

SAFEGUARDING



Safeguarding Children, Young People &
Adults Policy

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Procedure Process	Detail
Authored by:	Safeguarding & Risk Reduction Manager
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Implementing Officer:	Safeguarding & Risk Reduction Manager
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1. Policy

Policy Statement

1.1 Cleveland Fire Authority is fully committed to safeguarding and promoting the welfare of vulnerable children, young people, and adults encountered through the services we deliver. We believe that all individuals have an equal right to protection from abuse, neglect, harassment, violence, and aggression - regardless of age, race, religion, ability, gender, language, background, or sexual identity. Their safety and welfare are paramount.

1.2 As an employer, we uphold our strategic goal of building Safer, Stronger Communities, ensuring that safeguarding is embedded across all aspects of our work.

1.3 As an active partner of the Teeswide Safeguarding Adults Board and Local Safeguarding Children Partnerships, Cleveland Fire Authority adheres to its responsibilities under the Children Acts 1989 and 2004, and the Care Act 2014, taking all reasonable steps to promote protection and prevent harm.

1.4 We maintain robust protective measures for staff and the public, including appropriate security vetting in accordance with Policy No. 58: Disclosure and Barring Service (DBS) Checking Policy & Procedure.

1.5 We empower our staff - including the Brigade's Safeguarding Officer, Designated Officers, and all public-facing personnel - to make informed and confident decisions regarding safeguarding. All suspicions or allegations of abuse, neglect, harassment, violence, or aggression are taken seriously and addressed swiftly and appropriately in line with our Safeguarding Procedures.

1.6 To achieve this, Cleveland Fire Authority will:

- **Promote** its commitment to safeguarding across all services and interactions.
- **Record and report** all concerns of abuse or neglect.
- **Collaborate proactively** with other safeguarding agencies.
- **Ensure awareness** of safeguarding policies and procedures among all staff, volunteers, and members.
- **Provide training and resources** to enable staff to fulfil their safeguarding responsibilities.
- **Implement Safer Recruitment practices**, including DBS checks for relevant roles.
- **Support whistleblowers** who report concerns in good faith, even if concerns are later found to be unfounded.
- **Share information responsibly**, in line with the Caldicott Principles, ensuring consent is sought where possible and safety is not compromised.
- **Refer concerns** to the appropriate local authority when an adult may be at risk of harm.
- **Inform the police** immediately if any person is believed to be in imminent danger.
- **Share information without consent** where necessary to prevent serious harm or crime, in accordance with safeguarding procedures.

1.7 Scope

This policy applies to all employees, managers, and Elected Members of Cleveland Fire Authority. It encompasses both strategic and tactical levels of the organisation, ensuring that safeguarding responsibilities are understood and upheld across all roles and functions.

1.8 Category

This policy is categorised as 'Authority' within the Policy and Strategy Framework.

2. Organising

Cleveland Fire Authority recognises that safeguarding is a shared responsibility across all levels of the organisation. The following outlines the key roles and their responsibilities in delivering effective safeguarding practices:

2.1 Cleveland Fire Authority (CFA)

- Approves the Children, Young People and Adults Safeguarding Policy.
- Promotes safeguarding across the organisation.

2.2 Executive Leadership Team

- Sets policies and strategies relating to safeguarding.
- Promotes safeguarding effectively within Cleveland Fire Brigade.

2.3 Assistant Chief Officer (ACO), Director of Community Protection

- Leads safeguarding within Cleveland Fire Brigade and with external partners.
- Develops and implements safeguarding arrangements.
- Ensures timely review and updates of safeguarding policies and procedures.

2.4 Area Manager, Prevention, Protection & Engagement

- Champions safeguarding within the Executive Leadership Team.
- Implements safeguarding arrangements for children, young people, and adults.
- Ensures appropriate safeguarding training is available for all staff.
- Represents the Authority at Teeswide Safeguarding Adults Board and Local Safeguarding Children Partnerships.
- Monitors safeguarding referrals to statutory bodies.
- Provides timely reports to ELT and external partners.
- Ensures representation and input into Serious Adult Reviews (SARs) and Serious Case Reviews (SCRs).

2.5 Head of Prevention & Engagement

- Deputises for the Area Manager as required.
- Represents the Authority on partnership boards or subgroups.
- Oversees the performance and activities of the Brigade's Safeguarding & Risk Reduction Manager.

2.6 Brigade's Safeguarding Officer

- Acts as the main point of contact for safeguarding activities.
- Manages concerns and referrals during office hours.
- Maintains safeguarding resources on SharePoint.
- Keeps procedures current and staff informed of developments.
- Delivers safeguarding training as needed.
- Coordinates and represents the Brigade in safeguarding forums and reviews.
- Develops reference materials to support staff competence.
- Provides quarterly and annual safeguarding reports.
- Liaises with partners and coordinates responses.
- Monitors vulnerable person cases and escalates where necessary.
- Coordinates partnership approaches to information sharing.

2.7 Designated Officers

- Handle concerns and referrals outside office hours or in the absence of the Safeguarding Officer.
- Ensure referrals are complete and submitted using appropriate forms (e.g., SAFER, CONCERN, CHANNEL, PREVENT).
- Liaise with Local Authority contacts for advice.
- Take immediate action to protect individuals at risk, including contacting police.
- Ensure proper documentation and internal case referrals are completed.
- Maintain records of discussions and decisions even when referrals are not made.

2.8 Managers

- Support and promote the safeguarding ethos.
- Ensure staff complete required safeguarding training and refreshers.
- Ensure staff understand procedures and their role within them.
- Ensure concerns are reported prior to going off duty using the correct forms and information.

2.9 Individuals

- Support the safeguarding ethos.
- Report concerns in line with procedures and prior to going off duty.
- Undertake required training.
- Maintain competence to contribute to the safety and welfare of those encountered.

2.10 Trade Unions

- Support and promote the safeguarding ethos.

3. Planning and Implementing

3.1 Cleveland Fire Authority's Safeguarding Policy is underpinned by a suite of procedures and supporting frameworks that ensure effective implementation across the organisation.

Core Procedures

3.2 This policy is implemented through the following key procedures:

- Safeguarding Children and Young People Procedure
- Safeguarding Adults Procedure
- Learning & Development Procedures No. 5 and No. 13

All documents should be read in conjunction to ensure a comprehensive understanding of safeguarding responsibilities and practices.

3.3 The Safeguarding Policy is further supported by:

- Disclosure and Barring Service (DBS) Policy and Procedure – Policy No. 58 (2024)
- Information Governance Framework
- Information Assurance Policy and Procedures - Policy No. 11 (2024)
- Information Compliance Policy and Procedures - Policy No. 12 (2024)
- Information Security Policy and Procedures - Policy No. 13 (2024)

3.4 Staff Induction and Training

- New staff are required to read this Safeguarding Policy and associated procedures as part of their induction.
- Existing staff will be informed of updates in line with the accepted policy framework and will have access via the Brigade's intranet (The Bridge).
- All appropriate staff must successfully complete:
 - Safeguarding Adults Level 1
 - Safeguarding Children Level 1
 - These e-learning modules are mandatory on induction, reinstatement, and at regular intervals to maintain competency.
- Designated Officers and the Safeguarding & Risk Reduction Manager must complete Safeguarding Intermediate Training (Level 3) upon appointment and maintain ongoing competence.

3.5 The Safeguarding Policy and its associated procedures will be reviewed and implemented together to ensure that any developments in safeguarding arrangements are clearly and comprehensively communicated to all staff, managers, and Elected Members.

4. Resource Implications

4.1 Cleveland Fire Authority recognises that the successful implementation and maintenance of its Safeguarding Policy requires appropriate allocation of financial, training, and operational resources.

4.2 Many safeguarding training courses are provided at no cost due to the Authority's membership of the Teeswide Safeguarding Adults Board (TSAB) and Local Safeguarding Children Partnerships (LSCPs). However, some annual costs may be incurred through the Training Needs Analysis process for courses not covered by these partnerships.

4.3 In addition to training, resource implications include time and financial commitments associated with:

- Attendance at TSAB and LSCP board and subgroup meetings.
- Participation in MARAC, MATAC, and HRAP meetings.
- Involvement in Serious Case Reviews (SCRs) and Safeguarding Adult Reviews (SARs).
- Completion of training, courses, and seminars to maintain policy effectiveness and staff competence.
- Organisational development activities related to safeguarding.

4.4 To ensure continuity of safeguarding services outside of standard working hours, contingency arrangements may involve the deployment of other suitably qualified staff to manage safeguarding concerns effectively.

5. Equality Impact Assessment

5.1 In accordance with the requirements of the Equality Act 2010, the Public Sector Equality Duty, and other relevant legislation, this policy has undergone an Equality Impact Assessment (EIA).

5.2 Cleveland Fire Authority believes that all staff should be able to comply with this policy without compromising their individual diversity. Where appropriate and applicable, the Brigade will make every reasonable effort to meet the specific needs of individuals, ensuring that safeguarding practices are inclusive, equitable, and accessible to all.

6. Monitoring

6.1 Monitoring of this policy will be conducted in accordance with Cleveland Fire Brigade's Register of Policies and Strategies and the Key Document Framework, ensuring that it remains current, effective, and aligned with organisational and legislative requirements.

7. Audit

7.1 This policy will be audited in accordance with the procedures outlined within Cleveland Fire Brigade's Assurance Framework, ensuring compliance, effectiveness, and continuous improvement in safeguarding practices.

8. Review

8.1 This policy will be reviewed in line with Cleveland Fire Brigade's document review process, or earlier if there are changes to legislation or other influencing factors that require an update to safeguarding arrangements.