



HUMBERSIDE FIRE AND RESCUE SERVICE

Service Delivery

Safeguarding Policy

Owner	Director of Service Delivery
Responsible Person	Head of Prevention and Protection
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1. INTRODUCTION

This policy covers all employees of Humberside Fire Authority (HFA) and any person who carries out duties or services on behalf of HFA whether paid or voluntary. The safety of vulnerable people must be given the highest priority. Humberside Fire and Rescue Service (HFRS) recognises that the protection and safety of vulnerable people is everyone's responsibility.

Safeguarding is the process that organisations put in place to help protect the safety and welfare of children, young people and adults at risk, with whom they come in to contact, in the course of their work. It also includes any specific activities that are undertaken to protect people who are suffering, or likely to suffer, abuse.

The Children Act (2004) Section 11 places a statutory obligation on agencies to safeguard and promote the welfare of children and young people whilst carrying out their normal functions. The Care Act 2014 places the same statutory duty on the Local Authority and public sector to safeguard adults at risk.

The Service, through its managers and staff, has a duty of care to protect the wellbeing of those groups or individuals in its care, who are considered to be especially at risk of harm, such as children, young people and vulnerable adults: The law requires that checks must be carried out to ensure that people who may pose a threat are not given positions of trust where they could exploit vulnerable people entrusted to their care.

The term "vulnerable people" is used hereafter for children, young people and adults deemed at risk of harm. The Care Act 2014, s42 identifies a vulnerable person as 'an adult at risk.' *"An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves."*

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. POLICY STATEMENT

This document is the service policy and agreed protocols together with information for the safeguarding of vulnerable people. This policy applies to all settings including:

- Domestic (in the home or someone else's).
- Institutional (day services, care homes, hospital and adult education services).

- Public settings (social and work settings, community-based settings and the community).

4. DEFINITIONS

Child

“A child is anyone who has not reached their 18th birthday”.

Adult

“An adult is a person who is aged 18 years or over”.

5. MAKING SAFEGUARDING PERSONAL

It is a requirement to make sure that the wellbeing of adult's is promoted including where appropriate, having regard to their views, wishes, feelings and beliefs, in deciding on any action. Staff/volunteers should take account of the wellbeing of individuals as defined in the: - [Care Act 2014 Section 1](#).

The Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing or at risk of abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

6. MENTAL CAPACITY

The Mental Capacity Act 2005 is a vitally important piece of legislation, and one that makes a real difference to the lives of people who may lack mental capacity. It empowers people to make decisions for themselves wherever possible, but also protects people who lack capacity, by providing a flexible framework that places individuals at the very heart of the decision-making process.

Follow guidance in the: [Mental Capacity Act 2005 Code of Practice](#)

7. WHAT CONSTITUTES ABUSE AND NEGLECT?

Staff should ensure they read HFRS Standard Delivery Guidance (SDG): SDG 2.1 Safeguarding Children and SDG 2.2 Safeguarding Adults at Risk documents to gain further information on what constitutes abuse and neglect.

Refer to Section 14.6 Care Act 2014: [Care Act 2014](#)

Refer to Working Together to Safeguard Children 2018
Pages 106-107 of Appendix A: Glossary: [Working Together to Safeguarding Children 2018](#)

8. ROLES AND RESPONSIBILITIES

Accountability Framework External Policy

External accountability means working with partner agencies to keep the community safe.

Responsible Person(s)	Chief Fire Officer/Deputy Chief Fire Officer
Named Person	Head of Prevention & Protection
Designated Lead	Prevention and Inclusion Manager
Named Advisor	Public Safety Centre Team Leader
Safeguarding Coordinators	Local Prevention Managers
Internal stakeholders	HFA and Corporate Assurance
External stakeholders	Governance, Audit and Scrutiny (GAS) Committee, Safeguarding Partnerships/Boards and Local Authority Designated Officer (LADO)

Accountability Framework for Internal Policy

Internal accountability means ensuring safer working practice.

Head of HR	Safer recruitment, Disciplinary support
HR Service Partner	Safer recruitment, Disciplinary support
Service Support Centre	DBS checks and administration
Occupational Health	Staff welfare, support to internal staff safeguarding issues

9. REPORTING AND MEETING STRUCTURE

The Named Person or Designated Lead will chair a quarterly safeguarding meeting for the reporting and discussion of any significant cases and workloads, supervision concerns, thematic and feedback from Local Safeguarding Partnerships/Boards and allegations and referrals.

This meeting will directly report to the Strategic Leadership Team (SLT), HFA and the GAS Committee meetings so that they are regularly made aware of safeguarding issues and risks affecting the service.

10. CONFIDENTIALITY, GDPR AND INFORMATION SHARING

Records must be kept strictly in line with data protection legislation principles. Breaches of confidentiality will be dealt with in accordance with that legislation and, where appropriate, the Service's disciplinary procedures.

The Care Act 2014 states that the government expects organisations to share information about individuals who may be at risk from abuse and/or neglect. This is also stressed by 'Safeguarding Adults' (Association of Directors of Social Services 2005) a national framework for good practice. It is important to identify an abusive situation as early as possible, so that the individual can be protected.

When staff have concerns about potential abuse of vulnerable adults and children or hear disclosures or allegations, they have a duty to pass them on appropriately. They also have a role in addressing any immediate safety and protection needs.

Information given to an individual member of staff, or organisation representative, belongs to the organisation not that member of staff.

Withholding information may lead to abuse and/or neglect not being dealt with in a timely manner. **Confidentiality must never be confused with secrecy.**

All staff will complete a biennial mandatory data protection awareness training.

11. REFERRAL PATHWAYS

Follow the Adult and Children referral routes within the Standard Delivery Guidance documents.

Ensure a Child Protection (CP) or Vulnerable Adult (VA) referral form is completed on the tablet within 24 hours of the concern being identified, either within the Safe and Well or Referral Only questionnaire.

If you do not have access to this facility submit a CP or VA referral via e-mail to safeguarding@humbersidefire.gov.uk marked 'Confidential'.

12. DISCLOSURE & BARRING SERVICE PROCESS (DBS)

DBS helps employers to make safer recruitment decisions and prevents unsuitable people from working with individuals deemed as vulnerable. There are 3 types of checks:

- Standard
- Enhanced
- Enhanced with list checks

Standard

This search checks for spent and unspent convictions, cautions, reprimands and final warnings.

Enhanced

This includes the same as the standard check plus any additional information held by local police that is reasonably considered relevant to the workforce being applied for (adult, child or 'other' workforce). 'Other' workforce means those who do not work with children or adults specifically, but potentially both, e.g. firefighters. In this case, the police will only release information that is relevant to the post being applied for.

Enhanced with list checks

This search checks as per the enhanced check but includes a check of the DBS barred list.

All employees whose work would be classified as a regulated activity must be checked by the DBS to establish their suitability through an enhanced disclosure.

Heads of Functions and line managers are responsible for identifying all staff, within their area of responsibility, who will carry out regulated activity and will therefore need to apply for a DBS check.

No staff member will be permitted to carry out regulated activity unsupervised until the DBS certificate is returned to the individual with a satisfactory outcome and a reply slip is sent to the Service Support Centre.

A new enhanced DBS check must be obtained for those staff who carry our regulated activity, within 3 years of the date of issue.

13. SAFER RECRUITMENT

In order for HFRS to comply with safer recruitment principles when employing people who may work with children and vulnerable adults, the following standards will be applied:

1. All applicants will complete a standard application form which includes details of employment history. Any gaps identified will be checked and accounted for at the interview stage. Any necessary qualifications will be checked with the appropriate awarding body.
2. Two references will be taken up, including one from their current or most recent employer, and will be stored on their electronic personal file.
3. Checks will be carried out to establish identity and right to work in the UK for all applicants and the relevant documents verified to establish they are certified originals. Copies will be retained on their electronic personal file.
4. An enhanced DBS check will be undertaken for any staff working in regulated activity. This will include temporary, agency and contracted staff.
5. Any disclosure that reveals information will be dealt with through a full risk assessment of the circumstances, involving the line manager for the post an, a representative from HR.

6. Induction will include an introduction to the child protection procedures.

14. WHISTLEBLOWING

The Service have a Whistleblowing Policy which staff should follow in these circumstances.

The Service is committed to the highest possible standards of openness, honesty and accountability. The Service's Whistleblowing Policy makes clear that staff can and should raise concerns about practice or unprofessional conduct, and that they can do so without fear of reprisals. If any member of staff makes an allegation in good faith, even if this is not confirmed by any subsequent investigation, no action will be taken against the staff member raising the concern.

Local Authority Designated Officer (LADO)

Every local authority has a statutory responsibility to have a Local Authority Designated Officer (LADO), who is responsible for coordinating the response to concerns that an adult who works with children may have caused them or could cause them harm. In order to manage allegations against any person in a position of trust, the LADO must be informed. This includes allegations made about a member of HFRS staff or volunteer who works with children.

The HFRS procedure for managing allegations or concerns against any member of staff or volunteer who works with children is initially processed via the service's complaints procedure complaints@humbersidefire.gov.uk

This procedure should be applied when there is such an allegation or concern that a person who works with children, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against children or related to a child;
- Behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children (including children both in and outside of the workplace).

15. PREVENT

The PREVENT programme forms part of the UK governments wider counter terrorism strategy known as CONTEST, the Government's counter-terrorism strategy. The aim of PREVENT is to safeguard and protect individuals identified as being vulnerable to radicalisation or being drawn into terrorist activity.

CHANNEL is a key element of the PREVENT strategy and is a multi-agency approach to protect those at risk from radicalisation.

16. SAFEGUARDING TRAINING

All HFRS staff must complete the mandatory safeguarding eLearning package annually, which deals with children, adults and mental capacity.

Staff will receive a level of training appropriate to their role and responsibilities within the organisation. For further information, refer to the Competency Framework.

All staff will also be required to complete annual PREVENT and Modern Slavery eLearning awareness package.

17. SUPPORT AND SUPERVISION

Managers have a duty of care in ensuring that staff are properly equipped and supported. It is important to recognise that dealing with situations involving abuse and neglect can be stressful and distressing for staff. Support for staff in the workplace is available.

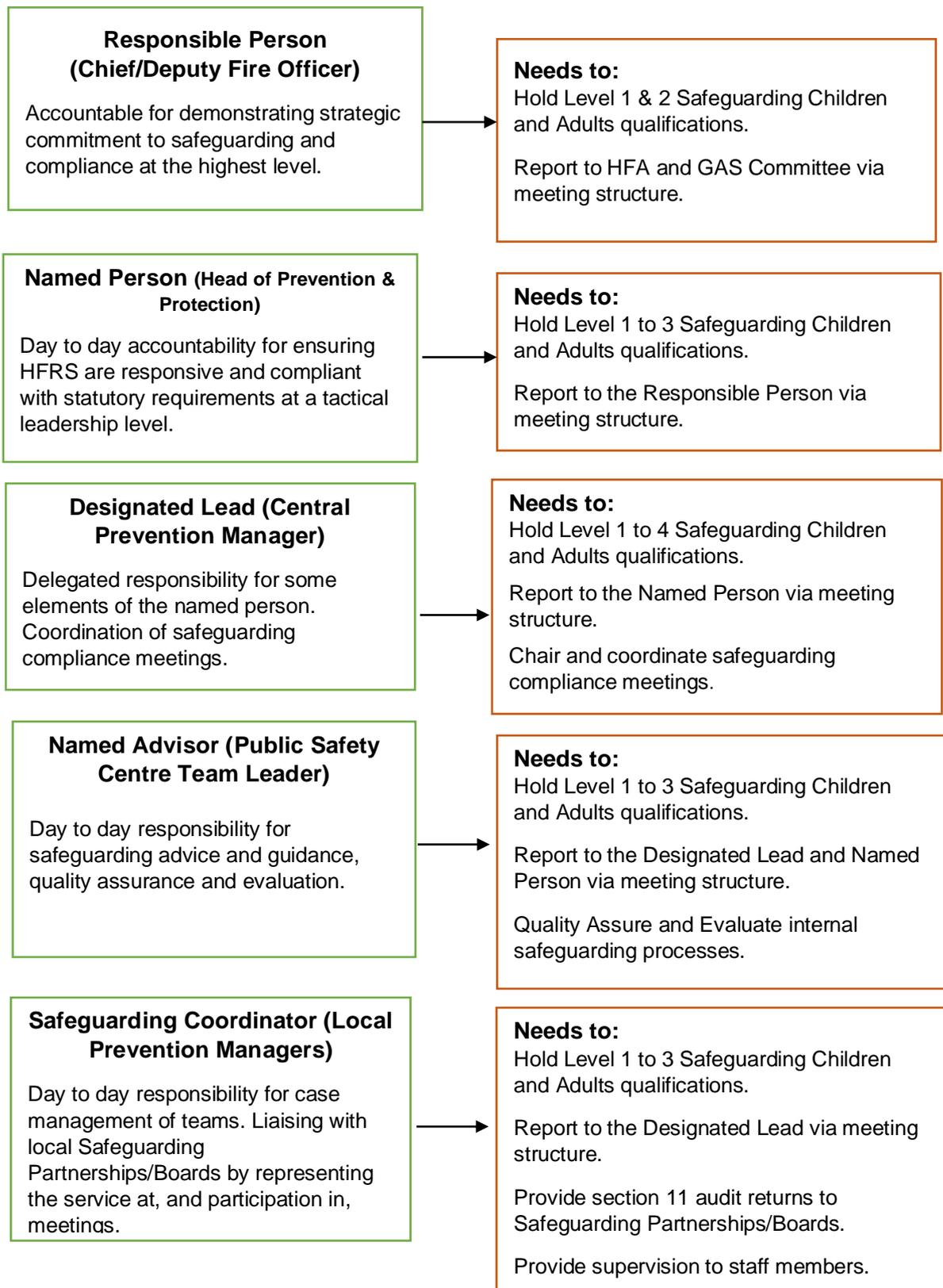
Those working with children and young people are required to demonstrate that they have the right knowledge, skills and attributes. It is the responsibility of the line manager to make sure that they provide support and monitor staff performance in these areas.

If you have any queries about the policy, please contact the Head of Prevention & Protection or the Head of Human Resources. Questions of procedure should be addressed to your line manager.

If anyone requires any further guidance / information relating to this document, please contact Public Safety / Human Resources

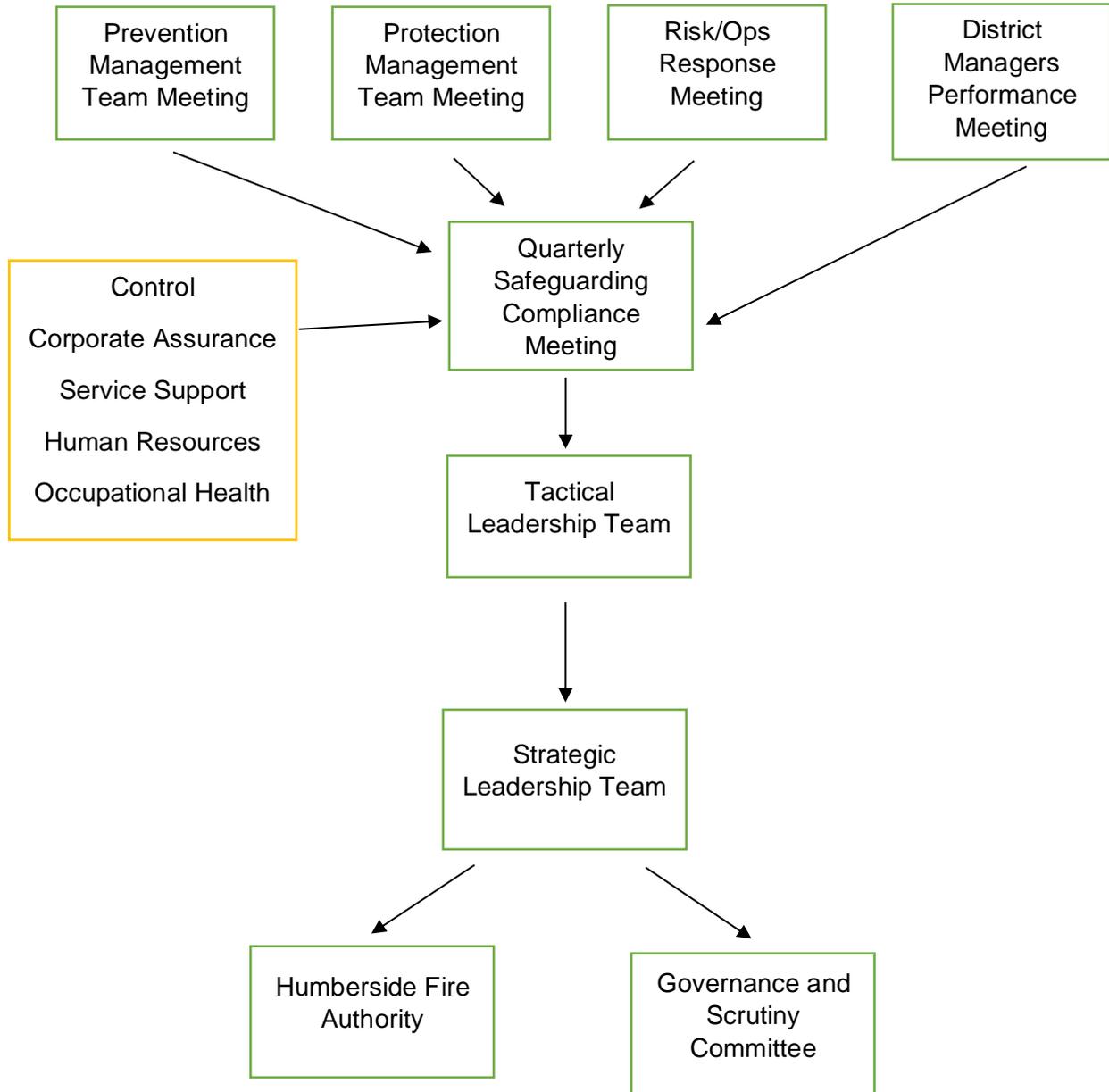
APPENDIX A

SAFEGUARDING ACCOUNTABILITY FRAMEWORK



APPENDIX B

SAFEGUARDING MEETING STRUCTURE



All meetings should have Safeguarding as a standing agenda item for reporting on safeguarding compliance which should then be fed up to the next meeting as per the structure.

APPENDIX C

Child Concern Action Routes

Is the child suffering from significant harm or in immediate danger?

NO

No immediate danger of harm exists but concerns for long term welfare remains

Attempt to gain consent to share information from the parent/carer.
Advise the parent/carer that you will be sharing this information with HFRS Safeguarding Team who may need to pass this information on to other agencies. It may be necessary to stop the conversation (or not have the conversation at all) with the parent/carer if it is going to place the child, you or another member of staff at risk.

Yes

Child is in immediate danger and/or is not safe to stay in the current situation.

Immediately inform service control (via mobile phone) that the Police need to attend stating this is an **Immediate Child Protection concern**.

Staff to stay at the incident until arrival of Police. If Police have not arrived within 30 minutes then control must alert an FDS Officer who should liaise between the Police and staff at the scene. Handover incident to Police or FDS Officer when they arrive. **Do not discuss your concerns with the parent/carer.**

In all cases a referral form should be completed. If it is a scheduled job you should tick the CP1 box. If it is not a scheduled job you need to complete the 'Referral only questionnaire'. Both forms need to be completed with as much factual information as possible and a mobile contact number for yourself.

The Service will always support any member of staff who in good faith reports any safeguarding concerns. Saying or doing nothing is never an option, if you are unsure at any time it is best to put your concerns through to the safeguarding team on a referral form and they will deal with your concerns. During office hours you can contact Public Safety Centre, out of hours contact Control if you need any advice or guidance.

Adult Concern Action Routes

Is the adult in immediate danger of serious harm?

No

No immediate danger of harm exists but concerns for long term welfare remains

If it is appropriate to do so ask the person "What do you want to happen"?

Attempt to gain consent to share. Consider Mental Capacity. If the person lacks mental capacity in relation to this specific decision, then consent is not required.

Advise the person that you will be sharing this information with HFRS Safeguarding Team, who may need to pass this information on to other agencies. If consent has not been given, HFRS Safeguarding Team will only share if it is in the public's best interest, if there has been a criminal offence or if the person lacks capacity.

Yes

Take person to place of safety and stay with them e.g. (fire station, engine/car) Have another member of staff present. Establish the welfare concern. If it is appropriate ask "What do you want to happen"?

Contact Control who will inform Police/Ambulance using 999. Stay at the scene until the Police or FDS Officer arrives. Hand over to the Police or FDS Officer when they arrive.

If it is appropriate and safe to do so advise the person of your actions and inform them that you will be sharing this information with HFRS safeguarding team who may need to share this with other agencies.

In all cases a referral form should be completed. If it is a scheduled job you should tick the VA1 box. If it is not a scheduled job you need to complete the 'Referral only questionnaire'. Both forms need to be completed with as much factual information as possible and a mobile contact number for yourself.

NB: HFRS are registered as a Safe Haven. If a member of the public approaches any staff in any setting this flowchart should be followed to support the individual.

The Service will always support any member of staff who in good faith reports any safeguarding concerns. Saying or doing nothing is never an option, if you are unsure at any time it is best to put your concerns through to the safeguarding team on a referral form and they will deal with your concerns. During office hours you can contact Public Safety Centre, out of hours contact Control if you need any advice or guidance.