

# Safeguarding

Adopted (7<sup>th</sup> November 2019) – Personnel Sub Committee – Minute 468 Employee Handbook

## What this policy covers

The Council is committed to protecting clients against all forms of abuse. You have a responsibility towards clients to ensure that they are protected from abuse.

This policy sets out the Council's obligations on handling recruitment into job roles that involve working with vulnerable people and on monitoring and reporting information about you received during the course of your employment in those roles.

It also sets out your responsibilities for reporting abuse to any clients and the procedure for doing so.

## Your entitlements and responsibilities

### What is "abuse"?

Abuse is a violation of an individual's human or civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, it includes financial abuse and acts of neglect or an omission to act may amount to abuse. Abuse may also occur when a child or vulnerable adult is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

### Recruitment

The Council will make it clear when advertising jobs whether the work will involve "regulated activity" as defined by the Safeguarding Vulnerable Groups Act 2006.

Before an applicant can be employed in a regulated activity, the Council will require you to provide a satisfactory Enhanced Disclosure with a barred list check from the Disclosure and Barring Service to confirm your suitability to carry out regulated activity.

### Work that becomes a regulated activity

If your work either becomes a regulated activity or where you are asked to perform work that is a regulated activity, the Council will require you to provide a satisfactory Enhanced Disclosure with a Barred List check from the Disclosure and Barring Service to confirm your suitability to carry out regulated activity.

If you refuse to undertake this check, or if you appear on the Barred List, the Council will investigate whether you can continue to be employed in activities that are not regulated activities, but the Council reserves the right to dismiss you.

### If you are added to a barred list during the course of your employment

If you are added to a barred list during your current employment, the Council will be legally obliged not to allow you to continue to engage in regulated activity. This may mean that the Council cannot continue to employ you.

If the Council receives notification that you have been barred, the Council will investigate whether you can continue to be employed in activities that are not regulated activities, but in these circumstances the Council reserves the right to dismiss you without notice.

### The Council's duty to refer information

By law, the Council has a duty to refer certain information to the Disclosure and Barring Service. This includes:

- if the Council has dismissed an individual because he or she has harmed, or may harm, a vulnerable adult or child
- if an individual has resigned from employment with the Council in circumstances where there is a suspicion that he or she has harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and the employee resigns before the Council can take disciplinary action)
- if the Council has suspended an individual and has reason to think the employee has engaged in "relevant conduct" or has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for, a relevant offence

### **Procedure**

You must remain vigilant at all times of the risk to clients of abusive behaviour from different sources including members of their family, other clients and employees.

If you believe that any clients have been subjected to abuse, you should refer the circumstances to your manager (or another manager if appropriate) for full investigation.

If the alleged perpetrator of abuse is another employee, the circumstances will be investigated fully under the Council's Disciplinary Procedure.

If necessary, the Council will refer details of the circumstances to the Disclosure and Barring Service.

If, following full investigation of the circumstances, the Council determines that the perpetrator should be dismissed, the perpetrator's details will be referred to the Disclosure and Barring Service.