SCHEDULE 9
SAFEGUARDING

one and all onen hag oll
CORMAC

Safeguarding Policy

Children, Young People and Vulnerable Adults

CORMAC Collective

CORMAC Safeguarding Policy - Children, Young People and Vulnerable Adults

Contents

1. Scope of the Policy 3

2. Policy Statement – CORMAC Vision & Values 4

3. Governance 4

4. Roles and Responsibilities 5

5. Implementation 5

6. Training Requirements 6

7. Prevent Agenda 6

8. Domestic Abuse 6

9. Slavery and Human Trafficking 6

10. Communication 7

11. Equality, Diversity, Fairness and Opportunity 7

12. Review

CORSERV Ltd has overall responsibility and management of this policy.

Keeping children, young people and vulnerable adults safe is everyone's responsibility.

CORMAC agree to work to the following principles
(as outlined in the Department of Health publication "No Secrets")

• *Everyone has the right to live his or her life free from violence, fear and abuse.*
•*Everyone has the right to be protected from harm and exploitation.*
•*Everyone has the right to independence, which carries with it a degree of risk.*

1. Scope of the Policy

CORMAC is committed to helping keep children, young people and vulnerable adults stay safe. This policy aims to ensure that every employee recognises their responsibility to safeguarding is able to recognise a potential safeguarding issue and knows how to respond appropriately. This document sets out the duty to safeguard and promote the welfare of children, young people and vulnerable adults with whom CORMAC works and/or comes into contact with; and how this will be implemented.

2. Policy Statement

This policy applies to all CORMAC staff, senior managers, directors, Board Members, volunteers and sub contracted partners.

CORMAC has a broad remit including, but not limited to, highway maintenance, school crossing patrols, delivering commercial services, fleet management and engineering services, property maintenance services, providing aggregates from CORMAC's quarry, as well as providing technical consultancy services, and care services - all of these sections of work are potential areas where a safeguarding issue could be raised. The Company seeks to strive for best practice in relation to safeguarding, and recognises the important role of safeguarding across all divisions and service areas. This can not be done in isolation and ongoing partnership working with Cornwall Council, the Local Safeguarding Children's Board and Local Safeguarding Adults Board is key.

What do we want to achieve?

CORMAC have adopted six key principles of adult safeguarding taken from the 'Care Act Guidance, paragraph 14.13':

• **Empowerment** – People being supported and encouraged to make their own decisions and informed consent;

• **Prevention** – It is better to take action before harm occurs;

• **Proportionality** – The least intrusive response appropriate to the risk presented;
• **Protection** – Support and representation for those in greatest need;

• **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse;

• **Accountability** – Accountability and transparency in delivering safeguarding.

Due to CORMAC's large and diverse workforce, it is vital that all staff have an awareness of safeguarding and know what they need to do if they have a concern about the neglect or abuse of child, young person or vulnerable adult.

CORMAC's Vision

The vision of CORMAC is to ***'deliver sustainable solutions safely'*** - safeguarding and other key agendas run through the operational delivery of the company's vision.

CORMAC's Values

- ***SAFE - ensuring we operate safely and consider environmental management practices, putting safety first at the heart of our activities.***
- ***DECISIVE - making the right decision – to do the right thing in a transparent and timely manner.***
- ***PROGRESSIVE – constantly moving forward at the right pace and right direction.***
- ***FAIR – building on our diversity and treating our staff, customers and partners fairly.***
- ***TRUST – believing we will do the right thing for the business, our staff and the wider community.***

CORMAC is committed to ensuring that safeguarding is closely aligned to the strategic vision and values of the Company.

3. Governance

CORMAC Safeguarding Board will be the responsible forum for ensuring this policy is implemented and measured. The Board is made up of members from each division of the Company and each having the responsibility for disseminating key messages back to their areas of responsibility. The Operations Director will sit on the Board and will act as the lead Director for this agenda.

CORMAC is represented on the Alternative Service Delivery (ASD) Safeguarding Group, which is a mechanism for the 'Cornwall family' of externally trading companies to meet. The group meet to share issues and good practice and to ensure that action is aligned to that of Cornwall Council. The Chair of the ASD

Safeguarding Group also attends Cornwall Council's Corporate Safeguarding Steering Group.

4. Roles and Responsibilities

CORMAC Safeguarding Advocates Role
CORMAC have a number of safeguarding advocates across all divisions with the following responsibilities;

- *Have a clear understanding of safeguarding issues regarding vulnerable adults and children.*
- *Can respond appropriately and quickly to any concerns/allegations raised by staff in relation to safeguarding from across CORMAC.*
- *Encourage partnership working both internally and externally and make recommendations on improvements to the safeguarding agenda.*
- *Assist in supporting the communication methods required to promote safeguarding across the Company.*
- *Support and assist staff with any safeguarding concerns through the referral process where a referral is necessary. The advocate could also be required to make a referral on behalf of a member of staff.*

The safeguarding advocates have a key role in supporting this agenda on the ground and are usually the first contact when a safeguarding concern is raised. Advocates are supported through the CORMAC Safeguarding Group and play an active part in being involved in decisions around how to progress the agenda and flagging any issues and concerns.

Sub-contractors

Every effort will be made when subcontracting work to ensure that safeguarding practices are in place and subcontractors are compliant with the Modern Slavery Act 2015. Where contracts have been issued via a formal procurement process, safeguarding and anti-slavery checks will be completed as part of that process. This may include ensuring sub contracted organisations have policies in place and have conducted the necessary checks against employees. All individuals working in the capacity of a sub contractor on behalf of CORMAC will be required to complete the 'CORMAC Safeguarding Code of Conduct'.

5. Implementation

CORMAC have in place a safeguarding action plan, which will be reviewed annually alongside this policy. The action plan outlines specific key areas to focus attention, ensuring consistent and robust practices are in place to support employees around this agenda, across all Divisions. Delivery of the action plan will raise the profile of the agenda and will seek to increase knowledge and understanding around types of abuse and how to deal with potential safeguarding issues. CORMAC will contribute to the Local Safeguarding Children's Board (LSCB) annual audit and the Safeguarding Adults Board (SAB) audit. Any key recommendations from the feedback from these audits will help to shape the action plan going forward. CORMAC are committed to operating in an open and

transparent way and welcome external scrutiny from the LCSB and SAB. There are some key milestones for the Company to achieve, to demonstrate strong practices around this agenda and the action plan aims to bring the practical delivery of these milestones together.

6. Training Requirements

It is the requirement of the Company that all Senior Managers and Directors have a consistent and good understanding of safeguarding, demonstrated through completing the relevant basic safeguarding training packages available. CORMAC have a large proportion of employees who do not have access to e-learning training, alternative methods are used to disseminate key messages e.g. toolbox talks.

All senior managers will recruit new employees in line with the 'safer recruitment' guidance and will ensure that all relevant checks are completed prior to commencing employment e.g. employment history and reference checks. All new employees will be expected to undertake the relevant level of training as part of the induction process.

7. Prevent Agenda

CORMAC has aligned its safeguarding practices to the Prevent agenda. While there is no single profile of a person likely to be involved in terrorism or violent extremism, experience has shown that there can be early warning signs most likely to be identified by family, friends and professionals which are indicative of the need for support. CORMAC recognise that there are close links between individuals who may be vulnerable as part of the safeguarding agenda and those as defined in the Prevent agenda. This approach fits in with *Chapter 11 of "Working together to Safeguard Children" (2010.)*

8. Domestic Abuse

CORMAC recognises that the Company has a duty to ensuring that awareness of domestic abuse is increased across all service areas and that these actions are picked up in the safeguarding arena. There are close links in ensuring that individuals are kept safe in the workplace and are supported should they be exposed to domestic abuse issues, alongside safeguarding. CORMAC has ensured that the Senior Leadership Team have received specialist training around this agenda, as well as CORMAC's safeguarding advocates. Ongoing domestic abuse training and awareness will be rolled out across the Company.

9. Slavery and Human Trafficking

Every organisation carrying out business in the UK with a total annual turnover of £36m or more will be required to produce a slavery and human trafficking statement for each financial year of the organisation in line with the Modern Slavery Act 2015. Due to the number of organisations CORMAC deal with in its supply chain the Company is working to put safeguards in place to reduce the likelihood of slavery or human trafficking taking place across our service delivery

and sub-contracted work. CORMAC aims to protect vulnerable people by raising the profile of slavery and human trafficking and this will be picked up as part of CORMAC's response to safeguarding.

10. Communication

Raising the profile of safeguarding across the company is a key priority. This will be targeted through a number of different communication methods;

- COReMatters Newsletter
- Specific workshops at 'Senior Management Team' meetings e.g. Prevent
- Toolbox Talks
- Metacompliance

11. Equality, Diversity, Fairness and Opportunity

CORMAC expects all Board Members, senior managers, employees, sub - contractors and volunteers to challenge inequality, discrimination and disadvantage for everyone who comes into contact with the Company. CORMAC is committed to achieving the highest possible standard of service delivery recognising Cornwall's diverse communities and workforce. Recognising that equality and diversity should play a part in everything the Company does this policy should be considered alongside CORMAC's Equality, Diversity, Fairness and Opportunity policy. The CORMAC Safeguarding Policy has been constructed to reflect an inclusive approach, whereby all individuals are respected, valued and treated fairly.

12. Review

This policy will be subject to review annually every April to ensure it is still effective and having the required impact, unless there is significant legislation changes which would warrant a more immediate review to be undertaken. The review will also consider local and national best practice approaches. Following the annual review adjustments to this policy may be necessary.

Safeguarding practices will be subject to external review through the contribution to the Local Safeguarding Children's Board annual audit and the Safeguarding Adults Board annual audit. CORMAC will contribute through the 'Alternative Service Delivery (ASD) Safeguarding Group return. CORMAC may also conduct internal reviews across the Company on an ad hoc basis to ensure that practice standards are being upheld, good practice is captured and shared, and any concerns or gaps can be addressed more immediately, rather than waiting for the annual review.

Further guidance to support this policy can be found on the CORMAC Safeguarding Intranet page.

Supporting Information

Useful Definitions

"Safeguarding and promoting the welfare of children" means:

- protecting children from maltreatment;
- preventing impairment of their health or development;
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care;
- enabling them to have optimum life chances and to enter adulthood successfully.

A vulnerable adult is a person "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 him or herself, or unable to protect him or herself against significant harm or exploitation".

How to spot abuse

The main forms of abuse are divided into the following categories:

• Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint and inappropriate sanctions

• Sexual abuse – including rape, sexual assault and sexual acts to which a person has not consented, could not consent or was pressurised into consenting.

• Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation and withdrawal from services or supportive networks.

• Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

• Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services and the withholding of the necessities of life such as medication, adequate nutrition, and heating.

• Discriminatory abuse – including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment.

• Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

(No Secrets – DOH 2000)

Document information

Contacts

Kim Mundy, Policy Lead, CORMAC, CORMAC Collective, Head Office,

Higher Trenant, Room 129, East Wing, Wadebridge, PL27 6TW

Telephone: 01872 32 6391

E-mail: kmundy@cormacltd.co.uk

Alternative formats

If you would like this information in another format please contact:

Kim Mundy, Policy Lead, CORMAC, CORMAC Collective, Head Office,

Higher Trenant, Room 129, East Wing, Wadebridge, PL27 6TW

Telephone: 01872 32 6391

E-mail: kmundy@cormacltd.co.uk

www.cormacltd.co.uk

Please consider the environment. Only print this document if it cannot be sent electronically.