



HUMBERSIDE FIRE AND RESCUE SERVICE

Prevention & Protection

Safeguarding Policy

Owner	Executive Director of Service Delivery
Responsible Person	Head of Prevention
Date written	November 2020
Date of last review	October 2023
Date of next review	November 2025
EIA	January 2021



What we must
do well



How we support our
communities



We value and support
the people we employ



We efficiently manage
the Service

CONTENTS

1. Introduction
 - Core Code of Ethics
 - National Guidance
2. Equality and Inclusion
3. Aim and Objectives
4. Associated Documents
 - Equality Impact Assessment
 - Legal References
 - National Guidance
5. Policy Statement
6. Definitions
7. Making Safeguarding Personal
8. Mental Capacity
9. What Constitutes Abuse and Neglect
10. Roles and Responsibilities
 - Accountability Framework External Policy
 - Accountability Framework for Internal Policy
11. Reporting and Meeting Structure
12. Confidentiality, GDPR and Information Sharing
13. Referral Pathways
14. Disclosure & Barring Service Process (DBS)
 - Standard
 - Enhanced
 - Enhanced with list checks
15. Safer Recruitment
16. Whistleblowing
 - Local Authority Designated Officer (LADO)
17. Prevent
18. Modern Slavery
19. Safeguarding Training
20. Support and Supervision
21. Appendix A: Safeguarding Accountability Framework
22. Appendix B: Safeguarding Meeting Structure
23. Appendix C: Child Concern Action Routes
24. Appendix D: Adult Concern Action Routes

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."*

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for

disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

This document is the service policy and agreed protocols together with information for the safeguarding of vulnerable people. The aim of this policy is to demonstrate HFRS' commitment with regard to Safeguarding, Child Protection and the Prevent duty.

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. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- Legal References
 - [The Children Act \(2004\)](#)
 - [Care Act 2014 Section 1](#)
 - [Mental Capacity Act 2005 Code of Practice](#)
 - Counter Terrorism and Security Act 2015
- National Guidance
There is no specific national Guidance relating to this policy
- [Working Together to Safeguarding Children 2018](#)
- [Prevention SDG 2.1 Safeguarding Children](#)
- [Prevention SDG 2.2 Safeguarding Adults](#)

5. 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).

6. 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”.

7. 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)
- Is experiencing or at risk of abuse or neglect
- 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.

8. 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](#)

9. 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 Safeguard Children 2018](#)

10. 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
Designated Lead	Prevention and Development Manager

Designated Lead	Data Manager
Safeguarding Coordinators	Prevention Supervisory Managers
Internal stakeholders	HFA, Human Resources 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

11. REPORTING AND MEETING STRUCTURE

The Named Person or Designated Lead(s) 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.

12. 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.

13. REFERRAL PATHWAYS

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

Ensure a Child Protection or Adult Safeguarding referral form is completed on the tablet within 24 hours of the concern being identified, either within the Home Fire Safety Visit or Referral Only questionnaire.

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

14. 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 Human Resources.

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

15. 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 and a representative from HR.
6. Induction will include an introduction to the child protection procedures.

16. 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.

Designated Officer of the Local Authority (DOLA)

Every local authority has a statutory responsibility to have a Designated Officer for the Local Authority (**DOLA** — formerly **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 DOLA 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 inside and outside of the workplace).

17. PREVENT

The PREVENT programme forms part of the UK governments wider counter terrorism strategy known as CONTEST, the Government's counter-terrorism strategy to:

- **Pursue: to stop terrorist attacks**
- **Prevent: to stop people becoming terrorists or supporting terrorism**
- **Protect: to strengthen our protection against a terrorist attack and;**
- **Prepare: to mitigate the impact of a terrorist attack**

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. By safeguarding and protecting individuals identified as being vulnerable to radicalisation or being drawn into terrorist activity. In the Act this has simply been expressed as the need to "prevent people from being drawn into terrorism".

The 2011 Prevent strategy has three specific strategic objectives:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- engage with sectors and institutions where there are risks of radicalisation that we need to address.

Section 26 of the Counter Terrorism and Security Act 2015 (the Act) places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". With their wide-ranging responsibilities, and democratic accountability to their electorate, local authorities are vital to Prevent work. Effective local authorities will be working with their local partners to protect the public, prevent crime and to promote strong, integrated communities.

Other local authorities, including stand-alone fire and rescue authorities, are not listed in the Act and are not subject to the duty, but it is anticipated, considering their wider prevention role, that in many areas they will be partners in local efforts to prevent people from being drawn into terrorism.

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

18. MODERN SLAVERY

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment.

The scale of modern slavery in the UK is significant. Modern slavery crimes are being committed across the country and there have been year-on-year increases in the number of victims identified. Work by the Home Office Chief Scientific Adviser, Professor Bernard Silverman, has estimated that in 2013 there were between 10,000 and 13,000 potential victims of modern slavery in the UK. There is no typical victim of slavery. **Victims can be men, women and children of all ages and cut across the population**, but it is normally more prevalent amongst the most vulnerable, minority or socially excluded groups.

This National Modern Slavery Strategy builds on and adapts the framework that has been successfully implemented in both our serious and organised crime and counter terrorism strategies. It has 4 components:

- **Pursue:** prosecuting and disrupting individuals and groups responsible for modern slavery.
- **Prevent:** preventing people from engaging in modern slavery.
- **Protect:** strengthening safeguards against modern slavery by protecting vulnerable people from exploitation and increasing awareness and resilience against this crime.
- **Prepare:** reducing the harm caused by modern slavery through improved victim identification and enhanced support and protection

Although HFRS are not considered a First Responder Organisation for modern slavery and do not have a **statutory duty to notify** the Home Office if we encounter potential victims, however we should work with First Responder Organisations to make referrals where potential victims of modern slavery are identified.

We do have a responsibility to safeguard children and adults at risk from abuse or harm. Referrals should come through the internal Vulnerable Adult or Child Protection referral routes.

19. SAFEGUARDING TRAINING

All HFRS staff must complete the mandatory Safeguarding eLearning packages 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 Core Skills Framework.

All staff will be required to complete annual PREVENT, Action Counters Terrorism (ACT) and Modern Slavery eLearning packages.

20. 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.

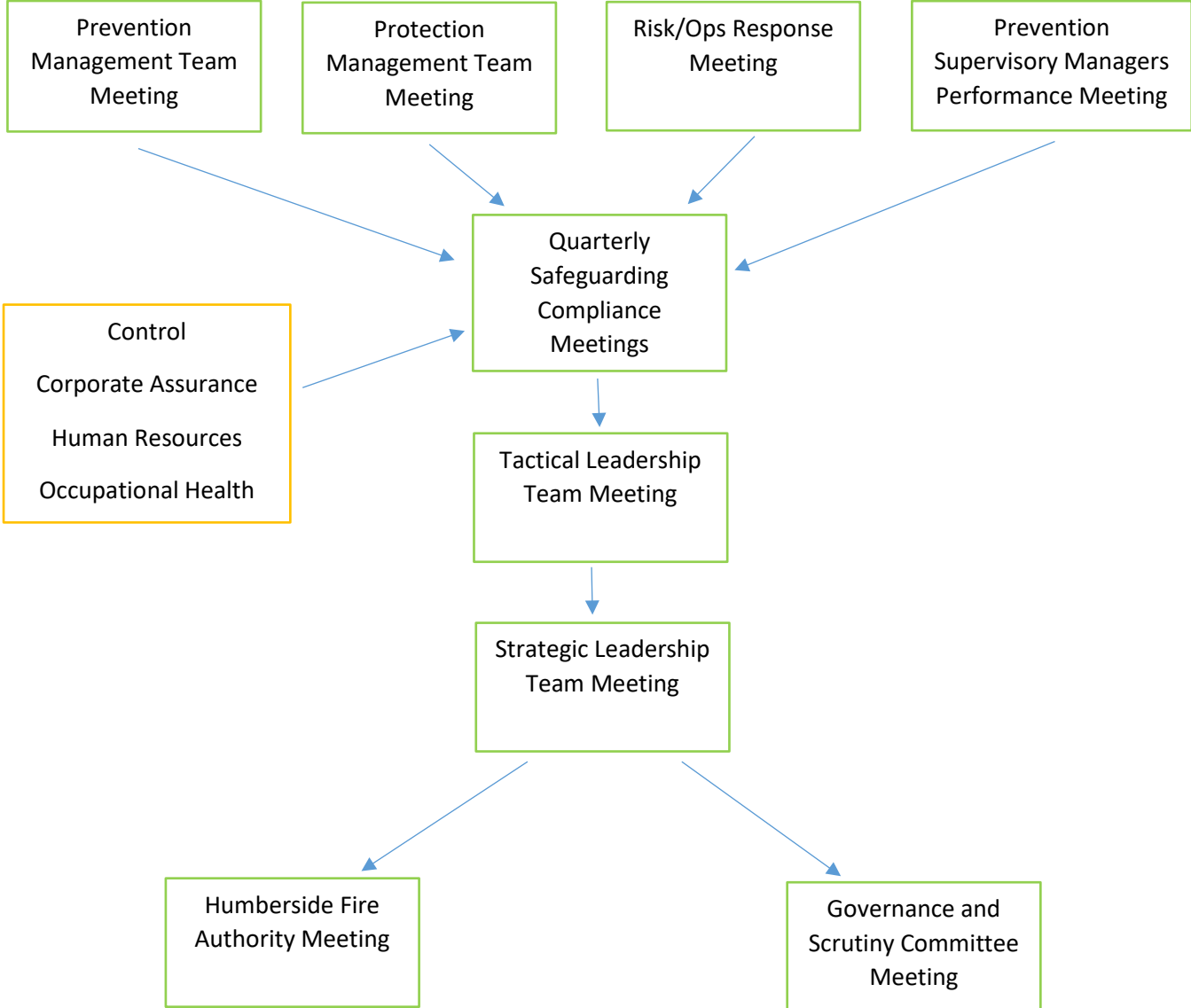
If you have any queries about the policy, please contact the Head of Prevention or the Head of Human Resources. Questions of procedure should be addressed to your line manager.

**For further guidance or information relating to this document, please contact
Prevention / Human Resources**

APPENDIX A: SAFEGUARDING ACCOUNTABILITY FRAMEWORK

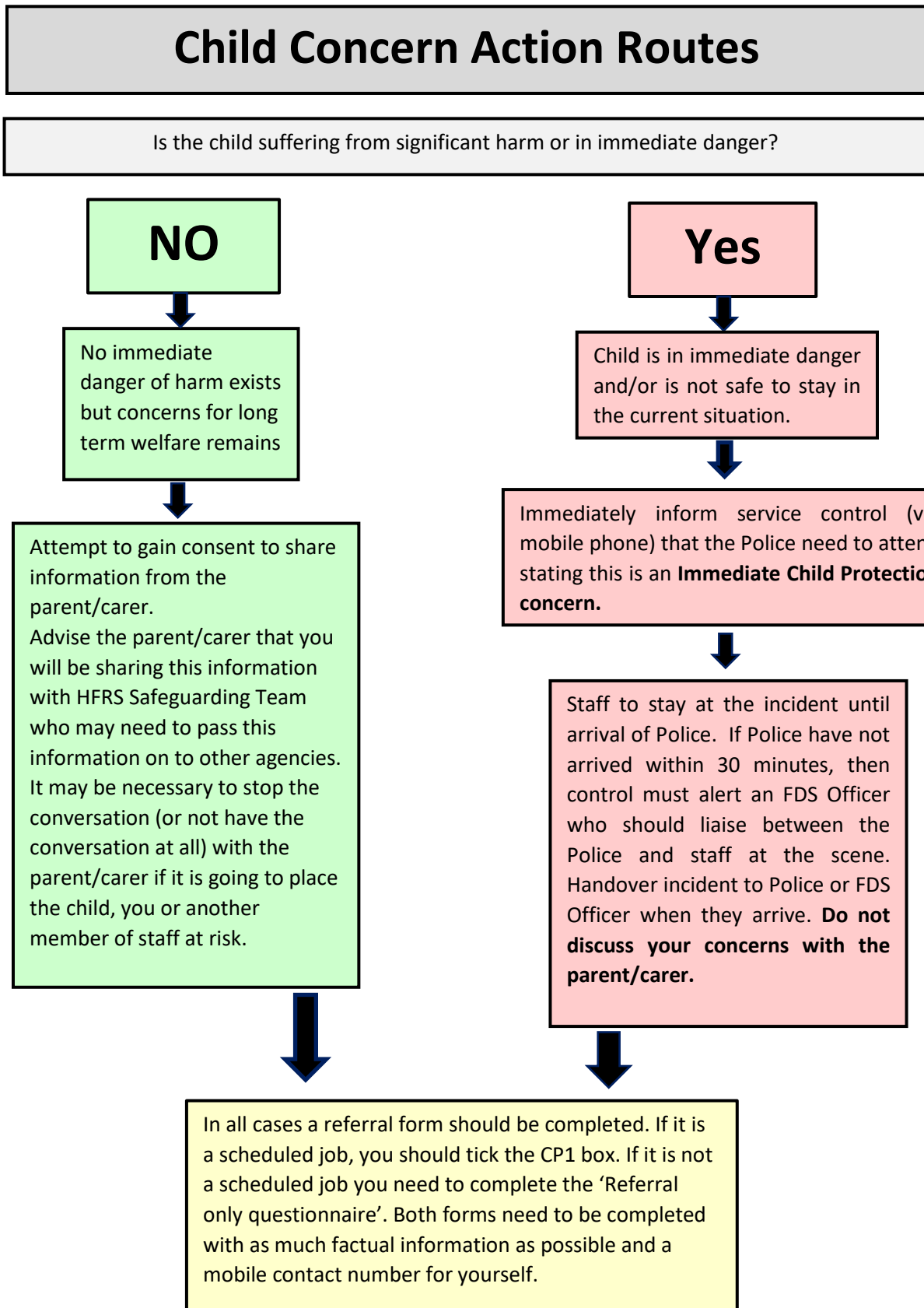
<p>Responsible Person (Chief/Deputy Fire Officer)</p> <p>Accountable for demonstrating strategic commitment to safeguarding and compliance at the highest level</p>	<ul style="list-style-type: none"> • Needs to: • Report to HFA and GAS Committee via meeting structure. • Hold valid Level 1 to 3 safeguarding adults qualifications. • Hold a valid Level 1 safeguarding children qualification. • Hold valid PREVENT and Modern Slavery certificates.
<p>Named Person (Head of Prevention)</p> <p>Accountable for demonstrating service commitment to safeguarding and compliance to legislation</p>	<ul style="list-style-type: none"> • Needs to: • Report to the Responsible Person via meeting structure. • Hold valid Level 1 to 4 safeguarding adults qualifications. • Hold valid Level 1 and 2 safeguarding children qualifications. • Hold valid PREVENT and Modern Slavery certificates. • Member of the safeguarding partnership boards.
<p>Designated Leads (Prevention Manager & Data Manager)</p> <p>Day to day responsibility for advice and guidance, in absence of Coordinators</p>	<ul style="list-style-type: none"> • Needs to: • Report to the Named Person via meeting structure. • Hold valid Level 1 to 4 safeguarding adults qualifications. • Hold valid Level 1 and 2 safeguarding children qualifications. • Hold valid PREVENT and Modern Slavery certificates. • Chair and coordinate safeguarding compliance meetings. • Member of the safeguarding partnership boards. • Attend NFCC National and Regional safeguarding meetings.
<p>Safeguarding Coordinators (Prevention Supervisory Managers)</p> <p>Day to day responsibility for case management, advice and guidance</p>	<ul style="list-style-type: none"> • Needs to: • Report to the Designated Lead via meeting structure. • Hold valid Level 1 to 3 safeguarding adult qualifications. • Hold valid Level 1 and 2 safeguarding children qualifications. • Hold valid PREVENT and Modern Slavery certificates. • Provide Section 11 audit returns to Local Authorities and the Named Person and Designated Leads. • Provide supervision to staff members.

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



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.

APPENDIX D: ADULT CONCERN ACTION ROUTES

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.