



Harborough District Council Children and Young People Safeguarding Policy and Procedures

November: 2021
Review due: 31 March 2024

Important:

Remember it is not up to you to decide if abuse has taken place, that is the role of Social Care Services, the Police or other relevant agency, **but** it is up to you to report **any** concerns to a Designated Safeguarding Officer.

We have a legal responsibility to respond to any safeguarding concerns even if they do not involve our staff or services.

Refer to the Safeguarding Guidelines which compliment this Safeguarding Policy

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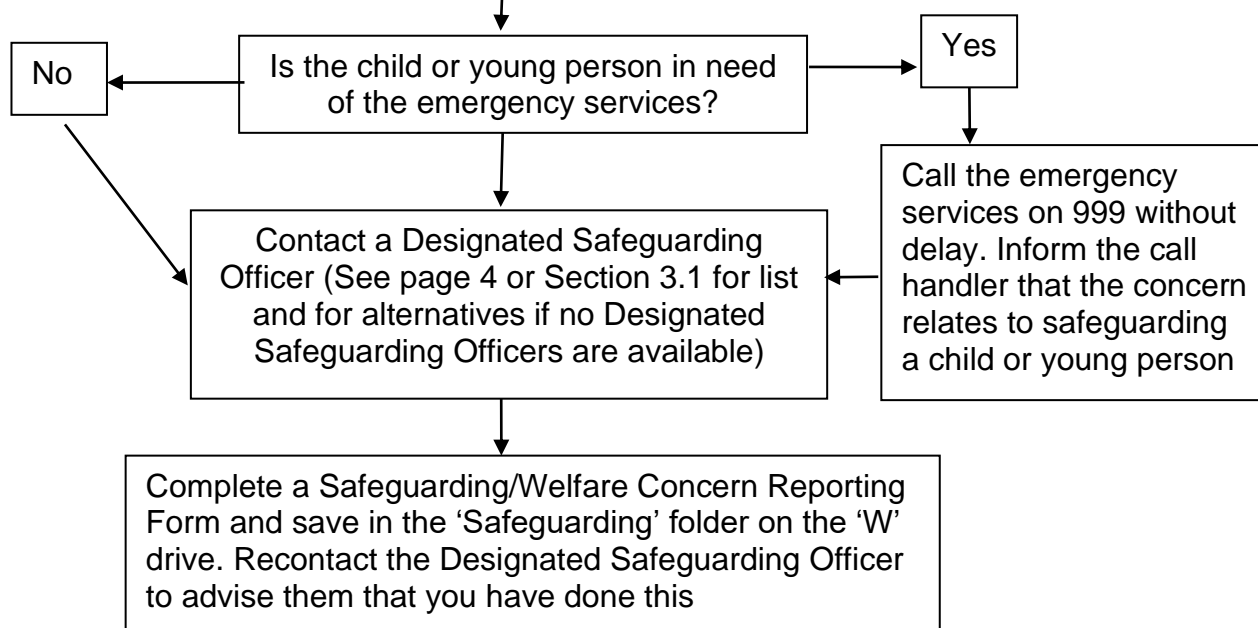
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Guide for managing concerns relating to a child or young person

Staff, elected member, volunteer, coach, parent/carer has concerns about a child or young person (this could be something you have heard, seen, or been told) or a child or young person has disclosed information relating to their safety or welfare.
See item 1.2 (Page 6) for Safeguarding definitions.

- Stay Calm
- If child or young person is present, reassure them that they are right to share their worries
- Don't make promises of secrecy or what the outcome might be
- Avoid 'leading' questions and try to get consent to pass information on



Designated Safeguarding Officer to decide and action:

- Does the concern meet safeguarding thresholds/should it be referred using safeguarding processes?
- If not, are there any other sources of support that the family could be signposted/referred to?
- Contact relevant agency for example Children's Social Care: 0116 305 005/[Multi-Agency Referral Form \(MARF\)](#) or the Police: 999/101 etc
- Update referral form with actions taken and file appropriately
- Inform other Designated Safeguarding Officers of new case
- Provide feedback to referrer

Remember every child and young person has the right to live their life free from abuse

Out of office hours contacts:

Leicestershire Children's Social Care - telephone 0116 305 0005 (24 hours)

Leicestershire Police - telephone **999** if a child is in immediate danger or if a crime is in progress or telephone 101 or report online <https://www.leics.police.uk/ro/report/> if you think a crime has been committed but there is no immediate danger.

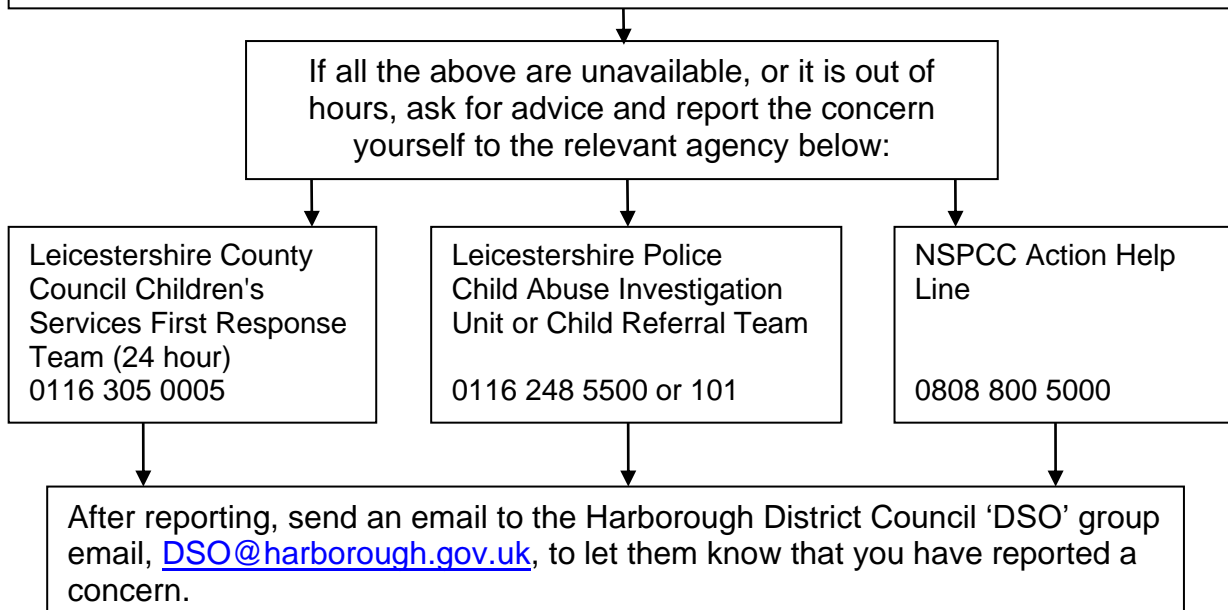
Ambulance Service – telephone **999** in the event of a medical emergency

Who are my Designated Safeguarding Officers

You can view the Designated Safeguarding Officer (DSO) rota on the '[Duty Rota](#)' page or by accessing the [report a safeguarding concern](#) page of the intranet. Alternatively, a full list of Designated Safeguarding Officers can be found by searching the intranet phonebook for 'Designated Safeguarding Officer' - http://www.harborough.gov.uk/intranet/site/scripts/directory_search.php?directoryID=1&search=Search&keywords=designated+&submit=Search+phonebook.

There are trained Designated Safeguarding Officers located across service areas. If all Designated Safeguarding Officers are unavailable, please speak to a Service Manager who will undertake this role.

For further support, and to alert the organisation of significant concerns, go to: Director – Communities and Wellbeing. Out of office hours, please contact the Lifeline Team who can contact the on call Corporate Management Team member. The Lifeline Team can be contacted on 01858 464499.



If you feel that there is an immediate risk, always contact the emergency services without delay

Telephone 999

1.0 Introduction

Nothing is more important than children's welfare (Working Together 2018)

What does 'safeguarding' mean?

The government guidance on Working Together to Safeguard Children 2018 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
- Taking action to enable all children to have the best outcomes

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 across all its services. Council staff may come across cases of suspected abuse either through direct contact with children, for example running a sports or community event, observing a child or family on Council premises or as a member of staff visiting homes as part of their day-to-day work. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in services organised by the Council.

What does this policy cover?

The policy will provide you with the information you need regarding actions to take if you suspect or are told about abuse. This may be the tool that helps you to save a child's life.

While it is not our job to establish whether abuse is taking place or not, it **is** our responsibility to report any concerns we have regarding the welfare of children or young people. This duty extends to the identification of abuse and/or poor practice by internal elected 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 clarifies that your primary concern is to ensure that you record relevant information and pass it on to a Designated Safeguarding Officer as quickly as possible, so that they can discuss any action and make a referral to the relevant authority as necessary. Remember, if the situation requires it contact the Emergency Services yourself without delay.

Safeguarding Children

The legal obligations concerning children and young people are underpinned by the Children Act 2004 including as amended by the Children and Social Work Act 2017. Further guidance is available from Working Together to Safeguard Children 2018.

Harborough District Council is a statutory member of the Leicestershire and Rutland Safeguarding Children Partnership (SCP), and this policy document is founded on Safeguarding Children Partnership guidance which can be found on their website <https://lrsb.org.uk/lrscp>.

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 young people, safeguard their wellbeing and protect them from abuse. We aim to do this by:

- Respecting and promoting the rights, wishes and feelings of children and young people
- Raising awareness of the duty of care responsibilities relating to children and young people throughout the Council
- Promoting and implementing appropriate procedures to safeguard the well-being of children and young people to protect them from harm
- Ensuring all staff receive safeguarding training at a relevant level as set by the Local Safeguarding Children Partnership
- 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 and young people from abuse, and minimise risk to themselves
- Ensuring that relevant commissioned services are compliant with safeguarding expectations as set out by the Local Safeguarding Children Partnership
- Responding to any allegations of misconduct or abuse of children or young people in line with this Policy and Guidance and Local Safeguarding Children Partnership 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 and Young People Safeguarding Policy and Procedures
- Reviewing and evaluating this Policy and Procedures document on a bi-annual basis
- Retaining safeguarding information for 100 years, in line with Safeguarding Children Partnership policy

1.2 Definitions

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

- The term child, or young person is used to refer to anyone under the age of 18yrs
- 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 including commissioned services
- Children and young people can be vulnerable to abuse from adults or from other children or young people

There are 4 broad categories of child abuse: physical abuse, emotional abuse, sexual abuse, and neglect. Definitions of these can be found within the Leicestershire and Rutland Safeguarding Children Partnership procedures document -

https://llrscb.proceduresonline.com/p_respond_abuse_neg.html?zoom_highlight=types+of+abuse#4.-definitions-of-child-abuse-and-neglect.

Other forms of abuse which impact children and young people, like domestic abuse, are not unique to any specific kind of abuse and can be complex. Some of this complexity has been recognised within the new Domestic Abuse Act 2021, which has also brought about the reduction of the age that someone can legally be the victim of domestic abuse from 18 to 16 and therefore is included within the remit of this children and young people's policy and procedure document. The new Act aims to protect those persons who experience

domestic abuse and to strengthen measures to deal with those who bring about domestic violence. The 2021 definition of domestic abuse is 'the behaviour of one person towards another where: both people are aged 16 or over and are personally connected to each other and the behaviour is abusive'. Such abusive behaviour towards a child who is under the age of 16 remains classified as child abuse and not as domestic abuse.

The Act also recognises children who see, hear, or experience the effects of abuse as victims. The actions and words of an abuser may impact the person to whom they were aimed, but they may also impact children living in the same house. Any child witnessing domestic abuse is likely to suffer from a psychological perspective as a result of witnessing that abuse. Under the Act we, as a local authority, have a duty to provide support to victims of domestic abuse and their children in refuges and other safe accommodation. In addition, all eligible homeless victims of domestic abuse automatically have 'priority need' for homelessness assistance.

These changes mean that it is important for our staff to be familiar with signs of domestic abuse, and to know how to respond to disclosures or concerns appropriately. Details of the new Act will be included in safeguarding training packages throughout our organisation. Housing policies will also be adapted to adhere to the new legislation.

Safeguarding Children Partnerships have an important role in monitoring the effectiveness of partner agencies and are key to improving multi-agency working, as well as supporting and enabling partner organisations to adopt their practice and become more effective in safeguarding children. The Leicestershire and Rutland Safeguarding Children Partnership maintain a portfolio of policies, procedures, and guidance. All partner agencies are signed up to these and are provided with regularly updates. Procedures and guidance relating to assessing need and safeguarding in specific circumstances like exploitation (the deliberate maltreatment, manipulation or abuse of power and control over another person. Taking advantage of another person or situation usually, but not always, for personal gain e.g. Child Sexual or Criminal Exploitation, Radicalisation) or concerns for a particular group of children and young people such as those who have disabilities or are looked after can be found on the Leicestershire and Rutland Safeguarding Partnership website <http://llrscb.proceduresonline.com>.

Safeguarding Children Partnerships also commission and publish Child Death Reviews with associated findings and/or recommendations after a child has been seriously harmed or died. Collectively, this is the practice guidance that informs the actions of Designated Safeguarding Officers.

1.3 Principles

Section 11 of the Children Act 2004 places a duty on:

- Local authorities and district councils that provide children's and other types of services, including children's and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services
- A range of organisations and individuals to ensure their functions, and any services that they contract out to others are discharged having regard to the need to safeguarding and promote the welfare of children and young people.

This means that:

- The welfare of children and young people is the primary concern
- All children and young people have the right to protection from abuse

- Local agencies, including those in universal services and those providing services to adults with children, should understand their role in identifying emerging problems and sharing information with other professionals to support early identification and assessment (Working Together 2018)
- It is **everyone's** responsibility to report any concerns about abuse
- Professionals working in universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need (Working Together 2018)
- 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 General Data Protection Regulation (GDPR) and the Data Protection Act 2018

1.4 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 a Designated Safeguarding Officer, the Designated Safeguarding Officer will ensure that:

- The procedures are followed appropriately in consultation with Social Care Services and in line with Local Safeguarding Children Partnership procedures
- The appropriate agencies, or any other parties, are informed
- Information is recorded and stored appropriately
- Staff involved, where they indicate that they require support, are signposted in line with the Council's employee wellbeing policies. This includes access to a confidential counselling service. Support and signposting will primarily be carried out by the person's line manager

1.5 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 child's safety or welfare that relate to the conduct of a colleague. Harborough District Council recognises that this can involve additional stress for those reporting concerns. Full support will be given in line with our Whistleblowing Policy, which outlines mechanisms in place to ensure that staff can be confident that concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services. Harborough District Council's Public Interest Disclosure ("Whistle-Blowing") Protocol forms Part 5, Section 3A of the Constitution and is available on the Council's website [here](#).

Where you have concerns about a colleague, which could involve an allegation, a concern about the quality of care or practice or a complaint, the reporting procedures should be followed in 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 or the Human Resources Team, but you **must** report to a Designated Safeguarding Officer.

There may be circumstances where allegations are about poor practice rather than abuse. This should always be communicated to your line manager, and you can ask a Designated Safeguarding Officer for guidance about appropriate action.

Managers wishing to seek further advice on any allegations against staff can refer to the [Safeguarding Children Partnership Procedures](#).

Remember that the safety of the child is paramount

Where an allegation is made against an elected member, this should be referred to a 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.

Any allegation or concern regarding a member of staff, officer or volunteer involving conduct towards a child or young person should be referred to a Designated Safeguarding Officer who will then engage with the Human Resources Team. The Human Resources Team have responsibility to refer the allegation or concern onto the Local Authority Designated Team, who are responsible for the referral of allegations against those who work with children (contact details on page 12). The Local Authority Designated Team will:

- Provide advice and guidance to employers and voluntary organisations;
- Liaise with the police; and
- Monitor the progress of all cases to ensure that they are dealt with quickly and consistently

An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed a child, or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- (Working Together 2018)

1.6 Confidentiality, Information Sharing and Consent

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children and young people. 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.

All staff should aim to gain consent to share information when they identify a safeguarding concern but should be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared with relevant agencies without consent if a Designated Safeguarding Officer has reason to believe that there is good reason to do so, and that the sharing of that information will enhance the safeguarding of a child in a timely manner.

In instances where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion if it is safe to do so. The person should be informed that the member of staff will, at the very least, have to disclose the conversation to their line manager and, depending on the severity of the information, it may be disclosed to Social Care Services, the Police or other appropriate agency.

When it comes to reporting safeguarding concerns, however they arise, the General Data Protection Regulation and Data Protection Act 2018 do not prevent, or limit, the sharing of

information for the purposes of keeping children and young people safe. It allows Designated Safeguarding Officers to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk.

Harborough District Council is signed up to the Local Safeguarding Children Partnership Multi-Agency Information Sharing Agreement (ISA) for the purposes of safeguarding children. The ISA is intended to help with the sharing of information across agencies, especially in relation to safeguarding children by:

- Making it easier and quicker for information to be shared securely between agencies
- Removing the uncertainty that often surrounds inter-agency information sharing
- Encouraging agencies to share information to assist with the safeguarding of children

2.0 Reporting and managing incidents and concerns

It is our duty as officers, elected members or volunteers of Harborough District Council to report any concerns we may have regarding the safeguarding or welfare of a child or family. The process for how to respond to concerns is detailed in the flowchart on page 3: Guide for managing concerns relating to a child or young person.

2.1 Responding to suspicions and concerns

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

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

- Note the concerns and your reasons for being concerned including your professional opinion of the situation using the incident reporting form
- You may choose to speak with your line manager
- Report to an appropriate Designated Safeguarding Officer
- Maintain confidentiality in line with Section 1.6

Do not undertake further investigations.

When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child or young person, 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.

2.2 Responding to disclosure

Abused children and young people 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 or young person is saying you are already helping the situation. It is key that you reassure the person that they were right to tell and to not make promises to keep secrets. The guidelines accompanying this policy contain a more detailed guide to help you respond appropriately.

Remember: listen – write it down – report it

2.3 Safeguarding/Welfare Concern reporting form

You need to fill in a Safeguarding/Welfare Concern Report Form for all concerns, suspicions and disclosures relating to the safeguarding of children and young people. This

needs to be done as soon as is practicable to ensure all the facts are recorded. **Do not delay when reporting concerns as a child's welfare or safety may be imminently at risk.** Copies of the Safeguarding/Welfare Concern Report Form are available on the Intranet or by following this [link](#)

When the form has been completed you need to save it in the 'Safeguarding' folder on the 'W' drive and then let a Designated Safeguarding Officer know that you have done so (see list of Designated Safeguarding Officers on the Intranet phonebook or link on page 4 of this policy). Remember, it is your responsibility to check that a Designated Safeguarding Officer has received the form and can action it within an appropriate timescale. If you are out on visits and need to telephone a Designated Safeguarding Officer to relay your concerns, you are permitted to do this. The Designated Safeguarding Officer will either complete a form on your behalf or ask you to complete one on your return to the office.

If you have to fill in a form, please include all relevant facts about you, about the incident and about the people involved. Please talk to a Designated Safeguarding Officer for advice and guidance.

2.4 Investigation

There may be circumstances where you could be involved in an investigation because of an incident or concern. You will receive full support from the Human Resources Team and from your line manager should this happen. Designated Safeguarding Officers will also be available for help, information, and advice.

2.5 Support for Staff

If an allegation is made towards another member of staff, full support will be given in line with the Local Authority Whistleblowing policy. Harborough District Council's Public Interest Disclosure ("Whistle-Blowing") Protocol forms Part 5, Section 3A of the Constitution and is available on the Council's website [here](#).

Staff support can be accessed through our Employee Assistance Programme (EAP) which is a free and confidential advice and support service. The service is open 24 hours a day, 365 days a year. Contact with EAP is confidential and, except where there is a threat to visitors or employees, no information which identifies an individual will be made available to the Council. Further details of the service and our password is available on the intranet http://www.harborough.gov.uk/intranet/info/44/benefits_and_support/3/employee_assistance_programme.

Employee Assistance Programme - 0800 1116387 Website: www.my-eap.com

3.0 Systems and Structures

Districts and Boroughs in Leicestershire have developed systems and structures to report, refer and record safeguarding concerns for internal use and in line with the Local Safeguarding Children Partnership procedures for multi-agency working which can be found at <https://lrsb.org.uk/lrscp>, or contact the Lead Professional Officer (see 3.2).

3.1 Key Contacts

Internal Key Contacts

A full list of Designated Safeguarding Officers (DSOs) can be found by searching the intranet phonebook for '[Designated Safeguarding Officer](#)' or by viewing the [Safeguarding](#) section of the Harborough District Council Intranet.

External Key Contacts - Remember, if you need to make a report to an external agency, speak to a Designated Safeguarding Officer at the first opportunity afterwards. Keep all updates and pass them onto the Designated Safeguarding Officer for the file.

Leicestershire County Council Children’s Social Care 24hours: 0116 305 0005

Leicestershire Police: Emergency: 999 Non-emergency: 101

Leicestershire Police Child Abuse Investigation Unit (CAIU): 0116 248 5500

Email: childreferralteam@leicestershire.pnn.police.uk

(Not for direct initial reporting. If a safeguarding concern has been reported to Social Care’s First Response Children’s Duty Team **and** a crime has been reported to the Police, the CAIU may become involved)

Designated Team responsible for the referral of allegations against those who work with children (previously known as the LADO) – 0116 305 4141

Further information - <http://lrsb.org.uk/lado-local-authority-designated>

NSPCC Childline (for persons under 18 years) - 0800 1111 - www.childline.org.uk

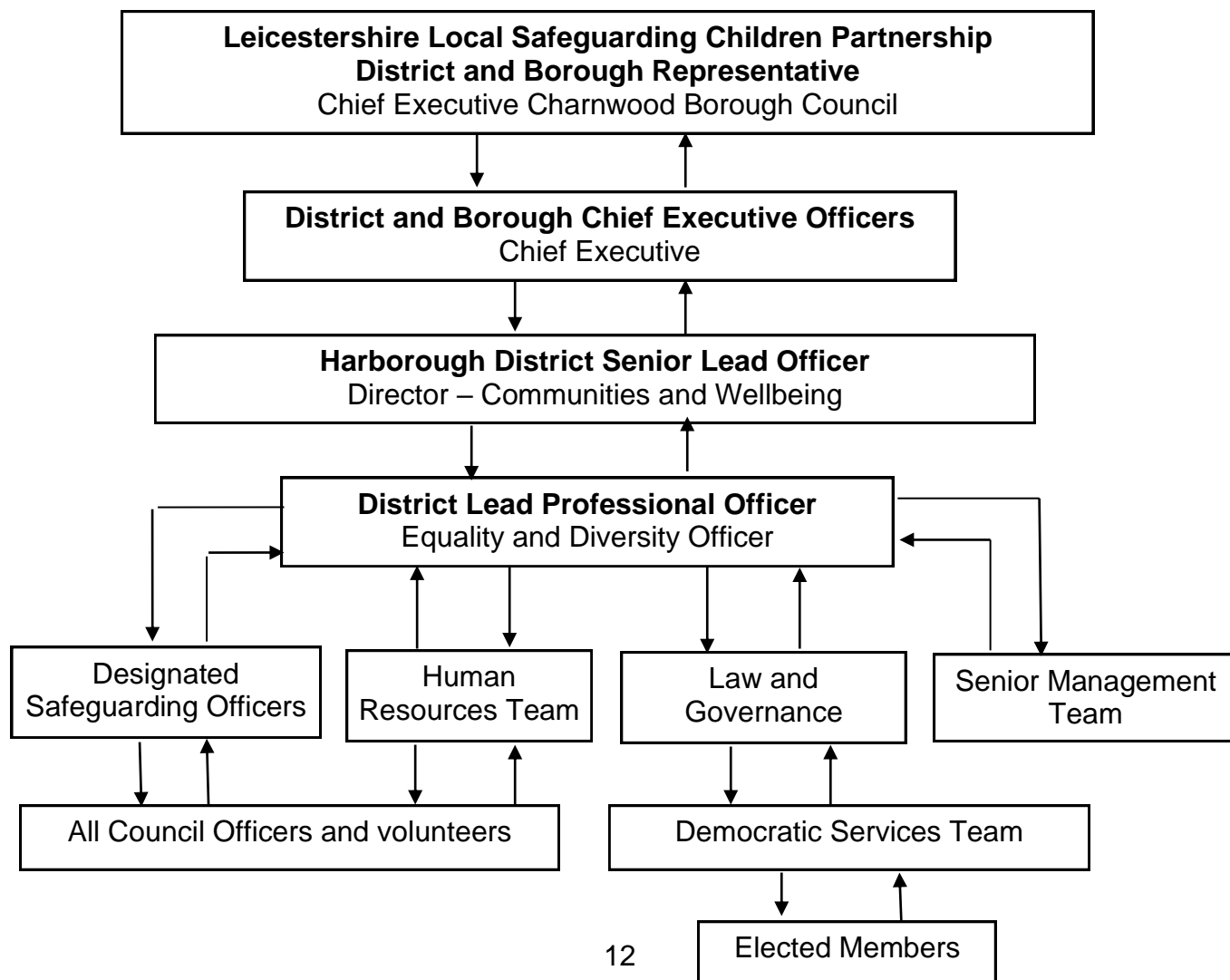
NSPCC Advice Line (for adults who are concerned about a child) - 0808 800 5000

- www.nspcc.org.uk

NSPCC Whistleblowing Helpline – 0800 028 0285

3.2 Leicestershire structure and contacts

Leicestershire and Rutland Safeguarding Children Board Safeguarding Communication and Accountability Flow Chart



3.3 What is the role of the Designated Safeguarding Officers?

All safeguarding related suspicions, concerns and disclosures have to be reported immediately to a Designated Safeguarding Officer. A full list of Designated Safeguarding Officers can be found in the phonebook of the Harborough District Council intranet.

The responsibility of the Designated Safeguarding Officers is to:

- Receive information from staff, volunteers and others who have concerns, and support them to record them, using appropriate forms and procedures
- Ensure that the procedures for reporting concerns are followed appropriately in consultation with Social Care services and in line with Safeguarding Children Board/ Partnership procedures
- Ensure that the appropriate agencies are informed
- Ensuring that the Human Resources Team are alerted and included in any issues that may result in staff being reported to the Disclosure and Barring Service
- Ensure that information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them when they ask for it
- Receive the appropriate training

If you have made a referral to a Designated Safeguarding Officer and would like a second opinion with regard to action taken, please contact the Lead Professional Officer.

3.4 What is the role of the Lead Professional Officer?

The responsibility of the Lead Professional Officer is to:

- Ensure that Safeguarding/Welfare Concern Reporting Forms and copies of the policy and procedures are available
- Ensure that arrangements are in place to identify staff within the organisation who require safeguarding training
- Map training needs and ensure that all staff have access to relevant level training
- Develop and review policies
- Manage referral forms and retain an overview of all reported incidents
- Report to Senior Lead Officer
- Support staff in the organisation when they request it
- Ensure partnerships are in place and help to maintain and develop them

3.5 What is the role of the Senior Lead Officer?

The responsibility of the Senior Lead Officer is to:

- Work with the Lead Professional Officer
- Represent the Council on formal investigations into allegations of abuse led by Social Care Services (unless it is appropriate for the member of staff reporting the concerns or the Designated Safeguarding Officer who dealt with it to do so)
- Check and challenge structures
- Drive the safeguarding agenda within the Corporate Management Team
- Ensure communication strands are strong
- Ensure elected members are appropriately informed

Promoting good practice with children and young people

These safeguarding guidelines should be read in conjunction with the Safeguarding Children and Young People Policy.

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.

As a matter of course:

- Always put the welfare of the children before any other agenda
- Provide a good role model of behaviour

When delivering an activity:

- Maintain correct statutory staff to child ratios
- Always have a register of children 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 and do not let them leave with anyone else without checking with a parent first
- If working with children without parents present, an appropriate consent form should be filled in by parents detailing emergency contacts and medical issues
- If children are old enough to make their own way home after a session this should be clarified on the consent form
- Treat all children equally with respect and dignity using positive constructive encouragement
- Stay vigilant for the safety of all children around you, not just the ones immediately in your care
- If you have to physically touch a child 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, e.g., dress according to the duties to be undertaken in a manner befitting the responsible care of children. 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 always worn
- 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, then do so in a positive constructive manner making sure that the child knows it is the behaviour and not the child 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).

Practice that is NOT acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Transporting children should never be undertaken by just one member of staff, there should always be two adults within your selected mode of transport

- Making sexually suggestive comments to or around a child
- Engaging in rough physical or sexually provocative play with a child
- Allowing or engaging in inappropriate touching
- Inviting or allowing a child to stay in your home
- Taking children 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
- Forming inappropriate relationships with children in your care, this legally means a child up to 18 years of age
- Allowing allegations made by a child to go unchallenged, unrecorded, or un-acted upon
- Giving home or mobile number to children or obtaining children's mobile phone numbers unless this is an agreed part of the service/activity being delivered

Please note – some situations may require an amendment to good practice regulations. This should be done in advance and checked with a Designated Safeguarding Officer or with the Human Resources Team and the young person, if possible, to ensure that it is appropriate for the situation.

Responding to a disclosure of abuse

Abused children and young people 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 or young person 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 or young person 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 or young person's own words.
- As soon as possible fill out the Safeguarding/Welfare Concern Reporting Form, available on the intranet (see Appendix 3), including all the details that you are aware of and what was said, using the child or young person's own words. Keep any of your original notes and give them to the appropriate Designated Safeguarding Officer.

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
- Say what might happen as a result of the disclosure

First Aid and Treatment of Injuries

If a child 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 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 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 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

Transporting Children

If it is necessary to provide transport or take children and adults with care and support needs in a car the following good practice must be followed:

- Staff are not specifically required to transport young people in their own vehicles unless it is part of their job description, or they have indicated that they are willing to do so. The use of a competent, professional driver should always be considered as a preferred option, where reasonable and practical
- You should only transport a child/children 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 adults with care and support needs. These adults should be familiar with and agree to abide by the Council's Safeguarding Policy and Procedures
- In addition to this, where practical, request written parental/guardian consent
- Members of staff should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver or accompanying staff and potential risks have been identified, a risk assessment should be produced.
- Ensure that the vehicle used to transport children and young people is legal and roadworthy and complies with the Council's requirements that those using a vehicle for work purposes have a valid driving licence and up to date car tax, MOT, and insurance
- It is the driver's responsibility to ensure that every child travelling in his/her car is properly restrained. The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars, vans and other goods vehicles must travel in the correct child restraint for their weight with very few exceptions.

Photographic and video consent guidelines

Harborough District Council Photographic Consent Guidelines for images and video to be used in marketing, social media and the media have been developed by the Communications Team and can be found in the Council's Social Media Policy on the intranet -

http://www.harborough.gov.uk/intranet/directory_record/4863/communications_policies

Recruitment, employment, and deployment

Comprehensive policies and guidance regarding recruitment, employment and deployment including Disclosure and Barring Checks can be found on the Human Resources Policy section of the Intranet.

Safeguarding Provisions in Harborough District Council Contracts and Grant Arrangements

Any service engaged by Harborough District Council should be provided based on agreed terms or a contract – however simple. Safeguarding compliance should be included in all arrangements. Two key distinctions have been made for contracted/grant funded provision in terms of safeguarding requirements. These are defined in the [Corporate Commissioning and Procurement Strategy and associated Statement of Required Practice for Procurement \(SORP\)](#).

Safeguarding Adults with care and support needs and Children: The Senior Lead Officer in consultation with the Service Manager responsible for commissioning is responsible for ensuring that any contract makes proper provision for the safeguarding of adults with care and support needs and children and young people. The Senior Lead Officer and Service Manager (Commissioning) must seek advice from the Lead Designated Safeguarding Officer or other nominated officer with responsibility for safeguarding at the Council if the contracted work either:

- a. involves direct contact with children and young people or adults with care and support needs, or access to data about them **or**
- b. the work to be contracted takes place in, or overlooks, an area which children and young people or adults with care and support needs regularly use

In either circumstance, a clause should be inserted into the contract requiring the contractor to make appropriate and proportionate provision of the protection of adults with care and support needs and children and young people.

The distinctions are defined below, with the respective Harborough District Council expected standards outlined.

Providers/Contractors with direct contact with adults with care and support needs or children and young people

Expected Standards:

- a. Contractor/Provider has safeguarding policies and procedures, as declared in any grant application/tendering process (with long-term arrangements to evaluate continued compliance, use check list of required criteria)
- b. Contractor does not have own safeguarding policy and procedures: Written evidence presented to show compliance with, and promotion of, the principles contained in the Harborough District Council Safeguarding Policies and Procedures (adults and/or children), pending development of their own safeguarding policy and procedures.
- c. There are complaints and disciplinary procedures in place to manage concerns about the behaviour and conduct of staff

Please note: Contractors are responsible for ensuring they always refer to the most up to date Harborough District Council Safeguarding policy, including this Appendix, by reviewing their procedures against Harborough District Council policies, using the website link to the Harborough District Council policy documents provided within their contract.

Work to be contracted takes place in, or overlooks, an area which children and young people or adults with care and support needs regularly use

Expected Standards:

- a. Existence of appropriate screening/separation system (e.g., timing/access) from vulnerable group to be installed/devised **or**
- b. Supervision of staff by appropriately vetted supervisor at all times with knowledge of safeguarding best practice

Evaluation Procedure for Compliance

- a. Contract/arrangement to be reviewed by appropriate Harborough District Council officer responsible for the contract/arrangement within their arranged timescales.
- b. Contractor/Provider to present evidence of policies and procedures or other evidence of compliance to the standards as required above.
- c. In each case, Harborough District Council officer to verify that policies and/or practices conform to the required standards using one or other of the two check lists in Appendix 2 as appropriate.

Appendix 2

Providers/contractors safeguarding policies & procedures checklist

Providers/contractors with direct contact with adults with care and support needs or children and young people

This Safeguarding Checklist must be completed by the Harborough District Council staff member with responsibility for the Contract. All criteria must be in place and a copy of this **signed** checklist completed and filed with the Contract documents.

Organisation/company Name:			
Criteria	Please ✓ as appropriate		
	YES	NO	Planned date
<p>Does the organisation/company have their own safeguarding policy & procedures? If Yes, complete sections 1 to 6 below. If No,</p> <p>a. Have they provided written evidence to show compliance with, and promotion of, the principles contained in the Harborough District Council Safeguarding Policies and Procedures? b. Have they presented evidence of their own safeguarding policy development plans?</p>			
<p>1. Child/Adult safeguarding policy a. Does the organisation have a safeguarding policy that all involved in the activity are required to adhere to? b. Is the policy publicised and promoted to all staff, volunteers, and stakeholders?</p>			
<p>2. Child/Adult safeguarding procedures a. Do the procedures contain clear instructions on what to do in the event of concerns about the welfare or protection of a child, young person or adult with care and support needs? b. Are there clear guidelines for recording concerns about the welfare or protection of a child, young person or adult with care and support needs, the organisation's response, and reasons? c. Are there clear guidelines for reporting concerns where appropriate to external agencies such as Social Care or Police and partner agencies (this should include the contact details for the Local Authority Designated Team – formerly the LADO) d. Do the procedures contain clear instructions on what to do in the event of an allegation, incident or suspicion of abuse or poor practice? e. Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc?</p>			
<p>3. Prevention a. Has the organisation identified staff with designated responsibility for safeguarding and protecting children, young people and adults with care and support needs e.g., Designated Safeguarding Officer? b. Are there procedures for recruitment and selection of staff and volunteers including safeguarding checks (Disclosure Barring Service) for those working with children, young people and adults</p>			

<p>with care and support needs?</p> <p>c. Are there codes of conduct and ethics for staff, coaches, volunteers, and participants?</p> <p>d. Are there operating procedures in relation to the organisation's duty of care to children, young people and adults with care and support needs in place where appropriate? Specifically:</p> <ul style="list-style-type: none"> • Emergency accident procedure • Transport/travel risk assessment • Transport registers (who is travelling in which vehicles?) • Activity risk assessment • Equipment/resource safety checks • Use of photographic images 			
<p>4. Communication and partnership</p> <p>a. Have all reasonable steps been taken to ensure that children, young people, adults with care and support needs and carers are informed about the policy and procedures, and how they can raise concerns?</p> <p>b. Are there processes for holding and sharing information?</p>			
<p>5. Education and training</p> <p>a. Are all those working with children, young people, adults with care and support needs and those with responsibility for running activities appropriately trained in safeguarding and protecting children, young people, and vulnerable adults?</p> <p>b. Are coaches, staff, and volunteers appropriately skilled and qualified to undertake their role in providing the activity?</p>			
<p>6. Review and monitoring</p> <p>a. Is it clear when and by whom the policy was formally adopted on behalf of the organisation?</p> <p>b. Is it clear how, by whom and when the policy and its implementation will be monitored and reviewed?</p>			

As Harborough District Council officer responsible for the establishment and monitoring of this contractual arrangement I hereby confirm that the information supplied within this checklist is accurate to the best of my knowledge.

Name:

Signed:

Position:

Date:

Providers/contractors safeguarding practices & standards check list

Providers/contractors work will take place in, or overlooks, an area which children and young people or adults with care and support needs regularly use

This Safeguarding Checklist must be completed by the Harborough District Council staff member with responsibility for the Contract. All criteria must be in place and a copy of this **signed** checklist completed and filed with the Contract documents.

Organisation/company Name:			
Criteria	Please ✓ as appropriate		
	YES	NO	Planned date
Has the contractor provided written evidence to show how they comply to safeguarding requirements?			
Is there an identified individual to whom concerns are reported (which may be the Lead Designated Safeguarding Officer at Harborough District Council if no other can be identified) who knows what action may or should be taken when concerns are raised?			
Is there evidence of staff awareness of responsibilities to report concerns through supervision/training/induction materials?			
Does the recruitment process include appropriate checks where staff are engaged in works where there are safeguarding considerations?			

As Harborough District Council officer responsible for the establishment and monitoring of this contractual arrangement I hereby sign to say that the information supplied within this checklist is accurate to the best of my knowledge.

Name:

Signed:

Position:

Date:

Appendix 3

Harborough District Council Safeguarding/Welfare Concern Reporting Form



This form can be used for reporting disclosures, or suspicions, of abuse or cause for concern. Not all sections of the form are applicable in all situations. Please complete as much of the form as you can, with as much factual information as possible. Information will be treated in the strictest confidence; however, please be aware that we are duty bound to share it with appropriate agencies, if necessary, to protect a person from harm.

If you need help completing this form, please contact a Designated Safeguarding Officer or Manager for advice.

Name of person completing form:

Department:

Contact number:

E-mail:

Date of incident/concern:

Time of incident/concern:

Date form completed:

Time form completed:

This Safeguarding / Cause for Concern relates to (please highlight):

Adult(s): Yes / No

Child or young person(s): Yes / No

Family: Yes / No

Subject(s) Details

Name, gender, date of birth of subject(s)	
Current Address	
Postcode	
Home telephone number and/or mobile number	
Has the subject(s) got a disability or health condition? If yes, please give details	
Are there any communication barriers to be considered? If yes, please give details	
Ethnicity of subject (s)	
Religion of subject (s)	
What is your reason for contact with the subject? (e.g., environmental health investigation, ASB dispute, customer services contact, housing/support visit etc.)	

<p>Details of your most recent contact (please give details of date, time, location, who subject was with, actions /interventions taken etc.)</p>	
<p>Are you likely to have further contact with the subject(s)? If yes, please give details</p>	
<p>Describe what concerns you? Please give as much factual information as possible - including specifics e.g., dates, times, what happened, who was involved etc. Please include any information that you have from colleagues or partner agencies</p> <p>How does this affect the child/adult at risk. What is the impact?</p> <p>What is working well? Strengths and protective factors for child/adult at risk. What are family, friends etc. doing to manage the need, risk and dangers identified?</p> <p>What needs to happen? To reduce the need, risk, or dangers</p>	
<p>Do you know if the subject is already known to Social Care Services? (If yes, please give details, including if they are on a Child Protection Plan, have been, or are, a looked after child in local authority care)</p>	
<p>Is the subject (or in the case of a child the parent/carer) aware that you are passing on information about your concerns? Have they given consent for this? If yes, provide details of who has given consent and how (in person/on the</p>	

telephone etc.) Remember it is good practice to gain consent, but if you have concerns that someone is at risk of harm you should pass on the information to a Designated Safeguarding Officer regardless.	
Are you aware of any of the following within the household?	If yes, please add details
Domestic abuse	
Substance misuse	
Disabilities	
Learning difficulties	
Mental illness	
Sexual exploitation	
Anti-Social behaviour	
Other	

Significant others in subjects' life – including family and perpetrator

Name	Name	Name	Name
Address	Address	Address	Address
Relationship to subject	Relationship to subject	Relationship to subject	Relationship to subject
Contact Number(s)	Contact Number(s)	Contact Number(s)	Contact Number(s)

Key agencies involved with the subject(s)

Please list below any key agencies involved with the subject(s), if known. This could include details of a GP, health visitor, midwife, mental health worker, social care worker, school nurse, offender manager, police etc.

Name Job title	Name Job title	Name Job title	Name Job title
Address, email contact	Address/email contact	Address/email contact	Address/email contact
Contact Number(s)	Contact Number(s)	Contact Number(s)	Contact Number(s)

Remember; do not discuss the details of this report with friends or colleagues not involved with the case.

Once the form is complete, save it in the 'w' drive Safeguarding folder and advise the Designated Safeguarding Officer (or Manager) that you have done so. They will then refer the concern on as necessary.

Please note: If you cannot contact a Designated Safeguarding Officer (or Manager) you will need to report the concern to the relevant agency yourself. After reporting, send an email to the Harborough District Council 'DSO' group (DSO@harborough.gov.uk) email to let them know that you have reported a concern.

If you do not have access to the 'w' drive, please send the completed form via your secure .gov.uk e-mail account to the secure DSO e-mail account – DSO@harborough.gov.uk Make sure that you inform a DSO that you have done this.

For Designated Safeguarding Officer use only

Designated Safeguarding Officer details

Name:
Job title:
Contact Number(s):
If this member of staff is unavailable, please contact Harborough District Council on 01858 828282 and ask to speak to a Designated Safeguarding Officer.

Date Designated Safeguarding Officer received form	
Date onward referral made (if any)	
Please check HDC Safeguarding Index and give any previous dates and information about concerns recorded about this subject or this address	
Please give any information that is already known about any alleged perpetrator	
Has form been renamed and filed in appropriate folder?	
Have you added the subjects name onto the HDC Safeguarding Index spreadsheet?	
Have you sent an e-mail to DSO group advising them that there is a new referral?	
Actions Taken:	
Date reviewed at DSO Monitoring Meeting:	
Date case closed:	