



**Combined  
Safeguarding  
Policy Children,  
Young People and  
Adults  
2025-2028**

**Combined Safeguarding Children, Young People & Adults Policy –  
August 2025 - 2028**

## Development of Policy

The Policy and supporting schedules have been developed utilising best practice, guidance from local authorities, the Essex Safeguarding Children and Adults Boards, legislation relevant to safeguarding and related policies provided by Castle Point Borough Council.

## Authorisation of Policy

The Portfolio Holder for Community Safety in conjunction with the Assistant Director for Housing, Health and Partnerships (Safeguarding Lead Officer, endorses the adoption and implementation of this Safeguarding Policy. They collectively have responsibility for ensuring the Council's safeguarding functions are duly delivered through the CPBC Internal Safeguarding Leads Meeting and the Council's Safeguarding Deputy Leads.

This Retention and Disposal Schedule is authorised by:

Assistant Director – Legal and Democratic Services

## Review of Policy and Associated Appendices

This policy has been adopted in August 2025

The Policy and all appendices will be reviewed annually through the CPBC Internal Safeguarding Leads Meeting as set out in Appendix 1, using the action plans set out in the annual Essex Safeguarding Children and Adults Board audit.

**Disclaimer:** This printed version may not be the current version. A current version may be obtained in the required format from the Community Safety department.

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## Section A – This Policy

### Introduction

Children and adults have the right to participate and be safe in the services provided for them regardless of age, race, disability, culture or gender or any other protected characteristic. This includes a right to protection from abuse, neglect and any form of exploitation.

The Council carries out its safeguarding responsibilities by ensuring that the needs and interests of children and adults are considered by all members of staff (including agency staff), elected Members, contractors, volunteers, suppliers or consultants of the Council and when making decisions in relation to service provision.

Staff responsible for safeguarding are required to complete appropriate training as set out in Section D to this policy. This policy runs in conjunction with the Council's Whistleblowing Policy and Procedure and Safer Recruitment Procedure.

This Policy and all related documents are available in hard copy and alternative formats upon request.

### Scope

This policy applies to all services within the scope of Castle Point Borough Council. In addition to employees (including agency staff) and elected Members, it also applies to organisations delivering services on behalf of the Council, including contractors, volunteers, suppliers, consultants, and grant funded organisations.

### Policy statement

The Council provides a wide range of services and facilities. This policy aims to ensure that an overarching approach to safeguarding covers all services. The Council will promote the welfare and protection of children and adults within all services by:

- Respecting the rights, wishes, feelings and privacy of children and adults.
- Raising awareness among Council employees (including agency staff), elected Members, contractors, volunteers, suppliers, consultants etc. of their safeguarding duty
- Taking seriously and responding appropriately and promptly to all concerns, incidents and allegations.
- Providing training appropriate to the level of involvement with children and adults to ensure that everyone understands the different forms abuse as well as their roles and responsibilities under the Council's Codes of Conduct and the Safeguarding Policy.
- Ensuring that everyone knows how to record and report safeguarding concerns, incidents or allegations.
- Requiring organisations that the Council contracts to provide the Council with services, to have appropriate safeguarding procedures and training in place and adopt this policy.
- Ensuring that unsuitable people are prevented from working with children and adults through the Council's Safer Recruitment Procedure.
- Not tolerating harassment of any Council employees, elected Members, contractors, agency staff, volunteers, suppliers, consultants or children/adults who raise concerns of abuse.

- Preventing abuse by promoting good practice, creating a safe and healthy environment.
- In order to stay at the forefront of safeguarding, The Council is committed to reviewing its safeguarding policies and procedures at least on an annual basis.

## Section B - Definitions

### Definitions

The following definitions are used in relation to this policy:

**“Child”** - The term ‘child’ refers to anyone under 18 years of age (i.e. not yet reached their 18th birthday).

**“Young Person”** - The term ‘young person’ refers to any child aged 16 or 17 years of age.

**“Adult”** - The term ‘adult’ refers to any person aged 18 years or over. According to the Care Act (2014), Local

Authority safeguarding duties apply to any 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.

This applies even if the adult may be receiving what may be thought of as a “children” or “young people’s” service.

Councils will have a duty to make enquiries about allegations of abuse against adults at risk of abuse where they meet the above criteria. The term ‘adult at risk’ is interchangeable with the term ‘adult with care and support needs’ throughout this document.

**“Abuse”** - Abuse is mistreatment of another person, causing them harm. It can be intentional or unintentional. Anybody can cause abuse, and it frequently involves someone who may exert power of another. It takes many different forms. (*Essex Safeguarding Adult Board*)

**“Harm”** - The Children Act 1989 defines ‘harm’ as ‘ill-treatment or the impairment of health or development, including for example impairment suffered from seeing or hearing the ill-treatment of another;

**“Parents”** - This term is used in its broadest sense to include parents, carers and guardians.

**“Safeguarding Adults”** - “Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities. Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them.

**“Safeguarding Children”** - *Working Together to Safeguard Children*: Safeguarding and promoting the welfare of children is defined in the Working Together Guidance as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and

effective care

- Taking action to enable all children to have the best outcomes.  
Effective safeguarding arrangements should aim to meet the following two key principles:
- Safeguarding is everyone's responsibility: for services to be effective each individual and organisation should play their full part, and
- A child centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.



## Section C - Safeguarding responsibilities

In Essex safeguarding children and adults is an inter-agency responsibility involving the city/borough/district councils, Essex County Council, the Essex Safeguarding Children Board and the Essex Safeguarding Adults Board.

### Essex County Council

Essex County Council has responsibilities as the Children's Services Authority and the Social Care Authority for Essex. As part of The Council's procedures, the Safeguarding Lead, Deputy Lead, or a Designated Safeguarding Officer will report safeguarding concerns, incidents, and allegations to Essex Social Care. The relevant officers at Essex Social Care will then be responsible for coordinating any further investigation or support pathways.

### Essex Safeguarding Boards

There are five agencies in Essex who are jointly responsible by law for keeping children safe (Essex County Council, Essex Police, and the three Integrated Care Boards). These are called the Statutory Partners covering the county of Essex and they are the key decision makers who form the **Essex Safeguarding Children Board** Executive and are responsible for the direction of travel (with identified relevant partners). The work of the Board is carried out by the Sub-Committees, Stay Safe Groups and Task and Finish Groups. The voice of the child and family should regularly be heard by using existing service user panels, school councils and youth groups.

At the heart of everything they do, is a commitment to work together to keep children safe, by ensuring the highest quality safeguarding arrangements and continuously improving practice.

Please see the website at: [www.escb.co.uk](http://www.escb.co.uk)



The **Essex Safeguarding Adults Board** (ESAB) is a statutory organisation that is committed to protecting an adult's right to live in safety, free from abuse and neglect. It is committed to ensuring that it has access to the views of adults with care and support needs as well as those that work with them.

The Board works to assure itself that local safeguarding arrangements and partners act to help and protect adults in its local area. It collaborates with wider strategic partnerships in Essex to ensure that where safeguarding responsibilities spread across the organisations, there is a clear understanding of where responsibility lies or a robust joined-up approach. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect.

Please see the website at: [www.essexsab.org.uk](http://www.essexsab.org.uk)



As part of the Council's commitment to robust safeguarding provision, The Council, has appropriate representation on both the ESCB and the ESAB.

## Castle Point Borough Council “The Council”

It is the responsibility of all employees and elected members to adhere to best practice, participate in relevant training and report any concerns, incidents or allegations to a designated person in accordance with the reporting procedure set out in this policy.

In addition to their responsibilities for reporting safeguarding issues, all employees and elected Members should work to prevent safeguarding concerns arising by following the ‘Safe Working Practices’ guidelines found in Appendix 4. All external organisations and contractors providing services to the Council are required to comply with The Council’s Safeguarding Children, Young People and Adults Policy and, where relevant, have their own policy, procedures and training in place.

Whilst safeguarding is everyone’s responsibility, there are several specific safeguarding roles within The Council. The following briefly sets out the responsibilities of different safeguarding roles within the Council (see Appendix 1 for the safeguarding structure chart and relevant officer contact details).

Role	Responsibilities
<b>Safeguarding Lead</b>	This position is held by the Assistant Director of Housing, Health and Partnerships who holds overall accountability for Safeguarding Children and Adults with care and support needs.
<b>Safeguarding Deputy Leads</b>	Deputy Leads support the Safeguarding Lead in carrying out their duties. The Safeguarding Deputy Leads decide if Safeguarding Concerns / Incidents / Allegations (CIA’s) are referred (via the SETSAF process), following discussions with the Designated Safeguarding Officers.
<b>Designated Safeguarding Officers (DSOs)</b>	<p>These officers discuss reports of safeguarding concerns or incidents raised by Officers across the Council.</p> <p>Where a concern is verified, the matter will be escalated to the Safeguarding Lead or Deputy Leads for further consideration</p> <p>The current list of Safeguarding Leads and DSO’s can be found at Appendix 7</p>
<b>Community Safety Manager (Safeguarding Responsibilities)</b>	<p>The Community Safety Manager oversees the following areas of safeguarding work:</p> <ul style="list-style-type: none"><li>• Custodian of the Safeguarding Policy</li><li>• Updating of the Safeguarding Policy (in conjunction with Safeguarding Lead/Deputy)</li><li>• Completing Essex Safeguarding Board yearly Audits</li><li>• Coordination of the Internal CPBC Safeguarding Leads Meeting</li><li>• Works with HR to coordinate the Council’s Safeguarding training (deciding Safeguarding Training levels for CPBC staff across the organisation)</li></ul>

<b>Safeguarding Member Champion</b>	This position is held by the Portfolio holder for Community Safety who champions Safeguarding issues to all Councillors across the Council.
<b>HR Services Manager</b>	Acts as the first point of contact for reporting safeguarding allegations involving or against staff. In this instance, staff refers to: <ul style="list-style-type: none"> <li>• Council employees, including Agency Staff</li> <li>• Elected Members</li> <li>• Council contractors</li> <li>• Suppliers, consultants or volunteers</li> </ul>
<b>Group HR</b>	Human Resources follow the Safer Recruitment Procedure and ensures that appropriate checks are made on staff working with Children and Adults with care and support needs. This includes administering DBS and Enhanced DBS checks  Human Resources also manage: <ul style="list-style-type: none"> <li>• Staff Safeguarding training records</li> <li>• Booking of external training sessions for Officers requiring enhanced Safeguarding Training</li> </ul>
<b>Monitoring Officer</b>	This position is held by the Assistant Director Legal and Democratic Services, who is the senior officer with the statutory responsibility for handling complaints made about Councillor conduct.  They are also the named senior officer for Whistleblowing (allegations against staff, of suspected wrongdoing or malpractice that they reasonably believe is in the public interest)
<b>Managers and supervisors</b>	Managers and supervisors are responsible for complying with the requirements of the Safeguarding Policy. They need to ensure that the policy is understood by staff working within their areas and that Safeguarding reporting procedures are followed.  When recruiting a new staff member, managers and supervisors need to indicate the correct safeguarding level on the 'Authorisation to Fill' form and subsequently apply the correct safeguarding induction process, including checking that the appropriate training has been booked. They need to communicate with HR regarding Safer Recruitment and the level of DBS check required.  Staff need to be able to raise concerns and feel supported when raising safeguarding concerns. Safeguarding should be regularly discussed as part of 1 to 1 meetings, ad-hoc case conversations and formal team meetings, where relevant.
<b>All Staff</b>	All Staff need to follow best practice, participate in relevant Safeguarding training and report any concerns, incidents or allegations they become aware of to a Designated Safeguarding Officer.  In this instance, staff refers to <ul style="list-style-type: none"> <li>• Council employees, including Agency Staff</li> </ul>

	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Suppliers, Contractors or Volunteers</b>	All Suppliers, Contractors or Volunteers must have a Safeguarding Policy in place as part of working agreements with the Council. In such instances where a Supplier, Contractor or Volunteer does not have a Safeguarding Policy, they must agree to adopt the Council's Safeguarding Policy and attend training where identified/necessary.

## Internal Safeguarding Forums

### Internal Safeguarding Group

The Internal Safeguarding Group (ISG) consists of representatives with safeguarding responsibilities from The Council. The ISG meets biannually and is responsible for implementing and progressing any safeguarding action plans and emerging trends.

A yearly report will be presented to the Group as well as any significant issues as they occur. The Group is overseen by the Chief Executive of the Council with the support of the Directors

### CPBC Community Safety Partnership Meeting (Public and Business Concerns ONLY)

The CPBC Community Safety Partnership meet on a bi-monthly basis to consider a range of Community Safety matters including departmental Safeguarding matters escalated from operational officers in the field.

Safeguarding matters raised within this forum will be escalated into the ISG for further review, consideration and/or learning.

## Section D - Types of Abuse

Although some Council employees (including agency staff), elected Members, contractors, volunteers, suppliers or consultants of The Council may have limited direct contact with children and adults, it is important they are aware of the potential indicators of abuse and what to do if they have concerns.

Responsibilities under this policy are limited to reporting any concerns, incidents or allegations.

It is not the responsibility of those representing the Council to investigate or judge concerns, incidents or allegations.

Investigations into relation to concerns, incidents or allegations are carried out by Essex County Council, the relevant Essex Safeguarding Board (Children and/or Adults) and/or Police.

There are four categories of abuse relating to children and ten for adults:

<b>Types of abuse - Children (Source: Working Together to Safeguard Children)</b>	<b>Types of abuse - Adults (Source: Care Act 2014)</b>
<ul style="list-style-type: none"><li>• Physical Abuse</li><li>• Emotional Abuse</li><li>• Sexual Abuse</li><li>• Neglect</li></ul>	<ul style="list-style-type: none"><li>• Physical Abuse</li><li>• Domestic Abuse incl. Honour Based Abuse</li><li>• Sexual Abuse</li><li>• Psychological Abuse</li><li>• Financial Abuse</li><li>• Modern Slavery/Human Trafficking</li><li>• Discriminatory Abuse</li><li>• Organisational Abuse</li><li>• Neglect and acts of Omission</li><li>• Self-Neglect</li></ul>

Abuse will usually fall into one or more categories.

## **Section E - Safeguarding requirements for specific circumstances**

### **Grant applicants**

Safeguarding policies and procedures are required from all grant funded organisations, which includes the Council. In addition, satisfactory DBS (Disclosure and Barring Service) checks for relevant employees and volunteers are also required of any organisation working with children and adults who seek funding from The Council. This information will be requested at the funding application stage and applications will not be processed without the relevant documentation.

As a minimum, any organisation receiving funding from the Council will be expected to have a statement of policy and procedure regarding safeguarding, in place and understood by employees and volunteers, and available to service users. This applies to all organisations the Council awards grants to, irrespective of whether the grant has been awarded through the official grant application process.

Commissioned/contracted or grant funded organisations with minimal contact with children or adults may wish to adopt the Council's policy and procedures if deemed suitable.

### **Hirers of Council Facilities**

It is the responsibility of any independent sports clubs, theatre groups and other organisations which hire out and use facilities operated by or on behalf of The Council, to have their own safeguarding policy and procedures in place. All activities that involve participation of children, young people and/or adults with care and support needs are approved on the understanding that the Hirer is aware of their responsibility and confirm they have appropriate safeguarding procedures in place.

### **Use of contractors and suppliers**

The Council will take reasonable steps to ensure that contractors and suppliers doing work on behalf of the Council are monitored appropriately. Details of monitoring processes will typically be contained within Service Level Agreements or scope of commissioned works. The Council has a specific safeguarding page for Contractors/Suppliers to refer to for more information.

The Council is required to ensure that contractors and suppliers are aware of and use this Safeguarding Policy for Children, Young People and Adults.

Certain suppliers, whilst undertaking a council contract, may encounter or be in the vicinity of children, young people and adults with care and support needs. Therefore, they must be aware of and comply with the reporting procedures and safe working practices contained in this policy. Suppliers are responsible for ensuring that their staff are DBS checked and trained appropriately, where relevant.

The Council must inform contractors, who may encounter or be in the vicinity of children, young people and adults with care and support needs, of their obligations under this policy.

### **Health and safety**

Health and Safety Law is enforced in the Borough by either the Health and Safety Executive or the Environmental Health Service of The Council dependent on the type of workplace as determined by the Health and Safety (Enforcing Authority) Regulations 1998. Employers are

required to ensure, so far as is reasonably practicable, the health and safety of all their employees of any age, including young people.

Whilst undertaking their duties, officers of the relevant enforcing authority will examine risk assessments with a view to determining their suitability and enforcement action may be taken if there is evidence that the risk assessments are not sufficient.

## Permit to Work

Children can work part time from the age of 14 but there are several restrictions on when and where children are allowed to work. In addition, most local councils have bylaws relating to child employment and require businesses intending to employ school aged children to apply for a permit. The permit is provided by the local council's education department or education welfare service which for the Borough is Essex County Council, also responsible for enforcing the child employment requirements.

## Licensing

The Council is responsible for a wide range of licensing functions. Protecting children from harm is a specific licensing objective under Alcohol and Gambling legislations. Both Acts have an obligation to consider Child Safeguarding as part of the applications and enforcement processes.

In addition to this, the licensing team oversee the issuing of Hackney Carriage (Taxi) and Private Hire drivers, vehicle and operator licences. The Department of Transport places a requirement on all local authorities to ensure safeguarding the public is at the forefront of every decision, especially when it involves the young and the vulnerable. The Council's policy requires all licensed drivers and new driver applicants must obtain an Enhanced DBS and attend mandatory Child Sexual Exploitation and Disability Awareness Training.

## Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees, volunteers and contracted service providers should always be vigilant to ensure that misuse of photography does not occur.

All photography by Council employees or on behalf of the Council must be made in accordance with the Council's Photographic Policy. Written consent must be obtained before anyone working for or on behalf of the Council takes a photograph of or films a child, young person or adult. Usually this will be in the form of the Council's Image Consent Form.

When commissioning professional photographers, or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child protection. The following steps should be taken when professional photographers or the press are invited to events:

1. Check the credentials of any photographers and organisations used,
2. Ensure identification is always worn,
3. Do not allow unsupervised access to children or adults
4. Do not allow photographic sessions outside of the activities or services,
5. Ensure that the names of children or adults are not used in photographs or footage, unless the express permission of the parent/carers of the child, young person or adult has



been given.

6. The Marketing Engagement and Events Team have a list of preferred professional photographers and can organise one on your behalf.

## Internet and social media

The open nature of the internet including the numerous social media sites provides an easy method for people to commit abuse online. The following reporting processes are in place for reporting online abuse:

1. Staff experiencing abuse from another member of staff should , report concerns to their direct line manager who will liaise with Human Resources (HR).
2. Elected Members experiencing abuse from another elected Member should , report concerns to the Democratic Services Manager will liaise with Human Resources (HR).
3. HR will investigate the report and where appropriate, apply the Council's disciplinary procedure.
4. If a member of staff is experiencing abuse from a member of the public then this will be reported via the normal safeguarding route (completing the online Concern, Incident & Allegation form), The matter will then be dealt with by the safeguarding team.
5. If a member of the public is experiencing abuse, then this will be reported via the normal safeguarding route and the most appropriate course of action would be identified – this could include reporting to the police as a hate crime/incident, for example.

Social networking sites can leave Council staff vulnerable to allegations if they fail to observe a few simple precautions. The below guidelines are intended as general advice on how to avoid social media putting you in a position where your actions may be misconstrued or give rise to a safeguarding concern. Guidance on using social media for business use can be found on the social media pages of the staff intranet.

Please be aware that children and adults or their parents and carers may be able to view your social media profile and could, if they find any posts offensive, complain to the Council. It is important therefore that your privacy settings and the way that you conduct yourself on social media are appropriate.

## Conduct on social networking sites

- You should not accept friend requests from (or send friend requests to) a child, young person, adult (or their parent/carer) who you are in contact with as a result of your council employment.
- All social media engagement on behalf of the Council should take place via an approved site and not via personal accounts. You should not, outside of formal channels, engage in online discussion with any child, young person or adult (or their parent/carer) who you are in contact with as a result of your council employment.
- Do not post any comments about, or pictures of, children or adults (or their parents/carers) who you are in contact with as a result of your Council employment.
- Be aware that other users could tag you in an inappropriate post or photograph. If you find inappropriate references to yourself on social media you should de-tag yourself and contact the user to ask for it to be removed.



## Section F - Safeguarding training

### Employee training

Within the context of this section, “employee” includes agency and casual staff.

Whenever The Council recruits’ employees it will ensure that they are well informed, trained, supervised and supported so that they understand safeguarding and their responsibilities; recognise the various types and indicators of abuse and have knowledge of internal reporting procedures.

Training will happen through the following processes:

Training Levels	Training	Who requires this training
Level 1	Safeguarding Children, Young People and Adults Induction Booklet.	All Castle Point Borough Council staff.
Level 2	As above, plus:  Safeguarding Children, Young People and Adults eLearning module. To be completed within three months of starting employment and three years thereafter.	All Castle Point Borough Council staff
Level 3	As above, plus: Safeguarding Children, Young People and Adults face-to-face training (3hrs).  To be completed within 6 months of starting, then refreshed every 3 years.	Castle Point Borough Council staff who have meaningful contact with children, adults and/or their parents/carers.
Level 4	Role of the Designated Lead for Safeguarding Children and Adults	Safeguarding Lead, Deputy Lead Community Safety Manager Designated Safeguarding Officers Directors Chief Executive Portfolio Holder – Community Safety

### Induction

All new starters are expected to familiarise themselves with the safeguarding induction

booklet. A copy of this booklet is included as a Key Document within the Pre-Starter reading on the 'New Starter Information' internet page and new starters sign a Key Document Form to confirm that they have read and understood the document.

### **Training for Casual Staff**

All staff members have access to the safeguarding induction booklet at the facility in which they work. Those without a Council login can access a hard copy via their line manager.

The Council's e-learning module can be accessed online. Should a member of staff leave and return within a 3 year period, they will not be required to undertake the training again unless major changes to the Council's safeguarding policies and procedures have been made.

### **Training administration**

Safeguarding training for staff will be monitored by HR. They will be responsible for notifying staff and managers of staff that have outstanding training; including any refresher training that is required every 3 years.

Individual Council-run departments with casual staff, including Leisure Centres, are responsible for ensuring their staff attend relevant safeguarding training in a timely manner. HR will provide information on any outstanding training to both the staff and their manager.

### **Ongoing training needs**

Line managers and Human Resources will be primarily responsible for assessing what safeguarding training individual officers require and monitored by the Internal Safeguarding Group.

The training interventions are cumulative, and some employees are required to complete all of them. If staff have any doubts about what safeguarding training they require, they can ask their line manager or contact HR.

HR are the custodians of the Council's Safeguarding Training list. The list details all roles within the Organisation and the level of Safeguarding Training required for that post.

### **Safer recruitment**

The Council is not a Children's Services Authority and therefore scope for working directly with children or with adults is limited. However, it is important that the Council takes all reasonable steps to prevent unsuitable people working with vulnerable groups. For all new employees, confirmation of employment will be dependent on satisfactory checks.

Managers and Human Resources are responsible for risk assessing all job descriptions to identify which are likely to involve regular and/or substantial unsupervised contact with children and adults.

The Disclosure and Barring Service (DBS) formed from 1st December 2012 when The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA), was amalgamated to form one department, as a result of the Protection of Freedoms Act (2012). This service allows the Council to check whether there have been any updates since the date of an existing DBS check, as a DBS check has no official expiry date. Such a process

should only be used in those few instances where employees and volunteers have substantial or regular and unsupervised contact with children and adults and in accordance with the Council's procedure for rechecks.

More information on the Council's safe recruitment practices, can be found in the following documents:

- Safer Recruitment Procedure
- Policy and Procedure for Obtaining Disclosures and Barring Checks

In addition, all job application packs will expressly state The Council's commitment to safer recruitment and safeguarding generally.

## **Section G - Audit, quality assurance and review**

### **Review Mechanism**

Responsibility for updating this policy lies primarily with the Community Safety Manager in conjunction with the Safeguarding Lead and Deputy and the Portfolio Holder for Place and Communities. The policy will be reviewed annually and between annual reviews, making any necessary changes required by legislation or policy they are made aware of.

### **Compliance**

As part of the policy review it is important that an assessment is made of its effectiveness. Therefore, this document will be shared with partners as a benchmarking exercise which forms part of the annual review .

### **Quality assurance and improvement**

Although this policy only requires an annual review, service improvement is a continuous process. Designated Safeguarding Officers should liaise with the Safeguarding Lead to provide feedback to any officer who has made a safeguarding report.

Officers who attend external safeguarding meetings or training should report any recommendations or best practice to other safeguarding officers at the Internal Safeguarding Group meetings.

### **Safeguarding Board Audits**

‘Working Together to Safeguard Children’ states that Local Multi-Agency Safeguarding Partnerships/Boards have a statutory duty to assess how well, and to what level, its partners are fulfilling their obligations to safeguard and promote the welfare of children under Section 11 of the Children Act 2004. This requirement is carried out through a regular cycle of auditing of partners’ safeguarding effectiveness.

As part of the Essex Safeguarding Adult Board's remit in ensuring that there are effective safeguarding arrangements in Essex it is important that it can audit and monitor how robust the arrangements are that local agencies, organisations, and service providers have in place.

The Council partakes in both the ESCB and ESAB audits to assess our current compliance and use it to develop an improvement plan.

## **Section H - Other relevant policies**

The Council has other separate policies that sit alongside its Safeguarding Policy. These are available on the intranet.

## **Whistleblowing Procedure**

This procedure is intended to supplement, rather than to replace, the existing procedures whereby employees of the Council and other persons may raise complaints or matters of concern with the Council. It may also be followed where reports are made of safeguarding allegations against staff, of suspected wrongdoing or malpractice that they reasonably believe is in the public interest.

## **Domestic Abuse Workplace Policy**

This policy sets out what the Council hopes to achieve in relation to domestic abuse as a local employer. The aim is to support those employees who are experiencing domestic abuse, raise awareness of its implications and its effect within the workplace and set out what we may be able to do if employees are perpetrators of domestic abuse.

## Section I – Reporting Procedures

The SET (Southend, Essex, and Thurrock) safeguarding guidelines outline the basic safeguarding procedures which should be followed by all local authorities in Essex. For reference, the guidelines for safeguarding children are called the SET Safeguarding and Child Protection Procedures and the equivalents for safeguarding adults are called the SET Safeguarding Adults Guidelines. The Council has used these guidelines to form our own procedures for handling safeguarding issues internally.

The following procedure outlines the steps that all staff, councillors, volunteers, casuals and contractors should take when they become aware of a safeguarding concern, incident or allegation.

In addition to the procedures set out in Stage 1 to Stage 3 below, the Housing Service may also make referrals to Essex Social Care in relation to:

- Homeless 16 - 17 year olds; and
- Homeless households with children or a pregnant woman who are in receipt of a negative decision under homelessness legislation

### **Internal Safeguarding Reporting Procedure for all staff, councillors, contractors, casuals and volunteers**

#### **Stage 1**

1. An employee, councillors, contractor, casual or volunteer notices a possible safeguarding concern, witnesses an incident or is made aware of an allegation.
2. If the above occurs, stay calm and try to obtain another witness to your conversation with the child, young person or adult involved in the event, if it does not compromise the situation.
3. Whilst talking to the child, young person or adult, or as soon as possible after, complete a **Concern/Incident/Allegation (CIA) Form** to capture as much detail as possible regarding the occurrence. This form is available on the intranet.
4. Listen carefully to what is said and allow the child, young person or adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.
5. Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do NOT promise to keep secrets.
6. Submit the CIA form online. *Casual members of staff are advised to contact their duty or line manager first to discuss the concerns and contractors should contact their contract manager who may complete the CIA form on their behalf.*
7. Designated Safeguarding Officers (DSOs) will be notified by email that the CIA has been submitted.

***If you need any help in completing the form, please contact one of the DSOs.***

## Stage 2

1. One of the DSOs will lead the new case and completes the second stage of the process **within one working day** of the incident being reported.
2. The DSO will discuss the case with the Safeguarding Lead or a Deputy Lead who will decide whether to:
  - Refer the case to either Essex Social Care, Essex Police or other support service
  - Keep the case open and make further investigations
  - Decide not to refer the case and close

## Stage 3

### **Referral**

1. The Designated Safeguarding Officer will either make the referral by phone or online, to Essex Social Care, Essex Police or other support service.
  - Online referrals should be made through the completion of the Adult Social Care and/or Children's Social Care online form
  - Referral can also be made using a SETSAF Form (for adults)
2. The Designated Safeguarding Officer will update the Council's records to show that case has been referred and to which agency it has been referred to.
3. The Designated Safeguarding Officer records all actions as case notes and attaches any relevant documentation.

### **Case closed**

1. If it is decided that the case will not be referred further, the Designated Safeguarding Officer must record the reason for not doing so on the Council's records.

*Finally, the DSO will update the person who made the initial report of the outcome of the referral where possible.*

## **IMPORTANT**

If you think the child, young person or adult **IS IN** immediate danger you must call 999 and then contact a Safeguarding Lead/Deputy, directly, as soon as possible. The normal safeguarding procedure can then be followed from submitting the CIA form onwards.

If the concern, incident or allegation is in relation to an employee, councillor, contractor, casual or volunteer you need to contact the HR Services Manager and Safeguarding Lead/Deputy as soon as possible.

## **Out of hours working**

If a Member, employee, contractor or volunteer is concerned about an incident or allegation of abuse outside office hours and the person is NOT deemed to be in immediate danger, they should speak to their line manager. The line manager may make the decision to contact either the Safeguarding Lead or Deputies on:

01268 882 200

If the child, young person or adult is in immediate danger, please contact **Essex Social Care Direct 'Out of Office Hours' Line** on 0345 606 1212 or **if the incident is considered severe, immediately call the police on 999**. A CIA form should be completed as soon as possible afterwards, and a Designated Safeguarding Officer contacted at the earliest convenience.

## **Confidentiality**

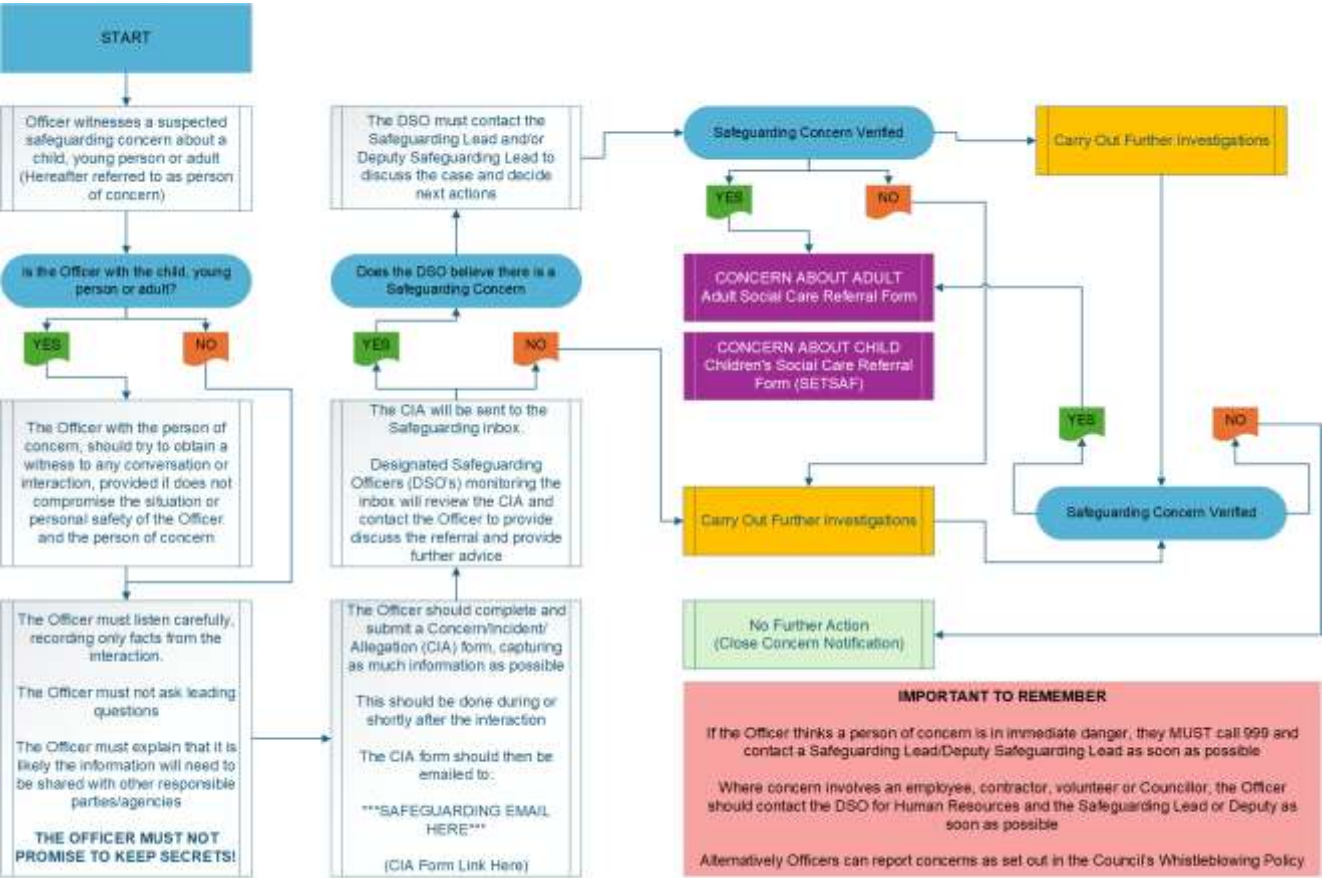
Staff must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from Castle Point Borough Council, other than their line manager, the Designated Safeguarding Officer or the Safeguarding Lead and Deputies.
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency, other than as part of a formal investigation.
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child, young person or adult without the express permission of the person with overall responsibility for the investigation.

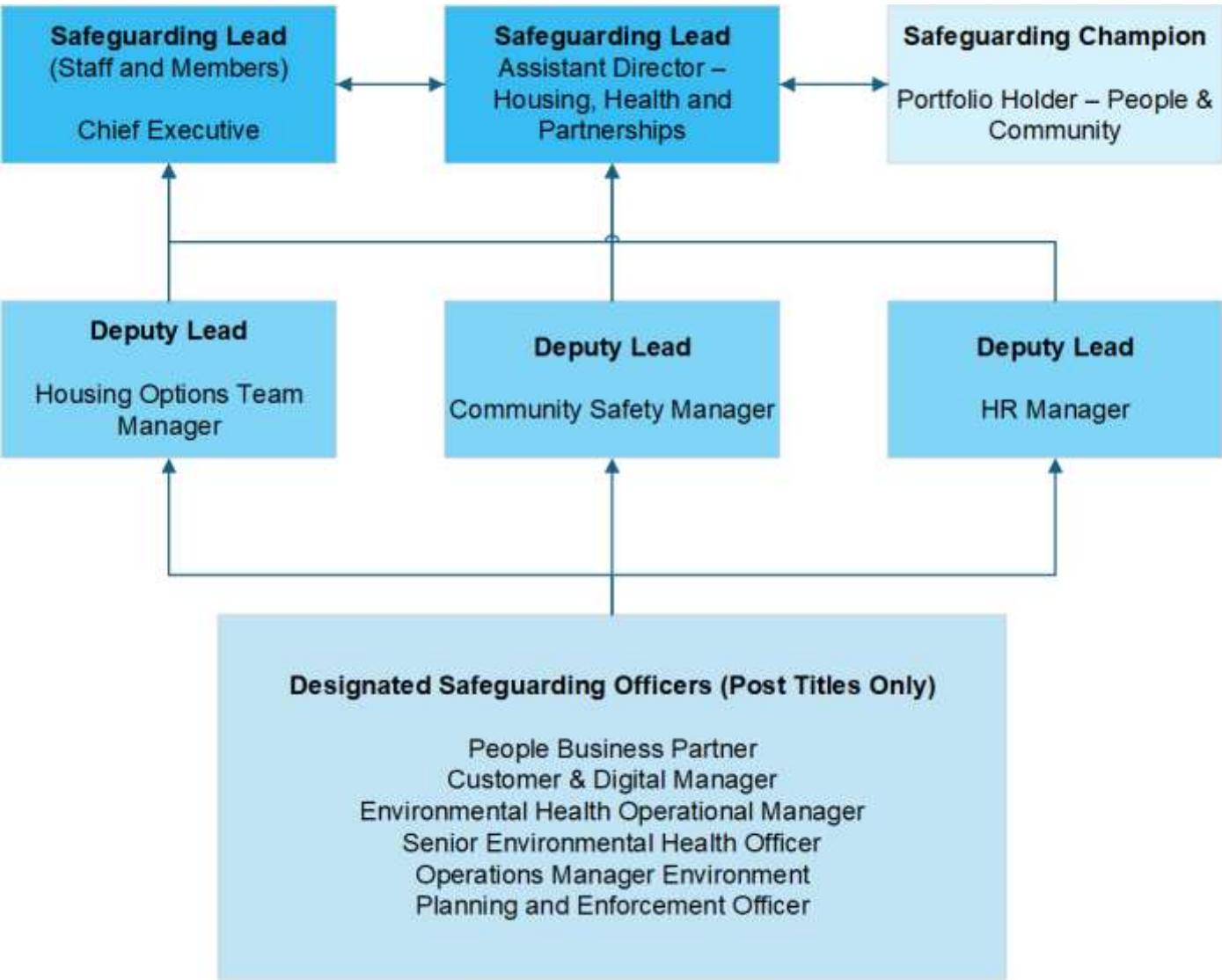
This does not exclude the employee from the need or right to consult with a solicitor, trade union representative or other bona fide legal adviser.



Internal Reporting Procedure Flowchart



CPBC Safeguarding Structure and Contacts



## Appendix 1: CPBC Internal Safeguarding Leads Meeting

Details to follow

## Appendix 2: Useful Contacts

### Social Care Referral and Enquiries

<b>Children's Social Care</b>	<p>Tel: <b>0345 603 7627</b> – ask for either the 'Consultation Line' or 'Priority Line'</p> <p><i>The consultation phone line will provide advice and guidance for professionals. The priority line is available for professionals to refer concerns where children may be at immediate risk of significant harm.</i></p> <p><i>(Mon–Thu, 8.45am to 5pm, Fri 8.45am to 4.15pm)</i></p> <p><b>OUT OF HOURS and BANK HOLIDAYS:</b> Tel: <b>0345 606 1212</b> (emergency duty team)</p> <p>If a person is in immediate danger, call 999.</p>
<b>Adult Social Care</b>	<p>Telephone: <b>0345 603 7630</b></p> <p><i>(Mon-Thu, 8:45am to 5pm, Fri 8:45am to 4:30pm)</i></p> <p><b>OUT OF HOURS:</b> Tel: <b>0345 606 1212</b> (emergency duty team)</p> <p>You can also email the Adult Social Care team: <a href="mailto:socialcaredirect@essex.gov.uk">socialcaredirect@essex.gov.uk</a></p>

### Essex Police

<b>Central switchboard</b>	10 1
<b>Emergency</b>	99 9

### Other

<b>Essex Safeguarding Children Board</b>	<p>Tel (general enquiries): 0333 013 8936 Tel (training enquiries): 0333 013 8937 Email (general): <a href="mailto:escb@essex.gov.uk">escb@essex.gov.uk</a> Email (training):</p>
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	<a href="mailto:escb.training@essex.gov.uk">escb.training@essex.gov.uk</a> Web: <a href="http://www.escb.co.uk">www.escb.co.uk</a> Address: Essex Safeguarding Children Board, Room CG04, County Hall, Chelmsford CM1 1QH
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<b>Essex Safeguarding Adults Board</b>	Tel (general): 03330 131019 Tel (training): 03330 139913 Email (general): <a href="mailto:ESAB@essex.gov.uk">ESAB@essex.gov.uk</a> Email (training): <a href="mailto:ESAB.training@essex.gov.uk">ESAB.training@essex.gov.uk</a> Web: <a href="http://www.essexsab.org.uk">www.essexsab.org.uk</a> Address: ESAB Support Team, E3 (zone 1), County Hall, Chelmsford, Essex, CM1 1QH
<b>Childline</b>	Tel: 0800 1111 Web: <a href="http://www.childline.org.uk">www.childline.org.uk</a>
<b>NSPCC (including Child Trafficking Advice Centre)</b>	Tel: 0808 800 5000 Web: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
<b>Crimestoppers (anonymous)</b>	Tel: 0800 555 111 Web: <a href="https://crimestoppers-uk.org">https://crimestoppers-uk.org</a>
<b>Modern Slavery Helpline (Unseen)</b>	Tel: 08000 121 700

## Appendix 3: Information Sharing and Retention

In the course of carrying out its various functions and activities the Council collects and generates a wide range of data/information which is recorded in different forms of document (for example; letters, invoices, emails, photographs, voice recordings, plans/drawings, registers, contracts/deeds, financial records, application forms, video).

The Council has developed a policy with which refers to the retention and disposal needs for both paper and electronically stored documents/records, including digital 'media'. The purpose of this policy is to ensure that the Council handles its data appropriately by enabling its staff and Members with the necessary information to manage their information in line with Council policies and relevant legislations.

Concern/Incident/Allegation Forms completed online and progress notes regarding each case are retained on a secure database called the Safeguarding Dynamics. This database is accessible on a permissions basis.

## **Appendix 4: Safe Working Practices**

### **Guidelines for conduct when working/having contact with Children, Young People and Adults**

In addition to the Employee and Member Codes of Conduct/ Protocols, the following guidelines should be followed by Members, employees, volunteers and contracted service providers who have contact with children, young people or adults with care and support needs.

#### **You should:**

- Always ensure you can be seen and observed publicly when working with children, young people and adults with care and support needs and avoid situations where you would be alone with them.
- Children, young people and adults have a right to privacy, respect and dignity. Respect the child, young person or adults, provide a safe and positive environment and treat them equally in the context of any activity.
- You must put the wellbeing and safety of the child, young person or adult before what you are trying to achieve with them such as the development of their performance. In other words, you may have to cease the planned activity if carrying on would undermine their well-being or safety.
- If a child, young person or adult with care and support needs is accidentally injured as the result of your actions or failure to act or arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined in the policy and always report such incidents as soon as possible to your line manager and the Designated Safeguarding Officer and make a written report.
- Ensure that recognised agencies such as schools, youth clubs or sports clubs are used to communicate and engage with children.
- Make sure that when undertaking visits to these places you agree in advance with the agency that an employee will remain in the room with you at all times.

#### **You should not:**

- Spend unreasonable amounts of time alone with children, young people and adults with care and support needs, in particular when taking children, young people or adults on car journeys, no matter how short.
- Take children, young people and adults with care and support needs to your home or any other place away from Council or agency premises where they will be alone with you. However, if it is necessary for young people to go on site visits as part of their work experience, the officer in charge must write to parents in advance to ask for their permission and explain why it is necessary.
- Add or accept young people you work with or come into contact with, on social networking sites (e.g. Facebook and Twitter, etc.)
- Arrange to meet or approach children, young people or adults with care and support needs outside an organised activity or service.
- **You should never:**
  - Leave children, young people or adults with care and support needs unattended.
  - Engage in rough physical games including horseplay.
  - Engage in sexually provocative games or allow, encourage or engage in inappropriate touching of any form.
  - Make sexually suggestive comments about or to a child, young person or adult.
  - Allow children, young people and adults with care and support needs to use

- language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or adult makes about you or others.
  - Do things of a personal nature for children, young people and adults with care and support needs that they can do for themselves e.g. assist with changing. It may sometimes be necessary to assist them, particularly if they are very young or are disabled. In such a situation, these tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should try to have someone else present and inform the parents/carers as soon as is reasonably possible.
  - Share a changing room with a child, young person or adult with care and support needs.
  - Enter areas designated only for the opposite sex. The only exception is where you are providing cleaning services and then you should wait until the room is vacant.
  - Use the internet or any other electronic or telephone device to access child pornography sites.

### **Warning**

The Council takes its responsibility very seriously. Employees who breach the guidelines above will face investigation and may face disciplinary action where appropriate, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity.

Volunteers and contracted service providers in breach of the above the guidelines will have their services terminated with immediate effect. Where there is evidence of illegal activity, they will be reported to the relevant authorities and may face criminal investigation.

If a safeguarding issue occurs in which Member is alleged to have acted inappropriately, the Designated Safeguarding Officer informed of the breach should contact the HR Manager who will immediately contact the Safeguarding Lead and the Monitoring Officer. Where there is evidence of illegal activity, the Member will be reported to the relevant authorities and may face criminal investigation. In addition to these legal sanctions there may be grounds for a complaint to be made under the Code of Conduct for Councillors.



## Appendix 5: Terms and conditions of purchase – Suppliers

The Supplier acknowledges that the Council has legal responsibilities regarding the safeguarding of children, young people and adults at risk under current legislation (including the Safeguarding of Vulnerable Groups Act 2006 ('SVGA')) and is also required to comply with various codes of practice and other guidelines (together the 'Safeguarding Obligation') and agrees to provide all assistance reasonably required by the Council to enable the Council to comply with the Safeguarding Obligation and shall not do any act that would cause the Council to be in breach of any provision set out in or referred to in the Safeguarding Obligation.

The Supplier acknowledges that it may also have legal responsibilities regarding the safeguarding of children, young people and adults with care and support needs and agrees to comply with those responsibilities.

The Supplier agrees that it will:

- Comply with the Council's 'Combined Safeguarding Policy for Children, Young People and Adults', and shall
- always ensure that it is familiar with and complies with the reporting procedures, set out in the policy.
- Ensure that adequate staff training is provided as appropriate.
- To the extent that it is discharging a service for the Council which would be regulated or affected by the Safeguarding Obligation observe and perform the Safeguarding Obligation.
- Notify the Council immediately of any breach of or departure from the Safeguarding Obligation.
- The Supplier further agrees that it will:
- Ensure that all individuals engaged in a Regulated Activity under the SVGA will be subject to a valid enhanced disclosure check through the Disclosure and Barring Service; and
- Monitor the level and validity of the checks under this clause for each member of staff; and
- Not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity under the SVGA or who may otherwise present a risk to service users and or children and/or adults.

## Appendix 6: Safeguarding legislation

The following legislation and guidance underpin the safeguarding policy and aim to ensure that children and adults are protected from harm.

Legislation / Guidance	Description
SET Safeguarding and Child Protection Procedures	The SET (Southend, Essex, and Thurrock) safeguarding guidelines outline the basic safeguarding procedures which should be followed by all local authorities in Essex.
Working Together to Safeguard Children	This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children, and how practitioners should conduct the assessment of children.
Children Act 1989 Children Act 2004	Places a statutory duty on local authorities to consider the need to safeguard and promote the welfare of children across all of their services.
Care Act 2014	Outlines the responsibility of local authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect; and the obligation to create Safeguarding Adults Boards (SABs) in every area to bring together the key local partners to focus on safeguarding strategy and practice.
SET Safeguarding Adult Guidelines	Set out clearly how concerns about adults at risk of abuse will be managed within the framework set out in the Care Act (2014) and associated statutory guidance.
Mental Capacity Act 2005	Provides a statutory framework to empower and protect those (aged 16 and over) who may lack mental capacity to make decisions for themselves; and establishes a framework for making decisions on their behalf. It puts arrangements in place for advocacy support and best-interest decision-making.
Care Standards Act 2000	Sets out a regulatory framework and standards for services people might receive. This applies to regulated services such as residential care, domiciliary care or adult placement schemes.  Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers from working with adults at risk.
Protection of Freedoms Act 2012	Established the Disclosure and Barring Service (merging the functions previously carried out by the Criminal Records Bureau and the Independent Safeguarding Authority). The Disclosure and Barring Service process requests for criminal records checks; decide whether to place or remove an individual from a barred list; place or remove a person from the children's or adults barred lists for England, Wales and Northern Ireland.

Legislation / Guidance	Description
Children and Social Work Act 2017	Intended to improve support for looked after children and care leavers, promote the welfare and safeguarding of children, and make provisions about the regulation of social workers.
Safeguarding Vulnerable Groups Act 2006	Provides the legislative framework for a vetting and barring scheme for people who work with children and adults with care and support needs.
Anti-Social Behaviour, Crime and Policing Act 2014	Outlines forced marriage as a criminal offence in England and Wales, punished by up to seven years imprisonment. It also applies to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
Female Genital Mutilation Act 2003	Made FGM illegal in this country. It is an offence to, undertake the operation (except on specific medical grounds), assist a girl to mutilate her own genitalia, and assist a non-UK national or UK national to undertake FGM of a UK national outside the UK (except on specific medical grounds).
Homelessness Act 2002  Homelessness Reduction Act 2017	Housing Authorities are required to refer persons with dependent children who are ineligible for homelessness assistance or are homeless or threatened with homelessness intentionally to local authority children's social care, as long as the person consents. If unable to obtain consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.
Human Rights Act 1998	Sets out the fundamental rights and freedoms that everyone in the UK is entitled to.
The Modern Slavery Act 2015	The Modern Slavery Act 2015 is an Act of the Parliament of the United Kingdom designed to combat modern slavery in the UK. It consolidates previous offences relating to trafficking and slavery. The law requires manufacturers and retailers doing business in the UK which supply goods or services and have an annual turnover exceeding £36 million to disclose information regarding their policies to eradicate slavery and human trafficking from their supply chain and within their business.

## Appendix 7: Safeguarding Leads and Designated Safeguarding Officer

Role	Title	Officer Name/s	Department
<b>List accurate as at March 2025</b>			
Safeguarding Lead (Corporate)	Chief Executive	Angela Hutchings	N/A
Member Champion	N/A	Cllr Russ Savage	N/A
Safeguarding Lead (Public and Business)	Assistant Director – Housing, Health and Partnerships	Damien Ghela	Place and Communities
Deputy Safeguarding Lead	Community Safeguarding Manager	David Miles	Community Safety
Deputy Safeguarding Lead	Housing Options Team Manager	Veronica Jackson	Housing Options
Deputy Safeguarding Lead	Assistant Director – People and Engagement	Mykela Smith/Rhian Parry	Corporate and Customer
Designated Safeguarding Officer	Housing Management Team Leader		Housing Management
Designated Safeguarding Officer	First Contact Manager	Martin Roberts	Corporate and Customer
Designated Safeguarding Officer	People Business Partner	Sarah West	Human Resources
Designated Safeguarding Officer	Environmental Health Manager/Officer	Simon Llewellyn / Joanna Tawell	Environmental Health, Licencing and Community
Designated Safeguarding Officer	Operations Manager Environment	Lee Williams	Environment
Designated Safeguarding Officer	Planning Services Officer	Teresa Harrington	Planning Services
Designated Safeguarding Officer	Community Safeguarding Officer	Joe Fryd	Community Safety
Designated Safeguarding Officer	Leisure and Community Services General Manager	Jonathan Vadden	Leisure & Community Services

