


Agenda Item No:	10	
Committee:	Cabinet	
Date:	20 November 2023	
Report Title:	Safeguarding children, young people and vulnerable adults at risk of harm policy	

1 Purpose / Summary

1.1 To consider the adoption of a new Safeguarding Policy for Fenland District Council

2 Key Issues

- 2.1 It is good practice for all local authorities to have a safeguarding policy that covers children, young people and vulnerable adults.
- 2.2 The last policy was adopted in 2008 and is due a refresh.
- 2.3 A good practice version has been developed following an officer group across Cambridgeshire working with Cambridgeshire County Council safeguarding team.
- 2.4 Under section 11 of the 2004 Children's Act, there is provision for local children safeguarding partnerships to undertake a self-assessment audit of how organisations and services meet the standards of the safeguarding children and young people and vulnerable adults' service.
- 2.5 Input has been received from PCC legal team, senior manager, internal audit and Cambridgeshire and Peterborough Safeguarding team and integrated into the draft policy.
- 2.6 The policy as set out in Appendix A also forms an integral part of the Domestic Abuse Housing Alliance (DAHA) accreditation being undertaken by the Housing Options team.
- 2.7 A cause for concern Card has also been produced to enable front line staff e.g. refuse workers to note down any concerns whilst out of the office environment to record any safeguarding concerns.
- 2.8 It is good practice for the Council to adopt a safeguarding policy, the policy is replicated across East Cambs DC, Huntingdonshire DC, South Cambs DC and Fenland.
- 2.9 The key to its success is not just the words in the policy it is how we embed the mindset of thinking across teams, councillors, volunteers and contractors.
- 2.10 To help do this, the following is proposed as part of the policy's implementation:
- Policy added to the employer, Councillor volunteer and new contractor induction list;
 - All existing employees, Councillors, volunteers and contractors to be made aware of the new policy;

- Marketing of safeguarding e-training module for all staff and Councillors to undertake and encouragement to volunteers and contractors to do the same.

3 Recommendations

- 3.1 Cabinet are recommended to adopt the Safeguarding children, young people and vulnerable adults at risk of harm policy

Wards Affected	All
Forward Plan Reference	KEY/14SEPT23/01
Portfolio Holder(s)	Councillor Wallwork
Report Originator(s)	Sarah Gove Phil Hughes
Contact Officer(s)	Sarah Gove - Housing & Communities Manager sgove@fenland.gov.uk Phil Hughes - Head of Leisure and Open Spaces phughes@fenland.gov.uk Dan Horn – Assistant Director dhorn@fenland.gov.uk Carol Pilson - Corporate Director cpilson@fenland.gov.uk
Background Papers	

1 BACKGROUND AND INTENDED OUTCOMES

- 1.1 It is good practice for all local authorities to have a safeguarding policy that covers children, young people and vulnerable adults.
- 1.2 The policy acts as a process and procedure to reporting any concerns through to Cambridgeshire County Council Safeguarding team who have the statutory responsibility.
- 1.3 An officer group has formed across Cambridgeshire working with Cambridgeshire County council safeguarding team exploring good practice.
- 1.4 It was felt by officers that there would be merit in adopting a single good practice template first developed by South Cambridgeshire District Council (which combined children, young people and vulnerable adults) that could be adapted to fit each local authority in Cambridgeshire. All of the Cambridgeshire districts have agreed to this with the exception of Cambridge City who preferred to develop their own version.
- 1.5 Under section 11 of the 2004 Children’s Act, there is provision for local Childrens safeguarding partnerships to undertake a self-assessment audit of how organisations and services meet the standards of the safeguarding children and young people’s and vulnerable adult's service.

- 1.6 Whilst it is not the role of the council to investigate allegations of abuse, however all employees, councillors, volunteers and voluntary service providers have a clear responsibility to take action when they suspect that a child, young person or adult at risk may be a victim of significant harm or abuse.

2 REASONS FOR RECOMMENDATIONS

- 2.1 It is good practice for the council to have a safeguarding policy to ensure FDC play a proactive role in protecting vulnerable people.

3 CONSULTATION

- 3.1 Input has been received from PCC legal Team, Senior managers, Internal Audit and Cambridge and Peterborough Safeguarding team and integrated into the draft policy.
- 3.2 The policy also forms part of the Domestic Abuse Housing Alliance (DAHA) accreditation being undertaken by the Housing Options Team.

4 IMPLICATIONS

Legal Implications

- 4.1 The policy has been reviewed by FDC legal team and no legal implications have arisen as a result of that review.
- 4.2 The Council's statutory duties in this area are set out in the Policy.

Financial Implications

- 4.3 Implementation can be undertaken within the approved existing budget of the Council.

Equality Implications

- 4.4 Please see Appendix B

5 SCHEDULES

Appendix A Safeguarding Policy

Appendix B Equality Impact Assessment

APPENDIX A

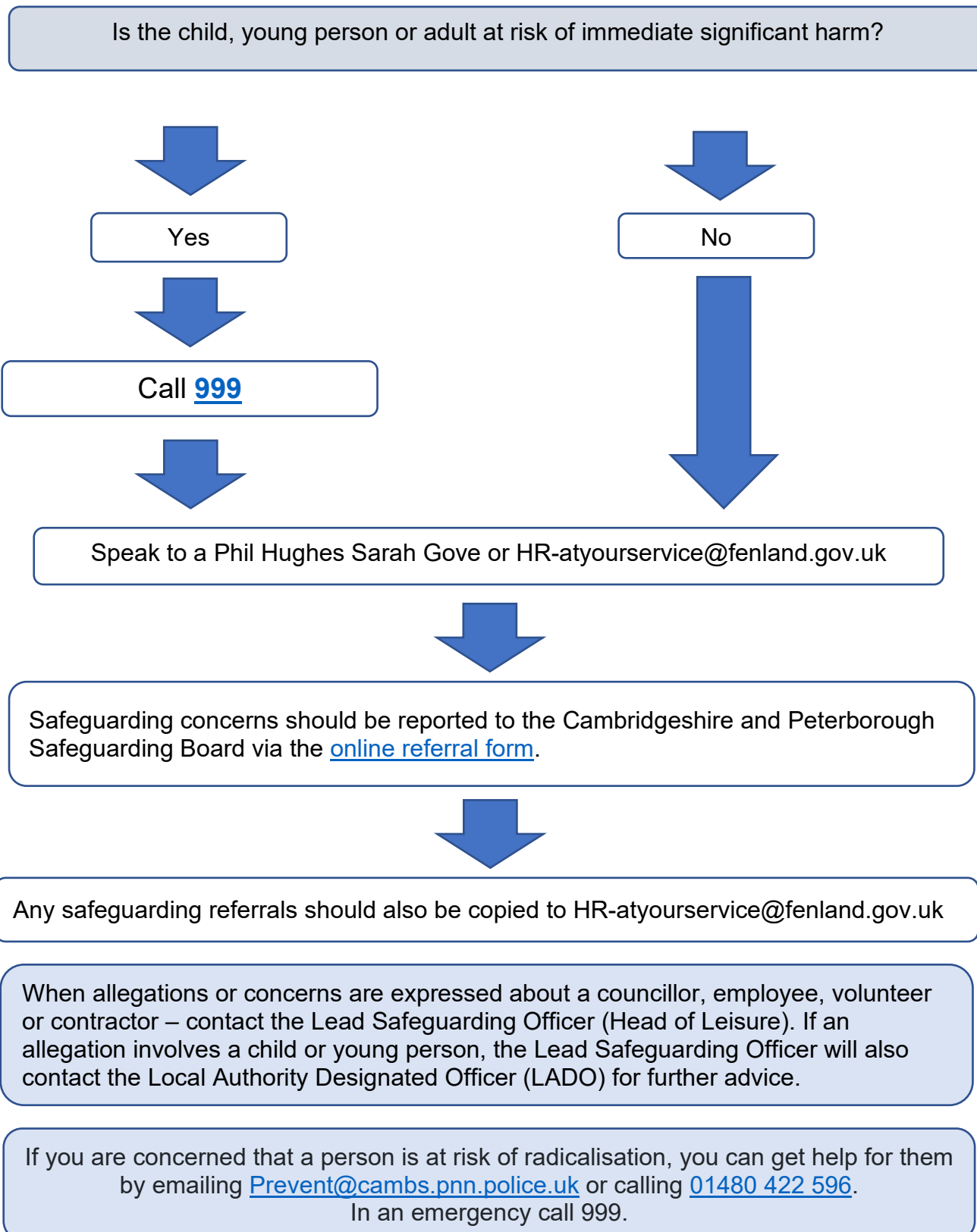
FENLAND DISTRICT COUNCIL

Safeguarding Children, Young People and Adults at risk of harm policy

November 2023

Safeguarding is everyone's responsibility

Safeguarding – quick view procedure



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1. Introduction

This policy applies to all staff, councillors, volunteers and contractors within the Council. The aim of this policy is to explain the Council's Safeguarding duty - the Council has a duty to protect the welfare of children, young people and vulnerable adults living in Fenland

All organisations that make provision for children and adults at risk must ensure that:

- The welfare of the child or adult at risk is paramount
- All children, young people and adults at risk have the right to protection from abuse. This applies regardless of, their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity.
- All suspicions and allegations of abuse and neglect are responded to swiftly and appropriately.

We take our responsibilities seriously and expect all staff, partners and contractors to share this commitment.

Safeguarding is **everyone's** responsibility.

2. Purpose

2.1 There are two main aims of this policy:

- To protect and promote the welfare of the children, young people and adults using or receiving services provided or commissioned by Fenland District Council.
- To support the Council, its officers, councillors, contractors and volunteers in fulfilling their statutory responsibilities.

Fenland District Council is not a Children's Services Authority. It is not the role of the Council to investigate allegations of abuse. However, all employees, councillors, volunteers and contracted service providers have a clear responsibility to take action when they suspect that a child, young person or adult at risk may be a victim of significant harm or abuse.

2.2 This policy demonstrates how the Council will meet its legal obligations. It explains:

- a) What the Council will do to protect and safeguard children, young people and adults at risk of harm
- b) How people can safely voice any concerns through an established procedure
- c) That the Council will deal with all reports of abuse or potential abuse in a serious and effective manner
- d) That Members, employees, volunteers and contractors receive appropriate training
- e) That robust 'safer' recruitment procedures are in place.

It should be noted that this policy is not a stand-alone document. It should be used in conjunction with the inter-agency procedures developed by the Cambridgeshire and Peterborough Safeguarding Partnership Board.

In addition, this policy also provides a framework to the Council's approach to all safeguarding matters. Additional Council policies exist and should be read in conjunction with this Safeguarding Policy. These include (but are not limited to), Domestic Abuse policies and HR Whistleblowing policy.

3. What is safeguarding?

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about working together to support children, young people and adults at risk of harm to make decisions about the risks they face in their own lives and protecting those who lack the capacity to make these decisions.

The legislation relating to the Safeguarding of Children is different from the legislation relating to the Safeguarding of Adults at risk of harm. This policy covers adults and children. For clarity, the legislation for each group is summarised separately.

4. Key Legislation: Safeguarding of Children

The key legislation underpinning the Safeguarding of children and young people is the Care Act 2014, Children and Social Work Act 2017 and Working Together to Safeguard Children 2018. All children from 0-18 years are covered by the legislation.

Working Together to Safeguard Children 2018 confirms that the 3 statutory safeguarding partners in relation to a local authority area are defined in the Children and Social Work Act 2017 as:

- Local Authority (Tier 1/ responsible for children's services). For Fenland this is Cambridgeshire County Council
- Clinical Commissioning Group
- Chief Officer of Police

The 3 statutory partners have a shared and equal duty to make arrangements to work together to safeguard and promote the welfare of all children in a local area.

The Care Act 2014 established the need to have a Safeguarding Partnership Board for children. The **Cambridgeshire and Peterborough Safeguarding Children Partnership Board** brings together a number of agencies across the county to ensure that there is a joined-up approach to safeguarding children and young people. Further information about the Board, including links to useful training and information, can be accessed here

<https://safeguardingcambspeterborough.org.uk/children-board>

The Cambridgeshire and Peterborough Safeguarding Children Partnership Board recognise the importance of the lived experience of the child. Further information and Practice guidance can be accessed here.

[Lived Experience of the Child Practice Guidance – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

5. Key Legislation: Safeguarding Adults at risk

Statutory requirements regarding the Safeguarding of Adults at Risk are set out in the Care Act 2014 and supporting statutory guidance.

The term 'Adult at Risk' is a short form of the phrase 'An adult at risk of abuse or neglect.' It refers to adults who may have safeguarding needs according to the Care Act (2014). An Adult at Risk (sometimes referred to as AAR) is an adult (someone aged 18 or older) who:

- a) Has needs for care and support (whether or not the authority is meeting any of those needs)
- b) Is experiencing, or is at risk of, abuse or neglect, and
- c) As a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Care Act 2014 established the need to have Safeguarding Adult Boards in each local authority area. The Act confirmed that the three statutory safeguarding partners should be;

- Local Authority (tier one authority)
- Chief Officer of Police
- Integrated Care Board.

The statutory guidance sets out the concept of Making Safeguarding Personal. This requires practitioners to find out about the lived experience of the adult.

<https://safeguardingcambspeterborough.org.uk/.../lived-experience-of-the-adult>

6. Related legislation, policies and processes

6.1 Prevent

CONTEST is the UK's counter terrorism strategy. It aims to reduce the risks from terrorism, so that people can go about their lives freely and with confidence. A key part of the CONTEST strategy is the Prevent Duty.

The Prevent Duty is set out in the Counter-Terrorism and Security Act 2015

The Duty requires Local Authorities, schools, colleges, universities, health bodies, prisons and probation and police to consider the need to safeguard individuals from being drawn into terrorism.

The Council must incorporate the Prevent duty into existing policies and procedures to fulfil its safeguarding responsibilities.

If you have concerns, call 999 or follow the link

<https://www.cambs.police.uk/advice/advice-and-information/t/prevent/prevent/>

The council is part of a Cambridgeshire-wide Prevent Plan.

6.2 Modern Slavery (including human trafficking)

This involves the recruitment, transportation, transfer, harbouring or receipt of people, who with the threat or use of force, coercion, abduction, abuse of power or deception, are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. This can occur either from one country to another or even within the same country, county or town. Some victims are forced to work in places like cannabis factories, nail bars, brothels and car washes. There is no typical victim, and some victims don't understand that they have been exploited and are entitled to help and support.

Under the Modern Slavery Act 2015 the Council has a statutory duty to report and provide notification to the National Crime Agency about any potential victims of modern slavery or trafficking that we encounter.

To report concerns about modern slavery (including human trafficking) call 08000 121 700 or click on the link <https://www.cambs.police.uk/modernslavery>

6.3 Domestic abuse

The Domestic Abuse Act became law in April 2021. The act introduced a statutory definition of domestic abuse for the first time and defines it as ‘any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over, who are, or have been, intimate partners or family members regardless of gender or sexuality.’ Children who witness domestic abuse are also viewed as victims of abuse.

Domestic abuse has a devastating effect on victims, their families and the wider community and cuts across all boundaries of social group, class, age, religion, sexuality, gender and lifestyle.

The Council is currently working towards Domestic Abuse Housing Accreditation (DAHA) and as a council has a Domestic Abuse Code of Practice for staff, which should be referred to for more detailed information.

6.4 Related policies

Other related policies include:

- Prevent Plan
- Modern Day Slavery Statement
- Domestic Abuse Code of Practice
- Human Resources (HR) policies, incl. Whistleblowing polic
- ASB policies, including the Community Trigger

7. Safeguarding structure

7.1 The Cambridgeshire and Peterborough Safeguarding Partnership Board

The Cambridgeshire and Peterborough Safeguarding Partnership Board consists of representatives from Cambridgeshire County Council, Peterborough City Council, Cambridgeshire Constabulary and the Cambridgeshire and Peterborough Clinical Commissioning Group. The Partnership Board is responsible for ensuring that children, young people and adults at risk of harm, neglect and exploitation across Cambridgeshire and Peterborough and receive the help and protection that they

need. This is a combined safeguarding structure which cover the 2 local authority areas and encompasses the safeguarding of both adults and children.

They agree on ways to co-ordinate their safeguarding services, act as a strategic leadership group in supporting and engaging others and implement local and national learning from serious child safeguarding incidents.

The Executive Safeguarding Partnership Board is the overarching countywide governance board which oversees the Cambridgeshire and Peterborough Safeguarding Children Partnership Board and the Cambridgeshire and Peterborough Safeguarding Adult Partnership Board.

The Safeguarding Partnership Board website is an important source of information for good practice and training. [Multi-Agency Safeguarding Training – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

7.2 Relevant agencies

Relevant agencies are organisations and agencies who are required to work with the statutory safeguarding partners to safeguard and promote the welfare of children, young people and vulnerable adults.

Fenland District Council is a relevant agency. This means the Council must:

- Fully engage with the Cambridgeshire and Peterborough safeguarding arrangements
- Ensure that the organisation works in accordance with the inter-agency safeguarding procedures
- Have appropriate robust safeguarding policies and procedures in place specifically relevant to the organisation
- Ensure that the workforce is appropriately skilled to recognise and respond to safeguarding matters.

8. Roles and responsibilities

8.1 Council Safeguarding Leads

The Council's Safeguarding Leads are Phil Hughes (phughes@fenland.gov.uk) Sarah Gove (sgove@fenland.gov.uk) and the collective email address is HR-atyourservice@fenland.gov.uk. Any safeguarding allegations or concerns involving a member of staff should be reported to the Safeguarding Leads. If the allegation involves a child or young person, the Safeguarding Leads will contact The Integrated Front Door team or County Council Local Authority Designated Officer (LADO) for further advice and support as required.

8.2 Heads of Service

Heads of Service are responsible for ensuring that Service Managers, Team Managers and staff within their service areas are aware of the contents of this policy and the accompanying procedures, and that the Council's duties to safeguard and promote the welfare of children, young people and adults with needs for care and support are met and effectively discharged.

8.3 Service Managers and Team Managers

Service Managers and Team Managers are responsible for complying with the requirements of this policy and accompanying procedures and for the promotion of a staff culture which recognises the rights of children, young people and adults with needs for care and support and the Council's responsibility for their safety when receiving its services.

8.4 Employees, councillors, agency staff and volunteers

All employees, councillors, volunteers and agency staff are responsible for complying with the requirements of the Safeguarding Policy and Procedures. Staff should take all reasonable steps to ensure (within the context of their duties) that risks are minimised and that children, young and vulnerable people are protected, and their welfare promoted when using Council services.

8.5 Contractors

Contractors should have their own safeguarding policy or adopt the council's.

9. Reporting concerns and responding to allegations.

If you think a child or an adult is in immediate danger call 999.

9.1 Reporting concerns

All Members, employees and volunteers are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children, young people and adults. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. It is everyone's responsibility and safeguarding concerns should be reported to the Cambridgeshire and Peterborough Children or Adults services via the [online referral form](#).

In order to comply with auditing requirements, a copy of the referral should also be emailed to [mailto: HR-atyourservice@fenland.gov.uk](mailto:HR-atyourservice@fenland.gov.uk). However, this is for recording purposes only and the referral itself will be followed up via the Cambridgeshire and Peterborough Children or Adult services via the [online referral form](#).

9.2 Categories of abuse

Abuse is a form of maltreatment that can occur in several forms which are not mutually exclusive.

For children, types of abuse include:

- Physical
- Psychological
- Sexual
- Grooming
- Child sexual exploitation
- Female genital mutilation
- Online abuse and cyberbullying
- Child trafficking and modern slavery
- Domestic abuse
- Self-neglect
- Forced marriage

Further information is available on the Cambridgeshire and Peterborough Safeguarding Children Partnership Board website: [Child abuse – definitions and signs – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

Types of adult abuse include:

- Physical
- Sexual
- Psychological
- Discrimination
- Exploitation, modern day slavery and human trafficking
- Financial
- Organisational
- Domestic abuse
- Neglect and acts of omission
- Female genital mutilation

Further information is available on the Cambridgeshire and Peterborough Safeguarding Adults Partnership Board website. [Abuse and Neglect – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

Even for those experienced in working with child or adult abuse it is not always easy to recognise a situation where abuse may occur or already has taken place. Whilst it is accepted that staff are not experts at such recognition, all staff have a duty to act if they have any concerns. If they are unsure, then any concerns should be discussed with either a Designated Safeguarding Officer or the Lead Safeguarding Officer. The DSO will help advise if and how to complete a referral. A list of DSOs will be kept updated on the Council's intranet.

9.3 Cause for Concern Cards

In addition, for staff and contractors who work remotely with limited access to IT, a Cause for Concern Card can be completed (although it is still possible for a concern to be raised directly with the safeguarding leads). Cause for Concern cards should

be returned to one of the Council's Safeguarding leads. The Designated Safeguarding Lead that receives the card may contact you for further information and will decide whether a safeguarding referral should be made to the Cambridgeshire and Peterborough Safeguarding Board.

All Fenland District Council concern cards and safeguarding referrals must then be copied to HR-atyourservice@fenland.gov.uk

9.4 Receiving an allegation of abuse

When a child, young person or adult makes an allegation of abuse or bullying, you should:

- Stay calm and try to get another witness if it does not compromise the situation
- If the person making the allegation does not speak in English as their first language (including if they are a user of British Sign Language), consider whether communication may be aided by accessing the Council's Interpretation and Translation services. For more information on how to access this, please visit the [Language Services intranet page](#) or contact the Equality and Diversity Manager. If you believe the person is 'at risk' of immediate significant harm, which includes situations which any Member, employee or volunteer would reasonably believe requires the emergency services, then you must contact the relevant emergency service and notify the Safeguarding Officer, Line Manager or Head of Service
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence.
- Find an appropriate opportunity to explain it is likely that information will need to be shared with other responsible people, do not promise to keep secrets
- Only ask questions for clarification, the use of open questions, for example, what, where, when, who is advisable, do not ask leading questions (that suggest certain answers as this could compromise evidence)
- Reassure the child, young person adult at risk that they have done the right thing in telling you
- Tell them what you will do next and who you will inform

- Immediately report to and inform Phil Hughes Sarah Gove or HR-atyourservice@fenland.gov.uk, Line Manager or Head of Service (as appropriate and where possible).
- As soon as you can take a note of what was said, demeanour of the complainant and who was present when the complaint was made.

9.5 Allegations involving staff, councillors, contractors, or volunteers

If a concern or allegation relates to a staff member, councillor, contractor or volunteer, this must be reported to the Lead Safeguarding Officer. In addition, if the allegation or concern involves a child or young person, the Lead Safeguarding Officers will liaise with the County Council Local Authority Designated Officer (LADO) for further advice by emailing LADO@cambridgeshire.gov.uk.

9.6 Reporting Concerns about radicalisation

If you believe someone is at risk of radicalisation, you can help them get support and prevent them becoming involved in terrorism and potentially violent activities by raising your concerns via:

Email: Prevent@cambs.pnn.police.uk

Telephone: [01480 422 596](tel:01480422596)

Emergencies - If you suspect that someone is about to put themselves in danger by travelling to join a terrorist organisation or appears involved in plans to commit a criminal offence, please inform the police immediately by calling [999](tel:999).

9.7 Monitoring and record keeping

A record must be kept of all safeguarding concerns to comply with the Section 11 Audit requirements. Copies of all Cause for Concern cards and safeguarding referrals must be copied to HR-atyourservice@fenland.gov.uk

10. Training

The Council will take all reasonable steps to ensure that all staff, managers and elected members who are likely to come into contact with children and/or adults as a regular part of their job will be provided with appropriate training including:

- Induction
- Specific safeguarding training identified for relevant posts
- Corporate training such as Recruitment and Selection
- Specialist training such as PREVENT and Domestic Abuse awareness

All staff will be required to undergo awareness training on a regular basis.

All staff are issued with a copy of this policy as part of their induction and are required to read and confirm receipt of it.

Additional training resources and good practice information is available on the Cambridgeshire and Peterborough Safeguarding Partnership website. [Multi-Agency Safeguarding Training – Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](https://safeguardingcambspeterborough.org.uk)

11. Recruitment

Fenland District Council is committed to [safer recruitment procedures](#) set out by the Cambridgeshire and Peterborough Safeguarding Partnership Board.

It is the responsibility of the recruiting manager to undertake a risk assessment for the job description and person specification for those roles likely to involve regular and/or substantial unsupervised contact with children, young people or adults at risk before recruitment takes place. This will determine the safeguarding level of all roles and ensure that only appropriate individuals are selected to undertake DBS procedures.

12. Equal opportunities

As a council, we are committed to delivering services that narrow the gap in outcomes between disadvantaged groups and the wider community, and to ensuring that protected groups are included and have their voices heard. We are also obliged to comply with the Equality Act 2010 and Public Sector Equality Duty. We believe that all people are entitled to be treated with dignity and respect and we are

determined to ensure that both our employees and everyone entitled to use our services receives fair and equitable treatment.

13. Information sharing

The Cambridgeshire and Peterborough Information Sharing Framework ('the Framework') is a high-level agreement between a number of public organisations in Cambridgeshire and Peterborough. Its aim is to facilitate more effective data sharing across Cambridgeshire and Peterborough where this is needed to improve service delivery or to enable each organisation to respond quickly to customer needs. Wherever possible, you should seek consent and be open and honest with the individual from the outset as to why, whom and what information will be shared. You should seek consent where an individual may not expect their information to be passed on. There may be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent, or because to gain consent would put a child or young person's safety or well-being at risk. There may be incidents where a person lacks mental capacity to consent to information sharing. A best interests decision will need to be made as to whether disclosure should be made. Further information about information sharing can be found on the [Safeguarding Board website](#).

14. Photography, film and media

The Council will take appropriate action to protect children and young people from the inappropriate use of photographic images. Some photographs taken by or on behalf of the Council will be anonymous group shots in public places. Some photographs taken by or on behalf of the Council will feature images where people can be identified through their image. Wherever a photograph is taken, and a person is able to be identified through their image, the Council will obtain photo consent before using the image in any way. For those aged under 16 years old, photo consent from a parent or guardian will be required. It should be remembered that photographs can be used as a means of identifying children and young people, especially when they are accompanied by personal information. For any event that the Council runs, the Council will communicate that a photographer will be in attendance. The Council will also ensure that, where people have a concern about

their photograph being taken, they are able to raise this concern and to take reasonable steps to avoid being photographed and still participate in the given activity or event.

15. Considerations for specific Council functions

15.1 Hackney Carriage and Private Hire licensing

All new applicants for Hackney Carriage and Private Hire driver, proprietors of Hackney Carriage and Private Hire vehicle and Operator licenses will be required to pass a safeguarding course as approved by this Local Authority.

Where the Licensing Authority receives a complaint regarding the moral, physical, sexual harm or neglect of a child or vulnerable person as a consequence of the actions or inactions of a licence holder, the Licensing Service will liaise with Cambridgeshire County Council and the Police. Where necessary, they will revoke a licence, and if satisfied the driver is posing an immediate risk to public safety, the revocation will take effect immediately.

15.2 Housing Options Service

The Council's Housing Options service have a duty under Section 11 of the Children Act 2004. Any person working on behalf of the Council in these services, may become aware of conditions that could have or are having an adverse impact on children. Part 1 of the Housing Act 2004 sets out that authorities must take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions. Housing authorities have an important role to play in safeguarding vulnerable young people, including young people who are pregnant or leaving care or a secure establishment.

15.3 Grant applicants

As a minimum, all organisations receiving funding from the Council will be expected to have a safeguarding policy and procedure in place (or adopt the council's version), which is understood by employees and volunteers and available to service users, irrespective of how the grant has been awarded.

Assessing Equality – The Equality Act 2010

APPENDIX B

INTRODUCTION

The Equality Act 2010 reminded all public authorities of their duty to have ‘due regard’ to the need to:

- **Eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

The protected groups (previously known as equality strands) are as follows:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Gender
- Sexual orientation
- Marriage and civil partnerships (eliminate unlawful discrimination only)

Other legislation and practice has determined that we extend this to cover:

- Human Rights
- Socio Economic factors

The duty reminds us of the need to analyse the effect of existing and new policies and practices on equality.

The equality analysis should be proportionate and relevant – not just a tick box exercise. In some cases the written record will be a quick set of bullet points or notes under each heading. Others will need a more detailed explanation.

However, legal case law makes it clear that we must carry out the analysis **before making the relevant policy decision**.

A meaningful equality analysis will help the Council make the best decisions or formulate a policy which best meets our customers needs.

Once a Customer Impact Assessment (replacing our existing Equality Impact Assessment) has been completed there is no need to automatically carry out a new assessment each year. A review assessment has been put in place, and can be completed if there has been no change to the original policy, the way it’s implemented and its customer impact.

Assessing Equality – The Equality Act 2010

A SIMPLE GUIDE TO ASSESSING EQUALITY

What is Customer Impact Assessment (CIA)?

- CIA is the act of systematically assessing the likely (or actual) effects of policies or services on people based on the following:
 - Age
 - Disability
 - Gender reassignment
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Gender
 - Sexual orientation
 - Marriage and civil partnerships
 - Human Rights
 - Socio Economic factors

This means considering the above, as set out in the table below, in relation to a policy, practice or service, before a decision is made.

PLEASE SEE EXPLANATIONS BELOW

	Eliminating unlawful discrimination, harassment and victimisation	Advancing equality of opportunity between different groups	Fostering good relations between different groups
Disability			
Age			
Pregnancy/ maternity/ paternity			
Race			
Religion or belief			
Sex/ Gender			
Gender reassignment/ Transgender			
Sexual orientation			
Human Rights			
Socio Economic Factors			

Assessing Equality – The Equality Act 2010

Marriage and civil partnerships			
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- You are looking for opportunities to promote equality, and good relations between all groups as well as removing or mitigating negative or adverse impacts.
- Remember it might not be possible to remove all barriers to service or your policy or practice may have a negative impact on certain groups ... please note anything of this nature

Why is it important?

- Assessing equality issues helps us understand the needs of our customers, ensures our decisions meet those needs, and are also cost effective, and demonstratable.
- As a public authority we also have a **legal** duty to show “*due regard*” for equality in decision making and the way services are provided
- To be able us to show “*due regard*”, we need to show that consideration of [possible impact to the groups mentioned have taken place **prior** to a decision being made; that equality issues were considered, and that this consideration was rigorous, open minded, and involved thinking about the three arms of the Equality Act as part of this process, and that potential adverse impacts were either removed or reduced, and that all our decisions can be defended if challenged.
- Documenting our equality analysis enables the Council show it has had “*due regard*” for equality if decisions are challenged. If “*due regard*” for equality can not be shown, decisions may be overturned at judicial review. This could result in lost time, money and negative publicity.
- The sooner equality is considered in a process; the more efficiently that process can be carried out.

Assessing Equality – The Equality Act 2010

How can equality be assessed?

1. Gather information This can be consulting with relevant groups, using a previous EqIA as a starting point, consultations carried out by other services, details of the service 'hard to reach groups', customer satisfaction surveys, MOASIC data, consider relevance to equality



2. Assess impact Could different groups be affected differently? Is this difference positive or negative? Consider the three arms of the Equality Act in relation to all the protected groups as per the table. NOTE: The quality of the assessment will depend on the quality of the information gathered



3. Take action This could be to reduce negative or increase positive impact. Produce an action plan where appropriate; make actions SMART. Unlawful discrimination MUST be actioned immediately



4. Summarise your findings on the EqIA form. Where it is clear from initial information gathering that a policy will not have any effect on equality, this may simply be a sentence recording this; the greater the relevance to equality, the greater the level of detail required. Publish your findings



5. Monitor the on-going effects of the policy on equality. This is usually in the form of the annual review carried out in October of each year, to fit in with the service planning cycle. The Equality Act is a **continuing** duty!

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Customer Impact Assessment

Name and brief description of policy being analysed

Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required

The safeguarding policy and procedures incorporates a mechanism for reporting concerns to Cambridgeshire County Council (CCC) Safeguarding team. It is not the responsibility of the council to determine safeguarding concerns, that is the statutory responsibility of CCC.

The policy outlines the key situations that can highlight a safeguarding concern, the policy clearly incorporates a process for reporting.

Information used for customer analysis

Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible

The policy has been formed by joint working across Cambridgeshire – this was based on a good practice model developed by South Cambridgeshire District Council and further enhanced by Fenland District Council, East Cambridgeshire District Council, Huntingdonshire District Council and Cambridgeshire County Council Safeguarding board.

Potential cultural barriers have been addressed e.g. Female Genital Mutilation, Modern slavery under the Cambridgeshire County Council's statutory duty along with statutory guidance and responsibility for children and adults at risk of harm.

	Could particularly benefit	Neutral	May adversely impact	Explanations	Is action possible or required?	Details of actions or explanations if actions are not possible Please note details of any actions to be placed in your Service Plan
Race	<input type="checkbox"/>	X	<input type="checkbox"/>	Women are more likely to suffer domestic abuse than men. The policy	N	
Sex	X	<input type="checkbox"/>	<input type="checkbox"/>		N	

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				is particularly concerned with safeguarding vulnerable adults whose definition includes those who are victims of domestic abuse		Children may be less able than adults to access relevant information, and take the right steps, to report and stop abuse towards themselves or others
Gender reassignment/ Transgender	<input type="checkbox"/>	X	<input type="checkbox"/>	This policy helps to safeguard adults with needs for care and support. Older people are more likely to fall into this category	N	
Disability- physical	<input type="checkbox"/>	X	<input type="checkbox"/>		N	
Age 60+	X	<input type="checkbox"/>	<input type="checkbox"/>		N	
Younger people (17-25) and children (0-16)	X			The policy helps to safeguard children. The legal definition of children includes young people aged 16-18	N	
Sexual orientation	<input type="checkbox"/>	X	<input type="checkbox"/>		N	
Religion or belief	<input type="checkbox"/>	X	<input type="checkbox"/>		N	

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Pregnancy, maternity and paternity	<input type="checkbox"/>	X	<input type="checkbox"/>	Women who are pregnant or have given birth in last 26 weeks	N	
Marriage & civil partnership	<input type="checkbox"/>	X	<input type="checkbox"/>		N	
Human Rights	<input type="checkbox"/>	X	<input type="checkbox"/>		N	
Socio Economic	<input type="checkbox"/>	X	<input type="checkbox"/>		N	
Multiple/ Cross Cutting	<input type="checkbox"/>	X	<input type="checkbox"/>		N	

Outcome(s) of customer analysis

a) Will the policy/ procedure impact on the whole population of Fenland and/ or identified groups within the population; negative neutral x positive

No major change needed x Adjust the policy Adverse impact but continue Stop and remove / reconsider policy

Arrangements for future monitoring:

Note when analysis will be reviewed; include any equality indicators and performance against those indicators 2028

Details of any data/ Research used (both FDC & Partners):

Good practice has been undertaken with Cambridgeshire authorities and Cambridgeshire County Council Safeguarding Team to produce the policy

Completed by:

Name: Sarah Gove

Position: Housing & Communities Manager

Approved by (manager signature):

Date published: This should be the date the analysis was published on the intranet

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Details of any Committee approved by (if applicable):

Date endorsed by Members if applicable: