

## How to report concerns about a child or young person

If you think that a child has been harmed or is being neglected, contact the MASH (Multi-Agency Safeguarding Hub):

**The MASH**  
01432 260800

### Emergency Duty Team

01905 768020

(out of hours number for when MASH is unavailable)  
You will automatically be diverted here if the MASH is unavailable.

## How to report concerns about an adult

If you are concerned that an adult is being abused or harmed, or is in need of some additional support, please use these contacts.

Our staff will discuss your concerns, give you advice and take referrals.

### To report a concern

#### Phone:

- 01432 260715 (weekdays 9am-5pm)
- 0330 123 9309 (after 5pm, weekends and public holidays)

#### E-mail:

- [safeguarding@herefordshire.gcsx.gov.uk](mailto:safeguarding@herefordshire.gcsx.gov.uk)

#### Post:

- Safeguarding Team Herefordshire Council, Elgar House, Holmer Road, Hereford HR4 9BD

## Where can I get more information?

Your Council has been provided with a suite of documents which contain all of the essential information.

Included in these documents is a model safeguarding statement which you can personalise. This has been approved for use by the Safeguarding Boards.

These are also available at:

<https://herefordshiresafeguardingboards.org.uk/>

### Other useful websites

#### Safeguarding Childrens Board website

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-children-board/>

#### For the full range of procedures relating to childrens safeguarding visit:

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

#### Safeguarding Adults Board website

<https://herefordshiresafeguardingboards.org.uk/herefordshire-safeguarding-adults-board/>

#### For the full range of procedures relating to adults safeguarding visit:

<https://herefordshiresafeguardingboards.org.uk/media/2051/wm-adult-safeguarding-pp-v1-0-1-9-16.pdf>

If you want to discuss receiving this information in an alternative format please phone:

**01432 260100** or email:

[admin.hscb@herefordshire.gov.uk](mailto:admin.hscb@herefordshire.gov.uk)

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# Safeguarding for City, Town and Parish councils

## A quick guide



## What is safeguarding?

Everybody has the right to be safe no matter who they are or what their circumstances.

Safeguarding is about protecting children, young people and those adults that are at risk of abuse or neglect.

We are all responsible for the safety and welfare of children, young people and adults.

We must ensure that we are doing all we can to protect the most vulnerable members of our society.

## What's it got to do with my Council?

Every Council has a statutory duty to ensure the safety and welfare of children, young people and vulnerable adults.

The safeguarding agenda reaches across all services of local Councils and in a variety of ways.

It applies to every organisation and individual (including volunteers, partners and contractors) that are involved in the work that we do.

This could be for example, in looking after a play-space, running the village hall, providing a village event, and community and volunteer schemes.

## Other reasons why safeguarding should be a responsibility for Councils:

- Delegated or devolution of services from Council require commitment and arrangements for safeguarding
- Adequate safeguarding policy and procedures are required by many grant giving bodies
- There is a strong public expectation on public bodies to have effective and robust safeguarding arrangements in place
- It is an essential part of risk assessment and an element of annual audits
- A safeguarding policy is also about protecting you. It will provide Councillors and officers with advice and information to ensure you do not put yourself in a situation where false allegations could be made against you.

## What are the key things I need to know?

- Keeping children, young people and adults at risk safe is everybody's responsibility
- You must never keep concerns about safety, abuse or neglect to yourself
- It is not your responsibility to investigate concerns but you should report it in line with policy
- By law, individuals up to the age of 18 are considered to be children.

If you have significant concerns for someone's immediate safety you should call 999.

Herefordshire Safeguarding Boards have published a suite of documents to help local Councils review their existing safeguarding arrangements, or to help put them into place for the first time.

These documents explain why safeguarding is important to your Council and it provides some background on the nature of abuse and what safeguarding is about. It then suggests a simple process for your Council to develop and adopt its approach to safeguarding.