



Safeguarding Policy

Approved at Full Council Committee meeting 22nd April 2021- Agenda item 7

Reviewed and approved at Full Council Committee 23rd October 2023 – Agenda item 11

What this policy covers

The Council is committed to protecting clients against all forms of abuse. The individual has a responsibility towards clients to ensure that they are protected from abuse. This policy sets out the Council's obligations regarding the handling of recruitment into employment and volunteering that involve working with vulnerable people and the monitoring and reporting of information received during the individual's employment in those roles. It also outlines the individual's responsibilities for reporting abuse to any clients and the procedure for doing so.

Entitlements and Responsibilities

What is "abuse"? Abuse is a violation of an individual's human or civil rights by another person and may consist of a single act or multiple acts. In addition to physical and psychological abuse, it includes financial abuse, acts of neglect, or omissions that may amount to abuse. Abuse may also occur when a child or adult is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent.

Recruitment

The Council will make it clear when advertising roles whether the work will involve "regulated activity" as defined by the Safeguarding Vulnerable Groups Act 2006. Before an applicant can be employed/volunteer in any capacity in a regulated activity, the Council will require the individual to provide a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm their suitability to carry out regulated activity.

Work that becomes a regulated activity

If an individual's work either becomes a regulated activity or they are asked to perform work that is a regulated activity, the Council will require them to provide a satisfactory Enhanced Disclosure with a Barred List check from the Disclosure and Barring Service to confirm their suitability to carry out regulated activity. If they refuse to undertake this check, or if they appear on the Barred List, the Council will investigate whether they can continue to be employed in activities that are not regulated activities, but the Council reserves the right to dismiss them.

- If an individual is added to a barred list during their current employment/volunteering, the Council will be legally obliged not to allow them to continue to engage in regulated activity. This may mean that the Council cannot continue to employ them. If the Council receives notification that an individual has been barred, the Council will investigate whether they can continue to be

employed/volunteer in activities that are not regulated activities, but in these circumstances, the Council reserves the right to dismiss them without notice.

The Council's duty to refer information

By law, the Council has a duty to refer certain information to the Disclosure and Barring Service.

This includes:

- If the Council has dismissed an individual because they have harmed, or may harm, a vulnerable adult or child.
- If an individual has resigned from employment/volunteering with the Council in circumstances where there is a suspicion that they have harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before the Council can take disciplinary action).
- • If the Council has suspended an individual and has reason to think the employee has engaged in "relevant conduct" or has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for a relevant offence.

Procedure

The individual must remain vigilant at all times of the risk to clients of abusive behaviour from different sources, including members of their family, other clients, and employees. If they believe that any clients have been subjected to abuse, they should refer the circumstances to their manager (or another manager if appropriate) for full investigation. If the alleged perpetrator of abuse is another employee/volunteer, the circumstances will be investigated fully under the Council's Disciplinary Procedure. If necessary, the Council will refer details of the circumstances to the Disclosure and Barring Service. If, following a full investigation of the circumstances, the Council determines that the perpetrator should be dismissed, the perpetrator's details will be referred to the Disclosure and Barring Service.