

# **Safeguarding Children Policy and Procedure**

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### **Revision History**

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1 <sup>st</sup> revision	Feb 2016	Julie Betteridge	Safeguarding Children and Adults combined policy separated into two separate policies namely Children's and Adults

### **Document Approval**

Version 02	Approved by	
	OSC	24 May 2016
	Executive	07 June 2016

### **Document Distribution**

This policy is to be distributed to all staff and elected members of Copeland Borough Council and placed on the Council's Intranet Site. A copy must also be provided to contractors and 3<sup>rd</sup> parties undertaking work on Copeland Borough Council premises.

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## Purpose

The Children Act 2004 (section 11) places a statutory duty on all Borough Council's to ensure that their functions are discharged with regards to the need to safeguard and promote the welfare of children. This duty extends to any functions or services that the Council contract out to others.

Copeland Borough Council is committed to fulfilling this legal and moral duty and will ensure that all children are protected and kept safe from harm whilst engaged in services organised by the Council.

In order to meet the statutory duties, set out in the Children Act (2004), Copeland Borough Council will use the guidance and protocols produced by Cumbria Local Children Safeguarding Board (LSCB).

This policy will:

- Highlight Copeland Borough Councils' commitment to the protection of all children.
- Outline the working arrangements that Copeland Borough Council has in place in order to fulfil the statutory duties set out in the Children Act 2004 (particularly section 11).
- Provide procedures on how to report a safeguarding concern; and guidance on sharing information with other services or organisations in relation to a safeguarding concern.

**It is not the responsibility of any one individual to decide whether abuse has taken place, however it is the responsibility of every individual to take appropriate action where there is a risk of harm, abuse or neglect to a child.**

All employees and elected members should follow this policy and procedure when reporting a safeguarding concern.

A copy of this policy will be issued to all contractors and volunteers working for or representing Copeland Borough Council.

# Introduction

## Legislation

[The Children Act 1989](#) initially placed the duty on Local Authorities to safeguard and promote the welfare of all children in their area. The 1989 Act allowed Local Authorities to intervene in the lives of children and families if there was a risk of significant harm to the child.

[The Children Act 2004](#) builds upon frameworks established by the 1989 Act and forms part of a wider Government Strategy to improve outcomes for every child.

The Government Guidance [Working Together to Safeguard Children \(2015\)](#) explains how safeguarding should be achieved through the integrated efforts of all statutory organisations that work with children. All statutory organisations, including Borough Councils, are required to consider safeguarding when planning, delivering or commissioning their services.

Section 11 of the Children Act 2004 related directly to statutory agencies including Borough Councils.

“Any person or body to whom the duty applies must ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children.

The duty requires the council to ensure that:

- a) Its functions are discharged having regard to the need to safeguard and promote the welfare of children and;
- b) Services they contract out to others have regard to the need to Safeguard and promote the welfare of children.”

Copeland Borough Council discharges a number of functions that impact upon the lives of children and families, these include but are not limited to, Licensing; Planning; Environmental Health; Waste Services; Strategic Housing; Parks; Enforcement; Leisure Management, Tourism and Customer Services.

The nature of work carried out by the Council means that some employees, elected members, contractors and volunteers will work in close proximity to children as part of their daily duties, as such the Council has a significant role to play in safeguarding children and the promotion of their welfare.

Copeland Borough Council uses Corporate, HR, Health and Safety and Service specific policies to enable it to meet its duty to safeguard children.

The council observes a number of legal duties that function to protect children.  
(Legislative Framework Summary pg. 23)

### **Local Safeguarding Children Board**

The Children's Act 2004 (section 13) requires each authority area to establish a Local Safeguarding Children Board (LSCB). The LSCB is responsible for agreeing how relevant organisations in each local area co-operate to safeguard and promote the welfare of children; and for ensuring the effectiveness of efforts.

As a two tier area, Cumbria County Council is responsible for the [Cumbria LSCB](#). At present Copeland Borough Council, along with other districts, is represented on the Cumbria LSCB by South Lakeland District Council.

### **Sharing Information**

Children Act 2004 (section 10) places a duty on all statutory organisations to work together to safeguard children. Where appropriate, Copeland Borough Council will cooperate and share information with other organisations.

When sharing information, the Council will follow the [LSCB - Information Sharing Protocol \(2015\)](#)

### **Early Help – The Wedge Model**

Early help is the most effective way to safeguard and improve the lives of children.

Statutory organisations are in a good position to improve the outcomes for children by providing local level help or support as soon as a problem arises.

[LSCB Multi-Agency Threshold Guidance \(2014\)](#) features 'The Wedge Model' which categorises four different levels of need that a child may encounter in relation to safeguarding and welfare; as need increases so too does the level of intervention required of statutory organisations in order to meet the needs of the child.

Services provided by borough councils are referred to as universal services, this means services which are able to meet a minimum level of need.

Copeland Borough Council will use the wedge model when putting in place local level early help and support.

Appendix A –LSCB Multi-Agency Threshold Guidance - The Wedge Model

## Scope

This policy details how Copeland Borough Council has will meet its statutory duties to safeguard and promote the welfare of children, as set out in the Children Act 2004.

The policy sets out the roles and responsibilities of employees and elected members in relations to safeguarding, and offers guidance on how to record and report safeguarding concern.

The policy applies to all Copeland Borough Council employees, elected members, volunteers, and anyone including contractors delivering services on behalf of the Council.

The policy applies to all services discharged by Copeland Borough Council, including services discharged on behalf of the Council.

The policy applies to the safeguarding of all children (anyone under 18) irrespective of race, colour, religion, ethnicity, sex, age, disability, nationality, sexual orientation.

## Definitions

The Council will use these definitions in the implementation of this policy.

**Child** - Anyone aged under 18.

Those aged 16-18 are included in the legal definition of a child.

### **Safeguarding and protecting the welfare of children:**

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Enabling those children to have optimum life chances and enter adulthood successfully.
- Taking action to enable all children to have the best outcomes.

**Abuse** - includes physical, emotional or sexual abuse and neglect.

For young people abuse can also be financial, institutional or discriminatory.

For further information of the signs and symptoms of abuse please see:

<http://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

## Roles and Responsibilities

### **Council employees and elected members.**

All Copeland Borough Council employees and elected members have a responsibility to carry out their duties with regard the need to safeguard and promote the welfare of children.

Details of safeguarding roles and responsibilities are relayed through, the induction process, corporate policies and procedures, safeguarding training, job profiles and work programmes.

### **Contractors and volunteers.**

Through procurement clauses and contract and partnership terms of reference, anyone delivering services or representing Copeland Borough Council (employed or voluntary) will be made aware of the Councils statutory duties. All contractors, partners and volunteers will be expected to operate in compliance with this or their own safeguarding policy.

### **Designated Safeguarding Lead (DSL)**

All statutory organisations must have a clear line of accountability and reporting in relation to safeguarding issues. The Director of Customer and Community, Julie Betteridge, is the Designated Safeguarding Lead (DSL) for Copeland Borough Council.

The DSL will review all safeguarding concerns that are recorded using the Councils Record of Safeguarding Concern form, then in conjunction with the appropriate line manager, the DSL will decide whether a local level early intervention is sufficient to meet the needs of the child, or whether the needs of the child can only be met by a higher level, multi-agency intervention, in which case the DSL is responsible and accountable for referring all safeguarding concerns to Cumbria County Council via the Local Safeguarding Hub.

### **Designated Safeguarding Team (DS Team)**

The Council has a Designated Safeguarding Team (DS Team) which supports the DSL in the following functions:

- Ensuring that the Safeguarding Children Policy is up date.
- Assisting in the completion of the Section 11 audit.
- Ensuring that the Council complies with safer recruitment procedures.
- Providing a point of contact to all employees and elected members with regards to safeguarding queries and can escalate safeguarding concerns to the hub in the absence of the DSL.

The DS Team meet on a quarterly basis, and meetings are chaired by the elected member safeguarding champion.

**Designated Officer (DO) also referred to as Local Authority Designated Officer (LADO)**

The Children Act 2004 requires that each Local Authority has a Designated Officer (DO/LADO). The role of the LADO is to manage allegations against people who work with children, this covers work which is paid, unpaid, voluntary, casual, agency or anyone self-employed. LADO's liaise with the police and other agencies to monitor the progress of cases and ensure that they are dealt with quickly, consistently and fairly. Cumbria County Council provide the LADO for Copeland. [Cumbria LADO](#)

If a safeguarding concern arises relating to the conduct of an employee or elected member, the Council will seek advice from the DO/LADO and follow protocols set out by the LSCB.

**Cumbria Local Safeguarding Children Board (LSCB)**

The role of the [Cumbria LSCB](#) is to coordinate efforts and provide the strategic and operational direction for safeguarding in Cumbria.

The Cumbria LSCB will coordinate higher level safeguarding referrals, assessments and interventions in Copeland.

Copeland Borough Council will follow the guidance and protocols provided by the LSCB, particularly the Wedge Model which sets out thresholds of need in intervention. (Appendix A –LSCB Multi-Agency Threshold Guidance - The Wedge Model)

**Cumbria Safeguarding Children Hub (The Hub)**

Cumbria County Council operate the Cumbria Safeguarding Hub as a gateway to Cumbria Children's Social Services.

In the case of a serious safeguarding concern where immediate protection is required, the DSL or a member of the Designated Safeguarding Team will contact the Cumbria Safeguarding Hub.

## Policy Details

The Council has working arrangements in place which help it to meet the statutory duties set out in the Children Act 2004.

- **All employees and elected members clearly understanding their roles and responsibilities.**

Policy, procedures, safeguarding training, job profiles and work programmes inform staff and elected member of their role and responsibilities.

An awareness of safeguarding and promoting the welfare of children is included in the corporate induction process and personal development process.

The Council has also published guidance leaflet which is consistent with the Government's Guidance "What to Do If You're Worried a Child Is Being Abused" The guidance leaflet reiterates that everyone has a legal and moral duty to report safeguarding concerns.

- **Continuous training and professional development.**

All employees and elected members will attend a basic safeguarding awareness session (level1).

Safeguarding training levels 2 and 3 is undertaken by those employees and elected members for whom their daily work duties deem it appropriate.

Through mandatory safeguarding training and work arrangements all employees and elected members will be made aware of

- their role and responsibilities for safeguarding and promoting welfare.
- how to record and report concerns.
- how to share information with other services of agencies that is relevant, proportionate and compliant with Freedom of information legislation.
- Updates to statutory requirements and advice issued by the LSCB.
- How to use the Councils Confidential Reporting Code (Whistleblowing).

- **Responsibilities for safeguarding and promoting the welfare of children is incorporated into the corporate and service planning process.**

The annual service planning process should pay attention to the previous year's safeguarding activity and translate this and any updates to legislation, into the next years' service arrangements.

- **Children, Young People and Families are involved in planning and developing services.**

The Council seeks to ensure that service changes are informed by the views of services users, residents and customers; and where appropriate, children and parents.

The consultation process ensures the involvement of specific representative and interest groups including Howgill Family Centre, the Copeland Youth Council, Young Cumbria, and Cumbria Youth Alliance, Inspira and other youth projects and Academies within Copeland.

- **Partnership and multi-agency working.**

Where necessary and using the LSCB Wedge model for guidance, the Council will seek to resolve or alleviate safeguarding needs at the earliest point and at a local level, this may involve working collaboratively with other statutory organisations. (Appendix A –LSCB Multi-Agency Threshold Guidance - The Wedge Model)

The Council will work in partnership with The West Cumbria Community Safety Partnership, Local Multi Agency Problem Solving Partnerships (LMAPS), Multi Agency Risk Assessment Conferences (MARAC), as well as our Health and Housing partnerships.

Where there are conflicting issues with partner organisation, the Council will seek to resolve these matters in line with LSCB local procedure.

- **Safe and accessible services.**

The Council will ensure that children are kept safe whilst using its services, through adherence to health and safety regulations and other standard policies, procedure and good practice.

- **Safer Recruitment and Vetting Procedures**

All employees recruited to posts which have been identified as exempt from the Rehabilitation of Offenders Act 1974 or have been identified as having direct contact with children or sensitive information relating to children, are appointed using the recruitment policies and procedures issued by Human Resources (HR) and in accordance with DBS checks.

The Council uses safer recruitment processes which apply vetting procedures. All posts are assessed to determine whether they require a Disclosures and Barring Service (DBS) check from the Disclosure and Barring Service.

The Council's HR Department co-ordinate the recruitment processes and hold corporate and applicant information including that in relation to DBS checks.

- **Whistleblowing.**

The Council has an internal whistleblowing procedure in place. If an employee or elected member considers that the Council has not followed its safeguarding procedures, they should refer to the [Confidential Reporting Code](#)

- **Safeguarding Clauses**

The Council has a responsibility to ensure that the services they contract out to others have regard to the need to safeguard and promote the welfare of children.

A standard safeguarding clause will be included in all procurement documentation, contracts and partnership terms of reference.

The Councils Procurement Strategy will ensure that future contractors and or service delivery partners are able to comply with safeguarding requirements whilst working with, or on behalf of the Council.

## Procedures and guidance

These guidance notes are not exhaustive, employees and elected members are also requested to be mindful of other safeguarding issues within our community, such as trafficking and grooming, further details can be found on the Cumbrian LSCB website [www.cumbrialscb.com](http://www.cumbrialscb.com)

### **Guidance on how to listen to and record a safeguarding concern.**

When recording a safeguarding concern, employees and elected members should:

- Stay calm
- Take the person seriously and reassure them that they have done the right thing telling you.
- Be open and honest and tell them you are obliged to share the information with the Designated Safeguarding Lead.
- Clarify details
- As soon as possible, record all details in writing using a Record of Safeguarding Concern including all the details you are aware of and what was said using the words of the person reporting.
- Attach any written notes to the completed Record of Safeguarding Concern form and deliver them to the DSL; your line Manager or a member of the Designated Safeguarding Team who will forward it to the DSL.

### **Actions to avoid**

- Dismiss the concern
- Probe for more information than is offered or ask leading questions.
- Speculate or assume
- Make any comments about the alleged abuser
- Make promises about confidentiality or secrecy
- Suggest any actions or consequences that may occur as a result of the disclosure.

### **Guidance on how to report a safeguarding concern.**

- **If you witness or are made aware of a safeguarding issue that you believe warrants an emergency response, please call the emergency services on 999.**

- **If you witness or are made aware of a safeguarding issue where you believe a child needs urgent protection, please call Cumbria County Council Safeguarding Children Hub on 0333 240 1727.**
- **If you witness or are made aware of a safeguarding issue where there is suspected or actual risk of harm to a child through abuse or neglect,** please make notes and record as much information as is possible about your concern.

Whilst on council business employees and elected members must make a record of all safeguarding concerns using the Councils Record of Safeguarding Concern form (RoSC) (Appendix C - Record of Safeguarding Concern form)

The RoSC form must be filled in as soon as is possible to ensure that all the facts are captured and recorded.

The completed RoSC form should be given to the DSL or deputy DSL, who will decide upon what action to take.

Due to the sensitive nature of a safeguarding concern, it is advisable to deliver paper copies of the RoSC form by hand, if you are unable to do so, please send the RoSC form to the DSL or a member of the Designated Safeguarding Team in an e-mail marked private and confidential.

RoSC forms are available on the Councils website and intranet; hard copies are available from all Copeland administrative centres.

Details of all safeguarding concerns are held securely on the Councils information managements system.

Where necessary the Council will fulfil its legal duty to inform the DBS of safeguarding concern's and/or subsequent disciplinary action or referrals.

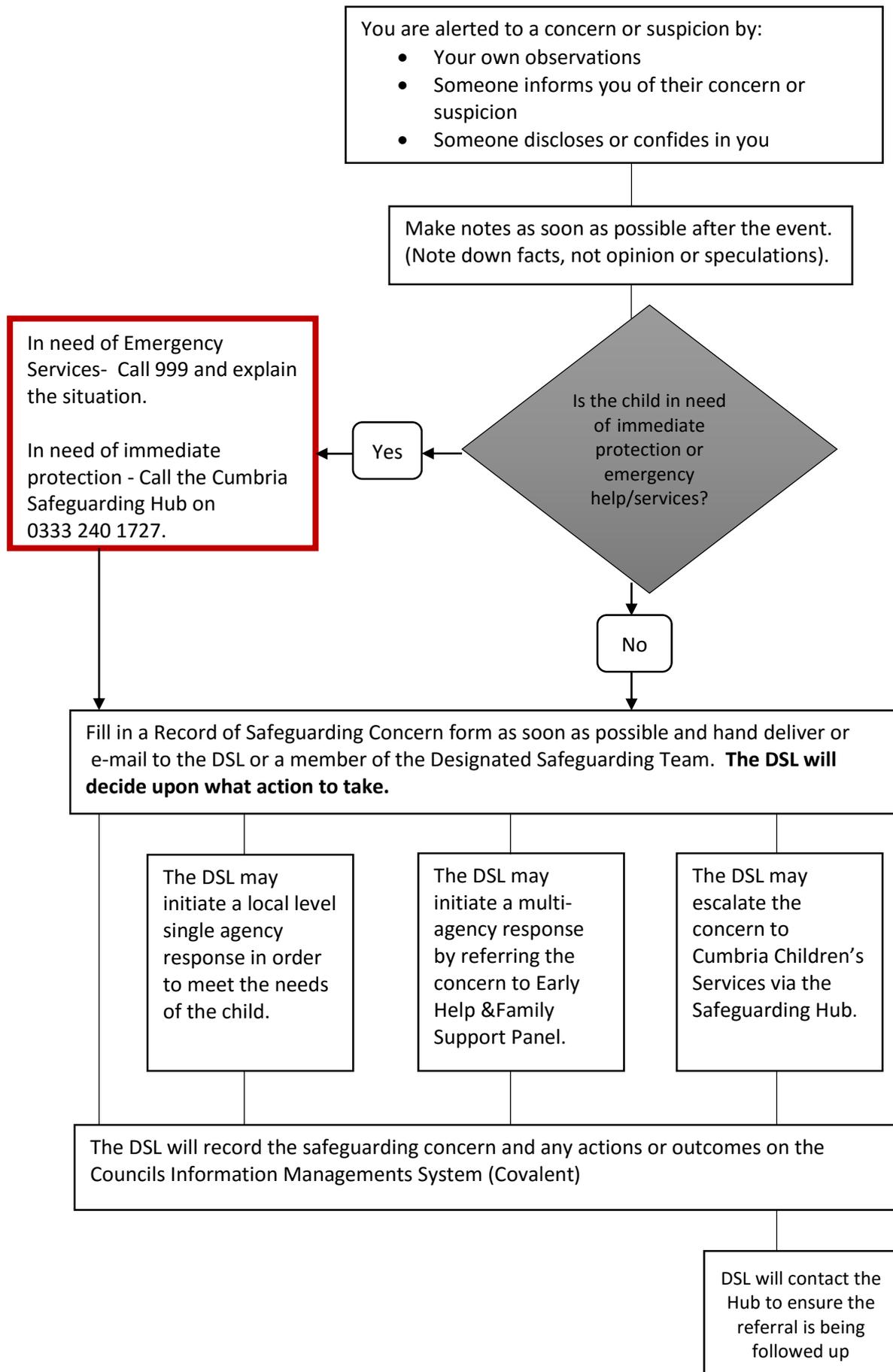
### **How should a contractor or volunteer report a safeguarding concern?**

Whilst on Council business and in the absence of their own Safeguarding Children's Policy, contractor's, partners and volunteers are advised to report any safeguarding concerns using the Councils procedures.

### **Reports of incidents by members of the public or community not on council business or premises**

If a member of the public makes you aware of any suspicions or concerns about a child/children which falls outside of the Council's remit, for example, something they have seen take place in a shop or elsewhere, the member of the public should be advised to contact the Police on 999 or 111 or the Cumbria Safeguarding Hub on 0333 240 1727.

## Procedure 1 – Reporting a Safeguarding Concern



### **Safeguarding concerns relating to the conduct of an elected member.**

A Record of Safeguarding Concern form (RoSC) should be completed and handed to the DSL, Deputy DSL or Democratic Services Manager/Monitoring Officer.

Due to the sensitive nature of a safeguarding concern, it is advisable to deliver paper copies of the RoSC form by hand, if you are unable to do so, please send the RoSC form in an e-mail marked Private and Confidential.

The DSL and Democratic Services Manager will decide whether to either invoke HR Disciplinary Procedures and or refer the concern to the relevant authorities.

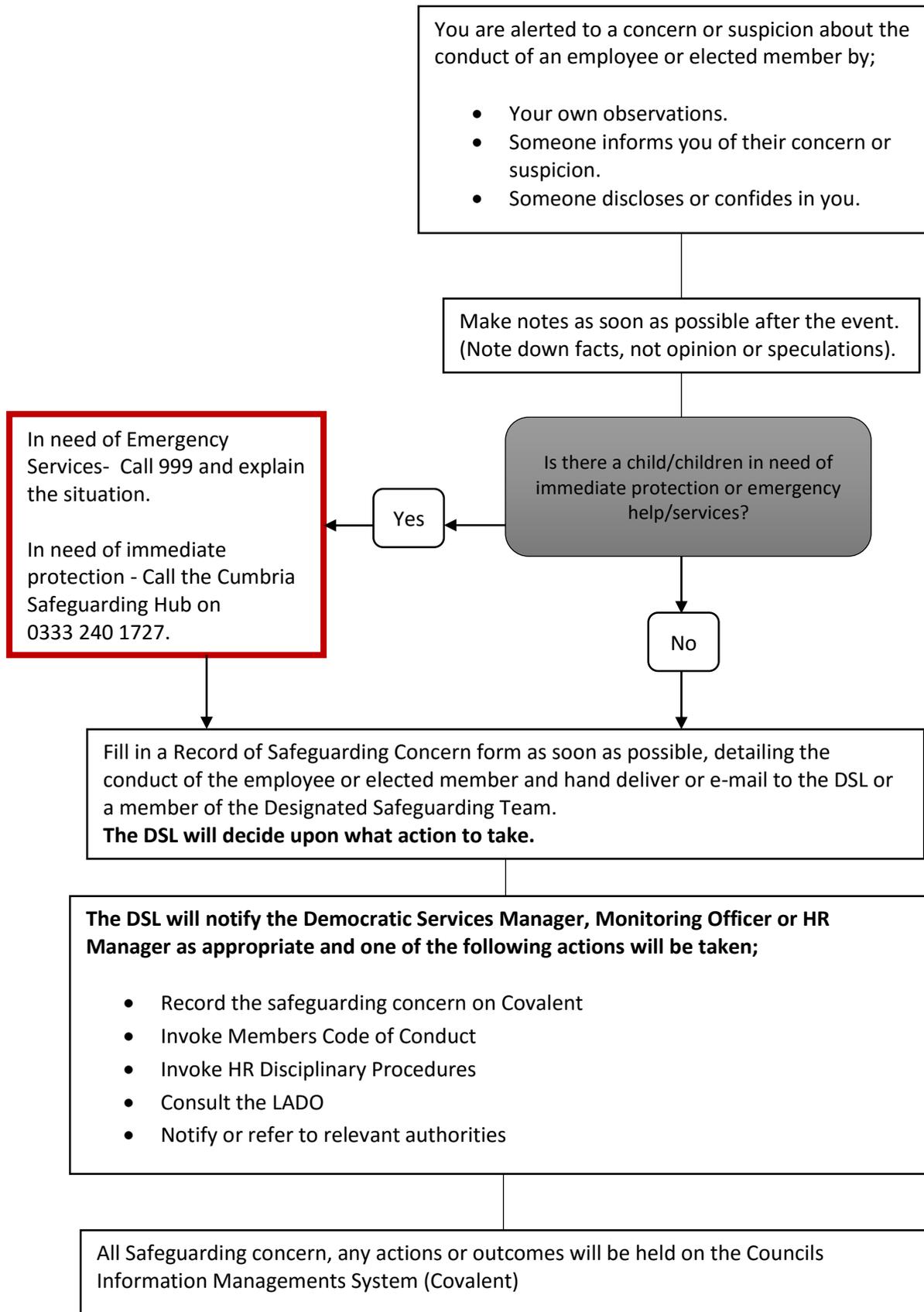
If an employee or elected member has:

- Behaved in a way that harms or may have harmed a child.
- Possibly committed a criminal offence against a child.
- Behaved towards a child or children in a manner that indicates that he/she is unsuitable to work with children

the Council will notify the Local Authority Designated Officer (LADO) within one working day.

Complaints about staff may be received through the Complaints procedure, in this instance the Council's Complaints Officer will refer safeguarding concerns to the DSL.

## Procedure 2– Reporting a concern about the conduct of an Employee or Elected Member.



### **Guidance on sharing information with partners**

The LSCB 'Information Sharing Protocol (2015)' explains that any information shared in relation to safeguarding, should be necessary and proportionate. Included in the protocol are the seven golden rules of information sharing. The Council will abide by this protocol in delivering this policy.

[LSCB - Information Sharing Protocol \(2015\)](#)

(Appendix B - Information Sharing flowchart)

### **The Seven Golden Rules of Information Sharing:**

1. Remember that the Data Protection Act 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 well-being: Base your information sharing decisions on considerations of the safety and well-being 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.

## Policy Monitoring

The policy will be reviewed on an on-going basis, at a minimum annually, to incorporate any changes to legislation or guidance from the Local Safeguarding Children Board (LSCB).

The Designated Safeguarding Lead (DSL) will carry out an annual Section 11 Audit in line with the Council's duty under the Children Act 2004.

The annual audit will permit the Council to evaluate and review the arrangements it has in place. Subsequently the policy may be updated to allow for changes that have occurred.

The working arrangements listed in this policy translate into a safeguarding action plan. Progression of the action plan will be carried out and or monitored by the Councils Designated Safeguarding team.

Action Plan updates will be reported to Corporate Leadership Team (CLT) on a quarterly basis. Any issues that arise will be escalated to the risk register or the Executive as required.

Safeguarding activity will be monitored and reported to the Councils Overview and Scrutiny Committee and the Executive on a quarterly basis as part of the Councils Performance Management Framework.

# References

## Key safeguarding Contacts

<b>Copeland borough Councils Designated Safeguarding Team</b>		
Designated Safeguarding Lead (DSL)	Julie Betteridge	01946 598415
Deputy DSL	Pat Graham	01946 598440
Member Safeguarding Champion	Cllr Anne Bradshaw	07788 335342
Designated Safeguarding Officers	Debbie Cochrane Jackie Reilly Colette Shakely	01946 598427 01946 598335 01946 598506

<p><u>Cumbria Safeguarding Hub</u></p> <p>Cumbria Children Services, Skirsgill Depot, Penrith, Cumbria, CA10 2BQ <b>Telephone 0333 240 1727</b> <b>Out of Hours number 01768 895019</b> Emergency Duty Team <a href="mailto:childrens.edt@cumbria.gov.uk">childrens.edt@cumbria.gov.uk</a></p>
<p><u>Cumbria Local Authority Designated Officer (LADO)/DO</u></p> <p>Tel: 01228 226831</p> <p><a href="mailto:LADO@cumbria.gov.uk">LADO@cumbria.gov.uk</a></p>

## Background Documents, Reports and useful websites

Copeland Borough Council Confidential Reporting Code  
Copeland Borough Council Equality Scheme  
Copeland Borough Council HR Policies and Procedures  
Copeland Borough Council Section 11 Self-Assessment

## **Cumbria LSCB Policies, Procedures and Guidance**

Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children. HM Government (2015)

What to do if you are worried a child is being abused (2015)

Cumbria LSCB Multi-Agency Threshold Guidance (2015)

### **Websites**

Spot the Signs – Cut them Free (Advice on Child Exploitation)

Barnados [www.barnados.org.uk/spotthesigns](http://www.barnados.org.uk/spotthesigns)

NSPCC – [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Legislative Framework – Summary**

Children Act 1989 and 2004

Childcare Act 2006

Licensing Act 2003 (protection of children from harm)

Gambling Act 2005 (protection of children from gambling and access to gambling)

Housing Act 2004 (health and safety hazards in housing)

Criminal Justice Act 2003 (Multi Agency Public Protect Arrangements)

Data Protection Act

Human Rights Act 1998

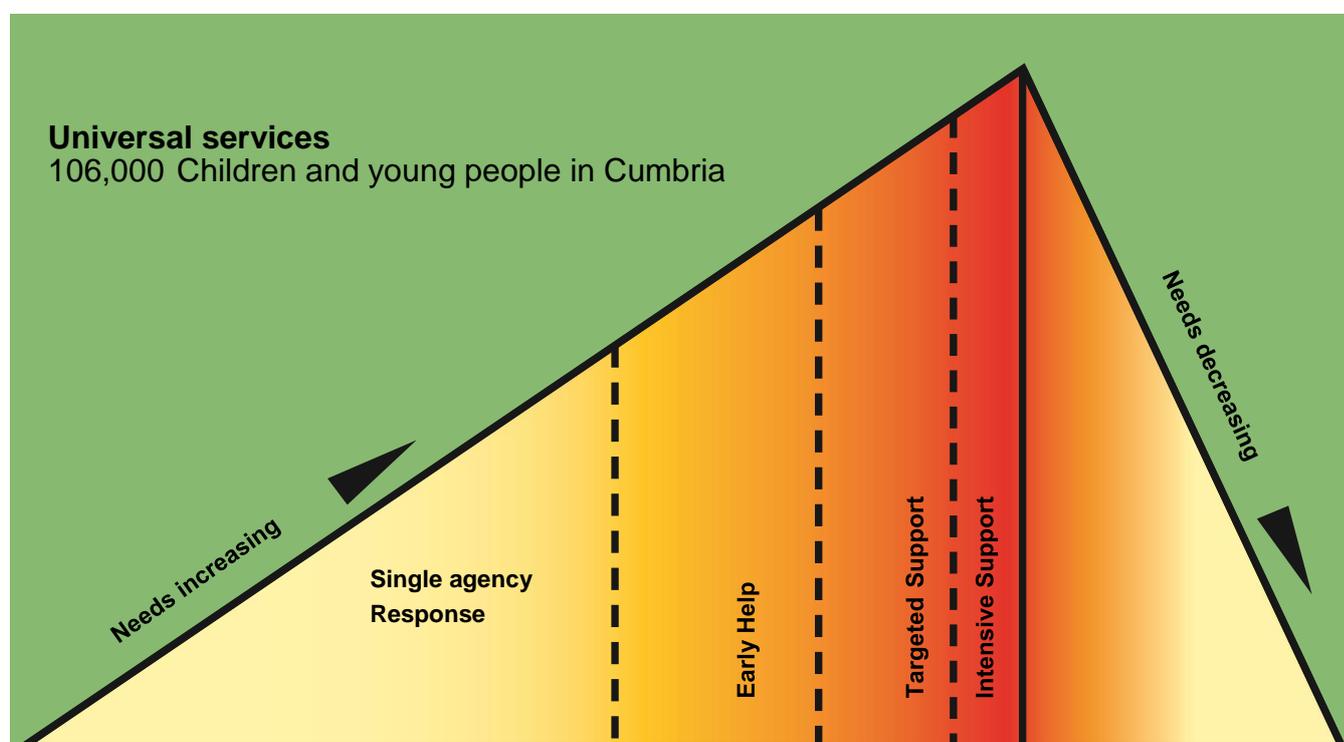
The Apprenticeships, Skills, Children and Learning Act 2009

Care Standards Act 2000

Protections of Freedom Act 2012 (Disclosure and Barring and Vetting and Barring)

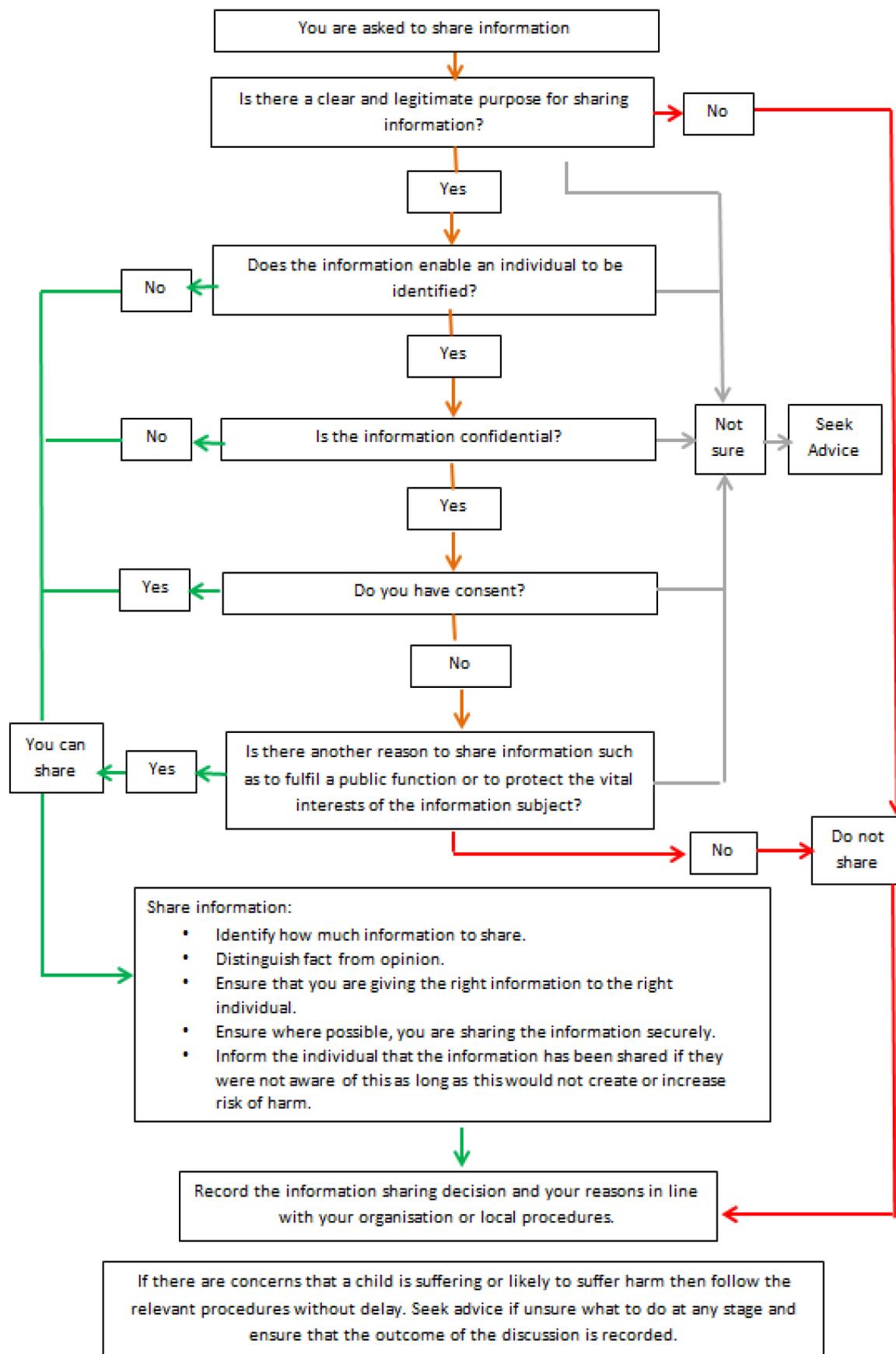
Level of need	Description of response
Universal services	Universal services are available to all children and young people. The most easily identifiable universal services that children and families will access are primary health and education.
Single agency	This is the first level of intervention after universal services. It is a single setting/single agency response based on a dialogue with the child/family.
Early help	A professional seeking advice and input from other agencies in order to meet a child’s unmet needs. Discussion would first take place with the child/family to identify needs and agree outcomes and actions. An Early Help Assessment (EHA) would be initiated at this stage.
Targeted	Provision of a multi-agency response around the needs of the child and the seriousness of the presenting need. Intervention is aimed at preventing escalation to support statutory intervention. Evidence of an Early Help Assessment and intervention will help support a referral for statutory intervention if required at a later date.
Intensive support	The highest level of multi- agency intervention. Statutory intervention takes place in response to complex needs, involving multi-agency specialists where the consequences of non-intervention could lead to serious harm. These children may become looked after. This level also includes children with severe disabilities or complex learning difficulties. Contact with the County SG HUB is appropriate.

### The Wedge



Flowchart of when and how to share information

Appendix B



## Record of Safeguarding Concerns

We all have a responsibility to protect children and vulnerable adults from harm, abuse and neglect.

It is not the responsibility of any one individual to decide whether abuse has taken place, however it is the responsibility of every individual to take appropriate action where there is a risk of harm, abuse or neglect.

Do not be deterred if you are unable to fill in all of the sections below. Please complete this form to the best of your knowledge giving as much information as possible.

<b>Your Name</b> (person submitting the safeguarding concern)	
<b>Your Job title/Role or connection to CBC</b> (person submitting the safeguarding concern)	
<b>What does your safeguarding concern relate to?</b>	<b>Please tick</b>
<ul style="list-style-type: none"> <li>• The welfare of a child/children/family group?</li> <li>• The welfare of a vulnerable adult/adult at risk?</li> <li>• The conduct of a CBC employee or elected member?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

### 1. Details about the person whom your safeguarding concern relates to.

If known, please give: <ul style="list-style-type: none"> <li>• Name</li> <li>• Family name</li> <li>• Any other known names/nicknames, or associated adults</li> </ul>	
Approximate age or date of birth (if known)	
Address/Location: (if Known)	
If your safeguarding concern relates to the conduct of a CBC employee or Elected member, please give details of that person's job/role/position	

## 2. Prompts for Concern.

Please write as much factual detail as possible.

If a child or vulnerable adult has disclosed information to you, please write down the words or phrases used by the child/adult.

**Date and time** (when safeguarding concern occurred or was witnessed or disclosed)

**Location** (when safeguarding concern occurred or was witnessed or disclosed)

**Witnesses** (Name of other officers, people or witnesses present)

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

This record must be given to the Designated Safeguarding Lead, the Deputy DSL or the Democratic Services Manager (if the concern relates to an elected member).

Please hand deliver paper copies of the RoSC form, if you are unable to do so, please send the form in an e-mail marked Private and Confidential.

