



Health and Safety at Work: Safeguarding in the workplace

29th Sept 2022





Introductions

Presenters

Dom Greenwood



Senior Health, Safety & Environmental Mgt Consultant
National Safety Trainer
Health & Safety : Fire Safety : Food Safety
First Aid : Safeguarding : Mental Health



Technical support



Rebecca Johnson

Marketing Manager
HR Solutions







How to ask questions

GoToWebinar Housekeeping: Time for Questions



The screenshot shows the GoToWebinar interface. At the top, there is a menu bar with 'File', 'View', and 'Help'. Below it is the 'Audio' panel, which includes a 'Sound Check' indicator, a 'Computer audio' selection (selected), and a 'Phone call' option. A microphone icon is shown with the word 'MUTED' in red. Below this, there are dropdown menus for 'Transmit (Plantronics Savi 7xx-M)' and 'Receive (Plantronics Savi 7xx-M)'. A volume bar is also visible. Below the audio panel, it says 'Talking: Liz Davis'. A 'Questions' panel is highlighted with a red border, containing a text input field with the placeholder '[Enter a question for staff]' and a 'Send' button. At the bottom of the interface, it says 'Webinar Housekeeping' and 'Webinar ID: 608-865-371'. The GoToWebinar logo is at the very bottom.

Your Participation

- Please continue to submit your text questions and comments using the Questions panel

Webinar Housekeeping

Webinar ID: 608-865-371





Health and Safety at Work: Safeguarding in the workplace

29th Sept 2022



Agenda

- What is Safeguarding?
- Safeguarding statistics
- Legislation
- Indicators of abuse & neglect
- Safeguarding in the workplace – The 5 R's
- Essential tools for the Workplace
- Signposting
- Further Training
- How can we help

What is 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 and work free from abuse, harm and neglect.
- Safeguarding is everyone's responsibility. It is about people and organisation's working together to prevent and reduce both the risks and experience of abuse or neglect
- In the workplace there is a legal duty to identify those at risk and taking the appropriate actions. All employees have an entitlement to be safeguarded.
- Its important to remember Safeguarding isn't just for care/educational establishments!

What is Safeguarding?

Safeguarding children and young people includes:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Safeguarding adults at risk includes:

- Protecting their rights to live in safety, free from abuse and neglect
- People and organisations working together to prevent the risk of abuse or neglect and to stop them from happening
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account

Safeguarding Statistics

- There were **an estimated 498,260 concerns of abuse raised during 2020-21**, an increase of 5% on the previous year.
 - safeguarding adults England 2020/21
- The number of Section 42 enquiries that commenced during the year increased by 12.9% to 161,910 and involved **129,525 individuals** –
 - safeguarding adults England 2020/21
- According to a [YouGov Poll \(for the TUC\)](#), 29% of people have been the victims of workplace bullying. That's nearly 3 in every 10 workers and would equate to 9.1 million of the UK workforce. To put that into perspective, that's more than the populations of Scotland and Wales combined. bullying in the workplace statistics for the UK
- **739,000 incidents of violence at work** –
 - bullying in the workplace statistics for the UK
- The Crime Survey for England and Wales estimated that one in five adults aged experienced at least one form of child abuse, whether emotional abuse, physical abuse, sexual abuse, or witnessing domestic violence or abuse, before the age of 16 years (8.5 million people) –
 - the crime survey for England 2020

Safeguarding Statistics

- In the year ending March 2020, the CSEW estimated that approximately **8.5 million** adults aged 18 to 74 years experienced abuse before the age of 16 years. This is equivalent to 20.7% of the population aged 18 to 74 years.

Crime Survey England/Wales 2020

- Over 50,000 children in England were identified as needing protection from abuse in 2019 –

Dept for Education 2019

- Safeguarding is a real thing and isn't just about children!

In the workplace

Types of workplace safeguarding issues include:

- Exclusion
 - Unwelcome sexual advances
 - Verbal insults
 - Bullying and harassment
 - Physical abuse
 - Emotional abuse - Humiliation
 - Threats in relation to job security
 - Taking advantage of disabled or vulnerable workers – time/money
-
- **29% of people have been the victims of workplace bullying/violence. That's nearly 3 in every 10 workers and would equate to 9.1 million of the UK workforce.**

In the workplace – costs to the business

Potential Business Implications	Potential Employee Implications
Increased sickness absence	Increase in stress
A rise in staff turnover (and subsequent training costs)	Mental health suffers
Decreased productivity	Decreased job satisfaction
Staff morale suffers	Physical health risks (high blood pressure, ulcers, etc)
The credibility of management falls	Job performance decreases
Poor employee-employer relations	
Company develops a bad reputation	



Question 1

Do you feel that Safeguarding is taken seriously in your workplace?

Legislation

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Over the years, a number of pieces of legislation and guidance documents have been applied to safeguard and protect children, young people and adults at risk in the UK

England, Northern Ireland, Scotland and Wales each have their own framework, setting out the duties and responsibilities of organisations to keep children and adults at risk safe

Visit www.gov.uk for all the acts and regulations relating to safeguarding children and adults

Main pieces of Legislation

Children Act 1989 updated 2004

The Care Act 2014

Mental Capacity Act 2005

Safeguarding Vulnerable Groups Act 2006

Health & Safety at Work Act 1974

Safeguarding appears in varied legislation

Legislation Continued

- Adoption and Children Act 2002
- Care Standards Act 2000
- Childcare Act 2006
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Common Law Duty of Care
- Counter-Terrorism and Security Act 2015
- Domestic Violence Crime and Victims Act 2004
- Education Act 2011
- Equality Act 2010
- Female Genital Mutilation Act 2003
- Health and Social Care Act 2012
- Human Rights Act 1998
- Mental Health Act 2007
- NHS Community Care Act 1990
- Sexual Offences Act 2003

It must be emphasised that this list is by no means exhaustive.

Significant Harm

What is significant harm?

- The term '**significant harm**' can include any form of abuse, neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of someone's life.

What is abuse?

- Abuse is the violation of an individual's human and civil rights by any other person or persons. The abuse can vary from treating someone with disrespect in a way which significantly affects the person's enjoyment of life, to causing actual physical suffering.

What is neglect?

- Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of a person's health or development.

Forms & Characteristics of abuse

- Although it is very difficult to accept, child and adult abuse does happen and is unfortunately an all too common occurrence across most cultures and countries
- Any child or adult, regardless of their age, gender, race, religion, culture or social background may be a risk of physical, sexual or psychological harm and a potential victim of abuse
- There is, however, evidence to suggest that incidents of abuse can be reduced and often prevented through implementation of national strategies aimed at promoting human rights and reducing the risks of child and adult abuse occurring

The different forms of abuse can fall into the following categories:

- Physical abuse
- Psychological abuse
- Sexual abuse
- Domestic abuse
- Financial abuse
- Modern slavery
- Neglect from others
- Self neglect
- Bullying / Victimisation
- Discriminatory abuse
- Organisational abuse

Safeguarding in the Workplace - 5R's

Here's a handy way of remembering your roles and responsibilities. The 5 Rs will help you to recall the steps you should take if you ever have a safeguarding concern.

- Recognise
- Respond
- Report
- Record
- Refer

Safeguarding in the Workplace – 5R's

Recognise Knowing the signs and indicators of abuse and neglect will help you to recognise when something isn't quite right. Always trust your instincts. Whether you notice suspicious bruising on a colleague or worry that a colleague has missed two days of work in a row, it is your duty to recognise these instances as potential indicators of a safeguarding concern.

Respond Once you have established a reason for concern, it is your professional duty to respond in an appropriate manner. Your safeguarding policy will detail the steps you should take to respond safely and effectively to any potential safeguarding issue. Always be sure to do this as soon as possible, preferably straight away, and under no circumstances should you ever ignore a safeguarding concern.

Report Your first point of contact when it comes to reporting a safeguarding concern should be your Safeguarding Lead or Line Manager. If you are unsure of who this person is, seek advice in a way that does not involve giving away details of the situation at hand. Remember, all safeguarding matters should remain confidential and must only be shared with people who are involved in the safeguarding process.

Safeguarding in the Workplace – 5R's

Record It's incredibly important to make a record of everything you have seen and heard when it comes to a safeguarding incident. Do this as soon as possible after any incident and every time you speak to another individual about what happened. Write down exactly what happened, including exact dates and times. Include the names and details of any individuals involved and record all possible information to ensure the most accurate account of the incident.

Refer If there is genuine concern for an individual's safety, or if you think someone might be a victim of abuse, neglect, or maltreatment, you must refer your concerns to the correct authority. This will usually happen via your practice manager or Safeguarding Lead, who will escalate the concern with social services, the local authority Contact/MASH team, the police, or any other relevant partner agencies.

Safeguarding in the Workplace

WHAT MEASURES SHOULD EMPLOYERS PUT IN PLACE?

Employers should have a safeguarding policy, which should be communicated to all relevant staff with clear procedures to follow.

This should include:

- Training for all staff members, including those at the top level of management, on issues such as recognising the difference between workplace banter and bullying
- Ensuring employees are made aware of policies, have a clear process for reporting any complaints and are supported in the correct manner after making a complaint
- Meeting the access needs of those with disabilities
- Creating policies to reduce the likelihood of discrimination on the grounds of gender, sexuality, ethnicity, age or religion

Safeguarding in the Workplace

DO WE NEED A DESIGNATED SAFEGUARDING OFFICER (DSO)?

While not a legal requirement, it's a good idea for companies and other organisations to have a Designated Safeguarding Officer, especially those over a certain size and/or those that employ or have contact with children or vulnerable adults.

As the first point of contact for employees, the role of the DSO is to ensure the company has a safeguarding policy in place and is following it. They may be involved in creating the policy as well as enforcing it and should proactively monitor workplace wellbeing as well as responding to complaints.

While there are no specific qualifications for the role of DSO, it's an important position for which it's helpful to have a clear understanding of safeguarding procedures and responsibilities.

Essential Tools for the Workplace

- ✓ Safeguarding Policy
 - ✓ Safeguarding Risk Assessment
 - ✓ Safeguarding Incident form
 - ✓ Witness Statement form
 - ✓ Investigation form
 - ✓ DBS information form
 - ✓ Safeguarding Staff Awareness
 - ✓ Safeguarding Training
 - ✓ Appoint Safeguarding Lead
 - ✓ Central information point
 - ✓ Positive culture
 - ✓ Embrace National Safeguarding weeks
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- ✓ 6-12th June – Child Safety week
 - ✓ 21-27th Nov – National Safeguarding Adults Week

Essential Tools for the Workplace

Safeguarding Adults Week 2022

21 – 27 November
#SafeguardingAdultsWeek

- ✓ Safeguarding Adults Week 2022 will focus on the theme 'Responding to Contemporary Safeguarding Challenges'.
- ✓ Safeguarding Adults Week is a time for organisations to come together to raise awareness of important safeguarding issues.

Safeguarding Adults Week – Themes for 2022

- ✓ Monday – Exploitation and County Lines
 - ✓ Tuesday – Self-neglect
 - ✓ Wednesday – Creating Safer Organisational Cultures
 - ✓ Thursday – Elder Abuse
 - ✓ Friday – Domestic Abuse in Tech-Society
 - ✓ Saturday & Sunday – Safeguarding in Everyday Life
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- ✓ <https://www.anncrafttrust.org/events/safeguarding-adults-week-2022/>



Question 2

Do you feel that you have the tools at work to effectively manage Safeguarding?

Signposting

- **MASH – Multi Agency Safeguarding Hub**
- Find out the details of your local MASH department
- Where is your local MASH department located? It could be at the Council Offices/Social Services/Police/health centre or Hospital
- Police – 999
- Citizens Advice

Training

- Have you thought of training your staff to understand Safeguarding? Looking for the signs of abuse/neglect? Embedding the Safeguarding policy and knowing what to do if there were an incident or allegation
- We can help by organising a Safeguarding awareness training session at your workplace for all staff
- We can host a Level 3 Ofqual regulated Safeguarding Vulnerable children & adults course for up to 12 people. 6 hours
- We can help you develop a Safeguarding policy and all of the forms/checksheets and supplementary documents needed to effectively manage an incident/allegation.

Useful Links

- <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children> - HSE
- <https://www.citizensadvice.org.uk/family/children-and-young-people/> - Citizens advice
- <https://www.cqc.org.uk/> - Care Quality Commission
- <https://www.gov.uk/government/news/working-together-to-safeguard-children-multi-agency-safeguarding-hubs> - MASH
- <https://www.anncrafttrust.org/resources/six-principles-adult-safeguarding/> - Ann Craft trust
- <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults> - Government
- <https://www.rcgp.org.uk/clinical-and-research/resources/toolkits/child-safeguarding-toolkit.aspx> - Royal College GPs toolkit
- <https://www.gmc-uk.org/ethical-guidance/ethical-hub/adult-safeguarding> - General Medical Council
- https://www.ageuk.org.uk/globalassets/age-uk/documents/factsheets/fs78_safeguarding_older_people_from_abuse_fcs.pdf - Age Uk
- https://www.unicef.org/csr/files/UNICEF_ChildSafeguardingToolkit_FINAL.PDF - Unicef Child safeguarding toolkit
- <https://www.nspcc.org.uk/> - NSPCC
- <https://www.ceop.police.uk/safety-centre/> - Child Exploitation and Online Protection command
- <https://www.end-violence.org/child-safeguarding> - End Violence against children
- <https://www.savethechildren.org.uk/about-us/accountability-and-transparency/safeguarding-children> - Save the children
- <https://www.childline.org.uk/> - Childline





UPCOMING WEBINARS

Managing an effective redundancy programme: preparing for change
13 October, Thursday | 10am – 11am

Working with Trade Unions
10 November, Thursday | 10am – 11am

Save your spot!

www.hrsolutions-uk.com/upcoming-webinars



UPCOMING MANAGEMENT COURSES

ILM Level 3 Award in Leadership and Management (Online)

ILM 3 Session 1: 07 September, Wednesday | 9.30am – 1pm

ILM 3 Session 2: 14 September, Wednesday | 9.30am – 1pm

ILM 3 Session 3: 21 September, Wednesday | 9.30am – 1pm

ILM 3 Session 4: 28 September, Wednesday | 9.30am – 1pm

ILM 3 Session 5: 05 October, Wednesday | 9.30am – 1pm

ILM 3 Session 6: 12 October, Wednesday | 9.30am – 1pm

Save your spot!

<https://www.hrsolutions-uk.com/training-courses/>



UPCOMING MANAGEMENT COURSES

ILM Level 5 Award in Leadership and Management (Online)

ILM 5 Session 1: 8 September, Thursday | 9.30am – 1pm

ILM 5 Session 2: 15 September, Thursday | 9.30am – 1pm

ILM 5 Session 3: 22 September, Thursday | 9.30am – 1pm

ILM 5 Session 4: 29 September, Thursday | 9.30am – 1pm

ILM 5 Session 5: 3 November, Thursday | 9.30am – 1pm

ILM 5 Session 6: 10 November, Thursday | 9.30 am – 1pm

ILM 5 Session 7: 17 November, Thursday | 9.30am – 1pm

ILM 5 Session 8: 24 November, Thursday | 9.30am – 1pm

Save your spot!

<https://www.hrsolutions-uk.com/training-courses/>



UPCOMING HEALTH AND SAFETY COURSES

LEVEL 2 HEALTH & SAFETY

Date: 22 November, Tuesday

Time: 9:30am - 4:00pm

Save your spot!

<https://www.hrsolutions-uk.com/training-courses>





Further questions?

0844 324 5840

enquiries@hrsolutions-uk.com

www.hrsolutions-uk.com





YOUR

FEEDBACK

MATTERS

TO US

After the webinar, we shall be sending a short survey to capture your feedback, it would be appreciated if you could complete this survey so that we can constantly improve.



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