

We lift our region... we work together... we make an impact...we are human

Safeguarding Policy

Our values guide the way we work and underpin the policies and processes we've developed, helping us all to be clear about what's expected of us as an employer and what's expected of you as an employee.

Our policies reflect the way we want to work together to lift our region and make an impact.

Safeguarding is everybody's responsibility, no matter what your role within EMCCA is or what service you work for; we all share responsibility, both corporately and individually to make sure that everyone is protected from abuse and neglect.

Introduction

All colleagues should be aware of corporate safeguarding responsibilities, and what to do in the event of concerns about a child or vulnerable adult in need of care or support. We will fully consider the safeguarding implications of any decisions that we make and consult with service experts before making those decisions.

Safeguarding is everybody's business and as such EMCCA's Safeguarding policy applies to all colleagues working in EMCCA. The overall responsibility for safeguarding sits with the Chief Safeguarding Lead Officer, Director of Human Resources although concerns are managed in the first instance via the Designated Safeguarding Leads. We will work in partnership with organisations and agencies both within and outside of EMCCA's County boundaries in order to safeguard children and vulnerable adults.

Purpose

The EMCCA Safeguarding Policy sets out the standards required of all EMCCA colleagues and those individuals, agencies, community groups and public and private sector partners that we work with, to ensure that all children, young people and vulnerable adults are safeguarded from abuse and neglect and where any safeguarding incidents occur, they are fully and appropriately reported and managed.

Principles

The guidance given in the policy and procedures is based on the following principles:

- the welfare of the child / vulnerable adult is the primary concern.
- all children / vulnerable adults, whatever their age; gender; racial origin; religious belief; disability and sexual identity have the right to protection from abuse.
- it is everyone's responsibility to report concerns, but it is the responsibility of the relevant Local Authority Children's Services / Vulnerable Adult Board and / or Police to determine whether abuse has taken place (i.e., where the concern was raised/individual lives).
- all incidents or allegations of suspicious poor practice or abuse will be taken seriously and responded to appropriately.

Internal policies

This safeguarding policy needs to be read in conjunction with several other EMCCA policies such as the Whistleblowing policy etc. Links to these policies will be provided in the appendices.

External Guidelines

There are several external guidelines that should also be read in conjunction with the EMCCA safeguarding policy. These are: -

Derby and Derbyshire Safeguarding Children Partnership (DDSCP)

Nottingham City Safeguarding Children Partnership (NCSCP)

Nottinghamshire Safeguarding Children Partnership

Derbyshire Safeguarding Adults Board

Derby Safeguarding Adults Board

Nottingham City Safeguarding Adults Board (NCSAB)

Nottinghamshire Safeguarding Adults Board

Working Together to Safeguard Children (2018)

Mental Capacity Act 2005

Care Act 2014

Childrens Act 2004

Please see the appendices for links to these documents

Aims

The Safeguarding Policy aims to: -

- Assist and support all colleagues to understand the importance of the safeguarding vulnerable children and adults, and how to keep themselves and others safe.
- Establish the importance of safer recruitment practices, linked to the vetting policy and procedure.
- Establish a training protocol for all staff for both children and adult safeguarding.
- Define a reporting protocol for safeguarding concerns.
- Ensure that the principles of the Children Act 2004, Care Act 2014 and Working Together 2018 are adhered to.

EMCCA recognises the stressful and traumatic nature of safeguarding children, young people and vulnerable adults and will provide support to colleagues as appropriate.

Definitions

Safeguarding is the term used in England to mean actions to protect a person's right to live in safety free from abuse and neglect. All those who work for, or with, EMCCA, have a duty, through the work they do, to protect children, young people and adults who are vulnerable

because of age, disability, mental impairment or any other factors which heighten their risk of abuse, harm or neglect.

A Child is a person under the age of 18 years. Young people aged 16 or 17 who are living independently of family or care givers are still defined as “children “and have a statutory right to protection from abuse harm or neglect. EMCCA’s approach to safeguarding children follows the guidance set out in “Working Together to Safeguard Children (2018).

A Vulnerable Adult is defined in the Care Act 2014 as someone who is in need or at risk as a result of a physical and/or mental disability or because of impairment due to age or illness. This also applies to an adult who is unable to take care of themselves, or who is unable to prevent themselves from harm or exploitation.

If an adult lacks the mental capacity to care for themselves, there are legal safeguards under the Mental Capacity Act for decisions to be taken on their behalf to keep them safe, but there are strict legal criteria which must be met before decisions can be made which affect the way an adult lives.

There are different types of abuse and neglect, and these can take many different forms. They include acts such as:

- Financial abuse
- Sexual Abuse and sexual exploitation
- Psychological and emotional abuse
- Organisational or institutional abuse
- Modern slavery and forced marriage
- Discriminatory abuse, bullying, and name calling which the aim of harming a person’s mental well-being.
- Domestic abuse including coercive control

There are acts of omission such as:

- Neglect and lack of care
- Emotional abuse
- Self-neglect

Preventing Abuse and Neglect

All those who work for, or with, EMCCA have a responsibility:

- to understand what is meant by safeguarding
- to know how to report any incident of concern to their Designated Safeguarding Lead
- to ensure that any services or resources which are commissioned by EMCCA have proper, well-managed safeguarding procedures and policies in place, particularly where they involve children and young people and/or adults who may be vulnerable or at risk of abuse, neglect or harm of exploitation
- to ensure they receive regular safeguarding training, appropriate to their roles and responsibilities at work and that people who they manage, also have access to safeguarding training
- Recruit staff in accordance with Disclosure and Barring Service (DBS) Regulations, where appropriate and ensure all organisations and agencies with whom EMCCA works also does so and ensure all contractors and sub-contractors comply with this requirement.

Reporting a Safeguarding Concern

Everyone who works for, or with, EMCCA has a responsibility under the law to report any concerns about the possible abuse, harm or neglect of a child, young person or vulnerable adult. Anyone worried about concerns of abuse must report them, so they can be investigated and dealt with. This may include a statutory safeguarding referral or reporting immediate danger to the relevant agency or emergency service. All colleagues have a duty to report concerns regarding colleagues who do not adhere to this policy and should follow the Whistleblowing policy to raise these concerns. Please see the safeguarding procedures on how to report a concern.

Managing a safeguarding concern in EMCCA

Our safeguarding procedure details how we must deal with safeguarding concerns. The procedure adopts 2 approaches to ensure we meet the requirements and aims of the policy. These are:

1. Partnership working

EMCCA will work as required in partnership with all the local safeguarding partnerships for children and safeguarding Adult Boards throughout Derbyshire and Nottinghamshire. They bring together all the multiagency arrangements in each local authority area in Derbyshire and Nottinghamshire and provide the overarching procedures that govern how every agency, responsible for investigating and responding to children and adult safeguarding, will manage their procedures and practices. Each local authority in Derbyshire and Nottinghamshire manage safeguarding investigations involving people who live in their area.

2. Effective staff management

EMCCA will ensure that all individuals with whom we work are safeguarded and protected from abuse and neglect through vigilant staff recruitment, supervision and our commissioning and procurement procedures. We will recruit in accordance with the Disclosure and Barring Service (DBS) regulations, where appropriate, to achieve safer services for our citizens, communities, and colleagues. We will ensure that those who collaborate with us do the same.

We will act quickly to remove any risk, or perceived risk, when employees are alleged to be suspected of abuse or neglect within, or without, the workplace. We will conduct thorough investigations and follow our disciplinary and other relevant processes, making referrals to relevant agencies such as the Police and/or local authority, DBS and other body as required such as a professional regulator.

We will maintain a secure system where information relation to allegations of safeguarding is confidentially secured and maintained in line with our GDPR Policy.

We will ensure there are clear internal procedures for colleagues and those agencies from whom we commission services, or work with, in partnership, to record and manage safeguarding concerns and incidents and encourage safe working practices and procedures in all our work.

EMCCA will accept the responsibility to implement procedures to provide a duty of care for children/vulnerable adults, safeguard their well-being and protect them from abuse through:

- requiring colleagues to adopt and abide by EMCCA’s Code of Conduct and the Safeguarding Policy and Procedures.
- Ensuring colleagues feel confident in reporting any safeguarding issues.
- responding to any allegations appropriately and implement the appropriate disciplinary policy where necessary.

Appointed Officers

EMCCA will ensure there are appointed officers within the organisation with a specific responsibility for safeguarding. The responsible officers for safeguarding within EMCCA are as follows:

- Chief Safeguarding Lead - The Chief Safeguarding Lead for EMCCA is the Director of Human Resources, who has the lead responsibility in safeguarding and protecting children, young people and vulnerable adults.
- Designated Safeguarding Lead - two Designated Safeguarding Leads (DSLs) will deputise for the Chief Safeguarding Lead when necessary. The contact details for the DSLs are detailed in the appendix.

The Chief Safeguarding Lead will be responsible for Chairing the Safeguarding Steering Group meeting which will take place quarterly and for taking reports to the Senior Leadership Team.

Safeguarding Panel Meeting

The Safeguarding Panel will be comprised of the Chief Safeguarding Lead and 1 or 2 Designated Safeguarding Leads, up to three members but no less than two, and a member of the HR team where necessary. The Safeguarding Panel Meeting will be convened **within 24 hours** of a safeguarding concern being raised unless the issue raised requires immediate action.

- If the safeguarding concern involves a colleague, a HR representative will need to be present at the Safeguarding Panel meeting. If the issue is not related to a colleague, then HR representation is not required, and the Safeguarding Panel can comprise of up to three (but no less than two) as identified above.
- All information in respect of a young person or vulnerable adult will be dealt with in a strictly confidential manner. A written record will be made by the Safeguarding Panel of what information has been shared with whom, what, when, where, and how the matter has been dealt with/ what action has been taken.
- All records of the child, young person or vulnerable adult will be stored securely in a central place separate from any other records and individual files will be kept for each child, young person or vulnerable adult. Any files will be held and stored as required to comply with the Data Protection Act 2018.
- Access to these records will be restricted to the DSLs, HR and the Safeguarding Panel. Any request/s for information made to EMCCA shall be referred to the responsible Authority notified being either the Local Authority’s Social Care or the relevant Police force.
- Any information which is held on a child, young person or vulnerable adult which will put the child, young person or vulnerable adult at risk of significant harm should be kept strictly confidential and should not be disclosed to a parent or guardian.

EMCCA reviews its policies and procedures regularly, but these are updated responsively as required to cover any additional relevant areas of service provision and/or delivery undertaken by EMCCA.

Below are the responsibilities of various staffing groups: -

EMCCA colleagues are responsible for:

- Always acting on safeguarding concerns. It is not expected that colleagues will function as child protection workers or that they will be trained to intervene in cases of suspected abuse. All colleagues, however, must always act on any suspected or potential safeguarding concerns. Doing nothing is not an option.
- Undertaking the e-learning modules for children and adult safeguarding. Other forms of training may be undertaken based on roles and responsibilities.
- Ensure safeguarding responsibilities are taken seriously and being initiative-taking in responding to any safeguarding concerns and reporting as necessary.
- Following the correct reporting procedures as always outlined in the associated Safeguarding procedures.

Line managers are responsible for:

- Ensuring that they understand the Safeguarding Policy so that concerns are acted upon and not ignored (this includes completion of the e-learning module and other training as required).
- Supporting colleagues with any safeguarding concerns and ensuring the appropriate advice is sought from HR.
- Ensuring colleagues follow the correct reporting procedures as outlined in the associated Safeguarding procedures.
- Adopting safe recruitment practices in line with both this policy and the vetting policy.

HR is responsible for:

- Providing support, advice and guidance to line managers and colleagues on the implementation of the policy.
- Ensuring that the Safeguarding Panel members are called together at the earliest availability to deal with any safeguarding concerns and will be present on the Safeguarding Panel meeting if a staff member is involved.
- Providing line managers with accurate and timely advice.
- Ensuring DBS checks are renewed when required and that the relevant Safeguarding Officers are DBS checked namely: - Chief Safeguarding Lead and Designated Safeguarding Leads.
- When a safeguarding concern is investigated which involves a colleague, HR will need to decide if a disciplinary investigation is required; whether Children's or Adults Services needs to be involved or a police investigation is required if there is a possibility of a criminal offence.
- HR will contact the relevant Local Authority or the Police to pass on the relevant information as required or when requested.

Learning and Development are responsible for:

- Ensuring that e-learning is provided to all colleagues and other training relevant to their role and responsibilities.

- Providing the relevant safeguarding training for the Chief Safeguarding Lead and Designated Safeguarding Leads.

Recruitment is responsible for:

- Scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, and checking previous employment history. It also includes undertaking interviews and appropriate checks through the Disclosure and Barring Service (DBS) where colleagues may be working with children, young people and vulnerable adults.
- All recruitment materials will include reference to EMCCA's commitment to safeguarding and promoting the wellbeing of young people and vulnerable adults.
- Under the Safeguarding Vulnerable Groups Act 2006, employers and employment businesses and agencies are under a duty to pass information about certain individuals to the DBS. The duty to refer information arises where a colleague has resigned or been dismissed, or would or could have been dismissed, because he or she has harmed, or may harm, a child, young person or vulnerable adult. The duty applies only in relation to individuals conducting regulated activities.

Legal and Procurement are responsible for:

- To ensure that all service providers who work directly with vulnerable adults or children on our behalf have safeguarding policies available and published which are at least as robust as EMCCA's, and a copy of this is received ahead of contractual awards being made.
- Companies also need to provide their GDPR policy, Complaints Procedures and DBS certificate numbers of staff engaged in the projects.

Governance and Accountability

The effective governance and accountability for this policy is assured through the following assurance measures:

1st line of assurance – day to day operations; reporting to Line Managers or HR any concerns. HR will call the Safeguarding Panel together for an emergency meeting.

2nd line of assurance – Chief Safeguarding Lead and Designated Safeguarding Leads will be responsible to ensure that quarterly meetings take place to review safeguarding training and audits of safeguarding concern that are being raised by the organisation.

3rd line of Assurance- Monitoring and ownership of the policy by the Senior leadership Team who will receive reports and audits from the Chief Safeguarding Lead.

Data Protection and Privacy

We will share information for the purposes of safeguarding, comply with our statutory duty to share information under the duty of candour and will manage data in accordance with the GDPR Policy.

We will ensure that we keep young people's data and information including the safeguarding concerns in a safe and this is only shared on a need to know basis.

Equality and Diversity

An Equality Impact Assessment will be conducted on this policy with risks mitigated via the procedure training and monitoring work.

Measures and Monitoring

We will monitor any safeguarding concerns within EMCCA or with its partners or those from whom we commission services. If there are concerns the Designated Safeguarding Leads will support with this process.

This Policy and the accompanying procedures and training plan will be reviewed every 3 years or within that timescale if legislation and/or guidance changes or if, through other operational activity within EMCCA or with those who we work with, give rise to additional improvements in Policy, Procedures and/or practices.

Safeguarding Training

E-learning

All EMCCA colleagues will have access to an e-learning module which provides a basic awareness of safeguarding for children, young people and vulnerable adults. The training will support colleagues to :

- analyse their own practice against established good practice, and ensure their practice reduces the likelihood of allegations against them.
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse or exploitation.
- respond appropriately to concerns expressed by a child/vulnerable adult; and
- work safely and effectively with children, young people and vulnerable adults.

Completion of the e-learning training will be mandatory and will be recorded and monitored.

The e-learning module will be reviewed every 2 years; however, if significant changes are made within National Safeguarding Policy during this time, all staff will be required to re-take the e-learning module before then.

Face to face / Virtual training

Face to face/virtual safeguarding training will also be available for the Chief Safeguarding Lead, HR, Designated Safeguarding Leads and other colleagues when requested.

Appendices

Internal EMCCA Policies

Safeguarding Procedures

Whistle Blowing

Domestic Abuse

Formal Complaint

Modern slavery policy and Modern Slavery Statement

DBS application

<https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers>

Well-being Guidance and Promoting employee well-being guidance

Equality Diversity and Inclusion Impact Assessment

GDPR Policy

EMCCA Prevent Policy

External Guidelines

Working Together to Safeguard Children (2018) [Working together to safeguard children - GOV.UK](#)

Care Act 2014 [Care Act factsheets - GOV.UK](#)

Mental Capacity Act 2005 [Mental Capacity Act - Social care and support guide - NHS](#)

The Safeguarding Vulnerable Groups Act 2006 [Safeguarding Vulnerable Groups Act 2006](#)

Keeping children safe in education 2024 [Keeping children safe in education 2024](#)

Childrens Act 2004

https://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf

Definition of terms

“colleagues” is used to include all EMCCA employees, full or part-time, volunteers, and anyone working on a paid or unpaid basis on behalf of EMCCA.

Chief Safeguarding Lead

Director of HR - Julie.harris@eastmidsdevo.org.uk

Designated Safeguarding Lead

Operational Careers Hub Lead – laura.wilkins@eastmidsdevo.org.uk

Learning and Development Business Partner – Deborah.Barker@eastmidsdevo.org.uk

HR Contacts- HR Business Partners

Sue.windle@eastmidsdevo.org.uk

Sandy.gillham-hardy@eastmidsdevo.org.uk

Learning and Development Contacts

Learning and Development Business Partner – Deborah.Barker@eastmidsdevo.org.uk

External Contacts

In an emergency always dial 999

101 (24-hour non-emergency number).

Child line - 0800 1111 [Childline | Childline](#)

Contact the NSPCC on 0808 800 5000 (free service, lines open 24 hours a day) [NSPCC | The UK children's charity | NSPCC](#)

Action on Elder Abuse Helpline - 080 8808 8141 [Who we are | Hourglass](#)

Age UK Advice Line – 0800 678 1602 [Age UK Advice Line: Free national helpline for older people | Age UK](#)

Stop Hate UK – 0800 138 1625 (for victims of hate crime) [Home - Stop Hate UK](#)

Ann Craft Trust – 0115 951 5400 (for adults with learning disabilities) [Ann Craft Trust: Safeguarding Adults](#)

Womens aid - for women and children affected by domestic abuse [Home - Women's Aid](#)

Care Quality Commission – 03000 616161 [Contact us - Care Quality Commission](#)

[Charities and regulators supporting Vulnerable Adults | Safeguarding Matters](#)

Derbyshire and Nottinghamshire Partnership details

Derby and Derbyshire Safeguarding Children Partnership (DDSCP)

[The Derby and Derbyshire Safeguarding Procedures](#)

Referrals:

Derbyshire via **Starting Point** on [01629 533190](tel:01629533190)

Derby City via **First Contact Team** during normal working days between 9 am and 5 pm on [01332 641172](tel:01332641172) or out of office hours to Careline on [01332 956606](tel:01332956606)

Nottingham City Safeguarding Children Partnership (NCSCP)

[Safeguarding Children Partnership - Nottingham City Council](#)

[Safeguarding Children Competence Framework - Nottingham City Council](#)

[Welcome to the Interagency Safeguarding Children Procedures](#)

Nottinghamshire Safeguarding Children Partnership

[Nottinghamshire Safeguarding Children Partnership](#)

Derbyshire Safeguarding Adults Board

[Home - Derbyshire Safeguarding Adults Board](#)

Referrals:

Tel: 01629 533190 between 9 am and 5 pm or out of office hours to access a range of social care staff for adults or children in need of social care on 01629 532600.

Derby Safeguarding Adult Board

[Derby Safeguarding Adults Board homepage](#)

Multi-Agency Safeguarding Hub (MASH) is hosted by Derby City Council

Referrals:

The MASH team on [01332 642855](#). The line is open from Monday to Friday (excluding Bank Holidays) from 9am to 5pm. If there is an out of hours emergency, please call [01332 956606](#).

Nottingham City Safeguarding Adults Board (NCSAB)

[Adult Safeguarding Procedures and Guidance - Nottingham City Council](#)

[Adult Safeguarding - Useful Resources and Links - Nottingham City Council](#)

Referrals:

Nottingham City, call Adult Social Care on 0115 8763330. Lines are open 9am to 5pm.
Nottinghamshire County, call Nottinghamshire County Council on 0300 500 8080

Nottinghamshire Safeguarding Adults Board

[Nottinghamshire Safeguarding Adults Board](#)

Referrals are on line or out of normal business hours contact the Emergency Duty Team on 0300 456 4546. The team are available Saturday and Sunday 24 hours and Monday - Friday 5:00pm-8:30am.