



*"An Excellent Authority"*

## Service Policy No. Safeguarding

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### Document Control

Active date	Review date	Department	Author	Editor	Publisher
17.12.09	20/05/11	CFS YE	S.Chapman E.Dodd	E.Dodd	Phil Garrigan
24/05/10					

### Legislation

Title		
The Fire and Rescue Service Act 2004		N/A

### Amendment History

Version	Date	Author	Reasons for Change
2.0	10.2.10	S. Chapman	Introduction of new policy incorporating adult safeguarding.

### Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Comments
	X	14.5.2011	U.Miah	

### Civil Contingencies Impact Assessment

Date	Reviewed by	Comments

### Related Policies

Title	Author	Department
Domestic Violence	J Monkhouse	Equality & Diversity
Data Sharing	J.Curtis	Knowledge and Information Management
E Safety	K Palmer	ICT
Recruitment Policy	L. Bracken	POD

### Distribution List

Name	Position	I/R

### Sign-Off List

Name	Position

### Related Documents

Ref No.	Title	Author	Version & Date
SI 0474	Hate Crime Incident Report	D.Bolton	1 23.02.07
SI	Safeguarding Children and young People	E.Dodd	
SI	Safeguarding Adults	E.Dodd	
SI	Safeguarding Designated	E.Dodd	

Strategy CFO/069/11	Officers Prevent Strategy Employee Code of Conduct	Home Office	May 2010 June 2011
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**Target audience**

All MFRS	<b>X</b>	Ops Crews		Fire safety etc		Community FS etc	Support Staff etc	
Principal off.		Senior off.		etc		etc	etc	

**Ownership**

FOI exemption required?	Yes		URL	
	No		Reason	

DRAFT

# MERSEYSIDE FIRE AND RESCUE SERVICE

## SAFEGUARDING POLICY

### INTRODUCTION

This document sets out MFRS's policy on Safeguarding.

Safeguarding is everyone's responsibility. MFRS's contribution is to identify and act on concerns about the welfare of children and adults at risk. As an employer we wish to promote the organisational and personal values of MFRS in the workplace and outside.

Any suspected or reported physical or psychological abuse will be addressed seriously within a framework of confidentiality. MFRS cannot support victims of abuse whilst not taking action against any employee who is guilty of such an offence. Each case will be treated with regard to its particular circumstances and in the light of relevant evidence. MFRS will ensure that children and adults will be treated with dignity and respect at all times.

This Safeguarding Policy reflects the recent Home Office 'Prevent Strategy' and recognises the parallels between Prevent and Safeguarding and the procedures to be adopted for children and adults. The 'Prevent Strategy' has defined Safeguarding as the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activities.

Any member of MFRS who has concerns about any occurrence of abuse and or neglect whilst they are involved in community safety activities or undertaking operational duties will refer their concerns to one of the Designated Officers in MFRS identified in this policy who will report the matter using the reporting form to the appropriate organisation. For further guidance please refer to Service Instructions: Safeguarding Children and Young People, Safeguarding Adults and Safeguarding Designated Officers.

### POLICY STATEMENT

Any child or adult who has experienced abuse and or neglect or has fears about exploitation or radicalisation will be able to raise the issue with a member of staff at MFRS in the knowledge that the matter will be treated seriously and sympathetically in accordance with this policy.

MFRS is committed to working in partnership with all relevant stakeholders to provide a safe and supportive environment for any child or adult at risk with whom MFRS engages.

### SAFEGUARDING

Everyone working in MFRS, either in a paid or voluntary capacity, has a role to play in safeguarding children and adults and preventing the abuse of those who may be vulnerable. Staff may have contact with vulnerable children and adults and can be a very important link in identifying cases where a vulnerable child or adult requires safeguarding.

Staff will always act on any suspected or potential case of abuse by reporting directly and without delay to one of the Service's Designated Officers.

### ALLEGATIONS OF ABUSE MADE AGAINST MEMBERS OF STAFF

MFRS is fully committed to safeguarding. Any abuse of a vulnerable person runs counter intuitively to MFRS's aims, core and personal values. Staff are subject to internal disciplinary procedures which may lead to criminal investigation.

All incidents/allegations will be reported to the Professional Standards Manager or the designated Staffing Officer out of normal office hours.

Where a member of staff is accused of abuse it may be necessary to relocate or suspend them whilst an investigation takes places. Both of these actions should be viewed as a neutral act and as a necessary part of the investigation process. MFRS will undertake an investigation without undue delay, ensuring that the situation is handled sensitivity pending the outcome of the investigation.

It may be necessary to inform the Multi Agency Safeguarding Board of a safeguarding allegation. The Police will be informed in the event of alleged criminal behaviour. Wherever possible the advice of the Director of Legal Services will be sought.

If an allegation of abuse is made against a member of staff or if a member of staff receives a criminal conviction for abuse, MFRS will instigate an internal disciplinary investigation, which if proven may result in dismissal.

## CONFIDENTIALITY

Managers or officers cannot provide an absolute guarantee of confidentiality in all circumstances where 'vulnerable child or adult at risk' issues are raised. In these circumstances, the manager or Officer should inform the person that she/he would be referring the matter to a Designated Officer within the Service for further guidance.

MFRS will support anyone who, in good faith, reports his or her concerns that a child, young person or adult is being abused or is at risk of abuse, even if those concerns prove to be unfounded. See MFRS data sharing policy.

## POLICY IMPLEMENTATION

SI.....	Safeguarding Children and young People
SI.....	Safeguarding Adults Safeguarding
SI.....	Safeguarding Designated Officers
SI 0474	Hate Crime Incident Report

## DESIGNATED OFFICERS

Designated Officers to be contacted via MACC

Director of Community Safety- Phil Garrigan  
Community Fire Safety Manager – Mark Jones  
Youth Engagement Team Co-ordinator - Suzy Tosi  
Youth Engagement Manager – Emma Dodd  
Diversity Manager – Ustar Miah  
Time & Resource Manager - Glynis Lomax

The procedure to be adopted when contacting Designated Officers is contained within SI 0000

## MFRS: Safeguarding Reporting Form

**Details of Person Reporting Incident:**

Name	
Role	
Dept	

**Details of Person believed to be at risk:**

Name	
Address	

**Details of Incident**

**Date**

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**Referred to Designated Referral Officer**

**Log Number**

**Date**

<b>Referred to Social Services</b>			
Knowsley		St Helens	
Liverpool North		Sefton	
Liverpool South		Wirral	

**MONITORING REPORTING FORM**

MFRS will monitor reports made under this policy for the purposes of our Diversity Equality Schemes.

1. Please choose ONE section from A to E, and then tick the appropriate box to indicate the **cultural background** of the vulnerable child. Young person or adult at risk

- |                                  |                           |                          |                              |
|----------------------------------|---------------------------|--------------------------|------------------------------|
| A) Asian or Asian British        | Pakistani                 | <input type="checkbox"/> | Please provide details.....  |
|                                  | Bangladeshi               | <input type="checkbox"/> |                              |
|                                  | Indian                    | <input type="checkbox"/> |                              |
|                                  | Other Asian background    | <input type="checkbox"/> |                              |
| B) Black or Black British        | Caribbean                 | <input type="checkbox"/> | Please provide details ..... |
|                                  | African                   | <input type="checkbox"/> |                              |
|                                  | Other Black background    | <input type="checkbox"/> |                              |
| C) Chinese or Other Ethnic Group | Chinese                   | <input type="checkbox"/> | Please provide details ..... |
|                                  | Other background          | <input type="checkbox"/> |                              |
| D) Mixed                         | White and Black Caribbean | <input type="checkbox"/> | Please provide details ..... |
|                                  | White and Black African   | <input type="checkbox"/> |                              |
|                                  | White and Asian           | <input type="checkbox"/> |                              |
|                                  | Other Mixed background    | <input type="checkbox"/> |                              |
| E) White                         | British                   | <input type="checkbox"/> | Please provide details ..... |
|                                  | Irish                     | <input type="checkbox"/> |                              |
|                                  | Other White background    | <input type="checkbox"/> |                              |

2. Please indicate the person's **gender** by ticking the appropriate box.

Male  Female

3. **Sexual Orientation** (not required in the case of those under 16 years of age)

Bisexual  Gay   
 Lesbian  Heterosexual   
 Prefer not to say

4. **Religious Beliefs** (In cases of those under 16 years of age unless informed otherwise utilise responsible persons religious belief)

Christian (including Protestant, Catholic, Methodist etc)	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Other	<input type="checkbox"/>
Religion not stated	<input type="checkbox"/>

5. Do you consider the person to have a **disability**?

Yes  No

6. The **age** of the person is:

0 -- 5  6 -- 10  11 – 15  16 – 21  22 – 30  31 – 40  41 – 50   
 51 – 60  61 – 65  65 +