



Safeguarding Adults at Risk, Children and Young People Procedure

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1 Introduction

- 1.1 This document sets out who is responsible for MDH's Safeguarding arrangements and how we will respond when concerns have been raised.
- 1.2 Overall everyone working for MDH, including our contractors, have a personal responsibility for raising safeguarding concerns.

2 Responsibilities for Safeguarding

- 2.1 The Chief Executive has overall responsibility for the Council's safeguarding arrangements. The Head of Housing and Health has been appointed as the Designated Corporate Safeguarding Lead (DCSL).
- 2.2 In addition the council has appointed a Corporate Safeguarding Officer (CSO) responsible for co-ordinating the implementation of the Corporate Safeguarding policy and providing a single point of contact.
- 2.3 In addition the Corporate Safeguarding Officer chairs a Safeguarding Champions Group made up of a number of staff across the different services of the council. This group will have an operational overview of safeguarding issues in service areas, together with actions that could be taken. Mid Devon District Council have a number of Safeguarding Champions which any member of staff can refer to.
- 2.4 The MDDC Safeguarding Champions are responsible for receiving concerns, discussing them with whoever has raised the concern and taking advice from the relevant partner agency/county council service: this could include complex matters such as consent and whether parents/carers should be notified. Members of staff can also discuss safeguarding concerns with a Manager.
- 2.5 All departmental managers are responsible for ensuring that safeguarding matters are reported to the MDH Safeguarding Champions and that safeguarding is effectively managed within their area of responsibility.
- 2.6 All managers must take responsibility for any concerns that come to their attention in their teams. They must never ignore, underplay, or pass on overall responsibility to another member of staff, contractor, or peer.
- 2.7 All managers have a key role in helping develop understanding, knowledge, and confidence to ensure procedures are followed effectively, professionally, and safely.

- 2.8 No member of staff or person working on our behalf raising a concern or indeed, any manager must shoulder this burden on their own.
- 2.9 All employees and particularly those working with children and adults with care and support needs are responsible for:
- Ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children and adults with care and support needs.
 - Ensuring that they feel confident in working within this environment and working with their managers to ensure that they have the knowledge and skills to carry out their tasks in this context.
 - Treating all those children and adults with whom they come into contact while carrying out their work equally and with respect.
 - Listening to and taking account of the wishes and feelings of children and adults that they work with, both in individual decisions and the development of service
 - Reporting to a Safeguarding Champion or line manager, or to make a Multi-Agency Safeguarding Hub (MASH) enquiry (for Children) or contact Care Direct (for adults) with a referral, if they have concerns about abuse or a lack of care of children and adults with care and support needs, either from other staff, carers, parents or those in place of a parent or between members of the group, providing they feel confident and competent to do so
 - Taking personal responsibility for their own welfare related to distressing or difficult disclosure of case outcomes and engaging in appropriate levels of support as required by the situation or the organisation.
 - Undertake Mandatory Safeguarding Training upon induction and every three years.

3 How we will respond

- 3.1 We understand staff may not be sure whether a matter is a safeguarding issue or not and we encourage staff to raise possible safeguarding incidents so that we can ensure people are protected. We would much rather explain why something isn't a safeguarding issue than deal with the consequences of abuse that could have been stopped.
- 3.2 When a staff member or contractor has a safeguarding concern they should in the first instance discuss the matter with their line manager.
- 3.3 If the line manager feels that further advice is need they will then refer the case to the MDDC Safeguarding Champion and they will both make a decision whether or not to refer the matter to the appropriate external organisation.

- 3.4 If there is disagreement on the appropriate course of action to take then the Corporate Safeguarding Officer / Corporate Safeguarding Lead will advise and make the final decision. Where a member of staff is dissatisfied with the decision of the corporate safeguarding officer / lead, they should report their concerns to their line manager in the first instance and can still make a referral if they have strong concerns.
- 3.5 Emergency cases, for example life at risk or if a member of staff feel the need for urgent action will be immediately referred to the Police and/or Ambulance Service whether or not the victim has consented to a referral.
- 3.6 Staff will ensure that records are kept of incidents and concerns including the electronic storage of safeguarding referral forms. These will be monitored by the MDDC Specialist Lead for Community Safety & Safeguarding.