



**City of London Corporation**

**Safeguarding Policy**

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## 1 Overview

- 1.1 This policy provides guidance for all City of London Corporation (City Corporation) staff, Members and individuals, consultants and agencies contracted by the City Corporation who may come across concerns regarding the “safeguarding” and protection of children, young people and adults at risk within the context of their work.
- 1.2 It is a duty of the City Corporation to ensure that children and adults are safeguarded from harm.
- 1.3 Everyone has a responsibility to safeguard the welfare of children, young people and adults at risk, whatever the role of the individual, or the City Corporation service or department they work in.
- 1.4 Any allegations or concerns that children and adults may be suffering significant harm should be raised with the City Corporation’s Children and Families service or Adult Social Care service. There is no such thing as information being given “in confidence” – there is a duty of care and legal responsibility to respond to safeguarding concerns or incidents.
- 1.5 Each department needs to be aware of how their staff interact with children and with adults at risk, providing appropriate training on safe working practices and on creating safe environments. Staff should be alert to any indications that a child or adult at risk may need to be safeguarded from harm and know who to contact if they have concerns.
- 1.6 Organisations the City Corporation contracts with will be required through the terms of their contract to have a similar policy in place for their staff as appropriate.
- 1.7 The significance of safeguarding to the wider organisation is recognised by its inclusion on the Corporate Risk Register and the development and adoption of this policy.
- 1.8 The City of London Corporation will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult’s investigation is necessary.
- 1.9 For this policy to be effective it is essential that each agency and person working in that agency has an applied understanding of what safeguarding means, knows that safeguarding is everyone’s responsibility, knows the signs and symptoms of potential harm, how to access safeguarding information, advice and guidance, and is committed to making an informed contribution to safeguard children, young people and adults at risk.
- 1.10 This policy is complementary to the **London Safeguarding Children Board Procedures** and to the **City of London Safeguarding Adults Board Policy and Procedure** which can be accessed online.

## **2 What is safeguarding**

2.1 Safeguarding and promoting the welfare of children is defined, as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

2.2 Adult safeguarding is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility for the City of London.

2.3 Adult safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them.

## **3 Children, young people and adults at risk**

3.1 The definition of a child and/or young person for the purpose of this document is anyone under the age of 18 years.

3.2 It should be noted that the fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989.

3.3 An adult at risk is a person who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

3.4 An adult at risk may therefore be a person who:

- is elderly and frail due to ill health, physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is a carer, such as a family member/friend, who provides personal assistance and care to adults and is subject to abuse
- is unable to demonstrate the capacity to make a decision and is in need of care and support.

(This list is not exhaustive)

## 4 Signs of abuse

4.1 Staff will be able to recognise abuse. The main forms of abuse are divided into the following categories:

- **physical abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions
- **sexual abuse** – including rape, sexual assault, sexual acts to which a person has not consented, could not consent or was pressurised into consenting
- **psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, withdrawal from services or supportive networks
- **financial or material abuse** – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- **neglect and acts of omission** – including ignoring medical or physical care 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
- **discriminatory abuse** – including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment
- **institutional abuse, neglect and poor professional practice** - this may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

4.2 Children, young people and adults at risk can be influenced by those who would seek to radicalise them. The City Corporation has a legal duty to work to prevent people from being drawn into terrorism. This “prevent duty” is led by the Safer City Partnership, but safeguarding children and adults from the risk of radicalisation extends to all staff. As such all staff should recognise the risk of radicalisation as a safeguarding issue, and respond to signs of this as they would to other abuse.

## 5 Legal Framework

5.1 As a local authority the City has an overarching responsibility for safeguarding and promoting the welfare of all children and young people in its area. The law requiring this is set out under the 1989 and 2004 Children Acts and complemented government guidance included in Working Together to Safeguard Children (July 2018).

5.2 For adults at risk the Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the health and care system should protect adults at risk of abuse or neglect. It includes a duty for the City Corporation to make enquiries, or request others to make them, when we think an adult with care and support needs may be at risk of abuse or neglect and they need to find out what action may be needed. The City of London is committed to Making Safeguarding Personal (MSP) by

developing a safeguarding culture that focuses on the personalised outcomes desired by people with care and support needs who may have been abused.

## **6 What this means for our work**

6.1 In their day to day work, officers employed by City of London Corporation will endeavour to safeguard children and young people and adults at risk by:

- reporting in a timely way any concerns or suspicions that a child or young person, or an adult at risk is being or is at risk of being abused.
- always giving a high priority to actions to protect a child or an adult from abuse
- reporting without delay concerns or allegations
- ascertaining the wishes and feelings of children and adults at risk, valuing them, listening to and respecting them
- sharing information about safeguarding and good practice with children, parents, adults at risk, carers, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children or adults at risk and carers appropriately
- providing effective management for staff and volunteers through supervision, support and training
- providing senior management commitment and accountability to safeguard and promote the welfare of children and of adults at risk
- being clear about the authority's responsibilities for safeguarding and promoting the welfare of children and adults at risk
- involving adults at risk, carers, children and young people and families in planning and developing services
- ensuring services for children and adults at risk are safe and accessible
- attending staff training and continuing professional development
- following safe recruitment, vetting procedures and responding to allegations against staff
- providing effective inter-agency working to safeguard and promote the welfare of children and adults at risk
- reviewing our policy and good practice annually.

6.2 The City Corporation will support safeguarding work by ensuring all staff, Members and individuals, consultants and agencies contracted by the City Corporation:

- understand their legal and moral responsibility to protect children, young people and adults at risk from harm, abuse and exploitation
- who work directly with children and young people or with adults at risk have at least a basic understanding of child protection and adult safeguarding as part of their training and induction
- understand their duty to report concerns that arise about a child or young person or adult at risk, or a member of staff's conduct towards a child/young person or adult at risk.

- 6.3 The City Corporation will ensure that any procedures relating to the conduct of staff are implemented in a consistent and equitable manner.
- 6.4 Safeguarding is delivered and achieved through good interagency and multi-disciplinary working within the City Corporation and with other organisations. Standards of practice in work with children, young people, adults at risk and their families or carers are regularly reviewed in line with relevant national Guidance.
- 6.5 Working effectively with partners and other agencies means:
- supporting the Safeguarding Children’s Board and the Safeguarding Adults Board to carry out their duties in partnership with other local organisations
  - commissioned organisations, including the voluntary sector, providing services to children, young people, vulnerable adults, their families or carers and to schools demonstrating standards of safeguarding compliant with those of the City Corporation, regional and national standards.
  - information is shared efficiently and effectively in respect of issues that may affect the safety and welfare of children, young people or adults at risk.
  - concerns are shared early in order to prevent any problems escalating.
  - ensuring that the City Corporation has a network of departmental safeguarding leads who can act as trained and accessible safeguarding advocates to support staff to make alerts.
- 6.6 Schools located within the City boundaries are invited to participate in regular school liaison meetings with the Assistant Director People regarding safeguarding issues.

## **7 Responsibilities of individuals**

- 7.1 The Director of Community and Children's Services is the designated person with overall responsibility for safeguarding of children, young people and adults.
- 7.2 All employees of City of London Corporation and elected Members are to:
- understand and apply this policy and procedure in their activities
  - identify opportunities and undertake appropriate training to support them in their role
  - act appropriately at all times and be able to challenge inappropriate behaviour in others
  - be able to recognise harm
  - know how to report any concerns in a timely and appropriate way.
- 7.3 In addition, senior managers and Safeguarding Champions of the organisation are to:
- have a working knowledge of relevant legislation and guidance with respect to safeguarding and promoting the welfare of children and adults at risk and how this applies to their department

- be responsible for communicating to all staff of the Authority the importance of safeguarding and promoting the welfare of children and adults and that it is everybody's responsibility to do so
- hold managers within their department to account for the contribution of their services to safeguarding and promoting the welfare of children and adults at risk;
- ensure staff have effective working relationships with other parts of the authority and with other agencies in order to safeguard and promote the welfare of children and adults at risk;
- report identified training needs of staff to managers with responsibility for staff training and offer opportunities to undertake appropriate safeguarding training
- ensure that the policy and procedure is adhered to; and
- ensure that all staff know how to access the whistle blowing procedures.

#### 7.4 The responsibilities of the Safeguarding Champions are:

- to ensure that all staff in their department are aware of what they should do and who they should go to if they are concerned that a child/young person or adult at risk maybe subject to abuse or neglect
- ensure that any concerns about a child/young person or adult at risk are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- to record any reported incidents in relation to a child/young person or adult at risk or breach of Safeguarding policies and procedures
- ensure staff in their areas know how to access the authority's local Safeguarding Procedures
- ensure relevant staff access appropriate training if required
- ensure appropriate safeguarding procedures are in place within their specific setting that fit with this policy and the wider London Safeguarding Procedures
- act as an escalation point for Safeguarding issues or cases where the appropriate or perceived appropriate steps have not been taken and the risk remains
- ensure that staff have regard to safeguarding issues in their areas of work
- to be familiar with the contact details for safeguarding leads for adults and children in the City of London, or within the borough in which they operate.

## 8 Acting on concerns

### 8.1 If you are worried about:

- i. **a child or young person** who lives in the City of London call:

**020 7332 3621 (Monday to Friday, 9am-5pm only)**  
 Email: [children.duty@cityoflondon.gov.uk](mailto:children.duty@cityoflondon.gov.uk)

Or *outside office hours* (emergency only) call:

**020 8356 2710 or 020 8356 2710**  
 Email: [emergency.duty@hackney.gov.uk](mailto:emergency.duty@hackney.gov.uk)

ii. **an adult** who lives in the City of London call:

**0207 332 1224 - Monday to Friday, 9am-5pm only**

Email [social.services@cityoflondon.gov.uk](mailto:social.services@cityoflondon.gov.uk).

**0208 356 2300** - for all other times, including weekends and Bank Holidays

8.2 **If you think a child, young person or adult is at risk of immediate harm call 999.**

## **9 Responding to allegations made against professionals**

9.1 Where an allegation is made in relation to a professional working with children or young people you must contact the “Designated Officer” (formally known as the LADO, Local Authorities Designated Officer) Pat Dixon. You can make a referral by emailing [LADO@cityoflondon.gov.uk](mailto:LADO@cityoflondon.gov.uk) or phoning 020 7332 1215.

9.2 Where an allegation is made in relation to a professional working with adults at risk you must contact the lead professional for safeguarding adults – Ian Tweedie. You can make a referral by emailing [ian.tweedie@cityoflondon.gov.uk](mailto:ian.tweedie@cityoflondon.gov.uk) or phoning 020 7332 3129.

9.3 Any suspected immediate risk to any child or children, or adult at risk should be responded to immediately and the case referred to the Children and Families Team or Adult Social Care team using the contact details given below.

## **10 Oversight and challenge**

10.1 Support, coordination and challenge of the City Corporation’s actions, services and responsibilities to safeguard are overseen by the independently chaired City and Hackney Safeguarding Children Board and City and Hackney Safeguarding Adults Board. Member oversight is provided by the City Corporation’s Safeguarding Sub Committee.

## Appendix 1: Safeguarding leads and key contacts

The Safeguarding Lead within City Corporation is the Assistant Director People.

### Safeguarding Champions

Each department has its own Safeguarding Champion: Currently under review

Position	Department
<b>Chris Pelham</b> - Assistant Director People <b>Pat Dixon</b> – Safeguarding and Quality Assurance Service Manager <b>Ian Tweedie</b> - Service Manager, Adult Social Care and Safeguarding Lead for Adults	Community and Children’s Services
Natasha Dogra	Town Clerk’s
Ciaran Rafferty	City Bridge Trust
Amanda Owens	Culture, Heritage and Libraries
Grace Rawnsley	Open Spaces
Tony Macklin	Markets and Consumer Protection
tbc	City Surveyor’s
Elisabeth Hannah	Built Environment
Sean Gregory	Barbican Centre
Claire Tao/Katherine Brice	City of London School for Girls
Alison Mears	Guildhall School of Music & Drama
Andrew McBroom/ Coco Stevenson	City of London School
Evelyn Guest	City of London Freeman’s School

### Key contact numbers

Children’s Services	<b>0207 332 3621</b>
Adult Services	<b>0207 332 1224</b>
Out of hours Children’s Social Care	<b>0208 356 2346; or 0208 356 2710</b>
Out of hours Adult Social Care	<b>020 8356 2300</b>
Police Public Protection Unit	<b>0207 601 2941 (or in an emergency 999)</b>
NSPCC	<b>0808 800 5000</b>
Designated Officer (Allegations against a professional or someone working with children)	<b>0208 332 1215</b>