Services, Partners and Volunteers**

1. Service Commissioners will be responsible for ensuring that contractual arrangements specify responsibilities in relation to safeguarding in accordance with the Councils Corporate Safeguarding Policy.
2. All organisations working with the Council will need to evidence they have robust and transparent arrangements in place in regard to safeguarding before they are commissioned or work in partnership to provide services on MCC's behalf.
3. All organisations funded by or on behalf of the Council who are commissioned to support children, young people or adults will be required to undergo an accreditation process. Providers will be required to provide information confirming their safe recruitment training, and safeguarding policies and procedures.
4. All contractual arrangements will allow for the Council to terminate the relationship where an organisation has failed to ensure appropriate safeguarding arrangements are in place and or adhered to.
5. All organisations working with the Council will have in place policies, procedures and systems to ensure the safe recruitment of staff and that staff comply with regulatory and contractual arrangements relating to their safeguarding responsibilities. These will include, for both paid and unpaid staff:
  - Safe recruitment practices which, where appropriate/specified, require as a minimum Disclosure and Barring Service (DBS) checking, reference checking arrangements and robust selection procedures.
  - Where appropriate/specified have risk assessment and management arrangements in place for positive DBS checks.
  - As part of their induction, all new members of staff receive appropriate level of Safeguarding training.

## **MONMOUTHSHIRE COUNTY COUNCIL** **CORPORATE SAFEGUARDING POLICY**

- Reporting arrangements concerns in a timely manner and engage positively in safeguarding procedures and investigations.
- 6. All organisations are responsible for informing relevant managers within the Council of any safeguarding concerns they may have.
- 7. All organisations working with the Council will have annual training and development plans in place which ensure safeguarding remains embedded within practice.
- 8. Where national minimum safeguarding standards are applicable, providers will comply, and where not, work to best practice standards.
- 9. All organisations working with the Council will engage and comply with the Council's quality assurance processes.
- 10. Where appropriate, monitoring activity will include satisfying the Council that the provider is managing their responsibilities in regard to safeguarding, and are operating in line with legislation, policy and procedures.

The Council acknowledges that the context of each work setting will determine the specific arrangements put in place to ensure adherence with its minimum standards. These will be risk based, proportionate and appropriate to the nature of the setting. Consistent with the requirements within the Council's Volunteering Policy, one key determining factor for the level of required arrangements will be whether the service is deemed as a regulated activity, as defined below:

### **Regulated Activity**

Regulated activity is defined as unsupervised activity in a limited range of establishments or the wider community with the opportunity for contact with children and young people or adults at risk. The scope of regulated activity includes unsupervised activities such as:

- Teaching
- Training
- Instructing
- Caring for or supervising children and young people or adults at risk
- Providing advice or guidance on wellbeing
- Driving a vehicle only for children or adults at risk

In addition, to be regarded as regulated activity, this unsupervised activity enacted within a specified place must be done regularly. Regularly means carried out by the same organisation frequently (once a week or more often), or on four or more days in a 30-day period (or in some cases, overnight). There may be circumstances where a less frequently delivered service is deemed a regulated activity due to the nature of the activity.

Each Directorate will determine the level of arrangements which are appropriate to each commissioned, partnership or volunteer service in line with the matrix below.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**CORPORATE SAFEGUARDING POLICY**

Only when a full risk based assessment has been carried out can proportionate arrangements be determined:

Risk Level	Description of service	Safeguarding Requirements
<b>High</b>	Service provides regulated activity	<p>Pre -qualification and accreditation processes to ensure evidence of full range of safeguarding arrangements in place:</p> <ul style="list-style-type: none"> <li>• Safe recruitment practices including robust selection processes, DBS Check (at correct level), employment and or character references, employment and education checks</li> <li>• Comprehensive Safeguarding training</li> <li>• Safeguarding policies and procedures</li> </ul> <p>Monitoring by the Council of adherence with safeguarding arrangements as part of regular contract /quality assurance activity</p>
<b>Medium</b>	Service may involve frequent supervised contact with adults at risk, young people and children.	<p>Processes to ensure evidence of key safeguarding arrangements in place:</p> <ul style="list-style-type: none"> <li>• Safe recruitment practices including robust selection processes, employment and or character references,</li> <li>• Safeguarding training Level 1</li> <li>• Safeguarding policies and procedures</li> </ul> <p>Regular contract/service review arrangements by the Council to include adherence with safeguarding arrangements.</p>
<b>Low</b>	Service which does not include frequent activity with adults at risk, young people and children.	<p>Processes to ensure understanding of safeguarding responsibilities and reporting arrangements are in place</p> <p>Safeguarding Level 1 awareness training</p>