



*served by One Team*

South & East Lincolnshire Councils Partnership

# Safeguarding Policy and Procedures 2022-2023

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### **INTRODUCTION**

Safeguarding encompasses a range of legal duties and responsibilities designed to protect people's health, wellbeing, and human rights, and support them in preventing problems from escalating and enabling them to live free from harm, abuse, and neglect.

The Council has a range of statutory duties to carry out in relation to safeguarding and promoting the wellbeing of individuals and communities. This policy has been written to support the Council in protecting those who need safeguarding by providing a reference point and guidance for staff, elected members, volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council. It seeks to provide practical guidance to ensure that the Council plays its full part in safeguarding and always promoting the wellbeing of its individuals and communities.

Safeguarding involves several key agencies including Children's Services, Adult Social Care, Health Agencies and Criminal Justice Agencies. Our duties do not extend to areas which would be considered the responsibility of our partners, but there are duties to cooperate and to have effective processes in place regarding collaboration.

A consistent and effective approach is needed across the Council to ensure that statutory responsibilities are met, to protect the community, and protect the reputation of the Council. Safeguarding responsibilities of the Council include:

- Having effective safeguarding policies and procedures in place;
- Recognising signs of abuse or safeguarding concerns;
- Effective training of staff, safe recruitment and capable workforce
- Referring concerns to partner agencies;
- Working closely with partners such as the police, social care, health agencies, probation and other local authorities;
- Undertaking and participating in regular audit and scrutiny for assurances.

Staff can keep up to date with Safeguarding information on the SELCP Intranet [here](#)

### **OVERVIEW AND POLICY COMMITMENT**

This Policy aims to protect children, young people and adults who need safeguarding, including employees, volunteers, apprentices and students; those who use our services or are cared for by others who use our services; and those with whom our staff, elected members, volunteers, key contractors and directly commissioned providers acting on behalf of the Council have contact.

It aims to:

- Ensure that the Council plays its full role in safeguarding and promoting the health, welfare and wellbeing of children, young people, and adults at risk, at all times;
- Raise awareness of the duty of care and responsibilities relating to safeguarding throughout the Council;
- Ensure a person-centred approach which puts people's own needs and wishes first, hears their voice, respects their views, and upholds their human rights;

- Achieve the best possible outcomes for all individuals, including enabling all children and young people to 'Stay Safe, Be Healthy, Enjoy and Achieve, make a Positive Contribution and Achieve Economic Wellbeing' (Children Act 2004);
- Secure stable relationships with professionals built on trust, with consistent support to meet their individual needs and with all decisions taken in line with the Mental Capacity Act (MCA) 2005;
- Ensure that everyone involved gets the support they need before a problem escalates;
- Provide a proportionate, timely, supportive, informed, and professional response to anyone experiencing abuse or neglect;
- Actively encourage good practice amongst staff and promote wider awareness where possible (for example partner organisations, service user groups and community);
- Create a safe and healthy environment within all of our services, avoiding situations where abuse or allegations of abuse may occur;
- Ensure that we safely recruit, train, supervise and support staff, elected members and volunteers appropriately and in accordance with Disclosure and Barring Service (DBS) guidance.

### **Making Safeguarding Personal**

The Making Safeguarding Personal (MSP) approach puts service users' at the centre of everything we do, follows the edict of 'no decision about me without me', and means that the person, their families and carers must work together with agencies to find the right solutions to keep people safe and support them in making informed choices.

We aim to drive a cultural shift in all our organisations that will embed the principles of MSP into our structures, processes and practice.

The key focus is on developing a real understanding of what people wish to achieve, agreeing, negotiating and recording their desired outcomes, working out with them, their family or advocates how best those outcomes might be realised and then checking at the end how far their expectations have been met.

Further details can be found on the Lincolnshire Safeguarding Adults Board website, [here](#).

## **CURIOSITY AND UNCERTAINTY**

**Professional Curiosity** has been a recurring theme in Serious Case Reviews (SCR) across Lincolnshire. Professional curiosity is about having the capacity and communication skills to explore and understand what is happening with an individual or family. It is about enquiring more deeply and using proactive questioning and challenge. It is about challenging your own responsibility and knowing when to act rather than making assumptions or taking things at face value.

**Respectful Uncertainty** is about considering and where necessary challenging responses, looking beneath the surface and testing the facts and 'gut feelings' rather than accepting an explanation, however plausible.

## **ROLES AND RESPONSIBILITIES**

**Safeguarding is everyone's business.** This policy provides guidance for anyone working on behalf of the Council who may have contact with children, young people, adults at risk of harm, and their families. This policy affects every Council staff member, elected member, volunteer and anyone working on behalf of and / or representing the Council.

All individuals to whom this policy and procedures apply must know where and how to access it, have a clear understanding of how, why and who to contact with their concerns and complete appropriate training in order to fulfil their responsibility in being able to identify and respond to wellbeing concerns, abuse or alleged abuse and poor practice. All officers who visit people's homes must be particularly alert to signs of abuse or neglect. All officers must always report and respond to concerns, doing so swiftly to ensure the safety and wellbeing of anyone at risk or suspected of being at risk. All employees should discuss concerns with the appropriate person or organisation as set out throughout this policy and its associated procedures.

It is the responsibility of those who have a role in engaging services to ensure that volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council meet these requirements.

If anyone subject to this policy finds, for whatever reason, they do not believe that they can fully comply with all requirements they must notify the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer immediately:

**Designated Safeguarding Officer**

Emily Spicer, Assistant Director – Wellbeing & Community Leadership [emily.spicer@sholland.gov.uk](mailto:emily.spicer@sholland.gov.uk)  
07900 168280

**Deputy Designated Safeguarding Officer**

David Postle, Wellbeing Service Manager [david.postle@e-lindsey.gov.uk](mailto:david.postle@e-lindsey.gov.uk) 01507 613124 / 07958 805206

**Deputy Safeguarding Officers**

SHDC – Dee Bedford, Community Safety & Enforcement Manager [dbedford@sholland.gov.uk](mailto:dbedford@sholland.gov.uk) 07778 530 768

ELDC – Jason Oxby, Service Manager – Housing & Support Solutions [jason.oxby@e-lindsey.gov.uk](mailto:jason.oxby@e-lindsey.gov.uk)  
01507 613120

BBC – Pete Hunn, Community Safety Manager [peter.hunn@boston.gov.uk](mailto:peter.hunn@boston.gov.uk) 01205 314245

Whilst safeguarding is everyone's business, the Council has named officers who take specific responsibility for:

- Supporting staff to report concerns;
- Developing and reviewing policies and procedures;
- Working in partnership with other organisations to develop best practice and shared learning
- Providing, coordinating, and monitoring training for staff and elected members;
- Providing training to all new staff and elected members as part of the council's induction process;
- Ensuring engagement and compliance with audit frameworks;
- Implementing audit recommendations and changes to legislation;

- Engaging in serious case reviews and domestic homicide reviews;
- Hosting a corporate safeguarding group that is represented by all service areas.

The Councils corporate safeguarding roles and responsibilities are set out below:

<b>Corporate Safeguarding Role</b>	<b>Overview of Responsibilities</b>	<b>Corporate Lead Officer(s)</b>
Designated Safeguarding Lead	Has overall strategic oversight for the South & East Lincolnshire Council Partnership	Emily Spicer, Assistant Director, Wellbeing & Community Leadership
Deputy Designated Safeguarding Officer	The Deputy Designated Safeguarding Lead will assist the Designated Safeguarding Lead, and will: Represent the council on safeguarding matters at an external and strategic level and have overall responsibility for ensuring the council is meeting its safeguarding requirements; Represent the council in the instance of any serious case review or domestic homicide review; Be the council spokesperson in the event of any public / media enquiries; Review the safeguarding policy and procedures; Maintain communication channels with outside agencies, including attending meetings.	David Postle, Wellbeing Service Manager
Deputy Safeguarding Officer – SHDC	Deputy Designated Safeguarding Officers will: Deputise for the Designated Safeguarding Officer as required; Advise staff on responding to and referring safeguarding concerns; Ensure that all cases are collated, recorded, reported, and reviewed, and all requests for information are responded to within the required timescales to support case reviews, inspections, etc.	Dee Bedford, Community Safety & Enforcement Manager
Deputy Safeguarding Officer – ELDC		Jason Oxby, Housing & Support Solutions Service Manager ELDC & BBC
Deputy Safeguarding Officer – BBS		Peter Hunn, Community Safety Manager ELDC & BBC
Safer Recruitment	Employers need to identify candidates who may be unsuitable for certain jobs, especially work that involves vulnerable groups including children. Ensure that the Council makes safe recruitment decisions in line with the requirements of the Disclosure and Barring Service (DBS) Ensure that the Council’s DBS policy is up to date and reviewed in line with any legislative changes.  HR (provided by PSPS Ltd) will:	Service Managers, Human Resources (provided by partner company PSPS Ltd)

	<p>Support safeguarding leads to identify posts that need DBS clearance;</p> <p>Undertake DBS checks for all identified posts;</p> <p>Advise management of strategic risks relating to people;</p> <p>Maintain records to demonstrate current compliance of DBS for identified posts.</p>	
Service Managers and Line Managers	<p>Service Managers and Line Managers are responsible for increasing safeguarding awareness in their services. Dealing with abuse and neglect can be stressful and distressing and staff can be left feeling concerned about a situation or case they have experienced. They will:</p> <p>Support and supervise staff appropriately;</p> <p>Ensure that their team members complete all relevant training requirements;</p> <p>Disseminate safeguarding information to teams, supported by the corporate safeguarding group;</p> <p>Respond promptly to requests for information regarding specific cases and maintain clear communication with the Designated Safeguarding Officer, and good working relationships with other agencies to address any difficulties between front line staff;</p> <p>Support the review of this policy and its procedures where required;</p> <p>Ensure that all concerns and cases are logged via the Council's safeguarding tracker (either reporting a concern or notifying the Designated Safeguarding Officer of assessments and action taken).</p>	
Senior Leadership Team	<p>Responsibility for Safeguarding across South Holland District Council, Boston Borough Council and East Lindsey District Council</p>	<p>Emily Spicer Assistant Director – Wellbeing and Community Leadership John Leach Deputy Chief Executive (Communities)</p>

## TRAINING AND DEVELOPMENT

It is essential that everyone to whom this safeguarding policy applies can recognise and respond to possible safeguarding risks and concerns across all relevant policy areas. The level of training and knowledge required by each person is determined by their role and their level of contact with customers at risk of harm – all roles within the organisations will be categorised using the requirements of the National Competencies Framework (NCF) for Children and Adults.

All training is delivered either face to face, via workshops or via e-learning modules which are either delivered in partnership with, or endorsed by the respective safeguarding, domestic abuse, prevent boards and strategic groups. **Safeguarding training is mandatory.** Training is completed on a six-year rolling programme. This follows the Lincolnshire Safeguarding Adult Board 6 Year Safeguarding Adult

Training Pathway and the Lincolnshire Safeguarding Children Partnership 6 Year Safeguarding Children Training Pathway. E-Learning modules are reviewed and updated quite regularly as courses must be updated to meet the changing needs. The e-learning modules can be accessed through First4HR .

The table below outlines the training groups. If you are unsure which level of training is relevant to your role or if you have any questions, please contact the Deputy Designated Safeguarding Officer for your organisation or email: -

- South Holland – [safeguarding@sholland.gov.uk](mailto:safeguarding@sholland.gov.uk)
- East Lindsey – [safeguarding@e-lindsey.gov.uk](mailto:safeguarding@e-lindsey.gov.uk)
- Boston – [safeguarding@boston.gov.uk](mailto:safeguarding@boston.gov.uk)

Training Group	Definition for Grouping	Who is this?
1	Those with infrequent contact with children, young people and vulnerable adults who may become aware of possible abuse, neglect, or maltreatment.	All staff, volunteers, general contractors, consultants
2	Those with regular contact or periods of intense but irregular contact with children, young people, and vulnerable adults who may be able to identify concerns regarding abuse, neglect, or maltreatment.	Key contractors, housing, homelessness, public protection, community safety, communities, leisure and culture and staff involved in home visits
3	Operational Managers at all levels. Senior managers responsible for strategic management of services. Those with oversight of systems, policies, and procedures in their department.	Service managers, senior officers, management team
4	Designated lead professionals in TAC, child protection, MAPPA, and MARAC work. Those responsible for ensuring their organisation is at all levels fully committed to safeguarding and have appropriate systems and resources in place.	Named staff in housing, and community safety, safeguarding, designated safeguarding lead, deputy designated safeguarding officer, Assistant Director Wellbeing & Community Leadership
5	Staff without IT access - All staff without IT can will be trained through briefings	Waste Crews, Parks and Grounds Team

**Elected Members:** All elected members will be offered safeguarding training when they are elected, as part of the induction process. They will also be required to complete the e-learning induction module 'Introduction to Safeguarding Everyone in Lincolnshire' during their first year in office. Elected Members will be offered opportunities to increase their safeguarding awareness through e-learning modules and thematic training and briefings.

**Staff without IT access:** All staff without IT access will need to attend safeguarding briefing sessions. The briefing will cover general safeguarding principles, personal responsibilities and who to contact with any concerns. These may be delivered face to face, or virtually.

## **SUPERVISION AND APPRAISAL**

People work best when they are well informed, trained and supported. Supervision should improve the quality of practice, support the development of integrated working and ensure continuing professional development. Effective supervision involves regular face-to-face discussion with skilled managers, including reflective practice, to enable staff to work confidently and competently with difficult and sensitive situations.

This includes:

- Ensuring our customers and their carers receive a quality service
- Enabling understanding and implementation of policies and procedures
- Supporting staff to be clear about their responsibilities and accountabilities
- Giving staff opportunities to reflect on, analyse and evaluate practice
- Giving staff opportunities to discuss best practice and safeguarding concerns
- Providing personal support when dealing with difficult cases.

Staff leading on Team Around the Child (TAC) cases, MARAC, dealing directly with complex or distressing cases, involved in case reviews or court cases, etc will need and should receive appropriate support from their manager, the Designated Safeguarding Lead or the Deputy Safeguarding Officers for each of the authorities. This may include regular and ad hoc de-briefs, and opportunities to seek external support for their wellbeing if required. Appraisals should always include discussion of the safeguarding responsibilities of the role and training and development needs.

To support personal development and professional competence, managers can identify good practice through:

- Direct observation of the activity or service
- Undertaking case file audits, where appropriate
- Reviewing service user's feedback on the activities or services

Team Meetings should also include regular agenda items to share safeguarding information, concerns and best practice.

## **REPORTING CONCERNS AND RECORD KEEPING**

**If you feel that a child, young person, or an adult is at immediate risk of significant harm, then call Lincolnshire Police on 999. If however you think they are at risk but that risk is not immediate, you must take appropriate action, calling 101 if you think a crime has been committed, and by reporting the matter to the LCC Customer Services Centre (CSC) on 01522 782111 for children, or 01522 782155 for adults, or emergency out of hours 01522 782333.**

In all cases you should report the incident to the Designated Safeguarding Lead through the **Internal Safeguarding Report Form** in Appendix A.



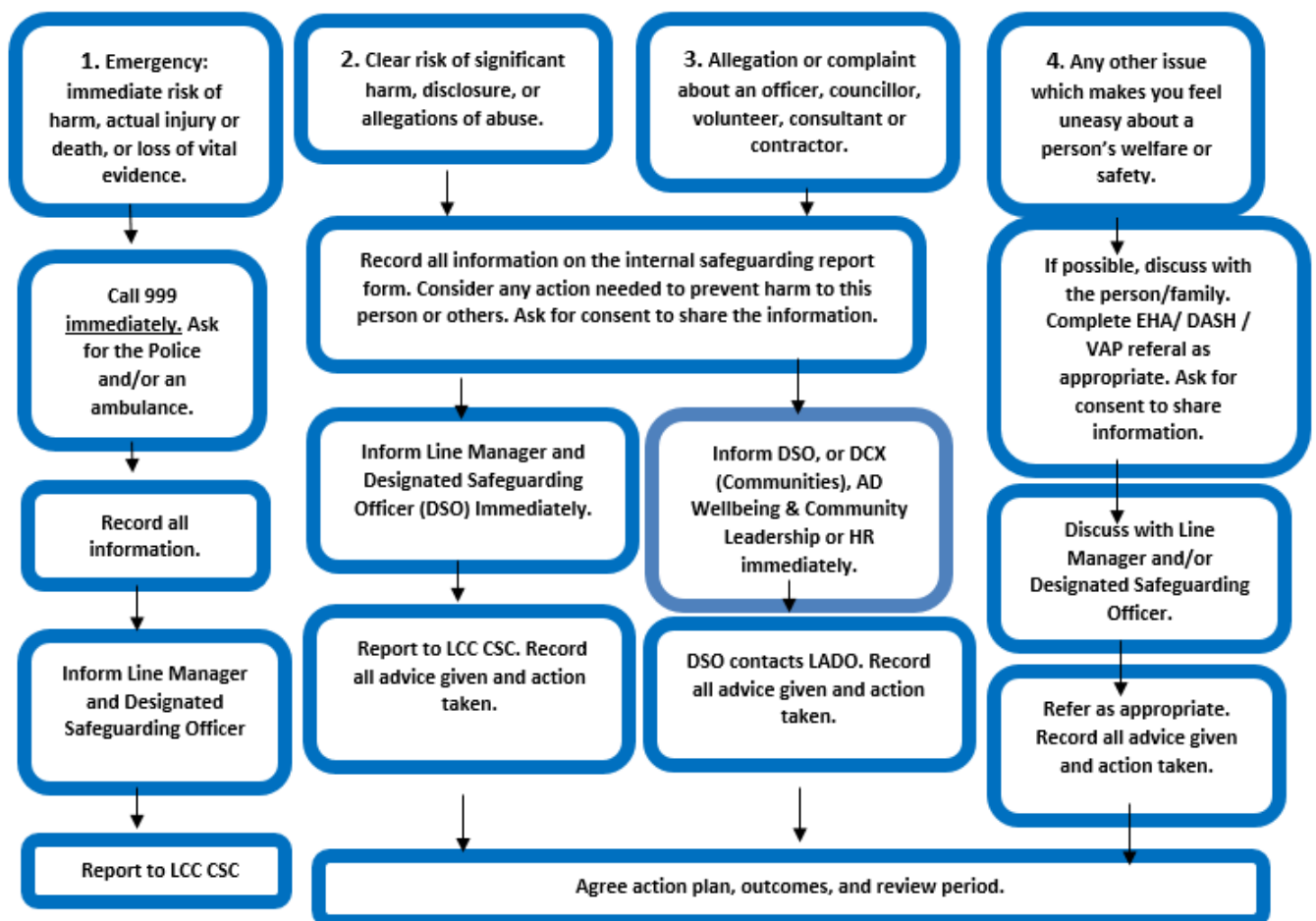
For staff without IT access, please speak to your supervisor/line manager to report a concern.

Customer facing, front line services are most likely to come across safeguarding concerns in their day to day roles and will have an enhanced level of awareness. These staff groups/services will be more experienced in engaging with external agencies to report safeguarding concerns – as referrals or through multi-agency case management procedures such as Early Help, ASBRAC, VAP, MARAC. If you are aware that a case is already open and external services are aware of the child, family or vulnerable adult you can contact the relevant officer through LCC Customer Services Centre.

If you need advice on the most appropriate course of action, please speak with your line manager, Designated Safeguarding Lead or the Deputy Safeguarding Officer for your organisation.

**If you have concerns – share them.**

### Safeguarding Incident Flowchart



Records must always be made with great care. They will almost always be open to inspection by others, including those about whom they are made; they may be required as evidence in case reviews of legal proceedings. Good records are factual, accurate, legible, comprehensive and made as soon after the incident as possible. They include direct evidence, such as the words used by individuals themselves, and specific information, such as the exact location of an injury (e.g. bruising

'on the left lower forearm just above the wrist', rather than 'on the arm'). Diagrams which explain family relationships, layouts of locations, or locations of injuries are helpful.

When making records, do not:

- Make value judgements about those involved
- Criticise those involved for their behaviours, attitudes, beliefs or actions
- Use jargon, slang, derogatory or negative language about victims or perpetrators
- Use abbreviations which are not explained
- Speculate or make assumptions about someone's explanations or actions.
- Speculating makes assumptions; professional curiosity teases out concerns and prevents assumptions being made.

Always record:

- The date and time of the incident
- The person's name, address and date of birth
- The nature of the allegation or incident and, if possible, the name, address, date of birth or any others involved, including the employer of anyone alleged to have caused the harm.
- Factual observations: visible injuries, the person's behaviour / physical / emotional state, etc.
- Exactly what they said, using their own words, and exactly what you said.
- Their consent to share the information.
- All actions you took: who you spoke to and all resulting actions so far. Include names, addresses and telephone numbers wherever possible.
- Sign and date your record and store the information securely.

Consider whether a person needs adding to the Council's Cautionary Contacts list. If you feel that staff, councillors, volunteers, contractors or consultants may be at risk of harm from the person, seek advice from the Data Protection Officer.

Where there is a case file for the person, your record should be stored on their file. For every safeguarding incident, email a brief anonymised summary of the issue and all action taken to the Safeguarding Officer. Staff without IT access should telephone the Safeguarding Officer

## **CONFIDENTIALITY AND INFORMATION SHARING**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child, young person, or vulnerable adult, to their family and any child protection, adult safeguarding or police investigations that may follow.

Informing the parents of a child or young person you have concerns about needs to be dealt with in a sensitive way and should be done in consultation with children's services / police. Any individual under suspicion has the right to be notified about the cause for concern. It is important that the timing of this does not prejudice any investigation.

Recorded information (both paper and electronic) should be stored in a secure place, with access limited to officers named within the corporate safeguarding structure, in line with data protection laws.

If enquiries arise from the public (including parents) or any branch of the media, it is vital that staff, elected members, volunteers and anyone working for or on behalf of the Council are briefed as required so that they do not make any comments regarding the situation. The Designated Safeguarding Officer will be the designated spokesperson in the event of any public / media enquiries. In the absence of the Designated Safeguarding Officer, the query should be escalated to the Assistant Director Wellbeing and Community Empowerment

**Information Sharing:** The Council is signed up to the Safer Lincolnshire Partnership Information Sharing Agreement, allowing full sharing of information between signatories, with the constraints of the GDPR. The Council is also signed up to specific information sharing agreements referring to Multi-Agency Risk Assessment Conference (MARAC), Anti-Social Behaviour Risk Assessment Conference (ASBRAC), Sentinel and Assisting Rehabilitation through Collaboration (ARC, previously IOM). These agreements are updated annually.

As partnership approaches develop, amended or create new case management forums or referral processes, information sharing will be considered.

### **The Seven Golden Rules of Information Sharing**

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

## **INTER-AGENCY DISPUTES AND ESCALATION POLICIES**

When working in the arena of safeguarding, it is inevitable that at times there will be professional disagreement. Whilst this is accepted, it is vital that such differences do not affect the outcomes for children, young people and vulnerable adults or detract from ensuring that they are safeguarded.

Disagreements could arise in a number of areas of multi-agency working as well as within single agency working, but are most likely to arise in relation to:

- Criteria for referrals;
- Outcomes of assessments;
- Roles and responsibilities of workers;
- Service provision;
- Information sharing and communication.

Having an Escalation Policy became a statutory requirement following a number of Serious Case Reviews.

If you are concerned or unhappy with the decisions or action/lack of action of another agency when referring a case or securing their involvement in supporting an individual, issues can be escalated through the Designated Safeguarding Lead or their Deputies, as they are required to challenge the managers within that partner agency by using the escalation policies set out by the LSCP or LSAB or other overarching body. The LSCP escalation policy can be found [here](#).

**If you feel that you need to use this process, please speak to the Designated Safeguarding Lead before making a referral.**

## **WHISTLE BLOWING**

All staff, elected members, volunteers, key contractors and directly commissioned providers acting on behalf of the Council should use the Council's Corporate Feedback and Whistle blowing policies if they are concerned about how a safeguarding issue has been dealt with. The Council is part of a whistle blowing partnership: information is available through a confidential free-phone number 0800 0853716 or at [whistleblowing@lincolnshire.gov.uk](mailto:whistleblowing@lincolnshire.gov.uk)

The Council will always adhere to the procedures set out by the LSCP, LSAB or other overarching body in such event. In addition, the NSPCC Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation. They can be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **AUDIT AND QUALITY ASSURANCE**

As a statutory agency, District Councils are subject to a number of internal and external audits and quality assurance mechanisms to ensure compliance and effective practices in each of the areas covered by this policy and associated procedures. All audit recommendations will be integrated into the corporate safeguarding action plan. Regular reports will be made to the Corporate Management Team and Portfolio Holders.

An annual report will be provided to Governance and Audit Committee to provide assurance that the Council continues to be vigilant on safeguarding matters, fulfilling its legal duties.

Ideas for improvement on response to safeguarding in any way, from changing the way we communicate through to adapting working practices, are always welcome. Feedback will always be

taken on board and where we can make changes or improvements, we will do so. Initial suggestions can be emailed to [safeguarding@sholland.gov.uk](mailto:safeguarding@sholland.gov.uk) for further discussion.

## SAFER RECRUITMENT

It is the duty of employers to identify candidates who may be unsuitable for certain jobs, especially jobs that involve working with vulnerable groups such as children. The Human Resources team offers advice and support to the Council to enable relevant officers to make safer recruitment decisions in line with the requirements of the Disclosure and Barring Service (DBS). Council officers are responsible for the recruitment and management of staff within their service areas, but the Human Resources service provides support, guidance, and direction in terms of good practice and best approach.

## MONITORING AND REVIEW

This Policy and its Procedures will be fully reviewed every three years and signed off by Cabinet / Executive Board. The Policy will also be reviewed on an annual basis and updated where appropriate. If a weakness is identified in procedures or if national guidelines change between reviews, the policy will be reviewed and revised by the Designated Safeguarding Officer and signed off by the Portfolio Holder, with the decision recorded and published via a Decision Notice.

Changes to the policy or procedures will be communicated via management team and communication emails, with details placed on the intranet. Service Managers are responsible for ensuring the timely and accurate dissemination of information to their teams, supported by the corporate safeguarding group.

All policy revisions will be dated and recorded in the table below.

Version	Reason for change:	Amended by: (position & date)	Approved by: (position & date)	Published date:
1.0	Full 3 yearly review	Emily Holmes, Designated Safeguarding Officer		
2.0	Rationalised over the SELCP	David Postle, Deputy Designated Safeguarding Officer	To be approved by each Council	

**Appendix A INTERNAL SAFEGUARDING REPORT FORM**

<b>Your details:</b>	Name: Tel: Email: Job title:
<b>Date:</b>	
<b>Time:</b>	
<b>Location:</b>	
<b>Details of person you are concerned about:</b>	Name: D.O.B: Address: Tel:
<b>Details of other relevant people involved:</b>	Name, relationship to above: D.O.B: Address: Tel:
<b>Type of concern:</b> Child, Adult, Domestic Abuse, Child Sexual Exploitation, Prevent, other:	
What are your concerns? Is this an (please place a cross next to):	<b>Allegation</b> about someone: <b>Disclosure</b> from someone: <b>Concern</b> regarding a person/incident:
<b>Details of the incident</b> -What happened? <i>Please provide as much detail as you can and try to repeat exact wording if possible. (Where applicable)</i>	
<b>What was said?</b> <i>Please provide as much detail as you can and try to repeat exact wording if possible. (Where applicable)</i>	
<b>What action have you taken so far?</b>	
<b>Does the person know you are making a referral?</b> Yes/No	
<b>Onward referral?</b> Yes /No If <b>yes</b> to whom?	
<b>Outcome?</b>	
<b>Do you require further support?</b> Yes/No If <b>yes</b> , provide details	
<b>Status:</b> Open/Closed	

Please forward completed form to [safeguarding@sholland.gov.uk](mailto:safeguarding@sholland.gov.uk)

## Appendix B      **EXTERNAL LINKS AND INFORMATION**

Safeguarding is complex and wide ranging. Given the breadth of importance of the areas contained within this policy, it cannot and must not be read and taken in isolation. Links to important external procedures and processes are included throughout the document and must be followed. The principle external links are:

Lincolnshire Safeguarding Children Partnership (LSCP) Multi Agency Policy & Procedures	<a href="https://www.lincolnshire.gov.uk/safeguarding/lscp">https://www.lincolnshire.gov.uk/safeguarding/lscp</a>
Lincolnshire Safeguarding Adults Board (LSAB) Multi Agency Policy and Procedures	<a href="https://www.lincolnshire.gov.uk/safeguarding/lsab">https://www.lincolnshire.gov.uk/safeguarding/lsab</a>
Lincolnshire Multi Agency Domestic Abuse Guidance	<a href="http://www.domesticabuselincolnshire.com">www.domesticabuselincolnshire.com</a>
Lincolnshire Prevent / Channel Process	<a href="https://www.lincs.police.uk/reporting-advice/terrorism/preventing-extremism/">https://www.lincs.police.uk/reporting-advice/terrorism/preventing-extremism/</a>
Hate Crime Information and Guidance	<a href="http://www.stophateuk.org">http://www.stophateuk.org</a>  <a href="https://beta.lincs.police.uk/advice/advice-and-information/hco/hate-crime/">https://beta.lincs.police.uk/advice/advice-and-information/hco/hate-crime/</a>
Modern Slavery and National Referral Mechanism	<a href="https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales">https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales</a>
Human Trafficking	<a href="https://www.gov.uk/government/publications/victims-of-human-trafficking">https://www.gov.uk/government/publications/victims-of-human-trafficking</a>
Online Training - Enable	<a href="https://safeguardinglincolnshire.vc-enable.co.uk/Login/Login">https://safeguardinglincolnshire.vc-enable.co.uk/Login/Login</a>
Disclosure and Barring Service	<a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>

Appendix C

**GLOSSARY OF TERMS**

<b>Anti-Social Behaviour</b>	<b>ASB</b>	Behaviour causing or likely to cause harassment, alarm, and distress.
<b>Anti-Social Behaviour Risk Assessment Conference</b>	<b>ASBRAC</b>	Multi-agency risk assessment conference for victims of anti-social behaviour. Targeting high end ASB to protect the most vulnerable.
<b>CHANNEL</b>		Multi-agency approach to protect people at risk from radicalisation.
<b>CONTEST</b>		The Governments counter terrorism strategy.
<b>Customer Service Centre</b>	<b>CSC</b>	Lincolnshire County Council mechanism to make safeguarding referrals or raise safeguarding queries.
<b>Domestic Abuse, Stalking &amp; Harassment and Honour Based Violence risk assessment</b>	<b>DASH</b>	Approved risk assessment tool used by professionals to identify risk of domestic abuse and to inform future safety planning and referrals to MARAC. <a href="http://www.dashriskchecklist.co.uk">http://www.dashriskchecklist.co.uk</a>
<b>Domestic Abuse Partnership</b>	<b>DAP</b>	A formal partnership to meet the statutory duties within the Domestic Abuse Act 2021. The Lincolnshire Domestic Abuse Strategy sets out the key areas of action to tackle domestic abuse – relevant to all victims of domestic abuse. <a href="https://www.lincolnshire.gov.uk/crime-prevention/domestic-abuse">https://www.lincolnshire.gov.uk/crime-prevention/domestic-abuse</a>
<b>Disclosure and Barring Service</b>	<b>DBS</b>	The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
<b>Independent Domestic Violence Advisor</b>	<b>IDVA</b>	IDVA’s support high risk domestic abuse victims at a point of crisis, supporting them to plan appropriate safety management strategies.
<b>Independent Sexual Violence Advisor</b>	<b>ISVA</b>	Similar to the role of an IDVA but supporting victims of sexual violence to access support and safety planning.
<b>Lincolnshire Safeguarding Adults Board</b>	<b>LSAB</b>	A statutory multi-agency partnership, comprising of a range of organisations that all have stakeholder interest in the safeguarding adult’s agenda. <a href="https://www.lincolnshire.gov.uk/lisab">https://www.lincolnshire.gov.uk/lisab</a>
<b>Lincolnshire Safeguarding Children Partnership</b>	<b>LSCP</b>	A statutory multi-agency board made up of representatives from the Local Authority, Police, Health Service, Probation Trust, Youth Offending Service, the Voluntary Sector, and others. Soon to change from Board to Partnership. <a href="https://www.lincolnshire.gov.uk/safeguarding/lscp">https://www.lincolnshire.gov.uk/safeguarding/lscp</a>
<b>Multi-Agency Risk Assessment Conference</b>	<b>MARAC</b>	Multi-agency meetings where information about high risk domestic abuse victims (those at risk of murder or serious harm) is shared to develop a risk focussed, coordinated safety plan to support the victim.
<b>Mental Capacity Act (2015)</b>	<b>MCA</b>	The Mental Capacity Act 2005 covers people in England and Wales who cannot make some or all decisions for themselves.



		The ability to understand and make a decision when it needs to be made is called 'mental capacity'.
<b>National Referral Mechanism</b>	<b>NRM</b>	The National Referral Mechanism (NRM) is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support.
<b>PREVENT</b>		A key strand of the Government's counter-terrorism strategy. Its main objective is to stop people becoming terrorists or supporting violent extremism.
<b>Safer Lincolnshire Partnership</b>	<b>SLP</b>	A statutory multi-agency board focussed on reducing crime and promoting community safety in Lincolnshire. <a href="https://www.lincolnshire.gov.uk/safer-lincolnshire-partnership/">https://www.lincolnshire.gov.uk/safer-lincolnshire-partnership/</a>
<b>Vulnerable Adult Panel</b>	<b>VAP</b>	A local multi-agency panel to identify and progress and support solutions for individuals with complex needs.

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