

# Safeguarding Adults and Children Procedures



Version 3: 19/12/2024

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## **1. SAFEGUARDING**

Safeguarding is a term used to denote measures to protect the health, well-being and human rights of individuals, which allow people - especially children, young people and vulnerable adults - to live free from abuse, harm and neglect.

## **2. YOUR SAFEGUARDING RESPONSIBILITIES**

- Safeguarding is everyone's business
- It is not your job to judge or investigate but to report any suspicions you may have
- You are not responsible for deciding whether abuse has occurred
- If you have an instinct that something doesn't look or feel right, you have a duty to report your suspicions
- You need to report your concerns, see below

## **3. HOW TO REPORT A SAFEGUARDING CONCERN**

- Anyone can report a safeguarding concern
- You don't need approval from your line manager, if you are unsure what to do you can complete an Enquiry Form on Tempus which one of the safeguarding leads will respond to
- Where possible and appropriate, you need consent from the person you are referring, however, not having consent does not stop you from making a referral

The following information always applies:

- phone 999 in an emergency. In a non-emergency, phone 101
- when you have made a referral to Warwickshire Safeguarding, please complete the referral log form on Tempus

### **Is your concern about an adult?**

- Phone Adult Social Care on 01926 412080, out of office hours phone 01926 886922

### **Is your concern about a child? (someone under 18 years old)**

- Phone the Front Door team (previously MASH) on 01926 414144, out of office hours phone 01926 886922

and

- Complete a MAC Form which can be downloaded from the Warwickshire Safeguarding website [Report It \(safeguardingwarwickshire.co.uk\)](http://Report It (safeguardingwarwickshire.co.uk)) and email to [triagehub@warwickshire.gov.uk](mailto:triagehub@warwickshire.gov.uk)

### **If your concern is about any of the following**

- Domestic abuse
- County Lines
- Cultural abuse
- Mobile families
- exploitation

**follow the steps above for either an adult or a child**

### **Is your concern about Modern Slavery or Human Trafficking**

Contact Sam Slemensek in the Community Protection Team

- Give as much information as you can i.e.
  - what work/actions are people being asked to do and where
  - gender, age
  - any other relevant factors about potential victims
  - who are the potential exploiters?
- send a copy email to [safeguarding@stratford-dc.gov.uk](mailto:safeguarding@stratford-dc.gov.uk) with your concerns

### **Is your concern about an officer or Member?**

- Contact Human Resources on [hrmanagers@stratford-dc.gov.uk](mailto:hrmanagers@stratford-dc.gov.uk)

**Is your concern about extreme ideologies/radicalisation?**

- To make a referral <https://safeinwarwickshire.com/prevent/>
- For more information contact Geoff Thomas, WCC Prevent Officer  
[geoffthomas@warwickshire.gov.uk](mailto:geoffthomas@warwickshire.gov.uk) 01926 412432

**4. INTELLIGENCE SHARING**

If you have any additional situational or premises-related intelligence information which may be useful for Warwickshire Police, you can submit this by completing a [Police reporting form](#), you will also need to send a copy of the form to [safeguarding@stratford-dc.gov.uk](mailto:safeguarding@stratford-dc.gov.uk). The form can be used following interactions with the public. It is not to be used to report a safeguarding matter.

**5. ESCALATION PROCESSES**

If you have a disagreement about a safeguarding issue you need to discuss it first with your line manager or with one of the officers in the Contact list below. If you remain dissatisfied you can use the [Warwickshire Safeguarding Escalation Protocol](#) to escalate the matter.

**6. WHISTLEBLOWING**

Whistleblowing procedures are in place to encourage and enable staff to raise serious concerns within the Councils rather than overlooking a problem or "blowing the whistle" outside and makes it clear that an employee can do so without fear of victimisation, subsequent discrimination or disadvantage.

[SDC Whistleblowing Policy](#)

**7. SPECTRUM OF SUPPORT**

Warwickshire Safeguarding's [Spectrum of Support](#) provides a framework and guidance for anyone who works with children, young people and their families to ensure they get the right support, advice and services at the right time.

**8. CONTACTS**

Title	Named Officer	Contact Details
<b>Strategic Lead Safeguarding Officer and Lead Prevent Officer</b>	Hannah Buckley, Head of Housing, Revenues and Customer Services	01789 267575 <a href="mailto:hannah.buckley@stratford-dc.gov.uk">hannah.buckley@stratford-dc.gov.uk</a>
<b>Portfolio Holder for Homes, Health and Wellbeing</b>	Councillor Liz Coles	<a href="mailto:liz.coles@stratford-dc.gov.uk">liz.coles@stratford-dc.gov.uk</a>
<b>Officer Safeguarding Contacts</b>	Martin Cowan Sunita Patel	01789 260849 <a href="mailto:Martin.cowan@stratford-dc.gov.uk">Martin.cowan@stratford-dc.gov.uk</a> 01789 260957 <a href="mailto:Sunita.patel@stratford-dc.gov.uk">Sunita.patel@stratford-dc.gov.uk</a>
<b>Department</b>	<b>Named Officer</b>	<b>Contact Details</b>
Chief Executive	David Buckland	01789 260425 <a href="mailto:David.buckland@stratford-dc.gov.uk">David.buckland@stratford-dc.gov.uk</a>
Community Protection	Sam Slemensek (also Deputy Prevent Officer)	01789 260622 <a href="mailto:sam.slemensek@stratford-dc.gov.uk">sam.slemensek@stratford-dc.gov.uk</a>
	Jenny Logan	01789 260123 <a href="mailto:Jenny.logan@stratford-dc.gov.uk">Jenny.logan@stratford-dc.gov.uk</a>
Customer Services	Serena James	01789 260910 <a href="mailto:Serena.james@stratford-dc.gov.uk">Serena.james@stratford-dc.gov.uk</a>
Environmental and Operational Services	Craig Bourne	01789 260650 <a href="mailto:Craig.bourne@stratford-dc.gov.uk">Craig.bourne@stratford-dc.gov.uk</a>

	Julie Lewis	01789 260107 <a href="mailto:Julie.lewis@stratford-dc.gov.uk">Julie.lewis@stratford-dc.gov.uk</a>
Housing Services		
	Ashley Trinder	01789 260963 <a href="mailto:Ashley.trinder@stratford-dc.gov.uk">Ashley.trinder@stratford-dc.gov.uk</a>
	Martin Cowan	01789 260849 <a href="mailto:Martin.cowan@stratford-dc.gov.uk">Martin.cowan@stratford-dc.gov.uk</a>
	Nick Cadd	01789 260841 <a href="mailto:Nick.cadd@stratford-dc.gov.uk">Nick.cadd@stratford-dc.gov.uk</a>
	Sunita Patel	01789 260957 <a href="mailto:Sunita.patel@stratford-dc.gov.uk">Sunita.patel@stratford-dc.gov.uk</a>
Human Resources	Laila Doman	01789 260709 <a href="mailto:Laila.doman@stratford-dc.gov.uk">Laila.doman@stratford-dc.gov.uk</a>
Revenues	Jon Sollis	01789 260901 <a href="mailto:Jenni.love@stratford-dc.gov.uk">Jenni.love@stratford-dc.gov.uk</a>

<b>Other contacts</b>		
For child safeguarding	Warwickshire County Council - Warwickshire Safeguarding	01926 414144 or 01926 886922 (out of hours) <a href="https://www.warwickshire.gov.uk/childprotection">https://www.warwickshire.gov.uk/childprotection</a>
For adult safeguarding	Warwickshire County Council - Warwickshire Safeguarding	01926 412080 or 01926 886922 (out of hours) <a href="https://www.warwickshire.gov.uk/safeguardingadults">https://www.warwickshire.gov.uk/safeguardingadults</a>
For care and support for adults	Warwickshire County Council	01926 410410
Police		Call 999 in an emergency or 101 for a non-emergency

## 9.CHANGE LOG

Version	Amended by	Date	Change	Approved by	Approval date	Action
1	n/a	01/11/22	New SDC document	Leader's decision		
2	NC	09/02/24	Update to emails/tel contacts	N/a		
3	MC	19/12/2024	Update to emails/tel contacts	N/a		
4	LD	01/07/2025	Update to names and emails only	n/a		
5	LD	24/11/2025	Update to emails and contacts	n/a		