

 <p>lechyd Cyhoeddus Cymru Public Health Wales</p>	<p>Name of Meeting Quality, Safety and Improvement Committee</p> <p>Date of Meeting 12 October 2023</p> <p>Agenda item: 4.1</p>
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Section 1 - Policy / Procedure Information

Policy / Procedure Title	Safeguarding Policy Adult at Risk Procedure Child at Risk Procedure VAWDASV Procedure
Policy Lead	Named Lead for Safeguarding
Lead Executive	Executive Director for QNAHPS
PHW / All Wales?	Public Health Wales
Date of last Review	February 2022
Is the current policy / procedure within review date?	No
Approving Body /Group	Quality, Safety and Improvement Committee
Version Number	4
Recommendation	
<p>The Quality, Safety and Improvement Committee is asked to</p> <ul style="list-style-type: none"> • Consider the information contained within the Policy, Procedure and Equalities Impact Assessment; • Note that the Leadership Team have endorsed the Safeguarding Policy and suite of Safeguarding procedures to the Committee for approval; • Approve: <ul style="list-style-type: none"> ○ Safeguarding Policy ○ Adult at Risk procedure ○ Child at Risk Procedure ○ Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) 	

Section 3 – Details of the Review:	
Background:	
Reason for review	<ul style="list-style-type: none"> • review deadline passed
Description/Assessment	<p>The Safeguarding Policy and Procedure is being presented to the Board for approval in accordance the Policies and Procedures process and Trust Scheme of delegation. The overarching accountability for safeguarding children and adults at risk and promoting their welfare rests with the Board of Public Health Wales through the Chief Executive and therefore the purpose is to seek assurance to ratify the suite of Safeguarding Policies and Procedures.</p> <p>The Safeguarding Policy and Procedures were last ratified in February 2022. Compliance with this policy is reported quarterly into the Safeguarding Group. This provides assurance that the policy is being adhered to. To ensure resilience in reporting Safeguarding incidents within PHW, a generic safeguarding inbox has been developed which has been included within the procedures. An Annual Safeguarding Report provides assurance that the Policy is embedded within the organization with the procedures being adhered to.</p>
Consultation	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	7/6/2023 to 5/7/2023
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	<p>Feedback received from members of the Safeguarding Group. Amendments included: Including a paragraph in terms of PHW commitment to supporting its employees facing difficulties and vulnerabilities in their personal and family relationships. Reference to Datix level 1 training included to report Safeguarding concerns. Inclusion of NICE guidance for self harm, assessment, management and preventing reoccurrence.</p>

Had this policy / procedure been considered by any other groups?	Yes
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	Circulated to members of the Safeguarding Group and Trade Union representative. The Leadership Team have also considered the policy and procedure and given pre-approval/endorsement to the Committee
Impact Assessments	
Equality and Health Impact Assessment	All Policies should be accompanied by an Equality and Health Impact Assessment. Include the assessment here, and summarise any issues identified in the assessment.
Welsh Language Impact	The Policy / Procedure will be translated to welsh and available on the internet bilingually.
Risk and Assurance	Any risks identified with the non-compliance of the Safeguarding policy will be reported on the Directorate Risk Register and if a score of more than 12 will then be included on the Strategic Risk Register.
Health and Care Standards	This Policy / Procedure supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes
	Theme 2 - Safe Care
	Theme 5 - Timely Care
	Theme 7 - Staff and Resources
Financial implications	To improve compliance with statutory and mandatory safeguarding training, a financial implication may be identified to source an external training provider.
People implications	N/A
Socio Economic Duty	N/A

5 - Implementation

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)
To be included on agenda for Safeguarding Group	October 2023	Named Lead for Safeguarding
Hyperlink once Safeguarding Policy and Procedures ratified to be uploaded onto the Safeguarding Ambassadors Sharepoint	October 2023	Named Lead for Safeguarding

To be included in the Lunch and Learn sessions at National Safeguarding week November 2023 to raise further awareness	November 2023	Named Lead for Safeguarding

6. Dissemination

The primary source for dissemination of this Safeguarding Policy and Procedures within the organization will be on the PHW intranet pages. The Safeguarding Policy and Procedures will be disseminated to members of the Safeguarding Group for wider dissemination once published and will also be shared via the Safeguarding Ambassadors Sharepoint.



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Reference Number: PHW 04
Version Number: 4
Date of next review:

SAFEGUARDING POLICY

Policy Statement

This policy sets out the statutory requirements that apply to Public Health Wales to ensure the safeguarding of **children, young people and adults** who may be at risk of harm or abuse. In accordance with legislation Public Health Wales has a statutory responsibility to have clear policies and procedures in place to identify and report the abuse of children, young people and adults at risk of abuse, harm, or neglect (including self-neglect) and to act positively to respond to concerns raised regarding abuse.

This Policy also sets out how Public Health Wales will fulfil its responsibility to identify and support staff and/or service users experiencing gender-based violence, domestic abuse, sexual violence and/or exploitation through modern slavery.

Safeguarding means protecting people from harm including physical, emotional, sexual, financial harm and neglect.

Safeguarding children means to: protect children from abuse and maltreatment, prevent harm to children's health or development, and ensure children grow up with the provision of safe and effective care and to take action to enable all children and young people to have the best outcomes.

Safeguarding adults-at-risk means protecting their right to live in safety and free from abuse and neglect. Adults at risk means anyone aged 18 or over who: has needs for care and support (whether the local authority is meeting any of those needs); is experiencing, or is at risk of, abuse or neglect; and as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The Safeguarding policy will provide an assurance that the organisation is compliant with legislation. This Policy will support PHW to meet its priorities.

Policy Commitment

The aim of this policy is to:

To set out how PHW will meet its obligations towards the safeguarding of children and adults at risk; and those experiencing gender-based violence, domestic abuse or sexual violence. To give assurances to the board, public, staff, volunteers and people carrying out work on behalf of PHW that there are robust arrangements in place to safeguard

children and adults at risk and those experiencing gender-based violence, domestic abuse or sexual violence.

It is informed through current legislation and guidance both from Welsh Government and United Kingdom Government. These include but are not restricted to the Children Act 1989 and 2004, the Female Genital Mutilation Act 2003, the Mental Capacity Act 2005, the Social Services and Well-being (Wales) Act 2014, the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015, the Modern Slavery Act 2015 and the Serious Crimes Act 2015 and Domestic Abuse Act 2021.

Supporting Procedures and Written Control Documents

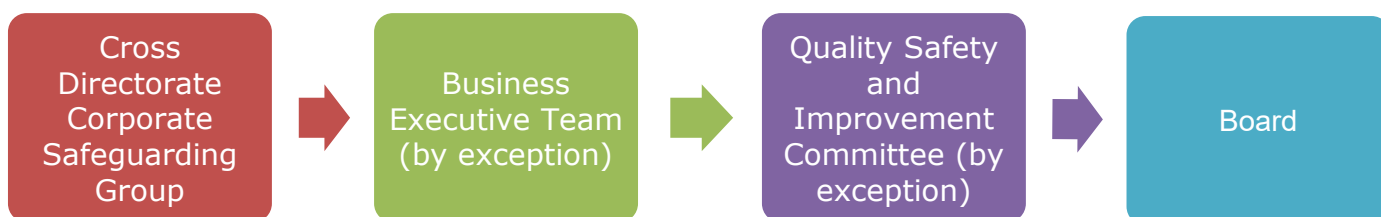
- Adult at Risk Procedures
- Children at Risk Procedures
- Violence against Women, Domestic Abuse and Sexual Violence Procedures
- Managing Allegations of Abuse by Staff Procedure

Governance Arrangements

Accountability



Governance



Scope	
This Policy is applicable to all Public Health Wales’s staff, volunteers, any person who carrying out work on behalf of the organisation.	
Equality and Health Impact Assessment	Please refer to the completed EHIA
Approved by	Quality, Safety and Improvement Committee
Approval Date	
Review Date	
Date of Publication:	
Group with authority to approve supporting procedures	Safeguarding Group Meeting
Accountable Executive Director/Director	Executive Director Quality Nursing and Allied Health Professionals.
Author	Named Lead Safeguarding

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

Summary of reviews/amendments

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
2	2018	04.10.18	17.10.18	
3	November 2021			Inclusion of Wales Safeguarding Procedures amendments made to include governance structures. Safeguarding information included within policy.
4	May 2023			Inclusion of Domestic Abuse Act 2021, National Safeguarding Training Standards. NICE guideline Self harm: assessment, management and preventing occurrence section 5.6. Paragraph 5 introductory paragraph included to give further context.

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1. Introduction

Legislation contained within the various Acts and guidance identified below enshrine the right to protection from abuse. The legal starting point in achieving this objective is Public Health Wales's employee's duty to report allegations of abuse and neglect. Public Health Wales recognises that good practice in safeguarding brings together all activity aimed at promoting safe environments for vulnerable groups with the aim of preventing abuse and neglect. For this reason and because the law, policy, guidance and regulations change from time to time, it is impossible to provide an exhaustive list of relevant documents but the most significant items are included below: -

- Human Rights Act 1998
- Section 17 of the Crime and Disorder Act 1998
- Children Act 1989 and 2004
- Disclosure & Barring Service Code of Practice (updated 2015)
- Counter Terrorism and Security Act 2015
- Mental Capacity (Amendment) Act 2019
- In Safe Hands' 2000
- Safeguarding Children: Working Together under the Children Act 2004'
- Social Services and Well Being Act 2014
- Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Modern Slavery Act 2015
- Domestic Abuse Act 2021

The National Wales Safeguarding Procedures detail the essential roles and responsibilities for practitioners to ensure that they safeguard children and adults who are at risk of abuse and neglect. Public Health Wales will provide the culture, training and tools to ensure the organisation is compliant with the Wales Safeguarding Procedures.

Link to the Wales Safeguarding Procedures:

[Safeguarding Wales](#)

This policy relates to all staff, volunteers, service users and the general public. By developing an effective policy, it is anticipated that Public Health Wales provides a consistent approach when dealing with safeguarding issues and suspected or confirmed child and/or adult protection concerns. It will also create a safer environment, both in the workplace and the public arena for those

experiencing, or at risk of physical violence, domestic abuse and/or sexual violence.

2. Policy aims and objectives

This policy will set out the responsibilities for all staff in relation to:

- Safeguarding children
- Safeguarding adults
- Violence against women, domestic abuse and sexual violence (VAWDASV)
- Modern slavery
- Managing allegations of abuse by staff

It will be underpinned by guidance for staff and managers on how to deal with safeguarding issues for both children and adults, incidences where domestic abuse and/or its effects become apparent and where there are allegations of abuse against staff. It aims to provide reassurance to victims of domestic abuse and/or sexual violence that the issue will be dealt with sympathetically, seriously and confidentially with no fear of stigmatisation. The guidance also aims to assist managers to appropriately address situations where staff are alleged perpetrators or are found to be perpetrators of domestic abuse and/or sexual violence or any other forms of abuse.

3. Roles and responsibilities

3.1 The overarching accountability for safeguarding children and adults at risk and promoting their welfare arrangements rests with the Board of Public Health Wales through the Chief Executive. The Executive Director for Quality, Nursing and Allied Health Professional has delegated responsibility for ensuring robust safeguarding arrangements are in place in Public Health Wales including policies and procedures, and effective governance arrangements. This includes that all statutory requirements are being met and that procedures for reporting concerns are in place and have been communicated to all staff.

3.2 All staff in Public Health Wales are responsible for familiarising themselves with the contents of this policy and associated procedures and providing appropriate support to colleagues, service users and the public in line with its provisions.

3.3 Managers must be able to appropriately address situations where staff are identified as an actual or potential victims of abuse or found to be alleged perpetrators of any form of abuse. They should seek advice from the People and Organisational Development Team and the Named Lead for Safeguarding.

Managers will be responsible for:

- Recruiting employees/volunteers in accordance with relevant Human Resources policy, including (where required) Disclosure and Barring Service (DBS) checks at the appropriate level.
- Ensure safeguarding Level 1 training is part of every employee/volunteer's induction.
- Identifying employees/volunteers who are likely to encounter children or adults at risk as part of their duties to identify the level of safeguarding training required for their role
- Ensuring safeguarding training is delivered in line with staff roles and recommendations within the Royal Collage of Nursing Intercollegiate Document and the National training standards.
- Ensuring that all employees/volunteers are aware of how to report safeguarding concerns and to whom. Level 1 Datix training will be raise awareness on how this is reported and documented whilst this module in not mandated, it is highly recommended that staff complete this training to understand how to report Safeguarding incidents.
- Ensuring that employees/volunteers are aware that they must conduct themselves in a manner which safeguards and promotes the wellbeing of children and adults at risk.
- Providing employees/volunteers with guidance about safeguarding concerns as required

3.4 Staff should be aware that any misconduct with safeguarding implications inside and outside of work is viewed very seriously and can lead to disciplinary action being taken. Professional registrants must comply with their codes of conduct, where there are safeguarding allegations or concerns about practitioners and those in a position of trust, consideration will be made to refer the concerns to the local authority under Section 5 of the Wales Safeguarding Procedures.

4. Safe recruitment and retention

4.1 Legislation requires Public Health Wales to ensure that all employees who have access to children or adults at risk should have relevant pre-employment checks as part of Safer Recruitment.

4.2 The organisation will be committed to safe recruitment and retention of its employees and volunteers in line with current legislation and guidance.

4.3 Public Health Wales will follow the process outlined in the Managing Allegations of Abuse by Staff Procedure for when an allegation of abuse has been raised against any member of staff. This complies with Section 5 of the Wales Safeguarding Procedures.

4.4 Recruiting managers must seek guidance from People and Occupational Development, to determine the level of Disclosure and Barring Service (DBS) check required for a role. The manager must ensure the check is completed before the applicant commences employment. Should concerns be raised within the Managing Allegations of Abuse by Staff Procedure, discussions will take place on the need for consideration for a referral to the DBS.

5. Support and safety of employees

Public Health Wales as a Trauma Informed Approach organisation is committed to supporting its employees. Trauma results from an event, series of events, or set of circumstances that is experienced by an individual as harmful or life threatening. While unique to the individual, generally the experience of trauma can cause lasting adverse effects, limiting the ability to function and achieve mental, physical, social, emotional, or spiritual well-being. Public Health Wales aims to create a culturally sensitive, safe organisation where its employees feel safe and supported when facing difficulties and vulnerabilities in their personal and family relationships.

5.1 Public Health Wales will assist staff in obtaining appropriate support if they have been subjected to domestic abuse and/or violence or any other forms of abuse. This will be supplemented through prioritising health and safety in the workplace e.g., by conducting a risk assessment.

5.2 Public Health Wales will assist staff in obtaining appropriate support if they have been subjected to domestic abuse and/or violence or any other forms of abuse. This will be supplemented through prioritising health and safety in the workplace e.g. by conducting a risk assessment. In some circumstances it may be appropriate for Public Health Wales to support an employee who is seeking help to address their abusive behaviour.

5.3 Whilst staff are encouraged to seek help and assistance from within the organisation, there are also several external agencies that may be of further assistance.

5.4 Public Health Wales will provide help and support to all staff (including volunteers) when dealing with any safeguarding issue. This support will be through line managers and/or the Named Lead for Safeguarding. Appropriate support will also be provided when there are allegations of abuse made against staff

5.5 In some circumstances it may be appropriate for Public Health Wales to support an employee who is seeking help to address their abusive behaviour. Whilst staff are encouraged to seek help and assistance from within the organisation, there are also several external agencies that may be of further assistance. Public Health Wales will provide help and support to all staff (including volunteers) when dealing with any safeguarding issue. This support will be through line managers and/or the Named Safeguarding Lead. Appropriate

support will also be provided when there are allegations of abuse made against staff. Safeguarding should be considered for individuals who self-harm.

5.6 NICE guidance recommends that those who self-harm should be asked about safeguarding concerns, for example, domestic abuse, violence, or exploitation at the earliest opportunity and, if appropriate, when the person is alone. Explore whether the person's needs should be assessed and documented according to local safeguarding procedures and be aware of local safeguarding procedures for vulnerable adults and children in their care and seek advice from the Named Lead for safeguarding if needed.

[Overview | Self-harm: assessment, management and preventing recurrence | Guidance | NICE](#)

5.7 Public Health Wales will support staff managing and receiving distressing calls. Public Health Wales recognise the impact of receiving a challenging call on employee's wellbeing and support and escalation will be provided by the manager. Where the caller presents with indicators of deteriorating mental health or suicidal ideation, the employee will respond with empathy, signpost the individual and escalate the concern to the manager. Further advice and support will be accessible from The Named Lead for Safeguarding.

6. Confidentiality

6.1 Public Health Wales recognises that employees experiencing domestic or other forms of abuse normally have the right to confidentiality. However, in circumstances where children or adults with vulnerabilities are at risk, complete confidentiality cannot be guaranteed. In such circumstances advice must be sought from the Named Lead for Safeguarding.

6.2 Information can be shared without consent to Local Authority or the police if there is concern that a child may be at risk, or an adult is in danger of being killed or seriously injured or there is an overriding public interest. All information will be shared in accordance with the Caldicott principles.

7. Child Practice Reviews, Adult Practice Reviews and Domestic Homicide reviews

7.1 Public Health Wales will fully engage with any requests for participation in Child Practice Reviews, Adult Practice Reviews and Domestic Homicide Reviews where the organisation has information that can support these reviews.

8. Training and communication with staff

8.1 All staff will undertake appropriate level of safeguarding training commensurate with their roles and responsibilities, as determined by the Public Health Wales Statutory and Mandatory Training Policy.

8.2 This is informed by all relevant national guidance and training prescribed by Welsh Government found in the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 and set out in the National Training Framework in addition to the Royal Collage of Nursing Intercollegiate Document and the National training standards.

8.3 All managers should ensure that staff are aware of this policy and how they may locate it.

9.Procedures and guidance

9.1 Managers and staff must follow the procedures and guidance (including relevant flowcharts) that support this policy. These can be found on the Intranet.



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Reference Number: PHW03/TP01
Version Number:3
Date of Next review:

ADULT AT RISK PROCEDURE

Introduction and Aim

Public Health Wales has developed an over-arching Safeguarding Policy which sets out the organisation’s commitment and responsibility to safeguarding of both adults and children at risk of harm and victims and domestic abuse.

This procedural document forms part of a suite of safeguarding documents to achieve this aim through advising on the procedural steps which need to be undertaken when a safeguarding incident is suspected or disclosed regarding an Adult at Risk.

It should be followed to ensure the appropriate actions are taken under the legislative framework for safeguarding within Wales for Adults at Risk.

Through the development and implementation of this procedure in conjunction with other safeguarding procedures the Chief Executive and the Board can be assured that the organisation is adhering to the Safeguarding Policy and the organisation’s commitment to safeguarding Adults at Risk.

Linked Policies, Procedures and Written Control Documents

Safeguarding Policy; Child at Risk procedures; Domestic abuse procedures; Procedure for NHS Staff to Raise Concerns; Prevent policy.

Scope

This procedural document is applicable to all Public Health Wales staff who come into contact with Adults at Risk either directly or indirectly. In this document ‘staff’ refers to all staff including agency staff, temporary staff, those on honorary contracts and volunteers.

Equality and Health Impact Assessment	Please refer to the completed EHIA
Approved by	Quality, Safety and Improvement Committee
Approval Date	
Review Date	
Date of Publication:	TBC
Accountable Executive Director/Director	Executive Director Quality, Nursing and Allied Health Professionals
Author	Named Lead For Safeguarding

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or Corporate Governance

Summary of reviews/amendments

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
2	21 November 2021	TBC	TBC	Flow chart updated with new contact details
3	May 2023			Generic Safeguarding Email box developed and included in flowchart

1. Introduction

1.1 This document identifies the procedures that staff within Public Health Wales are required to undertake when a safeguarding **Adult at Risk** concern has been suspected or identified.

1.2 Compliance with these procedures will ensure that Public Health Wales provides a consistent and seamless service when dealing with suspected or confirmed concerns. To assist staff with the decision-making process of when to share safeguarding information three flowcharts have been developed which offer guidance to staff when faced with these situations. The flowchart 'When to Share Safeguarding Information (Adults)' is included at Appendix A to this document and reflects all legislative requirements within Wales.

2. Roles and Responsibilities

2.1 All staff within Public Health Wales have a legal duty to comply with Welsh and UK Government legislation which this procedural document sets out.

3. Procedure/Process/Protocol

3.1 When any staff member suspects that abuse or neglect has occurred to an **Adult at Risk**, they have a duty to report their concerns to the local authority (the relevant Social Services department) and are required to follow the appropriate process/flowchart. The questions embedded within the flowchart specifically lead the member of staff to undertake a holistic assessment of the situation to consider how best to protect the individual in question.

3.2 At any point within the process, staff can contact the Named Lead for Safeguarding for help and support as well as their line manager. Further advice and support can be obtained from the local authority safeguarding departments 24 hours a day. Contact details for the 22 local authorities across Wales are accessible below:

[Safeguarding in Public Health Wales \(sharepoint.com\)](#)

3.3 As far as is possible, and without putting themselves at risk, staff must take any immediate action needed to safeguard the person for whom there is a concern or anyone else who may be at risk.

3.4 If the adult is in immediate danger, or serious harm has occurred, the police and/or other emergency services should be contacted.

3.5 In less acute circumstances, Adult at Risk concerns should be shared with the relevant local authority and/or the police in accordance with current Welsh Government guidance. The police should be informed if it is suspected that a serious crime has been committed.

The concern should be shared as soon as possible. However, staff may seek further advice from the Named Lead for Safeguarding and/or line manager if required. The concerns should be discussed with the adult and their consent obtained (if possible) prior to sharing the concerns.

3.6 Staff when faced with a potential safeguarding Adults at Risk situation must be open minded when dealing with these and not take things at face value. Situations and experiences of individuals may not be what is initially presented. Therefore, staff may need to ask some further questions of individuals and those around them to gain a better understanding of the experience of that person (if appropriate).

3.7 Concerns are initially shared with relevant Local Authority and/or the police via telephone. Out of hours' referrals should be made to the Social Services Emergency Duty Team (EDT) by telephone. Contact details are accessible within the Safeguarding sharepoint pages

[Safeguarding in Public Health Wales \(sharepoint.com\)](#)

3.8 Once information has been shared with the relevant Local Authority it should be followed up by the completion of the appropriate referral form for that area.

3.9 In all cases, staff must also complete a DATIX incident report, record details of the action taken and inform the Named Lead for Safeguarding and Line Manager. All actions will also be recorded within the service user's records.

[DATIX \(sharepoint.com\)](#)

3.10 The identity of the staff member sharing concerns may not remain confidential, and it is good practice to share these with the Adult at Risk and their carers if it is safe to do so.

3.11 If the suspected or known perpetrator is a person employed by or acting on behalf of Public Health Wales, staff must follow the guidance in the Managing Allegations of Abuse by Staff Procedure available on the staff intranet .

3.12. Staff should avoid where possible situations where they may be vulnerable to allegations of abuse, such as being alone with an Adult at Risk who is a client. However, the safety of staff is important, and for staff not to place themselves in dangerous circumstances, they must risk assess the situation in regard to their own and, where possible, their client's safety.

3.13 Any discussion about an adult's welfare should be recorded in writing in the service user's records and within the Datix Safeguarding incident report, this should include the date, time, name of staff member and their role and contact details. All records should be succinct, legible and clear as to what actions we agreed, and by whom. If the decision is to take no further action, this should be recorded in writing in the service user's records in addition to the Datix Safeguarding Incident record, explaining the reason for the decision. Records

should be completed as close to the time of the incident/suspicion as possible to ensure that the information recorded is contemporaneous. DATIX completion should also occur as soon as possible ensuring that person identifiable information is not included in the description of the incident.

3.14 Managers are responsible for supporting and guiding staff in the decision-making process when a safeguarding concern is highlighted, through being familiar with the content of this document. They will ensure they have the appropriate level of knowledge and skills to support staff.

3.15 They should ensure that staff follow the process and within the timescales. The manager should consult with the Named Lead for Safeguarding or the local Social Services department for advice and support if required.

3.16 The Named Lead for Safeguarding has the lead role for supporting and enabling staff to safeguard Adults at Risk during their work in Public Health Wales.

4. Training requirements

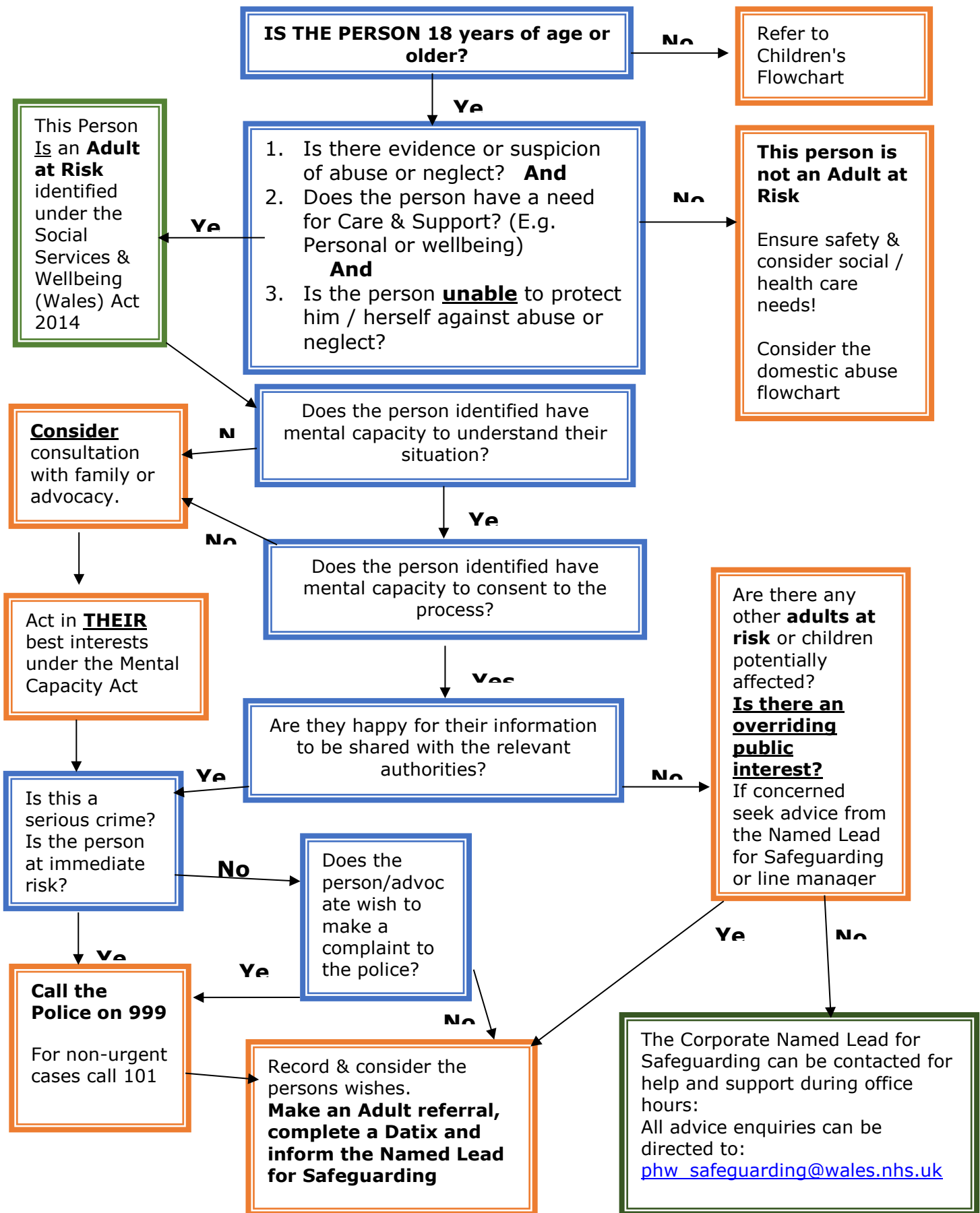
4.1 Managers of all staff will assess their training needs in line with PHW'S Statutory and Mandatory Training policy. Compliance with Safeguarding training will be reported into the Safeguarding Group.

5. Monitoring compliance

Monitoring of compliance with this document is through evaluation of safeguarding adult concerns DATIX entries and any planned audits.

Appendix A

When to Share Safeguarding Information (Adults)





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Reference Number: PHW 03 / TP02
Version Number: 3
Date of next review:

CHILDREN AT RISK PROCEDURE

Introduction and Aim

The overarching Safeguarding Policy sets out the organisation's commitment and responsibilities for safeguarding of both adults and children at risk of harm and victims of domestic abuse.

This specific procedural document forms part of a suite of safeguarding documents to help to achieve this aim through advising on the procedural steps which need to be undertaken when a safeguarding incident is suspected or disclosed regarding a child or young person up to the age of eighteen.

It should be followed to ensure appropriate actions are taken under the legislative framework for safeguarding children in Wales.

Through the development and implementation of this procedure in conjunction with the Safeguarding Policy and other Safeguarding related procedures, the Chief Executive and the Board can be assured that Public Health Wales has organisational arrangements in place to enable staff to safeguard adults and children at risk and to appropriately discharge our statutory responsibilities.

Supporting Procedures and Written Control Documents

Safeguarding Policy; Adult at Risk procedures, Domestic abuse procedures

Other related documents are:

Procedure for NHS Staff to Raise Concerns; Prevent policy.

Scope

This procedural document is applicable to all Public Health Wales staff who come into contact with children either directly or indirectly. In this document 'staff' refers to all staff including agency staff, temporary staff, those on honorary contracts and volunteers.

Equality and Health Impact Assessment	Refer to the completed EHIA.
Approved by	Quality, Safety and Improvement Committee
Approval Date	
Review Date	

Date of Publication:	TBC
Accountable Executive Director/Director	Executive Director Quality Nursing and Allied Health Professionals
Author	Named Lead for Safeguarding

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Corporate Governance

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
02	9/11/2021			Amendment made to Specialist Nurse for Safeguarding as there is no longer a role. Inclusion of hyperlink to Wales Safeguarding Procedures
03	5/6/2023			Inclusion of generic Safeguarding Email inbox for advice queries

1. Introduction

This document identifies the procedures that staff within Public Health Wales are required to undertake when a safeguarding child concern has been suspected or identified.

Compliance with these procedures will ensure that Public Health Wales provides a consistent and seamless approach when dealing with suspected or confirmed concerns. To assist staff with the decision making process of when to share safeguarding information three flowcharts have been developed which offer guidance to staff when faced with these situations. The flowchart 'When to Share Safeguarding Information (Children)' is included at [Appendix A](#) and reflects all legislative requirements within Wales.

2. Roles and responsibilities

All staff within Public Health Wales have a legal duty to comply with Welsh and UK Government legislation which this procedural document sets out.

3. Procedure/Process/Protocol

3.1 When any staff member suspects that abuse or neglect has occurred to a child, they have a duty to report their concerns to the local authority (the relevant Local Authority Children's Safeguarding Team and are required to follow the appropriate process/flowchart. The questions embedded within the flowchart specifically lead the member of staff to undertake a holistic assessment of the situation to consider how best to protect the child/young person in question.

3.2 In November 2019, the multi-agency Wales Safeguarding Procedures Project Board published the Wales safeguarding procedures which update and clarify roles and responsibilities for practitioners to ensure that they safeguard children and adults in Wales. The Wales safeguarding procedures replace the All Wales child protection procedures 2008. Further guidance can be found at the hyperlink below:

[Social Care Wales \(safeguarding.wales\)](https://www.wales.nhs.uk/our-services/childrens-services/childrens-safeguarding)

3.3 If there are any concerns that a child may be at risk staff should contact the Named Lead for Safeguarding for advice and support as well as their line manager. Further advice and support can be obtained from the relevant Local Authority Safeguarding Team 24 hours a day. Contact details are accessible via the hyperlink below:

[Safeguarding in Public Health Wales \(sharepoint.com\)](https://www.sharepoint.com/~/PublicHealthWales/Safeguarding)

As far as is possible, and without putting themselves at risk, staff must take any immediate action needed to safeguard the child/young person for whom there is a concern or anyone else who may be at risk.

3.4 If the child/young person is in immediate danger, or serious harm has occurred, the police and/or other emergency services should be contacted. In less urgent circumstances, concerns about children at risk of harm should be shared with Social Services and/or the police in accordance with current Welsh Government guidance. The police should be informed if it is suspected that a serious crime has been committed.

The concern should be shared as soon as possible. However, staff may seek further advice from the Named Lead for Safeguarding and/or line manager if required.

3.5 Where there is confidence that it will not place the child at greater risk, the concerns should be discussed with the parent/carer and their consent obtained (if possible) prior to sharing the concerns. If the child/young person has mental capacity and is able to understand their situation, then their consent to sharing concerns should be obtained if possible. If the child is under 16 years old and are considered Gillick/Fraser competent then consider obtaining consent from them.

For clarity, a lack of parental consent should never be an obstacle to taking the necessary steps to protect a child at risk of significant harm; especially if the source of the harm is believed to be from the parents or the family environment. This does not just apply to immediate physical harm, but also to potential emotional harm or sexual abuse.

3.6 Staff when faced with a concern about children at risk must be open minded when dealing with these and not take things at face value. Situations and experiences of individuals may not be what is initially presented. Therefore, staff may need to ask some further questions of individuals and those around them to gain a better understanding of the experience of that child/young person. Interviewing a child or young person disclosing abuse requires specialist skills and should only be undertaken by trained social workers and police officers.

[Wales Safeguarding Procedures](#)

If there is an immediate risk to the child concerns are initially shared with the relevant Local Authority and/or the police via telephone. Out of hours' referrals should be made to the relevant Local Authority's Emergency Duty Team (EDT) by telephone. Contact details for all the 22 Local Authorities across Wales are accessible below.

[Safeguarding in Public Health Wales \(sharepoint.com\)](#)

Once information has been shared with the relevant Local Authority Children's Safeguarding Team it should be followed up by the completion of the appropriate referral form for that area. Referral forms are also accessible via PHW's Safeguarding sharepoint.

3.7 In all cases, staff must also complete a DATIX incident report, record details of the action taken and inform the Named Lead for Safeguarding and Line Manager.

[DATIX \(sharepoint.com\)](#)

3.8 The identity of the staff member sharing concerns may not remain confidential, and it is good practice to share these with the child's parents/carers and child/young person (if appropriate) if it is safe to do so.

3.9 If the suspected or known perpetrator is a person employed by or acting on behalf of Public Health Wales, staff must follow the Managing Allegations of Abuse by Staff Procedure.

3.10 Staff must not allow themselves to be in a situation where they may be vulnerable to allegations of abuse, such as being alone with a child/young person. In addition, the safety of staff is important, and in order for staff not to place themselves in a dangerous position, they must risk assess the situation in regard to their own and the child/young person's safety.

3.11 Any discussion about a child/young person's welfare should be recorded in writing e.g email, to include the date, time, name of staff member, and their role and contact details. All records should be succinct, legible and clear as to what actions were agreed, and by whom. If the decision is to take no further action, this should be recorded in writing, explaining the reason for the decision. Records should be completed as close to the time of the incident/suspicion as possible to ensure that the information recorded is contemporaneous. DATIX completion should also occur as soon as possible ensuring that person identifiable information is not included in the description of the incident.

3.12 Managers are responsible for supporting and guiding staff in the decision-making process when a child at risk concern is suspected, by being familiar with the content of this document. They will ensure they have the appropriate level of knowledge and skills to support staff.

3.13 They should ensure that staff follow the process and within the timescales. The manager should consult with the Named Safeguarding Lead or the local Social Services department for advice and support if required.

3.14 The Named Lead for Safeguarding will have the lead role for the safeguarding of children at risk for Public Health Wales.

The previously discussed information sharing flowchart is included as an appendix to this document.

4. Female Genital Mutilation

4.1 If a staff member becomes aware that a child under the age of 18 years has been a victim of Female Genital Mutilation, they have a statutory responsibility

to share the information with the police within 28 days and must follow the guidance in the All-Wales Clinical Pathway- Female Genital Mutilation (FGM).

4.2 The Public Health (Wales) Act 2017 prohibits the intimate piercing of a person who is under the age of 18 in Wales.

5. Training requirements

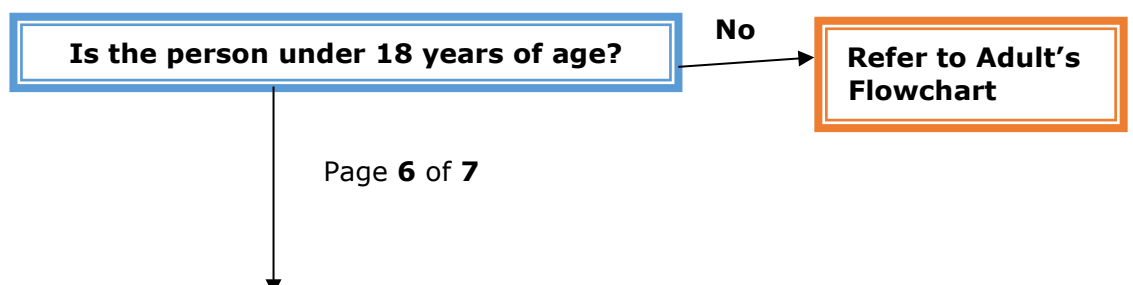
5.1 Managers of all staff will assess their training needs in line with PHW'S Statutory and Mandatory Training policy. Compliance with Safeguarding training will be reported into the Safeguarding Group.

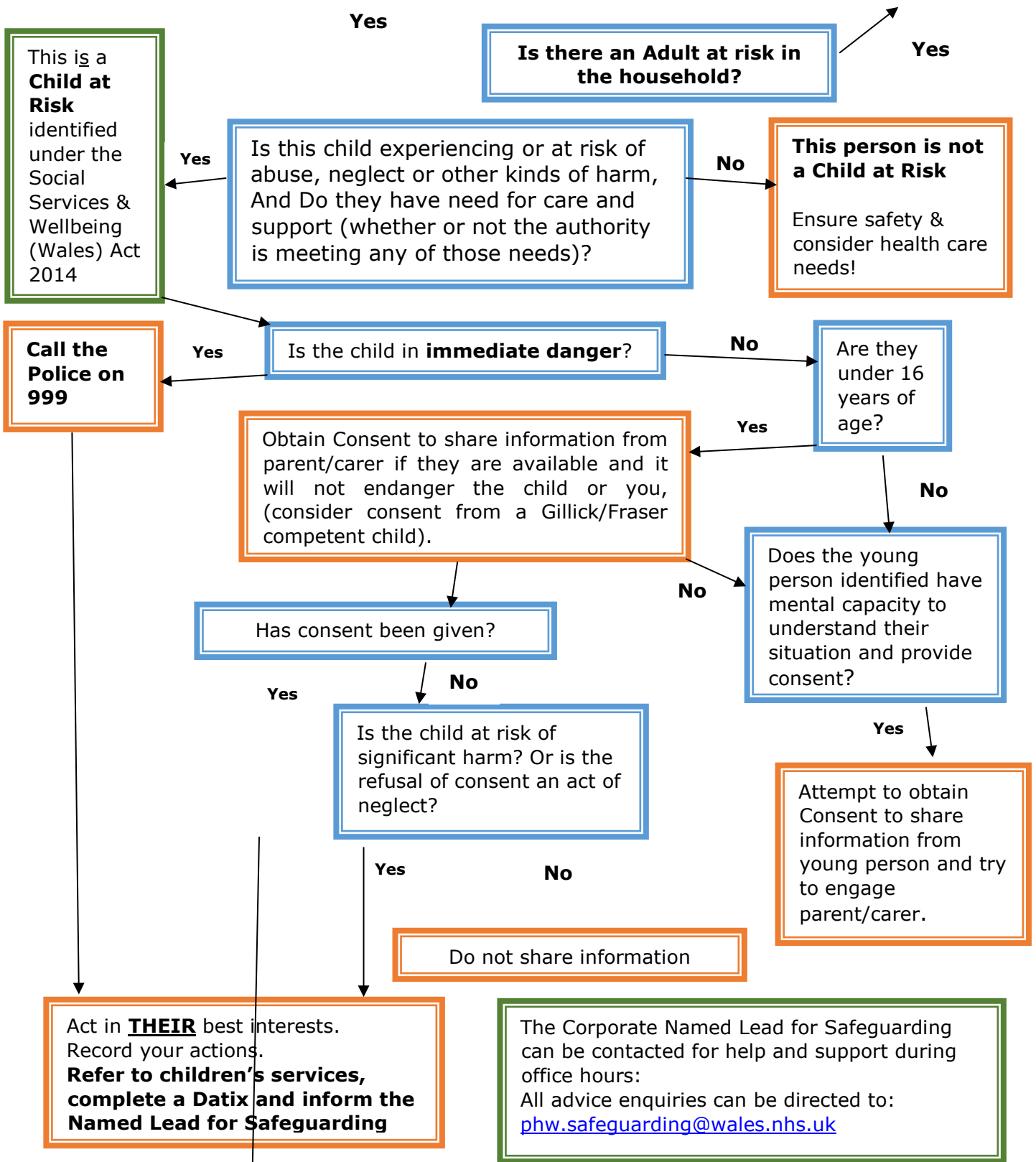
6. Monitoring compliance

Monitoring of compliance with this document is through audit and evaluation of Datix Incidents as agreed at Public Health Wales Safeguarding Group.

Appendix A

When to Share Safeguarding Information (Children)







VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE AND SEXUAL VIOLENCE PROCEDURES

Introduction and Aim

The Named Lead for Safeguarding has developed an over-arching Safeguarding Policy which sets out the organisation’s commitment and responsibility to safeguarding of both adults and children at risk of harm and victims of violence against women, domestic abuse and sexual violence (VAWDASV).

This procedural document forms part of a suite of safeguarding documents to achieve this aim through advising on the procedural steps which need to be undertaken when any of the above incidents are suspected or disclosed.

It should be followed to ensure the appropriate actions are taken under the legislative framework within Wales for possible victims/survivors. It will also cover actions to be taken when a perpetrator is suspected or identified.

Through the development and implementation of this procedure in conjunction with the other Safeguarding Policy and procedures the Chief Executive and the Board can take assurance that the organisation has appropriate arrangements in place to safeguard victims of VAWDASV.

Linked Policies, Procedures and Written Control Documents

Safeguarding Policy; Child at Risk procedures; Adult at Risk procedures; Procedure for NHS Staff to Raise Concerns; Prevent Policy; Managing Allegations of Abuse by Staff Procedure.

[Wales Safeguarding Procedures](#)

Scope

This procedural document is applicable to all Public Health Wales staff who come into contact with the public either directly or indirectly. In this document ‘staff’ refers to all staff including agency staff, temporary staff, those on honorary contracts and volunteers. The procedure applies equally regardless of sex, age, disability, race, religion or belief, gender reassignment and sexual orientation. It also applies to all staff experiencing abuse and violence and to those who are perpetrators or alleged perpetrators.

Equality and Health Impact Assessment

Refer to the completed EHIA

Approved by

Quality, Safety and Improvement Committee

Approval Date

Review Date

Date of Publication:

Accountable Executive Director/Director	Executive Director Quality Nursing and Allied Health Professionals
Author	Named Lead for Safeguarding

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
2	9/11/2021			Updated with new contact details for Named Lead for Safeguarding and reference to Wales Safeguarding Procedures
3	5/6/2023			Reference made to Domestic Abuse Act 2021.Changes made to incorporate generic Safeguarding mailbox. Inclusion of All Wales Clinical Pathway – Female Genital Mutilation’

1. Introduction

This document identifies the procedures that staff within Public Health Wales are required to undertake when a Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) concern has been suspected or identified either with a service user or with a member of staff.

Compliance with these procedures will ensure that Public Health Wales provides a consistent approach when dealing with suspected or confirmed concerns. To assist staff with the decision-making process of when to share safeguarding information three flowcharts have been developed which offer guidance to staff when faced with these situations. The flowchart 'When to Share Domestic Abuse Information' is included as an appendix to this document and reflects all legislative requirements within Wales and England given that the Domestic Abuse Act 2021 further strengthens the arrangements. Further information to assist staff on how to follow the flowchart is found within the Safeguarding Supporting Information Document.

Most VAWDASV situations can be responded to by following the Domestic abuse flowchart. However, certain situations may need further consideration and support for example victims of Female Genital Mutilation, sexual assault and to ensure that the correct legislative framework is being followed for the protection of the individual. For further advice contact the Named Lead for Safeguarding.

Within the workplace Public Health Wales will strive to ensure that any staff member who experiences VAWDASV can raise the issue at work, without fear or stigmatisation or victimisation and will receive appropriate support and assistance to help the member of staff protect themselves, their children, and dependents. This document aims to assist managers to appropriately address situations where staff are alleged/known victims or alleged/identified perpetrators and to ensure all safeguarding measures are considered.

2. Roles and Responsibilities

2.1 Role of the Staff

All staff within Public Health Wales have a legal duty to comply with relevant Welsh and UK Government legislation which this procedural document sets out.

All cases of domestic violence and abuse must be treated sensitively and confidentially, sharing information to safeguard the person appropriately and on a need-to-know basis.

2.2 Role of the Executive Director for Quality, Nursing and Allied Health Professionals and delegate.

The Executive Director for QNAHPS is responsible for ensuring that organisational arrangements are in place to support staff in responding to Domestic violence and abuse.

The Named Lead for Safeguarding is responsible for providing leadership, advice and supporting material on matters relating to Domestic violence and abuse.

2.3 Role of the Manager and other supporting roles

Managers need to be familiar with the contents of this procedure and other safeguarding policies and procedures, to ensure that they provide appropriate support to staff who identify a service user in need of support relating to VAWDASV. Additionally, if a staff member makes them aware of a personal situation which could be because of VAWADSV, it is advisable to get additional advice and support from the Named Lead for Safeguarding, a more senior manager, or a Human Resources Manager.

Where there are concerns of serious harm managers should contact the Named Lead for Safeguarding or if unavailable the Executive for Quality, Nursing and AHP, identified delegate or The Live Fear Free Helpline.

2.4 Role of People & Organisational Development (POD)

POD will provide appropriate support to both managers and employees affected by VAWDASV, taking specialist advice from the Named Lead for Safeguarding to ensure the appropriate safeguarding measures can be assessed and responded to. This will include ensuring there is access to support systems such as occupational health services, counselling services and the Employee Assistance Programme with support from POD as required.

2.5 Role of Trade Unions

Trade Union Representatives should familiarise themselves with this procedure and other related safeguarding policies and procedures, in order that they are able to signpost members of staff to appropriate resources and support in the workplace, where staff are affected themselves by VAWDSV.

3. Procedure / Process

3.1 Process

When any staff member suspects that an adult is a victim of VAWDASV they are required to follow the appropriate process/flowchart ([Appendix A](#)). The questions embedded within the flowchart specifically lead the member of staff to undertake a holistic assessment of the situation to consider how best to protect the individual in question. Further explanation of the terminology used within the flowchart is found within the Safeguarding Supporting Information Document.

3.2 Contact

At any point within the process during normal working hours, staff can contact the Named Lead for Safeguarding (or identified cover) for help and support as

well as their line manager. Further advice and support can be obtained from the Live Fear Free helpline 24 hours a day.

3.3 Assessing Risk

The safety of staff is important, and in order for staff not to place themselves in a dangerous position, they must risk assess the situation in regard to their own and, where possible, their client's safety or anyone else who may be at risk.

If the adult is in immediate danger, or serious harm has occurred, the police and/or other emergency services should be contacted. The police should be informed if it is suspected that a serious crime has been committed.

Staff when faced with a possible VAWDASV situation must be open minded in their response and not take things at face value. Situations and experiences of individuals may not be what is initially presented. Therefore, staff may need to ask some questions of individuals to gain a better understanding of the experience of that person but throughout the interaction must consider their safety and wishes. When speaking to an individual who you suspect to be a victim, staff members must ensure that the person is alone so as not to compromise their safety.

If there is a child in the household, even if the child is not stated as being directly affected by the abuse they are at risk of harm. If a child lives in the household part time or full time, then a referral needs to be made to the relevant local authority's Childrens Safeguarding team by submitting an electronic child at risk reporting form within 24 hours of identifying the Safeguarding concern.

[Safeguarding in Public Health Wales \(sharepoint.com\)](#)

Consideration also needs to be made if there is an adult with care and support in the household who has witnessed the abuse. A duty to report an adult at risk may be required. The referral needs to be made to the relevant local authority by submitting an electronic report to the relevant local Authority's Adult Safeguarding Team. Contact details are accessible through Public Health Wales's Safeguarding SharePoint above.

3.4 Reporting

Out of hours' referrals should be made to the relevant Local Authority's Emergency Duty Team (EDT) by telephone. Contact numbers are accessible via PHW'S Safeguarding sharepoint.

[Safeguarding in Public Health Wales \(sharepoint.com\)](#)

Once information has been shared with the relevant Local Authority's Safeguarding department it should be followed up by the completion of the appropriate referral form for that area.

In all cases, staff must also complete a DATIX incident report, record details of the action taken and inform the Named Lead for Safeguarding and Line Manager.

Staff also need to identify if the adult is an Adult at Risk, if so, then they need to follow the appropriate flowchart within the [Wales Safeguarding Procedures](#)

3.5 Consent

If the potential victim of VAWDASV has mental capacity to understand their situation, has a clear understanding of consent and the risks associated with VAWDASV and wishes not to make a complaint to the police, then the staff member must respect their decision to withhold consent to share information. In exceptional circumstances such as evidence of a serious crime, over-riding public interest or to prevent a serious crime then the information can be shared without the person's consent.

If the person is in immediate risk of harm, then the situation should be assessed in collaboration with the individual. If they still do not wish to contact the police (bearing in mind exceptional circumstances paragraph above), the staff member needs to provide accurate and up to date advice and give them the contact details of the Live Fear Free helpline 0808 80 10 800.

The individual may wish to contact the police themselves to make a complaint, and in these circumstances the member of staff can support the individual with this. Information should also be shared with the Live Fear Free Helpline using the DA/01 form at ([Appendix 2](#)). If the individual does not wish to involve the police, they should be supported and encouraged to share the information with the live fear free helpline at ([Appendix 2](#).)

Where a staff member has disclosed being at risk or effected by VAWDASV, if the suspected or known perpetrator of the abuse is a person employed by or acting on behalf of Public Health Wales, staff must follow in the Public Health Wales Managing Allegations of Abuse by Staff Procedure.

Staff should also be aware that conduct outside of work could lead to disciplinary action being taken because of its impact on the employment relationship

3.6 Recording

Any discussion about an adult's welfare should be recorded electronically in Datix or the individual's records where one exists. All records should be succinct, legible and clear as to what actions were agreed, and by whom. If the decision is to take no further action, this should be recorded in writing, explaining the reason for the decision. Records should be completed as close to the time of the incident/suspicion as possible to ensure that the information recorded is contemporaneous. DATIX completion should also occur as soon as possible ensuring that person identifiable information is not included in the description of the incident. The incident will be recorded on DATIX, due to the sensitivity of the

information recorded within the DATIX incident, limited access and permissions will be authorised, ensuring confidentiality.

3.7 Managers Responsibility

Managers are responsible for supporting and guiding staff in the decision making process when a VAWDASV concern is highlighted, (staff member or service user) through being familiar with the content of this document. They will ensure they have the appropriate level of knowledge and skills to support staff. The manager should consult with the Named Lead for Safeguarding, the Live Fear Free helpline or the relevant local authority for advice and support if required. If it has been identified that a member of staff may be at risk from a potential perpetrator in the work environment, then the line manager would need to work with the individual at risk on a personal risk assessment and once complete seek further advice/support from Estates and Health and Safety Team to review identified hazards/risks and the control measures recommended. Relevant Local Authority contact details are accessible via Public Health Wales' s Safeguarding sharepoint.

[Safeguarding in Public Health Wales \(sharepoint.com\)](#)

All managers must ensure that all staff for whom they are responsible are aware of this procedure.

Managers should ensure that staff follow the process and within the timescales. Managers are encouraged to identify and deal with incidences where VAWDASV and/or its effects become apparent in the workplace as well as appropriately address situations where staff are alleged or found to be perpetrators of domestic abuse. For these reasons managers are encouraged to seek advice from the Named Lead for Safeguarding and People and Organisational Development at an early stage and to act in a confidential manner.

3.8 Confidentiality

Where staff raise concerns about colleagues confidentially with their manager, depending on the nature of the concern, the manager should seek advice from the Named Lead for Safeguarding as they may be obliged to take action or speak to the person giving rise to those concerns. This must be done sensitively, maintaining confidentiality wherever possible.

4. Female Genital Mutilation

If a staff member becomes aware that a child under the age of 18 years has been a victim of Female Genital Mutilation they have a statutory responsibility to share the information with the police within 28 days. The Public Health (Wales) Act 2017 prohibits the intimate piercing of a person who is under the age of 18 in Wales.

If the victim is an adult then the 'All Wales Clinical Pathway – Female Genital Mutilation' should be followed.

5. Training requirements

All staff have a statutory responsibility to have undertaken the appropriate level of domestic abuse training as set out in Welsh Government's VAWDASV National Training Framework.

6. Monitoring compliance

Monitoring of compliance with this document will be assessed through evaluation of safeguarding adult concerns DATIX entries, feedback from the Live Fear Free helpline and specific audits.

Appendix A

When to Share Domestic Abuse Information

An incident of domestic abuse or sexual violence has been identified or a disclosure has been made

Yes ↓

Has a serious crime been committed or is there overriding public interest?

Yes →

Contact the police

No ↓

No ↓

Is there a child in the household? (Regardless if they were present at the time of the incident)

Yes ↓

Refer to Children's Services

No ↓

Is the person 18 years of age or older?

Yes ↓

This Person Is an **Adult at Risk** identified under the Social Services & Wellbeing (Wales) Act 2014

Yes ←

Follow adult safeguarding flowchart

1. Is there evidence or suspicion of abuse or neglect? **And**
2. Does the person have a need for Care & Support? (E.g. Personal or wellbeing) **And**
3. Is the person **unable** to protect him / herself against abuse or neglect?

This could apply to the victim or other adult in the household

No →

Does the person identified have mental capacity to understand their situation or consent to information sharing?

Yes ↓

No ↓

Does the person wish to make a complaint to the police?

No ←

Act in **THEIR** best interests.

Yes ↓

Yes →

Consider contacting the police

No ↓

Is the person willing to share information and receive help?

Yes →

Provide accurate and up to date advice empower them to contact the Live Fear Free helpline on **0808 80 10 800**
Use DA/01 form.
Complete a Datix and inform the Safeguarding Team

No ↓

Provide accurate and up to date advice provide them with the Live Fear Free helpline number:

0808 80 10 800
Use DA/01 Form

The Corporate Named Lead for Safeguarding can be contacted for help and support during office hours:
All advice enquiries can be directed to:

phw_safeguarding@wales.nhs.uk

Appendix B



Concern in Relation to Domestic Abuse /Sexual Violence (DA/01)

Date:

Type of referral: Domestic Abuse Sexual Violence

Name: _____

Address: _____

Post Code: _____

DOB: Contact Telephone Number: _____

Is it safe to ring this number? Yes No

Do not refer if the answer is no or there is no safe time to call

Safe time to call: _____

Does the victim live with the perpetrator? Yes No Don't know

Type of Experience:

Physical Sexual Financial Emotional Psychological

Is the victim pregnant? Yes No Don't know

Any Further concerns to be reported:

.....

Consent Obtained? Yes No

Do Not refer if the answer is no give advice to call helpline when safe

Are there any language issues that need to be considered? Yes No
 If yes please state _____

Number of Children in the Household

Share information with Children's services and complete Datix

Does the victim have: (please tick all that apply)

- A learning disability/difficulty Mental health issues/dementia
- older persons care needs Physical/sensory disability
- Drug/alcohol misuse Autistic spectrum disorder

Name of Person Sharing information: _____

Designation: _____

Template
Equality & Health Impact Assessment for
(Safeguarding Policy and Procedures)

Part 1

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Safeguarding and associated procedures
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	QNAHPS Named Lead for Safeguarding
3.	Objectives of strategy/ policy/ plan/ procedure/ service	This Policy sets out how Public Health Wales will safeguard people at risk of harm from being harmed and how it will fulfil its responsibility to prevent staff and/or service users experiencing gender-based violence, domestic abuse and sexual violence. It will ensure they are protected from harm and provided appropriate support. It will provide assurance that alleged perpetrators of abuse are dealt with in an appropriate manner. It will provide an assurance that the organisation is compliant with the Social Services and Well-being (Wales) Act 2014 and the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015.
4.	Evidence and background information considered. For example <ul style="list-style-type: none"> • population data 	Staff data

	<ul style="list-style-type: none"> • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages <p>Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.</p>	<p>The numbers of staff affected by disciplinary action within the last year is small, and therefore it is not possible to draw comparisons with organisational data related to protected characteristics.</p> <p>The Social Services and Well-being (Wales) Act 2014 and Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 place legislative duties on Public Health Wales.</p> <p>Public Health Wales is committed to raising awareness and providing guidance for employees and managers to protect those who are vulnerable in our society and address the effects of all types of domestic abuse and intimate and sexual violence.</p> <p>Good Practice Guidelines A range of other organisational policies and EHIAs as well as relevant case law has been reviewed to look at good practice and to understand the impact that Safeguarding procedures may have on groups of people.</p> <p>Engagement In preparing this policy, consultation has taken place through the relevant consultation process of Public Health Wales</p>
5.	<p>Who will be affected by the strategy/ policy/ plan/ procedure/ service</p> <p>Consider staff as well as the population that the project/change may affect to different degrees.</p>	<p>Any staff member, volunteer, those on honorary contracts, Secondees, students, those employed through agency or on a contract for services basis.</p> <p>Management via this policy will also impact on wider society</p>

Part 2- Equality and Welsh language

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate This column is to be updated in future reviews	Recommendations for improvement/ mitigation/ identified gaps or opportunities
6.1 Age For most purposes, the main categories are: <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	Acknowledgement that safeguarding has particular impact for children and older adults Staff become over sensitive or desensitised to safeguarding issue (where policy = compliance) In general awareness has been high in relation to children and young people's issues. The needs of vulnerable adults will need to be highlighted Physical environment needs for children and	All staff are treated fairly and consistently in the application of these guidelines Training on the policy and awareness raising of how this may impact on services, work, colleagues etc. would be valuable to highlight the responsibility of all those associated with Public Health Wales and to manage these considerations in a	

	vulnerable adults to be considered more e.g. when designing services	comfortable, professional way	
<p>6.2 Persons with a disability as defined in the Equality Act 2010</p> <p>Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	There may be a negative impact on those with disabilities in relation to accessing meetings on particular sites, also due to the nature of the issues associated with safeguarding we need to consider the psychological impact on those affected/involved		
<p>6.3 People of different genders:</p> <p>Consider men, women, people undergoing gender reassignment</p> <p>NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes</p>	No positive or negative impact	All staff are treated fairly and consistently in the application of the policy and procedures	

referred to as Trans or Transgender			
6.4 People who are married or who have a civil partner.	No positive or negative impact	All staff are treated fairly and consistently in the application of the policy and procedures	
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.	No positive or negative impact	All staff are treated fairly and consistently in the application of the policy and procedures	
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	No positive or negative impact	All staff are treated fairly and consistently in the application of the policy and procedures	
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	No positive or negative impact.	All staff are treated fairly and consistently in the application of the policy and procedures.	

<p>6.8 People who are attracted to other people of:</p> <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual) 	No positive or negative impact.	All staff are treated fairly and consistently in the application of the policy and procedures.	
<p>6.9 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health</p>	No positive or negative impact.	All staff are treated fairly and consistently in the application of the policy and procedures.	
<p>6.10 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities</p>	No positive or negative impact.	All staff are treated fairly and consistently in the application of the policy and procedures.	
<p>6.11 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</p>	No positive or negative impact.	All staff are treated fairly and consistently in the application of the policy and procedures.	

6.12 Welsh Language			
There are 2 key considerations to be made during the development of a policy, project, programme, service to ensure there are no adverse effects and/or a positive or increased positive effect on: (please note these will continue to be reviewed to ensure Public Health Wales fulfils their duties to comply with one or more standards outlined within the Welsh Language Standards (No 7) Regulations 2018)			
Opportunities for persons to use the Welsh language	Staff and service users will have the opportunity to converse in Welsh when raising safeguarding concerns.		
Treating the Welsh language no less favourably than the English language			

Part 3 – Health

Questions in this section relate to the impact on the health and wellbeing outcomes of the population **and** specific population groups who could be more impacted than others by a policy/project/proposal.

The part of the assessment identifies;

- which specific groups in the population could be impacted more (inequalities)
- what those potential impacts could be across the wider determinants of health framework?
- Potential gaps, opportunities to maximise positive H&WB outcomes
- Recommendations/mitigation to be considered by the decision makers

7. Identification of specific population groups

Use the WHIASU Population Groups checklist as a reference to identify the population groups who could be more impacted than others by a policy/project/proposal. The check list can be found on the PHW Integrated EqHIA guidance pages (requires link to PHW Intranet pages for additional information and resources)

The groups listed have been identified as more susceptible to poorer health and wellbeing outcomes (health inequalities) and therefore it is important to consider them in a HIA assessment. In a HIA, the groups identified, as more sensitive to potential impacts will depend on the characteristics of the local population, the context, and the nature of the proposal itself.

7.1 Groups identified	Rational/explanation
<p>Employees of PHW subject to section 5 of the Wales Safeguarding Procedures where safeguarding allegations or concerns are raised in relation to those on positions of trust where dismissal from their contract of employment may be discussed.</p>	<p>The policy aims to address any potentially disproportionate impact through providing additional explanation, support or translation services, and the consideration of reasonable adjustments to the process where these could mitigate the effects of any substantial disadvantage.</p> <p>If disciplinary action leads to dismissal, this will impact on those people who are dismissed in terms of their income and employment status.</p>

Assessment

Complete the wider determinants framework table below providing rational/evidence where appropriate:

1. Consider how the proposal could impact on the population and specific population groups identified above (positive/negative) for each of the wider determinants (the bullets under each determinant are there as a guide)
2. Record any unintended consequences (negative impacts) and/or gaps identified
3. Record any positive impacts or missed opportunities to maximise positive health and wellbeing outcomes
4. identify and record mitigation/recommendations where appropriate

Please note you may find that not all determinants are relevant to the project/plan however recording N/A is not acceptable a rational or evidence should be explained/referenced

Wider determinant for consideration	Positive impacts or additional opportunities	Unintended consequences or gaps	Population groups affected	Mitigation/recommendations
7.2 Lifestyles <ul style="list-style-type: none"> • Diet/nutrition/breastfeeding • Physical activity • Use of alcohol, cigarettes, e-cigarettes • Use of substances, non-prescribed drugs, abuse of prescription medication • Social media use • Sexual activity • Risk-taking activity i.e. gambling, addictive behaviour 	N/A	N/A	N/A	
7.3 Social and community influences on health <ul style="list-style-type: none"> • Adverse childhood experiences • Citizen power and influence • Community cohesion, identity, local pride • Community resilience • Domestic violence • Family relationships • Language, cultural and spirituality • Neighbourliness • Social exclusion i.e. homelessness • Parenting and infant attachment • Peer pressure • Racism • Sense of belonging • Social isolation/loneliness • Social capital/support/networks • Third sector & volunteering 	Individuals experiencing adverse childhood experiences will be at risk of abuse or neglect. The Safeguarding policy outlines employees responsibilities in identifying and responding to Safeguarding concerns to protect those who are at risk of harm, abuse or neglect.			
7.4 Mental Wellbeing <ul style="list-style-type: none"> • Does this proposal support sense of control? • Does it enable participation in community and economic life? 	N/A	N/A	N/A	

<ul style="list-style-type: none"> Does it impact on emotional wellbeing and resilience? 				
7.5 Living/ environmental conditions affecting health <ul style="list-style-type: none"> Air quality Attractiveness/access/availability/quality of area, green and blue space, natural space. Health & safety, community, individual, public/private space Housing, quality/tenure/indoor environment Light/noise/odours, pollution Quality & safety of play areas (formal/informal) Road safety Urban/rural built & natural environment Waste and recycling Water quality 	N/A	N/A	N/a	
7.6 Economic conditions affecting health <ul style="list-style-type: none"> Unemployment Income, poverty (incl. food and fuel) Economic inactivity Personal and household debt Type of employment i.e. permanent/temp, full/part time Workplace conditions i.e. environment culture, H&S 	N/A	N/A	N/A	
7.7 Access and quality of services <ul style="list-style-type: none"> Careers advice Education and training Information technology, internet access, digital services Leisure services Medical and health services Other caring services i.e. social care; Third Sector, youth services, child care 	N/A	N/A	N/A	

<ul style="list-style-type: none"> Public amenities i.e. village halls, libraries, community hub Shops and commercial services Transport including parking, public transport, active travel 				
<p>7.8 Macro-economic, environmental and sustainability factors</p> <ul style="list-style-type: none"> Biodiversity Climate change/carbon reduction/flooding/heatwave Cost of living i.e. food, rent, transport and house prices Economic development including trade Government policies i.e. Sustainable Development principle (integration; collaboration; involvement; long term thinking; and prevention) Gross Domestic Product Regeneration 	N/A	N/A	N/A	

Stage 3

Summary of key findings and actions Please answer question 8.1 following the completion of the EHIA and complete the action plan

<p>Key findings: Impacts/gaps/opportunities</p>	<p>Actions (what is needed and who needs to do) to address the identified mitigation and recommendations</p>	<p>Lead</p>		
<p>The policy aims to address any potentially disproportionate impact through providing additional explanation, support or translation services, and the</p>	<p>Apply the policy fairly and consistently. Provide support and guidance to managers and staff. Monitor the protected characteristics of staff affected, including dismissal, to identify any</p>	<p>Individual service leads.</p>		

<p>consideration of reasonable adjustments to the process where these could mitigate the effects of any substantial disadvantage.</p> <p>If disciplinary action leads to dismissal, this will impact on those people who are dismissed in terms of their income and employment status.</p>	<p>disproportionate impact on particular groups of people.</p>			
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Alternatively, if appropriate, please explain the steps taken to consult with and consider the differential impact of the changes on the various protected characteristic groups (part 2) or any specific identified population groups (part 3).