PARISH COUNCIL PORINGLAND

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

Safeguarding Children, Young People and Vulnerable Adults Safeguarding Policy inc Adult Safeguarding

Policy Reference	PPC1
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Associated Documents	Code of Conduct Complaints Policy Health and Safety Policy Equality and Diversity Policy
Last Review Date	February 2025
Frequency of Review	Annually
Approved by	Full Council
Date for Next Review	February 2026

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

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SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. Poringland Parish Council is committed to ensuring that children, young people and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

This policy aims to promote good practice in safeguarding regarding any child protection issue, or any issues with adults with care and support needs when using Poringland Parish Council facilities.

To Who this Policy Applies

This policy applies to anyone working for or on behalf of Poringland Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

All staff and volunteers will be expected to have read and understood this policy.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

Definitions

Children and young people: Anyone under the age of 18 years

Vulnerable Adult: Anyone over 18 who is: **(Adult Safeguarding Appendix 2)**

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

What is Defined as Abuse

Staff, councillors and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child/ young person or vulnerable adult. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. **Physical Abuse** - Physical abuse is when a person is using physical force or violence to cause you harm. Forms of physical abuse include: punching, biting, kicking, burning or scalding, pulling hair, scratching, shaking, throwing, poisoning drowning, suffocating or

otherwise causing physical harm to a child. Physical abuse is not always direct contact, for example, someone spitting on you or forcing you to hurt yourself is also a form of

physical abuse. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. Physically abusive relationships can often start with just threats of violence, which then lead to physical force. Abusers are often described as apologetic and attentive once committing an act of physical violence, this tactic is used by them to ensure the victim does not report the abuse to any authorities.

2. Emotional Abuse - Emotional abuse, like physical abuse, is a deliberate act to cause a person harm however this particular form of abuse uses emotions to do so. Many abusers often turn to emotional abuse as a way to control the victim. In an emotionally abusive relationship, the abuser often uses abusive language to bully, criticise and shame the victim – this usually follows in a consistent pattern. Emotional abuse can form in any relationship, whether this is an intimate relationship, between families or at work. It is not just physical and emotional abuse which occur in daily life, there is also the abuse of physical or material things, such as financial and material abuse. Whilst most people assume that physical and sexual abuse is the most severe, it is often psychological and emotional abuse which has the longest lasting effects.

3. Sexual Abuse - Sexual abuse is sexual acts or behaviour forced upon anyone without their consent. Anyone can be the abuser or a victim of sexual abuse. Sexual abuse takes many different forms, whether this is kissing, rape and attempted rape (assault by penetration or non-penetrative acts) and threatening someone into non-consensual sexual activity. Sexual abuse also takes the form of sexual harassment, which may not necessarily be a physical act. Sexual harassment can include unwanted sexual comments, sexual jokes or explicit pictures or videos. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

4. Neglect - Neglect is the most common form of child abuse and is the continuous failure to ensure a person's basic needs are met. Neglect is shown to have severe effects on a child and vulnerable adult and can often have long term effects on their psychological and physical health. Neglect can range anywhere from failing to provide a child/vulnerable adult with food or shelter to ignoring or isolating them. Other forms of neglect of a child can include failure to provide a child with an education or even proper health care, both of which are essential for a child.

SECTION 2

Responsibilities and Procedures

1. To promote a safe environment for children, young people and vulnerable adults, Poringland Parish Council will appoint two Safeguarding Officers and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable adult, the Child Protection Officer/s briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst councillors, staff and volunteers are unlikely to be involved with children/vulnerable adults during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable adults they are interviewed, and two references taken up.
- Decisions on whether any person should be Disclosure and Barring Service (DBS) checked will be made by the Council or the Chairman after consultation with the Clerk following a risk assessment.
- All new Councillors, staff and volunteers are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.

2. Councillors, staff members and volunteers will adhere to the 'List of Recommended Behaviours' namely:

- Not to play physical contact games.
- Adults to wear appropriate clothing at all times.
- Ensure that accidents are recorded in an accident book.
- Never do anything for a child or vulnerable adult which might be misconstrued/misunderstood.
- Any intent to take photographs, video and audio recordings should be cleared with the office prior, a consent form will be issued for the responsible adult to sign.

3. Councillors, staff members and volunteers of the Council should know how to report concerns immediately. This means:

• ANY concerns about a child or vulnerable adult are acted on, clearly explained, and referred on, to ensure the issues are addressed. IF IN DOUBT contact the authorities listed in Section 5 for advice.

• Considerations of confidentiality that may otherwise apply within the Council do not override the right of the child / vulnerable adult to be protected from harm. Any written notes of incidents in relation to a child / vulnerable adult or breach of safeguarding policies and procedures are CONFIDENTIAL and will be kept in a secure place, but information will be shared with relevant agencies.

• If Councillors, staff members or volunteers see or overhear an incident which causes concern, they should report it immediately to the Group Leader / Responsible Adult accompanying the group and inform the Parish Clerk to record the incident. If there is an abuse incident it should be reported to the Safeguarding Officer/s who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Board procedures and also referred to the Council for further action as appropriate and future risk assessment.

Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

SECTION 3

Hiring of facilities to groups for use with children, young people or vulnerable adults
Poringland Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders of the groups make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders of the groups have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

Poringland Parish Council Facilities will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.
- Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
- Display on Parish Council notice boards in the village & in the Village Hall the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.

SECTION 4

Safe working practice

All users/hirers of Parish Facilities must follow the policy and procedures at all times. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of Behaviour

All users/hirers of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

SECTION 5

Allegations against councillors, staff member or volunteers

All staff, councillors and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

If an allegation is made against a member of staff, councillor or volunteer, the person receiving the allegation will immediately inform the Parish Clerk.

If the allegation made to a member of staff concerns the Parish Clerk the recipient of the allegation will immediately inform the Chair of the Parish Council Human Resources Advisory Group.

• If an activity / contact is on-going when the incident is reported, then it is the responsibility of the Parish Clerk to ensure the immediate safety of that child / vulnerable adult by taking the necessary steps, including the removal of alleged individuals.
• Any individual staff member or volunteer accused of abuse will be suspended in line with the Council's Disciplinary Procedure pending further Police and Social Services inquiries.
• Irrespective of the findings of Social Services or Police inquiries, all individual cases must be assessed under the appropriate misconduct / disciplinary procedure to completion, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff or volunteers.
• Allegations against Councillors will be dealt with via the Council's Standards Procedure. (Children and Young People's Service and/or the Police will determine whether child protection or criminal investigations will take place).

Disclosure by a Child or Young Person

2. In the unlikely event of a child / vulnerable adult making a disclosure to you as a Councillor, staff member or volunteer you should:
• Listen and reassure them in a calm manner.
• Maintain confidentiality and do not make promises.
• Explain that the information has to be passed on to the appropriate persons.
• Make it clear that you are glad that the child / vulnerable adult has told you.
• Show that you are taking the child / vulnerable adult seriously and
that you understand and believe them.
• Keep questions to a minimum; if you have to ask questions keep them open and not leading.
DO NOT TRY TO INVESTIGATE, contact the authorities listed in Section 5 of this policy.

If you Suspect a Safeguarding Concern

- Speak to a Safeguarding Officer or the Clerk as soon as possible.
- If you are not able to speak to a Safeguarding Officer or the Clerk, contact the Police or LADO – details under reporting
- Do not think 'What if I am wrong?' Think – 'What if I am right?'

3. Persons to be notified

Do not try to investigate or act before consultation with the Local Authority Designated Officer (LADO).

The Council should seek advice from the respective LADO, the Police and Children's/ Vulnerable Adult Social Care.

Subject to restrictions on the information that can be shared, particularly if there is a Police investigation, the Council should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the DBS or regulatory body).

The accused councillor, member of staff or volunteer should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process;
- If suspended, be kept up to date about events in the workplace;
- Offered support from the Parish Council.

4. Confidentiality

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person (where this would not place the child at further risk or compromise evidence) up to date with progress of the case, information should be restricted to those who have a need to know to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

5. Support

The Council, together with the respective Children's/Adult Social Care and / or Police, where they are involved, should consider the impact on the child concerned and provide support as appropriate. Liaison between the agencies should take place to ensure that the child's needs are addressed.

As soon as possible after an allegation has been received, the accused member of staff should be advised to contact their union or professional association.

6. Whistleblowing

All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations.

The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

7. Training

Online training courses regarding Safeguarding Children, Safeguarding Adults, PREVENT and Safer Recruitment are available. Staff and/or volunteers should approach the Clerk in the first instance.

Parish Council Standards

1. The Parish Clerk will be DBS checked, as will caretaking staff.
2. Councillors, volunteers and other members of staff will not be subject to DBS checks unless their council duties bring them into regular contact with children or vulnerable adults.
3. Any volunteer may be asked to submit two references (including phone numbers) by reputable individuals (not family members) which the Parish Clerk will check.
4. If the Council becomes aware or is informed of information from a reputable source (e.g. Police, NSPCC, Social Services, etc.) that an individual is not suitable to be involved with a Council project, it has the right to stop the individual from having any further involvement in any Council projects or services.
5. All new Councillors, staff members and volunteers are to be provided with a copy of the Safeguarding Policy and are required to acknowledge (by signature) they will abide by it.
6. A copy of this policy will be made publicly available.

Reporting

If you suspect any abuse of any kind report it to the numbers below:

Poringland Parish Council Safeguarding Officers:

Charlotte Hummel – 07483 106669
John Joyce – 07539 254661

In an emergency

- Dial 999 for Police
- Telephone 0344 800 8020 (Norfolk CC) and ask to speak with the Duty Social Worker / LADO (Local Authority Designated Officer). Email: LADO@norfolk.gov.uk

If the matter is NOT an emergency

• Call 101 or visit your local police station to tell someone what has happened. They will take an initial report and forward this onto their Child Abuse Investigation Team.

Children's Safeguarding Contacts

• Norfolk Children's Services - 0344 800 8020
• Norfolk Safeguarding Children Board 01603 223409
http://www.norfolklscb.org/
• NSPCC – 0808 800 5000 (Adults Helpline) 0800 1111 (Children and Young People Helpline) www.nspcc.org.uk
• ChildLine – 0800 11 11

Adult Social Services

Telephone: 0344 800 8020 (24 hours)
Text phone/minicom: 0344 800 8011
Fax: 0344 800 8012
Text message: 07767 647670
Website: http://www.norfolksafeguardingadultsboard.info/
Email: SCCE@norfolk.gov.uk
Online form: www.online.norfolk.gov.uk/socialcareenquiry

SECTION 6

Declaration

The Poringland Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We will work with other agencies and

Norfolk County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

Monitoring and Review

This policy will be reviewed annually and will be updated in accordance with changes in the law.

Date Policy Adopted by Council 12th February 2025
Date of Next Policy Review: February 2026

Staff, Councillor, Volunteer Declaration

Having read the Poringland Parish Council Safeguarding Policy, I agree to be proactive in providing a safe environment for children and vulnerable adult who are involved in Parish Council activities or on Parish Council land and property.

Signed: ..... Date: .....

Signed on behalf of the Parish Council: .....

Position: ..... Date: .....

Date Adopted: 12th February 2025
Date for Next Review: February 2026

Appendix 1:

Specific Safeguarding Issues

1. **Financial Abuse/Manipulation** - Financial and material abuse is the act of controlling another person's money and finances - this includes wills, debts and credit. Or, financially motivated sexual extortion known as 'sextortion'. See item 4.

2. **Organisational/Institutional** - Organisational abuse is the mistreatment of people in their workplace which is brought by the poor practice of the company and ultimately affects the smooth running of the organisation.

3. **Discrimination** - Discriminatory abuse focuses on differences in one person, perceived by someone else. Discrimination can also come in the form of vandalism which attacks a group as a whole, instead of singling out an individual. Discrimination is a safeguarding issue when the victim is a vulnerable adult.

4. **Sexually motivated incidents –** an adult offender obtaining nudes and semi-nudes directly from a child or young person using online platforms. Once obtained, the offender may blackmail the child or young person into sending more images by threatening them online and/or sending to friends/family. This can lead to sexual activity.

5. **Children absent from education or care –** a child missing from education, home or care can be a warning sign of a range of safeguarding issues.

6. **Child Criminal Exploitation (CCE) –** where an individual or group takes advantage of an imbalance or power to coerce, control, manipulate or deceive a child or young person into criminal activity.

7. **Child on Child Abuse -** this is when children abuse other children. Can take place both face-to-face or online or both. Includes: Bullying, abuse, physical harm, sexual violence, sexual harassment.

8. **Child Sexual Exploitation (CSE) -** where an individual or group takes advantage of an imbalance or power to coerce, control, manipulate or deceive a child or young person into sexual activity.

9. **Domestic Abuse -** children can witness and be adversely affected by domestic abuse and/or violence at home. Anyone can be a victim of domestic abuse regardless of age, gender, ethnicity, socio-economic status, sexuality or background.

10. **FGM and Honour Based Marriage/Abuse -** so called honour-based abuse encompasses incidents or crimes committed to protect or defend the honour of the family and/or community. Further reading on FGM: https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/ Further reading on forced marriage: https://www.gov.uk/stop-forced-marriage

11. **PREVENT -** The Prevent duty aims to safeguard people from becoming terrorists or supporting terrorism. https://www.gov.uk/government/publications/prevent-duty-guidance for further reading on awareness, training and being equipped to identify children or young people most at risk.

Appendix 2:

Adult Safeguarding

Summary

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted (Care Act, 2014). This includes where appropriate, regard for their views, wishes, feelings and beliefs. For people who are unable to protect themselves, additional measures should be provided to ensure their safety and wellbeing.

Introduction

Adult safeguarding can be complex and diverse and cover a wide range of activity from prevention through to multi-agency responses to stop harm. The adults should be central to the safeguarding process and their wellbeing must be promoted. Section 1 of the Care Act (2014) includes protection from abuse or neglect as part of the definition of well-being.

People can have complex lives and being safe is one of the things they want for themselves. We should work with the adult to establish what being safe means to them and how it can best be achieved. Poringland Parish Council is committed to ensuring the wellbeing of all adults through adherence, in all activity, to the six principles of adult safeguarding (Care Act, 2014):

- empowerment, presumption of person led decisions and informed consent. Ensuring the service users wishes and their aspired outcomes are at the heart of any decision-making process
- protection, support and representation for those in greatest need
- prevention, it is better to act before harm occurs
- proportionality, proportionate and least intrusive response appropriate to the risk presented
- partnership, local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse
- accountability, accountability and transparency in delivering safeguarding

Purpose and Scope

This safeguarding adults policy aims to direct and support staff in the recognition, raising and managing of concerns of abuse and neglect of an adult at risk (person aged 18 years or older).

This policy is applicable to all staff and volunteers and hirers, who in the course of their duties, may come into contact directly with, or who may become party to information about, safeguarding adults' issues.

Procedure

Concerned

- You have a concern that an adult with care and support needs is at risk of, or is experiencing, abuse or neglect.

Safety

- Ensure the immediate safety and welfare of the adult at risk and any others who may be affected (including children).
- Consider if the emergency services are required.

Advice

- Seek advice from a Safeguarding Officer or Clerk.
- Advice is also available from the local authority safeguarding team both inside, and outside, of working hours.

Adult at risk

An 'adult at risk' is defined by the Care Act (2014) as a person:

- who is 18 years and over
- who has needs for care and support (whether the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- who as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect

Poringland Parish Council will achieve Adult Safeguarding by the delivery of the following objectives:

- to identify lines of accountability
- to raise awareness of the types of abuse and neglect and referral procedures with all new members of staff during induction
- direct staff to named Safeguarding Officers who can offer advice and supervision if requested
- direct staff towards external sources of advice and local safeguarding procedures

Categories of abuse and neglect

Defining abuse or neglect is complex and rests on many factors. The term "abuse" can be subject to wide interpretation. It may be physical, verbal or psychological, it may be an act of neglect, or occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent.

Abuse or neglect may be the result of deliberate intent, negligence, or ignorance. Exploitation can be a common theme in the experience of abuse or neglect. Whilst it is acknowledged that abuse or neglect can take different forms, the Care Act guidance identifies the following types of abuse or neglect:

- physical abuse, including inappropriate or careless handling, hitting, slapping, pushing, kicking, misuse of medication, or inappropriate sanctions, unwarranted enforced isolation, or captivity
- psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- sexual abuse, including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressured into consenting. It also includes sexual exploitation which is exploitative situations, contexts and relationships where the person receives "something" (for example, food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship or relationship as a result of them performing, and another or others performing sexual acts
- financial or material abuse, including theft, fraud, internet scamming, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits
- neglect or acts of omission, includes ignoring medical or physical needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, hygiene, privacy, and dignity
- self-neglect, includes a person neglecting to care for their personal hygiene, health, or surroundings; or an inability to provide essential food, clothing, shelter or medical care

necessary to maintain their physical and mental health, emotional wellbeing and general safety. It includes behaviour such as hoarding.

- discriminatory, including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual, or transgender. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime
- organisational abuse, including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in a person's own home. This may range from one off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation
- domestic abuse, including an incident or a pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse, by someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological or emotional, physical, sexual, financial abuse; so called 'honour' based violence, forced marriage or female genital mutilation (FGM).
- modern slavery, encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude and inhumane treatment

Prevent

Prevent is part of the government counterterrorism strategy. One of the national objectives for prevent is to avert people from being drawn into terrorism and ensure that they are given appropriate advice and support. If you suspect someone, whether service user, staff or visitor is at risk of radicalisation you must report it.

Responding to adult safeguarding concerns

Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Where appropriate, call 999 for emergency services if there is a medical emergency, other danger to life or risk of imminent injury, or if a crime is in progress.

Consider if there are other adults with care and support needs or children who are at risk of harm and take appropriate steps to safeguard them.

Contact the Safeguarding Officers or Clerk.

All adult safeguarding concerns must be reported to the Adult Safeguarding team in the local authority on the same day that the concerns were identified.

Involving the adult

Making safeguarding personal (MSP) stresses the importance of keeping the adult at the centre. Under MSP the adult is best placed to identify risks, provide details of its impact and whether they find the mitigation acceptable. Working with the adult to lead and manage the level of risk that they identify as acceptable creates a culture where:

- adults feel more in control
- adults are empowered and have ownership of the risk
- there is improved effectiveness and resilience in dealing with a situation
- there are better relationships with professionals
- good information sharing to manage risk, involving all the key stakeholders
- key elements of the person's quality of life and wellbeing can be safeguarded
-

Using MSP principles, the key focus is on developing a real understanding of what people wish to achieve, agreeing, negotiating and recording their desired outcomes, working out with them (and their representatives or advocates if they lack capacity) how best those outcomes might be realised and then seeing, at the end, the extent to which desired outcomes have been realised.

Information sharing

Safeguarding enables the sharing of information without the persons consent if it is for the purpose of the detection and prevention of crime and also where safeguarding of children is required (HM Government, 2018).

Seven golden rules for information sharing

1. Remember that the general data protection regulation (GDPR) is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (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 if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and wellbeing: base your information-sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.

6. Necessary, proportionate, relevant, 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 people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
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 what you have shared, with whom and for what purpose.

Capacity and consent

An adult's legal right to consent marks the fundamental difference in approaches to adult safeguarding compared with children's safeguarding arrangements. It is normally essential to seek the service users consent before any safeguarding process begins. However, there may be issues in regard to the service user's mental capacity to consent. In this instance, refer to the Mental Capacity Act policy, Mental Capacity Act 2005.

Reporting without consent

In cases where there is an overriding public interest or if gaining consent would put the adult at further risk then the concern must be reported. This includes situations where:

- there is a serious risk of harm to the wellbeing and safety of the adult or a risk of harm to others
- other adults or children could be at risk from the person causing harm
- it is necessary to prevent crime or if a crime may have been committed
- the person lacks the capacity to consent

How do I report safeguarding to Norfolk County Council?

If you are suspicious or concerned about someone's safety, ring Adult Social Services on 0344 800 8020. Our text relay number for people with hearing or speech impairments is 18001 0344 800 8020. You may remain anonymous but please give us as much information as possible so that we can follow it up.

Poringland Parish Council Safeguarding Officers

Charlotte Hummel – 07483 106669
John Joyce – 07539 254661