



Policy: **SAFEGUARDING POLICY**

Approved by: Leadership Group

Date Approved: May 2024

Last Full Review: October 2021

POLICY STATEMENT:

- This policy details how Broadland meets its responsibilities with regards to the safeguarding of adults and children.
- This policy demonstrates how Broadland is committed to working in partnership with statutory agencies and relevant partners to respond to concerns or incidents of abuse.

This policy has been developed to ensure Broadland complies with current legislation, regulatory expectations and good practice, and will be subject to ongoing review.

SCOPE:

- To ensure Broadland meets our statutory safeguarding requirements where there are safeguarding concerns about a customer or member of their household.
- This policy applies to all tenants, members of their household and anyone who we come into contact with through our daily activities.
- Partners who deliver external services on behalf of Broadland are aware of this policy, however we expect them to have their own appropriate safeguarding policies in place.

KEY STAFF RESPONSIBILITIES:

Board

The Board is responsible for ensuring the continued development of Broadland.

Senior Management

The Senior Management Team are responsible for ensuring that policies and procedures are followed by staff.

Staff

All employees have a duty to act upon and report actual, suspected or allegations that they come across in their role.

Neighbourhood Officers, Scheme Managers, Tenancy Support Co-ordinators, and Local Delivery Managers have additional responsibilities in working with other agencies as part of their role.

We recognise that staff who spend more time in our homes such as repairs staff, contractors and cleaners have a significant role in seeing and reporting concerns.

Designated Officers

Have additional responsibilities including raising awareness of Safeguarding, carrying out internal training and representing Broadland as part of the Norfolk Safeguarding Adults Board and Norfolk Safeguarding Children’s Partnership. The Designated Officers are the Assistant Housing Director and Tenancy Support & Safeguarding Manager.

DEFINITIONS:

EIA – Equality Impact Assessment

Adult at risk– An adult at risk is anyone over the age of 18 who:

- has needs for care and support (whether or not the Local Authority is meeting any of those needs).
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk, or experience, of abuse or neglect.

Child – Anyone who has not reached their 18th birthday as defined under the Children’s Act 1989, including unborn children.

Abuse & Neglect - include, but are not limited to physical, sexual, psychological, or emotional, financial, or material, discriminatory, and organisational abuse; neglect (including acts of omission); self-neglect; radicalisation and enforced gang membership.

Domestic Abuse – Behaviour of a person (‘A’) towards another person (‘B’) is ‘domestic abuse’ if –

- (a) A and B are each aged 16 or over and are personally connected to each other, and
- (b) the behaviour is abusive.’

Safeguarding – Means keeping people safe from harm, abuse, and neglect.

RELVANT KEY LEGISLATION AND RELATED DOCUMENTS: (not limited to)

Legislation	Documents
Children Act 1989	Anti-Social Behaviour Policy
Children Act 2004	Allocations Policy
Children and Families Act 2014	Domestic Abuse Policy (tenants)
Equality Act 2010	Domestic Abuse Policy (employees)
Housing Act 2004	Confidential Reporting & Whistleblowing Policy
Human Rights Act 1998	Professional Boundaries Policy
Working Together to Safeguard Children 2023	Recruitment Policy & Procedure

<p>Counter-Terrorism and Security Act 2015 Prevent Duty Guidance England and Wales (2023) Care Act 2014 Mental Capacity Act 2005 Modern Slavery Act 2015 Data Protection Act 1998 and General Data Protection Regulation 2018 Domestic Abuse Act 2021 Sexual Offences Act 2003 Female Genital Mutilation Act 2003</p>	<p>Equality, Diversity and Inclusion Policy Complaints Policy Repairs Policy Hoarding Policy Hate Crime Policy Tenancy Agreement Norfolk Safeguarding Children Partnership (NSCP) Procedure Manual</p>
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EIA – EQUALITY IMPACT ASSESSMENT:

An Equality Impact Assessment has been completed to consider the positive and negative impacts this Policy may have on people with protected characteristics under the Equality Act 2010.

IMPORTANT PRINCIPLES:

- When working with adults at risk we will apply the principles set out by the Care Act that underpin the safeguarding of adult empowerment, protection, prevention, proportionality, partnership, and accountability.
- We will record and refer all concerns, suspicions or allegations of abuse or neglect to the lead agencies or team responsible for carrying out safeguarding assessments and enquiries, specifically the Local Authority.
- We will report any incidents of abuse that we suspect are a criminal offence to the Police. We will treat any disclosures of actual historical abuse in the same way as an allegation, disclosure, or suspicion of current abuse.
- We will develop and implement internal procedures for employees that establish clear lines of accountability, responsibility, and processes for reporting safeguarding concerns.
- We will provide employees with role appropriate external training at least every 4 years so that they understand their roles and responsibilities in relation to safeguarding and are enabled to identify and report the signs of abuse in accordance with safeguarding procedures. Internal training will be provided annually.
- We will meet our responsibilities in safe recruitment, selection and vetting of employees by using the Disclosure and Barring Service.
- We will not carry out work in a resident’s home unless someone unless an adult (age 18 and over) is present.

- We recognise the emotional impact on staff of recognising and reporting safeguarding concerns. Employee support will be available through line managers, designated officers and by accessing the Employee Assistance Programme.
- Any concerns relating to conduct by staff, contractors or anyone in a position of trust working on behalf of Broadland should be reported through the Confidential Reporting & Whistleblowing Policy.
- We will address any allegations or suspected abuse by Broadland employees through formal statutory investigative procedures and our own internal disciplinary procedures.
- We will participate in all safeguarding reviews and change our policy and processes where relevant learnings have been identified.
- We will raise awareness of safeguarding issues in our communities through information and advice. All our Safeguarding Policies and Procedures will be available on our website and customers can request a copy at any time.

Our Safeguarding Policies and Procedures will be reviewed annually.

DATA PROTECTION

A Privacy Impact Assessment should be completed for all new policies or policy revisions which include any use of personal data (this will be the majority).

This policy (and associated procedures) requires a Privacy Impact Assessment (PIA) and one was completed on 1 May 2024 and appropriate risk mitigations implemented.

Please refer to the Tenant and Employee Privacy Notices, and the Data Protection Policy and Procedures, for details on Broadland's use, security, sharing and retention of personal data.

Please refer to the Data Protection Policy. This will inform you about Broadland's approach to securing your data, the appropriate use of data, how long we store and retain your data, and your rights regarding your data.