

**Cotswolds Conservation Board**

**Safeguarding Procedures**

**November 2020 - DRAFT**

Our operational procedures for safeguarding, young people and vulnerable adults:

1. Safeguarding roles and management
2. Safer recruitment
3. Induction and training
4. Confidentiality
5. Handling disclosures
6. Responding to concerns
7. Communicating our safeguarding actions
8. Disciplinary and grievance procedures
9. Record keeping
10. Whistle-blowing
11. Treating children with respect
12. Celebrating children's achievements
13. Procedure review

Annex A – Safeguarding Code of Conduct

## 1. Safeguarding roles and management

### CCB Safeguarding Lead and Deputy

	Safeguarding Lead	Safeguarding Deputy
Name	<i>To be confirmed</i>	<i>To be confirmed</i>
Landline No.		
Mobile No.		
Email address		

Their roles are to:

- 1.1 Oversee and ensure that CCB's Safeguarding Policy is fully implemented.
- 1.2 Ensure the CCB Safeguarding Policy and Procedures are communicated to all board members, employees, volunteers and contractors.
- 1.3 Ensure details of the CCB Safeguarding Policy and Procedures are made available to all children, young people, vulnerable adults, their parents and carers and all other interested parties on our website.
- 1.4 Ensure relevant employees receive appropriate training in safeguarding.
- 1.5 Ensure DBS (Disclosure and Barring Service) reporting procedures are adhered to.
- 1.6 The Safeguarding Deputy will handle any complaints or allegations against the Safeguarding Lead if appropriate.
- 1.7 Consult locally with a statutory child protection agency such as the Children's Social Care Services (CSCS) to test out any doubts or uncertainty about the concerns as soon as possible.
- 1.8 Make a formal referral to CSCS or the police if a crime has, or may have been, committed, without delay.
- 1.9 Periodically review all safeguarding reports and make recommendations to the Chief Executive.

The CCB Safeguarding Lead and Deputy's responsibilities are detailed below:

- 1.1 Be fully conversant with all aspects of the CCB Safeguarding Policy and Procedures.
- 1.2 Have an understanding of the laws relating to child protection.
- 1.3 Ensure that the CCB Safeguarding Policy and Procedures are in effect.
- 1.4 Be proactively responsible for determining, administering and delivering additional training.
- 1.5 Make recommendations for change or improvements to the current CCB Safeguarding Policy and Procedures.
- 1.6 To know and establish links with local child protection agencies.
- 1.7 Ensure a detailed log is kept at the CCB's offices only, of all child or employee protection issues, even if at the time no further action is deemed necessary.
- 1.8 To openly encourage and nurture a protective culture and environment that puts the children's, young person's and/or vulnerable adult's interests first and actively supports a whistle-blowing policy.

## 2. Safer recruitment

- 2.1 We recruit employees by obtaining appropriate personal details using application forms. When a role involves working [regularly] with children, young people or vulnerable adults a relevant reference will be sought which comments on the applicant's suitability to work with children, young people and/or vulnerable adults. The recruitment process is as follows:
  - 2.1.1 A detailed application form is received and vetted by the Office Manager, Chief Executive and/ or the CCB's HR advisors, Publica.
  - 2.1.2 Provisional offer of employment accepted, pending receipt of references, qualifications and DBS (for roles with contact).
  - 2.1.3 The employee's references are verified.
  - 2.1.4 Original qualification certificates and the applicant's identity are verified.
  - 2.1.5 Employment commences. If the DBS check results have not been received by this time, safeguarding assessment is undertaken and employees are restricted to supervised duties only.

- 2.1.6 Their contract is confirmed upon receipt of the satisfactory DBS check where applicable and successfully passing the probationary period.
- 2.1.7 Ongoing support, development training and monitoring is undertaken by senior employees.
- 2.2 It is not possible to check applicants from overseas via the DBS so we require an Overseas Police check from their home nation.
- 2.3 A disclosure will not automatically act as a bar to employment with the CCB. Consideration is always given to the legal limitations on employing certain ex-offenders and the organisation's duties in law; however, disclosures may contain details of spent convictions irrelevant to employment with children, young people or vulnerable adults and therefore we risk assess each case individually. When considering whether to employ an ex-offender we consider a range of factors, including the nature of the crime, when it happened and the success of rehabilitation, the sentence, re-offending patterns, job requirements and safeguards against offending at work. We will keep a record of our considerations and any representations made by the individual as part of the assessment.
- 2.4 Current CCB employees who have not been subject to a DBS check prior to the start of their employment must submit to a DBS check before undertaking any [regular] work with children, young people or vulnerable adults.

### **3. Induction and training**

- 3.1 We have a clear recruitment, induction and training strategy detailing clear job descriptions, terms and conditions of employment, employee responsibilities and all relevant procedures.
- 3.2 All new employees receive health and safety and safeguarding information as part of their induction.
- 3.3 All new employees will have a probationary review period and will then be observed and appraised at regular intervals throughout their period of employment. Their line managers are responsible for ensuring this happens.
- 3.4 Following the biennial review of the CCB Safeguarding Policy and Procedures all relevant employees will have update and awareness training.

### **4. Confidentiality**

- 4.1 We fully endorse the principal that the welfare of children, young people and vulnerable adults override any obligations of confidence we may hold to others.
- 4.2 Individual cases will only be shared or discussed on a 'need to know' basis. All media enquiries will be handled by senior employees.
- 4.3 All information gathered (including decisions to refer or not to refer) will be recorded, stored and used professionally and securely, in line with data protection legislation and guidance.

### **5. Handling disclosures**

- 5.1 If you are concerned about a child, young person or vulnerable adult, it is important that this information is communicated to the CCB Safeguarding Lead or Deputy.
- 5.2 A disclosure may be made verbally or through the behaviour of a child, young person or an adult and it is important for everyone to remember how to respond to safeguarding concerns.

### **6. Responding to safeguarding concerns**

We ensure that everyone in our organisation understands and knows how to share any concerns immediately with the CCB Safeguarding Lead or Deputy. We do this through training, inductions and by ensuring all board members, employees and volunteers are aware of the CCB Safeguarding Policy and Procedures.

Everyone, including the CCB Safeguarding Lead and Deputy, will deal with concerns using the following process:

STEP 1 – if you are worried a child, young person or vulnerable adult has been abused because:

- You have seen something
- A child, young person or vulnerable adult says they have been abused

- Somebody else has told you they are concerned
- There has been an allegation against a team member
- There has been an anonymous allegation
- An adult has disclosed they are abusing a child, young person or vulnerable adult
- An adult has disclosed they were abused as a child, young person or vulnerable adult

STEP 2 – Monitor – record – report:

- Name, date of birth, address, contact info
- Nature of concern
- Sign/ date/ time
- Include name and job title of person reporting concern

STEP 3 – refer the concern to Children’s Social Care Services (CSCS)

- The CCB Safeguarding Lead or Deputy (or anyone else if they are not available) should refer the concern to CSCS and/ or the Police (in an emergency) and follow up the referral in writing within 24 hours.
- We will ensure we have relevant contact details for the CSCS and the Local Authority Designated Officer (LADO).

*In allegations against a person with a ‘duty of care’, the LADO will co-ordinate the next procedural steps.*

## **7. Communicating our safeguarding actions**

It is important that we give information to members of the public and children, young people and vulnerable adults on how to report a safeguarding incident.

- 7.1 Details of the CCB Safeguarding Lead and Deputy will be on CCB’s website - <https://www.cotswoldsaonb.org.uk/about-us/the-staff/>

## **8. Disciplinary and grievance procedures**

- 8.1 We have clear policies for handling allegations, through our Disciplinary, Capability and Grievance procedures; these details can be made available as necessary.
- 8.2 In any case where a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with CSCS before making a decision about the best way forward.
- 8.3 CSCS will manage any investigations, overseen by the LADO in accordance with Local Safeguarding Children Board procedures. These are available on the Local Safeguarding Children Board website. CCB will make referrals to the DBS when deemed necessary or when advised by the LADO, and in liaison with local agencies as relevant.
- 8.4 With regards to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with the LADO, CSCS and/ or the Police. Any investigations will override the implement any such procedures.

## **9. Record keeping**

- 9.1 All records will be kept securely locked at the CCB’s offices. Any records must be immediately sent to the CCB Safeguarding Lead or Deputy. No additional copies will be made or retained. Only the CCB Safeguarding Lead and Deputy will have access, and records will only be kept as long as necessary.
- 9.2 Normally these records will be passed to CSCS as soon as possible. All records will be recorded by the person with the concern within 24 hours, on CCB incident forms and will be factual and non-judgmental; including name, address, date of birth, etc.
- 9.3 It is equally important to record the reasons for not referring to the CSCS as it is when the decision is taken to refer. Always sign, date and time these records and also record name and job role.

**10. Whistle-blowing**

If an employee is concerned that the organisation is not dealing with safeguarding concerns appropriately they may use CCB's Confidential Reporting Procedure to address the issue.

In exceptional circumstances when a vulnerable person is believed to be at immediate risk, if a crime has, or may have, been committed and the CCB Safeguarding Lead or Deputy cannot be contacted for advice, employees may contact CSCS or the Police.

**11. Treating children with respect**

We endeavour to treat all children, young people and vulnerable adults with respect, regardless of ability or culture. We ensure that all board members, employees, volunteers and contractors is aware of the CCB Code of Conduct (*Annex A*).

Our confidentiality statement, complaints procedures, allegations and whistle-blowing statement, and disciplinary and grievance procedures are made available to everyone through induction, training, the employee handbook and information in communal employee areas.

**12. Celebrating children's achievements**

We positively encourage all children, young people and vulnerable adults to succeed and celebrate their achievements by actively reviewing, realising different abilities and creating an environment where all achievements are given attention and praise. We are particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

**13. Procedure review**

This procedure will be reviewed every two years or when there are substantial organisational changes.

## ANNEX A

**COTSWOLDS CONSERVATION BOARD SAFEGUARDING CODE OF CONDUCT**

We will treat everyone with dignity and respect

We will set an example for others to follow

We will treat all children, young people and vulnerable adults equally – we will not show favouritism

We will respect a child's, young person's and vulnerable adult's right to personal privacy

We will allow children, young people and vulnerable adults to talk about any concerns they may have

We will encourage others to challenge attitudes or behaviours they do not like

We will avoid being drawn into inappropriate attention-seeking behaviour, e.g. tantrums and crushes

We will make our safeguarding arrangements available for children, young people, vulnerable adults, parents and carers

We will remember this code at sensitive moments, e.g. when helping someone who has been bullied, bereaved or abused

We will remember someone else might misinterpret our actions, even if meant well

We will take any allegations or concerns of abuse seriously and refer them to the CCB Safeguarding Lead or Deputy, and report as appropriate

We will not trivialise abuse

We will not form a relationship with a child, young person or vulnerable adult that is an abuse of trust, e.g. a sexual relationship with a young person who is over the age of consent

We will not allow abusive activities, e.g. initiation ceremonies or bullying

We will not take part in inappropriate behaviour or contact, whether physical, verbal or sexual

We will not make suggestive remarks or threats to a young person, even in fun

We will not use inappropriate language in any communication

We will inform colleagues of our planned activities with children, young people or vulnerable adults (for example work experience placements or volunteering or school visits)

All school visits are to be made in the presence of a teacher employed by the school

We will plan activities to avoid working 1 to 1 with children, young people or vulnerable adults

Risk assessments for activities involving children must take them into account

***Cotswolds Conservation Board employees aim to keep to this code  
at all times and we expect others to do the same***