

# CORPORATE SAFEGUARDING POLICY

2022-2025



A group of five children of diverse backgrounds are smiling and posing in a grassy field. One child is sitting on the shoulders of another, and another is lying on the grass in the foreground. The entire image is overlaid with a semi-transparent blue filter.

# 1. INTRODUCTION



This Corporate Safeguarding Policy sets out how Cardiff Council will meet its statutory duties towards the safeguarding of children and adults at risk of harm, as set out in [Wales Safeguarding Procedures \(2019\)](#), codes of practice and statutory guidance.

It aims to give assurance to members of the public, service users, Elected Members, employees and people working on behalf of the Council that there are clear arrangements in place to safeguard and protect children and adults:

## Safeguarding is Everyone’s Responsibility

The Wales Safeguarding Procedures (WSP)<sup>1</sup> define safeguarding as:

**“Preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers”**

Safeguarding is the process of ensuring that across Cardiff:

- Every child and adult, regardless of their background, culture, age, disability, gender, ethnicity or religious belief, has a right to participate in a safe society without any actual or threatened violence, fear, abuse, bullying or discrimination.
- Every child and adult has the right to be protected from harm, exploitation and abuse.

Cardiff Council is committed to ensuring that people living in Cardiff are safe and protected and that its statutory duties to safeguard and protect children, young people and adults at risk are discharged effectively.



## 1.1 Corporate Safeguarding

Corporate Safeguarding is the activity required by all Council Directorates to effectively protect the health, wellbeing and human rights of children and adults so that they are able to live free from harm, abuse and neglect.

Corporate Safeguarding describes both the policy commitment that the Council makes and the arrangements it has in place, to ensure that all of its Directorates, employees and people working on behalf of the Council play their part in safeguarding and promoting the well-being of children and adults who may be at risk of harm.

## 1.2 Safeguarding is Everyone's Responsibility

The Social Services Well-being Act (SSWBA) imposes a duty on Local Authorities that ensures everyone – employees, agency workers, contractors, volunteers and Elected Members – have a role to play in protecting children and adults from harm, whether this is inside or outside the home. It is the Council's responsibility to ensure that everyone is aware of safeguarding in their day-to-day work for the Council and know when and how to raise concerns.

Corporate Safeguarding in Cardiff is delivered against the following thematic areas of focus:

- **Safe Governance**
- **Safe Employment**
- **Safe Workforce**
- **Safe Practice**
- **Safe Partnerships**

## 2. SCOPE

A young boy with glasses is smiling and looking at a laptop screen. The image is overlaid with a semi-transparent teal filter. The boy is wearing a dark t-shirt and has his hands near the laptop. The background is slightly blurred, showing what appears to be a classroom or office setting.



For the purposes of this policy, a child is defined as anyone who has not yet reached their 18th birthday.

An adult at risk is defined as an adult who is experiencing, or who is at risk of, abuse or neglect, has needs for care and support (whether or not the Council is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

'Workforce' is defined as those engaged by the Council, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, contractors and consultants.

The policy covers the whole workforce, and whilst all have varied levels of contact with children, and adults at risk everybody should be aware of potential indicators of neglect and abuse and be clear about what to do if they have concerns.

The Council's Elected Members have an essential role and responsibility for safeguarding and protecting children and adults at risk. Guidance about their safeguarding responsibilities are detailed in the Council's Protocol: ["The Role of Elected Members in Safeguarding Children and Vulnerable Adults"](#).

# 3. OBJECTIVES

A photograph of a group of people in a meeting, overlaid with a dark green semi-transparent filter. In the foreground, a woman with blonde hair is pointing at a document held by another person. Other people are visible in the background, some looking towards the camera and others looking at the document. The overall scene suggests a collaborative work environment.



The policy provides a framework which ensures that the whole of the Council's workforce are clear on their obligations to safeguard children and adults at risk, and ensures that all policies and practices within the Council are consistent and in line with stated values, which must underpin all work with children, young people and adults at risk.

The intention of this policy is to support and provide good governance, promote good practice and enables services to be delivered in a way that ensures children, young people and adults at risk are safe from harm and are able to fulfil their potential and live the lives they want to live.

This policy is intended to be enabling; to ensure that all parts of the Council understand how to put effective safeguards in place. This is a policy for a positive, preventative and proactive approach to safeguarding. To be effective, the policy must be owned and implemented across the Council and promoted in wider communities.

The policy will be underpinned by the Corporate Safeguarding self-assessment process and tool as the core control for overseeing the safeguarding processes. It will be applied across all Directorates to ensure that all safeguarding matters and concerns are reported on, and monitored, to ensure effective action planning and improvements are put in place.



# 4. PRINCIPLES OF THE POLICY

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There is an expectation that all of the workforce, and partners share an objective to help keep children and adults at risk safe by contributing to:

- Creating and maintaining a safe environment.
- Identifying where there are concerns and taking action to address them in partnership with other agencies.
- Prevent unsuitable people from working with children and adults at risk.
- Ensure the whole workforce understands safeguarding and their accountabilities and responsibilities.
- Promote safe practice and challenge poor and unsafe practice.
- In partnership with other public bodies, consider the risks that environments may present to children and adults at risk.

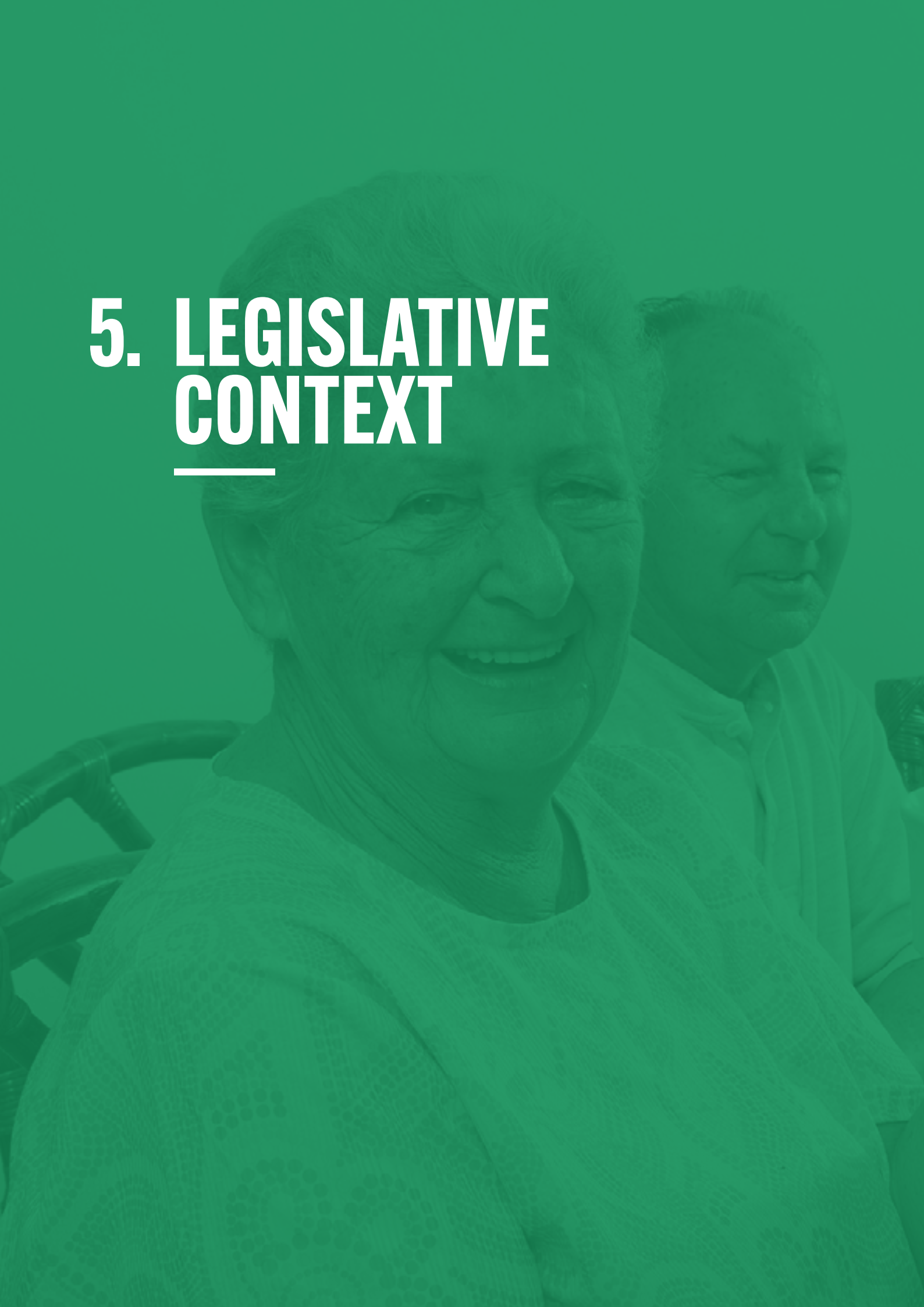
The policy sets out a preventive approach which ensures safeguards are proactively put in place to prevent abuse and neglect occurring.

The Council requires a competent workforce who are able to identify instances in which there are grounds for concern about the welfare of a child or adult at risk and initiate or take appropriate action to keep them safe.

The policy requires effective partnership working between all those involved with children, young people and adults at risk.

# 5. LEGISLATIVE CONTEXT

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The Council is committed to the 1945 Declaration of Human Rights, the UN Convention on the Rights of a Child, as well as the United Nation’s Principals for Older People.

[The Wales Safeguarding Procedures 2019](#) provide guidance for anyone who is working with children or adults in Wales, in the statutory, third or private sector; in health, social care, education, police, justice or other services.

[The Care Quality Commission \(2014\)](#) defined Safeguarding as “protecting individual’s health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.”

[The Social Services and Well-being \(Wales\) Act \(2014\)](#) (SSWBA) built on safeguarding practice in Wales to ensure that people are able to live their lives to the full. The Act contains an overarching duty to promote the well-being of people who need care and support together with an emphasis on shared responsibility and partnership working.

“Whilst the Council is the organisation in making enquiries to identify whether an individual is at risk of harm, or abuse, and co-ordinating a response it should be clear that safeguarding is everyone’s business and to this end this responsibility cannot be achieved in isolation and without clear and accountable leadership.” (Social Services and Well-being Act (Wales) 2014 (SSWBA))



# 6. **SAFE GOVERNANCE**

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## 6.1 Corporate Safeguarding Board

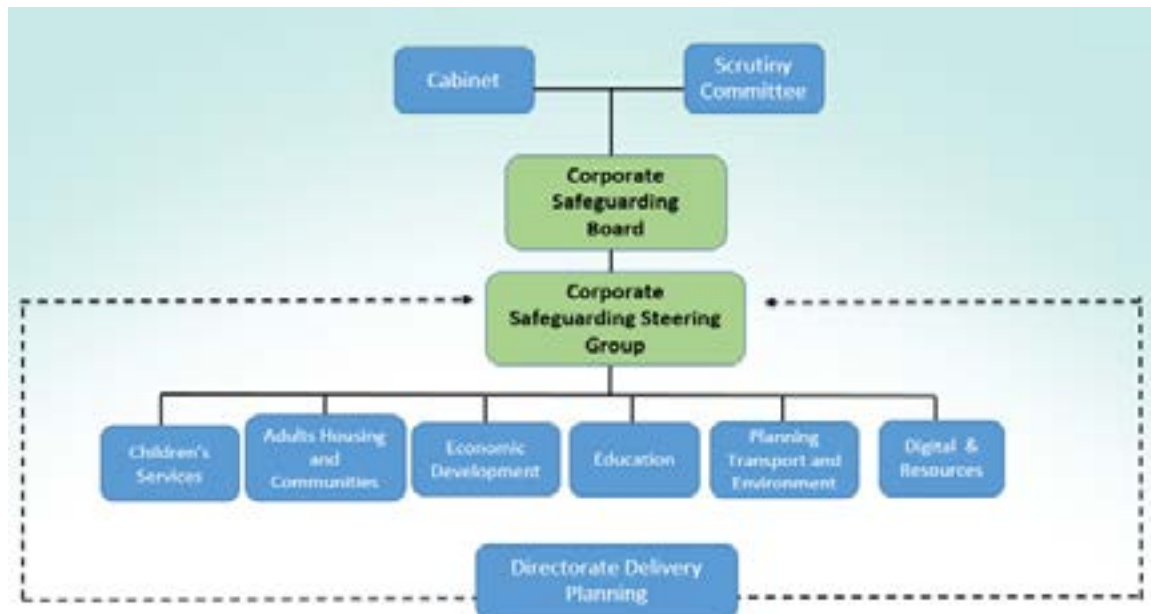
Corporate Safeguarding board is chaired by the Cabinet Member for Finance, Modernisation and Performance, Councillor Christopher Weaver and meets on a quarterly basis in line with the Terms of Reference ([Appendix A](#)).

## 6.2 Corporate Safeguarding Steering Group

The Corporate Safeguarding Steering group was newly established in May 2021 and is chaired by the Corporate Director for People and Communities. Each directorate is represented on the steering group by their Designated Safeguarding Person (DSP). The steering group works to deliver improvements and to act as a forum to share good practice, enable the cascade of information to teams and to identify any additional areas for improvement.

Corporate safeguarding governance arrangements can be seen below in Figure 1.

Figure 1: Governance Arrangements for Corporate Safeguarding





## 6.3 Roles and Responsibilities

### 6.3.1 All Staff

Every service area of the Council has a role to play and must take full ownership of their safeguarding responsibilities. The Council expects every member of the workforce to take all reasonable steps to ensure the safety of any child or adult at risk involved in Council activity.

Any person responsible for, or working with, children or adults at risk in any capacity, whether paid or unpaid, has a duty of care towards them both legally and contractually and as a responsible moral citizen. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others.

All parts of the workforce have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call into question their suitability to work with children or adults at risk.

Everybody working for or on behalf of the Council has a duty to report any concerns they may have for the welfare and/or protection of children and adults at risk. The duty to report is a legal requirement and failure to report appropriately will be considered a serious matter under the Council's personnel policies.

ROLE	MAIN RESPONSIBILITIES
<b>Statutory Director of Social Services</b>	<ul style="list-style-type: none"> <li>• Legal accountability for ensuring the Council has appropriate safeguarding measures in place to protect children, and adults at risk.</li> <li>• Responsible for reporting the effectiveness of these arrangements on a corporate level to the Chief Executive, Senior Management Team, Cabinet, Council and the Corporate Safeguarding Board (CSB).</li> <li>• Point of contact for all other Directors to report serious safeguarding concerns which may occur in their service area.</li> <li>• Responsible for ensuring appropriate action is taken including reporting to the Chief Executive and Lead Cabinet Member as necessary.</li> </ul>



<p><b>The Chief Executive</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for ensuring arrangements for safeguarding of children and adults at risk are effective across the Council.</li> <li>• Responsible for developing effective governance arrangements and ensuring there is a safeguarding policy in place.</li> <li>• Through one to one meetings with the Director of Social Services, the Chief Executive is kept informed of relevant safeguarding issues.</li> </ul>
<p><b>The Leader</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for providing political leadership to ensure the Council fulfils its duties and responsibilities for safeguarding.</li> </ul>
<p><b>Cabinet Member for Finance Modernisation and Consultation</b></p>	<ul style="list-style-type: none"> <li>• Chair of the Corporate Safeguarding Board and the cabinet member with overall responsibility for the effectiveness of Corporate Safeguarding.</li> <li>• Hold regular one to one meetings with the Director of Social Services and be kept informed and updated on progress with regard to Corporate Safeguarding.</li> </ul>
<p><b>Cabinet Members for Social Services</b></p>	<ul style="list-style-type: none"> <li>• The Cabinet Members for Social Services are the cabinet members responsible for the protection of adults and children at risk.</li> <li>• The Director of Social Services will brief these cabinet members on the effectiveness of adult protection/child protection arrangements and sensitive cases which may become the subject of an adult practice or child practice review, or may otherwise become a matter of public interest</li> </ul>
<p><b>Directors</b></p>	<ul style="list-style-type: none"> <li>• Ensuring and assuring the effectiveness of safeguarding arrangements within their service area.</li> <li>• Reporting any serious safeguarding concerns that may arise in their service area to the Director of Social Services.</li> <li>• Briefing their respective Cabinet Members on any safeguarding issues and on the general effectiveness of safeguarding arrangements.</li> <li>• Ensuring the workforce within their Directorates are appropriately trained to identify and respond to safeguarding concerns.</li> <li>• Ensuring that they have safeguarding operational procedures in place and Safeguarding Self Evaluation Audits are undertaken for the relevant service areas within their Directorate.</li> <li>• Reporting to the Corporate Safeguarding Board on safeguarding risks in their service area and the effectiveness of their directorate safeguarding arrangements.</li> </ul>





<p><b>Elected Members</b></p>	<ul style="list-style-type: none"> <li>• All Elected Members have an essential role and responsibility for safeguarding and protecting vulnerable children and adults.</li> <li>• Guidance about their safeguarding responsibilities are detailed in the Council’s Protocol: “The Role of Elected Members in Safeguarding Children and Vulnerable Adults”.</li> <li>• Elected Members should access training on their responsibilities and seek advice from the Director of Social Services if they are unclear about their responsibility for safeguarding.</li> </ul>
<p><b>Scrutiny Committees</b></p>	<ul style="list-style-type: none"> <li>• The role of the Scrutiny Committees is to review and scrutinise decisions and make reports or recommendations in connection with the discharge of any of the Council’s functions whether by the Cabinet or another part of the Council.</li> <li>• The role is to provide constructive challenge to the Council about its safeguarding activity in an impartial and independent manner.</li> </ul>
<p><b>All Staff</b></p>	<p>Everybody employed, contracted or volunteering for Cardiff Council is responsible for:</p> <ul style="list-style-type: none"> <li>• Understanding and following this Policy and Procedure.</li> <li>• Understanding the signs of abuse, neglect or other forms of harm.</li> <li>• Be alert to the possibility of harm, abuse and neglect whether this is in the workplace during working hours or in areas of their private and public lives.</li> <li>• Reporting if they have any concerns that a child or adult is being abused, neglected or victim of other forms of harm or at risk of these things. This includes concerns about colleagues or other people working in the council.</li> <li>• Reporting any allegations that a child or adult has made</li> <li>• Undertaking any safeguarding training that has been identified for their job role.</li> <li>• Behaving in a way that is safe and appropriate for their role and following policies, procedures and guidance from the Local authority or other organisations or bodies that apply to them.</li> <li>• Helping promote safeguarding within their team and to members of the public.</li> <li>• Undertaking any roles and responsibilities related to safeguarding and protection that are specific to their job role.</li> <li>• Be familiar with local procedures and protocols for safeguarding and follow the Councils Code of Conduct and other professional codes.</li> </ul>



<p><b>Assistant Directors</b></p>	<ul style="list-style-type: none"> <li>• Through Departmental Management Teams (DMTs) ensuring that the workforce is aware of the Corporate Safeguarding Policy and that the annual self-evaluation is undertaken and actions addressed.</li> <li>• Ensure that safe recruitment practices are adopted particularly in relation to reference checks and where relevant, checks through the Disclosure and Barring Service (DBS). They should ensure the workforce are trained to the appropriate level.</li> <li>• All Assistant Directors must report any safeguarding concerns to their Director.</li> </ul>
<p><b>Managers</b></p>	<ul style="list-style-type: none"> <li>• Proactively analyse where risks to safeguarding are most likely to arise in their particular service(s) and ensure they have appropriate operational procedures and supporting systems in place to manage these well.</li> <li>• Understanding the training needs of their workforce and ensuring there are appropriate operational arrangements for people to access the right training.</li> <li>• Ensuring that the workforce for whom they are responsible (including agency, consultants and volunteers) receive the training they need, proportionate to their role and responsibilities.</li> </ul>
<p><b>Designated Safeguarding Person (DSP)</b></p>	<p>The Wales Safeguarding Procedures (WSP) defines a DSP as:</p> <p>The identified person within the organisation who is available to discuss safeguarding concerns. They should be consulted as to whether to raise a safeguarding concern with the local authority, will manage any immediate actions required to ensure the individual at risk is safe from abuse. All practitioners should know who to contact in their agency for advice and they should not hesitate to discuss their concerns no matter how insignificant they may appear.</p> <p>A current list of Cardiff Council DSP's is available <a href="#">here</a></p> <p>A full list of the roles and responsibilities of a DSP is detailed in <a href="#">Appendix B</a></p>



<p><b>Corporate Safeguarding Team</b></p>	<p>The Council's Corporate Safeguarding Project Team provides support to all service areas and settings in Cardiff covered by this policy.</p> <p>The Team will support, challenge and hold to account all directorates, schools, service areas and partner agencies in respect of their safeguarding practices in the following ways:</p> <ul style="list-style-type: none"> <li>- Facilitate directorates, service areas, schools and partner agencies to undertake an annual audit of safeguarding arrangements.</li> <li>- Undertake regular review meetings / co-ordinate visits to Directorate Management Teams and other settings to discuss safeguarding procedures and practices.</li> <li>- Provide support and challenge to directorates regarding their safeguarding arrangements.</li> <li>- Provide clear signposts to professional advice and consultation regarding safeguarding or child / adult protection issues.</li> <li>- Support the Corporate Safeguarding Board in delivering its activity programme.</li> <li>- Support the Corporate Safeguarding Board in implementing a quality assurance framework for safeguarding.</li> <li>- Support the development of the DSP Steering Group for DSPs to support them in the effective discharge of their duties.</li> <li>- Lead on the implementation and development of action plans to meet the objectives of this policy.</li> <li>- Work with HR People Services in relation to safe recruitment and HR Practices and the development of a training plan.</li> <li>- Facilitate the roll out of safeguarding training across the Council to support services in meeting their training requirements.</li> </ul>
<p><b>Contractors, Sub Contractors or organisations funded by the Council</b></p>	<ul style="list-style-type: none"> <li>• Arranging checks through the safe recruitment process and for ensuring that staff comply with regulatory and contractual arrangements relating to their safeguarding responsibilities.</li> <li>• Informing relevant Managers within the Council of any safeguarding concerns they may have.</li> </ul>
<p><b>Agency Workers</b></p>	<ul style="list-style-type: none"> <li>• Undertake the relevant safe recruitment checks and references on any staff members offered employment / placements within the Council.</li> <li>• It is the responsibility of the Directorate/ line manager to draw the Agency Workers attention to the Corporate Safeguarding Policy as part of their induction process.</li> </ul>



## 6.4 Communications

A Corporate Safeguarding Communications plan is in place and will be regularly monitored and updated to ensure consistent messages in relation to the Council's corporate safeguarding duty are communicated to the whole workforce. Communications will be disseminated using a wide range of formats to ensure the key messages in relation to safeguarding are accessible for all, this will also make consideration to the first languages spoken by our workforce. Related safeguarding campaigns delivered by the Council will also include the corporate safeguarding message: Safeguarding is Everyone's Responsibility.

## 6.5 Reporting and Monitoring

The Council has an effective governance framework supported by a performance reporting system that is transparent, on line and capable of providing information for challenging scrutiny by Officers, Elected Members and Regulators.

At a corporate level, the responsibility for monitoring the effectiveness of safeguarding arrangements across the Council is delegated to the Corporate Safeguarding Board. The Corporate Safeguarding Board will produce a report at least annually for Cabinet and Scrutiny. This report will provide an overview of the Council's safeguarding performance. This will provide an opportunity for Elected Members to scrutinise and challenge the work of the Corporate Safeguarding Board.

A clear line of sight on reporting of safeguarding performance is also available through Directorate Delivery Plans which contain actions identified as a result of Directorate Self-assessments which are agreed and monitored by the Corporate Safeguarding Board, and are subject to scrutiny as part of the Council's Performance Management Framework.

The Director of Social Services will ensure the activities of the regional boards will be reported to Cabinet on a formal, regular basis.

Departmental Management Team meetings (DMT) will have safeguarding as a regular item on their agenda and will escalate risks, issues and training needs to the relevant DSPs.

Every Service in the Council will report on their safeguarding guidelines to the Corporate Safeguarding Board through their Directors.



## 6.6 Safeguarding Self- Evaluation Audit Framework

The Self- Evaluation audit tool ([Appendix C](#)) will be used to review and analyse compliance with the Safeguarding Policy by all Directorate Management Teams. The audit will be undertaken on an annual basis and information gathered will be used to improve safeguarding for children, young people and adults at risk.

The audit tool is based on legislation and is set out in sections which require service areas to critically consider their own practice, procedures, systems and culture.

The Safeguarding Self Assessments are embedded into the Council's Performance Management Framework. The self-assessments identify areas and actions for improvement for each Directorate, to be reported through to the Corporate Safeguarding Board. The actions for improvement, once agreed by the Board, will be included automatically in all Directorate Delivery Plans. Progress against the delivery of the actions will be monitored by both the Corporate Safeguarding Board (at mid-year and year end) and via the Council Corporate Performance Management Framework (at mid-year and year end).

Broader analysis of the return is also undertaken to identify cross cutting themes and gaps that can be addressed by the DSP Steering Group and / or the Corporate Safeguarding board.

## 6.7 Internal Audit / External Regulators

Internal Audit will consider reviewing safeguarding on a cyclical basis in accordance with their normal planning and risk assessment process along with all other services of the Council which could be subject to an audit review. Progress against recommendations for improvement from internal audit or external regulators will be reported to Corporate Safeguarding Board.

# 7. SAFE EMPLOYMENT

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## 7.1 Recruitment, selection and management of the workforce

The Council has implemented safe recruitment and employment standards in accordance with Safeguarding Children Board and Adult Safeguarding Board regional guidance and as set out in the Council's Recruitment and Selection Policy and Guidance.

The Council's Disciplinary Procedures set out the process for dealing with allegations that a member of the workforce has not complied with the Council's policies and procedures, including those in place to safeguard and promote the well-being of children and adults at risk. The policy also describes the sanctions that might be applied following investigation.

To promote safe recruitment and HR practices the Council:

- Ensures that the Safe Recruitment Policy is applied equally to the volunteers, agency workers and employees.
- Reviews its recruitment and selection procedures regularly and will carry out regular auditing on safe recruitment practices for the whole workforce.
- Ensures that managers responsible for recruitment receive safe recruitment training which is updated on a regular basis.
- Ensures that safe recruitment procedures are made accessible to and used by all managers.
- Monitors staff compliance with its policies for safeguarding and promoting the welfare of children, young people and adults at risk through training and auditing of HR processes.

## 7.2 Whistleblowing

Whistleblowing is defined as:

'The disclosure by a member of staff or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employer or his/her fellow employees' (Public Concern at Work Guidelines 1997).

The Council has an agreed Whistleblowing Policy (1.C.015) which refers to the reporting, by any member of the workforce, of suspected misconduct, illegal acts or failure to act within the Council. The whistleblowing policy can be used for confidential reporting of any abusive, inappropriate or unprofessional behaviour against any children or adults at risk, or any conduct that breaches criminal law or statute; compromise health and safety, breaches accepted professional code of conduct, or otherwise falls below established standards of practice in relation to children or adults at risk.



The Council expects the highest standards of conduct from the workforce, and encourages the workforce and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns in a safe environment. The Whistleblowing policy enables members of the workforce to raise concerns at an early stage and in the correct way.

The Policy explains:

- The types of issues/disclosures that can be raised
- How the person raising a concern will be protected from victimisation and harassment
- How to raise a concern
- What the Council will do

### **7.3 Allegations against Adults who work with Children, Young People or Adults at Risk**

It is essential that all allegations of abuse are dealt with fairly, quickly and consistently, providing effective protection for the child or adult at risk while supporting the person who is the subject of the allegation. Allegations should be dealt with in line with the Wales Safeguarding Procedures 2019, and Regional Safeguarding Board Guidelines.

Referral forms for adults and children and the protocol entitled Section 5: Safeguarding Allegations / Concerns about Practitioners and Those in Positions of Trust can be found at: [www.cardiffandvalersb.co.uk](http://www.cardiffandvalersb.co.uk)

Child/Adult Safeguarding and Protection enquiries take priority over disciplinary investigations and determine whether investigations can be carried out concurrently.

The sharing of information about an allegation must be handled sensitively and must be restricted to those who have a need to know in order to:

- Protect children/ adults at risk
- Facilitate enquiries, or
- Manage disciplinary / complaints aspects

Information about the child / adult at risk must not be shared with an individual against whom the allegation was made or anyone representing them.

On the completion of Police and Social Services investigations, if formal disciplinary action is not required, appropriate action should be taken as soon as practicable.





Any member of the Cardiff Council workforce or employee of a contractor or subcontractor who believes that allegations or suspicions are not being investigated properly has a responsibility to escalate their concern to a higher level within the Council or via the Council Whistleblowing Policy – See above.

## 7.4 Volunteering

This Policy applies to all volunteers who engage with adults at risk, children and young people in their volunteering role and will be covered within the initial induction.

The Council has a Volunteering Policy which recognises the valuable contribution made by volunteers to the services provided by the paid workforce, with the ultimate aim of enhancing services for citizens and communities in Cardiff.

The policy sets out the safeguarding requirements which must be embedded in recruitment procedures for volunteers, and depending on the nature of volunteering roles, includes Disclosure and Barring service checks.

To support the introduction of the Volunteer Policy, the Council's HR system, DigiGOV, includes the ability for managers to record details of volunteers and when they are engaged in their areas, and information on safeguarding checks, where required.

# 8. SAFE WORKFORCE

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## 8.1 Training

All members of the workforce, whether permanent or temporary, and volunteers who work with children and adults at risk in Cardiff will be given access to this policy and the name and contact details of their Designated Safeguarding Person (DSP) as part of their induction when they commence work.

All members of the workforce are responsible for their own Continuous Professional Development and to ensure that their safeguarding training is current and up to date. The Corporate Safeguarding Project Team will be responsible for informing Directorates of the Training Programmes. Attendance at training courses will be monitored through self-evaluation audits and reported back by each Directorate to the Corporate Safeguarding Board.

### 8.1.1 Mandatory e-module Training

All of the workforce will be expected to undertake the e-learning Corporate Safeguarding training module - Course: Modiwl Ar-lein Diogelu Plant ac Oedolion / Corporate Safeguarding Children & Adults Awareness Raising Online Module ([learningpool.com](https://learningpool.com)) and any other training relevant to the position that they hold and to renew their qualifications to the highest level.

It is a mandatory requirement for all of the workforce to undertake the Corporate Safeguarding training e-learning module.

The mandatory Corporate Safeguarding training is designed to ensure;

***If you see something wrong, or you're worried about something,  
then you report it.***

By completing the training module the workforce will

- know what the term safeguarding means
- know what to look out for
- know who to report to



### **8.1.2 Supporting Non PC Users**

There are some issues in easy access to the online training module for some groups of Council employees including non-PC users, events and casual employees, agency workers and volunteers. To address this a training framework ([Appendix D](#)) has been developed, setting out alternative methods of delivering the training.

Workers without access to electronic systems will be able to receive face to face / virtual training or have access to a paper based Training Workbook that can be completed and recorded via the academy using the Record of Prior Learning (RPL) Process ([Appendix E](#)). Mandatory corporate safeguarding training is to be refreshed every 3 years.

### **8.1.3 Recognition of those with other, relevant qualifications and training**

In line with WLGA best practice and aligned to the development of the National Safeguarding Training Standards, some staff with relevant approved prior training or qualifications may be exempt from being required to complete the online e-learning module. A list of approved training is available and compliance for this training can then be approved by the record of prior learning (RPL) process via the academy. ([Appendix E](#))

### **8.1.4 Elected Member Training**

Elected Members will have access to the Corporate Safeguarding e-module and are expected to complete this training in line with the expectation for all employees. Many Elected Members will have completed safeguarding training in other roles and this can be recorded via the record of prior learning RPL process. ([Appendix E](#))

### **8.1.5 Training Compliance**

The Corporate Safeguarding Board track and monitor training compliance for the Corporate Safeguarding E-module on a quarterly basis. To improve the tracking and monitoring of staff training compliance a data dashboard is available so that directors can easily see who has not completed the mandatory training module and take targeted action to improve compliance rates.

Discussions in relation to supporting staff in accessing the available training will be aligned with the Personal Professional Development Review framework.

# 9. SAFE PRACTICE

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Safeguarding practice must be delivered timely and effectively, to expected standards and with consistency in practice. The Council has effective safeguarding arrangements in place, and all safeguarding practice within the wider workforce (including partners, providers and volunteers) is continuously improving and working towards enhancing the lives well-being and safety of Cardiff citizens.

The Local Authority Social Services Strategy provides a clear overview of the current mechanisms in place to ensure the safeguarding of children and vulnerable adults.

## 9. Robust Protection

### 9.1.1 Child Protection

Child Protection is an essential part of safeguarding and promoting welfare. It refers to the activity which is undertaken to protect children who are suffering, or at risk of suffering significant harm, as a result of abuse or neglect.

The categories of abuse recognised within Child Protection are:

- Physical Abuse
- Sexual Abuse
- Emotional and Psychological Abuse
- Neglect
- Financial Abuse

The definitions of categories of abuse are outlined in the staff 'quick guide' found [here](#).

Whilst Statutory Social Service's Departments are the Lead Agency in Child Protection matters, there is a wider duty on all agencies to work together to protect and safeguard children. All members of the workforce have a duty to report child protection concerns.



## 9.1.2 Adult Protection

Adult Safeguarding is on a statutory basis under the SSWBA. Adult protection duties are undertaken in accordance with the Wales Safeguarding Procedures 2019.

The SSWBA refers to an ‘adult at risk from abuse or neglect’ which is defined as an adult who:

- Is experiencing or is at risk of abuse or neglect,
- Has needs for care and support (whether or not the authority is meeting any of those needs), and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Adult safeguarding takes into account the capacity of adults to make decisions in accordance with the Mental Capacity Act (2005). If an adult is deemed to have capacity, then consent must be sought for the safeguarding process. The exception to this are when an alleged abuser is a potential risk to other vulnerable people or there is a wider public interest or a criminal offence is suspected.

The SSWBA also places a ‘duty to report’ on all staff to report actual or suspected abuse or neglect of adults at risk. It provides for the use of Adult Protection Safeguarding Orders (APSO) to allow Designated Officers to enter a premises where it is suspected an adult is at risk and speak to them alone to establish if they are safe.

Designated teams in the Adult Services, Housing and Communities directorate have statutory duties when an Adult at Risk is identified to make an enquiry and to decide what action should be taken and by whom to Safeguard the individual.

## 9.2 Prevention

The Council is committed to the development and commissioning of early intervention and preventative approaches to enhance the well-being of children and adults at risk.

Services operating within the Council will be expected to respond to the needs of children and adults at risk, understand how to establish a positive culture of safeguarding and adhere to the principles of partnership working in promoting prevention and early intervention. Critical to these approaches is understanding the potential safeguarding risks and addressing these proactively in the design of the service.



## 9.2.1 Counter Terrorism and the Risk of Radicalisation

The Counter-Terrorism and Security Act 2015 introduced the Prevent Statutory Duty which requires local authorities, schools, colleges, universities, health bodies, prisons, probation and police to have “due regard to the need to prevent people from being drawn into terrorism”. Local authorities and their partners have a core role to play in countering terrorism at a local level and helping to safeguard individuals at risk of radicalisation.

PREVENT covers all forms of extremism including religious extremism, extreme far-right, militant animal rights etc. The aim of PREVENT is to safeguard those who may be vulnerable to extremist influence and provide support to those who are at risk.

Referrals are made using the All Wales Partners Prevent Referral Form and a copy should also be sent via the Multi Agency Safeguarding Hub (MASH) at the same time as a PREVENT referral is submitted. Once it is ascertained that the referral is not subject to any other police investigations, a multi-agency panel known as the Channel Panel is held and a support plan is developed for the individual.

Channel is an early intervention safeguarding programme and an element of Prevent which provides bespoke support to children and adults identified as vulnerable to radicalization before they become involved in criminal terrorist related activity.

Channel works like other safeguarding interventions, identifying individuals at risk through referral, assessing the nature and extent of the risk and then developing a support plan for the individual concerned. It takes a multi-agency approach, involving a range of partners including the local authority, police, education, social services, health providers and others to tailor the support plan to the individual’s needs.

The type of support available within the Chanel programme is bespoke and can include help with accessing other mainstream services, such as education or career advice, dealing with mental or emotional health issues, substance abuse, and theological or ideological mentoring from a specialist Channel Intervention Provider, working with the individual on a one-on-one basis. It is to note that Channel is a voluntary and confidential programme.

## 9.2.2 Contextual Safeguarding

Children, young people and adults live, learn, work, play and visit in a wide range of settings: at home, in school and learning environments, peer/friendship groups, neighbourhoods, communities and online spaces. Whilst these interactions, activities and interplays are part





of growing up and learning to manage risk, the risks within those environments may often be more serious. Parents and carers have little influence over these contexts, and young people's experiences of harm outside the home can undermine parent-child relationships.

It is the Council's joint responsibility, alongside other public bodies, to consider the risks that environments may present to children and young people.

Protecting children and adults requires effective multi agency working and the cooperation of the wider community and partner agencies, to develop and implement co-ordinated activity, using local evidence and information, appropriately shared. The Council has a unique local and community leadership and advocacy role, working alongside the community, police and other public bodies, to ensure that children and young people remain safe in the places where they live and meet.

### 9.2.3 Exploitation

***Exploitation can take many forms and can occur in any location and can happen to anyone***

Exploitation is hidden and complex and abuses the basic human rights and dignity of victims who are subjected to it. Exploitation includes (list is not exhaustive):

- Modern Slavery/Human Trafficking
- Labour Exploitation
- Criminal Exploitation (including County Lines)
- Domestic Servitude
- Sexual Exploitation
- Forced Marriage
- Honour based violence
- Female Genital Mutilation (FGM)
- Radicalisation
- Financial Abuse
- Mate Crime
- Cuckooing

Victims may be subjected to one or more of these at the same time.

Exploitation can happen to anyone. It can be dangerous to make assumptions, generalise or rely on stereotypes when considering exploitation. Exploitation can happen to both adults and children. Exploitation can happen anywhere, including online. There is no single victim profile, no single perpetrator profile and no single pattern of exploitation.



## 9.2.4 Safeguarding Adolescents from Exploitation (SAFE)

Cardiff Council have developed a model of working that looks to identify and address contextual harm in our communities. The Safeguarding Adolescents from Exploitation (SAFE) model recognises that children and young people can be at risk of or subjected to harm through exploitation and abuse from adults and / or other peers outside of their family network.

Child exploitation could include one or a combination of the below:

- Child Sexual Exploitation (CSE),
- Child Criminal Exploitation (CCE),
- Modern Slavery and Human Trafficking (MSHT),
- Missing from Home (MFH)
- Online Child Exploitation (OCE)
- Wider Contextual Safeguarding

### **Safeguarding Adolescents from Exploitation (SAFE): Aims**

- To communicate and share information, discuss strategies and plan a multi-agency response in order to safeguard children from exploitation and contextual safeguarding risks in our communities.
- Build relationships with a wide range of professionals based in localities that can take steps to increase the safety of children in the area.
- Identify and share intelligence regarding the risks relating to locations that pose a risk to children.
- Explore ways in which we can enhance prevention and early intervention in order to build safe communities at the earliest opportunity.
- Develop robust locality partnership action plans to develop intelligence, pursue and prosecute perpetrators and disrupt exploitation activity within communities.
- To contribute to robust transition processes from childhood to adulthood.
- To work towards best practice in information sharing processes with all appropriate partners.
- Develop more effective use of data and evidence to ensure that approaches work and that they deliver better outcomes.



## 9.2.5 Modern Slavery / Trafficking

Modern Day Slavery encompasses slavery, sexual exploitation, human trafficking, forced labour, and domestic servitude. Traffickers and slave masters use whatever means they have to coerce, deceive, and force the individual into a life of abuse, servitude and inhumane treatment. The Modern Slavery Act came into law in 2015 and allows the courts to pass down severe sentences on the perpetrators, and to place restrictions on people from harm. In March 2017, Cardiff Council became the first public body to sign the [Welsh Government's Code of Practice: Ethical Employment in Supply Chains](#).

The Council acts in accordance with the relevant Modern Slavery and Trafficking legislation and guidance, and promotes practices to identify and safeguard victims of these crimes, and ensure transparency of supply chains. To this end the Council is working in partnership with Welsh Government, the wider public sector, suppliers, service providers and others to address Modern Slavery challenges and drive collaborative action with a view to reducing risks and incidence of modern slavery.

## 9.2.6 National Referral Mechanism

The National Referral Mechanism (NRM) is the UK's framework for identifying and supporting victims of modern slavery. First Responder agencies including the police and local authorities have a statutory duty under Section 52 of the Modern Slavery Act to notify the Secretary of State when they identify a potential victim of modern slavery and in the context of children must therefore make referrals into the NRM.

This requirement in respect of potential victims of Modern Slavery is harnessed to responsibilities under the Social Services and Wellbeing (Wales) Act 2014 as set out in this Corporate Safeguarding Policy when, as an employee of the local authority, members of staff have a duty to report any safeguarding concerns in relation to a child or adult at risk.

The objective of the National Referral Mechanism is to provide effective decision-making on victims of modern slavery following referrals from the Home Office. It is essential that all who are identified as victims of modern slavery are connected to local support.

Report modern slavery as a first responder - [GOV.UK \(www.gov.uk\)](http://www.gov.uk)



## 9.2.7 National Referral Mechanism (NRM) Childrens Pilot

Since June 2021 Cardiff has taken part in a national pilot whereby the child's NRM decision making process is devolved to Local Authorities.

The NRM decision making panel is made up of core voting members who include senior staff from, Local Authority (Children's Services), Health and Police. A representative from the Independent Child Trafficking Guardian (ICTG) service is also mandatory at panels, but does not have decision making capabilities.

By building local mechanisms the quality and timeliness of decisions has improved as well as improvements and increased connectivity between existing safeguarding mechanisms and the NRM process.

## 9.2.8 Violence Against Women, Domestic Abuse and Sexual Violence - VAWDSV

Domestic Abuse is recognised to impact both adults and children and can have life changing effects. The Domestic Abuse Act (2021) recognises children to be direct victims. The VAWDASV Act (Wales) 2015 aim's to improve arrangements for the prevention of gender based violence, abuse, and sexual violence, and to ensure victims and survivors are supported and protected. . The National Training Framework is the main vehicle of delivery of The Act .

### **Group 1 e-learning module.**

All staff, regardless of role, are required to complete the mandatory National Training Framework Group 1 'Violence Against Women, Domestic Abuse and Sexual Violence' awareness raising module. The module, hosted by the Learning Academy, forms part of the Council staff induction.

### **Group 2 'Ask & Act'**

This is a mandatory training session for staff that engage with members of the public in roles where they might reasonably be expected to identify the signs of violence against women, domestic abuse and sexual violence. Ask & Act is a principle based approach to targeted enquiry that equips the staff member to follow the Act & Act referral pathway. Council staff who have line management responsibility are also encouraged to attend this training.



### **Group 3 - Workplace Champions**

Cardiff Council must also ensure that Group 3 'Workplace Champions' are in situ in all Directorates across the council so that they can provide support and advice to staff who may be required to 'Ask & Act'. The training complements the Designated Safeguarding Lead Officer training and therefore it is expected that some DSLO's will also complete this training.

### **Group 6 – Senior Leads**

Senior Leads across the Council are also required to complete the mandatory Group 6 of the National Training Framework (in addition to Group 1) to ensure that the cultural shift required to challenge and address the attitudes and beliefs that enable violence against women, domestic abuse and sexual violence to flourish are firmly embedded across the workforce.

## **9.2.9 White Ribbon**

Cardiff Council holds White Ribbon Accreditation. The Corporate Safeguarding Board maintains oversight of the delivery of the Council's White Ribbon Action Plan, including:

- Overseeing completion rates for the statutory Violence Against Women, Domestic Abuse and Sexual Violence staff and member training.
- Ensuring that Commissioning and Procurement policies reflect White Ribbon commitment.
- Corporate Communication and Leadership.
- Estates and Events.

## **9.2.10 Self-Harm / Suicide**

Self-harm is the name given to any deliberate act of self-injury or behaviour intended to cause harm to someone's own body.

[The Suicide and Self Harm Prevention Strategy](#) and associated action plan sets out the strategic aims and objectives to prevent and reduce suicide and self-harm in Wales. It identifies priority care providers to deliver action and confirms the national and local action required.



### 9.2.11 Transitional Safeguarding

Harm, and its effects, do not stop when a young person reaches 18. Transitional safeguarding focuses on safeguarding young people from adolescence into adulthood, recognising that transition is a journey not a single event and that every young person will experience this journey differently.

A controlled Young Person's Multi-Disciplinary team (MDT) pilot was launched in will run until March 2023 which focuses on young people with complex and multiple needs, especially those presenting to homelessness services. The project will provide therapeutic intervention, support and treatment to young people who have complex support needs, using an assertive outreach model. The aim is to create pathways into mainstream services, intervene during a time of transition for young people moving from Childrens Service provision to Adults and to prevent repeat homelessness with young people who have complex needs.



# 10. SAFE PARTNERSHIPS

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The ability to work with, share information and develop interventions across partnerships is crucial, and involves working in places and contexts that are not traditionally associated with children or adult social care. In addition to public bodies (health, police, probation, education and social services) other, non-traditional partners to consider could include:

- Local businesses and shops
- Nightclub owners
- Theatre and music venues
- Shopping centres
- Takeaways
- Fast food outlets
- Local taxi or cab companies
- Cinemas Hotels, bars and restaurants, late night takeaways, off licences, cinemas or other licensed premises may come into contact with children and adults at risk of harm.

People who work in these industries are in a unique position to spot the signs of exploitation and other forms of abuse. Cardiff has established a Night-time Economy task and finish group to review how safeguards can be strengthened with these partners.

Training is available on exploitation and county lines and can be delivered to some key night-time economy sectors and targeted raising awareness operations have taken place in key hot spots in Cardiff.

As part of the Safeguarding Adolescents from Exploitation (SAFE) model a series of focus groups have taken place with professionals from a cross section of services based in local areas across Cardiff. The information gathered from the 'local assessments' is used to prompt partnership discussion and clear action with a wide range of multi-agency partners.

## 10.1 Commissioning Arrangements

Any new service provider commissioned to provide services to children or adults at risk will be required to undergo an accreditation process. The accreditation process is designed to ensure that the service is fit for purpose and has the necessary arrangements in place to safeguard those it is supporting and deliver a quality service. As part of the accreditation process checks will be made with other local authorities, regulating bodies and financial enquires. Providers will be required to provide information confirming their safeguarding policy and procedures.





Contract monitoring activity, either planned or unplanned, will include satisfying the Council that the provider is managing their responsibilities in regard to safeguarding and are operating in line with legislation, policy and procedures. Where required, confirmation will be sought of the services performance regarding safe recruitment practices, DBS checking and safeguarding referrals.

The Council publishes an annual Modern Slavery statement. The statement is signed off by the Chief Executive and Lead Cabinet Member and:

- Sets out the action taken in the previous year, and the actions to be taken, to ensure that there is no Modern Slavery and Human Trafficking in its own business or supply chains.
- Includes details of the targeted Modern Slavery training that will be available to Council employees.
- Includes a commitment that, where appropriate, the Council's tender and contract documentation will include clauses to ensure compliance with the Council's Safeguarding Policy and wider legislation.

## 10.2 Lettings and Hiring

With almost all casual lettings the Council will not be contracting the services of hirers. The Council nonetheless will allow its premises to be used for activities that may involve children, young people or adults at risk.

Therefore Managers have a duty to ensure, as far as is reasonable, that these activities also comply with safeguarding responsibilities. Members of the public may reasonably assume that because an activity is taking place within a Council setting, the Council has had due regard to safeguarding in entering into the arrangement.

In allowing use of Council premises, the onus must remain upon the hirer to ensure that safeguarding measures are maintained throughout. This is something that organisations are made aware of under safeguarding legislation and through their own organisational governing body, if applicable.

Managers should request to see and retain copies of relevant safeguarding documentation as proof that hirers and their staff comply with such measures on receipt of applications. Managers must also consider reporting any concerns about an individual's suitability to work with children, young people and adults at risk.



In the case of 'one off' children's events, for example, a private birthday party, safeguarding legislation exempts such uses from the processes mentioned above but nonetheless this policy requires managers to be able to properly demonstrate due regard to safeguarding risks in agreeing any hiring arrangements.

### 10.3 Licensing

The Cardiff Council statement of Licensing Policy (2020-2025) sets out the four licensing objectives under the Licensing Act 2003, one of which is the "the Protection of Children from Harm".

The Statement of Licensing Policy is concerned with the licensing of premises selling alcohol and the licensing of late night refreshment. In administering the statutory Licensing regime in this regard, all Responsible Authorities, including Social Services, are able to share relevant information and make representations in respect of individual applications for grant or variation of a licence. In addition, the Licensing team acts as a signpost to information, including any material that relates to Safeguarding advice.

The Council will continue to work with traders who require licences e.g. takeaway outlets, to provide assistance on how to recognise possible safeguarding issues, signposting as above. All staff within the Licensing team receive safeguarding training to assist with the performance of their roles. In their work with the taxi trade, Licensing staff are able to share relevant information with Police and Social Services in respect of the safeguarding of children, young people and adults at risk.

### 10.4 Education Establishments Roles and Responsibilities in Schools

The role of local authorities, governing bodies and proprietors of independent schools is set out in the [Keeping Learners Safe Guidance \(March 2022\)](#).

# 11. APPENDICES

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A - Terms of Reference – Corporate Safeguarding Board

B - DSP Roles and Responsibilities

C - Self-evaluation Audit Tool

D - Non-PC Users training framework

E - Record of Prior Learning Process



# APPENDIX A

## Corporate Safeguarding Board - Terms of Reference

Corporate Safeguarding describes both the policy commitment that a Council makes and the arrangements it has in place, to ensure that all of its Directorates and employees play their part in safeguarding and promoting the well-being of children and adults who may be at risk of harm.

Corporate Safeguarding is the activity required by all Council Directorates to effectively protect the health, wellbeing and human rights of children and adults so that they are able to live free from harm, abuse and neglect. In order to effectively implement these duties and activities, the Corporate Safeguarding Board must seek to ensure that all staff are compliant and fully understand their duties under the Act.

### **The Corporate Safeguarding Board (CSB) will:**

1. Ensure the compliance of all Council Directorates with key safeguarding requirements in relation to children and adults.
2. Ensure that all directorates within the council are aware of their contribution to keeping children, young people and adults at risk safe and free from harm or abuse.
3. Agree, implement and review clear actions for the group within a ratified annual action plan.
4. Support the Statutory Director of Social Services in the discharge of his/her wider safeguarding duties.
5. Review and develop relevant corporate safeguarding standards and policy.
6. Support HR in the delivery of a robust Safer Recruitment process to include key vetting and barring requirements and workforce development.
7. Provide an Annual Corporate Safeguarding Report, setting out the performance of all Directorates, in relation to vetting and barring, staff safeguarding training, and the operation of front-line services in terms of their effectiveness in identifying and referring safeguarding concerns.
8. To identify clear areas of safeguarding risk, and agree how the risks will be managed within the authority and by whom.
9. Review and develop appropriate corporate safeguarding performance measures.
10. Ensure that Safeguarding training is promoted and mandated across all Directorates within the authority.
11. Advise the Head of the Paid Service and recommend relevant action in relation to corporate safeguarding standards and policy.
12. Promote effective cross Directorate safeguarding practice particularly in terms of information sharing and data collection, front-line operational awareness, staff training and wider partnership engagement.
13. Receive and consider recommendations and learning from Child / Adult Practice / Domestic Homicide Reviews.



### **Membership**

Membership will include the Cabinet Member with responsibility for Corporate Safeguarding, the Chief Executive, Corporate Directors, Director (including the Monitoring Officer) from each Service Area or a representative Assistant Director, Head of Performance & Partnerships and the Corporate Safeguarding Project Manager.

## APPENDIX B

### Role Description for Designated Safeguarding Person (DSP) – Corporate Safeguarding

The Wales Safeguarding Procedures (WSP) defines a DSP as:

The identified person within the organisation who is available to discuss safeguarding concerns. They should be consulted as to whether to raise a safeguarding concern with the local authority, will manage any immediate actions required to ensure the individual at risk is safe from abuse. All practitioners should know who to contact in their agency for advice and they should not hesitate to discuss their concerns no matter how insignificant they may appear.

Each Directorate will have a Designated Safeguarding Person (DSP) responsible for safeguarding. The DSPs will be expected to attend a quarterly DSP Steering Group to support them in the discharge of their responsibilities.

Each directorate will identify a Designated Safeguarding Person (DSP) who will be responsible for dealing with all children and adult safeguarding issues that arise in their service area. Each service must ensure that all staff within their departments are notified of all DSPs across the service and how to contact them. The DSPs are responsible for:

- Ensuring all staff are aware of the 'Duty to Report' function of their role.
- Acting as a source of advice and support and signposting for staff in their Service on all safeguarding issues, including: -
  - Safeguarding Adults and Children
  - Violence against Women
  - Radicalisation, Extremism & Prevent
  - Child Sexual Exploitation
  - Modern Slavery
- Support staff or take the lead in referring safeguarding concerns.
- Ensuring all staff are aware of who the Directorate Safeguarding Lead is within their Department.
- Co-ordinating the annual Safeguarding Self-Assessment and ensuring that appropriate actions are contained within Directorate Delivery Plans.
- Ensuring safeguarding is regularly considered at Directorate Management Team meetings and that appropriate performance detail is provided to support the discussion.
- Attending and contributing to the quarterly Corporate Safeguarding DSP Steering Group. Sending a deputy if unable to attend.



- Acting as an overarching and key source of advice and support for other staff in their Service regarding safeguarding concerns; this will support and guide staff to make onward referrals where appropriate or to deal with any urgent or immediate issues they encounter in the course of their work;
- Being familiar with the Council's Corporate Safeguarding Policy ensuring that there are effective internal procedures to deal with concerns within the service by working closely with Social Services to achieve this;
- Representing their service on the Council's Corporate Safeguarding DSP Steering Board;
- Attending the relevant training for 'Designated Safeguarding Person's'.
- Ensuring staff within their area have had the relevant information/training;
- Reminding staff via team meetings, circulars etc. that any member of staff with concerns regarding the behaviour of a colleague towards children or an adult should contact the DSP within the service immediately;
- Ensuring the safeguarding responsibilities are highlighted during the induction process, team meetings, supervision sessions, PPDR process and staff briefings.
- Delegating their Safeguarding duties and responsibilities to an appropriate officer within their department to undertake the role on their behalf.
- Publicising and promoting national campaigns, including through organisations websites, social media or other mediums.



# APPENDIX C

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## Corporate Safeguarding Self-Evaluation Audit

February 2022

### What is Corporate Safeguarding?

Safeguarding is keeping children and adults at risk safe from abuse- whether it is sexual, physical, emotional, financial or neglect- and other kinds of harm, such as exploitation and radicalisation.

More information on Corporate Safeguarding can be found here: [Corporate Safeguarding Information \(sharepoint.com\)](#).

### What is the Self-Evaluation?

All Directorates are responsible for safeguarding and must therefore ensure that the Corporate Safeguarding Self Evaluations (CSSE) is completed annually.

The purpose of the assessment is to identify areas where the Directorate requires improvement. Any actions identified will then be included in each Directorate's Delivery Plan. Progress against these actions will be reported to Corporate Safeguarding Board.

### Who should complete the Self-Evaluation?

Each Directorate is expected to submit a single self-assessment. However, given the diversity of services contained within each Directorate, **it is recommended that sections 3, 4 and 5 of the form are completed by each Operational Manager**, with any areas for improvement and actions collated by the Directorate and submitted.

The identified Corporate Safeguarding Directorate Lead Officer is responsible for co-ordinating this assessment, with sign-off before submission by Director/Assistant Director.





## Section 1: About your Directorate

### 1.1 Directorate

### 1.2 Service

### 1.3 Audit Completed by

### 1.4 Contact Details [Work e-mail address]

### 1.5 Date Returned (DD//MM/YYYY)



## Section 2: Safe Governance

This section should be completed at a Directorate-level.

### SAFEGUARDING LEAD OFFICER

2.1 Your Directorate has a named person (Safeguarding Lead Officer) with sufficient seniority to champion safeguarding (including vulnerable, exploited, missing / trafficked children and extremist / radicalised individuals) and vulnerable adults. Yes  No

2.2 Name of person Safeguarding Lead:

2.3 The Safeguarding Lead has sufficient safeguarding training. Yes  No

2.4 Is the Directorate Safeguarding Lead a member of the Management Team Yes  No

If no, do they attend the management team to report on safeguarding issues Yes  No

2.5 Do they attend the Corporate Safeguarding Steering Group? Yes  No

2.6 All members of staff are aware of who the safeguarding lead is? Yes  No

Supporting evidence and comments

Areas for improvement

Actions for Directorate Delivery Plans

Action	Responsible Operational Manager



**SERVICE PLANNING AND PERFORMANCE**

**2.7 Are safeguarding actions included in your Directorate Delivery Plan?** Yes  No

**2.8 Where appropriate, are safeguarding actions included in services plans and personal reviews?** Yes  No

**2.9 Within your Directorate there are clear arrangements in place to evaluate the effectiveness of safeguarding, including policies, procedures, practice, and recruitment which are then used to further develop the service (Corporate Safeguarding Lead can advise).** Yes  No

**2.10 Performance data is current, accurate and subject to competent analysis. It is used to inform Directorate performance discussions and reported to the Corporate Safeguarding Board.** Yes  No

**2.11 Your Directorate carries out audits of cases / incidents in respect of safeguarding.** Yes  No

**2.12 Your Directorate shares the results of any related audits with the Corporate Safeguarding Board where multi-agency learning, patterns and trends can be identified.** Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager



## LEADERSHIP

**2.13 Political, Board and Executive Leaders are familiar (where appropriate) with safeguarding and how it relates to your services**

Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager



### Section 3: Safe Workforce

It is recommended that Sections 3, 4 and 5 are completed at a service-level / by individual Operational Managers, and the outputs are consolidated into a single Directorate-wide position.

#### STAFF ROLES AND RESPONSIBILITIES

3.0 Staff roles and responsibilities in respect of children (including vulnerable, exploited, missing / trafficked children and extremist / radicalised individuals) and vulnerable adults within your Service are identified. Yes  No

3.1 Safeguarding responsibilities are clearly identified in relevant individual job descriptions, and these are understood by staff. Yes  No

3.2 All staff and volunteers working with vulnerable people have the level of DBS appropriate to their role. Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager



**STAFF AWARENESS OF SAFEGUARDING POLICIES AND PROCEDURES**

- 3.4 All staff in your service are made aware of what to do if they believe a child and / or vulnerable adult may be vulnerable or at risk. Yes  No

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- 3.5 Staff in your service are aware of their statutory 'Duty to Report' issues of concern. Yes  No

---

- 3.6 There are systems in place which allow children and / or vulnerable adults to know where to get help i.e. Trusted Adult, advocacy etc. Yes  No

---

- 3.7 The Council has clear policies and procedures in respect of reporting concerns about radicalisation and extremism. Staff are aware of these and how to report concerns? Yes  No

---

- 3.8 Staff are aware of the Whistle Blowing Policy which encourages staff to safely report poor practice or any concerns. Yes  No

---

- 3.9 Safeguarding policies and procedures in your service are discussed annually as part of the annual development of the Directorate Delivery Plan process to ensure all policies are in line with current legislation and guidance. Yes  No

---

- 3.10 Staff understand when to share information in a legal and ethical manner if they have concerns that a child and / or vulnerable adult is at risk of harm or neglect. Yes  No

---

- 3.11 In the event of visitors, volunteers, external contractors, high profile visitors and fund raising activities on your service's premises, there are arrangements in place to ensure that children and / or vulnerable adults are safeguarded and their welfare promoted. Yes  No

**Supporting evidence and comments**



**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager

**TRAINING AND DEVELOPMENT**

**3.12 Your Service can evidence the safeguarding training it has provided, including the numbers trained and the type and level of training?** Yes  No

**3.13 Increasing the uptake of safeguarding training is discussed at Service Management Team meetings on at least a quarterly basis.** Yes  No

**3.14 Please provide details of your annual safeguarding performance data. Where targets have not been met, please outline your approach to achieving compliance.**

**Are there any staff within your service that do not receive any safeguarding training?** Yes  No

**Please Explain why**



**3.15 Safeguarding is included in your service induction programme for all relevant staff and volunteers.**

Yes  No

**3.16 Staff and volunteers with special safeguarding responsibilities have the appropriate training to develop the required skills and the opportunities to update their knowledge to work effectively with complex issues.**

Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager





## Section 4: Safe Recruitment

4.1 Recruitment and Selection training has been provided to all staff involved with recruitment. Yes  No

4.2 Arrangements are in place to monitor compliance with safeguarding policies and procedures and with recruitment and selection policies and procedures (new DBS / DBS renewals / reference checks). Yes  No

4.3 Your service has rigorous procedures in place for recruiting anyone who has contact with children and / or vulnerable adults and for assessing their suitability to work with vulnerable people, where appropriate, are consistent with statutory requirements. Yes  No

4.4 A volunteer or anyone not considered to be in 'regulated activity' is required to complete a self-declaration in respect of previous convictions or inappropriate conduct towards children or adults. Yes  No

### Supporting evidence and comments

### Areas for improvement

### Actions for Directorate Delivery Plans

Action	Responsible Operational Manager



## Section 5: Safe Partnerships

Contract and Commissioning arrangements take account of the need to safeguard and promote the welfare of vulnerable people is informed, where appropriate, by the views of the vulnerable people and their families.

5.1 Safeguarding is integrated into all commissioning and contractual processes with clear expressions of the standards required alongside requirements to prevent and report concerns.

Yes  No

Supporting evidence and comments

Areas for improvement

Actions for Directorate Delivery Plans

Action	Responsible Operational Manager

### USABILITY AUDIT

Thank you for completing this audit. We would welcome any comments or feedback on this audit tool – please provide in the box below

# APPENDIX D

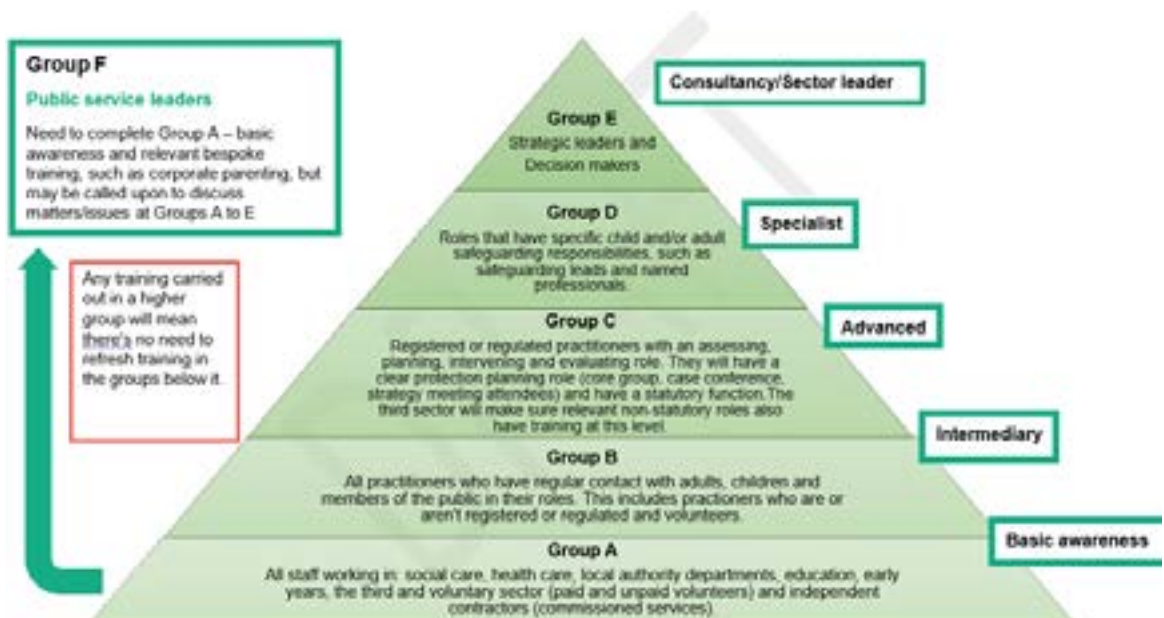
## Corporate safeguarding Training Framework (Non PC Users / Members / Volunteers)

Delivery of Corporate Safeguarding e-module content –Minimum Requirement to achieve training compliance as recommended by the WLGA National Safeguarding Training Standards for ‘Group A’ staff.

**Aim - If you see something wrong, or you’re worried about something, then you report it.**

- Group A**
- I know what the term safeguarding means
  - I know what to look out for
  - I know who to report to

### Practitioner groups – hierarchy





**Options for Compliance for Non Desk Based Staff – Team manager will select most appropriate option on a case by case basis.**

Option	Compliance Achieved
E-module is sent via email to .gov account and staff member access via community hub / central office base	Compliance recorded via Academy
E- Module content is delivered via in-person training – cascaded via DSLO – Train the trainer provided (AS/CS training teams can support)	Compliance is uploaded via Digi gov – certificate of compliance is emailed / sent paper based
E- Module training is delivered as part of new staff induction – along side health and safety / corporate induction	As above
E module is delivered via teams as group / individual training – with mobile access supported	As above – explore mobile options
Learning pool account is set up (£5 per employee) and access is provided via any mobile device -	Compliance can be checked via learning pool reporting
Corporate safeguarding work booklet produced with key questions for staff to complete / submit and mark	Manager signs off compliance.

In addition, we are undertaking a review of the existing safeguarding training delivered by the local authority to ensure corporate safeguarding content is covered. This includes Safeguarding level 1-3 training courses that are delivered to all school DSP who cascade to all school staff and is also delivered via governor's services to governors.

If approved staff who have completed this training and/or hold a recognised safeguarding qualification could be exempt from completing the online module. For this, managers would need to submit a spreadsheet of staff members who could be signed off the central system.



**Ensuring key messages are disseminated and understood – in addition to / whilst awaiting compliance.**

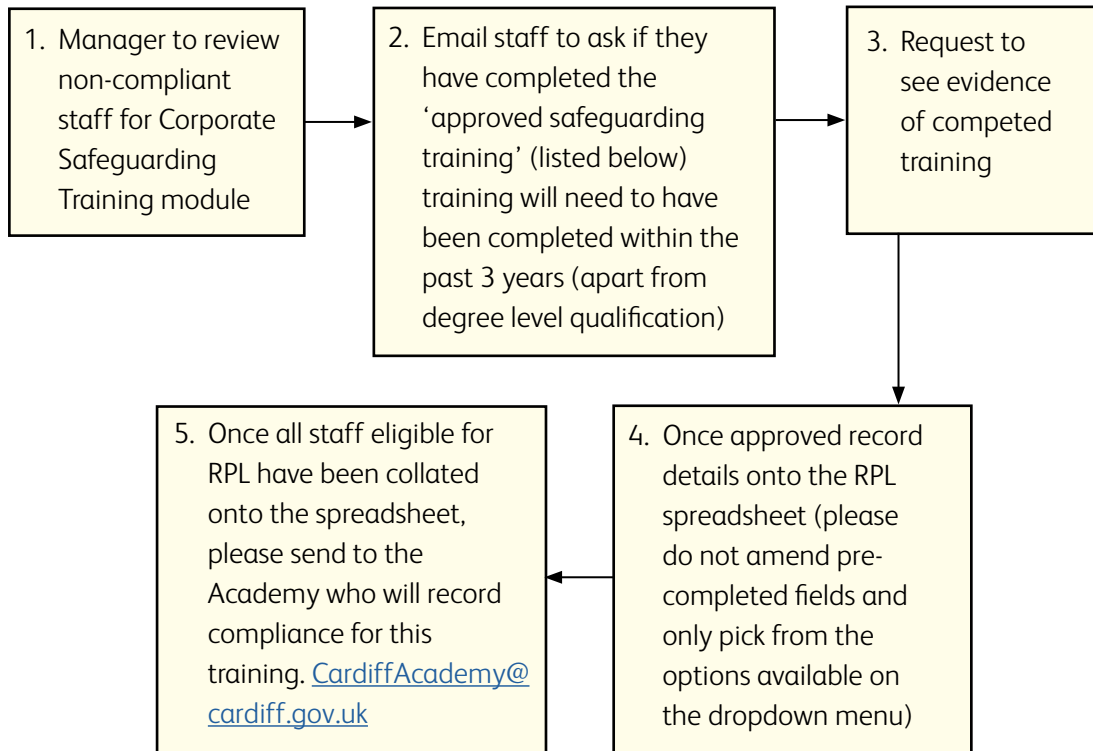
Plan	Notes
Regularly sharing safeguarding video / animation to all staff – this can be disseminated to non – desk-based staff via link in staff app / face to face in supervision / 1:1 / PDR sessions	Build into comms plan – check staff app capabilities / mobile access capabilities /
Quick Guide will be updated and circulated – paper copies will be made available	Will update using new updated e-module – comms support to make clear / visual
One page Briefing / key contacts will be made available – consider translation options	
Corp Safeguarding ‘regular reminders’ ‘Merch’ will be produced – Lanyards / Car stickers / Posters etc	
Wider comms plan to be developed	Will include key campaigns / VAWDSV/ Exploitation / Modern Slavery

**Note – to avoid unnecessary non- compliance**

- DSLO’s to ensure all managers ensure that staff upload any training certificates to digigov
- DSLO’s to ensure all managers approve training uploads via Digi gov

# APPENDIX E

## Corporate Safeguarding Record of Prior Learning



### List of approved training:

- Cardiff Corporate Safeguarding Workbook
- Social Work Degree (with ongoing registration)
- Corporate Safeguarding Level 1
- Corporate Safeguarding Level 2
- Corporate Safeguarding Level 3
- Corporate Safeguarding Chair of Governors Level 1
- Corporate Safeguarding Chair of Governors Level 2
- Corporate Safeguarding Chair of Governors Level 3
- Chaperone
- VAWDASV Ask and Act Level 2
- School Holiday Enrichment Programme (SHEP)

If there is any training that you believe should be added to the approved list – please send to [Rebecca.Brockway@cardiff.gov.uk](mailto:Rebecca.Brockway@cardiff.gov.uk) we will only add training to the RPL list if we are satisfied that all of the key messages within the corporate safeguarding e-module have been covered.