

Title: Salford Standards across Adult and Children Safeguarding		 <p>Salford Safeguarding Children Board</p> <p>Keeping children safe IN Salford</p>	
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To be read in conjunction with the following documents: All Multi Agency Policies and Procedures			
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1. Introduction

- 1.1 Salford Safeguarding Children Board (SSCB) and Salford Adult Safeguarding Board (SSAB) expect all providers and commissioners of services for Salford citizen, adults and children alike to adhere to this safeguarding standard.
- 1.2 This document represents the minimum standards expected.
- 1.3 The SSCB and SSAB will quality assure against this standard using a number of tools including;
 - Annual self assessment for all SSCB and SSAB member agencies and other key stakeholders
 - Single agency audit information
 - SSCB multi agency audit information.
 - SSAB multi agency audit information.
 - Scrutinising information and outcome relating to existing inspection/declarations and audits that organisations are already subject to
 - Serious case review recommendations - evidence of practice improvement

2. Outcomes

- 2.1 By adopting this standard across providers and commissioners of services in Salford, the SSCB and SSAB will be able to assure itself of the effectiveness of safeguarding arrangements in Salford, by assessing and improving practice and outcomes for children and adults in Salford.
- 2.2 This will result in the following outcomes:

- ✓ Children, young people and adults in Salford will report that they feel 'safe'
- ✓ Individual practitioners will feel confident, competent and supported in practice
- ✓ Managers will feel confident and competent in their roles and responsibilities
- ✓ Organisations can assure themselves of the effectiveness of their safeguarding practice and can identify where they need to develop their practice further
- ✓ Commissioners can apply a consistent safeguarding standard to their commissioning activity
- ✓ The SSCB and SSAB can be assured of the effectiveness of safeguarding practice across Salford and can identify where there are

issues that need addressing, using their authority to ensure this happens where needed

3 The Standard

3.1 Taking account of children, young people and adults

- All services and settings which offer services should take account of accessibility, publicity, confidentiality and the environment
- All services and settings take account of the views of children and young people in the decisions about and delivery of services
- All services should ensure that racial heritage, language, religion, faith, gender and disability are taken into account when working with a child and their family – for example by the use of interpreters or by making adjustments to enable access for disabled children.
- All services take into account the service user's wishes and feelings and balance this against their right and need to be safeguarded.

3.2 Safeguarding Lead

- Each organisation has an identified lead person (and Deputy) for safeguarding in accordance with their organisational requirements. This person should be suitably knowledgeable to carry out this role on behalf of their organisation
- Every service/project that works with service users must identify a suitable experienced and knowledgeable safeguarding link person

3.3 Safer Staffing

- Each organisation/service operates safe recruitment practices including CRB checks/Independent Safeguarding Authority regulations where appropriate to support robust systems for checking references, employment gaps and signed declaration of criminal convictions .
- SSCB procedure for managing allegations against people who work with children and families should be adopted where the service users fall into that category . Each organisation adopts the GONW Guidance for Staff Conduct (Guidance for Safer Working Practice for Adults who work with Children & Young People) which sets out what is expected appropriate behaviour for staff working with children young people and their families.
- Where the service users are adults each organisation adheres to CQC Quality and Outcomes Framework and regulatory requirements in relation to protecting service users from abuse and DOH No Secrets Guidance which sets out what is expected in relation to protection, robust procedures and whistle blowing.
- Each organisation has a clear well publicised zero tolerance of abuse and neglect within the organisation

3.4 Policies and Procedures

- Each organisation has safeguarding policies and procedures that are compliant with SSCB or SSAB safeguarding procedures.
- Each organisation working with adults has clear procedures on the implementation and management of Deprivation of Liberty Safeguards in line with the code of practice to supplement the Mental Capacity Act 2005 code of practice.
- The organisation takes account of national and local guidance to safeguard service users experiencing domestic abuse

3.5 Training

- Each organisation ensures that all staff complete SSCB or SSAB approved safeguarding training and development opportunities both single and multi agency, commensurate with their roles and responsibilities.
- All staff to have an understanding of their roles and responsibilities , and those of other professionals and organisations in relation to the safeguarding of vulnerable adults, children and young people.
- Each organisation to be able to report on the proportion of eligible staff that are up to date with training.
- Refresher training should be provided every 3 years (CQC regulatory requirement)

3.6 Performance and Practice

- Organisations have safeguarding quality assurance systems and processes in place, and can assess performance and practice in relation to the following areas, which have been informed by learning from Serious Case Reviews;
 - **Assessment** – holistic and multi agency including the use of CAF, taking case histories into account, seeing the situation from the everyone's point of view but holding safeguarding of children as of paramount importance
 - **Recognition and response** - including making requests for additional support to other agencies including Children's Social Care. Procedures to enable seeking advice for complex issues or where concerns may have to be escalated are in place. Staff awareness on how to make a safeguarding adult alert in line with Salford Safeguarding adults Board multi-agency policy and Salford City Council Safeguarding Procedures.
 - **Referrals** – including quality checks against the SSCB standard for interagency contacts. Action taken where there is a concern that an adult is being abused, appropriate information sharing and timescales met.
 - **Monitoring points of referral** - including information about referrals to and from the organisation and subsequent action following these referrals
 - **Case planning** - multi agency contribution to case planning which is monitored, quality assured and subject to audit

- **Monitoring and reporting on caseload size/complexity** – ensure quality of service, capacity to respond to emergencies and ability to manage risk effectively
- **Monitoring supervision** – to ensure it is available to all staff who come into contact with service users to enable access to advice and support that enables them to manage the complexity of safeguarding practice and to hold them accountable for their work
- **Record keeping** – ensure that all staff maintain an accurate and clear record of their involvement. Records are clear and accessible comprehensive and contemporaneous. Records to meet organisational standards and enable compliance with SSCB procedures to safeguard children, and SSAB procedures to safeguard adults
- **Demonstrable learning from Serious Case Reviews/cases that have given rise to concern/national research** – organisations must evidence changes to practice and improved outcomes for children and vulnerable adults across both Adult and Children’s Board. Training to take account of emerging messages from both national and local reviews.

3.7 Information sharing

- Each organisation adopts and implements the DCSF Information Sharing Guidance, formally adopted by Salford Children’s Trust Arrangements, the SSCB and the SSAB. Managers are conversant with the legal framework and good practice guidance available.

<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00340/>

3.8 Links to the SSCB and SSAB

- Each organisation and/or service will fully co-operate with the SSCB and SSAB particularly around Serious Case Review’s as required, and maintain involvement with the SSCB and SSAB and their subgroups commensurate with their agency/organisation’s roles and responsibilities

3.9 Risk Management

- Each organisation is able to access and identify the level of risk to the service users they are responsible for
- Recognise when immediate action is necessary to protect the safety of children young people or vulnerable adults
- Where ongoing risk is recognised, plans are agreed and implemented to prevent further abuse and or decrease the risk
- Risk assessment and management plans take account of challenges, hazards, environmental factors and associated dangers

Record of Changes to Document					
Changes approved in this document by - SSCB Policies and Procedures Sub Group					
Section Number	Date	Amendment (<i>shown in bold italics</i>)	Deletion	Addition	Reason

Diversity & Equality Screening Questionnaire

Organisations are legally required to ensure that all new policies and documents are assessed for their impact both positive & negative on equality target groups ; religion/beliefs, disability, age, gender, religion & sexual orientation & transgender.

If you wish to discuss any aspect of this assessment process please contact the Equality Advisor, HR dept.

Name of policy, document or leaflet;	
1	Whom is this document or policy aimed at ?
2	Is this document a specific user group? if yes, why ? (what are the demographics of your target audience?) How will you ensure that this policy is cascaded to the target group ?
3	Is there any evidence to suggest that different groups have different needs in relation to this policy or document (positive or negative; for example; elderly, patients with disabilities, issues on gender etc) ?
4	If you a revising a policy are any the changes to this policy likely to impact on any groups?
5	Have you undertaken any consultation/involvement with service users or other groups in relation to the new policy ? If yes, what format did this take? face/face or questionnaire? (please attach evidence of this) Were service users who may require additional support (e.g. visually impaired) involved ? Has any amendments been implemented as a result of this exercise?

6	<p>Are you aware if a request has been made for the policy to provided in alternative formats?</p> <p>If yes, how/was this achieved?</p>																																								
7	<p>Does the document require any decision to be made which could result in some individuals receiving different treatment, care, outcomes to other individuals (could any group be excluded for any reason)?</p> <p>On what basis would this decision be made ?</p> <p>Could this impact on any particular group ?</p>																																								
8	<p>Are you aware of any complaints from service users in relation to the application of this policy ?</p> <p>If yes, how was the issue resolved ?</p>																																								
9	<p>Looking at the above points does this indicate that any of the groups listed below have different needs, experiences or priorities groups in relation to the document ?</p> <table border="1" data-bbox="229 1375 1353 1771"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>unsure</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Disability</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gender</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Marital Status</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Racial group</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Religious belief</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sexual orientation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transgender</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Low Income</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Yes	No	unsure	Age				Disability				Gender				Marital Status				Racial group				Religious belief				Sexual orientation				Transgender				Low Income			
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10	<p>Any additional comments</p> <p>If any impact has been highlighted by this assessment, you will need to undertake a full equality impact assessment:</p> <p>Will this policy require a full impact assessment? Yes/No (delete) (if yes please contact Equality Advisor, HR for further guidance)</p>																																								

