

Safeguarding Guidance for staff and Councillors.

EVERY Member of Staff & Councillor has a **DUTY to report Safeguarding Concerns and share information.**

If you think a child or adult is in immediate danger or a crime has been committed, then always contact the police on 999.



Summary process chart –

Remember to stick to what is factual or your professional opinion when reporting safeguarding concerns.

Check the client's file/records for any professionals they are already working with and keep them involved.

Staff members are encouraged to discuss the concern about a child or adult at risk with their Line manager; or if not available their [Safeguarding Champion](#) before reporting.

If it involves a member of staff or Councillor, then raise with Corporate Safeguarding Lead (Director of Housing, Health & Environment)

Councillors wishing to raise a concern can seek advice from the Member Safeguarding Lead /Champion before reporting.

Staff records details of the incident if not already done so and what action they took following our **Safeguarding Policy.**

[For Adults](#)

Staff Complete the EDDC Firmstep Adult safeguarding form on the intranet which will be submitted to Care Direct and the EDDC safeguarding mailbox.

[For Children](#)

Use the DSCP online link for making a request for support to MASH and send a copy of the form to the EDDC safeguarding mailbox.

Councillors record details of incident and then report direct to Care Direct or MASH and send a copy of the form to the EDDC Safeguarding mailbox.

If staff have not used the Firmstep process for submitting a safeguarding form please ensure you have forwarded a copy of the form to the EDDC safeguarding mailbox.

If no email receipt is received within 24 hrs. Chase Care Direct or MASH. The form may need to be submitted again.

If a concern is raised to Social Services via Care Direct they will start an enquiry if it reaches the Section 42 care act criteria.

If a referral is made to MASH for a child they will start a support enquiry if it meets the threshold.

An email recording the Safeguarding decision will be sent to the original submitter for their info. If this is not received within 72 hrs, please chase for a decision and when received please forward this to the EDDC safeguarding mailbox.

If the Safeguarding concern has been accepted by the social services team then close the safeguarding report (non safeguarding issues may still need your management).

If the Safeguarding concern has **not** been accepted then management of the risk remains with you. You may wish to discuss next steps with a Safeguarding Lead/Champion/ Manager

If the referral relates to a member of staff, volunteer or Councillor of EDDC you must refer in the first instance to the Corporate Safeguarding Lead (Director of Housing, Health & Environment). They will consider whether there needs to be a referral to the LADO/PIPOT at DCC in conjunction with the Corporate HR Manager and Monitoring Officer.

Enquiries relating to attendance at a LADO/PIPOT meeting must be directed to the Corporate Safeguarding Lead.

If your concerns need an urgent response call the agency you have referred to and prompt them to check your referral.
This part of the process should be completed within 24hrs.
EDDC Safeguarding mail box:- Safeguarding@eastdevon.gov.uk

The agency that concerns have been raised with should confirm receipt within 24 hrs. Young Person/Child MASH Multi Agency Safeguarding Hub - [Devon Safeguarding Children Partnership](#). 0345 155 1071
Adults Care Direct - [Torbay & Devon Safeguarding Adult Partnership](#) 0345 155 1007