

Cardiff Council

**Safeguarding
Essentials**

A Quick Guide

This should be read in conjunction with Wales Safeguarding Procedures

Wales Safeguarding Procedures (WSP) can be downloaded on the Apple App Store or Google Play. A desk top version is also available

What is Safeguarding?

Is the process of protecting children and adults from abuse or neglect.

It is also about making sure children and adults enjoy good health, develop well and take a full and active role in their communities.

Who is responsible for Safeguarding?



Safeguarding is everybody's business.

This means we are **all** responsible for ensuring that children and adults at risk are kept safe. This means you.

This means every one of us should ensure that we know what safeguarding is and when we need to do something to stop the abuse happening.

The WSP tells you what to do and provides “pointers for practice” to guide us on **how** to complete the task.

How do we Safeguard?

We safeguard by doing the things below:

- Understand what is meant by safeguarding
- Recognise the different types of abuse and their signs, symptoms, indicators and behaviours that may indicate a child or adult is being abused or is at risk of harm

- Understand what to do if we are concerned about a child or adult at risk
- Understand our own role and responsibility with regard to suspicion or disclosure of abuse
- Understand our duty to report a concern or incident when we become aware of it

What does abuse look like?

Abuse and neglect are forms of maltreatment of a child or adult which can be described in five categories:

- Physical Abuse
- Sexual Abuse
- Neglect
- Emotional Abuse
- Financial Abuse

Physical Abuse:

- May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a child or adult.

Sexual Abuse

- Forcing or enticing a child or adult to take part in sexual activities, whether or not they are aware of what is happening. May involve:
- Physical contact, including penetrative or non-penetrative acts;
- Non-contact, such as involving a child or adult in looking at, or in the production of pornographic material or watching sexual activities; or
- Encouraging children or adults to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child or adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.

It may involve a parent, family member or carer failing to provide adequate food, shelter and clothing, failing to protect a child or adult

from physical harm or danger, or the failure to ensure access to appropriate care or treatment.

It may also include neglect of, or unresponsiveness to, a child or adult's basic emotional needs.

Emotional Abuse

The persistent emotional ill-treatment of a child or adult such as to cause severe and persistent adverse effects on their emotional and behavioural development.

It may involve telling the child or adult that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

It may involve causing children or adults to feel frightened or in danger, for example witnessing domestic abuse within the home or being bullied, or by exploitation or corruption.

Financial Abuse

- Money or property stolen
- Being defrauded e.g. scams
- Being put under pressure to pay for things for someone else's benefit
- Someone else using their money as their own
- Children who earn money via entertainment events not having the money placed in trust

Other Abuse:

- Bullying
- Forced Marriage
- Female Genital Mutilation (FGM)
- Children or adults with Disabilities
- Modern slavery
- Sexual Exploitation
- Radicalisation
- Social Media

Abusive settings

Abuse or neglect can happen anywhere- e.g. in the child/adult's own home, or a family member's home, in a residential or day care setting, during leisure activities, at schools or youth clubs or nursery, Hospitals or in religious settings. This is not an exhaustive list

Who do we share the concerns with?



If you don't want to discuss things directly with Social Services, then you can share any concerns with your line manager, the Operational Manager for your service, or any other Operational Manager who is available.

If the matter is urgent and potentially dangerous, then don't wait to speak to your manager, ring the police on 999.

How do we share concerns when we think someone is being abused or is at risk of being abused?



If you believe a child or adult is in immediate danger, do something straight away - contact 999 and tell the operator what is happening.

If you believe a child or adult is being abused then you must tell someone.

If you think or believe an adult is being abused, please contact the Adult Safeguarding Team on

029 2233 0888

If you think a child is at risk, not being looked after properly, or you have concerns about his or her welfare, please contact us on:

029 2053 6490

If any concerns are outside of office hours then call the Emergency Duty Team on

029 2078 8570

Remember:

Safeguarding is your responsibility – and a failure to report could result in actions under the Council's disciplinary and/or management under the Safeguarding allegations/concerns about Practitioners or Persons in a Position of Trust processes

Children and adults at risk, where ever they may live, need us to act appropriately in order to safeguard their welfare and ensure their wellbeing.

You may have concerns about the safety and wellbeing of a child or adult who might live in another local authority area: usually you would report that to the area in which that child or adult lives but if unsure then contact Cardiff's social services departments for advice

Or you may have concerns about the safety and wellbeing of a child or adult you know are already known to Social Services- don't think you don't have to report those concerns

Your duty to report means you MUST tell someone if you believe a child or adult is being abused

Concerns about Practitioners and/or colleagues

The Duty to report applies equally to concerns or suspicions that another practitioner or a colleague may be abusing, neglecting or causing harm to a child or an adult.

A practitioner can be paid or unpaid volunteer, will be in a position of trust e.g. may be a social worker or a teacher, a doctor or a nurse, a care attendant or health care worker, a police officer, a youth worker or a probation officer, a dentist or a foster carer, a Health Visitor, a school midday supervisor, a teaching assistant, a sports instructor/coach or a priest. Vicar or Imam in a religious institution. NB this is not an exhaustive list.

The concerns or suspicions may apply to the practitioners conduct at work or at home – the practitioner may be a family member or a friend or a neighbour - you MUST share your concern; you have a duty to do so.

If in doubt, check it out- by contacting the social services department. It is your duty to do so.