

**Safeguarding Policy**

**Updated May 2024**

**Housing Operations & Safeguarding Manager**

**Statement of Intent**

Mansfield District Council employees are not responsible for deciding whether child abuse has taken place. We are responsible for recording and reporting any concerns to a Head of Service and or, the Housing Operations and Safeguarding Manager (as specified within this Policy)

This internal Policy is not a substitute for Nottinghamshire Safeguarding Procedures and or, arrangements for Children and Adults.

Mansfield District Council is committed to fulfilling its responsibilities in safeguarding and promoting the welfare of all young persons under eighteen years of age as required by the 2004 Children’s Act, and the Working Together to Safeguard Children (a guide to interagency working to safeguard and promote the welfare of children) – December 2023.

The 2014 Care Act places a statutory responsibility on local authorities to safeguard adults at risk. Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect.

Mansfield District Council is committed to a policy of zero tolerance of abuse and neglect within our organisation and any services it provides. Safeguarding is everyone’s responsibility to recognise, report and record within the organisation.

This internal policy and related procedures aims to be consistent with Nottinghamshire multi-agency policy, procedures and guidance. Mansfield District Council is part of a consortium with the 6 other districts in the County and has an online policy which is updated on our behalf, if and when there are any changes. The policy is always the most up to date and in line with legislation and Nottinghamshire arrangements.

These can be found at [***https://nottsdistrict.trixonline.co.uk/***](https://nottsdistrict.trixonline.co.uk/)

**When necessary to do so, in accordance with Working Together to Safeguard Children arrangements, the council will share information across service areas and with relevant and appropriate external agencies.**

**When doing so staff should refer to Information sharing Guidance:**

[**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/721581/Information\_sharing\_advice\_practitioners\_safeguarding\_services.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

* 1. **Introduction**

Everyone has the right to feel safe and protected whilst using Mansfield District Council services and the Council has an obligation to ensure the safety of Children and Adults at Risk.

Council employees are not responsible for making any decisions regarding child abuse. Their primary role is to record and report any concerns or suspicions.

It is the **duty** of all employees to alert the relevant officers and report all suspicions or concerns as soon as possible.

* 1. **Policy Purpose**

The responsibility to safeguard children and adults at risk rests with all of the Council’s employees.

This policy is to highlight the Council’s adoption of the Nottinghamshire Districts Online Procedures for child safeguarding ([***https://nottsdistrict.trixonline.co.uk/***](https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fnottsdistrict.trixonline.co.uk&umid=8e0af5ba-383f-4509-96f0-f4665024b0ab&auth=b64fdcf61719d4cd77bdeb222f2dcfd4b2b8abbe-26d5ee9320fe50a55f7146304f662b702fe0cfc0)) which is also known as the tri.X system.

This document sets out how Mansfield District Council adopts these policies and procedures into practice on a day to day basis (See flow chart on page 7)

Within the Notts Districts Online Procedures (tri.X) the term “employee” will refer to all paid service and include elected members, volunteers and any persons engaged in work by the council or on behalf of the council.

**With regards to Safeguarding Adults at Risk the internal procedure remains the same and staff should refer to when assessing the thresholds:**

[**http://www.nottinghamshire.gov.uk/media/115370/safeguardingadultsreferralpathway.pdf**](http://www.nottinghamshire.gov.uk/media/115370/safeguardingadultsreferralpathway.pdf)

* 1. **Lead for Safeguarding**

The Chief Executive Officer will assume the lead role for the Council with the Housing Operations and Safeguarding Manager having delegated day to day responsibility. In the absence of both of these people you can seek advice from the safeguarding central team within the Housing Needs Service or your own service safeguarding champion, or Head of Service.

Chief Executive Officer – James Biddlestone ext. 3336

Central Safeguarding Team:-

Housing Operations and Safeguarding Manager - Mallory Seddon 07845660823

Engagement & Development Officer - Louise Kenworthy 07564584509

Engagement & Development Officer - Libby Alvey 07596561212

Heads of Service – (see intranet).

The Councils Lead will ensure:

• Working arrangements are in place to safeguard and promote the welfare of children.

• Appropriate decisions are made in respect of reported incidents.

• Procedures as dictated by the Policy are adhered to.

• Policy development and review.

* 1. **Policy Review and Development**

The Notts Districts Online Procedures are automatically updated by tri.X and the internal policy will be reviewed annually and updated when necessary by the Housing Operations and Safeguarding Manager in accordance with changes to legislation and best practice.

This Policy provides a generic framework, but it is recognised that specific service delivery may require additional guidelines and procedures.

* 1. **Training**

Employees will receive safeguarding training through the MDC e learning platform which will be renewed on an annual basis for all employees. The training will cover:

• Recognition of the signs and symptoms of child abuse/adult abuse

• Recording and reporting suspicions.

The Safeguarding Policy and accompanying guidance documentation is available on the intranet.

A recognised programme of training under the Nottinghamshire Safeguarding Children Partnership (NSCP) and the Nottinghamshire Safeguarding Adult Partnership (NSAP) is available for employees who require further knowledge. This will be identified specifically by job role and department.

MDC have an extensive list of safeguarding champions across the local authority that will be re-trained on a six monthly basis to be able to provide extra support and guidance to employees throughout the local authority. The champion list will be re-viewed annually to ensure it is up to date.

* 1. **Work Experience**

All work experience placements must be arranged through HR and a Young Person’s Risk Assessment must be completed before a placement commences. This will be a joint undertaking between Human Resources and the supervising manager. Separate guidance is available and advice should be sought from HR in the first instance.

Parents/Guardians and supervising teaching staff, must be made aware of the tasks the young person will undertake whilst at the Council.

Employees supervising work experience students must not place the young person at risk. The student must not be allowed to use any equipment which normal operation would require a qualification of competence.

Officers must at all times observe professional boundaries and apply common sense.

Each service area is obligated to produce a set of operational standards and procedures and these should be reflected in the risk assessment e.g. taking students home in council vehicles.

HR has an obligation to inform the service area if the student has any special requirements or has any sensitive needs or issues.

* 1. **Hiring of Council Premises**

Organisations or individuals hiring Council facilities will be expected to meet certain standards in respect of activities involving children or vulnerable adults. Hirers will be required to work with the Council in developing procedures and skills which are in accordance with the Council’s Statement of Intent. The Hirer will be given a copy of the Council’s Hirer Code of Conduct.

Hiring forms are available from the relevant department and contain their specific hiring requirements.

The hirer will be responsible for the conduct of any volunteers or helpers and must ensure that they meet the Council’s safeguarding requirements. Service areas have an obligation to create their own set of standards/ operating procedures for customer / employee interactions i.e. a code of conduct. If any service area fails to have such documents the corporate statements should be used.

All organisations, clubs or societies hiring any council facilities including community hall and sports pitches, that involve children, must be able to demonstrate their suitability either having or working towards a recognised accreditation and must have a child protection policy in place and are able to demonstrate they are working together to safeguard and promote the welfare of children.

The hirer (individual or organisation) is obliged to report any concerns relating to child protection to the facility management.

As coaching involves professional advice and instruction, it is Mansfield District Council’s policy that all coaches and instructors confirm their public liability cover to the Council.

* 1. **Grant in Aid**

Any organisations, clubs, group activity or similar making grant in aid applications must have suitable safeguarding procedures in place.

* 1. **Procurement**

All suppliers submitting tenders for council contracts will have their submission assessed against safeguarding criteria, where appropriate and applicable, in accordance with the council’s procurement procedures

Whoever places the contract with the supplier is responsible for undertaking a risk assessment of the work being carried out in relation to safeguarding arrangements and safeguarding policy.

In May 2012, Mansfield District Council transferred the management of the leisure Centres to Serco Leisure and established the Mansfield District Leisure Trust. The legal contract between the District Council and Serco Leisure requires the contractor to comply with this safeguarding policy and although the Council recognises that Serco has their own reporting procedures and forms that there is a contractual obligation for Serco to inform the District Council of any safeguarding issues which occur within any of the managed leisure centres.

* 1. **Other Related Legislation, Policy and Procedures**
* Mansfield District Council Recruitment and Selection Procedures
* Disciplinary Policy
* Disclosure & Barring Service Assessment Guidance – September 2016
* Contract Procedure Rules – February 2024
* The 1989 and 2004 Children Act
* Every Child Matters
* The Safeguarding Vulnerable Groups Act 2006
* Protection of Children Act 1999 / Criminal Justice and Court Act 2000
* Care Standards Act 2000
* The Rehabilitation of Offenders Act Exceptions Order 1974 Part V of the Police Act 1997
* Conduct of Employment Agencies and Employment Business Regulations 2003
* Employee Domestic Abuse Policy & Procedure 2023 – Mansfield District Council
* Customer Domestic Abuse Policy & Procedure 2023 – Mansfield District Council
* MAPPA Protocol 2023
* Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children – December 2023
* Local Authority Social Services Act 1970, (section 7)
* The Care Act 2014
* MARAC Information Sharing Agreement

**2.0 Procedure for Reporting a Suspicion or Concern**

Yes

Is the person in immediate risk of harm?

You have a concern about a child or adult at risk either through observation or being informed/confided in.

No

(Adult)

Refer to MASH online at <https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision/multi-agency-safeguarding-hub-mash>

See

[Report abuse or neglect of an adult | Nottinghamshire County Council](https://www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse)

Refer to MASH online at

Complete the Early Help Assessment form and refer through to the Earl Help Unit: <http://www.nottinghamshire.gov.uk/care/early-years-and-childcare/childcare-providers/early-help-assessment-form>

Yes

No

Does the Concern meet the Level 4 Thresholds for Section 47 enquiries? (see 2.1)

Yes

Is the alleged victim a child?

When you no longer hold any concerns about the alleged victim or all concerns have been passed to Social Care advise the Safeguarding Team that the case can be closed for internal monitoring.

No

Inform the Police and/or Social Care immediately:

Police: 999

MASH: 0300 500 80 90

EDT: 0300 456 4546

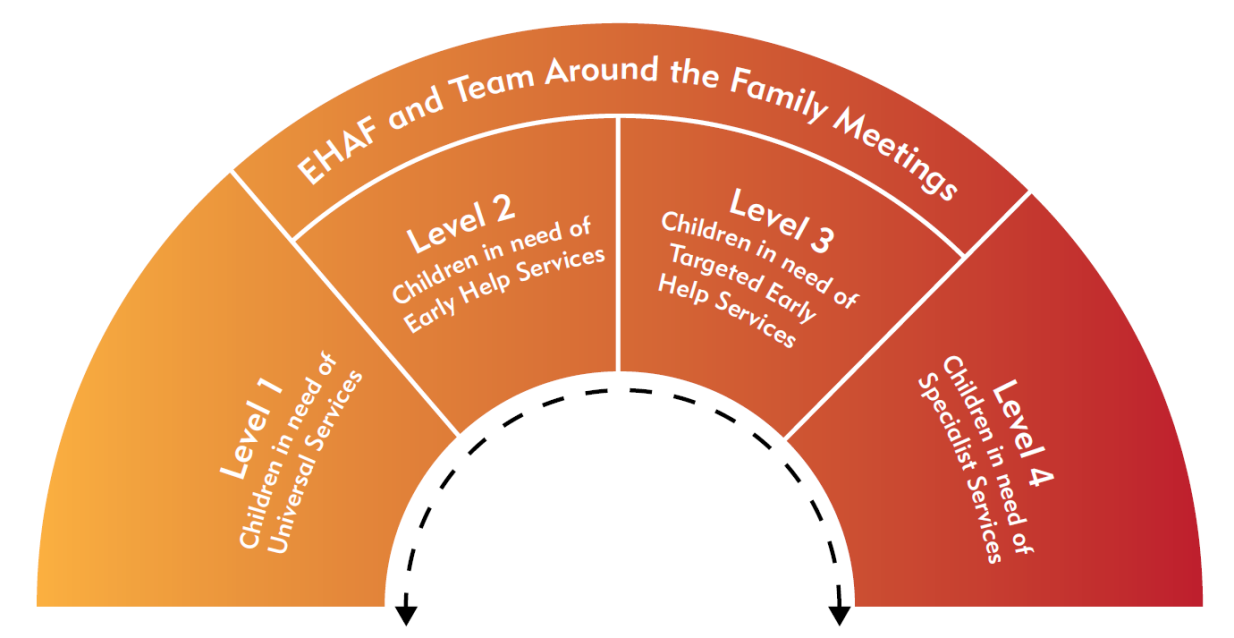
Keep monitoring the situation and provide updates to the Safeguarding Team on a regular basis (at least monthly).

Complete the Internal Safeguarding Report form and email it to: [safeguarding@mansfield.gov.uk](mailto:safeguarding@mansfield.gov.uk) .

Copy in appropriate people only such as your line manager.

Seek Support from your Line Manager, Safeguarding Champion or Safeguarding Manager. Inform them what has happened and what you have done to Safeguard the alleged victim.

**2.1 Nottinghamshire Continuum of Children and Young People’s Needs**

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Detailed thresholds for each level can be found in the Nottinghamshire Pathway to provision. <http://www.nottinghamshire.gov.uk/media/129861/pathwaytoprovisionhandbook.pdf>

Thresholds for Adults at Risk can be found at <http://www.nottinghamshire.gov.uk/media/115370/safeguardingadultsreferralpathway.pdf>

**2.2 Consent**

**Children**

When referring for Early Help Services using the Early Help Form (which can be found at <http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/pathway-to-provision/early-help-assessment-form>) you will need to evidence that consent has been given by the parent or if appropriate the child themselves.

When there is risk of immediate harm and the concerns are being referred to MASH or the Police, the Pathway to provision states that:

‘It is important that the practitioner raising the concern to the MASH gains consent from the parent/

carer (and where appropriate the child or young person) to contact Children’s Social Care unless

the following criteria apply: ‘there is a concern that a child or young person may have suffered or

be at risk of suffering significant harm and to do so would place the child at further risk of

significant harm.’

**Adults at Risk**

The Data Protection Act 2018 allows the sharing of information when the Care Act 2014

requires you to do so without obtaining the consent from the adult or their representative; if it

is in the legitimate interests of the person at risk and your organisation or to protect the vital

interests of the people at risk against immediate danger.

The Care Act states that consent to make a referral is not necessary if other people, could

be at risk from the person causing harm; It is necessary to prevent crime or a serious crime

has been committed; there is reason to believe that the adult’s health and/or well-being will

be adversely affected by ongoing harm or abuse; the person posing a risk has care and

support needs and may also be at risk; or you believe that the adult is being coerced or

fearful of repercussions.

Where none of these apply you should seek consent from the adult (or their representative)

to make a referral and provide them with information about how they can withdraw their

consent by contacting the relevant local authority. It should be noted however, that the legal

basis for making a safeguarding referral in the paragraph above should be followed

wherever it is appropriate to do so.

Unless it would jeopardise their or other’s safety you should have a discussion with the adult

or their representative informing them of the decision and the reasons for the referral. You

need to ask what they want to achieve ‘adult’s wishes’ and explain what is or may be required to undertake a section 42 enquiry including the need to share appropriate information with partners.

When information is gathered from non-professionals such as witnesses or relatives, it is

important that, if their personal data (e.g.name and address) will be included in the referral,

those people are informed that their details may be shared with other bodies. Unless, to do

so would jeopardise the safety of the adult at risk or others.

**2.3 Completing the Report Forms**

The safeguarding report form is to be used for concerns with both children and adults. As a result, not all fields will be relevant, but all relevant fields must be completed.

The officer completing the form has “ownership” for its content and is responsible for the delivery of this form to the appropriate officer within 24 hours or the next working day.

It is really important that these referrals are noted and kept safe and secure as the information can sometimes be required at a later date for additional enquiries that are made e.g. through the Police, or Domestic Homicide Reviews.

Any employee not having access to the intranet must contact their line manager or another manager for a form.

Officers must be aware that these reports may be used as evidence in court of law or at a case review or inspection.

They should never have personal reference or opinions written on them but remain factual regarding concerns witnessed or raised.

**Part 1**

Principally recording information about the victim/s and or, perpetrator. The person entering the information must sign and date it in the appropriate field.

**Part 2**

Is a record of the incident and should record as much information as possible and as accurately as possible, detailing the nature of the concern/suspicion. Record what is said and seen and by whom. The person submitting this information must sign and date the form. The information is not limited to one side of paper, use as much as is required to fully explain the concerns. Any additional sheets must be securely attached.

The form should be written by the witness. If this is not possible e.g. completed electronically on their behalf, it must be signed by the witness that they agree with the content.

**Part 3**

To be completed by the central team responsible for logging and holding this information securely. It records what threshold assessment has been undertaken, what action was taken following on from this assessment and what information has been circulated to relevant agencies and internal service.

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| https://intranet.mansfield.gov.uk/sorce/docs/bd_1003599/MDC%20Crest%202019%20-%20Linear%20Black.jpg | | | | **Internal Safeguarding**  **Report Form** | Case No: |
| Note: You will be asked to provide updates on the situation on a monthly basis. These should be submitted within one week of the request being made. Please make sure that you are monitoring the situation. | | | | | |
| Submitting Officer | | |  | | |
| Contact Details | | |  | | |
| Date and Time of Incident | | |  | | |
| MASH Submission Number | | |  | | |
| Head of Service | | |  | | |
|  | | | | | |
| **Alleged Victim’s Details** | | | | | |
|  | | | | | |
| Name | |  | | | |
| Gender | |  | | | |
| Date of Birth | |  | | | |
| Address | |  | | | |
| Contact Tel. | |  | | | |
| Description | |  | | | |
| Ethnic Origin | |  | | | |
| Learning or Physical Disability? | |  | | | |
|  | | | | | |
| Name | |  | | | |
| Gender | |  | | | |
| Date of Birth | |  | | | |
| Address | |  | | | |
| Contact Tel. | |  | | | |
| Description | |  | | | |
| Ethnic Origin | |  | | | |
| Learning or Physical Disability? | |  | | | |
|  | | | | | |
| **Alleged Perpetrator’s Details** | | | | | |
|  | | | | | |
| Name |  | | | | |
| Gender |  | | | | |
| Date of Birth |  | | | | |
| Address |  | | | | |
| Description |  | | | | |
|  | | | | | |
| Name |  | | | | |
| Gender |  | | | | |
| Date of Birth |  | | | | |
| Address |  | | | | |
| Description |  | | | | |
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| --- | --- | --- |
| Were the Police called? |  | |
| Was an ambulance called? |  | |
|  | | |
| **If the victim is a child:** | | |
| Are the child’s parents/carers aware that you are reporting your concerns? | |  |
| Have they consented to the referral? | |  |
| If it is not appropriate to gain consent please explain why…  (would it put anyone at risk?) | |  |
| Name and address of school | |  |
|  | | |
| **If the victim is an adult:** | | |
| Does the victim have needs for care and support? If yes please explain… | |  |
| Are they experiencing, or is at risk of, abuse or neglect? | |  |
| As a result of those needs are they unable to protect themselves against the abuse or neglect or the risk of it? If yes please explain… | |  |
| Has the victim consented to the referral? | |  |
| If not please explain why it is being made without consent. The MCA sets out a two-stage test of capacity: <http://www.nhs.uk/Conditions/social-care-and-support-guide/Pages/mental-capacity.aspx> | |  |
| What are the adult’s ‘wishes’ as a result of this referral? | |  |
| **Please Note:** The Mental Capacity act says:  Everyone has the right to make his or her own decisions. Professionals should always assume an individual has the capacity to make a decision themselves, unless it is proved otherwise through a capacity assessment.  Just because someone makes what those caring for them consider to be an "unwise" decision, they should not be treated as lacking the capacity to make that decision. Everyone has the right to make their own life choices, where they have the capacity to do so. | | |

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| **Type of suspected abuse (please delete as appropriate):**  **Discriminatory, Psychological, Financial/Material, Organisational, Neglect and Acts of Omission, Physical, Sexual, Domestic Violence, Modern Slavery, Self-Neglect.** | | |
| This section must be completed by the alerter or an MDC officer in the presence of the alerter. Use additional sheets if required and securely attach to the main form.  Describe the incident and where possible, make note of who said what and to whom and what was seen. Record date and time of any incidents.  Please state clearly what action you have taken e.g. Contacted social care services**…** | | |
|  | | |
| **Signature of person reporting the concerns:** | |  |
| **Name of the person recording the statement:** | |  |
| **Signature of the person recording the statement:** | |  |
| **Location where the statement was recorded:** | |  |
| **Date:** | **Time:** | |

**For office use only:**

|  |  |  |
| --- | --- | --- |
| **Safeguarding Report:** (case identification)  **Received by: Date: Time:**  **Referral to Social Care: ……. Early Help/Intervention suggested: ……. Neither: …….**  **Reasons must be recorded** | | |
|  | | |
| **Action Taken** (e.g. Information sent to which external agencies, change to operational procedures etc). If no action is taken, state why. | **Name of Officer taking action** | **Date** |
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|  | | |
| **Review Date:** | | |

|  |  |
| --- | --- |
| **Signature of Referrer:** | |
| **Date:** | **Time:** |