

# PREVENTION & PROTECTION

# Community Safety

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## **SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY**

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South Yorkshire  
Fire & Rescue  
WORKING FOR A SAFER  
SOUTH YORKSHIRE

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

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## **1. INTRODUCTION**

- 1.1 South Yorkshire Fire and Rescue (SYFR) recognise that the protection and safety of children, young people and vulnerable adults is “Everyone’s Responsibility”. This policy and the related Safeguarding Guidance and Procedures establish the roles and responsibilities of all staff with regard to the protection of children and vulnerable adults with whom they come into contact through their work. This policy, the guidance, procedures and related documents can be accessed electronically on the Intranet under Prevention and Protection and can be downloaded and copied. The Safeguarding Officer can provide paper copies for those without access to the Intranet.

## **2. POLICY STATEMENT**

- 2.1 SYFR is committed to policy and procedures for safeguarding children and vulnerable adults. This commitment is underpinned by legislation and national and local policy.
- 2.2 The Children Act (2004) Section 11 places a statutory obligation on agencies to safeguard and promote the welfare of children and young people whilst carrying out their normal functions. The guidance within national policy “No Secrets” (DH 2000) and the “Standards in Safeguarding Adults” (ADASS 2005) sets out the process of a multi-agency agreement for Safeguarding.
- 2.3 SYFR as a partner agency has agreed to both the South Yorkshire Safeguarding Children Boards’ Child Protection Procedures and Safeguarding Adults Procedures for South Yorkshire endorsed by the local authority areas of Barnsley, Doncaster, Rotherham and Sheffield.
- 2.4 Each of the four local authority areas has a Safeguarding Adults Board and a Local Safeguarding Children Board whose function is set out in the LSCB Regulations (2006). To fulfil this function the Safeguarding Boards are tasked with ensuring that agencies are fulfilling their statutory obligations in terms of organisational arrangements to safeguard children and vulnerable adults.

## **3. AIM**

- 3.1 The aim of this policy is to establish a clearly defined statement of intent, procedure and process for Safeguarding Children and Vulnerable Adults. Details of how this is to be implemented can be found in the Safeguarding Guidance & procedures.

## **4. OBJECTIVES**

- 4.1 To Safeguard Children in accordance with the Working Together to Safeguard Children (2010).
- 4.2 To Safeguard Adults in accordance with the principles of No Secrets.
- 4.3 To establish clearly defined responsibilities and procedures for implementing the Safeguarding Guidance and Procedures.
- 4.4 To provide guidance, information and training to staff members.
- 4.5 To work in partnership with the Local Safeguarding Children Boards and Local Safeguarding Adult Boards.

## 5. SCOPE

- 5.1 The contents of this policy relate specifically to the roles and responsibilities of SYFR personnel in the protection of Children and Vulnerable Adults from Abuse or Neglect.

## 6. STRATEGIC FIT

- 6.1 This policy aligns with the SYFR Corporate Plan 2008-2011 particularly:

Commitment 1 Risk Management

- KDO Reducing deaths & injuries, safeguarding lives

Commitment 3 Community Safety

- KDO 8 Educating Communities

Commitment 4 Enterprise and Success

- KDO 10 Promoting health and well being
- KDO 11 Ensuring that we are representative of our communities

Commitment 5 People

- KDO 13 Recruitment, training and retention

Commitment 6 Service Standards

- KDO 15 Health & Safety
- KDO 16 Audit & Review

Commitment 8 Performance

- KDO 20 Overall service achievement

## 7. GENERAL PRINCIPLES

- 7.1 SYFR is committed to providing the best possible service 24 hours a day 365 days a year which requires a consistent approach in the arrangements for alerting and referring for Safeguarding both Children and Vulnerable adults.

## 8. ROLES & RESPONSIBILITIES

### 8.1 Service Personnel

- 8.1.1 It is the responsibility of all employees to adhere to the Safeguarding Policy and the Safeguarding Guidance & Procedures to ensure that the protection of children and vulnerable adults is inherent in their daily work.

### 8.2 Heads of Department and Line Managers

- 8.2.1 It is the responsibility of every manager to make sure that all staff for whom they are responsible are aware of and understand the importance of this policy and related documents. They must also make sure that any partners, contractors, agents, volunteers or other representatives whom they engage to undertake duties on their behalf, which may involve them being in contact with children or vulnerable adults, understand and comply as appropriate.

### 8.3 The Safeguarding Officer

- 8.3.1 The Safeguarding Officer is based at Eyre Street and is responsible to the Head of Community Safety Directorate in the Prevention and Protection Section.

- 8.3.2 The Safeguarding Officer is responsible for:-

- The development, implementation, review and revision of policy, guidance,

procedure and plans relating to child and adult protection matters, to ensure SYFR is compliant with legislation and national and local guidance (see Section 11).

- Ensuring systems are in place to monitor the effectiveness of the above and to audit the services performance with regard to safeguarding children and vulnerable adults.
- Establishing an accountable and clearly defined pathway for Safeguarding Alerts and Referrals.
- Utilising Training Needs Analysis to develop and implement and deliver Safeguarding training programmes.
- Ensuring appropriate representation and contact is established with relevant agencies and organisations in South Yorkshire i.e. Local Safeguarding Children Boards and Social Care Services, Safeguarding Adult Services.
- Providing specialist advice, reports and assistance to individual employees, managers, departments and external agencies on matters relating to child and adult protection.
- Maintaining a record of all personnel who engage in substantial work with children, young people and vulnerable adults and provide supervision to support Safeguarding Standards.

#### 8.4 Alert and Referral Pathway

8.4.1 The Safeguarding Officer will receive and respond to all Safeguarding Concerns in normal Office Hours Mon- Fri 09:00 – 17:00hrs. (See below for Designated Deputy).

8.4.2 Whilst Child and Adult Protection is dependent on people adhering to policy and procedures there may be times when members of staff feel unsure about how to interpret a particular situation, what to do or how to deal with circumstances they may be faced with. The Safeguarding Officer who is based at Eyre Street will provide confidential advice and will seek further expert advice and refer to the Local Authority Area Social Care Services.

8.4.3 Whilst anyone can refer to Social Services the Safeguarding Officer is responsible for the coordination, follow up, audit and monitoring of all reported concerns. Personnel making a referral are required to send completed records to the Safeguarding Officer for central collation and storage.

#### 8.5 Designated Deputy for Safeguarding

8.5.1 In the absence of the Safeguarding Officer and Out of Hours Fri 17.00 – 09.00hrs (Weekends & Bank Holidays) this will be the responsibility of the Group Manager who will be identified to members of staff by CONTROL.

#### 8.6 Control

8.6.1 CONTROL personnel will identify the appropriate Group Manager acting as Deputy for Safeguarding.

## 9. RELATED POLICIES, PROCEDURES & INFORMATION SOURCES

9.1 The scope of the Safeguarding Policy and Safeguarding Guidance and Procedures is specific to the protection of children and vulnerable adults. Reference should be made to these documents to support the implementation of related Community Safety policies, procedures or interventions particularly those for Youth Engagement

9.2 There are interdependencies with safeguarding policy and procedures in other areas of function of SYFR. Consultation will be required to cross-reference and ascertain responsibilities for the development and implementation of these policies to ensure that recommendations for safeguarding are consistent throughout the organisation. This will be the responsibility of the relevant department which includes the following:-

- Corporate Administration e. g. Management of Complaints & Allegations against staff, Confidential Reporting (whistle blowing) policy
- Human Resources e.g. Recruitment & Selection, Induction and Disciplinary process
- Equality & Diversity e.g. Equality Impact Assessment
- Risk Management e.g. Risk Registers
- Information Technology e.g. Data Protection, Storage & Retention of Information

## 10. SAFEGUARDING PROCEDURES & GUIDANCE

10.1 Detailed Guidance and Procedures can be found in Document ( ) available on the Intranet. Further Information is also available in Pocket Guides as follows:-

- Pocket Guide to Safeguarding – Employees responsibilities
- Working Safely & Effectively with Children & Young People

## 11. LEGISLATIVE & NATIONAL GUIDANCE

No:	Strategic policy standards requirement (Section 11 Children's Act 2004)
1	Senior Management commitment to the importance of safeguarding and promoting the welfare of children and vulnerable adults
2	A clear statement of the agencies responsibilities towards children is available to staff
3	A clear line of accountability within the organisation for work on safeguarding and promoting welfare
4	Designated Safeguarding Lead and Deputy
5	Service development takes account of the needs to safeguard and promote welfare and is informed by the needs of service users (view of children and vulnerable adults and their families)
6	Staff training on safeguarding and promoting welfare for all staff working with or in contact with children, vulnerable adults and their families
7	Safer recruitment and allegations management
8	Effective interagency working to safeguard and promote welfare of children and vulnerable adults
9	Effective information sharing, recording and quality assurance systems in order to ensure safeguarding and promoting the children and vulnerable adults welfare

	<b>Additional strategic policy standards requirements for vulnerable adults “No Secrets” DH</b>
10	Strategic Management and Service Development Plan which identifies roles and responsibilities and makes arrangements for audit and monitoring
11	A procedure for annual evaluation, reporting and reviewing to determine priorities and generate outcome measures
12	Advocacy and Advisory Services and the role of advocates

## **12. EQUALITY IMPACT ASSESSMENT**

- 12.1 The Equality Impact Assessment can be found together with this document on the Intranet. This policy is intended to benefit the most vulnerable groups in the community because South Yorkshire Fire & Rescue personnel are required to take into account the need to safeguard and promote the welfare of children and vulnerable adults.

## **13. RISK IMPACT ASSESSMENT**

- 13.1 There is a requirement that South Yorkshire Fire and Rescue complies with the Strategic Policy Standards of the Children’s Act 2004 and No Secrets DOH guidance. There is a corporate risk that SYFR may not fulfil the regulations and as a result attract adverse media attention or become involved in criminal investigations. Risks related to the implementation of the Safeguarding Policy, Guidance and Procedures are managed on the Community Safety Risk Register.

## **14. REVIEW PERIOD**

- 14.1 The Safeguarding Officer will review this Policy and the related Guidance and Procedures annually.