



**Kent Fire &
Rescue Service**

Service Delivery Service Orders

Safeguarding Children and Vulnerable Adults
Service Order

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Introduction

Safeguarding is the process that organisations put in place to make sure that they protect the safety and welfare of children and vulnerable adults. This also includes the activity that is undertaken to protect specific children and vulnerable adults who are suffering or likely to suffer abuse.

Staff and volunteers who work for the Authority have a lot of contact with the community, either through emergency situations or community safety activity. Through this contact, employees have the responsibility to help safeguard vulnerable members of the community.

Policy

This policy covers the way in which staff and volunteers identify and respond to safeguarding concerns regarding **all** children as well as vulnerable adults, as defined below:

A person aged 18 years or over who is in receipt of, or may be in need of, community care services by reason of mental or other disability, age or illness, and who is unable to take care of him or herself, or unable to protect him or herself from significant harm or exploitation (Department of Health 2000).

Kent Fire and Rescue Service is a named agency in the following documents and, as such, is committed to working within their framework:

- Kent and Medway Safeguarding Children Policy and Procedures
<http://www.proceduresonline.com/kentandmedway/>
- Kent and Medway Multi-agency Adult Protection Policy and Procedures
<https://shareweb.kent.gov.uk/Documents/adult-Social-Services/adult-protection/adult-protection-policies-protocols-and-guidance.pdf>

Scope

This policy is applicable to all Authority Members, staff and volunteers. The policy aims to fulfil the following objectives:

- Authority Members, staff and volunteers are made aware of their duty to safeguard children and vulnerable adults and the procedure for doing so;
- Members of the public are aware of the steps that the Authority takes to protect children and vulnerable adults with whom it comes into contact within the community;
- Members of the public are aware of the action that will be taken in the event of a safeguarding-related complaint against someone working for or on behalf of the Authority.

Regulations

- 1 The Safeguarding Guidance document details the process staff must follow if they suspect abuse or have a safeguarding concern.
- 2 The Authority has a dedicated Safeguarding Lead with clearly defined roles and responsibilities. Staff and volunteers will be trained in recognising signs and symptoms of abuse and what action to take if they have a concern.

Who	What	Frequency
All staff and volunteers	Basic safeguarding awareness	Every 3 years
CS Delivery Team	Basic safeguarding awareness	Every 3 years
Home Safety Team	Understanding neglect	Every 3 years
Road Safety Team		
Duty Safeguarding Officer	Designated Safeguarding Officer	Every 3 years
Safeguarding Lead	All KSCB/MSCB level 3 training	Every 3 years
Designated Safeguarding Officer	Information sharing	Every 3 years
	Attend KMSCB safeguarding conference	Annually
	Attend serious case review briefings	When available
	Attend domestic homicide briefings	When available
Human Resource staff involved in recruitment	Safer recruitment	Every 3 years

- The Authority will have appropriate secure systems to process and store safeguarding-related data;
- Authority Members, staff and volunteers must act within the safeguarding referral timescales set out in the safeguarding guidance document;

- The Authority’s safeguarding practice and processes will be compliant with the Kent and Medway Safeguarding Children Policy and Procedures;
- The Authority will function within the good practice principles of safer recruitment, including enhanced DBS checks for staff and volunteers in relevant posts;
- Allegations of abuse or of failure to safeguard someone correctly will be dealt with through the Authority’s Complaints and Compliments Procedure, and will also require the Safeguarding Lead to immediately notify the Local Authority Designated Officer.

3 All staff and volunteers must follow the staff code of conduct set out within the Safeguarding Guidance document.

Contact arrangements for external organisations

4 Organisations that need to contact staff for safeguarding issues can do so by contacting the Duty Safeguarding Officer on:

0800 9237000 – during office hours
Control - 01622 620299 – out of hours.

Contact arrangements for internal personnel

5 Urgent safeguarding referrals (if a person is at risk of significant harm):
Contact the Police via 999.

General safeguarding concerns - email: vulnerablepeople@kent.fire-uk.org

For Safeguarding advice:
During office hours: 0800 9237000
Out of hours: Contact the Duty Safeguarding Officer via Control 01622 620299.

Guidance

6 Further guidance on the procedures to follow by Authority Members, staff and volunteers is available on the Intranet.

Relevant Legislation

Care Act 2014 - <http://www.legislation.gov.uk/ukpga/2014/23/contents>
Children Act 2004 - <http://www.legislation.gov.uk/ukpga/2004/31/contents>
Working Together to Safeguard Children 2015
<http://www.workingtogetheronline.co.uk/index.html>
No Secrets 2015
<https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care>

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