

BEDFIELD PARISH COUNCIL

Appendix Two - Reporting of Safeguarding Concerns

2.1 INTRODUCTION

If you are worried about a child or adult at risk, talk to the Bedfield Parish Council Safeguarding Lead via grobinson897@btinternet.com to discuss your concerns at the earliest opportunity, as long as it will not delay any potential referral or place someone at harm.

Safeguarding Officers

Lead Officer: Alison Manning,
Deputy Officer; Geoff Robinson

Making referrals

As a professional if we have a safeguarding concern we will contact customer first on: 0808 800 4005

If we need to discuss whether or not a referral is required, we will call the Professional Consultation Line on 0345 6061 499 to speak with a MASH social worker.

The MASH consultation line is for us to discuss the most appropriate and effective way of providing or obtaining help and support for a child or adult we feel is at risk of abuse. This will include advice and guidance about making a referral where necessary, including how to involve parents.

Reporting of concerns about adults

If we have a concern about an adult and need to make a safeguarding referral, we use the Suffolk County Council Adult Care Portal. (The first time we complete a form we will be asked to create a new portal account). [Access the secure Adult Care Portal](#)

Reporting of concerns about children

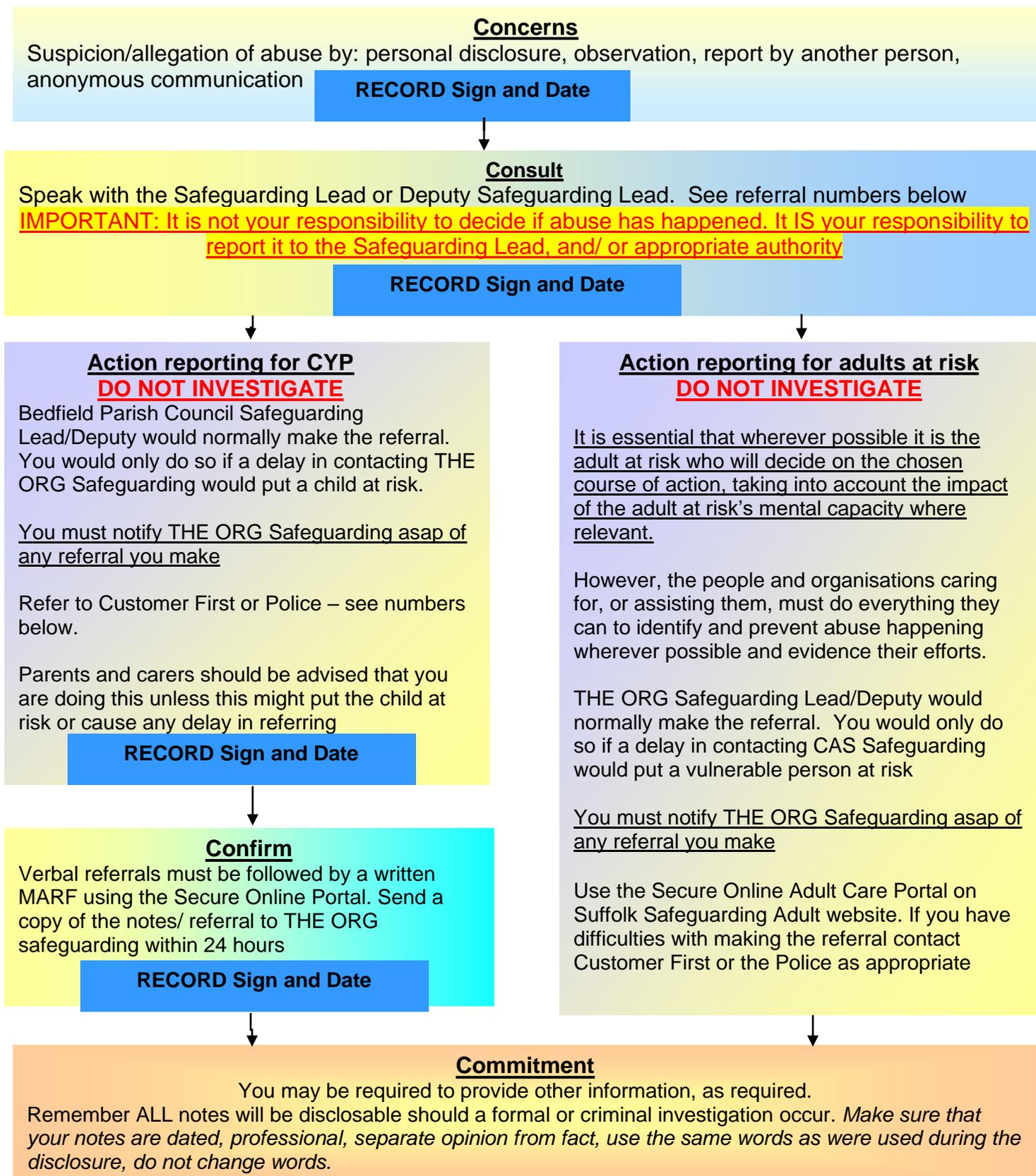
If we have a concern about a child/ren and need to make a safeguarding referral we use the Suffolk County Council Secure Suffolk Children and Young Peoples Portal. (The first time we complete a form we will be asked to create a new portal account).

We will complete and submit the Multi-Agency Referral Form (MARF) using the new secure Suffolk Children and Young People's Portal: [Access the Secure Suffolk Children and Young People's Portal](#)

Members of the public should call Customer First on 0808 800 4005 (24 hours)

See flowchart attached.

FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE



Contacts:

Customer First, if you are a professional call [03456 066 167](tel:03456066167). Members of the public call [0808 800 4005](tel:08088004005)
Professionals wanting guidance on making a referral call the MASH Professionals Consultation line [03456 061 499](tel:03456061499)

Call the police on 999 if it is an emergency

Safeguarding Lead: Alison Manning
Safeguarding Deputy Lead: Geoff Robinson

Note on safeguarding adults at risk

This document is to support decision-making to establish whether or not incidents/events need to be addressed using safeguarding practices and to support practitioners through their safeguarding work.

There will be occasions where a concern raised does not need to go to safeguarding but could be resolved by; advice, information, assessment/review or the complaints process (this list is not exhaustive). Consider the most proportionate response to each situation prior to taking action, as per the Care Act.

The Care Act does not stipulate a 'process' as such as each piece of work must follow the ethos of 'Making Safeguarding Personal'. However, the decision as to whether we should support a person using safeguarding practice is guided within the Act. The adult at risk;

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

Making Safeguarding Personal

Wherever possible the adult at risk should be consulted about the intention to report the concern (to whichever agency) or enabled to report the concern themselves. They should be informed that a concern is to be reported about risks to them unless it is not safe to do so.

- Public interest and the responsibility to protect all adults at risk may override the individual's rights and preferences.
- People have a right to be informed of, and involved in, Safeguarding Enquiries into risks of abuse or neglect that they may face.
- People have the right to, wherever possible, determine their own outcomes and how they might be achieved.
- We have a duty to, wherever possible, work to achieve those outcomes.
- People have rights in deciding how they live their lives and how to manage any risks that they face.
- Exceptions to these rights can be where people do not have the capacity to understand the risks involved, or where their involvement might put them or others at risk
- Adults at risk has a right to an advocate under these circumstances, staff can contact Suffolk advocacy agencies such as Voiceability

Balancing individuals' rights and agencies duties and responsibilities

Individuals have the right to take risks and to live their life as they choose.

These rights, including the right to privacy, will be weighed when considering duties and responsibilities towards them. They will not be overridden other than where it is clear that the consequence would be seriously detrimental to their, or another person's health and well-being and where it is lawful to do so.

Any concern, disclosure or witnessed abuse must be reported immediately in accordance with local multiagency policies and procedures.

2.2 ALLEGATIONS OF ABUSE OR MALPRACTICE AGAINST A MEMBER OF STAFF INCLUDING VOLUNTEERS

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

This procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. **It also includes allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children.**

It must be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child; or
- behaved in a way that indicates s/he is unsuitable to work with children.

If the allegation is against THE ORGANISATION, a member of staff or volunteer, the allegation must be reported immediately, at least within one working day, to the THE ORGANISATION Safeguarding Lead.

If the allegation is against the Safeguarding Lead then the allegation must be reported to the Bedfield Parish Council Deputy Safeguarding Lead. The Bedfield Parish Council Safeguarding Lead/or Deputy must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

Contact details for LADO's 0300 123 2044

Email: lado@suffolk.gov.uk

2.3 INFORMATION SHARING PROCEDURES RELATING TO SAFEGUARDING

Through the safe and effective sharing of information it aims to ensure that adults at risk of abuse and or children get the support they require from external services and that the people it works with are protected from harm, abuse or neglect. It also seeks to prevent them from offending.

In many reviews into deaths of children and or adults at risk of abuse the lack of information sharing between agencies and organisations is often highlighted as a contributory, if not causal, factor in the death. **It is imperative that THE ORGANISATION staff understand the requirement to share safeguarding information in order to protect children from harm.**

Confidentiality and information sharing must be integrated across all aspects of THE ORGANISATION services and management as its users have the right to privacy and confidentiality and to understand when “secrets” cannot be protected for their best interests.

information sharing Definitions

Confidentiality: Not all information is confidential. Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood that it would not be shared with others.

THE ORGANISATION understands confidentiality to mean that no information regarding a service user shall be given directly or indirectly to any third party which is external to the Staff, without that service user's prior expressed consent to disclose such information.

Breach of confidentiality: Confidence is only breached where the sharing of **confidential** information is not authorised by the person who provided it or to whom it relates. If the information was provided on the understanding that it would be shared with a limited range of people or for limited purposes, then sharing in accordance with that understanding will not be a breach of confidence. Similarly, there will not be a breach of confidence where there is explicit consent to the sharing.

Even where sharing of confidential information is not authorised, THE ORGANISATION may lawfully share it if this can be justified in the public interest.

Seeking consent should be the first option, if appropriate. Where consent cannot be obtained to the sharing of the information or is refused, or where seeking it is likely to undermine the prevention, detection or prosecution of a crime, the question of whether there is a sufficient public interest must be judged by the Manager with the CE on the facts of each case.

Therefore, where you have a concern about a child or young person, you should not regard refusal of consent as necessarily precluding the sharing of confidential information

Public interest: A public interest can arise in a wide range of circumstances, for example, to protect children or other people from harm, to promote the welfare of children or to prevent crime and disorder. There are also public interests, which in some circumstances may weigh against sharing, including the public interest in maintaining public confidence in the confidentiality of certain services. The key factor in deciding whether or not to share confidential information is proportionality, i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question.

Serious crime: This means any crime which causes or is likely to cause significant harm to a child or young person or serious harm to an adult.

Please see the flowchart attached

2.4 INFORMATION SHARING FLOWCHART

