

## **Corporate Safeguarding Policy**

### **(Adults & Children)**



**Revised August 2020**

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## 1. Introduction

*“Safeguarding means preventing and protecting children and adults at risk from abuse or neglect and educating those around them to recognise the signs and dangers.”*  
*Wales Safeguarding Procedures*

Safeguarding is everyone’s business whether they work for, or on behalf of the Council.

This safeguarding policy sets out the Council’s duty and commitment to safeguard and promote the health, wellbeing and human rights of adults and children at risk. In addition, to ensure that effective practices are in place throughout the Council and its commissioned services such that individuals can live their life free from harm, abuse and neglect.

## 2. Scope

This policy is in respect of the Council’s responsibility towards Adults and Children at risk.

The Social Services and Well-being (Wales) Act 2014 states that:

An **adult at risk** is an adult (aged 18 or over) 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.

A **child at risk** is a child (aged under 18) who is experiencing or is at risk of abuse, neglect or other kinds of harm; and has needs for care and support (whether or not the local authority is meeting any of those needs).

Whilst the Social Services and Wellbeing Directorate lead on dealing with enquires regarding concerns that individuals may be at risk of harm, everyone has a

responsibility to safeguard the wellbeing of adults and children who may be at risk whatever their role. This policy covers all functions and services of the Council and applies to all Council employees, elected members, foster carers, individuals undertaking work placements and volunteers working within the Council. Also independent contractors who are carrying out work on behalf of the Council.

The Council also has a duty to ensure that other organisations commissioned to provide services on their behalf have regard to the need to safeguard and promote the wellbeing of adults and children.

### **3. Policy Statement**

Bridgend County Borough Council is committed to promoting equality and valuing diversity through all of our services and dedicated to treating our residents, customers, employees and visitors with respect, while providing services which respond to people's individual needs.

The Council's [Strategic Equality Plan 2020 to 2024](#) ensures that equality and fairness remain firmly at the heart of how the council plans, provides and delivers important services to the people of Bridgend County Borough.

To ensure that people within our communities have access to services that support them to live without fear of violence or abuse, and to be treated with respect is one of our equality objectives.

The Council is committed to embedding the [Well-being of Future Generations \(Wales\) Act 2015](#) into all its service delivery and activities making sure that when we make decisions we take into account the impact they could have on people living their lives in Wales in the future.

The Councils Corporate Plan represents our ambitions and commitments to our citizens and our contribution to Wales's seven well-being goals as outlined in the Act.

[Bridgend County Borough Council Corporate Plan 2018-2022](#)

## 4. Context

This policy incorporates regulation and guidance from the [Social Services and Well-being \(Wales\) Act 2014](#). The policy reflects the overarching responsibilities placed on the Local Authority within the Act as they relate to contributing towards preventing people from suffering abuse or neglect (Part 2) and to making enquires where an adult or child may at risk of harm (Part 7).

*And:*

The [Wales Safeguarding Procedures](#). The national safeguarding procedures detail the essential roles and responsibilities for practitioners to ensure that they safeguard adults and children who are at risk of abuse and neglect.



As part of the Council's commitment to safeguarding, we work actively with other agencies under the auspices of the [Cwm Taf Morgannwg Safeguarding Board](#)

The Cwm Taf Morgannwg Safeguarding Board (CTMSB) is a statutory partnership made up of the agencies that are responsible for safeguarding adults and children at risk in the Cwm Taf Morgannwg area. (Bridgend, Rhondda Cynon Taf and Merthyr) The Board ensures that agencies in the region have effective arrangements in place to ensure that people of all ages, living in the region, are protected from abuse, neglect or other kinds of harm. This also involves preventing abuse, neglect or other kinds of harm from happening.

The Corporate Safeguarding Policy is intended to supplement and not replace any responsibilities set out in applicable legislation, policy and guidance pertaining to safeguarding.

## 5. Governance Arrangements

The Council has clear lines of accountability in relation to its work in safeguarding adults and children.

This means:

- The **Chief Executive** has the general responsibility for ensuring that there are robust and effective arrangements in place, which are integrated into the overall strategic planning of the authority, and for providing leadership in developing, monitoring and reviewing partnership arrangements for improving outcomes for adults and children.
- **Elected Members** have a responsibility to be aware of and support the Council's safeguarding responsibilities and to consider how these are carried out in the planning and delivery of services. The Cabinet Member for Social Services and Early Help is the designated lead member for safeguarding.
- The **Statutory Director of Social Services** (Corporate Director for Social Services and Wellbeing) leads on ensuring that there are effective arrangements in place,

at a local and regional partnership level that promote co-operation regarding safeguarding adults and children at risk of abuse. [Social Services & Well-being \(Wales\) Act 2014 Part 8 Code of Practice on the Role of the Director of Social Services \(Social Services Functions\)](#).

- Respective **Head of Services** through their management teams will be jointly responsible for ensuring that all the statutory requirements in terms of safeguarding and promoting the wellbeing of adults and children receive due consideration.
- The **Group Manager Safeguarding and Quality Assurance** and the **Safeguarding and Quality Manager** provide support to operational managers and teams through the provision of advice and guidance in the application of safeguarding procedures; adherence to policy; and taking a lead role in more complex situations.

## **6. Recognising and raising concerns about an adult or child where abuse or neglect is suspected.**

Everyone should be alert to the possibility of abuse. An individual may become concerned about the safety or wellbeing of an individual in a number of ways:

- The person may tell you.
- The person may say something that worries you.
- A third party may voice concerns.
- You may see something – an incident or an injury or other sign.

Whilst Bridgend County Borough Council members, employees, volunteers and contracted service providers will have varied levels of contact with adults and children at risk as part of their engagement with the Council, everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have any concerns.

It is not the responsibility of any one individual to determine whether abuse has taken place or if an individual is at risk of harm; however they do have a responsibility to act if they have any concerns.

The [Corporate Safeguarding](#) webpages provides information on how to report a concern about a child or adult at risk. As well as general information and resources on safeguarding.

## Adults at risk

Immediate physical action to protect the adult at risk. This could involve contacting the emergency services. If no immediate action is required to protect the adult, the employee should inform their line manager or other designated person. **Also, complete an Adult at Risk Referral Form (Appendix E).** Referrals should be emailed to [adultsafeguardingmash@bridgend.gov.uk](mailto:adultsafeguardingmash@bridgend.gov.uk)



The Adult Safeguarding Team can be contacted to discuss concerns with individuals and will give advice on any actions that should then be taken.

## Children and young people

Any concerns about the safety and wellbeing of children and young people should be referred to the **Initial Assessment and Advice (IAA) Team (Childrens Safeguarding) MASH**



**Phone:** 01656 642320

**Email:** [mashcentra@bridgend.gov.uk](mailto:mashcentra@bridgend.gov.uk)

The information can be passed verbally and must be followed up in writing using the request for help referral form contained in **Appendix D**. Referral documentation is under review.

## **7. Domestic abuse and employment**

Gender-based violence, domestic abuse and sexual violence can include all kinds of physical, sexual and emotional abuse, and can occur within all kinds of intimate relationships, including same sex relationships.

Domestic abuse is not a private matter and can impact greatly on an individual's working life.

The Council's protocol on violence against women, domestic abuse and sexual violence details its commitment to providing a workplace response to domestic abuse and violence.

This protocol together with the Domestic Abuse, Violence against Women and Sexual Violence - Manager and Employer Guidelines set out the actions that can be taken in the workplace to support employees and help them feel safe at work. It also raises awareness and understanding of risks and consequences in the workplace.

The [Violence against Women, Domestic Abuse and Sexual Violence \(Wales\) Act 2015](#) places duties Local Authorities and Local Health Boards to prepare and publish strategies aimed at ending violence against women, gender-based violence, domestic abuse and sexual violence.

Accompanying the Act is a national training framework, which requires that all local authority employees receive training (appropriate to their role) that meets the requirements specified within the framework. For most staff this will mean the completion of an e-learning awareness level module.

References:

[Domestic Abuse, Violence against Women and Sexual Violence Protocol](#)  
[Domestic Abuse, Violence against Women and Sexual Violence Manager and Employee Guidelines](#)

## **8. Information sharing and confidentiality**

Information sharing is vital to safeguarding and promoting the welfare of adults and children at risk.

Employees should seek advice from their line manager if they are in any doubt, without disclosing the identity of the person where possible.

There are seven golden rules for sharing information developed by HM Government, 2018. These are

1. [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. What you have shared, with whom and for what purpose
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.

*Extracted from Wales Safeguarding Procedures*

## **9 Safeguarding children in Education**

Section 175 of the Education Act 2020 requires Local Authorities and Governing Bodies of maintained schools to have arrangements in place to safeguard and promote the welfare of children.

Governing Bodies and school staff must have regard for the guidance when fulfilling their responsibilities for safeguarding and promoting the welfare of children.

As included in the Social Services and Well-being (Wales) Act 2014 there is a duty to report all safeguarding concerns to the Local Authority.

Schools should have a Safeguarding Policy. A model policy has been developed for use by schools across the Cwm Taf Morgannwg region [CTM Schools Safeguarding Policy](#).

A schools safeguarding policy should be read alongside Welsh Government Guidance (2020) [Keeping learners safe](#) the role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002

## **10. Safeguarding in Employment**

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective.

[The Recruitment and Selection Protocol](#) and [Managers' Guidelines](#) set out the principles and procedures that should be followed when undertaking any recruitment and selection activity. This includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

### **Disclosure & Barring Service (DBS) Checks**

The Council is committed to safeguarding the welfare of those accessing our services through the effective use of the Disclosure and Barring Service (DBS) and has a statutory duty of care towards vulnerable members of society. Criminal record checks are one part of robust recruitment practice and undertaken with other pre – employment checks, to assess the suitability of an individual.

The [DBS Policy](#) applies to employees, volunteers, work placements and elected members. In addition, foster carers and prospective adoptive parents, student placements, licencing and school transport arrangements and any other regulated positions also come under the provisions of this policy. Additionally it applies to those directly employed by governing bodies.

The DBS policy provides information with regard to arrangements that apply to those who are not directly employed or engaged by the Council the following arrangements apply:

### **Allegations or concerns about employees**

There are a range of policies and guidance in place that encourage and support staff to raise concerns about the safety and wellbeing of adults and children at risk. These include:

- Wales Safeguarding Procedures
- The Council's Whistle Blowing Policy and Whistle Blowing Policy for (Schools) provides guidance for staff to report concerns about other employees/contractors or about the way the Council operates.

The Council's Disciplinary Policy ([Disciplinary Managers' Guidelines](#)) recognises that in certain situations the breach in discipline may require the implementation of specific departmental procedures to deal with issues of a specific nature e.g. safeguarding adults and children at risk etc.

Under the [Safeguarding Vulnerable Groups Act 2006](#) there is a legal duty to refer information to the DBS if an individual is dismissed or removed from working with children and/or adults (in what is legally defined as Regulated Activity) because they meet the referral criteria. The Council has a duty to refer information to the DBS as both a regulated activity provider and as a local authority. Equally, the Council has an obligation to refer certain information about employees' conduct and matters relating to safeguarding to professional regulatory bodies such as the Care Council for Wales and the General Teaching Council for Wales.

## **Safeguarding Allegations**

The Wales Safeguarding Procedures set out arrangements for responding to safeguarding concerns about those whose work, either in a paid or voluntary capacity, which brings them into contact with adults or children at risk. It also includes individuals who have caring responsibilities for adults or children in need of care and support and their employment or voluntary work brings them into contact with adults or children at risk.

It is intended that these procedures support internal disciplinary procedures and provides guidance to deal appropriately with any concerns or allegations of professional abuse, neglect or harm and to ensure that all allegations or abuse made against staff or volunteers working with children, young people and adults at risk are dealt with in a fair, consistent and timely manner.

## **11 Training**

The Council recognises that it has a commitment to ensure that all members of staff have an understanding of their roles and responsibilities when working with adults or children at risk and the requirement for reporting concerns.

All line managers are responsible for ensuring that their staff, volunteers and individuals undertaking work placements have appropriate safeguarding training.

All employees are required to complete the safeguarding e-learning awareness level module. This can be accessed via the corporate learning and development website via the intranet [Bridgend Learning Pool Website](#)

More specialist single and inter-agency training opportunities are available for those who work routinely with children or adults at risk at a level appropriate to their role and responsibilities. Information on training can be found on the Social Care Workforce Development Pages (SCWDP) of the Corporate Learning and Development Website. [Bridgend Learning Pool Website](#)

## **12. Communication and media**

Decisions about the release of information relating to safeguarding matters for example messages to staff, press statements etc. will be taken by the Director of Social Services and the communications team should be involved. No member of staff should contact the press directly or post information via the internet.

### **Use of social media**

Employees 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, young people or adults at risk. The Council has in place a protocol, which covers employee responsibilities when using social media either for personal or professional use. Reference: [Protocol for the use of social media](#)

## **13 Review**

This policy will be subject to review to ensure that it takes account of any changes to / or the introduction of new relevant regulation, guidance and legislation, and guidance and procedures adopted by the Disclosure and Barring Service.

## **Appendix A**

### **Key definitions relevant to safeguarding adults at risk**

#### **An Adult**

Describes anyone over 18 years of age.

#### **An Adult at risk**

An adult who is experiencing or is at risk of abuse or neglect and 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.

Abuse:

- can be physical, sexual, psychological, emotional or financial (includes theft, fraud, pressure about money, misuse of money)
- take place in any setting, whether in a private dwelling, an institution or any other place.

Neglect:

This describes a failure to meet a person's basic needs physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health).

It can take place in a range of settings, such as a private dwelling, residential or day care provision

Please see the Wales Safeguarding Procedures for [Signs and Indicators of Possible Abuse and Neglect in an Adult at risk](#)

## **Statutory duty to report**

For the purposes of the statutory guidance, a duty to report to the local authority will be taken to mean a referral to social services who, alongside the police, have statutory powers to investigate suspected abuse or neglect.

A report should be made whenever there are concerns for an adult at risk who:

1. is experiencing or is at risk of abuse or neglect,
2. has needs for care and support (whether or not the authority is meeting any of those needs), and
3. as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

(S.126 of the [Social Services and Well-being Act 2014](#))

The use of the term 'at risk' means that actual abuse or neglect does not need to have occurred, rather early interventions to protect an adult at risk of abuse should be considered to prevent actual abuse and neglect.

## **Appendix B**

### **Key definitions relevant to safeguarding children at risk**

#### **A child**

The Social Services and Well-being (Wales) Act 2014 and accompanying Guidance define a 'child' as a person who is aged under 18.

#### **A child at risk**

S.130 (4) of the Social Services and Well-being (Wales) Act 2014 defines a child at risk as a child who:

1. Is experiencing or is at risk of abuse, neglect or other kinds of harm;
2. Has needs for care and support (whether or not the authority is meeting any of those needs).

It is important to note:

- The use of the term 'at risk' means that actual abuse or neglect does not need to occur, rather early interventions to protect a child at risk should be considered to prevent actual harm, abuse and neglect;
- The two conditions necessary to demonstrate a child is at risk of abuse or neglect ensures that protection is provided to those with care and support needs who *also* require actions to secure their safety in the future;
- Risk of abuse or neglect may be the consequence of one concern or a result of cumulative factors.

#### **Harm**

Harm is defined as:

- ill treatment this includes sexual abuse, neglect, emotional abuse and psychological abuse
- the impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- the impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

## Types of harm

The following is a non-exhaustive list of examples for each of the categories of harm, abuse and neglect included in [vol 5 Working Together to Safeguard People: Volume 5 – Handling Individual Cases to Protect Children at Risk](#)

- **Physical abuse** - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- **Emotional/psychological abuse** - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks, witnessing abuse of others
- **Sexual abuse** - forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including: physical contact, including penetrative or non-penetrative acts; non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways;
- **Financial abuse** - this category will be less prevalent for a child but indicators could be:
  - not meeting their needs for care and support which are provided through direct payments; or
  - complaints that personal property is missing.
- **Neglect** - failure to meet basic physical, emotional or psychological needs which is likely to result in impairment of health or development.

## Significant harm

Concerns about likely or actual significant harm to a child is the threshold for initiating [s47 enquiries under the Children Act 1989]

There is no statutory definition of significant harm. Therefore, practitioners must:

*'Where the question of whether harm is significant turns on the child's health or development, the child's health or development is to be compared with that which could reasonably be expected of a similar child [Children Act 1989](#) (Section 31(9))*

## Statutory duty to report

For the purposes of the statutory guidance, a duty to report to the local authority will be taken to mean a referral to social services who, alongside the police, have statutory powers to investigate suspected abuse or neglect.

The term practitioner is used as a blanket term to describe anyone who is in paid employment as well as unpaid volunteers.

A report must be made whenever a practitioner has concerns about a child under the age of 18 years who:

- is experiencing or is at risk of abuse, neglect or other kinds of harm **and**
- has needs for care and support (whether or not the authority is meeting any of those needs).

If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to social services or the police who have statutory duties and powers to make enquiries and intervene when necessary.

## **Appendix C**

### **Other types of harm**

Risk from other actual or potential harm to child or adult may also result from:

#### **Child Sexual exploitation (CSE)**

CSE is a form of sexual abuse that can include sex or any form of sexual activity with a child; the production of indecent images and/or any other indecent material involving children up to the age of 18 years old.

It involves some form of exchange. The exchange can include the giving or withdrawal of something; such as the withdrawal of violence or threats to abuse another person.

There may be a facilitator who receives something in addition to or instead of the child who is exploited.

Children may not recognise the exploitative nature of the relationship or exchange. Children may feel that they have given consent.

#### **Child Criminal Exploitation (CCE)**

CCE is a form of child abuse, which involves criminal exploitation and requires a safeguarding response

Children (those up to the age of 18 years of age) are involved in criminal activities including the movement of drugs or money, which results in personal gain for an individual, group or organised criminal gang

It involves enticement and/or force. Involving an element of exchange and can still be exploitation even if the activity appears consensual. Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence. CCE is typified by some form of power imbalance in favour of those perpetrating the exploitation.

## **Radicalisation**

### **Children**

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which people come to support increasingly extreme political, religious or other ideals. This can lead them to support violent extremism and terrorism.

Anyone can be radicalised, but factors such as being easily influenced and impressionable make children and young people particularly vulnerable.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. They may feel:

- isolated and lonely or wanting to belong
- unhappy about themselves and what others might think of them
- embarrassed or judged about their culture, gender, religion or race
- stressed or depressed
- fed up of being bullied or treated badly by other people or by society
- angry at other people or the government
- confused about what they are doing
- pressured to stand up for other people who are being oppressed

Radicalisation does not happen overnight. It is a gradual process, so young people who are affected may not realise what is happening.

### **Adults**

Adults can be vulnerable to radicalisation. A common feature of radicalisation is that the adult does not recognise the exploitative nature of what is happening and does not see themselves as a victim of grooming or exploitation.

People can 'self-radicalise', by reading or listening to extremist literature or speakers. More commonly, there may be an individual or group actively seeking to persuade others to adopt their views.

The radicalisation process is unique to each person who undergoes it, and in most cases, will not cause serious harm.

## **Prevent**

Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on the Local Authority in the exercise of its functions, to have "due regard to the need to prevent people from being drawn into terrorism".

The aim of the Prevent Strategy is to safeguard and support vulnerable people to stop them from becoming terrorists or supporting terrorism.

Prevent is part of the government's [counter-terrorism strategy, CONTEST](#), which aims to reduce the risk to the UK and its citizens and interests overseas from terrorism.

The focus of Prevent is on the significant threat posed by international terrorism and those in the UK who are inspired by it. It is also concerned with reducing threats, risks, and vulnerabilities posed by domestic extremists.

Prevent has three objectives:

1. to tackle the causes of radicalisation and respond to the ideological challenge of terrorism
2. to safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support
3. to enable those who have already engaged in terrorism to disengage and rehabilitate

You can find information on Prevent and anti-terrorism on the [Community safety partnership - Bridgend CBC](#) website

## **Female genital mutilation**

Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there is no medical reason for this to be done. Further information can be found on the NHS website:

[Female genital mutilation \(FGM\) - NHS](#)

The Female Genital Mutilation Act (2003) made FGM a criminal offence in England, Wales and Northern Ireland (Scotland has its own law on FGM); to perform FGM either inside the UK or to take a girl abroad to have it performed. The law was amended by the Serious Crime Act (2015), which added extra powers to the 2003 Act.

Health and social care professionals, teachers and lecturers, have a legal obligation to report to the police if they are informed by a child that FGM has been carried out on them, or they observe physical signs of FGM. The duty is a personal duty and cannot be transferred to another person. This is a legal requirement under the Act and should be carried out alongside safeguarding procedure

[Mandatory Reporting of Female Genital Mutilation – procedural information](#)

## **Forced Marriage**

Forced marriage is illegal in the UK. For the purpose of the criminal law in England and Wales, forced marriage is one, which occurs without the full and free consent of one or both parties.

This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Forced marriage can involve both females and males being coerced into marriage. Forced marriage is a hidden crime, where families and communities collude, believing that they are upholding the cultural traditions and preserving family and community 'honour'. Families believe they are protecting their children from 'unsuitable' relationships or that they are building stronger families and preserving cultural or religious beliefs.

Forcing someone to marry can result in a sentence of up to 7 years in prison.

More information on forced marriage and forced marriage protection orders can be found on the [Forced marriage - GOV.UK](#) website.

### **Modern Slavery / Human Trafficking**

Modern slavery is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting.

Victims of modern slavery can be any age, gender, nationality and ethnicity. They are tricked or threatened into work and may feel unable to leave or report the crime through fear or intimidation. They may not recognise themselves as a victim.

Modern slavery in the UK can take many forms, including forced sexual exploitation, domestic slavery or forced labour on farms, in construction, shops, bars, nail bars, car washes or manufacturing.

Forced labour is the most common form of slavery in the UK, A growing form of slavery is trafficking into crime. In the UK, it is fuelled by the trafficking of primarily British children, forced into 'county lines' drug trafficking and trafficking of Vietnamese nationals forced to work in cannabis production

**Signs of slavery.** Someone in slavery might:

- appear to be under the control of someone else and reluctant to interact with others
- not have personal identification on them
- have few personal belongings, wear the same clothes every day or wear unsuitable clothes for work
- not be able to move around freely
- be reluctant to talk to strangers or the authorities
- appear frightened, withdrawn, or show signs of physical or psychological abuse
- dropped off and collected for work always in the same way, especially at unusual times, i.e. very early or late at night.

The Local Authority has a duty to notify where any person in Wales and England is identified as a suspected victim of slavery or human trafficking. The “duty to notify” is set out in Section 52 of the [Modern Slavery Act 2015](#)

Further information on modern slavery can be found on the Government website [Modern slavery - GOV.UK](#)

### **Hate Crime/ Hate incident**

The term **hate crime** can be used to describe a range of criminal behaviour where the perpetrator is motivated by hostility or demonstrates hostility towards the victim's disability, race, religion, sexual orientation or transgender identity.

These aspects of a person's identity are known as 'protected characteristics'. A hate crime can include verbal abuse, intimidation, threats, harassment, assault and bullying, as well as damage to property. The perpetrator can also be a friend, carer or acquaintance who exploits their relationship with the victim for financial gain or some other criminal purpose.

A **hate incident** is any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.

Further information on Hate Crime (including how to report a hate crime) can be found on the Bridgend [Community safety partnership - Bridgend CBC](#)

## **Appendix D**

### **Domestic violence and abuse**

The cross-government definition of domestic violence and abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

### **Domestic abuse and young people**

- Young people in the 16 to 17 age group can also be victims of domestic violence and abuse.

### **Controlling behaviour**

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

### **Coercive behaviour**

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

A coercive or controlling behaviour offence came into force in December 2015. It carries a maximum 5 years' imprisonment, a fine or both. Victims who experience coercive and controlling behaviour that stops short of serious physical violence, but amounts to extreme psychological and emotional abuse, can be able to bring their perpetrators to justice.

You can find out what support the council can offer people experiencing [domestic abuse](#) on the BCBC website.

## Appendix E

### Safeguarding report (referral) Children



## Safeguarding Report

If you require a Welsh language copy of the Request for Help form, or would prefer for the Assessment to be carried out through the medium of Welsh, please contact the Early Help mailbox

Please note where there are safeguarding concerns this form will be shared with Children's Services without consent, in line with Statutory Obligations. For Early Help referrals consent is required and the form will not be accepted without consent. Please complete the form as fully as possible.

1. Details of Practitioner/Individual Making the Referral					
Name		Job Title		Agency/Team	
Date of Referral		Time		Telephone/ Email	

2. Child/Young Person's Details <i>(add any additional names on separate sheet)</i>								
First Name	Last Name	Age	DOB/EDD	Address	Gender	Ethnicity	1 <sup>st</sup> Language	Religion

3. Reason for Referral	
Outline your concerns for this child/ren and what is your evidence  <a href="#">(Wales Safeguarding Procedures)</a>	(Please provide details)

Do you feel the child is at risk of harm and needs protecting i.e. Physical, sexual emotional or neglect.  <a href="#">(Wales Safeguarding Procedures)</a>	(Please provide details)
Are there concerns for their carers parenting capabilities?	(Please provide details)
Provide details of any support that has been that is currently being provided. E.g. family, agencies, Early Help, Health or Children Services etc...	(Please provide details)
What's going well for the child / young person? e.g. positive adult relationships, what's going well (family, school, community), peer friendships, engaged in learning, interests, hopes, ambitions, positive outlook and sense of self, good problem solver, etc.	(Please provide details)
What do you feel this family needs in order to change? i.e behaviour support, financial support	(Please provide details)
Are there any barriers / risks to achieving the desired outcomes	(Please provide details)

Is the carer/ Child aware of this referral?	Yes/No
Has consent been sought?	Yes/No  If No Why?
Parent / Childs views (have you discussed this referral with the parent/ child), if so what outcomes do they wish to achieve?	Please specify .....

4. Child(ren)/Young Person(s)' Principal Carers							
Carer Last Name	Carer First Name	Relations hip to child	Parental Responsibility?	Gender	DOB/Age	Ethnicity if known	Religion
Give carer address(es) here if different from the child(ren)'s :				Post Code(s)	Tel/Mobile		

**5. Other Household Members or Significant People in the Child/Young Person's Life *(where known)***

First Name	Last Name	DoB/Age	Address	Gender	Ethnicity if known	Relation ship to child	Religion

Are there any communication/interpreting needs for the child and /or family?	<i>(Please give details)</i>
Does the child and/or family have a disability or specific health needs?	<i>(Please give details)</i>

## Appendix F

### Adult at Risk Referral Form (April 2016) – Confidential

Date alert / concern raised:	
Date of incident(s):	
Date received by DLM:	

<b>1. Details of Adult at Risk</b>	Client / Patient ID No:		
Last Name:		First Name:	
Date of Birth:		Age:	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address:		Postcode	
Tel Number:		Ethnicity:	
Interpreter required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Preferred Language:	
GP's Name & Address		GP Tel Number:	
Does the adult at risk have an illness / disability or specific needs?	<input type="checkbox"/> Physical Disability/Frail Elderly <input type="checkbox"/> Learning Disability <input type="checkbox"/> Functional Mental Health <input type="checkbox"/> Organic Mental Health (Dementia) <input type="checkbox"/> Visual Loss/Blind/Partially Sighted <input type="checkbox"/> Hearing Loss/Deaf <input type="checkbox"/> Substance Misuse problems		
Is the adult at risk subject to any legislative powers? E.g. DoLS, Mental Health Act, Power of Attorney			
Next of Kin:		Relationship:	
Address:			
Telephone Number:			
Are there any other persons at risk living at the property?			



	Current <input type="checkbox"/> Historical <input type="checkbox"/>
Description of alleged abuse / injuries: (Please complete body map if relevant)	
Are there any further risks? If yes, please explain.	

<b>4. Details of suspected perpetrator(s)</b>			
Last Name:		First Name:	
Date of Birth:		Age:	
Address:		Post Code:	
Telephone Number:			
Relationship to adult at risk			
Is the perpetrator an adult at risk? If yes, explain why			
If the perpetrator is an adult at risk, do they have capacity to understand their actions?			
Occupation:		Employer	
Is alleged perpetrator aware of the referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Additional perpetrator  (please open up new perpetrator box)

<b>5. Details of Witness(es)</b>			
Last Name:		First name:	
Date of Birth:		Age:	
Address:		Post Code:	
Telephone Number:			
Occupation:			
Relationship to adult at risk:			
Is witness an adult at risk? If yes, explain why.			

Additional witness  (please open up new witness box)

<b>6. Who has raised the concern?</b>	This is the <u>first</u> person to whom the disclosure was first made – it may be a family member, witness, or a professional working with the adult at risk		
Name:			
Date of Birth:		Age:	
Address:		Post Code:	
Telephone Number:			
Occupation:		Employer:	
Relationship to adult at risk:			
Does the reporter wish to remain anonymous? If yes, explain why. (excludes professionals)			

<b>7. Who is submitting the VA1?</b>			
Name:			
Occupation / Employer details:			
Address:		Post Code:	
Telephone Number:			
Date / Time submitted			

<b>8. Additional Information</b>			

Please provide details of any injuries, marks, bruising, wounds etc.:

Please use this section to identify the position of any marks, bruising, wounds etc.

