

Safeguarding Adults and Children Procedures



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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://ReportIt(safeguardingwarwickshire.co.uk)) and email to 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 with your concerns

Is your concern about an officer or Member?

- Contact Human Resources on hmanagers@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 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. 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 |
|---|--|--|
| Strategic Lead Safeguarding Officer and Lead Prevent Officer | Hannah Buckley, Head of Housing, Revenues and Customer Services | 01789 267575 hannah.buckley@stratford-dc.gov.uk |
| Portfolio Holder for Homes, Health and Wellbeing | Councillor Liz Coles | liz.coles@stratford-dc.gov.uk |
| Officer Safeguarding Contacts | Andrew Odom Martin Cowan | 01789 267575 andrew.odom@stratford-dc.gov.uk 01789 260849 Martin.cowan@stratford-dc.gov.uk |
| Department | Named Officer | Contact Details |
| Chief Executive | David Buckland | 01789 260425 David.buckland@stratford-dc.gov.uk |
| Community Protection | Sam Slemensek (also Deputy Prevent Officer) | 01789 260622 sam.slemensek@stratford-dc.gov.uk |
| | Jenny Logan | 01789 260123 Jenny.logan@stratford-dc.gov.uk |
| Customer Services | Serena James | 01789 260910 Serena.james@stratford-dc.gov.uk |
| Environmental and Operational Services | Craig Bourne | 01789 260650 Craig.bourne@stratford-dc.gov.uk |

| | | |
|------------------|----------------|--|
| | Julie Lewis | 01789 260107 Julie.lewis@stratford-dc.gov.uk |
| Housing Services | Andrew Odom | 01789 267575 Andrew.odom@stratford-dc.gov.uk |
| | Ashley Trinder | 01789 260963 Ashley.trinder@stratford-dc.gov.uk |
| | Martin Cowan | 01789 260849 Martin.cowan@stratford-dc.gov.uk |
| | Nick Cadd | 01789 260841 Nick.cadd@stratford-dc.gov.uk |
| | Sunita Patel | 01789 260957 Sunita.patel@stratford-dc.gov.uk |
| Human Resources | Laila Doman | 01789 260709 Laila.doman@stratford-dc.gov.uk |
| Revenues | Jenni Love | 01789 260901 Jenni.love@stratford-dc.gov.uk |

| Other contacts | | |
|---------------------------------|---|---|
| For child safeguarding | Warwickshire County Council - Warwickshire Safeguarding | 01926 414144 or 01926 886922 (out of hours) triagehub@stratford-dc.gov.uk https://www.warwickshire.gov.uk/childprotection |
| For adult safeguarding | Warwickshire County Council - Warwickshire Safeguarding | 01926 412080 or 01926 886922 (out of hours) adultreferrals@warwickshire.gov.uk https://www.warwickshire.gov.uk/safeguardingadults |
| 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 | | |