



## PENTYRCH COMMUNITY COUNCIL SAFEGUARDING POLICY

**Adopted: March 15 2021**

### Introduction

Safeguarding is a responsibility that reaches across all public services in a variety of ways. It applies to every organisation, team and individual (including volunteers, partners, contractors and local councils), that provide services to the public. Therefore, safeguarding is everybody's business and everybody has the right to be safe no matter who they are or what their circumstances. We all have a responsibility to make sure that children, young people and vulnerable adults are protected and cared for properly.

### Policy Statement

Pentyrch Community Council (PCC) is committed to safeguarding children, young people and vulnerable adults and that children, young people and vulnerable adults who use our services are safeguarded from abuse and that our working practices minimise the risk of abuse. PCC recognises its safeguarding responsibilities in that:

- Anyone in charge of or working with children, young people or vulnerable adults in any capacity are considered both legally and morally to owe them a duty of care. Adults should always act and be seen to act, in the best interests of the child, young person or vulnerable adult.
- It provides a range of services that might involve children, young people and vulnerable adults. For example carrying out grounds maintenance, maintaining and providing public spaces and hiring out our office building or parks.
- It has a duty to ensure that safe recruitment policies and practices are in place if we have employees, including agency employees, students and volunteers, who might work with children and vulnerable adults as part of their job.
- There is a strong public expectation that the Council makes effective arrangements for safeguarding.
- There are links between Safeguarding and other policies that we already have in place, such as health and safety, equality and diversity and risk management.
- Government guidance makes it clear that it is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise.
- All PCC staff, Councillors and volunteers have a duty to identify abuse and report it. In 2016 a legal obligation to report any child or adult believed to be at risk of abuse or neglect was implemented in Wales as part of the Social Services and Well-being (Wales) Act 2014.

### Designated Person

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

Ffon 029 2089 1417  
Epost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

PCC's designated lead for Safeguarding is the Clerk. The role of the Designated Person is to be the main contact point for the referral of allegations for the Council.

### **PCC commits to:**

- clear lines of accountability within the Council for safeguarding and promoting the welfare of children, young people and vulnerable adults;
- clear reporting procedures and giving clear guidance on safeguarding matters;
- where appropriate, designing services that take account of the need to safeguard and promote welfare and are informed by the views of children and vulnerable adults;
- following safe recruitment procedures;
- providing training for all staff and councillors working with, or in contact with, children, families and vulnerable adults on safeguarding;
- the inclusion of a safeguarding arrangement in the terms of room hire;
- a system of record keeping for safeguarding matters for monitoring and audit purposes.

### **Policy Definitions**

Children and Young People: Anyone under the age of 18 years.

Vulnerable Adults: Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

Employees and Councillors: Anyone working for, or on behalf of PCC whether paid or voluntary



## Promoting a Safe Environment – Premises and Activities

In order to promote a safe environment for children, young people and vulnerable adults, PCC wishes to promote a safeguarding culture in its premises and activity areas. In order to achieve this PCC will:-

- Provide safe facilities and undertake regular safety assessments.
- Publish a written Code of Conduct for users of PCC facilities. Copies of the code will be displayed in Council buildings and on the Council's website.
- Publish a Context for Safe Working for those with substantial access to children, young people or vulnerable adults on Council premises.
- Ensure that employees, Councillors and group leaders of activities in Council facilities are aware of the safeguarding culture.
- Require employees and Councillors who come into regular unsupervised contact with children, young people or vulnerable adults during the course of their duties, to undergo appropriate DBS checks. These checks are to be repeated as legislated for under the Safeguarding Vulnerable Groups Act 2006. The Clerk will keep a record of employees and Councillors who have undergone DBS checks. Portability of the DBS checks will be acceptable where there is no other prohibitive evidence.

**Hiring of facilities to groups for use with children, young people or vulnerable adults when group leaders have a regular and substantial access and parents/carers are not present.**

### Substantial Access definition

- Where an individual is regularly caring for, training or supervising a child, young person or vulnerable adult
- Where an individual has sole charge of children, young people or vulnerable adults

### PCC will require the hirer to:-

- Have public liability insurance
- Have a substantial safeguarding children, young people and vulnerable adult's policy or agree to work to PCC's policy and context for safe working.
- Ensure group leaders have a valid DBS check
- Comply with the NGB Coach/Pupil ratios
- Do risk assessments for individual activities
- Ensure group leaders are aware of the whereabouts of the first aid box.
- Ensure that group leaders make their members aware of the PCC Code of Conduct and ensure that it is followed whilst using Council facilities.

### Hiring of facilities for children's parties

#### Hirers must satisfy the Council that:-

Adequate adult supervision is to be provided. They are aware of the Code of Conduct for Council facilities and are prepared to comply with it.



## **Safer Recruitment**

PCC will make it clear to candidates when advertising a job role if the work involved is regarded as a regulated activity. The organisation will determine this in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 (as amended).

Before the organisation can employ a candidate in a regulated activity, the organisation will require the candidate to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so.

The organisation will make any offer of employment in a regulated activity conditional upon satisfactory background checks, including satisfactory criminal record and barred list checks. The organisation reserves the right not to employ a candidate where these conditions are not satisfied.

## **Work that becomes regulated**

If work either becomes a regulated activity, or if an employee is asked to perform work that is a regulated activity, the organisation will require the individual to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the individual is suitable to perform this work and is not barred from doing so.

If an employee refuses to undertake these checks, or if a disclosure confirms that the individual has a relevant criminal conviction or has been placed on a relevant barred list, the organisation will investigate the circumstances further and will fully consider the effect of this on continued employment.

Where an individual is not legally permitted to perform a regulated activity, or where the organisation otherwise has reason to believe that this will be inappropriate, the organisation may consider if there are any other non-regulated activities in which the individual can be employed.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

## **Where an employee is added to a barred list during employment**

If an employee is added to a barred list during employment, the organisation cannot legally allow the employee to continue to engage in a regulated activity.

Where an individual is not permitted to perform a regulated activity, or where, the organisation may investigate if there are any other non-regulated activities in which the individual can be employed.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported.

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ  
  
Ffon 029 2089 1417  
Ebost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ  
  
Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

## **Reporting allegations of abuse**

All members of staff, Councillors and any volunteers engaged on behalf of the organisation, must be vigilant at all times to risks of abuse towards service users. This may include behaviour from relatives, other service users and members of staff.

Abuse is a violation of an individual's civil or human rights by another person. This can be a single act or multiple acts and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act.

Abuse may also occur when an individual is persuaded to do something that he or she has not consented to, or is unable to consent to, or where the individual is exploited by another person.

Any person who believes or suspects that a service user has been subjected to abuse must refer the matter to his or her manager (or another manager, if appropriate) immediately. The organisation will consider all allegations of abuse seriously.

When reporting an allegation of abuse, it is important to provide as much detail as possible, including the name of the person who has been subjected to abuse, the nature of the abuse, the dates and times of any specific incidents and details of any evidence or other witnesses that may be available.

## **Investigation**

The organisation will investigate all complaints of alleged or suspected abuse fully, in accordance with the disciplinary procedure.

The organisation may be required to refer information to the Disclosure and Barring Service. The organisation may also consider it necessary to inform the Police of allegations under investigation.

## **Suspension**

The organisation reserves the right to suspend an employee on full pay pending investigation into an allegation of abuse and pending any resulting disciplinary proceedings.

## **Disciplinary action**

Where the organisation has reason to believe that an allegation of abuse has foundation, the organisation will arrange a disciplinary meeting with the individual. This could result in a decision to take disciplinary action against the employee, up to and including dismissal.

## **Duty to refer information**

The organisation is legally required to refer certain information about an individual to the Disclosure and Barring Service.

This duty applies where:

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

Ffon 029 2089 1417  
Ebost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

- the individual is dismissed because he or she has harmed, or may harm a child or adult
- the organisation has suspended an individual and has reason to believe that he or she has engaged in relevant conduct or has harmed or may harm a child or adult, or has received a caution or a conviction for a relevant criminal offence.
- the individual resigns in circumstances where there is a suspicion that he or she harmed, or may harm, a child or vulnerable adult. This may, for example, arise where an employee resigns before disciplinary action is taken by the organisation.



## Working together to safeguard vulnerable adults - the policy framework

The Welsh Assembly Guidance, In Safe Hands 2000, specifies that:

A vulnerable adult is a person over 18 years of age who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.

This definition may include a person who has Physical, Mental or Learning disabilities or lack the capacity to make specific decisions about their own wellbeing and treatment.

### Abuse

Abuse is defined as:

- a violation of an individual's human and civil rights by another person or persons which results in significant harm. (In Safe Hands, National Assembly for Wales July 2000)

Abuse may be:

- a single or repeated act, or multiple acts;
- a lack of appropriate action;
- perpetrated as a result of deliberate intent, negligence or ignorance; and/or an act of omission (failing to act) or neglect.

Abuse may involve the vulnerable adult being persuaded or forced to enter into a financial or sexual arrangement to which they have not, or could not, consent. Abuse can occur in any relationship and fundamentally is an abuse of trust, including failure to meet a duty of care. Abuse can include:

- physical
- sexual
- psychological
- emotional abuse
- financial
- discriminatory
- neglect
- Institutional

Abuse can take place in any setting, public or private, and can be perpetuated by anyone whether deliberate or as a result of ignorance or lack of understanding. PCC recognises their role in:

- Preventing vulnerable adults from being abused and/or neglected
- Providing information and training that assists in the prevention and detection of abuse
- Ensuring that services take account of the safety of vulnerable adults
- Responding sensitively and coherently to reported incidents of self-neglect and abuse

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

*Ffon 029 2089 1417*  
*Ebost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)*  
*Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)*

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

*Phone 029 2089 1417*  
*Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)*  
*Website: [www.pentyrch.cc](http://www.pentyrch.cc)*

- Coordinating action and services to support vulnerable adults in achieving their best outcomes.





## **Working together to safeguard children - the legal framework**

The Children Act 1989 and 2004, states that it shall be the duty of every Local Authority to:

- Safeguard and promote the welfare of children within their area who are in need.
- A child shall be taken to be in need if:
  - He/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision to him of services by a local authority;
  - His/her health or development is likely to be significantly impaired, or further impaired without the provision of services; or
  - He/she is disabled.

Section 17, The Children Act 1989, 2004).

The Children Act 1989, 2004, introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. The local authority has a duty to make enquiries, or cause enquiries to be made where it has reasonable cause to suspect that:

- a child is suffering, or;
  - likely to suffer significant harm.
- (Section 47, The Children Act 1989, 2004).

Any officers working with children, young people and families should familiarise themselves with the above legislation. Some of the key documents are:

- The Children Act, 1989/2004
- The Data Protection Act, 1998
- UNCRC, 1989

PCC recognises that there are legislative requirements and expectations on individual services to safeguard and promote the welfare of children. Everyone who comes into contact with children and families has a role to play. Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of the most vulnerable in society. PCC recognises that where relevant for specific services, they should be based on a clear understanding of the needs and views of children in order for them to be effective.

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

Ffon 029 2089 1417  
Epost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

## **PCC PUBLICATIONS**

### **Community Link, Website and Social Media**

PCC publishes a quarterly magazine known as the Community Link. PCC has editorial control of the Link and can decide whether to accept or refuse submitted content. When photographs accompany any submission they will be published at PCC's discretion.

PCC maintains a website ([www.pentyrch.cc](http://www.pentyrch.cc)) as required by law for the publication of PCC information and notices to the public. Copies of the Community Link are held on the website for public access. Any photographs published on the website will be done so at PCC's discretion and in compliance with this Policy.

PCC maintains a Facebook page for the publication of PCC information and notices to the public and for the purpose of community engagement. Links are made to other local groups and organisations. PCC is not responsible for anything published on linked Facebook pages that are outside PCC's control. Any photographs published on PCC's Facebook page will be done so at PCC's discretion and in compliance with this Policy.

It is generally legal to take and publish photographs in and from a public space without asking for consent such as Creigiau Festival, Remembrance Day, Pentyrch Show, litter picks and community walks. Taking photographs in a private space requires consent.

Photographs submitted by schools or PTAs or private individuals will be assumed to have met the subjects' privacy requirements.

PCC will publish a disclaimer in each edition of the Community Link to inform the public.

## **PROCEDURES**

What you should do if you suspect a vulnerable adult is in need, suffering, or likely to suffer, significant harm

If you are concerned that a vulnerable adult is suffering abuse, ill treatment or neglect you must adhere to the following:

1. Call 999 if the danger is immediate.
2. Report your concerns to your line manager who will appropriately advise you of what action is to be taken.
3. Record what is said on the appropriate form.
4. If your line manager or the Clerk is unavailable, report your concerns directly to your local Adult Safeguarding Team. The information below for Cardiff was taken from Cardiff's website in February 2021:

Cardiff Adult Safeguarding Team : 029 2233 0888

You can contact the Emergency Duty Team evenings, weekends and Bank Holidays  
029 2078 8570

What you should do if you suspect a child is in need, suffering or likely to suffer significant harm

1. Call 999 if the danger is immediate
2. Report your concerns to your line manager who will appropriately advise you of what action is to be taken.
3. Record what is said on the appropriate form.
4. If your line manager or the Clerk is unavailable, report your concerns directly to your local Children's Services Duty team. The information below for Cardiff was taken from Cardiff's website in February 2021:

Cardiff Children Safeguarding Team : 029 2053 6490

You can contact the Emergency Duty Team evenings, weekends and Bank Holidays  
029 2078 8570

If you have concerns about a child's health or wellbeing act on them. All reports are taken seriously and acted upon sensitively. Action will be taken to safeguard children in immediate danger.

If you are concerned that a child is suffering abuse, ill treatment or neglect you must adhere to the following:

### **How to respond to a vulnerable adult telling you about abuse**

The following are suggestions of how to handle the situation, if a vulnerable adult approaches you and wishes to disclose an incident or incidents of abuse. Staff, Councillors and Volunteers have a duty to respond and report.



Do	Do Not
Stay calm and do not let your emotions concerning the information show to the vulnerable adult	Stop a vulnerable adult who is freely recalling significant events
Without interrupting, listen to the vulnerable adult, rather than directly questioning them	Show shock, upset or over react
Encourage the vulnerable adult to allow another worker to be present	Guarantee confidentiality or promise to keep a secret
Reassure them that they are right to tell you the information and that they are in no way to blame for what has happened	Put words in the vulnerable adult's mouth
Inform the vulnerable adult that you will have to pass the information on to others who will be able to help	Interrupt them talking/recalling/confiding
Provide an example of conduct that you wish others to follow	Expose the vulnerable adult to a mass examination by staff to verify injuries
Be clear about your position. You work for an organisation that has a responsibility to protect vulnerable adults and children	Question the vulnerable adult other than to clarify details– this must be done by professionals, trained in such areas
Treat all vulnerable adults with respect	Question the alleged abuser, this must be done by trained professionals
Make a written record and keep any drawings and anything written by the vulnerable adult that is relevant to what has happened to them e.g. witnesses, time, date, place and alleged perpetrators name	Make assumptions or judge
Provide a copy of the written report to your line manager/ designated lead. In the absence of either of these officers if	Have inappropriate physical or verbal contact with vulnerable adults
you are concerned that the vulnerable adult is at risk contact Social Services or the Police directly	
	Allow yourself to be drawn into inappropriate attention seeking behaviour/  make suggestive remarks or gestures in front of vulnerable adults



	Jump to conclusions about others without checking the facts
	Either exaggerate or trivialise vulnerable adult abuse issues

### How to respond to a child telling you about abuse

The following are suggestions of how to handle the situation, if a child approaches you and wishes to disclose an incident or incidents of abuse. Staff, Councillors and Volunteers have a duty to respond and report.

Do	Do not
Stay calm and do not let your emotions concerning the information show to the child	Stop a child who is freely recalling significant events
Without interrupting, listen to the child, rather than directly questioning them	Show shock, upset or over react
Encourage the child to allow another worker to be present	Guarantee confidentiality or promise to keep a secret
Reassure them that they are right to tell you the information and that they are in no way to blame for what has happened	Put words in the child's mouth
Inform the child that you will have to pass the information on to others who will be able to help	Interrupt them talking/recalling/confiding
Provide an example of conduct that you wish others to follow	Expose the child to a mass examination by staff to verify injuries
Be clear about your position. You work for an organisation that has a responsibility to protect vulnerable adults and children	Question the child other than to clarify details– this must be done by professionals, trained in such areas
Treat all children with respect	Question the alleged abuser, this must be done by trained professionals
Make a written record and keep any drawings and anything written by the child that is relevant to what has happened to them e.g. witnesses, time, date, place and alleged perpetrators name	Make assumptions or judge

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

Ffon 029 2089 1417  
Epost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

Provide a copy of the written report to your line manager/designated lead. In the absence of either of these officers if you are concerned that the child is at risk contact Social Services or the Police directly	Have inappropriate physical or verbal contact with children and young people
	Allow yourself to be drawn into inappropriate attention seeking behaviour/make suggestive remarks or gestures in front of children or young people
	Jump to conclusions about others without checking the facts
	Either exaggerate or trivialise child abuse issues
	Take a chance when common sense, policy or practice suggests another more prudent approach



## Appendix 1 - Setting the Right Context for Safe Working

Where PCC facilities are hired to external groups for use with children, young people or vulnerable adults when the group leader has substantial access and parents/carers are not present, the group leader will need to have a suitable safeguarding policy or work to that of PCC and follow this context for safe working. This is designed to protect participants and to protect those running or assisting with groups from allegations of poor practice or abuse.

### Safe Context

- Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times
- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a DBS check
- Do not allow allegations to go unchallenged, unrecorded and unreported

### Good Preparation

- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of your whereabouts and intended action
- Where possible, have male and female leaders working with a mixed group
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carers)
- Ensure photos or videos are not taken without written permission from parents/carers
- Ensure you have access to a first aid kit and telephone and know fire procedures
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet visits and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where you can be seen.
- Ensure appropriate clothing is worn by yourself and those participating at all times
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible

### Setting the Right Environment

- Set an example you wish others to follow
- Treat everyone with respect
- Ensure everyone has an equal opportunity to participate
- Do not show favouritism
- Do not do things of a personal nature that individuals cannot do for themselves
- Deal firmly and fairly with attention seeking behaviour

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

Ffon 029 2089 1417  
Epost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

## **Appendix 2 - Code of Conduct for Users of Council Facilities**

In order to support a safeguarding culture for all users of Council facilities, we have in place a code of conduct. This will help to ensure a safe and friendly atmosphere for all activities and events. In this spirit, we request all users to:-

- Treat each other with respect
- Show consideration for other groups using the facilities
- Treat the facilities provided with due care and respect
- Provide an example of good conduct that you wish others to follow
- Refrain from any behaviour that involves racism, sexism, and bullying and in addition to report any instances of such behaviour to group leaders, Councillors the Clerk or parents and carers, as appropriate
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of activities.



Clerk: Helena Fox  
 1 Ffordd Penuel  
 Pentyrch  
 Caerdydd CF15 9LJ  
 Ffon 029 2089 1417  
 Ebost: clerk@pentyrch.cc  
 Gwefan: www.pentyrch.cc



Clerk: Helena Fox  
 1 Penuel Road  
 Pentyrch  
 Cardiff CF15 9LJ  
 Phone 029 2089 1417  
 Email: clerk@pentyrch.cc  
 Website: www.pentyrch.cc

**Appendix 3 – Recording concerns and referral forms**

<b>REPORTING CHILD PROTECTION/POVA CONCERNS</b>	
This cover sheet to accompany the detailed record of the concern	
Please indicate which:	
Child Protection/POVA	Referral submitted/For Information only
Date and location of concern:.....	
If referred to another agency please state to whom:	
Social Services	Date:..... 'phone/e-mail/post
Police	Date:..... 'phone/e-mail/post
School	Date ..... 'phone/e-mail/post
Other (state which)	Date: ..... 'phone/e-mail/post
Your name:.....	
Department:.....	
Line Manager:.....	
Date reported to: 1 Line Manager:.....	
2. Safeguarding Officer:.....	
Signed:..... Date:.....	

**For Safeguarding Children – Use template below for recording details.**

<b>Significant Event – Record factual observations</b>	<b>Parent/Carer Comments</b>	<b>Staff Member recording incident/event</b>
(to include child's comments <u>verbatim</u> , clearly list the situation, task being undertaken at the time, how many others present and any environmental factors that contributed, other adults present, how was the		

Clerk: Helena Fox  
1 Ffordd Penuel  
Pentyrch  
Caerdydd CF15 9LJ

Ffon 029 2089 1417  
Epost: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Gwefan: [www.pentyrch.cc](http://www.pentyrch.cc)

**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

Clerk: Helena Fox  
1 Penuel Road  
Pentyrch  
Cardiff CF15 9LJ

Phone 029 2089 1417  
Email: [clerk@pentyrch.cc](mailto:clerk@pentyrch.cc)  
Website: [www.pentyrch.cc](http://www.pentyrch.cc)

incident/event concluded, comments made to the child)		

**For Safeguarding Adults – Complete VA1 Referral Form overleaf.**

# VA1 - Adult Protection Referral Form – Confidential (June 2015)

*Please complete as fully as possible, especially ensuring that risks are identified.*

For office use only Date received by DLM - Date of Stage 3 review -
---

## 1 About the Vulnerable Adult (Subject of referral)

Date alert/ concern raised	Date(s) of Incident(s) if known:
Name: Client/Patient ID Number:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	
Vulnerable Adult/Client's Current Address:	Other Vulnerable Adults / Children living at the property:
Tel Number:	<b>Main Client Group (tick ONE only):</b> <input type="checkbox"/> Elderly Mentally Infirm <input type="checkbox"/> Older Person <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Learning Disability <input type="checkbox"/> Mental Health <input type="checkbox"/> Physical Disability <input type="checkbox"/> Substance Misuse <input type="checkbox"/> Other
Marital Status:	
Ethnicity:	
First Language:	
Need Interpreter: <input type="checkbox"/> Yes <input type="checkbox"/> No	
GP's Name: Telephone Number:	
Surgery Address:	
Next of kin:	<b>Case Status (Social Services use only ):</b> <input type="checkbox"/> Open/active <input type="checkbox"/> Open, review only <input type="checkbox"/> Closed <input type="checkbox"/> Not previously known <input type="checkbox"/> Other County
Address: Telephone number:	Relationship:
Is the vulnerable adult aware of the referral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the vulnerable adult consented to the referral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there any evidence to suggest that the vulnerable adult lacks mental capacity to consent to this referral? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## 2 About the alleged abuse

Type of alleged abuse (tick all relevant boxes) <input type="checkbox"/> Physical <input type="checkbox"/> Sexual <input type="checkbox"/> Emotional/Psychological <input type="checkbox"/> Financial/Material <input type="checkbox"/> Neglect  Of which is <input type="checkbox"/> Racial <input type="checkbox"/> Domestic
---

Personal circumstances – Is the alleged victim subject to any legislative powers, e.g. Mental Health Act, Power of Attorney, DoLS?

Where did the alleged abuse occur?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Own Home                    | <input type="checkbox"/> Care Home – Residential | <input type="checkbox"/> Day care              |
| <input type="checkbox"/> Perpetrator's home          | <input type="checkbox"/> Care Home – Nursing     | <input type="checkbox"/> Educational est.      |
| <input type="checkbox"/> Relative's Home             | <input type="checkbox"/> Care Home – Respite     | <input type="checkbox"/> Public place          |
| <input type="checkbox"/> Supported Tenancy           | <input type="checkbox"/> Hospital – NHS          |  |
| <input type="checkbox"/> Sheltered<br>Accommodation. | <input type="checkbox"/> Hospital – Independent  | <input type="checkbox"/> Other - Please State: |
|  | <input type="checkbox"/> NHS Group Home          |  |
|  | <input type="checkbox"/> Hospice                 |  |

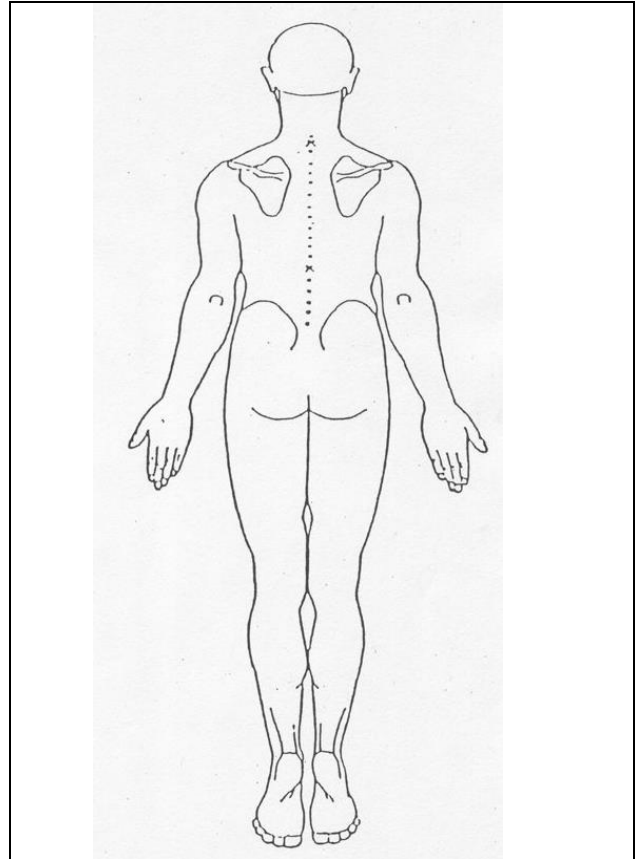
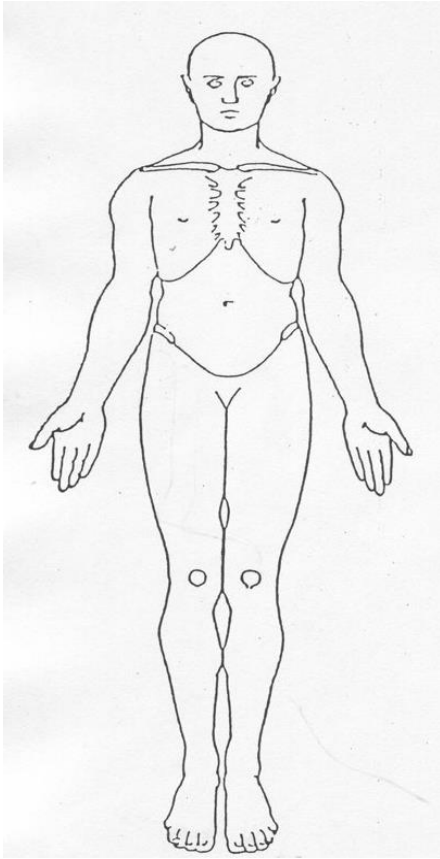
Specific location of abuse (e.g. Ward/ Dept, Hospital, Care Home)

Is the abuse:  Historical  Current

Description of alleged abuse/injuries:

*(continue on separate sheet of paper if necessary)*

**2a.** Please use the section below to identify the position of any marks, bruising, wounds etc described above



What steps have been taken to safeguard the vulnerable adult and by whom:

### 3 About the person(s) allegedly responsible for the abuse

#### Person 1:

Unknown at present: <input type="checkbox"/>	
Name:	Address:
Tel No:	Date of Birth:
Age:	Relationship to Alleged Victim:
Employing Agencies. List all known:	
Is alleged perpetrator a vulnerable adult? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is alleged perpetrator a child? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	

Is alleged perpetrator aware of the referral? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is the Alleged perpetrator known to social services? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
If yes, Client/Patient Database Number:	Team responsible:

**Person 2:**

Unknown at present: <input type="checkbox"/>	
Name:	Address:
Tel No:	Date of Birth:
Age:	Relationship to Alleged Victim:
Employing Agencies. List all known:	
Is Alleged perpetrator a vulnerable adult? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is Alleged perpetrator a Child? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is Alleged perpetrator aware of the referral? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is the Alleged perpetrator known to social services? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
If yes, Client/Patient Database Number:	Team responsible:

***If more than two alleged perpetrators have been identified please photocopy this page or add details in Section 8 – Additional information.***

**4 About the people who witnessed the incident(s)**

**Witness 1:**

Name:	Address:
Tel No:	Relationship to victim (if any):
Is witness a child? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is witness a vulnerable adult? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is witness aware of referral? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	

**Witness 2:**

Name:	Address:
-------	----------

Tel No:	Relationship to victim (if any):
Is witness a child? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is witness a vulnerable adult? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	
Is witness aware of referral? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	

**5 About the person who first reported the concern** (*This is the first person to raise the alert – it may be the Vulnerable Adult, a witness or someone with concerns*)

Is the person reporting the incident the vulnerable adult? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the person reporting the incident a witness to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	Address:
Tel No:	Occupation/Relationship:
Date/Time report:	
Does the reporter wish to remain anonymous? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state why:	

**6 About the person who is referring the incident(s) to Social Services or Health Board**

Is the person referring the incident a witness to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name:	Address:
Tel No:	Occupation/Relationship:
Date/Time reported:	
Does the referrer wish to remain anonymous? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state why:	

**7 Details of person completing this form**

Name:	Designation:
Agency:	Time/Date completed:
Signature:	Telephone number:

**8 Additional Information**

--

<b>Where applicable, details of countersigning line manager:</b>
--

Name:	Designation:
-------	--------------

Signature:	Time/Date countersigned:
------------	--------------------------