

Safeguarding Children and Adults at Risk Policy

Author: Chris Smith

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Version Control

Version	Reason for review (review date/legislation/process changes)	Effective Date	Review date
1.0	Original Version	October 2014	
1.1	Amendment to cause for concern form	August 2015	
1.2	Amended to reflect change in categorisations	March 2018	
1.3	Scheduled Review	June 2022	June 2025
1.4	Scheduled Review - Incorporated additional info from the County Safeguarding Policy template and updated with reference to 2023 Working Together Doc	January 2026	Jan 2029

Approvals

Approved by (Committee/Leadership Team)	Date
SDDC Equalities and Safeguarding Group	Oct 14
SDDC Housing and Communities Committee	Oct 14
SDDC Equalities and Safeguarding Group	Sept 15
SDDC Equalities and Safeguarding Group	April 18
SDDC Equalities and Safeguarding Group	May 2022
SMT Leadership Group	09 June 2022
SDDC Housing and Communities Committee	20 January 2026

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Foreword

“Safeguarding is everyone’s business”

This Safeguarding Policy has been developed by all District / Borough Councils across Derbyshire together, to ensure consistency of service. It aims to outline the responsibilities of the Council and ensure that an overarching approach to safeguarding is embedded within all our services.

Safeguarding is an everyday part of all our jobs, and it is important we have a supportive culture across the Council, so all staff, elected members, volunteers, grant funded organisations and those delivering contracts on behalf of the Council, understand their roles and responsibilities to safeguard against harm and abuse. In turn, this will allow them to support children and adults within our District who receive council services.

We will continue to monitor our progress, make improvements, and work closely with partners to ensure that safeguarding remains ‘everyone’s business’.

1.0 Introduction

1.1 South Derbyshire District Council (the Council) recognises the important role it plays in safeguarding, and this is underpinned by a responsibility (or ‘duty of care’) to safeguard and promote the welfare of all who access or receive its services. All local authorities and public services have this duty and should work together to safeguard those within their area. The duty of care is particularly important for children or adults at risk, who may have specific needs or requirements, and the Council is committed to ensuring these groups are protected and kept safe from harm and abuse.

For councils, there is a requirement that the district / borough councils must work in partnership with their upper tier authority, in this case, Derbyshire County Council; the authority who is responsible for `adult or children’s care services.

It is **not** the responsibility of any South Derbyshire District Council Elected Member, employee, volunteer or contracted service provider to investigate or determine whether abuse is actually taking place

HOWEVER

It is the responsibility of the Elected Member, employee, volunteer or contracted service provider to take the actions set out in the Policy to record and report concerns, if they are concerned abuse is taking place

Definitions - Childrens Safeguarding

- 1.6 A Child or young person is anyone under the age of 18 years in accordance with the Children Act 1989. For the purpose of this policy the reference to children therefore means 'children and young person' throughout.
- 1.7 Safeguarding and promoting the welfare of children is defined in the Working Together to Safeguard Children 2023 Guidance as:
- providing help and support to meet the needs of children as soon as problems emerge
 - protecting children from maltreatment, whether that is within or outside the home, including online
 - preventing impairment of children's mental and physical health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - promoting the upbringing of children with their birth parents, or otherwise their family network⁴ through a kinship care arrangement, whenever possible and where this is in the best interests of the children
 - taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework
- 1.8 There are four main categories of Child Abuse
- physical abuse
 - emotional abuse
 - sexual abuse
 - neglect

Definitions - Adult at Risk Safeguarding

- 1.9 Safeguarding Adults at Risk is defined in the [Care and support statutory guidance](#) issued under the Care Act 2014 as:
- protecting the rights of adults to live in safety, free from abuse and neglect
 - people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
 - people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
 - recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

An Adult is defined as any person over 18 years old and an Adult at Risk is 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support' (Care Act 2014)

1.10 The Care Act 2014 identifies the following types of Adult abuse:

- Self-neglect
- Modern Slavery
- Domestic Abuse and coercive control
- Discriminatory Abuse
- Organisational Abuse
- Physical Abuse
- Sexual Abuse
- Financial or Material Abuse
- Neglect
- Emotional or Psychological Abuse

1.11 More detailed definitions of all the categories and types of abuse can be found in the Safeguarding Procedure Document which accompanies this document

2.0 Purpose

2.1 The purpose of this Safeguarding Policy is to make explicit the responsibilities of the Council, and how its employees and representatives will meet the legislative duty.

As a service provider, the Council is committed to safeguarding children and adults and will endeavour to work with tenants, parents, carers, partners and other relevant parties to ensure all children and adults are protected from harm.

The Council will meet this commitment by:

- Ensuring working practices safeguard all who access or receive Council services, with specific regard to the needs of children and adults at risk;
- Ensuring children and adults at risk and their parents/guardians/carers have confidence in Council employees and representatives through safe policies and practices;
- Promoting the welfare, health and full development of children and adults at risk;
- Working together with partners to support safeguarding processes.

The Council will undertake the following actions to achieve this:

- Ensuring employees and representatives of the Council are clear on the roles and responsibilities for protecting children and adults at risk;
- Raising awareness with all employees or representatives of the Council to support them to recognise safeguarding concerns;

- Ensuring that all employees or representatives of the Council are aware of how to record and report identified concerns promptly and appropriately; and,
- Working in compliance with the Derby and Derbyshire Safeguarding Children Partnership's Safeguarding Children Policy - www.ddscp.org.uk and with the Derbyshire Safeguarding Adults Board's Safeguarding Adults Policy and Procedures - www.derbyshiresab.org.uk

3.0 Policy Principles

3.1 The guidance provided in this Policy is based on the following key principles:

- The welfare of children and adults at risk is of paramount concern for organisations working in the area;
- All children and adults, whatever their age, culture, disability, gender, language, race, religion or belief and / or sexual orientation have the right to protection from abuse or neglect;

In order to fulfil the key principles, it is important that the Council:

- Provides political and senior management leadership to ensure that all incidents of suspected or alleged poor practice are taken seriously and responded to quickly and appropriately. This includes allegations made against employees, volunteers and contractors;
- Designs and delivers Council services with due regard to safeguarding legislation, best practice and protocols;
- Shares data with relevant bodies where appropriate;
- Provides appropriate training for employees or representatives of the Council working directly to deliver Council services; and
- Insists on robust safeguarding policies and practices from contractors, partners and voluntary groups delivering Council services or using Council facilities.

In addition, when supporting adults, the following principles will be used to support local partnership arrangements:

- **Empowerment**
Adults will be supported and encouraged to make their own decisions and have informed consent, whether this is for themselves, or as a parent / carer / guardian of either an adult at risk, or a child or young person. Ensuring that services empower the person to have their voice heard through the process.
- **Prevention** - It is better to take action before harm occurs.
- **Proportionality** - Taking the least intrusive response appropriate to the risk presented.
- **Protection** - Support and representation for those in greatest need.

- Partnership - Local solutions found with services working with their communities, acknowledging that communities have a part to play in preventing, detecting and reporting abuse.
- Accountability - Accountability and transparency in delivering safeguarding.

4.0 Statutory Framework

4.1 Legal Framework – Safeguarding Children

Local authorities have a duty under Section 11 of the Childrens Act 2004 to ensure their functions and services provided on their behalf are discharged with regard to the needs to safeguard and promote the welfare of children.

In addition, in 2023, the Government issued new national guidelines; “[Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children](#)” to provide clarity for what is required and how organisations need to work together in partnership with others.

There is more information on the legislation on the [Derby & Derbyshire Safeguarding Children Partnership](#).

Legal Framework - Safeguarding Adults at Risk

Nationally there is a wide range of legislation and regulatory framework relating to adults who may be vulnerable. More information is available on the [Derbyshire Safeguarding Adults Board](#) website. There are specific requirements for upper tier councils such as Derbyshire County Council, who have the statutory lead on adult care services including, but not limited to:

- [The Care Act 2014 and its statutory guidance](#) (this replaces the 'No Secrets' Guidance 2000)
- [Human Rights Act 1998](#)
- [Mental Capacity Act 2005](#) and its subsequent amendments [Mental Capacity \(Amendment\) Act 2019](#)
- [SCIE Safeguarding Adults of Risk of Harm: a Legal Framework for Practitioners](#)

Employees will have regard to and are bound to operate within this legal framework as appropriate, and will have due regard to any other relevant legislation, statutory guidance and regulations

Other Relevant Legislation

- **Human Rights Act 1998** – Protects individuals' rights to life, freedom from degrading treatment, and respect for private and family life.
- **Domestic Abuse Act 2021** – Places additional duties on local authorities to support victims of domestic abuse.
- **Counter-Terrorism and Security Act 2015 (Prevent Duty)** – Requires councils to have due regard to preventing people from being drawn into terrorism.

5.0 Objectives

5.1 The Council is committed to safeguarding children, young people and Adults at Risk from abuse when they are engaged in services organised and provided by, or on behalf of, the Council. This Policy will help the Council:

- a) Endeavour to keep residents and service users safe from abuse. Suspicion of abuse will be reported to promptly and appropriately. The Council will always act in the best interests of the child, young person or Adult at Risk.
- b) Proactively seek to promote the welfare and protection of all children, young people and Adults at Risk living in South Derbyshire at all times.
- c) Ensure that unsuitable people are prevented from working with children, young people, and Adults at Risk through robust 'safer recruitment' procedures.
- d) Deal with any concern raised by an Elected Member, employee, volunteer, contracted service provider, or member of the public appropriately and sensitively.
- e) Not tolerate harassment of any Elected Member, employee, volunteer, contracted service provider or child, young person or Adult at Risk who raises concerns of abuse or neglect.
- f) Work in co-operation with DCC and make appropriate changes and amendments to improve the Council's Safeguarding Policies and Procedure as recommended by the Derbyshire Safeguarding Adults Board and Derbyshire Safeguarding Children Board.
- g) Prevent abuse by using good practice to create a safe and healthy environment and avoid situations where abuse or allegations of abuse could occur.
- h) Establish an appropriate governance structure, made up with representatives from Service areas across the Council to monitor activity and make necessary improvements around this agenda, led by the Safeguarding Officer. This Forum will link to the appropriate Safeguarding Boards, subgroups and report to the Corporate Management Team
- i) Ensure all staff have an appropriate level of Safeguarding Training and access to information in order to understand what action to take if they witness or are informed of a safeguarding concern

6.0 Performance and Monitoring

6.1 The Council's Corporate Safeguarding Group meets quarterly and discusses any changes in legislation, reviews training and policy, discusses specific cases and receives feedback from the County Safeguarding Leads Group.

The Corporate Safeguarding Group will ensure there is:

- Senior management commitment to the importance of safeguarding and promoting children's welfare.
- Clear lines of accountability for work on safeguarding and promoting wellbeing. An annual report will be submitted to the appropriate Committee updating them on Safeguarding work completed.
- Safer recruitment procedures for those coming into contact with children and young people.
- Appropriate training for staff, Elected Member's and volunteers .
- Representation on, and participation in, local safeguarding children's and adult at risk's Boards (if appropriate) and the County Safeguarding Steering Group.
- Effective working relations within the Council and with other agencies to safeguard and promote well-being and to share information effectively.
- Completion and submission of annual Safeguarding Audits
- A representative Officer from each front-line service area attending the Corporate Safeguarding group meetings, and be sufficiently trained to be able to assist their service areas on the reporting and recording of any safeguarding concerns.

6.2 The Council has identified a Designated Safeguarding Lead Officer (Communities Team Manager) and an Organisational Lead Officer for Safeguarding (Executive Director of Place and Prosperity) who are responsible for co-ordinating and Chairing the Corporate Safeguarding Group and ensuring the delivery of the work the group is responsible for (as listed in 6.1).

6.3 The Designated Safeguarding Lead Officer and an Organisational Lead Officer for Safeguarding will also quality check all Cause for Concern forms submitted by Officers, ensuring appropriate action has been taken and will request additional information and action if required.

6.4 Dealing with allegations against employees - Any concerns about the welfare of a child or an adult at risk due to the actions of an employee of the Council must be reported immediately.

7.0 Roles and Responsibilities

Responsible

Accountable

<ul style="list-style-type: none"> ● All Heads of Service <ul style="list-style-type: none"> ○ To ensure all staff aware of policy ○ To ensure Staff have received Safeguarding Training ○ Ensure that appropriate employees are subject to Disclosure & Barring Service (DBS) checks ● Head of Cultural and Communities Team <ul style="list-style-type: none"> ○ Establish Policy and ensure reviewed ○ Ensure equalities impact assessment undertaken as part of this policy ● Communities Team Manager <ul style="list-style-type: none"> ○ Is the Designated Professional Lead for Safeguarding - can be contacted to consult with on any concerns or queries that a member of staff, line manager or Elected Member may have around safeguarding ○ Ensures this Policy is fit for purpose and updated where necessary ie: changes in legislation or working practices. ○ Work with HR to ensure Safeguarding Training is provided for all staff ○ Ensure Corporate Intranet Safeguarding hub is updated and accessible to all staff. ○ Attend County Safeguarding Leads Group ○ Administer the Corporate Safeguarding group and update the group on Training, legislation, best practice and updates from the County Safeguarding Leads Group. ● Safeguarding Link Officers/ Elected Members of Corporate Safeguarding Group <ul style="list-style-type: none"> ○ Attend Safeguarding Corporate meetings ○ Advise and support other team Elected Members on the reporting process and if necessary, link in with Safeguarding Lead Officers ○ Bring any concerns or best practice to the Corporate Safeguarding Group ○ ● All Staff, Elected Members and Volunteers <ul style="list-style-type: none"> ○ Are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children, young people and Adults at risk. ○ Act in a way that protects them from wrongful allegations of abuse. ○ Report safeguarding concerns to the attention of the Organisational Lead Officer for Safeguarding. 	<ul style="list-style-type: none"> ● Chief Executive <ul style="list-style-type: none"> ○ Leadership commitment to policy aims ● Executive Director of Place and Prosperity <ul style="list-style-type: none"> ○ Is the Organisational Lead Officer for Safeguarding ○ Has a responsible for recording all reports or concerns about the protection of children, young people and Adults at risk appropriately and in accordance with the procedures that underpin this Policy. ○ Responsible for approving the 'Safeguarding' Policy and related procedures are implemented, monitored and consistently reviewed on a regular basis.
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Consulted	Informed
<ul style="list-style-type: none"> • Corporate Safeguarding Group Elected Members <ul style="list-style-type: none"> ○ For information, awareness and comments • Trade Unions <ul style="list-style-type: none"> ○ For Information and comment 	<ul style="list-style-type: none"> • All employees & Elected Members <ul style="list-style-type: none"> ○ To understand and comply to policy

8.0 Employees, Training, Recruitment & Contractors

- 8.1 The Council is committed to safer recruitment procedures set out by the Derbyshire Safeguarding Children Board (DSCB) and the Derby & Derbyshire Safeguarding Adults at Risk Partnership. It is identified that where services or staff have regular or frequent contact with children, young people and Adults at Risk then appropriate procedures are initiated by the recruiting Manager and the relevant Human Resources Officer, for example, take up references and make use of Disclosure and Baring Services (DBS).
- 8.2 The Disclosure and Barring Service helps make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- 8.3 All new staff will be made aware of this Policy as part of their initial induction process and there will be regular training and updates for all staff.
- 8.4 Safeguarding Training is compulsory for every member of staff and staff should receive refresher training at least every three years.
- 8.5 Safeguarding training will also be provided. Training may include internal courses, workshops, supported e-learning programme, external courses, seminars and workshops organised by Safeguarding agencies. Employees are encouraged to ask for additional training to build understanding of specific safeguarding issues (for example dealing with Child Sexual Exploitation, Modern Slavery and Prevent).
- 8.6 Employees will also have access to specialist training through the Derbyshire Local Safeguarding Children Board and Safer Derbyshire.
- 8.7 The Council’s Procurement Policy stipulates that a Safeguarding Policy must be submitted as part of the tender evaluation process. Contractors will be expected to have approved their own Safeguarding Policy, which has been reviewed by the officer responsible for the contract and recognised as fit for purpose.
- 8.8 Contractors, sub-contractors or other organisations funded by or on behalf of the Council are responsible for applying the appropriate DBS checks, delivering safeguarding training

commensurate with their level of contact with children, young people and Adults at Risk; and ensuring their employees comply with their organisational Safeguarding Policy and Procedures.

- 8.9 If contractors do not have a Safeguarding Policy they will be required to adhere to the Council’s Policy. The principle of safe recruitment will, therefore, be included in the terms of any contract drawn up between the Council and contractors or agencies that provide Council services for, or adults to work with, children and vulnerable adults.
- 8.10 The Council will monitor compliance with the contract. This will also include a requirement that the provider will not sub-contract to any organisation that does not have a Safeguarding Policy and applies safe recruitment processes.

9.0 Sustainability Impact Assessment

	Positive impact (Y/N)	Negative impact (Y/N)	No impact (Y/N)	Assessment findings
Carbon net zero by 2030/2050			Y	<i>Please provide information about how the policy interacts with this goal. E.g., how does it reduce or increase carbon emissions?</i>
Other environmental impacts – waste, biodiversity, etc.			Y	<i>Please provide information about how the policy interacts with environmental aspects. E.g., what waste is produced and how will it be dealt with, is waste reduced as a part of this policy, how is biodiversity impacted, water use, how will this help communities/staff/businesses to become more environmentally friendly, etc.</i>
ISO 14001			Y	<p><i>How does the policy consider our ISO 14001 EMS, STEMS?</i></p> <p><i>Does the policy improve or worsen our environmental performance?</i></p> <p><i>Have any relevant environmental aspects (as per relevant aspect and impact registers) been considered in the writing of the document?</i></p>

10.0 Policy Review

- 10.1 This Policy and the associated Procedure document will be reviewed every 3 years, Any minor changes/ updates can be approved by the Executive Director of Place and Prosperity.

11.0 Equality Impact Assessment (EIA) Form

- 11.1 A preliminary EIA Form has been completed and the Policy will not potentially have a negative impact on any of the protected characteristics, therefore a full EIA is not required.

12.0 References

- The Care Act 2014
- The Childrens Act 1989
- Working Together 2023 Guidance
- HM Governments Disclosure and Baring Service Website
- HM Governments Every Child Matters Document
- Safer Derbyshire Modern Slavery Website
- Derbyshire Safeguarding Adults Website
- Derbyshire Safeguarding Childrens Website
- The Derby City and Derbyshire Threshold Document (Providing effective multi-agency support for Children, Young People and their Families)
- Derbyshire Adult Safeguarding Board VARM Website
- HM Information Sharing Document 2018

Include references to ensure a clear evidence base and cross-reference to associated Council policies and procedures etc

13.0 Associated Documentation

Description of Documentation	Document Reference
Derby and Derbyshire Safeguarding adults Policy and Procedures	https://www.derbyshiresab.org.uk/professionals/policies-procedures-and-practice-guidance.aspx
Derby and Derbyshire Safeguarding Children Partnership Procedures	https://derbyshirescp.trixonline.co.uk/chapter/introduction-to-these-procedures

14.0 Appendices / Glossary

14.1 Policy Briefing Form

Policy Briefing Form

Introduction

This form is to provide a brief update to summarise the changes/amendments to an existing policy or to provide a summary for a new policy. This form should be used for the consultation, approval and communication of all adopted policies.

Policy update

A summary of the policy is detailed below

Policy Name: Safeguarding Children, Young People & Adults at Risk Policy & Procedure

Policy Date: First version 2014

Version Number: 1.4

Summary of Policy:

The purpose of this Policy is to protect and promote the welfare of the children, young people and adults using or receiving services provided or commissioned by the Council, and to support the Council's officers, Elected Members, casual staff and volunteers in fulfilling their statutory responsibilities.

Summary of key changes made to an existing policy.

Section	Amendment
1.7 - Definitions Childrens Safeguarding	Updated - with reference to 2023 Working Together Doc
14.3 - Seven golden rules for Information sharing	This section has been removed on Legals advice as procedural
14.2 – Flow Chart for referrals	This section has been removed on Legals advice as procedural
14.1 Council Safeguarding Contacts	This section been removed on Legals advice as procedural

Following final adoption of the policy, this form will be used by the communication team to be included in Core Brief as part of the communication plan.

Further information can be found in the 'My Policies' section in Connect.