

LEWISHAM COMMUNITY POLICE CONSULTATIVE GROUP

Appendices to be read with the LCPCG Constitution.

1. Terms of Reference
2. Conduct at meetings
3. Police Reports
4. General Principles of Operating
5. Equal Opportunities Policy Statement
6. LCPCG Communication Strategy
7. LCPCG Safeguarding Vulnerable Peoples Policy

Appendix 1

LEWISHAM POLICE / COMMUNITY CONSULTATIVE GROUP

TERMS OF REFERENCE

1. To maintain and improve relations between the police and the community in Lewisham.
2. To consider and discuss community attitudes to policing in Lewisham.
3. To explore and develop ways in which the police and the public can co-operate in the maintenance of a peaceful and law abiding community and to improve accessibility of the police to the public.
4. To provide opportunities for effective police / community consultation; and to enable the community to discuss and question all aspects of policing policy, which are matters of concern locally.

The group may discuss all aspects of police aims and policy, including operational matters, subject to the following limitations which are contained within the Statutory Guidance:

- (a) there can be no intervention in the enforcement of the law; the investigation of criminal offences or complaints against police officers in individual cases, whilst they are subjudice;
 - (b) the police retain the right to determine the timing of discussions as to the nature, method and timing of police operations, which may be retrospective;
 - (c) the police retain the right to designate specific operational matters as being confidential and not the subject of local consultation;
 - (d) the police must be bound by the law of the land and the statutory framework for policing in the Metropolis.
5. To enable the community to raise with the police issues of concern in respect of policing and the maintenance of law and order generally which may have wider implications than only those relative to Lewisham.
 6. To discuss the incidence of, and police responses to, both crime generally, and specific types of offence.
 7. To promote greater public understanding of policing issues, and to acquaint the police of the concerns of the community and particular sections of it, including:
 - (a) the causes of crime;
 - (b) the legal rights of the police and the public;
 - (c) the operation of police procedures and policy in relation to law enforcement;
 - (d) the difficulties facing the police and the limits to what they can do in response to local problems;
 - (e) the ideas and proposals of the community for assisting the police, and the issues of criminal activity which the community wish to bring to notice.

Appendix 2

CONDUCT OF ORDINARY MEETINGS OF THE GROUP

1. All meetings shall be open to members of the public and the press.
2. Any member of the public attending may, and at the discretion of the Chairperson, address the meeting on any subject which is under discussion. Members of the public present may also raise any topics they wish under "Any Other Business" on the agenda as set out below, at the discretion of the Chairperson
3. Persons wishing to address a meeting shall, if possible, stand on speaking, give their name and, if relevant, the organisation they are representing. However, the meeting shall respect the special needs of the individual wishing to address the meeting.
4. Each meeting shall take business in the following order:
 - Apologies
 - Information/ Membership
 - Minutes/ Matters Arising
 - Presentations/ Reports
 - Any Other Business

However, the Chairperson shall have the discretion to vary the order of business in order to take account of the prevailing circumstances.

5. Party-political comment shall be avoided, and reference to the policies or actions of political parties shall be limited to what is strictly relevant to the work of the Group.
6. Where broadcast media are in attendance they shall respect the wishes of anyone who does not want to be filmed or recorded.
7. The Administrator shall prepare typed or word-processed minutes for each meeting. These do not need to be verbatim. The minutes of the meeting shall comprise a brief summary of the proceedings, all decisions taken and all significant issues raised and within the minutes, the community concerns voiced will be reflected. All minutes shall be public documents.
8. A copy of the minutes should be submitted to the MPA.

Appendix 3

METROPOLITAN POLICE REPORTS TO GROUP MEETINGS

1. The Borough Commander shall provide a written report on the following matters:

Policy and Strategy

- Changes to Borough policy or structure
- Changes to budgets and resources
- Significant personnel changes and awards to officers
- Borough overview.

Operations

- Proposed major operations and events due to take place
- Significant crimes
- Performance against Borough service objectives and Charter standards
- Deaths in police custody and cases of significant injury to prisoners whilst in custody
- Number of officers injured on duty
- The outcome of complaints against police reported at Group meetings
- Use of CS spray
- Stop and search monitoring data.

Divisional News

- Community liaison and updates from sectors
- Other items of interest.

2. The Metropolitan Police Borough Liaison Officer shall report to the Group on non-Borough matters within his/ her remit.

Appendix 4

THE GENERAL PRINCIPLES FOR LCPCG

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of the Group, and should be prepared to give reasons for those actions.

Personal judgment

6. Members may take account of the views of others, including the organisations they represent, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the Group's officers and its employees.

Duty to uphold the law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that the Group uses its resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership and by example, and should always act in a way that secures or preserves public confidence.

Appendix 5

EQUAL OPPORTUNITIES POLICY STATEMENT

1. GENERAL

- 1.1 The Group is committed to a policy of treating all its members and employees equally. No member, employee or potential member or employee shall receive less favourable treatment or consideration on the grounds of disability, race, colour, age, religion, nationality, ethnic origin, sex, sexuality or marital status, or will be disadvantaged by any conditions of employment or requirements of the Group that cannot be justified as necessary on operational grounds.

2. POLICY

- 2.1 Each member and employee is instructed that:

- (a) there should be no discrimination or harassment on account of disability, race, colour, age, religion, nationality, ethnic origin, sex, sexuality or marital status;
- (b) the Group will appoint, train, develop and promote employees on the basis of merit and ability;
- (c) all members and employees have personal responsibility for the practical application of the Group's equal opportunity policy, which extends to the treatment of members, employees, members of the public and any visitors to Group premises;
- (d) the Group's Harassment Policy is available to any member or employee who believes that he or she may have been unfairly discriminated against or harassed;
- (e) sanctions, in consultation with the MPA, will be applied to any member or employee who is found to have committed an act of unlawful discrimination or harassment. Discriminatory conduct and sexual or racial harassment will be treated as grounds for removal in the case of members; As the co-ordinator is employed by the local authority the matter shall be decided by the local authority;
- (f) in the case of any doubt or concern about the application of the policy in any particular instance, any member or employee should consult their manager or an Honorary officer.
- (g) in exceptional circumstances, either at the instigation of the Chair or of its own volition, the MPA may conduct an investigation into alleged breaches of its equal opportunities policy.
- (h) **MPA Race Equality Scheme**

Groups shall undertake all work with reference to the ¹General Duty S.71 (1) (a) & (b) of the Race Relations (Amendment) Act 2000 as set out in the MPA Race Equality Scheme.

¹The General Duty applies to all public authorities, including the MPA and MPS. The aim of the duty is to make the promotion of racial equality central to the work of the MPA and MPS, as such the MPA and MPS has publicly signed up to take the lead in promoting equality of opportunity and good relations and preventing unlawful discrimination in the planning, development and delivery of all aspects of policing service to the diverse communities who live and work in London.

Appendix 6

LCPCG Communication Strategy

Introduction

Communication is at the heart of all LCPCG work. Without good and effective communication we will not be able to fulfil our community engagement role. The purpose of this document is to examine the Group's communication needs and to develop a strategy that adds value and substance to our work, allows us to complete our work plan in the most effective way and thereby meet the expectations of our members, partners and the broader public,.

Aims

To set up and maintain simple, efficient and accessible two-way channels of communication, which will allow the spread of information and feedback between ourselves and with our members, the wider community, key partners and organisations within the Criminal Justice System.

Who we need to communicate with

- **Members**
Our member organisations via their representatives and their deputies.
- **Members of LCPCG Committees, Sub-committees and Working Parties**
Anyone involved with the internal working of LCPCG including the Coordinator, the Strategy Group, Stop and Search Sub-Committee, Ward Panel Forum and the Mayor's Office for Policing and Crime (MOPAC) Link Officer.
- **Key Partners**
Organisations with whom we work with on a regular basis including Lewisham Police, Lewisham Council's Crime Reduction Service, the Safer Lewisham Partnership (SLP), London Communities Policing Partners (LCP2), MOPAC.
- **Communities in Lewisham**
People who live, work or study in Lewisham including minority and hard to reach groups.
- **Other Sections of the Criminal Justice Service.**
Organisations who are within or have an interest in the Criminal Justice System as it affects Lewisham including the Home Office, the Prosecution Service, Victim Support, Custody Visitors, the IAG, the YAP, Ward Panels

Why we need to communicate

- To inform our members and the wider community of our work and the work of Lewisham Police and the Crime Reduction Service and to update them as to any changes in policing and other crime related developments that will effect policing in Lewisham or have an impact on their lives.
- To advertise our meetings, conferences and events in order to promote our work and increase attendance.
- To inform key partners of the concerns of our members and the wider community and to build and support our partnership work.
- To be able to work effectively as an organisation. Good administration and communication is crucial to the smooth running of the organisation
- To effectively promote our work to recruit new members and attract funding for our initiatives.
- To gain publicity for the LCPCG and ensure that our work and views reach a wider audience, including those who can initiate policy and reforms.

How we will communicate

Meetings

Meetings have always been the first line of communication and, despite new and innovative ways of communication now available to us, are still the preferred method. It is through face to face contact that we are able to build strong relationships with each other and our target audiences and judge their reactions and responses.

- **Internal meetings** are the backbone of any organisation. Via our Officers, Committees, Sub-Committees we are able to develop policy, plan and implement our work programme, organise our meetings and conferences and we use our annual Away Training Day to strengthen our internal communication.
- **Public Meetings**
A minimum of five public meetings are held per year and are used to inform our active membership of our work, update them as to current policing and community safety policies and activities and allows them to understand the constraints in which the police work and puts policing in a truer context. It affords members and the wider public the opportunity to directly question and put their concerns to the Borough Commander

or his/her representative about borough policing and offers the same opportunity with regards to the Head of the Crime Reduction Service.

- **Outreach meetings**

Via outreach meetings we can engage with individuals or groups of people, who do not usually attend our meetings in their own environment where they feel the most comfortable and with a meeting content which is adapted to their specific needs and interests. We can use them to involve hard to reach and marginalised sections of the community, people who have physical restraints that prevent their attendance at our meetings or have difficulty with their timing or venue or find their format unsuitable/off putting.

- **Workshop Sessions**

Like outreach meetings workshop sessions can be taken to groups in their own environment and are a very useful way to put over messages and reinforce them. They are participatory and by their very nature are designed to break down barriers and inhibitions and encourage those taking part to take ownership of the message. They are a useful tool to use when working with young people, who are particularly receptive to this way of working.

- **Themed meetings, Symposia and Conferences**

Themed meetings are extensions of public meetings and, with a similar aims and format as our outreach meetings, allow us to reach a wider audience. With presentations and statistics on more specialised areas of Policing, Community Safety work or the Criminal Justice System, along with symposia and conferences, they have an added value in that it widens our contact base, informs and broadens members knowledge and any resulting publicity and publications bring prestige to our organisation.

The Printed Media

- **Newsletters**

We issue regular printed newsletters which can keep membership (and others who do not receive our email updates) informed of our activities and planned work as well as relevant other news. We can also use Lewisham Life and other groups' newsletters, including churches and students, to promote our work.

- **Information Leaflets**

Leaflets, and in particular those which promote the work of the LCPCG and contain our contact details, are a very useful propaganda tool that can be used on our stalls at our own and other meetings and at community events, when visiting other organisations to speak about our work and when recruiting new members. They should be distributed to libraries and be available at local assembly meetings.

They provide an immediate and tangible response to interested organisations and members of the public that reinforces any conversation or inquiry and can also be distributed electronically to interested parties and be downloaded from our website.

- **The Press**

Utilising the press can reach an even wider audience and bring large scale publicity but consideration needs to be given before drafting press releases from the Chair for news worthy items. We have no control over what is printed, so there is no guarantee that either the message we want to give or the image we want to portray, as an independent voice of the community, will come across. Therefore we need to build safeguards to ensure into any approach we make to the press will allow the minimum opportunity for manipulation.

To this end all press statements, including those from Sub-Committees and Working Parties, must go through the Chair, who will consult with another LCPCG Officer, or failing one being available, another Strategy Group Member, before releasing any such statements. Members of course can make statements to the press but must make it clear that they are doing so in a personal capacity and not on behalf of the LCPCG.

The Electronic Media

- **Web Sites**

The LCPCG web pages are hosted on the local authority website. Following a recent upgrade improved access and control has been given to the LCPCG. Detailed information regarding the working of the group, information about the Strategy Group and the 2 Sub-groups, an archive of newsletters and annual reports are now readily available. Documents such as membership forms, constitution and papers for LCPCG meetings can also be downloaded.

Well maintained Web Pages allow us to provide our members, partners and the public with up to date information, provide links to our Twitter and Facebook groups and a range of useful sites (such as local police, Crimestoppers and the Mayor's Office for Policing and Crime) and other sites from where useful information can be retrieved. Via our Web Site we are able to have a two way dialogue with those who do not or cannot attend our meetings

We should also make more use of our member's sites and other community sites. A list of blogs and community web sites should also be collected with a view to the LCPCG utilising these.

- **Email**
Regular information can be circulated in this way and messages can be sent from the Web Site. It saves on printing and posting costs as well as administration time and provides an instant record of all communications.
- **Database**
In order to facilitate our administrative processes it is necessary to have a single place to store and update membership information, which could easily produce email address lists, mail out labels and other details, facilitate Membership Reviews and make it easier to monitor the diversity of our membership, their attendance at meetings and focus communications and engagement on particular cross sections.
- **Facebook/Twitter/Blogs**
These and similar sites allow us to reach and create a dialogue with an audience that would not normally be available to us. Via Facebook we already have contacts as far away as the USA and although these people might never come to our meetings they can learn from our work and this might influence policing in their communities. Like emails it is useful for 'short notice' news of events and quick reminders. Both local contact and the expertise which our followers are exposed to through our retweets can be enhanced by strategically selecting accounts to follow.
LCPCG's @LewishamCPCG account is now a legitimate means of public engagement, with regular direct messages, replies and conversations happening via Twitter. These and Facebook users are being converted into email contacts and attendees at meetings.
- **Phone Applications (Apps)**
We are beginning to see a number of apps with a policing content being designed for the new "smart phones". These can facilitate communications e.g. information can be accessed or uploaded easily by the phone's owner or stored automatically e.g. the location of the phone. While this is useful for reporting crime and is being developed by the police, it is also useful for accurate crime mapping and informing the public, and especially young people, of their legal rights. We have already looked at a Stop and Search App being developed by young people and should investigate other applications.
- **Visual Media**
Opportunity for the LCPCG to be featured on television or film is limited but should be seized. However, like with the press, we should be cautious as what is recorded can always be edited and be used in ways we might not want. Where possible the approval of the Chair should be sought. If involved in films and documentaries we should make sure that there is a clear agreement with the company involved and ideally that we can see and approve the final product.
- **Local Radio**
Like Facebook and Twitter, Local Radio is immediate and interactive and provides a valuable opportunity to reach a wider audience and make contact with new people. Pirate Stations have a particularly young listening public, who are likely to be very much outside our usual sphere of contacts, The LCPCG has a policy of targeting hard to reach and marginalised groups and Pirate Radio offers us a means of doing so. Consideration should therefore be given to trying to get time and even advertising on these such stations.

Selecting the medium to reflect the needs of the recipient.

It is important to match the most effective media to the target audience in order to gain the most desirable impact and effective communication. It might be helpful to design a guidance table to facilitate this. Also measurable outcomes should be decided to gauge the effectiveness of the communication. As well as being aware of who is reading or listening to anything we produce we should always be aware of who is not and looking to see who we are missing.

Evaluation

This policy will be monitored to measure its effectiveness and to ensure that the LCPCG is

- communicating internally and externally by the most expedient and effective method
- raising positive awareness of itself and its work
- receiving and distributing information and knowledge that supports the group's work and that of its member groups

Members of the Strategy Group will

- prioritise current methods of communication
- assess any areas where effort can be increased or reduced
- consider how responsibility for communications can be shared in response to the decrease in staffing hours and in anticipation of further funding cuts

Appendix 7

LCPCG Safeguarding Vulnerable Peoples Policy

Introduction

For the purpose of this document a 'vulnerable person' is a child, a young person or a vulnerable adult as described in the section defining vulnerable adult.

The LCPCG is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, engaged in its activities.

The purpose of this policy is to outline the duty and responsibility of staff and volunteers working on behalf of the LCPCG in relation to the protection of the above people from abuse.

All such persons are vulnerable and have the right to be safe from harm and should be able to live free from fear of abuse, neglect and exploitation.

The key objectives of this policy are:

- To explain the responsibilities the LCPCG, its staff and volunteers have in respect of the protection of vulnerable adults, children and young people.
- To provide all concerned with an overview of protection for these vulnerable groups of people.
- To provide a clear procedure that will be implemented where issues arise with regards to the protection of vulnerable people.

Defining Vulnerable Adult

For the purpose of this document 'adult' means a person aged 18 years or over

Some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse. The broad definition of a 'vulnerable adult' referred to in the 1997 Consultation Paper 'Who decides?' issued by the Lord Chancellor's Department, is a person:-

"Who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

For purposes of ensuring consistent and widely understood terminology, these policy and procedures will use the phrase 'Vulnerable Adults' to identify those eligible for interventions within the procedures.

Legal framework

This guidance reflects the principles contained within the Human Rights Act 1998, the Mental Capacity Act 2005 and Public Interest Disclosure Act 1998.

The Mental Capacity Act 2005, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they should go about this.

The Human Rights Act 1998 gives legal effect in the UK to the fundamental rights and freedoms contained in the European Convention on Human Rights (ECHR).

The Public Interest Disclosure Act 1998 (PIDA) created a framework for whistle blowing

across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation where they raise genuine concerns about malpractice in accordance with the Act's provisions.

The role of staff, volunteers and trustees

All staff and volunteers working on behalf of the LCPCG have a duty to promote the welfare and safety of vulnerable people.

Staff and volunteers may receive disclosures of abuse and observe vulnerable people who are at risk. This policy will enable them to make informed and confident responses to specific protection issues.

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

The Department of Health in its 'No Secrets' report suggests the following as the main types of abuse:-

- **Physical abuse**- including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse**- including rape and sexual assault or, in the case of a vulnerable adult, a sexual act or acts to which they have not consented, or could not consent or were pressured into consenting.
- **Psychological abuse**- including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse**- including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission**- including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse**- including racist, sexist, that based on a person's disability, age, appearance or sexuality and other forms of harassment, slurs or similar treatment.

Procedure in the event of a disclosure

It is important that vulnerable people are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

The first priority should always be to ensure the safety and protection of vulnerable people. To this end it is the responsibility of all staff and volunteers to act on any suspicion or evidence of abuse or neglect (see the Public Interest Disclosure Act 1998) and to pass on their concerns to a responsible person/agency.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable person has been abused.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the person who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Responding to an allegation

The first priority should always be to ensure the safety and protection of vulnerable people. To this end it is the responsibility of all staff and volunteers to act on any suspicion or evidence of abuse or neglect (see the Public Interest Disclosure Act 1998) and to pass on their concerns to the LCPCG Co-ordinator, who will contact the LCPCG Chair and/or Vice Chair.

The matter must then be reported to the appropriate local Adult or Children and Young People Social Services Duty Social Worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority Social Services Department within 24 hours.

Responding appropriately to an allegation of abuse

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts
- Make careful notes and obtain agreement on them
- Ensure notation of dates, time and persons present are correct and agreed
- Take all necessary precautions to preserve evidence, including forensic evidence where appropriate
- Follow correct procedure
- Explain areas of confidentiality; immediately speak to your manager for Support and guidance
- Explain the procedure to the individual making the allegation
- Remember the need for ongoing support.

DONT

- Confront the alleged abuser
- Be judgmental or voice your own opinion
- Be dismissive of the concern
- Investigate or interview beyond that which is necessary to establish the basic facts
- Disturb or destroy possible forensic evidence
- Consult with persons not directly involved with the situation
- Ask leading questions
- Assume Information
- Make promises
- Ignore the allegation
- Elaborate in your notes

Panic

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional protection agencies, following a referral from the designated Vulnerable Persons Protection Officer.

Confidentiality

Issues of confidentiality which should be clearly understood by all.

Staff, volunteers and trustees have a professional responsibility to share relevant information with other professionals, particularly investigative agencies and Social Services.

Clear boundaries of confidentiality will be communicated to all.

All personal information regarding the person concerned will be kept confidential. All written records will be kept in a secure place for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form.

If a vulnerable person confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells them sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies.

Within that context, the person should, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible/appropriate, consent should be obtained from the person before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the vulnerable adult is the priority.

Where a disclosure has been made, staff should let the person know the position regarding their role and what action they will have to take as a result.

Staff should assure the person that they will keep them informed of any action to be taken and why. The persons involvement in the process of sharing information should be fully considered and their wishes and feelings taken into account.

The role of key individual agencies

Social Services

The Department of Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of those at risk of abuse.

All local authorities have Safeguarding Boards, which oversee multi-agency work aimed at protecting and safeguarding vulnerable persons. It is normal practice for these boards to comprise people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.

The Police

The Police play a vital role in Safeguarding Adults and Young People in cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

(agreed by Strategy Group on 13/11/2012)