



# Safeguarding Commissioning Policy 2021 - 2024

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The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin CCG

Website: [www.shropshiretelfordandwrekinccg.nhs.uk](http://www.shropshiretelfordandwrekinccg.nhs.uk)

Printed copies or those saved electronically must be checked to ensure they match the current online version.



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## 1 Introduction

All NHS Trusts and other applicable Providers are required to register with the Care Quality Commission for the services they provide. As part of this registration each Trust must declare its position with regard to compliance with the Health and Social Care Act 2008/18 (Regulated Activities) Regulations, and the Care Quality Commission (Registration) Regulations 2014/18. Safeguarding is covered by Regulation 13 in the associated guidance.

The intention of CQC Regulation 13 is to safeguard people who use services from suffering any form of abuse or improper treatment while receiving care and treatment, improper treatment includes discrimination or unlawful restraint, which includes inappropriate deprivation of liberty under the terms of the Mental Capacity Act 2005.

The Care Quality Commission may seek evidence that regulations and guidance have been complied with.

All GP practices and other primary medical services had to be registered with the CQC by April 2013, and from June 2018 use new inspection guidance under the Health and Social Care Act 2018.

- 1.1 Shropshire, Telford and Wrekin Clinical Commissioning Group (CCG) fully recognise the responsibility for protecting and safeguarding the welfare of children and adults with care and support needs. We acknowledge our responsibility to take all reasonable steps to promote safe practice, to protect children, young people and adults with care and support needs from harm, abuse or exploitation and to work with service providers to continually improve service quality.
- 1.2 To comply with national safeguarding requirements, Shropshire Telford and Wrekin CCG commissioners have a duty to ensure that safeguarding is reflected within all partnership agreements. NHS Standard Contracts require providers to comply with the local Commissioner's Safeguarding Policies.
- 1.3 This policy should be read in conjunction with national and local guidance primarily but not exclusively:
  - Working Together to Safeguard Children Guidance 2018 DfCSF
  - July 2018 Major amendment to overall guidance including Child Death Overview Panel and Child Safeguarding Practice Reviews changes
  - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)
  - Promoting the Health and Wellbeing of Looked After Children; 2015
  - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/413368/Promoting\\_the\\_health\\_and\\_well-being\\_of\\_looked-after\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/413368/Promoting_the_health_and_well-being_of_looked-after_children.pdf)
  - West Midlands Local Safeguarding Children Boards Child Protection Procedures <https://westmidlands.procedures.org.uk/>

- Telford and Wrekin Safeguarding Children Board  
<https://www.telfordsafeguardingpartnership.org.uk/site/index.php>
  - The Adult Safeguarding: Roles and Competencies for Health Care Staff (2018)  
<https://www.rcn.org.uk/professional-development/publications/pub-007069>  
<https://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>
  - The Shropshire Safeguarding Community Partnership  
<http://www.safeguardingshropshireschildren.org.uk/>  
<https://www.keepingadultssafeinshropshire.org.uk/>
  - The Telford and Wrekin Safeguarding Partnership  
<https://www.telford.gov.uk/sab/about>
  - Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands.  
<https://www.keepingadultssafeinshropshire.org.uk/media/1316/west-midlands-adult-safeguarding-policy-and-procedures.pdf>
- 1.4 Shropshire, Telford and Wrekin CCG has a legal duty under Section 11 of the Children Act 2004 and the Care Act 2014 to make appropriate arrangements to safeguard and promote the welfare of children including Looked After Children and vulnerable adults.
- 1.5 Shropshire, Telford and Wrekin CCG is accountable for its own safeguarding adults and children structures and processes and those in agencies from which it commissions services.
- 1.6 Safeguarding is about making sure everyone, irrespective of age, is treated with dignity and respect and does not suffer abuse. This even includes unborn children. This is particularly important for those who are unable to protect themselves from harm and abuse, possibly because of their age, a disability, looked after children or because they are unwell.

## 2 Policy Aims

- 2.1 The CCG will discharge its corporate accountability for safeguarding as per its organisational Accountability structure.
- 2.2 To empower all members of the CCG by providing advice and guidance to enable them to fulfil their safeguarding to children, young people and vulnerable adults responsibilities.
- 2.3 This policy illustrates the requirements and compliance with legislative duties to safeguard Children and vulnerable adults. It is applicable to all CCG staff and all independent contracted staff. All provider organisations should have their own policies for safeguarding children and vulnerable adults in accordance with their own statutory responsibilities
- 2.4 All managers must ensure their staff are aware of and able to access this policy, and ensure its implementation in their line of responsibility and accountability.

- 2.5 The policy is specifically aimed at the continual improvement of services for children and young people, and vulnerable adults.
- 2.6 This policy applies to all staff working within the CCG and independent contractors, for example, GPs. The key principles are also applicable to all services commissioned by the CCG.

### **3 Roles and Responsibilities for Senior Health Lead**

- 3.1 The CCG's Accountable Officer/ Chief Officer has the responsibility for ensuring the contribution by health services to safeguarding and promoting the welfare is discharged effectively across the whole health economy . Within this CCG role it is supported through the Executive Director for Nursing and Quality and Assistant Director for Safeguarding, who holds delegated responsibility.
- 3.2 Board accountability is the shared responsibility of the Accountable Officer/ Chief Clinical Officer and the Executive Director / Deputy Chief Officer (Director of Nursing, Quality and Patient Experience).
- 3.3 The Executive Director is responsible for ensuring that the monitoring and improvement of safeguarding systems across the CCG is reported appropriately to the Quality and Performance Committee (QPC), the Safeguarding Partnership Boards and Young People Committee and the Health and Wellbeing Board.
- 3.4 Safeguarding children and young people serious incidents or near misses will be reported via agreed systems and processes of the relevant Clinical Commissioning Groups in conjunction with the Commissioning Support Unit procedures. This is also the case for all mortality reviews undertaken on vulnerable adults and the Serious Incident National Framework which is managed separately.
- 3.5 Immediate risks or achievements will be reported by the Designated and/or Named GP Lead for children/adult safeguarding via a process of escalation to the Accountable Officer and the Executive Nurse and all Board/relevant Sub-Committees as required, including corporate media responses when required.
- 3.6 The CCG recognises its responsibility to actively promote the health and wellbeing of children and adults across the CCG and this is to be achieved through active participation in the relevant Health and Wellbeing Board, Corporate Parenting Strategic Group for Looked after Children and Safeguarding Committees and the Integrated Care System.
- 3.7 The roles and responsibilities of all organisations and staff groups regarding safeguarding children are outlined in the statutory guidance section of 'Working Together to Safeguard Children (HM Government 2018). All staff and managers should be aware of these responsibilities. Similarly the care Act 2014 clarifies the expectation of CCGs to co-operate with the partnership working required to protect vulnerable adults with further guidance available from the Care Act Care and Support Statutory Guidance.
- 3.8 For Children and Young People Section 11 of the Children Act 2004 specifically requires CCGs to ensure that:

Their functions are discharged having regard to the need to safeguard and promote the welfare of children;

And;

Any services provided by another person pursuant to arrangements made by the person or body in the discharge of their functions are provided having regard to that need (HM Government, 2004).

- 3.9 For adults with Care and Support needs the Care Act identifies the CCG as one of the three safeguarding statutory partners with a legal duty to cooperate.

#### **4 Designated Professionals**

- 4.1 The CCG is required to identify a senior Paediatrician and Senior Nurses to undertake the roles of Designated Professionals for Safeguarding Children and young people in accordance with Working Together to Safeguard Children (2018). NHSE and the Care and Support statutory guidance also mandate that the CCG must also have a Designated Adult Safeguarding Lead role. Safeguarding Vulnerable People in the NHS - Accountability and Assurance Framework
- 4.2 Shropshire and Telford and Wrekin CCG has the expertise of a Designated Nurse Looked After Children. All job descriptions for the Designated Professionals meet the standards and requirements outlined in the above named documents.
- 4.3 Designated Professionals are employed by Shropshire, Telford and Wrekin CCG to act as a vital source of professional advice on safeguarding matters to the Executive leads, Local Safeguarding Boards, Health Professionals, Local Authority and Children's Service Departments. They provide expert advice to ensure the range of services commissioned and contracted by the CCG take account of the need to safeguard and promote the welfare of children, young people including Looked After Children and vulnerable adults.
- 4.4 Designated professionals are managed in relation to their designated functions via those who have responsibility for safeguarding, as part of their portfolio of responsibilities within the CCG, with professional advice and clinical support from the relevant Executive Director Lead for safeguarding and through their Named Professional Supervisor.
- 4.5 Shropshire, Telford and Wrekin CCG must ensure that establishment levels of Designated and Named professionals are proportionate to the local resident populations within the resources available. A team approach with providers is taken with clear lines of leadership and accountability. This should be reviewed in accordance with emerging safeguarding demands.
- 4.6 Designated professionals should participate regularly in support/supervision groups or peer support networks for specialist professionals at a local, regional and national level according to professional guidelines. Attendance should be recorded.



## 5 Commissioning

- 5.1 Clinical Commissioning Groups should work with the appropriate Local Authorities to commission and provide co-ordinated and, wherever possible, integrated services.
- 5.2 Service specifications agreed by the CCG in association with the designated Clinical Support Unit (CSU) and or contracts teams should include clear service standards for safeguarding and promoting the welfare of children and young people, consistent with the local partnership board procedures. The NHS standard contract and relevant service conditions provide the means to prescribe the requirements for safeguarding children and young people.
- 5.3 By monitoring the service standards of all providers, Shropshire, Telford and Wrekin CCG will assure itself that the required safeguarding standards are being met.
- 5.4 Shropshire, Telford and Wrekin CCG will ensure that all providers from whom they commission services have comprehensive and effective single and multi-agency policies and procedures to safeguard and promote the welfare of children and young people and vulnerable adults, consistent with current national and local safeguarding procedures including Looked After Children.
- 5.5 The Joint Strategic Needs Assessment (JSNA) for Shropshire and Telford and Wrekin should include the health and well-being needs of all local children, which in turn should inform the Children and Young People's Plan or equivalent and Local Safeguarding Children Partnership (LSCP) business plan. Similarly the JSNA should inform all strategic Safeguarding Adults plans and priorities. The CCG has a high number of children who are temporary residents due to their Looked After status and when considering commissioning services for the health and well-being of children and young people in the area, the CCG commissioners should ensure that this includes those who are temporarily resident in the area including those in secure settings.
- 5.6 Shropshire, Telford and Wrekin CCG will ensure that safeguarding is integral to the quality and safety of all commissioned services and that there is evidence of robust audit arrangements. This will be reported via the Shropshire and Telford & Wrekin CCG Quality and Performance Committee (QPC) and the various Safeguarding committees and sub groups.
- 5.7 The CCG will work in partnership, as appropriate to ensure that systems and processes for safeguarding both children and young people and vulnerable adults are clearly defined and adhered to and will need to ensure that their statutory safeguarding duties are fulfilled.
- 5.8 The NHS National Commissioning Board/ National / West Midlands NHSE Safeguarding Teams will support Clinical Commissioning Groups as leaders of locally commissioned services as appropriate to their safeguarding duties.
- 5.9 Shropshire, Telford and Wrekin CCG will ensure that primary care providers have systems and practices in place to help ensure they fulfil their duties in safeguarding and promoting the welfare of children and young people and protect vulnerable adults at risk of abuse.

- 5.10 Shropshire, Telford and Wrekin CCGs will consider how best to support primary care, for example by supporting their access to appropriate safeguarding training, which will remain part of primary care responsibilities as part of their regulated activities.
- 5.11 Shropshire, Telford and Wrekin CCG are responsible for planning integrated GP out-of-hours services in their local area, and staff working within these services should know how to access advice from Designated and Named professionals within the relevant CCG and Local safeguarding partnership. Each GP and member of the primary care team should have access to a copy of the National Statutory guidance, and Partnership Board and CCGs procedures for protecting children and young people, and vulnerable adults, via the appropriate website.
- 5.12 Shropshire, Telford and Wrekin recognise the traumatic nature impact of those who have experienced a sexual assault and will help sign post people to the appropriate Sexual Assault Referral Centres (SARC). SARCS are commissioned by NHSE [please see the Strategic Direction for Sexual Assault and Abuse Services 2018-23]. The service provider for those aged 18 and over is The Glade <https://www.theglade.org.uk/what-is-sexual-assault/>; Telephone 0808 178 2058. There is a separate SARC for children and young people aged 17 and under which is provided by Mountain Healthcare <https://www.westmidscyps.co.uk/>; Telephone 0808 196 2340.
- 5.13 Shropshire, Telford and Wrekin CCG will ensure that all primary care teams have easy access to paediatricians trained in examining, identifying and assessing children who may be experiencing abuse or neglect, and that local arrangements include having all the necessary equipment and staff expertise for undertaking forensic medical examinations. These arrangements should avoid repeated examinations.
- 5.14 Through their contracting arrangements, Shropshire, Telford and Wrekin CCG in association with our contracts team will ensure that Independent and third sector provider contracts deliver services that are in line with service level agreements with respect to safeguarding, consistent with current national local protection procedures.
- 5.15 The NHS England Regional Teams will support Clinical Commissioning Groups, as leaders of locally commissioned services as appropriate to their safeguarding duties.

## **6 Serious Case Reviews – Child/Adult – Think Family**

- 6.1 The CCG has a statutory duty to work in partnership with the Shropshire, Telford and Wrekin Partnerships and/or any other relevant agencies.
- 6.2 Shropshire, Telford and Wrekin CCG is responsible for co-ordinating the health commissioning component of Serious Case Reviews, Child Practice Safeguarding Reviews/ Serious Adult Reviews/ Domestic Homicide Reviews and other Learning Reviews (SCRs/CPSR's/SARs/DHRs) following current national and local guidance via the Designated/Named/Lead professionals in relation to Primary Care.
- 6.3 All reports commissioned across the Health Economy will be submitted to the Designated Professionals / Local Safeguarding Review panel and Learning

Panels. It is expected that each provider organisation will have a robust sign off process by their board level lead and that reports received will have been subject to this scrutiny process and action plans in place.

- 6.4 Shropshire, Telford and Wrekin CCG will ensure that all relevant agencies including the Care Quality Commission (CQC) / NHS England are notified of all SCR's via the agreed reporting schedule and when identified work in collaboration with Communications and Governance/Risk Teams, agree any responses to media interest.
- 6.5 All serious case reviews and Independent Inquiries must be notified to the Accountable Officer and the Executive Director / Assistant Director Safeguarding via the NHS reporting document and all Designated Leads and Named Safeguarding Leads involved.
- 6.6 The Nominated Executive Lead is responsible for overseeing all adult and children serious case review reports and related activity for Shropshire, Telford and Wrekin CCG.
- 6.7 The CCG will ensure that Designated and Named professionals are given sufficient time and necessary support to complete both individual management reviews and action planning and their roles in chairing and supporting this activity.

## 7 Training requirements

- 7.1 The competencies specifically required by healthcare workers to promote the safety of children and vulnerable adults are within the healthcare framework are described in

*Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff* (Intercollegiate Document 2019)

<https://www.rcn.org.uk/professional-development/publications/pub-007366>

and

<https://www.england.nhs.uk/wp-content/uploads/2015/07/safeguarding-children-young-people-adults-at-risk-saaf.pdf>

- 7.2 Safeguarding competencies are the set of skills that enable staff to effectively safeguard, protect and promote the welfare of children and young people. They are a combination of skills, knowledge, attitudes and values that are required for safe and effectual practice.
- 7.3 Different staff groups require different levels of training are dependent upon:
- Their role
  - The degree of contact they have with children and young people and families
  - The nature of their work
  - Their level of responsibility.
- 7.4 The Intercollegiate Document identifies six levels of competence and gives examples of groups which fall into each.  
The levels are:

- Level 1: All staff including non-clinical managers and staff working in health care settings
- Level 2: Minimum level required for non-clinical and clinical staff who have some degree of contact with children and young people and/or parents/carers
- Level 3: Clinical staff working with children, young people **and / or their parents/carers** and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parenting capacity where there are safeguarding/child protection concerns
- Level 4: Named professionals
- Level 5: Designated professionals
- Level 6: Experts

If a member of staff is unsure which level of safeguarding training they require, they should contact their Line Manager or member of the Safeguarding Team for advice.

- 7.5 Staff should consult with their line manager or safeguarding team to identify which level of competence they require.

## **8 Shropshire, Telford and Wrekin CCG Board Assurance**

- 8.1 All organisations commissioning or providing healthcare, whether in the NHS or third sector, independent healthcare sector or social enterprises should ensure that there is board level focus on the needs of children and that safeguarding children is an integral part of their governance systems (Working Together 2018).
- 8.2 To evidence compliance with safeguarding requirements Shropshire, Telford and Wrekin CCG will support the development of an Annual Safeguarding Adult and Children Report undertaken by the respect statutory safeguarding partnerships which will involve the Adult Safeguarding Lead/ Designated Professionals for Safeguarding Children and Looked after Children.
- 8.3 Quarterly updates will be provided to the Quality and Performance Committee (QPC). CCG Executive Lead / Assistant Director Safeguarding / Designated Professionals reporting to LSCP Board as required.
- 8.4 Updates on serious untoward incidents will be provided by the relevant CCG and CSU systems and processes including the dissemination of lessons learned.
- 8.5 The Designated Professionals will ensure that Shropshire and Telford and Wrekin CCG is represented on each NHS provider organisations internal safeguarding children and young people committees were this has been agreed to enable assurance with regard to internal monitoring standards. It will also enable the constructive challenge and appropriate safeguarding support to each organisation.
- 8.6 The CCG provides NHS England with quarterly updates on safeguarding local activity.

## **9 Local Safeguarding Children Partnerships (LSCP)**

- 9.1 The Children Act 2004 section 13 requires NHS Trusts to co-operate and engage fully with partner agencies as competent members of their local LSCB.

- 9.2 Shropshire, Telford and Wrekin CCG representation on the Partnership Executive Board and sub groups should be at an appropriate level of seniority and should include the Executive Director / Assistant Director of Safeguarding / Adult Safeguarding Lead / Designated Professionals Safeguarding Children and LAC.
- 9.3 Shropshire, Telford and Wrekin CCG are responsible for providing and/or ensuring the availability of appropriate expertise, advice and support to the LSCB in respect of a range of specialist health functions.
- 9.4 Shropshire, Telford and Wrekin CCG will ensure that all health organisations including third sector, independent healthcare sector or social enterprises with which it has commissioning arrangements, have links with a specific Statutory Safeguarding Partnerships and that health agencies work in partnership and in accordance with the agreed LSCP plan and any relevant adult priorities.

## 10 Safer Recruitment Employment Practice

- 10.1 Shropshire, Telford and Wrekin CCG have in place safer recruitment policies and practices for all staff and will require evidence of such from all provider Trusts and Independent Contractors.
- 10.2 The CCG has a duty to ensure that safe recruitment processes are compiled and all staff employed or provider trusts have up to date recruitment processes in place to ensure safe selection and retention of staff and are acting in accordance with NHS employer's regulations; the local recruitment policies and the Disclosure and Barring Service (DBS).
- 10.2 Shropshire, Telford and Wrekin CCG will have procedures in place to respond to any allegations made against staff working with children and young people in accordance with *Working Together to Safeguard Children 2018* and the West Midlands Child Protection Procedures.
- 10.3 Similarly all allegations against staff working with vulnerable adults will adhere to the West Midlands Adult Position of Trust Framework.  
<https://www.keepingadultssafeinshropshire.org.uk/media/1156/published-wm-adult-position-of-trust-framework.pdf>
- 10.4 The CCG will require evidence of such arrangements from all provider Trusts and Independent Contractors.
- 10.5 Any allegations against CCG staff including those against Independent Contractors should be referred to the Executive Director for safeguarding whose responsibility it is to refer the case to the Local Authority Designated Officer (LADO) for cases involving children. The relevant Designated Professionals should also be informed of all allegations against staff members.

## Appendix 1

**For advice, consultation or to make a referral Contact Family Connect /Initial contact team/Out of Hours:**

<b>9am to 5pm Monday to Friday</b>	<b>Number:</b>
Shropshire First Point of Contact	0345 6789044
Telford & Wrekin Family Connect	01952 385385
Police Public Protection Unit	999 Emergency 101 Non-Emergency
<b>Out of Hours:</b>	
Telford & Wrekin	01952 676500
Shropshire	03456 6789040
Police Public Protection Unit	999 Emergency 101 Non-Emergency

**For further guidance and access to West Mercia Inter-agency Child Protection Procedures please click the links below:**

**Shropshire Safeguarding Community Partnership:**

<http://www.keepingadultssafeinshropshire.org.uk/>

<http://www.safeguardingshropshireschildren.org.uk/about-us/>

NHSE Pocket Guide to Safeguarding:

<https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

The following link provides emergency contact details for access to Shropshire, Telford and Wrekin Children's social care.

<https://www.mpft.nhs.uk/service-users-carers/safeguarding/child-safeguarding>

**To access the Regional Child Protection Procedures for West Midlands; please follow the link below.**

<https://westmidlands.procedures.org.uk/>

Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands.

<https://www.keepingadultssafeinshropshire.org.uk/media/1316/west-midlands-adult-safeguarding-policy-and-procedures.pdf>

## Appendix 2

### References/ Bibliography and Internet Links

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Website: <https://www.cqc.org.uk/publications/themed-inspection/child-safeguarding-and-looked-after-children-inspection-programme>

Chief Inspector of Social Services, Commission for Health Improvement, Her Majesty's Chief Inspector of Constabulary, Her Majesty's Chief inspector of the Crown Prosecution Service, Her Majesty's Chief inspector of the Magistrates' Courts Service, Her Majesty's Chief inspector of Schools, Her Majesty's Chief Inspector of Prisons, Her Majesty's Chief Inspector of Probation (2002). *Safeguarding Children – A joint Chief Inspectors' Report on Arrangements to Safeguard Children*. London: Department of Health. Website: <http://www.safeguardingchildren.org.uk/Safeguarding-Children/2008-report>

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HM Government (2016) Multi-agency Statutory Guidance on Female Genital Mutilation (FGM)

Website: <https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

HM Government (2009) *Safeguarding Children and Young people from Sexual exploitation*. Website: <https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

HM Government (2010) *Safeguarding Children and Young people who may be affected by Gang Activity*. Website: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/189392/DCSF-00064-2010.pdf.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/189392/DCSF-00064-2010.pdf.pdf)

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