



## ***Leicestershire District and Borough Councils' Children and Vulnerable Adults Safeguarding Policy and Procedures***

**March 2010**

### **Important:**

Remember it is not up to you to decide if abuse has taken place, that is the role of Leicestershire's Social Care Services, BUT it is up to you to report ANY concerns to your Designated Safeguarding Officer.

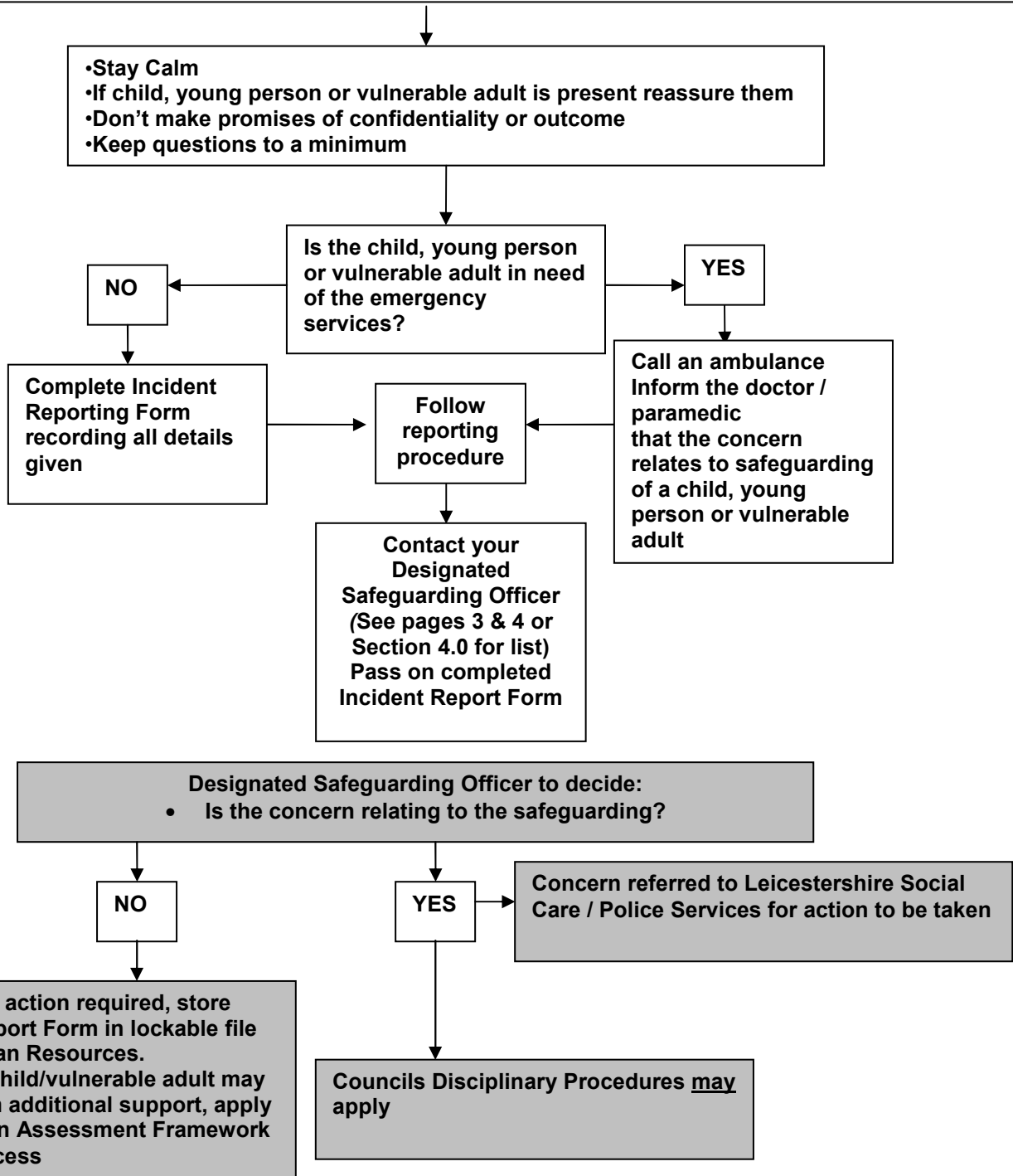
We have a legal responsibility to respond to any issues that may concern us even if they don't involve our staff or services

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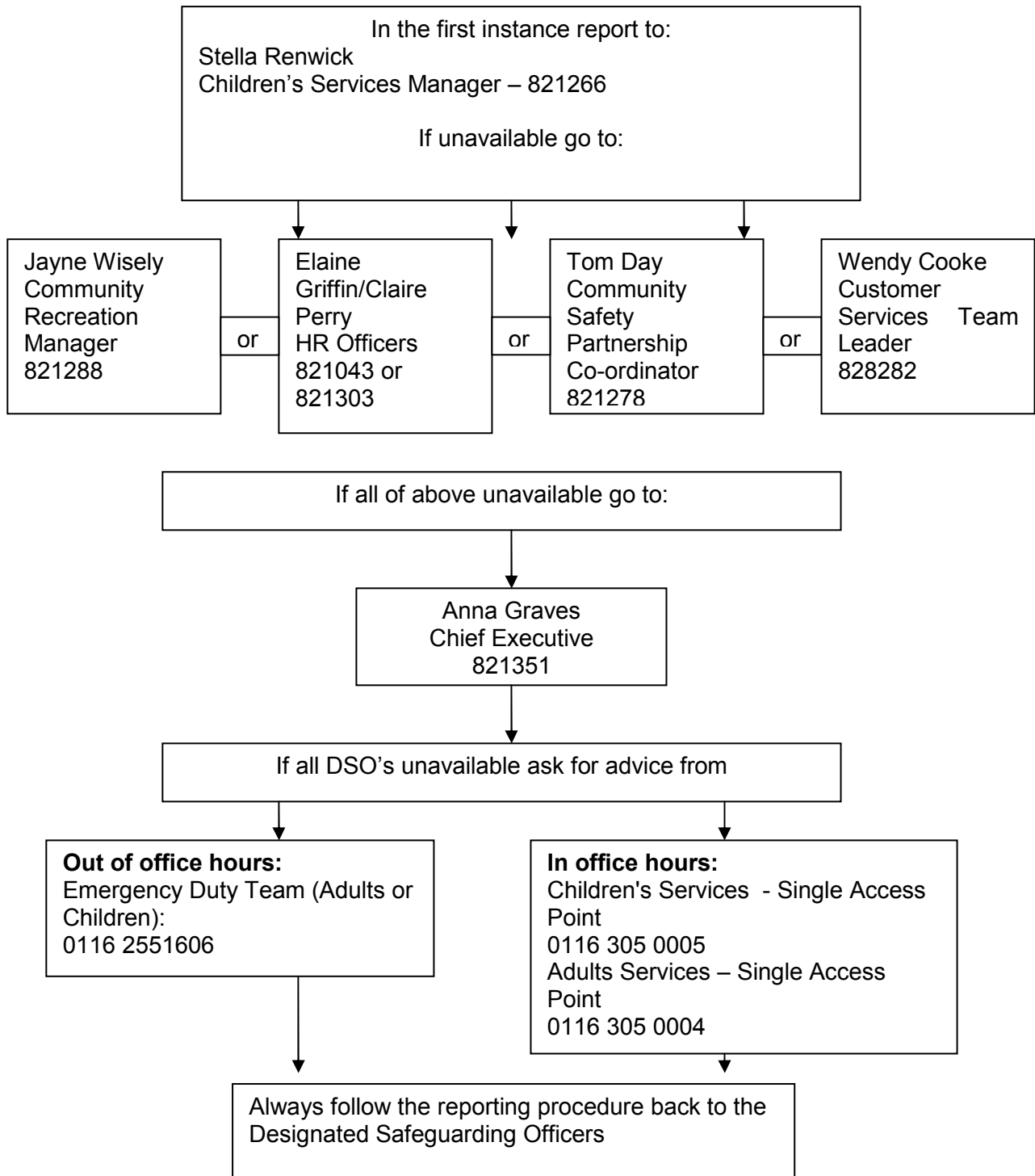
## Guide for dealing with concerns relating to child, young person or vulnerable adult abuse

Staff, member, volunteer, coach or parent/carer has concerns about a child, young person or vulnerable adult  
 or  
 A child, young person or vulnerable adult has disclosed information relating to safeguarding to you



## Who are the Designated Safeguarding Officers for concerns relating to children and young people, or adults in need of safeguarding?

If appropriate and helpful to you, you may speak to your line manager who will support you through the following process:



## 1.0 Introduction

## **Every child, young person and vulnerable adult has the right not to be abused.**

### **What does 'safeguarding' mean?**

The government guidance on Working Together to Safeguard Children 2006 defines safeguarding children and promoting their welfare as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Enabling those children to have optimum life chances and enter adulthood successfully

The government guidance document 'No Secrets' sets out a definition of a vulnerable adult as a person aged 18 years and over "who is or may be in need of community care services by reason of mental or other disability, age or illness; and is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"

### **Who is this policy for?**

**This policy is for you if you are a member of Harborough District Council staff, an elected member, a volunteer or anyone working on behalf of, delivering a service for or representing the Council.**

It is important to be aware that Harborough District Council has both a moral and legal obligation to ensure the duty of care for children and vulnerable adults across all of its services. Council staff may come across cases of suspected abuse either through direct contact with children and vulnerable adults, for example running a sports event, or as peripatetic staff visiting homes as part of their day to day work. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised by the Council.

### **What does this policy cover?**

**The policy equips you with the information you need regarding what actions to take if you suspect or are told about abuse, and what will happen next. Read it now and then keep it somewhere safe, this may just be the tool that helps you to save a child's or a vulnerable adult's life.**

While it is not our job to establish whether or not abuse is taking place, it is our responsibility however to report any concerns we have over the welfare of children, young people or vulnerable adults. This duty extends to the identification of abuse, poor practice by internal members/staff of the Council, as well as allegations brought to the attention of the Council by a member of the public/community.

This policy outlines that your primary concern is to ensure that you record relevant information and pass it on to the Designated Safeguarding Officer's without delay, so that they can discuss any action or referral to the relevant authority.

## **Safeguarding Children**

This policy has been developed in accordance with the following legislation and procedures:

The legal obligation concerning children and young people are underpinned by Section 11 of the Children Act 2004, and features as part of the Every Child Matters Green Paper 2003. Further guidance is available from Working Together to Safeguard Children, 2006.

Harborough District Council is a statutory agency of the Leicestershire, Leicester and Rutland Local Safeguarding Children's Board. As such employees, volunteers and elected members should follow local LSCB procedures found on [www.lscb-llr.org.uk](http://www.lscb-llr.org.uk).

### **Safeguarding Vulnerable Adults**

This policy was developed in accordance with guidelines produced by the Department of Health 'No Secrets' 2000 guidelines and the Public Interest Disclosure Act 1998.

We acknowledge that there are different issues to take into account when dealing with cases of the abuse of children and the abuse of vulnerable adults. The emphasis in our work with vulnerable adults is to promote the empowerment and well-being of vulnerable adults through the services we provide and to act in a way which supports the rights of individual to lead a life based on self determination and personal choice and recognise people who are unable to take their own decisions and/or protect themselves, their assets and bodily integrity.

### **The Safeguarding Vulnerable Groups Act 2006**

This Act recognises the needs for a single agency to vet all individuals who want to work or volunteer with vulnerable people, which includes all groups of vulnerable people including those who are young or elderly. This agency is the Independent Safeguarding Authority.

### **Independent Safeguarding Authority Vetting and Barring Scheme**

The Vetting and Barring Scheme has been put into place following the Soham murders to improve the methods of safeguarding children. The scheme works alongside CRB checks. The most up to date information regarding ISA requirements can be found at [www.isa.gov.org.uk](http://www.isa.gov.org.uk)

## **1.1 Policy Statement**

Harborough District Council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children and vulnerable adults, safeguard their well being and protect them from abuse when they are engaged in services organised and provided by the Council. We aim to do this by:

- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults
- Raising the awareness of the duty of care responsibilities relating to children, young people and vulnerable adults throughout the Council
- Promoting and implementing appropriate procedures to safeguard the well-being of children, young people and vulnerable adults to protect them from harm
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse, and minimise risk to themselves

- Responding to any allegations of misconduct or abuse of children, young people or vulnerable adults in line with this Policy and Procedures, Local Area Safeguarding Board and 'No Secrets' guidance as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Requiring staff, elected members and volunteers to adopt and abide by the Council's Children, Young People and Vulnerable Adults Safeguarding Policy and Procedures
- Reviewing and evaluating this Policy and Procedures document on a regular basis

## **1.2 Definitions and principles**

This policy and these procedures are based on the following definitions and principles:

- The term child, or young person is used to refer to anyone under the age of 18yrs
- The term vulnerable adult can include people with learning disabilities, older people (irrespective of age), people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems
- The term parent is used as a generic term to represent parent, carers and guardians
- The terms staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of, delivering a service for, or representing the Council
- There are 4 broad types of child abuse: physical abuse, emotional abuse, sexual abuse and neglect. Full definitions of these can be found in Chapter 3 of the Local Safeguarding Children's Board Procedures available from [www.lscb-llr.org.uk](http://www.lscb-llr.org.uk). In the document 'No Secrets' which is concerned with abuse of vulnerable adults, there is added psychological, financial or material, and discriminatory abuse and neglect and acts of omission.
- The welfare of children, young people and vulnerable adults is the primary concern
- All children, young people and vulnerable adults have the right to protection from abuse
- It is everyone's responsibility to report any concerns about abuse
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998

## **1.3 Support for members of staff, elected members or volunteers raising concerns**

In the event of having a concern, you may choose to talk to your line manager in the first instance, who will support you to report your concerns to an appropriate Designated Safeguarding Officer.

When a member of staff, an elected member or a volunteer raises concerns with their Designated Safeguarding Officer, the DSO will ensure that:

- The procedures are followed appropriately in consultation with Social Care Services
- The appropriate agencies, staff members, parents/ carers are informed
- Information is recorded and stored appropriately
- Staff involved are supported as required in line with the Council's employee wellbeing policies. This includes access to a confidential counselling service

The Local Authority recognises that when safeguarding concerns relate to a colleagues conduct that this can involve additional stress to reporters. We will fully support and protect all staff/members who, in good faith (without malicious intent), report his or her concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused.

## **1.4 Confidentiality**

**Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children, young people and vulnerable adults. Information should be handled and disseminated on a need to know basis only. Your line manager and the Designated Safeguarding Officer will guide you as to who needs to know information about the case.**

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion. The person should be informed that the member of staff will at the very least, have to disclose the conversation to the line manager and depending on the severity of the information may be disclosed to Social Care services or the Police.

There may be occasions where a child, young person or vulnerable adult expresses a wish for concerns not to be pursued. Decisions about whether to respect the persons' wishes must have regard to the level of risk to the individual and/or others and their capacity to understand the decision in questions and to make decisions relating to it. In some circumstances the persons' wishes may be overridden in favour of consideration of safety for the person and other children, young people or vulnerable adults. Where possible this decision will be the product of discussions between the line manager and Designated Safeguarding Officer.

The responsible **Designated Safeguarding Officer** will:-

- Ensure that the procedures are followed appropriately in consultation with Social Care services
- The appropriate agencies are informed
- Information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them

## **2.0 Procedure for responding to concerns relating to the safety or welfare of a child, young person or vulnerable adult**

This Policy and its procedures inform all staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected child, young person or vulnerable adult abuse, i.e. response actions.

Council staff may come across cases of suspected abuse either through direct contact with children, young people and vulnerable adults, for example, running a holiday activity, or as peripatetic staff visiting homes as part of their day to day work. It is not your responsibility to decide whether or not a child, young person or vulnerable adult has been abused. It is however your responsibility to report your concerns.



Your primary concern is to ensure that any relevant information is passed to the appropriate Designated Safeguarding Officer/s who will then discuss any action or referral to the relevant authority e.g. Police or Social Care Services without delay.

## 2.1 Responding to Suspicions

**You are not expected to investigate suspicions or concerns, other agencies are trained to do this.**

Most suspicions arise because a member of staff notes a pattern of occurrences or a significant incident happens.

If you have a concern about the safety or welfare of a child, young person or vulnerable adult:

- Note the concerns and your reasons using the incident reporting form
- You may choose to see your line manager
- Report to an appropriate Designated Safeguarding Officer
- Maintain confidentiality in line with Section 1.4

### **Do not**

Undertake further investigations.

When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child, young person or vulnerable adult the parent or carer should not be contacted about the allegation of abuse. Social Care Services and/or the Police will do this at an appropriate time.

The process on how to respond to concerns is detailed in the flowchart on page 2: Guide for dealing with concerns relating to child, young person and vulnerable adult abuse.

## 2.2 Responding to Disclosure

Abused children, young people and vulnerable adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child, young person or vulnerable adult is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

**What to do if a child, young person or vulnerable adult discloses information to you:**

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions
- Reassure the person that they were right to tell **and do not make promises of confidentiality**
- Be open and honest, explain to them that you will have to share your concerns with the Designated Safeguarding Officer
- Immediately record all details in writing, using the child, young person or adults own words.
- As soon as possible fill out the Incident Reporting Form (See Appendix 1) again including all the details that you are aware of and what was said using the child, young

person or vulnerable adult's own words. Attach your original notes to the Incident Reporting Form and give these to an appropriate Designated Safeguarding Officer.

The process on how to respond to disclosure is detailed in the flowchart on page 2: Guide for dealing with concerns relating to child, young person and vulnerable adult abuse.

### **Actions to Avoid**

The person receiving the disclosure should not:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Should not suggest any action/s or consequences that may be undertaken in response to the disclosure

Remember: Listen – write it down – report it

## **2.3 Child, young person and vulnerable adult Safeguarding Incident Reporting Form**

You need to fill in an Incident Report Form for all concerns, suspicions and disclosures relating to the safeguarding of children, young people and vulnerable adults (see Appendix 1 for Incident Reporting Form). This needs to be done as soon as practicable to ensure all the facts are recorded. Copies of the Incident Report Form are available from:

- Intranet
- Any Designated Safeguarding Officer

If you have to ask someone in order to find this form, do not discuss the situation with him or her. The same form is used for all disclosures and allegations and suspicions. Do not worry if all the sections do not apply to your situation, it is purely to help you to remember as much relevant information as possible. It is the responsibility of the Designated Safeguarding Officer to take a lead on suspicions and report them to Social Care Services and or the Police to take the appropriate course of action, if appropriate.

### **3.0 Additional considerations when concerns relate to an internal employee/member of the Council e.g. staff, contractors, volunteers, and Elected Members**

It can be very worrying to have concerns about a person's safety or welfare that relate to the conduct of a colleague. The Local Authority recognises that this can involve additional stress for those reporting concerns. Within the incident reporting structures there are support mechanisms in place to ensure that staff are confident that these concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services.

Where you have concerns about a colleague, the reporting procedures should be followed in exactly the same manner as outlined above. You may need to have regard to which Designated Safeguarding Officer (and manager if you wish) it is appropriate to report your concerns to.

You can report to:

- Your line manager
- Human Resources

You **must** report to:

- A Designated Safeguarding Officer

Remember that the safety of the child, young person or vulnerable adult is paramount.

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the Designated Safeguarding Officer for guidance and appropriate action. Managers wishing to seek further advice can refer to

Chapter 13 of the Local Safeguarding Children's Board Procedures available from [www.lscb-llr.org.uk](http://www.lscb-llr.org.uk).

Where an allegation is made against an elected member this should be referred to Designated Safeguarding Officer who will then engage the Monitoring Officer or Deputy Monitoring Officer who has responsibility to address Member code of conduct related issues.

### **3.1 Types of Investigation**

Where there are allegations of abuse or concerns about poor practice of an employee or member there may be three strands of investigation:

1. Child/Vulnerable Adult Safeguarding investigation (externally led by Social Care Services)
2. Criminal Investigation (externally led by the police authority)
3. A disciplinary or misconduct investigation (internally led)

In the first two instances, the Council will not be involved in any form of investigation unless requested to do so by the Social Care Services or the Police authority and feedback on outcomes of any investigation will not usually be fed back to the Designated Safeguarding Officer involved unless there are outstanding misconduct issues to address.

As a Harborough District Council employee the usual terms and conditions for disciplinary investigations will apply, if this happens consideration will be given to suspension on full pay pending the outcome of the investigation.

The Council will assess each individual allegation on its own, taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with Council policy and procedures. Depending on the outcome of the investigation, the Council will assess the appropriateness of the staff member returning to work in your previous environment. A decision to withdraw permission for the employee to work with vulnerable groups may lead to the Council having a legal duty to report the person to the Independent Safeguarding Authority. This also applies in instances where the Council would have withdrawn permission for the individual to engage in regulated or controlled activity had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated or controlled activity.

### **3.2 Support for Staff**

If an allegation is made towards another member of staff, full support will be given in line with the local authority whistle blowing policy.

## 4.0 Key Contacts

The Designated Child Safeguarding Officers for Harborough District Council are:

<b>Service</b>	<b>Designated Child Safeguarding Officer &amp; contact no.</b>
Human Resources	Kate Frow 01858 821302
Community Services/Leisure	Jayne Wisely 01858 821288
Community Safety Partnership	Alan Paul 01858 821352
Children Services Manager	Stella Renwick 01858 821266
Customer Services	Wendy Cooke 01858 828282

### **Social Care Services**

#### **Adults**

**Adult and Community Service Centre – single contact point for all areas:**

**Tel: 0116 3050004**

**Fax: 0116 3050010**

**Email: [adultsandcommunitiescsc@leics.gov.uk](mailto:adultsandcommunitiescsc@leics.gov.uk)**

#### **Local Offices (to be used only when named social worker known)**

Broughton Astley – Hinckley – 01455 636954

Lutterworth - - Bassett Street – 0116 2787111

All other areas of Harborough District - Market Harborough - 01858 465331

#### **Children**

**Children’s Central Duty - single contact point for all areas:**

**Tel: 0116 305 0005**

**Fax: 0116 305 0011**

**Email: [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)**

#### **Local Offices (to be used only when named social worker known)**

For Lutterworth and Broughton Astley surrounding areas – Bassett Street  
0116 2787111

For other areas of the District – Melton Mowbray – 01664 564698

(Office hours only)

**Out of Office Hours Emergency Duty Team (Adults or Children)**  
**0116 2551606**

**Other Useful Contacts:**

<b>Leicestershire Constabulary</b> 0116 222 2222	<b>Local Authority Designated Officer (County Hall)</b> 0116 305 7409/8453 - Adults 0116 305 7575 - Children
<b>Age Concern Information Line</b> 0800 009966	<b>Seniorline</b> 0800 800 6565
<b>NSPCC Helpline</b> 0808 800 5000	<b>Local Authority Designated Officer (LADO - County Hall)</b> 0116 305 7409 or 0116 305 8453

#### **4.1 What is the role of the Designated Safeguarding Officers?**

All suspicions, concerns and disclosures have to be reported immediately to a Designated Safeguarding Officer. (See pages 4 & 5 and Section 4.0 for the list of Designated Safeguarding Officers)

They have the responsibility to;

- Ensure that arrangements are made to identify staff that require training in child, young person and vulnerable adult protection issues within their responsive area
- Ensure that Incident Report Forms and copies of the policy and procedures are available in their respective service areas
- Receive information from staff, volunteers and others who have concerns, and record them, using appropriate forms and procedures identified
- Ensure that the procedures for reporting concerns are followed appropriately in consultation with Social Care services
- Ensure that the appropriate agencies are informed
- Ensuring that people are reported to the Independent Safeguarding Authority as appropriate through HR
- Ensure that information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them
- Represent the Council on formal investigations into allegations of abuse led by Social Care Services
- Receive the appropriate training

## Appendix 1



### Children, Young People and Vulnerable Adults Safeguarding Incident Reporting Form

This form is used for reporting both suspicions and disclosures of possible abuse, therefore not all sections may be appropriate. Please complete with as much information as possible, using verbatim reports from people involved where possible. This information will be treated in the strictest confidence.

<b>About you, the reporter</b>	
Your name:	
Your job role:	
Your telephone number and email address:	
Are you reporting the concern on behalf of someone else?	
If yes to above, what is their name and their position?	
What involvement have you had? (Have you had contact with family/ other professionals etc)	
<b>About the child, young person or vulnerable adult</b>	
Name:	
Age and date of birth:	
Gender:	
Address, telephone and email contact	

details:	
Housing tenure (SL tenant/ Other Housing Association/ private rented/ owner occupier):	
Ethnic and/or religious background:	
Disabilities or other special factors:	
<b>About the person's family/ support network</b>	
Who is the person's next of kin?	
Address, telephone and email contact details:	
Names of other people living at the address or significantly involved:	
<b>About the concern</b>	
What has happened/ what are your concerns? (Please give full details, using verbatim reporting where possible and include physical or behavioural indicators)	
Have you or anyone else involved spoken to the person or with their parents/ family/ others involved? If so, what was discussed (record this verbatim where possible)? <i>Remember, you are not expected to undertake investigations so don't worry if you don't know.</i>	
Dates and times of significant events:	
<b>About the alleged abuser, if known</b>	
Name:	
Job position/ role:	
Address, telephone and email contact details:	
<b>About other agencies involved</b>	
Are you aware of any other services or professionals who are involved with the person?	
Name of agency and professional:	
Address, telephone and email contact details:	
Details of involvement and any advice you have received with dates:	
<b>For Designated Safeguarding Officer use only</b>	
<i>DSO name:</i>	
<i>Date, time, venue/ method of initial staff report regarding suspicions, concerns or disclosure relating to safeguarding:</i>	
<i>Who was present:</i>	
<i>Date, time and venue of Incident</i>	



<i>Reporting Form handover: Who was present:</i>	
<i>Notes regarding DSO follow up actions:</i>	

**Remember; do not discuss this with friends or colleagues. Arrange to see your Designated Safeguarding Officer urgently, and they will initiate appropriate action.**

## Appendix 2

### Incident Reporting Form completion alert pro-forma

This form is used to notify your counterpart Designated Safeguarding Officer at Harborough District Council that you have completed a safeguarding Incident Report Form. You must ensure that your counterpart DSO receives it as quickly as possible.

<b>About you, the Designated Safeguarding Officer</b>	
Your name:	
Your job role:	
Your telephone number and email address:	
<b>About the child, young person or vulnerable adult</b>	
Incident Reporting Form reference no:	
Name:	
Age and date of birth:	
Gender:	
Address:	
Housing tenure (CNH tenant/ Housing Association/ private rented/ owner occupier):	
<b>About the person's family/ support network</b>	
Names of other people living at the address or significantly involved:	
<b>About the concern and actions</b>	
Summary of incident:	
Action taken:	
Outcome:	
Further planned actions:	

Actions to be taken by the DSO counterpart with dates:	
<i>For the DSO counterpart Actions completed with dates</i>	
<b>Case profile</b>	
Likely profile of case 1-5 (1=low, 5=high)	
Comments on likely profile of case:	
<b>Any further issues for DSO counterpart to be aware of:</b>	

### Appendix 3 Promoting Good Practice with Children and Vulnerable Adults

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and vulnerable adults in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. There seems a lot to remember but do not worry you will probably find that you already do the majority of these things naturally.

- Always put the welfare of the children or vulnerable adults before any other agenda, i.e. winning, finishing a project
- Provide a good role model of behaviour
- Treat all children or vulnerable adults equally with respect and dignity using positive constructive encouragement.
- Stay vigilant for the safety of all children and vulnerable adults around you, not just the ones immediately in your care
- If you have to physically touch a child or vulnerable adult i.e. for swimming lessons, gymnastic coaching, restraint etc, then do so with consideration, never touch intimate areas and always tell the child what you are going to do
- Always wear appropriate clothing when working with children and vulnerable adults. E.g. dress according to the duties to be undertaken in a manner befitting the responsible care of children and vulnerable adults. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council must be worn at all times
- Maintain correct statutory staff to child, young person and vulnerable adult ratios
- Always have a register of children or vulnerable adult in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child or vulnerable adult and do not them leave with anyone else without checking with a parent first
- Ensure a code of behaviour is established at the start of each session so that everyone knows what is expected of them and what is acceptable. If you have to discipline a child or vulnerable adult then do so in a positive constructive manner making sure that the child or vulnerable adult knows it is the behaviour and not the child or vulnerable adult that is not welcome
- Use appropriate language and explanations. (It is not always what is said but how it is said that can be of concern and of great importance)
- Enhanced/Standard Criminal Records Bureau checks must be undertaken for all employees who will be working with children and vulnerable adults

#### ***Practice that is not acceptable***

- Allowing inappropriate language of all parties to go unchallenged

- Transporting children and vulnerable adults should never be taken by just one member of staff, no matter what the urgency is, (always contact appropriate emergency service where appropriate)
- There should always be two adults within your selected mode of transport. Please see the section, For Transporting Children and Vulnerable Adults Away From Home on Page 16 for the correct good practice
- Being alone with a child or vulnerable adult, if they are upset or need first aid then take them to one side but do not enclose yourself in a room
- Making sexually suggestive comments to or around a child or vulnerable adult
- Engaging in rough physical or sexually provocative play with a child or vulnerable adult
- Allowing or engaging in inappropriate touching
- Inviting or allowing a child or vulnerable adult to stay in your home
- Taking children or vulnerable adults to your home, for however short a time
- Performing personal care for someone which they can do themselves or that you are not trained to do
- Sharing a room with a child or vulnerable adult on residential based activities
- Forming inappropriate relationships with children or vulnerable adults in your care, N.B Remember this legally means a child up to 18 years of age
- Allowing allegations made by a child or vulnerable adult to go unchallenged, unrecorded or unacted upon
- Giving home or mobile number to children or vulnerable adult (unless there is a good reason to do so) or obtaining children's or vulnerable adults mobile phone numbers

### **First Aid and Treatment of Injuries**

If a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to
- A notification of Accident Form must be completed and signed and passed to the Health and Safety Officer

### **For Transporting Children and Vulnerable Adults Away From Home**

If it is necessary to provide transport or take children and vulnerable adults away from home the following good practice must be followed:

- You should only transport a child/ren or vulnerable adult/s where there are two members of staff/adults present in the selected mode of transport
- Ensure where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by the Council's Child and Vulnerable Adult Safeguarding Policy and Procedures
- In addition to this, where practical, request written parental/guardian consent
- Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other staff and parents/guardians
- Ensure all vehicles are correctly insured
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are working

## **Use of Contractors**

Harborough District Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children or vulnerable adults should have their own equivalent Children and Vulnerable Adult Safeguarding Policy, or failing this, comply with the terms of this policy.

Where there is potential for contact with children or vulnerable adults it is the responsibility of the manager who is using the services of the contractor to check that the correct CRB check has been satisfactorily completed.

## **Use of the Internet and other technology including photography and mobile phones**

There is increasing concern, not just nationally but world wide, about the use of the internet to abuse and exploit children and vulnerable adults. Computer technology, including web cams and mobile phones, is being used in the production and widespread distribution of images and pseudo images of the abuse of children and vulnerable adults, from babies to teenagers.

### **As an individual wishing to take photographs (employee/ member/volunteer)**

Due to the potential misuse of photographic and video/camera/mobile phone data the following procedures are to be implemented in permitting photography to take place or video/digital etc cameras to be used in certain situations. This is particularly relevant where young children may be the subjects e.g. parks and play areas, sport and recreation settings, events and community gatherings.

There are a number of public buildings which may include swimming pools, sports centres and the like that have a clearly defined policy of not allowing the taking of photographs under any circumstances.

Always ensure that you are aware of the policy underpinning the taking of and use of material within the building/open spaces that you intend to take images within. Some operators exercise a no use policy particularly in swimming pools and changing areas. This should include Mobile phone usage.

In addition to any policy operated at the premises or facility there are a number of requirements that are identified through this policy for your own safety and that of the public. As an employee of Harborough District Council you are required to enforce these.

Photos taken by Harborough District Council will be kept and stored on file for up to 2 years.

### ***Always ensure that you:***

- Obtain permission prior to using any media equipment or other device to take pictures whilst on their premises or facility checking out any in place policy
- Permission must be in written form, given by an authorised and designated person who is aware of the reasons for the taking of the images and how they are to be used. (See Appendix 6 for sample Photography Permission form)
- Take images of crowds that show general images and do not focus in upon any one person or child or vulnerable adults without permission.
- Try to keep children's faces obscure and away from direct identification where at all possible. (Even if permission is given by the premises/facility operator that child or vulnerable adults parent or guardian may not be happy to consent for their child to be photographed.)
- Cross-reference the photographs with a code and not names and addresses, and never keep stored images with names and addresses attached or together.
- Make it clear to the parent or guardian who you are – show your security badge, why you are taking the photos and their use, how they will be stored, making it clear that the photos will not be used for any other business other than that of the promotion of the Council or by the use of any third party

- Abide by parental wishes. If a parent or guardian does not wish their child or vulnerable adult to be shown in an image, then this wish must be undertaken
- Report any unauthorised taking of images to the facility/building operator or your manager immediately
- Report any suspected misuse of/stolen images to a Designated Child Protection Officer immediately
- Ensure that all web images have the consent of parent and guardians for the reason they are being used
- Ensure CD's and portable files/photographs are kept within secured and lockable cabinets, preferable in a central designation, with a booking in and out system if on a central loaned system
- Images are not passed electronically to a third party who has not been identified to the parent or guardian as a third party involved in the original usage of the material
- Images are not passed to any other family member or friend of the child and vulnerable adults. (The photographs belong to the photographer/media producer who has full responsibility for the welfare and wellbeing of the images and their protection)
- Only use images of children and vulnerable adults in suitable dress to reduce the risk of inappropriate use. (With sports such as swimming - the content of the photograph should focus on the activity not on a particular child or vulnerable adult and should avoid full face and body shots. (So for example shots of children or vulnerable adults in a pool would be appropriate or if on poolside from the waist or shoulder up)
- If unsure ask for guidance from a Designated Child/Adult Safeguarding Officer

**You never, under any circumstances take lone photographs or images of a child or vulnerable adult, either at the facility or at their home without written consent.**

**As an operator of a facility/building or an event co-ordinator:-**

**You must always ensure that:-**

A policy is in place that covers and identifies the facility or building that replicates the requirements within this policy.

Signage is displayed in a clear and accessible place as to the requirement of visitors and users. Clearly state how some one needs to get permission to take images.

You provide a sign for stating that under the facilities Children and Vulnerable Adult Safeguarding Policy and for the protection of data, all users must ask permission to take images on the premises.

The sign should clearly state what will happen if any unauthorised images are taken via media equipment (including mobile phones). E.g. A request will be made for all unauthorised images to be removed immediately. If this request is refused then the facility Manager will be notified, who reserves the right to call the Police to attend to either remove any materials or confiscate the equipment according to their assessment.

In such cases the Designated Child/Adult Safeguarding Officer should be notified as soon as is practical of the incident and of the outcome.

Ensure that all staff adhere with the policy requirements and are briefed on how to approach and enforce the policy for victors and users.

Ensure staff understand the authorisation procedures, which should be in writing and who can give authorisation to a person to take any images in site.

Ensure there is a visible list of areas where photographic and recording equipment including mobile phones is forbidden under all circumstances e.g.

All changing areas including:

- Swimming pool
- Sports facilities
- Team changing facilities

- Health suite
- Sauna areas
- Sun bed areas
- Fitness suite and gyms
- Toilet areas
- Crèche
- Play scheme facilities

**If parents or other spectators are intending to take photographs** or images at an event they should also be made aware of your expectations.

- Spectators should be asked to register at an event if they wish to use photographic equipment
- Participants and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern

### **Commissioning photography**

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to the safeguarding of child and vulnerable adults.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform users, participants, parents/guardians that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children and vulnerable adults or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at the home of child or vulnerable adult

## Appendix 4 Example Consent Form

All information will be treated in strict confidence

Event: Activity	Date:
Name of child	Date of birth:
Home Address:	
Home Telephone Number:	Mobile Telephone Number:
Medical conditions ( if any) asthma, diabetes, allergies:	

- I confirm that my son/daughter/ is in good health and I give consent for my son/daughter to participate in the above event/activity
- I consent to any emergency treatment required by my son/daughter during the course of the event/activity
- I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Harborough District Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).
- The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Name of Parent/Guardian

Signature

Date

## Appendix 5

## Consent Form for the use of Cameras and other Image Recorders

<b>Venue/area:</b>	<b>Ref No:</b>
<b>Description of equipment:</b>	
<b>Surname:</b>	<b>Forenames:</b>
<b>Address:</b>	
<b>Tel No:</b>	<b>Mobile Tel No:</b>
<b>Fax No:</b>	<b>E-mail address:</b>
<b>Name(s) of the subject(s)</b>  1  2  3  4	5  6  7  8
<b>Relationship of the photographer and subject(s)</b>	
<b>Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising etc)</b>	

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed.....

Date .....

Authorised by:.....

Date:.....

Position held:.....

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes monitoring camera and image recorder use and will be destroyed at the end of a year.



## **Appendix 6**

### **Recruitment, Employment and Deployment**

#### **Pre-recruitment**

If any form of advertising is used to recruit staff and volunteers, it should reflect::

- The aims of Harborough District Council
- If appropriate the aims of the particular programme involved
- The responsibilities of the role
- The level of experience or qualifications required (e.g. experience of working with children is an advantage)
- The Council's open and positive stance on children and vulnerable adult protection
- The use of the Criminal Records Bureau in the recruitment and selection process

#### **Pre-application Information**

The pre-application information e.g. application pack, sent to interested or potential applicants should contain:

- A job description including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- An application form
- A Self Declaration form

#### **Applicant Information**

All applicants, whether for paid or voluntary, full- or part-time positions, should complete an application and self declaration form which should elicit the following information:

- Name, address and National Insurance Number
- Past career, relevant interests, any gaps in employment and reasons for leaving
- Relevant experience, educational qualifications, job specific qualifications and training
- Any criminal record
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and vulnerable adults where it is a requirement of the job

The purpose of the self declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The self declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.

It should be made clear that effective measures are in place to ensure confidentiality of information under Data Protection legislation.

#### **Checks and References**

Staff and volunteers recruited to work in services for children and vulnerable adults must be checked for any possible irregularities, which may give reason for concern. A minimum of two references must be taken up, and if available, at least one should be associated with former work with children or vulnerable adults. Written references will be followed up by letter or telephone. References should include the applicant's suitability to work with children or vulnerable adults where it is a requirement of the job.

In accordance with guidance from the Criminal Records Bureau, all posts that have direct contact with children and vulnerable adults will require an Enhanced Disclosure. These checks will be completed by the Human Resources Team. Checks may be carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children or vulnerable adults.

If a CRB check highlights an unspent conviction a risk assessment will be carried out to assess the suitability of the applicant to work with children or vulnerable adults. This will be carried out by the line manager and the Council's Health and Safety Officer and the outcome verified by the Designated

Safeguarding Officer. Prior to any employee becoming operationally active, the Council should be in receipt of a CRB form. It is essential that Officers recruiting new employees plan in advance to allow for the CRB process to be undertaken. In simple terms no CRB no start!

## **Interview**

Interviews are carried out in line with the Council's Recruitment and Selection procedures. The interview is likely to include questions on how to deal with children and vulnerable adult protection issues.

## **Induction and Training**

Checks are only part of the process to protect children and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concern of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children and vulnerable adults from possible abuse. The induction and training should include:

- An assessment of the training needs required
- Clarification, agreement and signing up to the Council's Code of Conduct for Employees
- The expectations, roles and responsibilities of the job are clarified
- As a minimum we will expect all staff to have undergone formal children and or vulnerable adult training related to their job within 6 months of the employment with us. Refresher training will be required every 3 years.

### **Relevant Training Courses**

- NSPCC – Educare Programme
- Sports Coach UK – Good Practice and Child Protection
- Social Services Training for Vulnerable Adults
- Local Safeguarding Children Board multi agency training

### **Other areas of training:**

- First Aid, e.g. St John Ambulance First Aid Qualification / HSE First Aid at Work
- How to work effectively with children and vulnerable adults, e.g. Sports Coach UK

## **Probation, Monitoring and Appraisal**

All newly appointed members of staff undergo an agreed period of probation on commencement of their role.

All members of staff who have contact with children and vulnerable adults will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs and address any issues of poor practice. Line Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

It is the responsibility of Line Managers to monitor good practice. This can be done in a number of ways:

- Direct observation of the activity or service
- Staff appraisals, mentoring and providing feedback on performance
- Children and adults feedback on the activities or services

## **Rehabilitation of Offenders**

Harborough District Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant. Failure to declare a conviction, caution or pending police action, will disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light.

**Further information and guidance can be sought from the following:**

## **RESOURCES**

**Working Together to Safeguard Children 2006:** A guide to inter-agency working to safeguard and promote the welfare of children. Available from [www.everychildmatters.gov.uk/workingtogether/](http://www.everychildmatters.gov.uk/workingtogether/)

**NCVCCO Positively safe:** A guide to developing safeguarding practices

**Department for Children, Schools and Families:** Staying Safe: Action Plan February 2008  
Reference: DCSF-00151-2008

**Department of Health:** No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.

## **WEBSITES**

### **Every Child Matters**

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

**Leicester, Leicestershire and Rutland Local Safeguarding Children's Board** -[www.lscb-llr.org.uk](http://www.lscb-llr.org.uk)

### **Department for Children, Schools and Families**

[www.dfes.gov.uk](http://www.dfes.gov.uk)

### **The National Society of Prevention of Cruelty for Children**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **The Department of Health**

[www.dh.gov.uk](http://www.dh.gov.uk)

### **No Secrets – Safeguarding Vulnerable Adults**

[www.dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/SocialCare/POVA/fs/en](http://www.dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/SocialCare/POVA/fs/en)

### **The Independent Safeguarding Authority**

[www.isa-gov.org.uk](http://www.isa-gov.org.uk)

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