



**Safeguarding Children and Adults at risk of
Abuse or Neglect**

Policy and Procedure

April 2023



Policy	Responsibility	Review Cycle	Review Date	Review Complete
Safeguarding Children and Adults at Risk - Policy & Procedure	Community Safety Partnership	Annually	April 2024	

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Section 1 - Policy

1.1 Introduction

We believe that safeguarding is everybody's responsibility. We recognise the welfare of children and adults at risk is paramount in all the work we do, and in all the decisions we take.

All children¹ and adults at risk of abuse and neglect² have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

Cannock Chase Council abides by the duty of care to safeguard and promote the welfare of children and vulnerable adults, and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

All children and adults at risk, regardless of disability, gender reassignment, race, religion or belief, sex or sexual orientation, has an equal right to protection from all types of harm or abuse.

Some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

The purpose of this Policy and its associated procedures is to help protect all children and vulnerable adults within our district, and to protect Cannock Chase Council, its staff, elected members and volunteers.

1.2 Purpose, Policy Statement and Scope

Cannock Chase Council will:

- Protect children, young people and adults who receive Cannock Chase Council's services from harm.
- Provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Cannock Chase Council, including senior managers, paid staff, elected members, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

The scope of this Policy is to outline the procedures to be followed and to identify the relevant contacts in relation to safeguarding children and adults at risk.

Cannock Chase Council has a legal responsibility to safeguard, promote wellbeing and protect children and adults.

This will include:

- Respecting and promoting the rights, wishes and feelings of children and adults.
- Raising the awareness of the duty of care responsibilities relating to children and adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and adults, to protect them from harm.
- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
- Training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and adults at risk from abuse, and to also minimise any risks to themselves.
- Responding promptly to any suspicions or allegations of misconduct or abuse of children, or adults in line with

the Staffordshire Safeguarding Children Board (SSCB), inter-agency policies and procedures for safeguarding children and promoting their welfare, and the Staffordshire and Stoke on Trent Adult Safeguarding Partnership Safeguarding procedures.

- Requiring staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Policy and Procedures, Codes of Conduct and associated procedures.
- Reviewing and evaluating this Policy and Procedure on an annual basis or in line with best practice, changing legislation, organisational requirements and service delivery.
- Ensuring representatives including partnerships with private, voluntary or contracted organisations of Cannock Chase Council who have contact with children, young people or vulnerable adults, are subject to safer recruitment procedures.
- There is a duty under Section 11 of the Children's Act 2004 for Cannock Chase Council to be committed to safe employment, and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them, or have contact with them. Cannock Chase Council has policies and procedures that cover the recruitment of all employees and volunteers.

Additionally, staff, elected members and volunteers:

- Should not begin any regulated activity involving direct access to children or adults at risk prior to the Council receiving a satisfactory DBS check in accordance with the DBS Policy.
- Should be aware of this policy and procedure, and of any local or national related policies / procedures that are applicable for their service area, as part of their induction programme.
- Are required to complete mandatory safeguarding training upon induction and at 3 yearly intervals when prompted.
- Are required to be aware of appropriate and inappropriate behaviour when working with children and adults at risk.
- Are required to know who their Designated and Deputy Designated Safeguarding Officer are.
- Have a responsibility to take action when they have concerns, witness or hold information that relates to the abuse of a children and adults at risk.
- Are required to complete an initial concerns form (Appendix B) to record any concerns that they may have about a child or adult at risk, and make appropriate referrals (if required).
- Are required to seek advice or assistance from their Designated Safeguarding Officer if they are unsure of what to do with their concerns about a child or adult at risk.
- Are required to be aware of Cannock Chase Council's social media policy and procedures, and the code of conduct for safeguarding children and vulnerable adults on digital platforms.
- Are required to be aware of Cannock Chase Council's policy and procedures regarding the use of mobile phones, and any digital technology, and understand that it is unlawful to share images and content on any digital platform, without the explicit consent of the person with parental responsibilities.

1 'Children' for the purposes of these guidelines are defined as those aged under 18 years

2 The safeguarding duties apply to an adult who: has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Section 2 - Procedure Guide

2.1 Definitions Used Within the Procedure

All the policies and procedures described within this document refer to adults as well as children.

- The term children or young person is used to refer to anyone under the age of 18 years in accordance with the Children Act 1989. The Children Act 1989 definition of a child is: *anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.*
- Safeguarding children is defined in Working Together to Safeguard Children 2018 as:
 - Protecting children from maltreatment.
 - Preventing impairment of children's health or development.
 - Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
 - Taking action to enable all children to have the best outcome.
- Adults at risk for the purposes of this procedure are an adult who: *has needs for care and support (whether or not the Local Authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.*
- The term staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of, delivering a commissioned service for, or representing the Council.

2.2 Recognition of Abuse Including Bullying and Neglect

It is important to remember that many children and adults will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death, or the birth of a new baby in the family, relationship problems between parents/carers, etc. However, you should always report anything that causes you to suspect that abuse may be happening in order for appropriate action to be taken to ensure the welfare and safety of children and vulnerable adults.

2.3 Recognising Abuse

Recognising abuse is not easy, and it is not the responsibility of council staff, elected members or volunteers to decide whether or not abuse has taken place, or if there is significant risk. The Council has a responsibility to act if it believes it may be happening.

Abuse and neglect are forms of maltreatment of a child or adult. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may also be abused by an adult or adults, or by another child or children.

2.4 Types and Signs of Abuse

It is generally accepted that the types of abuse are as follows.

Children

Physical abuse, emotional (or psychological) abuse, sexual abuse and neglect.

Please note that the tabled examples and signs detailed below may also be indicators of other medical factors and

may not necessarily confirm abuse and neglect. These tables are provided as a guide to help with the assessment process and the work with children, vulnerable adults and their families.

PHYSICAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Shaking • Pinching • Slapping • Force-feeding • Biting • Burning or Scalding • Causing needless physical discomfort • Inappropriate restraint • Locking someone in a room 	<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries on any part of the body • Frequent visits to the GP or A&E • An injury inconsistent with the explanation offered • Fear of parents or carers being approached for an explanation • Aggressive behaviour or severe temper outbursts • Flinching when approached • Reluctance to get changed or wearing long sleeves in hot weather • Depression • Withdrawn behaviour or other behaviour change • Running away from home/residential care • Distrust of adults, particularly those with whom a close relationship would normally be expected
EMOTIONAL/PSYCHOLOGICAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Intimidation and/or threats • Bullying • Rejection • Shouting • Indifference and the withdrawal of 	<ul style="list-style-type: none"> • A failure to thrive or grow • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress • Behaviour change

<p>approval</p> <ul style="list-style-type: none"> • Denial of choice • Deprivation of dignity or privacy • The denial of human and civil rights • Harassment • Being made to fear for one's well being 	<ul style="list-style-type: none"> • Being unable to play or socialise with others • Fear of making mistakes • Self harm • Fear of parent or carer being approached regarding their behaviour • Confusion
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SEXUAL ABUSE

Examples include	Signs include
<ul style="list-style-type: none"> • Rape and other sexual offences • For adults, sexual activity including sexual contact and non-sexual contact that the person does not want, to which they have not consented, could not consent, or were pressured into consenting to. • Being encouraged or enticed to touch the abuser • Coercing the victim into watching or participating in pornographic videos, photographs, or internet images • Any sexual relationship that develops where one is in a position of trust, power or authority 	<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas • Bruising or bleeding near genital/anal areas • Sexually transmitted disease • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting down • Pregnancy • Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn • Fear of being left with a specific person or group of people • Nightmares • Leaving home • Sexual knowledge which is beyond their age or development age • Sexual drawings or language • Bedwetting • Saying they have secrets they cannot tell anyone about • Self harm or mutilation, sometimes leading to suicide attempts • Eating problems such as overeating or anorexia

NEGLECT

Examples include	Signs include
<ul style="list-style-type: none"> • Withholding help or support necessary to carry out daily living tasks • Ignoring medical and physical care needs • Failing to provide access to health, social or educational support • The withholding of medication, nutrition and heating • Keeping someone in isolation • Failure to intervene in situations that are dangerous to the person • Inadequate supervision and guidance – leaving the child to cope alone, abandoning them or leaving them with inappropriate carers, and failing to provide appropriate boundaries about behaviours such as under age sex or alcohol. 	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Dirty or 'smelly' • Loss of weight, or being constantly underweight • Inappropriate dress for the weather • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Worsening of health conditions • Pressure sores • Mentioning their being left alone or unsupervised • Sore or extreme nappy rash • Skin infections

	<ul style="list-style-type: none"> • Lack of response to stimuli or contact • Poor skin condition(s) • Frozen watchfulness • Anxiety • Distressed • Child moves away from parent under stress • Little or no distress when separated from primary carer • Inappropriate emotional responses • Language delay
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Adults

Physical abuse, emotional (or psychological) abuse, sexual abuse, neglect, financial abuse, discriminatory abuse, organisational abuse, neglect and acts of omission and self-neglect. (See also domestic abuse and modern slavery in other types of abuse below)

Type of abuse	Description	Type of abuse	Description
Physical	Hitting slapping, shoving, kicking, rough handling or inappropriate restraint.	Neglect/acts of omission	Includes ignoring medical, emotional or physical needs, failure to provide access to support services, withholding necessities such as food and heating.
Sexual	Any type of inappropriate sexual behaviour including rape, indecent exposure, sexual harassment or innuendo, showing of indecent photographs and sexual acts to which the adult has not consented.	Financial	Includes fraud, theft, assuming ownership of money or items, scamming, getting an adult to spend money unwisely.
Self-neglect	May be as a result of an adult's lifestyle choice, and includes behaviour such as hoarding and extreme poor personal hygiene.	Organisational/ Institutional	Poor practice in a nursing/care or hospital setting or even in an adult's own home. This can be one incident or a series of incidents as a result of an organisations poor practice, policy or procedure.
Discriminatory	Is often on the grounds of age, race, gender, gender identity, culture, religion sexual orientation or disability.	Emotional/ Psychological	Includes threats of harm, intimidation, harassment, coercion, cyber bullying, denial of cultural and religious needs.

2.5 Other Types of Abuse

Domestic Violence and Abuse

As of 1st March 2013, the Home Office definition of Domestic Violence and abuse is: *Any incident or pattern of incidents of controlling³, coercive⁴ or threatening behaviour, violence or abuse between those aged 16 or over*

³ Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

⁴ Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

who are, or have been intimate partners or family members, regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse; psychological, physical, sexual, financial and/or emotional.

In all cases where there is knowledge or suspicion that there exists a potential for a child or children to be suffering harm as a result of domestic violence and abuse, then a referral should be made to Staffordshire Children's Advice and Support Service who act as the first point of contact for all referrals in relation to cases that meet the threshold for significant harm – for further information please refer to the threshold framework 'Accessing the right help at the right time'. [Threshold-document-April-2022-1.pdf \(staffscsb.org.uk\)](https://www.staffscsb.org.uk/wp-content/uploads/2022/04/Threshold-document-April-2022-1.pdf)

Where it is thought that a victim of Domestic Violence and Abuse meets the definition of an adult at risk of abuse and neglect, then an Adult Safeguarding referral should be made.

Hidden Harm

Children may be suffering from the effects of what is known as 'hidden harm' if they live with parents or carers who are misusing drugs or alcohol. Children in these situations may be acting as young carers, or they may be subjected to any of the forms of abuse described above.

If you have any concerns in regards to Hidden Harm please refer to the Threshold document for further guidance. [Threshold Framework - Staffordshire Safeguarding Children Board \(staffscsb.org.uk\)](https://www.staffscsb.org.uk/wp-content/uploads/2022/04/Threshold-Framework-Staffordshire-Safeguarding-Children-Board.pdf)

Child Sexual Exploitation

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Children and Young people do not make informed choices to enter or remain in sexual exploitation. Rather, they do so from coercion, enticement, manipulation, fear or desperation.

For further guidance <https://www.staffscsb.org.uk/wp-content/uploads/2020/12/Child-Sexual-Exploitation.pdf>

Forced Marriage

Forced marriage is a marriage without the full and free consent of both parties. It is a form of Domestic Violence and an abuse of human rights. In an arranged marriage the family will take the lead in arranging the match, but the couples have a choice as to whether to proceed. In forced marriage, one or both spouses do not (or, in the case of some disabled young people and some adults cannot) consent to the marriage, and some element of duress is involved. Duress can include physical, psychological, sexual, financial and emotional pressure.

It is important to note that the Mental Capacity Act does **NOT** allow for consent to marry to be given on behalf of a person without capacity to make this decision for themselves.

Female Genital Mutilation

Female genital mutilation (FGM) includes "procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons." (World Health Organisation, 2014). It is illegal in the UK.

FGM is known by a number of names including, female genital cutting, female circumcision or initiation. The term female circumcision suggests that the practice is similar to male circumcision, but it bears no resemblance to male circumcision, has serious health consequences, and no medical benefits. FGM is also linked to domestic abuse, particularly in relation to honour based violence.

If you have any concerns about FGM please refer the Threshold document for further guidance.

[Threshold Framework - Staffordshire Safeguarding Children Board \(staffsscb.org.uk\)](http://staffsscb.org.uk)

Modern Slavery / Trafficking

Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

The organised crime of human trafficking into the UK has become an issue of considerable concern to all professionals, with responsibility for the care and protection of children and adults. Any form of trafficking humans is abuse.

Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat of, or use of coercion, abduction, fraud, and deception, abuse of power or of a position of vulnerability. It also includes the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

It is important to note that some cases involve UK-born people being trafficked within the UK, e.g. people being trafficked from one town to another. The consent of the victim of trafficking is irrelevant where any of the above methods have been used.

Trafficked people may be used for sexual exploitation, agricultural labour including tending plants in illegal cannabis farms and benefit fraud. Children as well as adults are trafficked.

If you have a concern regarding trafficking of a person you should immediately contact the Designated Safeguarding Officer Practitioners should not do anything which would heighten the risk of harm or abduction to the child or adult.

If you have intelligence you wish to share please submit through the Knowledge Hub at Staffordshire Police:

kh@staffordshire.pnn.police.uk

All requests for assistance from the Modern Slavery and Human Trafficking team should be sent via this email:

modernslaveryteam@staffordshire.pnn.police.uk

Hate Crime

The Association of Chief Police Officers (ACPO) and the Crown Prosecution Service (CPS) have a nationally agreed definition of Hate Crime. Hate crimes are taken to mean *any crime where the perpetrator's hostility or prejudice against an identifiable group of people is a factor in determining who is victimised*. This is a broad and inclusive definition. A victim does not have to be a member of the group. In fact, anyone could be a victim of a hate crime.

The CPS and ACPO have agreed 5 monitored strands of hate crime as set out below.

A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's:

- Disability
- Race
- Religion or belief
- Sexual orientation
- Transgender identity

Hate crime can take many forms including:

- physical attacks such as, physical assault, damage to property, offensive graffiti and arson
- threat of attack including offensive letters, abusive or obscene telephone calls, groups hanging around to intimidate, and unfounded, malicious complaints
- verbal abuse, insults or harassment - taunting, offensive leaflets and posters, abusive gestures, dumping of rubbish outside homes or through letterboxes, and bullying at school or in the workplace.

If the victim of a Hate Crime meets the definition of an adult at risk of abuse and neglect, an Adult Protection referral should be made.

The Prevent Duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations

Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. More information is available on the Staffordshire Safeguarding Children Board website www.staffsscb.org.uk.

Safeguarding People who are vulnerable to being drawn into Violent Extremism and / or Terrorism

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children of all ages, young people and adults, to involve them in terrorism or activity in support of terrorism.

Violent Extremism is defined by the Crown Prosecution Service (CPS) as "*The demonstration of unacceptable behaviour by using any means or medium to express views, which:*

- *Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;*
- *Seek to provoke others to terrorist acts;*
- *Encourage other serious criminal activity, or seek to provoke others to serious criminal acts;*
- *Foster hatred which might lead to inter-community violence in the UK."*

There are a number of offences that can be considered when dealing with violent extremism. They include offences arising through spoken words, creation of tapes and videos of speeches, internet entries, chanting, banners and written notes and publications. The main offences employed to date have been soliciting murder and inciting racial hatred.

The Stoke-on-Trent and Staffordshire Local Safeguarding Children Boards and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board recognise the need to protect people against the messages of all violent extremism including that linked to Far Right, Far Left, Extreme Islamist ideologies, Irish Nationalist and Loyalist paramilitary groups, and those linked to Animal Rights movements.

For further guidance please visit: <https://www.staffsscb.org.uk/working-together-to-safeguard-children/guidance/prevent/>

2.6 Responding to Disclosure

Abused children and adults at risk are more likely to disclose details of abuse to someone they trust, and with whom they feel safe. By listening and taking seriously what the child or adult is saying employees/ elected members/ volunteers are already helping the situation.

The following points are a guide to help employees respond appropriately:

Do's and Don'ts	
Do	Don't
<ul style="list-style-type: none"> • React calmly so as not to frighten them. Making safeguarding personal by seeking the views and wishes of the adult at risk in relation to the safeguarding concern. • Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and / or differences in language • Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the Police and/or Children's Social Care (CSC) and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information. • Reassure the child or adult at risk that they are right to tell. • Explain to them that concerns may have to be shared with someone who is in a position to act. • Make a written record of what has been disclosed at the earliest opportunity using the council's Initial Concerns Form (See Appendix B) 	<ul style="list-style-type: none"> • Dismiss the concern • Panic • Allow your shock or distaste to show • Probe for more information than is offered • Speculate or make assumptions • Make negative comments about the alleged abuser • Make promises or agree to keep secrets • Ask the child, young person, adult at risk of abuse and neglect, or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation • Take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral. • Examine injuries

Section 3 - Making a Referral

3.1 Cannock Chase Council Employees and Elected members

It is the responsibility of the individual employee, elected member or volunteer to take action where there are safeguarding concerns regarding an adult or child. Appendix A will guide actions. When completing the Safeguarding Form (Appendix B), the employee, elected member or volunteer must make a record of the concern, this should include:

- The date and time
- The child or adult's name, address and date of birth
- The nature of the abuse
- A description of any visible injuries
- Observations – e.g. a description of the child or adult's behaviour and physical and emotional state
- What the child or adult said and what was said in reply. Please record this as accurately as possible, using their choice of language
- Any action taken as a result of the concerns being raised e.g. who was spoken to and resulting actions. Include names, addresses and telephone numbers and whether an early help assessment has been started/completed.
- Sign and date what has been recorded
- Store the information in accordance with relevant procedures, e.g. Data Protection
- Report to and inform your line manager and/or the Council's Designated Safeguarding Officer or Deputy.

3.2 General Public

Members of the public wishing to make a safeguarding referral should do so by using the contact details listed within C.2 of Appendix C.

3.3 Consent for Child Referrals

Whilst professionals should in general discuss any concerns with the child, their parents / carers and where possible seek their agreement to making referrals to Staffordshire Children's Advice and Support (SCAS), this should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm. For more information see the Threshold Framework [Threshold Framework 2023 - Staffordshire Safeguarding Children Board \(staffsscb.org.uk\)](https://www.staffsscb.org.uk)

Consent / agreement is not required for child protection referrals; however, you, as the referring professional, would need to where possible, discuss with and inform parents or carers that you are making a referral as stated above, unless by alerting them you could be putting that child or others at risk.

3.4 Consent for Adult Referrals

It is important that professionals discuss safeguarding concerns with the adult (if appropriate to do so) and gain their consent to make an adult safeguarding referral. However, information can be shared without consent if there is an overriding public or vital interest:

- Risk of harm to the wellbeing and safety of the adult or others
- Other adults or children could be at risk

- It is necessary to prevent crime, or a crime may have been committed
- The person lacks capacity to consent.

3.5 Confidentiality and Information Sharing

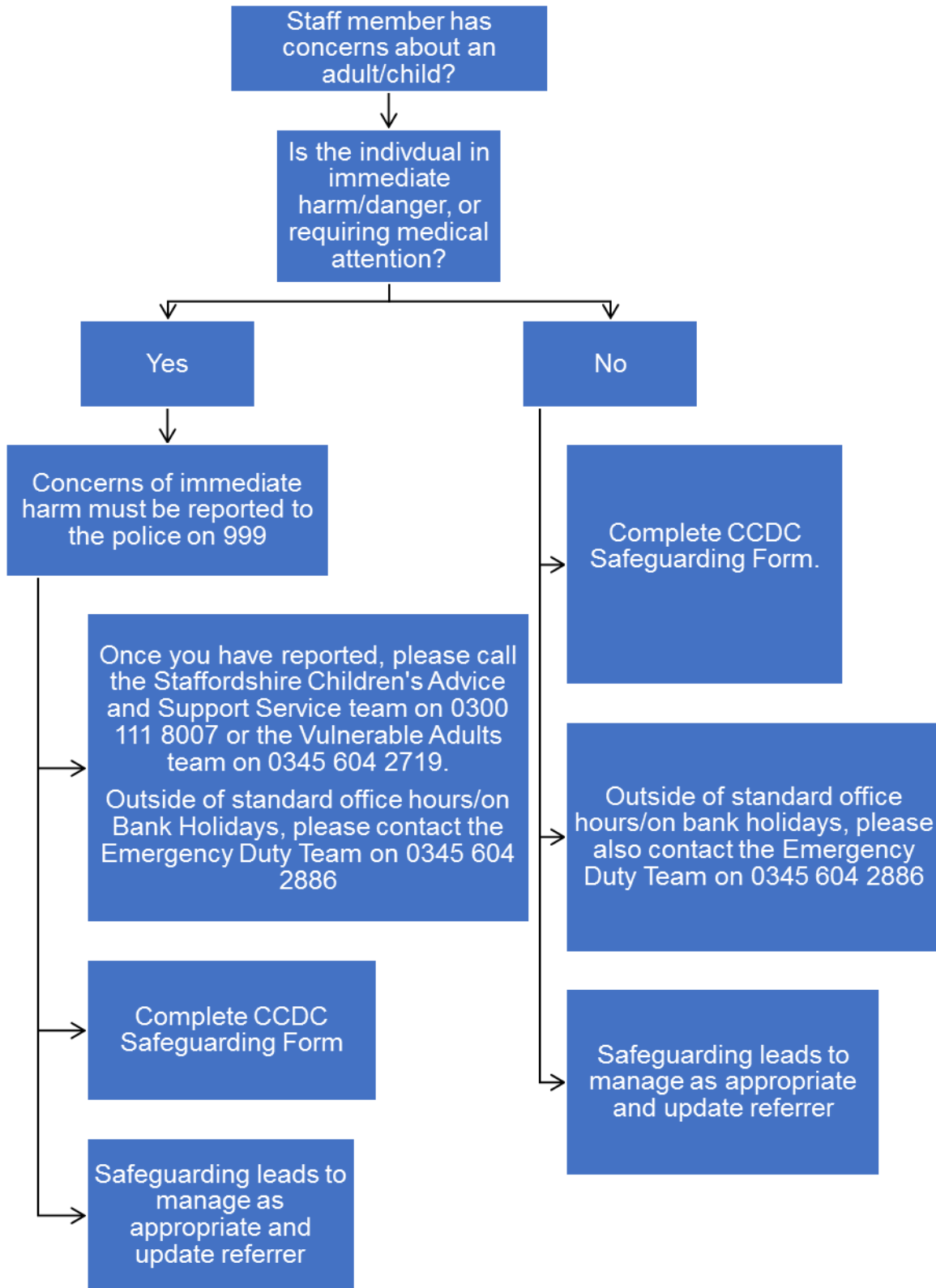
Cannock Chase Council expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared if a child or vulnerable adult is deemed to be at risk of significant harm or contact the police if they are in immediate danger, or a crime has been committed.

3.6 Recording and Record Keeping

Cannock Chase will maintain a record of all safeguarding concerns received. All records will be retained securely and confidentially, and stored in line with General Data Protection Regulations (GDPR).

Appendix A - Procedure for Reporting Internal Safeguarding Concerns



Appendix B - Internal Safeguarding Form

CONFIDENTIAL

Safeguarding Children and Vulnerable Adults

Initial Concerns Form

About you

Name:

Job title:

Department:

Telephone number:

Email address:

Date/time concern raised:

About the child/vulnerable adult

Name of child / vulnerable adult you have concerns about:

Address of child / vulnerable adult you have concerns about:

Date of birth of child / vulnerable adult (if known):

Name of parent or carer responsible for child /vulnerable adult (if known):

Nature of your concern

(Please include as much detail as possible - Nature of concern, description of visible injuries, observations and what the child or vulnerable adult said):

Action you have taken

What you have done with the concern? e.g. reported to Police, passed to First Response etc. Include name and contact details of Officer/Social Worker to whom you have reported this matter:

Signature: Date action taken:

Reference number if applicable:

The information that you have provided on this form will be used by Cannock Chase Council, who are the data controller, for safeguarding both vulnerable adults and children. We will only share your information, when necessary and where the law allows, with agencies involved in the processing of safeguarding referrals or where the law otherwise requires or allows us to do so. For further information, please see **www.cannockchasedc.gov.uk/PrivacyNotice**

Please complete the form 'In Confidence' and email to:

safeguarding@cannockchasedc.gov.uk

Appendix C - Contact Information

C.1 Designated Safeguarding Officer(s) and Deputy Designated Safeguarding Officer for employees and elected members of Cannock Chase Council

The Council's Designated Safeguarding Officers are Nirmal Samrai (Head of Housing and Partnerships) and Oliver Greatbatch (Community Safety & Partnership Manager).

The Council's Deputy Designated Safeguarding Officer is Duncan Rollo (Community Safety & Vulnerability Officer).

The centralised email address for contact is Safeguarding@cannockchasedc.gov.uk

It is their responsibility to:

- provide advice and assistance to the referrer and elected members.
- receive information from staff, elected members and volunteers who have concerns, and register /log them on the Council's system.
- be the delegated liaison on behalf of the Council for any formal investigations into allegations of abuse undertaken by the Police and / or Staffordshire County Council's Children's Social Care Service.
- receive, participate and co-ordinate the appropriate safeguarding children and adults at risk protection training.

If the absence of the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer, queries can also be raised with directly with Staffordshire Children's Advice and Support Team or the Adult Protection Team.

C.2 Contact Details For General Public

Child Concerns

Staffordshire Children's Advice and Support Service (SCAS)

Tel: 0300 111 8007

Monday - Thursday 8:30 am - 5:00 pm

Friday 8:30 am to 4:30 pm

Out of hours via Emergency Duty Service - 0345 604 2886

Or Report online - [Report a concern online - Staffordshire County Council](#)

For concerns about a childcare provider, advice should be sought from OFSTED on 0300 123 4666 (between 8am - 6pm on Monday to Friday) or enquiries@ofsted.gov.uk

Adult Concerns

Staffordshire and Stoke-On-Trent Adult Safeguarding Partnership

Tel: 0345 604 2719

Monday - Thursday 8:30 am - 5:00 pm

Friday 8:30 am to 4:30 pm

Out of hours via Emergency Duty Service - 0345 604 2886

If it is an emergency and someone is seriously hurt or in immediate danger, you must dial 999

Appendix D - Whistleblowing

It is important that people within Cannock Chase Council have the confidence and support to come forward to speak or act if they have concerns that have not been addressed by the escalation process. Additional knowledge, advice and guidance must be sought from designated safeguarding leads at all times.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by Cannock Chase Council to protect whistleblowers.

Please refer to the Confidential Report Framework for further information and how to raise a concern www.cannockchasedc.gov.uk/antifraud

Further information on 'Allegations of abuse made against a person working with children' can be found by visiting the [Staffordshire Safeguarding Children Board website](#).