

Hart District Council

Safeguarding Policy & Reporting Procedure

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I Policy Statement

Hart District Council is committed to working in partnership with others to safeguard children and vulnerable adults from all forms of abuse, neglect or exploitation. The council will raise awareness of safeguarding issues to ensure that the needs and interests of children, young people and adults at risk are incumbent in decision making processes and through service provision.

This policy aims to ensure that an overarching approach to safeguarding is embedded within all council services and that staff, elected Members, those delivering contracts on behalf of the council and volunteers understand their role and responsibilities in supporting all residents to live a life free from abuse, exploitation and intimidation.

Hart District Council will create an environment where staff, elected Members, those delivering contracts on behalf of the council and volunteers are adequately trained and encouraged to think of safeguarding as being their responsibility, understanding the need for them to play a full and active part in the delivery of the council's response. It will create an organisational culture where the reporting of abuse and exploitation is encouraged, and everyone feels supported to do so.

The council believes that all individuals, regardless of age, disability, gender and gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, should have the greatest possible control over their lives. They should be able to make informed decisions or be supported to make these decisions if unable to do so themselves, without fear of harm or abuse from others.

The council will ensure that it complies with all relevant safeguarding legislation.

The senior responsible officer for safeguarding is the Head of Community Services. On a day-to-day basis, the main point of contact for raising safeguarding issues is the Designated Safeguarding Lead – the Community Safety Manager. Across all services, at least one Safeguarding Champion has been identified – these are people who will give receive further in-depth training and will provide advice and support to other staff or elected members on safeguarding issues. **All contact details are provided in Appendix 2.**

2 Information sharing

To keep children and vulnerable people safe from harm, professionals will share relevant information across geographical and professional boundaries as required.

When there is a reasonable cause to believe that a child, young person or adult with care and support needs, may be suffering or may be at risk of suffering harm, consideration will always be given to referring these concerns to the relevant authorities.

Information about children, young people, families and adults at risk will be shared appropriately, and always in accordance with the council's Information Management and Data Sharing Policy and the Hampshire Information Sharing Framework to which the council

are signatories, facilitating effective data sharing across Hampshire in order to enable organisations to respond to quickly to customers needs.

Information will also be shared in accordance with the council's duty to supply information to the local Safeguarding Adults and Safeguarding Children Boards upon request, under the Care Act 2014 and the Children Acts 1989 and 2004 legislation, accordingly.

Information sharing will however be - necessary, proportionate, relevant, accurate, timely and secure. Clear records and reasons for decisions will be recorded.

3 Scope

The safeguarding themes considered within this policy are outlined below:

3.1 Safeguarding and promoting the welfare of children and young people

This encompasses the protection and welfare of children under the age of 18 (including unborn babies). It also incorporates the additional aims of preventing the impairment of children's health and development; ensuring they grow up in circumstances consistent with the provision of safe and effective care, providing optimum life chances.

All staff, elected Members, those delivering contracts on behalf of the council and volunteers who come into contact with children, who work with adults who are parents, or who gain knowledge about children through working with adults, will be trained to recognise and know how to act upon evidence that a child's (or unborn baby's) health or development is being or may be impaired, especially when they are suffering or at risk of suffering significant harm.

3.2 Child sexual exploitation (CSE) and child criminal exploitation (CCE)

CSE and CCE is illegal activity by people who have some form of power and control over children and use it to sexually abuse them/force them into criminal behaviour. It involves forcing or enticing a child (under the age of 18) to take part in sexual/criminal activities whether or not the child is aware of what is happening, including exploitative situations, contexts and relationships where children (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities. CSE and CCE can be a form of organised or complex abuse, involving a number of abusers and/or a number of children.

CSE and CCE can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources

3.3 Safeguarding adults

The purpose of adult safeguarding is to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs. The statutory framework introduced under the Care Act applies to any person aged 18 or above who:

- Has needs for care and support (regardless of the level of need and whether or not these needs are being met),
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

Adults with care and support needs should be supported in maintaining control over their lives and to make informed choices without coercion. Ill-treatment and wilful neglect of a person who lacks capacity is a criminal offence under the Mental Capacity Act 2005.

Appendix 5 contains a glossary of the main types of abuse of adults.

3.4 Domestic abuse

Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse (including financial abuse) between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

3.5 Honour based abuse, including female genital mutilation and forced marriage

Honour Based Abuse (HBA) is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.

Female Genital Mutilation (FGM) is a collective term for illegal procedures which include the removal of part/all external female genitalia for cultural or other nontherapeutic reasons. The practice is not required by any religion. It is painful, medically unnecessary and has serious health consequences at the time it is carried out and in later life. The procedure is typically performed on girls of any age, but is also performed on new born girls and on young women before marriage/pregnancy. A number of girls die as a direct result of the procedure, from blood loss or infection

A Forced Marriage (FM) "is a marriage conducted without the valid consent of both parties, where duress is a factor" ('A Choice by Right' HM Government 2000).

3.6 Prevent

As a national counter-terrorist strategy Prevent aims to stop people becoming involved in terrorist activity or supporting terrorism by working with individuals and communities to address issues before they become a criminal matter, and to stop people moving from extremism into terrorist-related activity.

Prevent is a strand of the Government anti-terrorism strategy led by the Home Office and focuses on working with individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Supporting vulnerable individuals and reducing the threat from violent extremism in local communities is priority for statutory partners and their partners.

3.7 Modern slavery and human trafficking

Modern Slavery (and Human Trafficking) involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. Victims are trafficked all over the world, including in and around the UK, and even throughout the district.

3.8 E-safety

Children and adults with care and support needs can be easy targets for online grooming with a view to exploiting them, sometimes even without their knowledge. The council takes very seriously the potential for online abuse and exploitation and works with partner agencies to raise awareness of e-safety within its workforce and the community by training staff to understand and recognise the signs and symptoms and report concerns to the appropriate agencies.

4. Translating policy into action

4.1 Training

The council will ensure all staff, elected Members, those delivering contracts on behalf of the council and volunteers have a basic understanding of safeguarding and will biennially train staff and members to understand and recognise the various types of abuse and how to report such cases to the appropriate agencies.

4.2 Partnership working

The Council will work with other agencies to prevent the abuse of children and adults at risk in the district in all its forms.

4.3 Safeguarding bodies

Hampshire Safeguarding Children Partnership (HSCP) and Hampshire Safeguarding Adults Board (HSAB) are the key statutory bodies overseeing multi-agency safeguarding arrangements across Hampshire (excluding Portsmouth, Southampton and the Isle of Wight). These bodies are collectively responsible for strategic oversight of local safeguarding arrangements, guided by the principle that **safeguarding is everybody's responsibility**.

4.4 Roles and responsibilities

Staff and Elected Members must ensure they familiarise and comply with the council's Safeguarding Policy and associated procedural documents. They must participate in relevant

training to recognise the varying forms of abuse and report any concerns, incidents or allegations in line with the procedures appended to this document.

It is the responsibility of staff and Elected Members to consider safeguarding implications in their decision-making processes, including the procurement of services.

All external organisations, including voluntary groups and contractors providing services to and on behalf of the council are required to comply with the council’s Safeguarding Policy. Where appropriate they should have their own Safeguarding Policy and procedures in place, copies of which should be provided to the Council for reference.

Whilst safeguarding is the responsibility of all staff, elected Members, those delivering contracts on behalf of the council and volunteers, there are a number of safeguarding roles within the Council with specific responsibilities briefly set out below:

Role	Responsibilities
Hart staff	Attend and engage in biennial safeguarding training, be familiar with the policy and procedure and apply vigilance for safeguarding concerns in all day-to-day activities. Keep appropriate notes, seek support from a Safeguarding Champion and submit safeguarding referrals when appropriate.
Members	Scrutinise and approve the council’s safeguarding policy and procedure. Attend and engage in biennial safeguarding training and submit safeguarding referrals when concerns are identified.
Safeguarding Champions	Engage in additional safeguarding training provided by the Community Safety Team to ensure a high level of relevant and current knowledge is maintained. Provide advice, support and guidance to staff, Members, volunteers and contractors on safeguarding issues or concerns including support for staff and Members to submit referrals without delay.
Community Safety Team	Keep up to date with key developments and legislation by attending training and key county-wide meetings. Provide biennial safeguarding training to all staff and Members. Provide more in-depth safeguarding training to Safeguarding Champions. Keep records of safeguarding referrals submitted.

<p>Designated Safeguarding Lead (DSL) – Community Safety Manager</p>	<p>Development of policy and strategy, issuing operational guidance, promoting good practice and making policy recommendations to corporate management.</p> <p>Co-ordinate and design safeguarding training for all staff, Members and enhanced training for Safeguarding Champions.</p> <p>Attend county wide DSL group for sharing of best practice and learning to share on.</p>
<p>Senior Responsible Officer – Head of Community Services</p>	<p>Raise the profile, support the policy and promote the development of services to ensure the protection of children and adults at risk within the district.</p>

Please see Appendix 2 for contact details of the role holders.

4.5 Outcomes and priorities

The anticipated outcomes of this policy are:

- Demonstration of commitment at the most senior level, to safeguarding in this Council and district
- As far as is within the council’s control, influence and knowledge, to ensure that children and adults at risk are protected against abuse, neglect and/or exploitation
- To embed the council’s approach and commitment to the safeguarding agenda
- To have a clear line of accountability within the council for safeguarding
- To be fully compliant with all relevant legislation as laid out in Appendix 6 (page 21)
- To ensure that all staff and Elected Members are fully trained and aware of their responsibilities and the correct procedures to follow with regards to Safeguarding

Appendix I – Safeguarding procedures

The Safeguarding Policy is supported by an operational set of procedures which provide information on what to do when a safeguarding issue is identified. It is aimed at setting clear guidelines over what to do when a safeguarding issue is identified.

I. Reporting safeguarding concerns

If you have a concern that an individual is at risk of immediate harm or danger, then you should dial 999 and report your concerns directly to the police.

If you have a concern that an individual may be a victim of abuse of any kind and would like to discuss your concerns in more detail, then you can approach one of the Safeguarding Champions. Their contact details are included in Appendix 2 (page 15). They will be able to offer you guidance and support in raising your concern.

If a safeguarding referral needs to be made, then you should complete the relevant online form as follows, dependent upon whether the referral is for a child or an adult or, if you do not have specific details, but want to share intelligence with the Police around a suspected situation:

[Inter-agency referral to Children's Services - Section 1 - Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/inter-agency-referral-to-childrens-services-section-1)

[Make a professional referral | Health and social care | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/make-a-professional-referral)

[Community Partnership Information Sharing Form – Safe4Me](#)

Aim to send the referral form/CPI within 24 hours of you identifying the concern and advise submission of your concern to communitysafety@hart.gov.uk

In the event of a concern being raised out of normal office hours, contact can be made directly with Children or Adult Services on 0300 555 1373. This must be followed up with a completed referral being submitted within 48 hours.

The Designated Safeguarding Lead will keep a record of submissions made. These records will be kept safely and securely and information will not otherwise be shared unless it relates to an ongoing case and it is appropriate to share this information in the interests of safeguarding all (including staff) concerned.

Allegations of abuse may be subject to criminal proceedings so it is vital that once your concern has been escalated, you do not try to intervene further, unless as part of an identified multiagency approach, as this could hamper any police investigation.

A social worker from Children or Adult Services will assess the information to determine whether a formal investigation should commence, and may contact you directly for

further information. You may also be contacted by the Police. You should keep notes of any further communications/actions and provide these to the Designated Safeguarding Lead to keep a record of.

2. Disclosure

This is when a child or vulnerable adult (or someone associated with them), tells you something that raises a concern that abuse is or may have happened. Disclosure can be defined as either:

- Full disclosure: where an individual gives you the whole story of what is happening to them including the name of the abuser/s.
- Partial disclosure: where an individual tells you only that “something” is happening to them.

A disclosure can be deliberate or made as part of a normal conversation. Either way it must be reported.

During a disclosure by a victim of abuse **you should:**

- stay calm and listen patiently
- reassure the person they are doing the right thing by telling you
- ask clarifying questions to ensure that your understanding is the same as the individual making the disclosure
- make the individual affected aware of the need to pass on any information they tell you, and that ‘secrets’ cannot be kept
- explain what you are going to do with the information, and who it will be shared with
- try to ensure the disclosure area is kept confidential and that it is not possible for anyone else to hear
- attempt to make a written note of what is being said as soon as possible (this note should be kept for use as potential evidence in subsequent legal proceedings).

You should not:

- ask leading questions, appear shocked, horrified, disgusted or angry.
- press the individual for details (it is not your duty to undertake the investigation).
- make comments or judgements other than to show concern.
- promise to keep secrets or confront the abuser.
- risk contaminating evidence.

3. Reporting after disclosure

Advise the Designated Safeguarding Lead immediately after the issue is identified, and:

- record the full conversation about the disclosure or suspicion of abuse on the referral form

- only language used by the individual should be used, and assumptions in your own words should not be made
- follow the procedure for reporting a concern as described in **Part 1. Reporting safeguarding concerns** above.

4. Safeguarding relating to children/young people

These guidelines relate to working with one or two young people and should be followed for: work placements, work shadowing days and individual meetings with young people. Where a member of staff intends to work with a group of three or more young people the supervision and gender ratio is a matter of judgement for the officer concerned who must conduct a specific risk assessment in the context of the activity to be undertaken.

At the Council Offices

The council is generally open plan; therefore, risk to the individual/council is minimal, however:

- No child/young person should be left alone in an enclosed room/office or be alone in an enclosed room with only one adult; two members of staff should be present.
- 1:1 meetings/discussions in an open plan office environment is acceptable.
- DBS checks are not required for staff involved in office-based placements.
- When service areas agree to take on a work placement and have concerns in relation to the putting either the young person/person or the organisation at risk then they should contact HR for advice. Advice will be given on a case-by-case basis.

Meetings/visits away from the office

- When leaving the offices for meetings or visits, young people will be accompanied by two adults at all times. Where possible one of these individuals must be the same gender as the young person (i.e. with a female student there must either be 2 female adults, or 1 female, 1 male adult but not two males; with a male student there must either be 2 male adults, or 1 female, 1 male adult but not two females).
- One of the adults may be someone other than a member of staff; this person should be a 'responsible' adult known in their professional capacity to the member of staff, e.g. councillor, member of community organisation, teacher.
- Approval must be obtained from the school/placement body for the young person to be taken off site during their placement. For placements arranged through HR, consent will have been obtained in advance as part of a risk assessment. If the placement has been organised by the service area directly with a school, the Head of Service will be responsible for seeking/evidencing consent from the school. If a placement is agreed directly between a service area and young person, the Head of Service is responsible for seeking and evidencing consent from the young person's legal guardian.
- If going off site involves travelling in a car belonging to a member of staff, the car must be insured for the purpose of carrying passengers for business use.

5. Where an allegation is made against a staff member

Anyone who suspects that a member of the council's staff or a councillor may be abusing a child or vulnerable adult must act on their suspicions immediately. This will not only protect vulnerable individuals but also colleagues from false accusations.

If you are a member of staff and have concerns about the behaviour or conduct of a member of staff, a councillor or other adult working on behalf of the council:

- it will be treated in the strictest confidence
- details must be recorded immediately
- report your concerns to the Chief Executive
- The Chief Executive will inform the Local Authority Designated Officer (the Community Safety Manager) without delay where the concern relates to an allegation against someone who works with children and young people
- if it is deemed necessary to suspend an employee, procedures relating to the Disciplinary Policy will be followed

If you do not work for the council and have concerns about the behaviour or conduct of a member of council staff, contact one of the council's Heads of Service.

The council's Whistleblowing Policy also allows staff to raise serious concerns in strict confidence. This policy is intended to encourage staff to raise serious concerns within the council rather than ignoring a problem. It is available on the council's website.

6. What to do when an allegation is made against a councillor

Anyone who suspects that a councillor may be abusing a child or vulnerable adult should immediately notify the Monitoring Officer for the Council. This is Daryl Phillips – daryl.phillips@hart.gov.uk

7. Confidentiality, record keeping and complaints

Confidentiality

The right of a child or vulnerable adult to be protected from harm is paramount. While there are clear rules on confidentiality, if the needs of the individual affected outweigh the need for confidentiality, then the need of the vulnerable person takes precedence. However, where an allegation is made, and whilst it is being investigated, every effort should be made to ensure confidentiality is maintained for all concerned. If enquiries arise from the public (including parents) or any branch of the media, it is essential that all employees, councillors and volunteers are briefed so that they do not make any comments regarding the situation, unless authorised to do so.

Record keeping

Safeguarding records will be stored on UniForm within the ASB Module, a secure in-house database.. The case on UniForm will be locked down to ensure that only those who need to know have access and unless it is a live case it will be opened and closed once the safeguarding referral has been made. If the need arises, the case will be reopened by the Designated Safeguarding Lead for additional information to be added or action taken.

Complaints regarding the council's approach/response to safeguarding issues

When dealing with complaints, it is important to maintain an open culture. Staff, councillors, volunteers and others must feel able to express concerns about safeguarding issues and issues of poor practice when dealing with vulnerable people. An easy-to-follow complaints procedure for members of the public regarding staff is available.

8. Recruitment and training

Recruitment

Through the council's recruitment procedures anyone who works directly with children or vulnerable adults, or may come into regular contact with vulnerable individuals during the course of their work, must have:

- a Disclosure and Barring Service (DBS) check (formerly known as a Criminal Records Bureau (CRB) check).
- their experience of working or contact with children or vulnerable adults fully explored, prior to appointment
- two references obtained from people who have had experience of the applicant's work with children or vulnerable adults (paid or voluntary)
- training in recognising the signs of abuse, in reporting procedures, and in good working practice.

Pre-recruitment checks will always be carried out. This includes conducting a risk assessment for all posts to determine whether or not the post has access to children or vulnerable adults (this will apply regardless of the employment status of the post i.e. permanent, temporary or casual). Job descriptions of staff that are subject to a DBS check will include reference to specific safeguarding responsibilities and where relevant, reference to the 'early help' agenda.

Managing Work Experience

All young people undertaking work experience with the council and council trainees are to be regarded as employees for the purposes of health and safety and they should receive all of the same protection we afford to our own employees.

Training

The council recognises that it has a commitment to ensure that all staff and Elected Members have a clear understanding of their roles and responsibilities when working with children or vulnerable adults. The training process will help them to:

- be able to recognise the different signs of abuse, and what appropriate course of action should be taken in these circumstances
- have an understanding of the potential risks to themselves, and ensure good practice is adhered to at all times
- recognise signs of improper behaviour from others and take appropriate action

All staff must undertake training, even if it is unlikely that they will come into contact with vulnerable groups.

9. Funding and grants

Where organisations and groups that work with children or vulnerable adults apply to the council for grants, the granting of funds will be subject to a safeguarding policy being in place by the recipient organisation. Guidance to organisations or groups can be provided on adopting a safeguarding policy if needed.

10. Hiring facilities to others

Whilst Hart District Council owns a range of premises, the only one managed directly is the Civic Offices. These offices are primarily used for the provision of Council Services.

Should any part of the premises be hired, any hirer who provides activities for children or vulnerable adults is required to adhere to current safeguarding legislation and guidance and the Counter Terrorism and Security Act 2015 duty must be observed to ensure that the premises are not being used by radical speakers or for the purposes of radicalisation.

11. Third Party Obligations

Contractors, sub-contractors and organisations (including voluntary sector) that are commissioned, funded by or working on behalf of the council, that are involved in areas where workers come into regular contact with children or vulnerable adults, must have safeguarding children and vulnerable adult policies in place that comply with the terms of this policy.

These organisations must ensure that the correct DBS checks have been carried out for all relevant workers and provide staff with appropriate safeguarding training. All new contracts let by the council, which involve providing services for vulnerable individuals, will include appropriate provisions for complying with the principles of this policy.

12. Photography and use of photographic equipment

If you are organising an event or meeting and would like to take photographs or record a video of activities, please check with the Community Safety Manager that this is acceptable to do.

Appendix 2 – Safeguarding Lead Officer Contacts

Lead	Their role	Job Title	Email address
Senior Responsible Officer	Oversee Safeguarding processes within Local Authority	Head of Community Services	Kirsty.Jenkins@hart.gov.uk
Designated Safeguarding Lead	Oversee safeguarding referrals	Community Safety Manager	Rachael.Wilkinson@hart.gov.uk
Safeguarding Champions	Additional people to go to for safeguarding advice	Various	Caroline.Anamoah@hart.gov.uk Emma.Foy@hart.gov.uk Juel.Mackrodt@hart.gov.uk Lucy.Rasell-White@hart.gov.uk Marcela.Roshan@hart.gov.uk Maxine.Lewis@hart.gov.uk Saffron.Nicholson@hart.gov.uk
General enquiries or advice	Any other queries pertaining to safeguarding matters and additional e-mail address to copy in on referrals made		communitysafety@hart.gov.uk

Appendix 3

Good practice guidelines – ‘Do’s and Don’ts’

The following ‘Do’s and Don’ts’ are designed to safeguard children and vulnerable adults and protect staff from situations where false allegations can be made. The lists are not exhaustive. Some specific posts and activities may need more detailed guidance. If you have any concerns about the appropriateness of any practice or action, contact the Designated Safeguarding Lead.

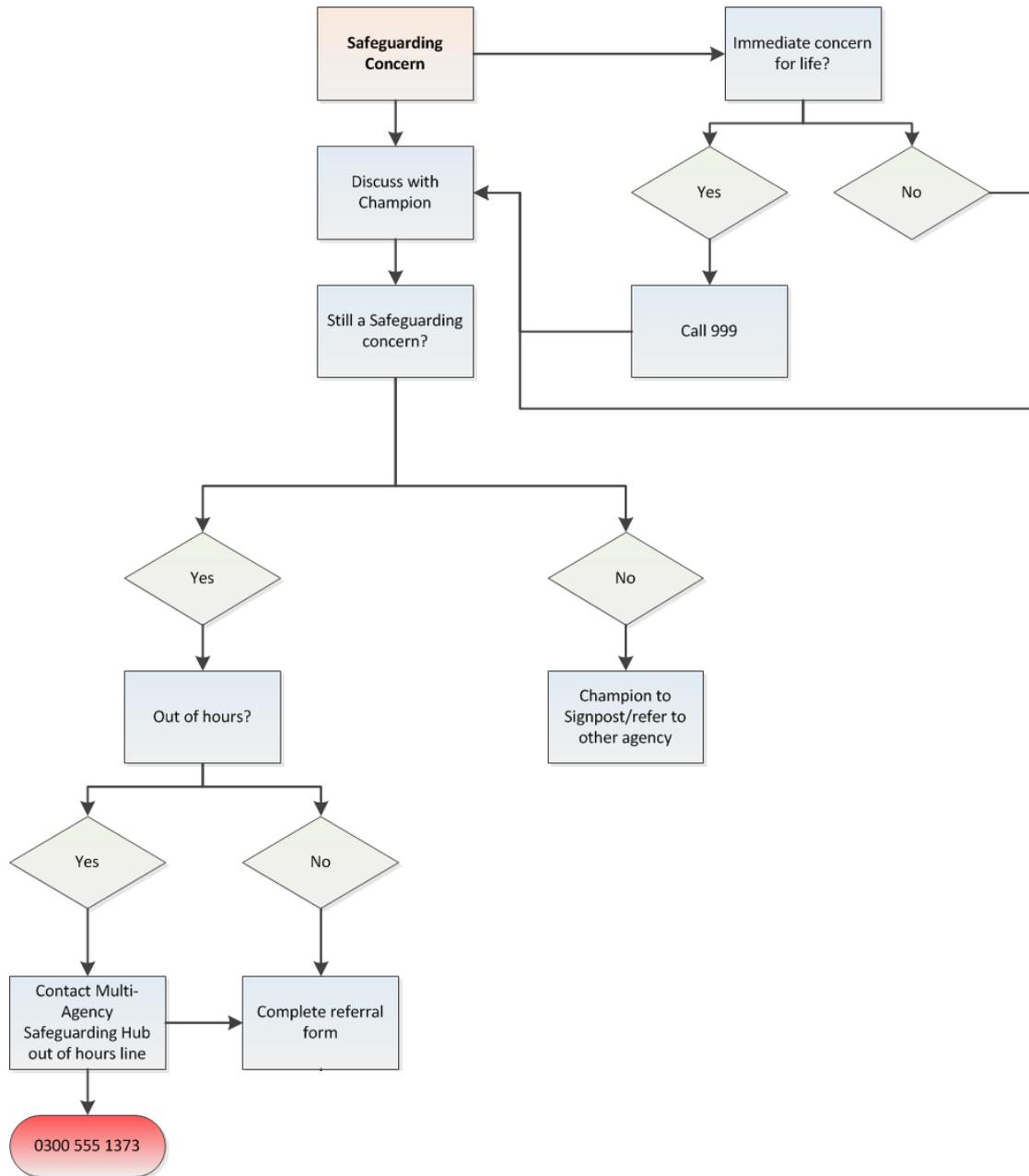
In the course of their day-to-day work on behalf of the council, Hart District Council councillors, staff, managers, volunteers and anyone who is acting on behalf of the council will ...

1.	be professional, use common sense, and maintain the highest standards of personal behaviour at all times
2.	ensure all activities undertaken involving any risk to children or vulnerable adults are properly risk assessed and appropriate control measures recorded and implemented
3.	avoid being the only adult in an enclosed room with a young person
4.	treat all children and vulnerable adults with equal dignity and respect
5.	where appropriate, be identifiable – wear a form of identification
6.	respect the child/vulnerable adult’s right to privacy
7.	maintain an appropriate distance and consider placing a physical barrier (e.g.) coat/handbag, between themselves and the child/vulnerable adult
8.	keep the child’s needs first and the outcomes second
9.	obtain written consent for the taking of photos for publicity purposes and when children are to participate in supervised activities and events without the presence of the parents or guardian
10.	if physical contact is necessary for demonstrating skills etc., explain and discuss these actions with the person first

In the course of their day-to-day work on behalf of the council, Hart District Council councillors, staff, managers, volunteers and anyone who is acting on behalf of the council will NOT...

1.	have inappropriate physical / verbal contact with children and vulnerable adults
2.	discriminate against a child or vulnerable adult on the grounds of their age, gender, disability, race, religious belief, sexual orientation, transgender status or any other protected characteristic
3.	transport or offer to transport a child unless written consent has been given by their parent and or guardian
4.	engage in physical intervention unless in emergency situations, where, if personnel did not intervene there would be a real or actual risk to themselves or others
5.	be under the influence of drink, drugs or any illegal substance
6.	allow bullying or the use of inappropriate language unchallenged
7.	let allegations a child or vulnerable adults makes be ignored or go unrecorded
8.	do things of a personal nature for a child or vulnerable adult that they can do themselves
9.	enter a house when a child is alone or arrange to meet with a child outside of council work, unless you have full consent of the child’s parent/ guardian and your line manager

Appendix 4 – Referral process



Always ensure the Designated Safeguarding Lead has been advised that a referral or CPI submission has been done, or if further information has been provided.

Appendix 5

Glossary: Types and indicators of abuse

Abuse is a form of maltreatment. A child or vulnerable adult can be abused or neglected because they are being harmed or because no-one is preventing that harm from being caused. Abuse is categorised but an individual who is being abused is likely to experience a number of these abuses, for example, a child who is being neglected is also a victim of emotional and physical abuse.

The following definitions have been taken from a range of safeguarding guidance and legislation including Working Together to Safeguard Children 2015 and No Secrets 2015.

Physical Abuse

May involve causing pain, injury or impairment by behaviour such as: hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions, shaking, throwing, poisoning, burning, scalding, malnutrition, dehydration or any other acts causing physical harm or illness.

Emotional Abuse

The persistent emotional maltreatment of a person, such as to cause severe ongoing adverse effects on a person's emotional development and well being. This may involve threats of harm, controlling, intimidation, coercion, harassment, verbal abuse and isolation from supportive networks.

Sexual Abuse

Involves forcing/enticing a child or vulnerable adult to take part in sexual activities including: prostitution, rape, sexual harassment, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault or sexual acts to which consent has not been given or has been given under duress, sexual photography, inappropriate touching, sexual teasing or innuendo. This abuse includes children who are victims of Child Sexual Exploitation (CSE) or are missing or being trafficked.

Neglect

Persistent failure to meet the basic, psychological and/or emotional needs of a child or vulnerable adult. This abuse includes; ignoring medical or physical care needs, failing to provide access to appropriate health/social care, welfare benefits or educational services, withholding necessities of life such as medication, adequate nutrition and heating. Neglect to a baby may occur in utero as a result of maternal alcohol or substance misuse.

Domestic Abuse

An incident or pattern of incidents of controlling, coercive, threatening, degrading or violent behaviour, including sexual violence. In the majority of cases this abuse is perpetrated by a partner or ex-partner but also by a family member or carer.

Financial Abuse

This abuse is specific to vulnerable adults and does not affect children. The abuse includes, theft, fraud, pressure in connection with wills, property of inheritance or financial transactions, misuse or misappropriation of property, money, possessions or benefits.

Honour Based Violence

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing something that is not in keeping with the traditional beliefs of their culture.

Discriminatory Abuse

This is abuse that affects protected characteristics under the Equalities Act 2010 and include any act aimed specifically at an individual's; age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and/or sexual orientation. This abuse includes; harassment, slurs or similar treatment classed as hate crime.

Abuse of Disabled Children / Adults

Disabled children and adults are at increased risk of abuse and neglect and this risk increases further with the severity of the disabilities as they may; have few social contacts/interactions, be receiving intimate care from several individual carers and/or have impaired capacity to protect themselves from abuse through challenge or communication.

Forced Marriage

A marriage in which one or both of the parties is married without his or her consent or against his or her will.

Modern Slavery

Modern slavery, 'trafficking in persons' and 'human trafficking' have been used as umbrella terms for the act of recruiting, harbouring, transporting, providing, or obtaining a person for compelled labour or commercial sex acts through the use of force, fraud or coercion. This abuse includes children who are victims of Child Criminal Exploitation (CCE) or are missing or being trafficked.

Female Genital Mutilation (FGM)

FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for nonmedical reasons. FGM is a criminal offence in the UK and is an extremely harmful practice and a form of child abuse and violence against women and girls.

Self-neglect, Self-harm or Attempted Suicide

Self-neglect includes failing to care for one's personal hygiene, health or surroundings and includes hoarding behaviours. Deliberate self-harm is physically harmful behaviour without suicidal intent, resulting in non-fatal injury, it is, however, a common precursor to suicide. Attempted suicide is self-harm with intent to take life, resulting in non-fatal injury.

Institutional / Organisational Abuse

Institutional or organisational abuse is the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects a whole setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

Injuries to non-mobile children

Unexplained bruising is the commonest indicator of physical abuse in children, however, the significance of bruising is sometimes not recognised in those not yet crawling, cruising or walking independently. NICE guidance states that bruising in any child not independently mobile should prompt suspicion of maltreatment.

Doorstep, postal, telephone, cybercrime and scams

These crimes are targeted at vulnerable adults and the elderly, particularly those who are socially isolated, have cognitive impairment or have been bereaved. Elderly people are at risk of losing their savings and finding themselves living in poverty as a result. The government decision to allow the elderly to draw directly from their pension pots will place a further strain on this vulnerability. Whilst there is a lot of work being done in partnership to identify the scams and scammers, protect the elderly and vulnerable and prevent them from being drawn into these scenarios, it is imperative that we remain vigilant and alive to those within our communities who are, or could become victims.

Appendix 6 - Legislation and guidance

This policy has been based on current safeguarding legislation and guidance for children and vulnerable adults, including:

- Domestic Abuse Act 2021
- Working together to safeguard children – A guide to interagency working HM Gov., 2015
- Modern Slavery Act 2015
- The Counter-Terrorism and Security Act 2015
- Care Act 2014
- Information Sharing Advice for practitioners, 2015
- The Role of District Councils in Safeguarding Children and Young People, 2010
- Safeguarding Vulnerable Groups Act 2006
- National Framework of Standards – adult safeguarding, 2005
- The Children Act 2004 (including provisions and guidance in 2005).
- Every Child Matters Green Paper, 2003
- 'No Secrets' guidance, 2000 (including the revision of this guidance in 2010)
- The Protection of Children Act, 1999

Other related legislation includes: the Data Protection Act 2018, the General Data Protection Regulations 2018, the Equality Act 2010 and the Freedom of Information Act 2000. Further detail on safeguarding legislation can be found by accessing the relevant links on this website: <http://www.isa.homeoffice.gov.uk/>

Appendix 7 - Specific guidance for councillors

When should a councillor comply with the council's safeguarding policy?

When acting as, or perceived to be acting as, a councillor.

When is a councillor acting as, or perceived to be acting as, a councillor?

It can be unclear as to when a councillor's duties end and when their private life takes over.

With regard to safeguarding children there would appear to be three possible situations:

- 1 A councillor clearly acting in an official capacity, for example where a planned visit to a school or care home has been organised by officers and the councillor is attending in their official capacity. In this situation, councillors would be expected to follow the same policy and procedures as officers.
- 2 A situation where the councillor could be perceived to be acting in an official capacity – this could be a situation where councillors are fact finding on their own without officers in attendance (for example where complaints of anti-social behaviour in a children's play area have been made and a ward councillor goes out to see how bad the situation is). In this situation, the councillor may come into contact with children. Again, councillors would be expected to follow the same policy and procedures.
- 3 Purely social contact with children (for example giving a lift to the children of a family friend) or vulnerable adults (for example visiting an older person who is a friend at a care home). There is no need to follow the council's child protection policy and procedures.

It is noted that councillors often get involved with, or take on, other roles in the community, for example school governor, helping at youth clubs, care homes etc. In these circumstances the councillor will have to comply with the policy of the relevant organisation (i.e. the school etc).

Working with children and vulnerable adults

In the unlikely event that a councillor needs to work frequently with children or vulnerable adults on behalf of the council then they would be required to have a DBS check and meet with the Community Safety Manager, to ensure that they are familiar with the council's safeguarding policy and procedure.

Councillors will receive additional guidance on their safeguarding responsibilities as part of the councillor induction process.