



Children's and Young People Safeguarding Policy

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Executive Summary

Safeguarding is Everybody's Responsibility.

Employees and people working on behalf of the Service have a legal and moral obligation to recognise and report concerns about abuse or neglect. Living a life that is free from harm and abuse is a fundamental right of every person. This policy aims to ensure that safeguarding is at the heart of every interaction Hereford & Worcester Fire and Rescue Service (HWFRS) personnel have with adults with care and support needs.

HWFRS employees undertake a wide range of public facing roles, which includes education and engagement with all members of our communities including children, young people and adults with complex needs and vulnerabilities. It is important that employees have the necessary skills and training to ensure that they are able to recognise, respond and record concerns.

The aim of this policy is to provide a framework and guidance for all personnel who may come into contact with children and young people when conducting their daily duties. Where children or young people are experiencing abuse or neglect, potential abuse or appear to be in an abusive environment it is important all HWFRS employees are able to recognise and act appropriately.

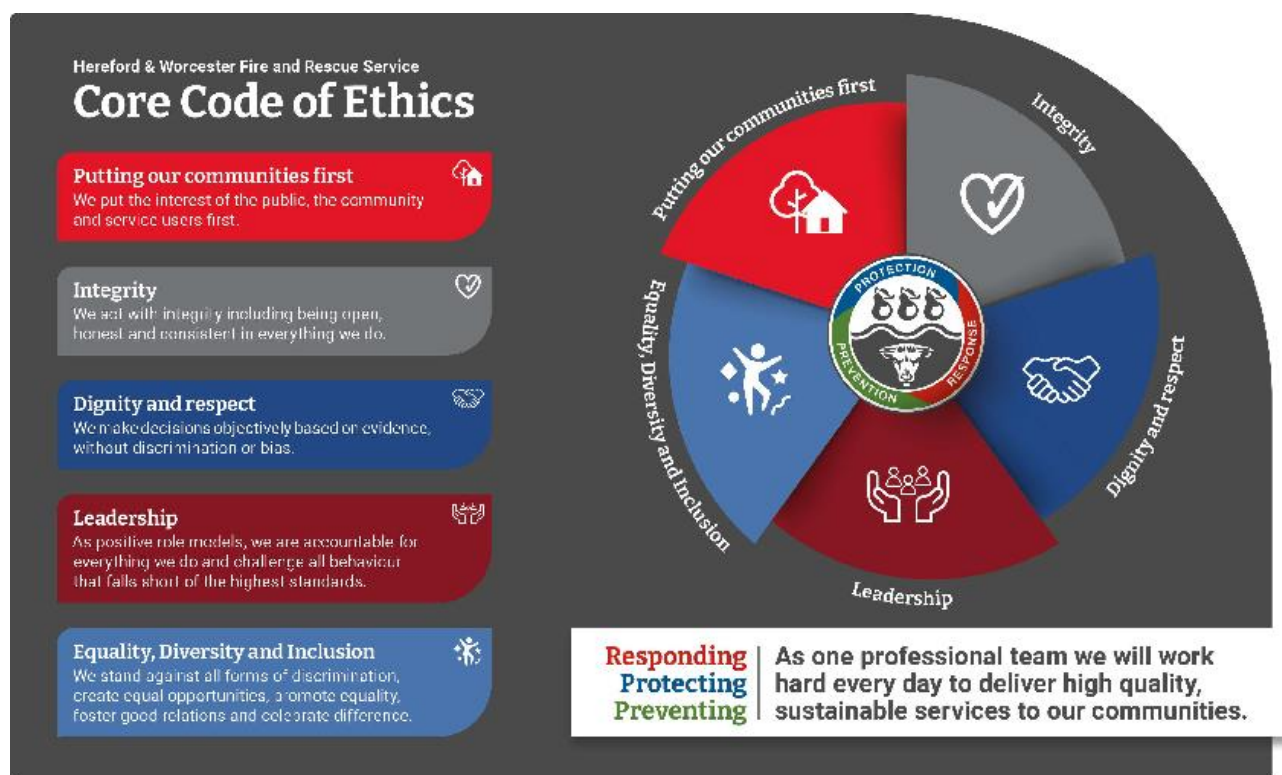
This policy identifies individual responsibility in regard to safeguarding. It also identifies what is meant by abuse and neglect and how to report any concerns so that adults, in need of care and support, can be quickly identified and incidences of abuse can be prevented or readily acted upon.

Safeguarding practices within HWFRS aligns to the NFCC Safeguarding Fire Standard and the National Fire Chiefs Council (NFCC) Safeguarding Guidance for Children, Young People and Adults which aims to ensure that Fire and Rescue Services are doing all that they can to support and promote the safeguarding of those within their communities, employees and volunteers.

Responsibility for ensuring safeguarding is part of the Service's core business lies with the Assistant Chief Officer: Director of Prevention. Safeguarding forms part of the Service's Community Risk Management Plan (CRMP) and is a key element of the Prevention Strategy in putting our communities first by keeping people safe from fire and other risks and protecting the most vulnerable. How we deliver our services to achieve our core purpose is guided by the Core Code of Ethics for Fire and Rescue Services in England.

Core Code of Ethics

The [Core Code of Ethics for Fire and Rescue Services](#) sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The Service is committed to the ethical principles and professional behaviours contained in the Core Code of Ethics, which sets expectations on governance, behaviour and integrity in the Fire Sector. The principles of the Code are reflected in this policy as well.



Safeguarding Policy Statement

Safeguarding is everyone's responsibility and HWFRS are committed to safeguarding children, young people and adults from abuse and neglect. The Service strives to promote the safety, dignity and wellbeing of staff and people within our communities.

Safeguarding practices within HWFRS align to the Safeguarding Fire Standard which aims to ensure that the Service support and promote the safeguarding of those within the communities, employees and volunteers. [Safeguarding - Fire Standards Board](#)

All HWFRS staff will adhere to the Service's Adult Safeguarding Policy and Children and Young People Safeguarding Policy and associated guidelines.

[Service Policy Instructions - SPIs - All Documents](#)

Alternative Formats

If you require this document in another format please contact the Human Resources and Development Department.

Risk Critical Information

Abuse may take many forms and all staff must be aware of the signs of abuse and always act on potential safeguarding concerns. **Doing nothing is not an option.**

Responsibilities for all staff, who come into contact with children and young people, as part of their working duties, are outlined in section 5. These duties will include; Operational Incidents, Home Fire Safety Visits (HFSVs), Fire Station visits, open days, Fire Cadets and other community engagement and partnership working. These may be planned or unplanned and can be of any duration.

Where there are incidents of immediate harm or any suspicions or allegations of abuse these must be reported as summarised in Appendix A and Appendix B.

Reference to 'personnel', 'staff' or 'employees' within this document refer to all employees of H&WFRS, all volunteers, temporary staff, casual workers, agency workers and contractors that work on behalf of HWFRS either in a paid or unpaid capacity.

All HWFRS personnel will receive the appropriate Children's and Young Peoples Safeguarding Training.

This Policy is supported by Guidance Notes GN01 Safeguarding Children's and Young People Guidance.

Contents

Executive Summary	2
Safeguarding is Everybody's Responsibility.	2
1. Our Philosophy and Principles of Safeguarding:	6
2. Safeguarding Children and Young People:	6
3. Types of Abuse:.....	7
4. Prevention of Extremism, Radicalisation and Terrorism:	7
5. Roles and Responsibilities:	8
6. Staff and Volunteer Recruitment:.....	9
7. Confidentiality and Information Sharing:.....	10
8. Safeguarding Allegation made against a Staff Member or Volunteer	10
9. Safeguarding Procedures and Guidance	11
10. Safeguarding Training:	12
11. Safeguarding Supervision:	12
12. Professional Disagreement:	12
13. Joint Working and Commissioning Services:.....	13
14. Death of a Care Leaver Notification	13
15	
APPENDIX A.....	15
Reporting Process Following a Safeguarding Allegation Made Against a Staff Member or Volunteer	16
APPENDIX B.....	16
Managing Allegations against Staff and Volunteers Guidance	18
APPENDIX C	18
SG2 – Safeguarding Allegation Made Against a Staff Member or Volunteer	21
Appendix D.....	21

Children's and Young People Safeguarding Policy

1. Our Philosophy and Principles of Safeguarding:

- 1.1 Many of the services provided by HWFRS involve children and/or young people, either directly or indirectly. These include:
- Open days or community events which children / young people may attend, either accompanied or unaccompanied.
 - Operational incidents or home visits at premises where children and young people may be present.
 - Visits to educational establishment or other youth settings to provide fire safety and road safety advice
 - Service-run youth activities e.g. Fire Cadets.
 - Service-run youth support programmes e.g. Children and Young People (CYP) Fire Safety Intervention.
- 1.2 We are fully committed to safeguarding the welfare of all children and young people and will take all reasonable steps to protect them from physical, emotional, sexual or on-line abuse and neglect. This applies to all the children and young people with whom we work.
- 1.3 As part of our commitment to safeguarding we have relevant policies and procedures including:
- Children's and Young People Safeguarding Policy and Safeguarding Children and Young People Guidance.
 - Health and Safety and Risk Assessment.
 - Recruitment policy (including Safer Recruitment Principles)
 - Criminal Record Checks policy
 - Code of Conduct
 - [Core Code of Ethics \(SharePoint.com\)](#).
 - Reporting of Complaints, Concerns or Allegations.
 - Disciplinary Policy.
 - Prevention of Extremism, Radicalisation and Terrorism.
- 1.4 Our policies can be accessed through the Service intranet site by staff, [Service Policy Instructions - SPIs - All Documents](#) . If any staff are unable to access these policies they should speak to their line manager. These recognise the obligations and duty of care on our work with children and young people as identified in the Children Act 1989 and the Children Act 2004. These acts define children and young people as anyone up to the age of 18 years. We recognise that similar responsibilities cover work with young people with learning disabilities until they are 25 years of age.

2. Safeguarding Children and Young People:

- 2.1 HWFRS recognises that the welfare of children and young people are paramount and that we have a duty of care when they are in our charge or when we come into contact with them in our day-to-day activities. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- Treat all children and young people with respect and promote their care and welfare.
- Be watchful for children and young people who are experiencing harm or neglect.
- Respond to disclosures, concerns and allegations quickly and appropriately.
- Adopt good practice with regard to safeguarding children and young people and ensure adherence to our policies and procedures.
- Ensure that safer recruitment and selection principles are followed.
- Ensure staff and volunteers are trained in accordance with their roles.
- Work in partnership with children, young people, parents/carers and other agencies.

3. Types of Abuse:

3.1 Recognising abuse is not easy and it is not staff and volunteer's responsibility to decide whether or not abuse has taken place. You do, however, have responsibility to act if you have a concern or if you believe or are told that a child or young person is at risk of neglect or any form of abuse. The main forms of abuse are identified as:

- **Physical:** Includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child/young person.
- **Emotional:** Involves the persistent emotional maltreatment of a child / young person such as to cause severe and persistent adverse effects on the child / young person's emotional development.
- **Sexual:** Forcing or enticing a child/young person to take part in contact or non-contact sexual activities, such as watching sexual images or activities, being encouraged to behave in sexually inappropriate ways, taking sexually explicit photographs or grooming a child/young person in preparation for abuse.
- **Neglect:** The persistent failure to meet a child/young person's basic physical or psychological needs, likely to result in the serious impairment of the child/young person's health or development.

The Safeguarding Children and Young People Guidance Note has more information about types of abuse and how to recognise these. [GN01 Guidance Note](#)

4. Prevention of Extremism, Radicalisation and Terrorism:

4.1 HWFRS supports the Government's Prevent strategy and will ensure staff and volunteers know how to recognise and respond to concerns that an adult may be susceptible to radicalisation. The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable people.

4.2 We recognise it is essential that workers and volunteers are able to identify adults who may be vulnerable to radicalisation and know what to do when they are identified. This is known as the Prevent Duty.

4.3 Prevent Training is mandatory for key staff roles and completion of this will be monitored via the Learning Management System (LMS)

Any concerns will be reported via the Safeguarding Reporting Process.

5. Roles and Responsibilities:

5.1 Staff and Volunteers

- This policy applies to all employees of HWFRS, volunteers, temporary staff, casual workers and agency workers that work on behalf of HWFRS. All inductions must include reference to this policy and line managers should ensure personnel have safeguarding training relevant to their role.
- Staff and volunteers will, at all times, show respect and understanding for the rights, safety and welfare of all children and young people with whom we work and behave in an appropriate way.
- Please find link to Core Code of Ethics and Code of Conduct.

[Core Code of Ethics \(SharePoint.com\)](#)
[Code of Conduct v2 final.docx](#)

- All staff and volunteers who work on behalf of HWFRS will act if they have a concern about a child or young person and will follow the HWFRS Safeguarding Reporting Process.
- The Service will ensure through safeguarding training that staff and volunteers know how to recognise and respond to suspicions/allegations of abuse or neglect regarding a child or young person

5.2 Line Managers

Line Managers must ensure that all personnel for whom they are responsible, are aware of and understand the importance of this policy and the process for reporting any concerns. They must also ensure that the staff they are responsible for, have completed the appropriate Safeguarding Training.

We will ensure additional targeted safeguarding training is available to the following roles:

- Safeguarding and Signposting Leads.
- Prevention Technicians.
- Fire Cadet Instructors.
- Prevention Engagement Officers.
- Group Commanders.
- Area Commanders.
- Head of Prevention.
- Prevention Team Leader.
- Designated Safeguarding Lead.
- Deputy Designated Safeguarding Lead.
- Station Commanders.
- Human Resources Managers.

5.3 Safeguarding and Signposting Leads

Safeguarding and Signposting Leads have been appointed as the day-to-day contacts for safeguarding. They are responsible for:

- Receiving, monitoring and recording safeguarding concerns.
- Making referrals to Local Authorities.
- Notifying the Champion for Safeguarding of any issues or allegations.
- Liaising with other agencies.
- Keeping written records of concerns and allegations securely.

The Prevention Team manage safeguarding concerns during working hours.

5.4 Group Commanders

Group Commanders are responsible for managing safeguarding concerns out of office hours (See Appendix A).

5.5 Area Commanders and Human Resources

Area Commanders with support from Human Resources are responsible for handling allegations against staff/volunteers (See Appendix B).

5.6 Champion for Safeguarding

- The Champion for Safeguarding is responsible for ensuring everyone adheres to the policies and procedures with regard to safeguarding children and young people. They report annually to the Strategic Leadership Board (SLB) and Fire Authority (FRA) on any safeguarding issues and/or any allegations which have arisen over the previous twelve months.
- The Champion for Safeguarding is the Assistant Chief Officer: Director of Prevention and the deputy is the Assistant Director of Prevention

6. Staff and Volunteer Recruitment:

- 6.1** All staff and volunteers whose role involves direct work with children and/or young people will be recruited using safer recruitment principles and we will ensure they are suitable to work with children/young people. Those with supervisory responsibility for children and/or young people will be a minimum age of 21 years.
- 6.2** All staff and volunteers who have unsupervised regular direct contact with children and young people are required to have a relevant satisfactory enhanced check through the Disclosure and Barring Service (DBS) before they can work unsupervised. They will be rechecked every five years.
- 6.3** Disclosure and Barring Service (DBS) checks must be carried out at the appropriate level for preferred candidates prior to employment and for current employees as per the Criminal Record Checks policy–

[Criminal Record Checks V3.02.docx](#)

- 6.4** It is the Service's legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children / adults at risk or posed a risk of causing harm.
- 6.5** Appropriate safeguarding training will be arranged through the Prevention Team, and refreshed as necessary.

7. Confidentiality and Information Sharing:

- 7.1** In cases of disclosure of abuse or neglect, whether by children, young people, parents, carers or other adults, confidentiality cannot be promised. We are obliged to share the information with the Safeguarding Lead who may have to refer our concerns to Children's Services.
- 7.2** In all instances, any information which identifies or could identify a living individual, must only be processed in accordance with the Service's data protection policy. This includes the collecting, using, amending, sharing, archiving or deleting of all personal information.
- 7.3** Personal information must only be used if there is a lawful basis to do so, it must be always kept up to date and secure. Any breaches e.g. if data is lost or stolen, sent to the wrong people or deleted in error / deliberately, must be reported to Fire Control immediately upon discovery as per the Information Security Incident Management policy.
- 7.4** All staff have a duty to manage personal information responsibly and in line with Service policy.

[Data Protection v7.10.docx](#)

8. Safeguarding Allegation made against a Staff Member or Volunteer

- 8.1** HWFRS' Safeguarding Allegations made against a staff member or volunteer processes align with the NFCC Managing Allegations Guidance –

[NFCC Managing Allegations Guidance](#)

- 8.2** It is essential that any allegation made against any members of staff, volunteers, or those representing HWFRS is dealt with fairly, quickly, proportionately, and consistently.
- 8.3** HWFRS takes any allegations against its personnel seriously and will comply immediately and fully with any police investigations or Section 47 Child Protection Investigations.
- 8.4** Any allegations of abuse of a child by a member of HWFRS personnel must be reported immediately to the Duty Group Commander via Fire Control.

- 8.5 The Group Commander will collate relevant details using the SG2 form and will pass the information to the Duty Area Commander and Safeguarding Operational Lead to take appropriate action (using the Managing Allegations Risk Assessment Matrix for guidance. See Appendix C)
- 8.6 Consideration will also be given to whether it is necessary to call an Internal Preliminary Concerns Meeting as referred to in Appendix B.
- 8.7 It can be extremely difficult to report a colleague, however, HWFRS will support and protect anyone who, without malicious intent, reports their concerns about a colleague's actions or the possibility that a child may be being abused by a colleague. Please see the Whistleblowing Policy for further details –

[Whistleblowing-Policy-v4.07.docx](#)

- 8.8 If an allegation is made against an individual at Group Commander level or above then the next management level above them will take responsibility for the reporting line.
- 8.9 HWFRS Children's and Young People's Safeguarding Policy and reporting process must also be followed by HWFRS personnel dealing with allegations of child abuse by a member of HWFRS personnel when it is historic.
- 8.10 The person dealing with the allegation should confirm that the individual who is the subject of the allegation has no further contact with the child.
- 8.11 Dealing with allegations can be complex due to the competing requirements of balancing dual rights to confidentiality against obligations to disclose information in order to safeguard children. HWFRS and the services they commission are responsible for ensuring that concerns are shared and escalated outside of their organisation where this is **required** and **appropriate**.
- 8.12 Each case must be dealt with on its own facts and with reference to relevant legislation and Information Sharing Protocols particularly when deciding to disclose confidential information, in order to demonstrate **justification** and **proportionality**. Legal advice may be sought due to the **legal complexities** involved and to ensure HWFRS is acting in accordance with the law.

LADO details:

[Local Authority Designated Officer \(LADO\) - A Guide - Worcestershire Safeguarding Boards \(safeguardingworcestershire.org.uk\)](#)

[Children's Policies & Guidance - Herefordshire Safeguarding Boards and Partnerships](#)

Please see Appendix B for the Safeguarding Allegations made against a Staff Member or Volunteer Reporting Process.

Please see Guidance Notes for additional information on Allegations made against a Staff Member or Volunteer Reporting process (See Appendix C).

9. Safeguarding Procedures and Guidance

- 9.1 Please follow the Safeguarding Reporting Process (Appendix A) if you have a safeguarding concern about a Child or Young Person.

10. Safeguarding Training:

- 10.1** All HWFRS staff will have safeguarding training appropriate to their role, and this will be recorded on the CTR and LMS. The Safeguarding Competency Training Framework identifies the level of safeguarding training required for each role within HWFRS. This can be found on the Safeguarding page of SharePoint.
- 10.2** If volunteers are not able to access the CTR or LMS then their line manager must ensure that they have access to the e-learning training and that completion of this and refresher courses are recorded.
- 10.3** Staff will have refresher training every 2 years.
- 10.4** The Prevention Team will be responsible for the quality of the training and will ensure that it reflects current legislation and good practice by undertaking an annual review of training content.

11. Safeguarding Supervision:

Professional Supervision is a positive, confidential and enabling process that offers the opportunity to bring an employee or volunteer and a skilled supervisor together to reflect on work practice. It is the process by which an employee or volunteer can review, analyse, explore and evaluate their work through discussion, report and observation with the skilled Supervisor. (NFCC Supervision Guidance).

12. Professional Disagreement:

- 12.1** When professionals are working together in the complex business of safeguarding children and young people there will inevitably be occasions when there are professional differences of opinion.
- 12.2** Constructive challenge is an important component in positive partnership working, but where differences of opinion cannot be resolved quickly and easily practitioners have a duty to take action to address professional disagreements in a way that is appropriate, timely and proportionate.

(Escalation Policy: Resolution of Professional Disagreements – WSAB)

- 12.3** It is important that HWFRS practitioners and managers understand what action they need to take in order to address professional differences of opinion and the systems in place in their organisation to support this action.
- 12.4** The Safeguarding and Signposting Leads will aim to resolve professional concern or disagreement through discussion and/or meeting within 1- 3 days of the disagreement occurring.
- 12.5** If the disagreement remains unresolved the Safeguarding and Signposting Leads will notify the Prevention Team Leader who will then contact the equivalent manager of the

agency to resolve the disagreement. If the disagreement remains unresolved then the Head of Prevention will be notified and they will contact the equivalent level manager in the agency.

- 12.6** If the disagreement is not resolved through HWFRS and the relevant agency, then the appropriate Safeguarding Board will be contacted.

[West Midlands Safeguarding Children Group \(procedures.org.uk\)](http://procedures.org.uk)

13. Joint Working and Commissioning Services:

- 13.1** This policy will be drawn to the attention of and made available to all organisations working with or commissioned by HWFRS. Where partnership working involves a Service Level Agreement (SLA) for another organisation to provide services on its behalf, the HWFRS personnel responsible for the agreement will ensure that the partner organisation has appropriate safeguarding policies in place.
- 13.2** If a HWFRS employee becomes aware of abuse or allegations of abuse relating to personnel from a partner organisation or commissioned service, then the HWFRS employee should follow the Safeguarding Reporting Process.
- 13.3** If a member of a partner organisation or commissioned service becomes aware of abuse or allegations of abuse relating to HWFRS staff or their own staff then they should report this to Fire Control.

14 Death of a Care Leaver Notification

- 14.1** From January 2024 local authorities should notify the Secretary of State for Education and Ofsted of the death of a care leaver aged up to their 25th birthday as per the revisions to Working Together to Safeguard Children.
- 14.2** A care leaver is anyone aged up to their 25th birthday who also meets both of the following criteria:
- Is no longer looked after; and
 - Has been looked after for at least 13 weeks which began after they reached the age of 14 and ended after they reached the age of 16.
- 14.3** Care Leaver Notifications for care leaver deaths will allow the Department for Education to understand and learn more about what happened so they can make better informed policy decisions to prevent future deaths.
- 14.4** If HWFRS is aware of the death of a young person who is between the ages of 18 and 24 (up to and including 24 years old) who is known, or suspected to be, a care leaver they must inform Children's Social Care in Worcestershire or Herefordshire.
- 14.5** The Prevention Team will check, when made aware of a fatality if that young person was a care leaver. They will then notify:
- In Herefordshire, HWFRS will notify Children's Social Care via Multi-agency Safeguarding Hub (MASH) in writing, stating the young person's details.

- In Worcestershire, HWFRS will notify Children's Social Care via the Family Front Door stating the young person's details. Worcestershire Safeguarding Children Partnership Administration team should also be notified.

14.6 HWFRS should also consider if the criteria is met for a Local Child Safeguarding Practice Review (LCSPR) referral. If so, make a referral using LCSPR Referral form.



Safeguarding Process

Protecting adults and children from abuse and neglect

Do you have a concern about an adult or child?

Do you think there is an immediate risk?

Y

**Contact Police
via Fire Control**



**Complete the online
safeguarding form
immediately**

N

For advice, contact:

Prevention Team

0800 032 1155

Mon-Thurs 09:00-17:00

Fri 09:00-16:30

**Fire Control –
Duty Group Commander**

0333 399 0043

Out of hours

Taking no action is not an option

Recognise:

**What did you see?
What did you hear?**

Give as much detail
as possible; use
adult/child's own
words.

Respond:

**Share concerns
on day of incident/
follow above
safeguarding
process.**

Report:

**Complete the online
safeguarding form.**



APPENDIX B

Reporting Process Following a Safeguarding Allegation Made Against a Staff Member or Volunteer

A safeguarding allegation is identified or received

If child / young person / adult with care and support needs is at immediate risk, follow Safeguarding Reporting Procedure
[Safeguarding \(sharepoint.com\)](https://sharepoint.com)

Contact Fire Control on 03333 990033 to contact Duty Group Commander to report allegation or contact the Police if a crime has been committed

Group Commander to find out more details and write down facts (use form SG2)
(do not investigate)

Group Commander to pass information to Duty Area Commander and Safeguarding Operational Lead to take appropriate action (using the Managing Allegations Risk Assessment Matrix for guidance)

Children and Young People

Adults

Area Commander to liaise with Local Area Designated Officer (LADO) within 3 hours of allegation being received to seek advice as to whether a Person in Position of Trust (PiPOT) Meeting will be arranged

Area Commander to liaise with Local Authority as per safeguarding reporting process

Internal Preliminary Concerns Meeting chaired by Area Commander to be arranged by Safeguarding Operational Lead to take place within 48 hours of the allegation being reported to review the information and identify next steps (membership details below)

Action does not meet the threshold of harm / risk of harm

Line Manager to discuss outcome and next steps with employee

After investigation decide on validity of allegation

Action may meet the threshold of harm / risk of harm

Appropriate risk management action be considered e.g. temporary redeployment, suspension and/or invoking disciplinary procedures

Please note: The Local Authority Designated Officer (LADO), is part of the County Council's Children's Services and is there to coordinate information, concerns and allegations, as well as to provide advice.

If an allegation is made against anyone who works (in either a paid or unpaid capacity) with adults with care and support needs, the Service will comply immediately and fully with any police investigations or Section 42 adult safeguarding enquiry under the Care Act 2014. (See local Safeguarding Board Position of Trust Protocols below) -

[Position-of-Trust-Protocol-Final-Version-v2.1.pdf \(safeguardingworcestershires.org.uk\)](#)

[Positions-of-Trust-Framework-1.pdf \(herefordshiresafeguardingboards.org.uk\)](#)

Managing Allegations against Staff and Volunteers Guidance

Additional Information

- Every effort will be made to maintain confidentiality.
- The nature and circumstances of the allegation and the evidence will determine the outcome, with the advice of the LADO and Local Authority.
- Even if the individual resigns the allegation must still be followed up.
- A record must be kept of any allegations made and how it was followed up and resolved. This must be kept for 10 years. A copy will be given to the individual.
- If an employment reference is provided for an individual against whom an allegation has been made, then it must clearly state this even if it was found to be false or unproven.
- Following an allegation process there will be a review of Service policies and procedures to help prevent similar events in the future.

Membership of Internal Preliminary Meeting

- Designated Safeguarding Lead
- Duty Area Commander
- Duty Group Commander
- Human Resources Manager
- Safeguarding Operational Lead
- Individuals Line Manager

The meeting should consider:

- Whether further contact is required with the Police, Children's Social Care, the LADO, Adult Social Care or Safeguarding Adults Team.
- If the child or adult at risk of harm or abuse is safe from any further risk of harm or abuse.
- Reviewing the actions already taken.
- Deciding the internal investigation strategy to be undertaken. The Police and/or Social Care should be consulted when they are involved in any ongoing investigation, enquiry and/or pending criminal proceedings.
- Deciding how to present the allegations to the relevant staff member concerned and how to manage the investigatory process.
- The Line Manager being asked to provide appropriate support to the individual while the case is on-going and keep them regularly informed.
- The information to be shared with the senior management team.
- Decide the frequency and format of review meetings which need to be set up to manage the on-going investigation and the subsequent actions required.
- Sharing relevant information with partner agencies which could include professional bodies.

ROLES AND RESPONSIBILITIES

The following table summarises roles and responsibilities in the procedure.

Role	Responsibilities
The Employee subject to an allegation	It should be noted that the employee has a responsibility to immediately notify their line manager that an allegation has been made against them. The employee has a responsibility to engage in the subsequent investigation.
The person receiving the allegation	- Record the information (where possible using the child's or adults' own words), including the time, date and place of incident, persons present and what was said. - Take immediate action to safeguard a child or adult with care and support needs. Steps should be taken to ensure that the staff member the allegation has been made against does not have contact with them. - Follow Managing Allegations process.
Duty Group Commander	- Inform Duty Area Commander of allegation and provide relevant information. - Ensure SG2 is completed within 24 hours of allegation being received and shared with Duty Area Commander and Safeguarding Operational Lead.
Duty Area Commander in liaison with HR Manager	- Contact the Local Area Designated Officer (LADO) or Local Authority to inform them about allegations and seek advice and guidance on next steps. - Consider if it is necessary to remove the individual from the workplace or alter their planned work. - Designate an appropriate manager to provide support to the individual while the investigation is on-going and keep them regularly informed. - Share information on the allegation with the Designated Safeguarding Lead and Duty Principal Officer.
Safeguarding Operational Lead	- Arrange internal preliminary meeting to discuss the allegation and to agree how it will be investigated and managed. - Arrange Person in Position of Trust (PIPOT) meetings to represent HWFRS and to ensure there is a record of the discussion, decision, and the reasons for this conclusion. - Ensure that learning is shared with the Safeguarding Steering Group. - Have oversight ensuring that investigations are co-ordinated effectively.
HR Manager	- Give advice to the lead officer as required. - Make a referral to the DBS where necessary.

Managing Allegations – Risk Assessment and Factors to consider

Questions	No cause for concern	Some cause for concern requiring investigation	Cause for concern
1. Has the person behaved in a way that has harmed children or may have harmed children which means their ability to provide a service to children must be reviewed?	No harm or potential harm	Some harm or potential harm	Serious harm or potential harm
2. Has the person behaved in a way that has harmed or may have harmed an Adult with care and support needs?	No	Some harm or potential harm	Serious harm or potential harm
3. Otherwise behaved towards an adult(s) at risk or in a way that indicates they are unsuitable to work with children or adults.	No	Cause of concern regarding welfare or safety of others	Yes
4. Possibly committed criminal offence against or related to children or adults at risk?	No	Not to a Child or an Adult with care and support needs but the offence is serious	Yes
5. May be subject to abuse themselves which means their ability to provide a service to adults must be reviewed?	No	Yes	Yes
6. Behaved in a way which questions their ability to provide a service to children and adults which must be reviewed (e.g. conviction for grievous bodily harm who is not an Adult with care and support needs)?	No	Yes	Yes
7. Are there other identified risk (e.g. patterns of behavior or concerns)?	No	Yes	Yes
RESULT	ALL GREEN	MORE THAN TWO AMBERS	ONE OR MORE REDS
ACTION	No immediate safeguarding concern	Safeguarding process to be followed and immediate referral to LADO / Local Authority Adult Safeguarding Team	Safeguarding process to be followed and immediate referral to LADO / Local Authority Adult Safeguarding Team



SG2 – Safeguarding Allegation Made Against a Staff Member or Volunteer

Referrer contact details

Name	
Role	
Service Number	
Station and Watch/Department	
Contact Number	
Email	
Date of referral	
Date and Time of alleged incident/s	
Name of individual raising initial concern	

Details of staff member allegation is being made against

Name	
Role/s	
Service Number	
Station and Watch/Department	
DOB	

Home Address	
Contact Number	
Does the named staff member know a referral is being made? Yes ☐ No ☐ If no, why not	

Details of Allegation being made

Is the alleged victim a child or adult?	
Child	☐
Adult	☐

Details of Alleged Victim

Name	
DOB	
Gender	
Parent / Carer contact number (if a child)	
Contact Number	
Relationship to the alleged Person in Position of Trust	
What have you done to make the adult/child* safe?	
Are they still at risk?	Yes ☐ No ☐

Details of the allegation

Please provide a description of concerns raised providing as much detail as possible.

It is essential to include as much detail as possible to ensure that when the referral is made to the relevant agencies, HWFRS are providing a relevant and factual account of concerns raised.

Are there adult or children's safeguarding procedures currently in place?

Yes

☐

No

☐

Have the Police been informed?

Yes

☐

No

☐

If yes what is the Police Crime Reference Number

Since the allegation has been made, who have you spoken to and what was the outcome? (i.e. safeguarding team / police / Social care / any other agencies / LADO)

Are there other witness/es to the Allegation?

Yes

☐

No

☐

If yes, please provide details below:

Name	Role	Service No	Station
Name	Role	Service No	Station

Please provide any other information you feel would help support the referral?

When a safeguarding issue is identified, once any immediate risk of harm or neglect has been addressed, this form must be completed **IMMEDIATELY** and sent to SafeguardingAdults&ChildrenReferrals@hwfire.org.uk