



East Cambridgeshire District Council

Child and Vulnerable Adult Safeguarding Policy

2013 - 2016





EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

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Arabic

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Bengali

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Chinese

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Czech

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Farsi

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French

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Greek

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1 Introduction

Everyone has a responsibility for safeguarding children, young people and vulnerable adults. Children and vulnerable adults also have the right to be safe in the services provided for them and the activities they choose to participate in.

East Cambridgeshire District Council (ECDC) is committed to delivering services that safeguard those who engage with them. This safeguarding policy sets out the Council's protection procedures and specifies the roles and responsibilities of the Council's representatives for whom this policy is mandatory.

1.1 Terms of reference

It should be noted that this policy is not a stand-alone policy, and should be used in conjunction with the Local Safeguarding and Children's Board (LSCB) interagency procedures (see www.cambslscb.org.uk) and the Department for Children, Schools and Families document 'What to do if you are worried a child is being abused' (www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused).

It should also be read in conjunction with the following ECDC policies:-

- Recruitment and selection Policy Handbook
- Employee Code of Conduct
- Whistle Blowing Policy
- Dignity at work Policy
- Health and Safety Policy
- Disciplinary Policy and Procedure
- Information Security Policy Manual.



1.2 Definitions

For the purposes of this policy a child is defined as anyone who has not yet reached their 18th birthday.

A vulnerable adult is someone aged 18 or over:

- Who is, or may be, in need of community services due to age, illness or a mental or physical disability
- Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation

(Definition Department of Health 2002)

ECDC representatives are defined as:

- Employees.
- Agency Staff.
- Members.
- Contract Staff.
- Volunteers- when working for and on behalf of ECDC.

The term **parent** is used throughout this document as a generic term to represent parents, carers and guardians.

A **regulated activity** is defined to focus on work which involves close or unsupervised contact with vulnerable groups including children (see Appendix 2).

The term **close and regular access** is used to describe working or volunteering with children, young people or vulnerable adults:

- Where an individual is regularly caring, or training, or supervising a child, young person or vulnerable adult
- Where an individual has sole charge of children, young people or vulnerable adults

The term **Local Authority Designated Officer (LADO)** refers to a role within Cambridgeshire County Council's Children's Services whom should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

1.3 Background

The Children's Act 2004, Childcare Act 2006, Safeguarding Vulnerable Groups Act 2006, place a duty on the Council to safeguard and promote the welfare of children, young people and vulnerable adults.

The 2004 Act embodies five key principles which are known as the 5 Every Child Matters outcomes:



- Be healthy.
- Stay safe.
- Enjoy and achieve.
- Make a positive contribution.
- Achieve economic well being.

In practical terms this means that we have a responsibility to provide a safe environment for children and vulnerable adults, in which their welfare is of paramount importance and in which they can achieve their potential.

1.4 Policy Aims

This Policy sets out procedures for the safeguarding of children, young people and vulnerable adults and protecting them from abuse (see Appendix 3 for definitions of types of abuse). ECDC will achieve this by:

- Promoting good practice that encourages a safe environment; protects all parties and avoids mistaken allegations of abuse.
- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults
- Providing all Employees, Volunteers and Councillors who fall within ECDC's regulated activities with instruction, training and information that will ensure that they:
 - are properly equipped to recognize abuse and mistreatment
 - know how to obtain advice from relevant professionals when necessary
 - are clear about how to record and report concerns
 - work in a way which will protect them, as far as possible, from accusations of abuse
- Ensure that all suspicions or allegations involving Employees, Volunteers and Councillors are dealt with effectively and efficiently and that appropriate disciplinary and appeals procedures are implemented
- Ensure Employees, Volunteers and Councillors who work with children, young people and vulnerable adults are subject to Disclosure and Barring Service (DBS) checks and/or a satisfactory disclosure prior to commencing such work.
- Require all contractors and, where appropriate, their employees to adopt and abide by the processes laid out in the Safeguarding Policy
- Review this policy at least once every three years or whenever there is a major change in organisation or in relevant legislation.

1.5 Guiding Principles

- The procedures contained within this policy apply to all ECDC representatives i.e. employees, volunteers, Councillors and sub-contractors. Additionally, and where appropriate for any regulated activity, this policy applies to contractors where a completed self declaration is held (see Appendix 4). The individual managing the procurement process must ensure a self declaration is completed for any regulated activity.

The guiding principles for safeguarding in the Council are:

- The welfare of the individual is paramount;
- Everyone has the right to protection from abuse;



- All employees, Volunteers and Councillors should work in an open and transparent way and the same standards shall be applied in the same way regardless of culture, gender, language, racial origin, religious belief or sexual orientation, reflecting the protected areas as outlined in The Equality Act of 2010;
- Employees, Volunteers and Councillors should avoid any conduct which would lead any reasonable person to question their motives or intentions (see Appendix 5);
- Employees, Volunteers and Councillors have a responsibility to report concerns of suspected abuse or poor practice and all incidents of poor practice and allegations or suspicion of abuse shall be taken seriously and responded to swiftly and appropriately;
- Confidentiality shall be upheld in line with current data protection and human rights legislation. The information sharing protocol of Cambridgeshire Local Safeguarding Children's Board will be followed in circumstances where information is shared with other agencies in the interest of a child, young person or vulnerable adult.

1.6 Areas of Specific Responsibility

Each of the following roles within ECDC has specific responsibilities (see Appendix 6):-

- Lead Safeguarding Officer (LSO)
- Human Resources
- Democratic Services
- Heads of Service
- Managers
- Designated Safeguarding Officers (DSO)
- All Employees, Volunteers and Councillors

A list of these and other useful contacts can be found at Appendix 7.

1.7 Training

Appropriate training will be provided to all ECDC Employees, Volunteers and Councillors who work within the parameters of regulated activities (see Appendix 2).

Additional guidance for undertaking specific activities can be found at Appendix 8.

The level of required training is in line with HM Government guidance and will be facilitated through the Council's Corporate Training Plan.

Group 1 – For Employees, Volunteers or Councillors who will work with children, young people and vulnerable adults, or who may come into contact with the public as a result of their role within ECDC. As stipulated in the Cambridgeshire Local Safeguarding and Children's Board competencies, training will cover general safeguarding and the promotion of well-being issues together with this policy. Refresher training will be provided every 2 years, or in line with alternative arrangements as determined by approved bodies or in the event of any significant change.



Group 2- Additional training for Designated Safeguarding Officers and ECDC Employees, Volunteers or Councillors who work directly with children, and as stipulated in the Cambridgeshire Local Safeguarding and Children's Board competencies will cover responsibilities of their roles and detailed consideration of the Safeguarding Policy. Refresher training will take place every 2 years, or in the event of any significant change.

All training will be provided by Local Safeguarding Children's Board accredited trainers or approved via the Local Safeguarding Children's Board.

1.8 Monitoring and appraisal

Employees whose roles include regulated activities, will be reviewed in relation to the Safeguarding Policy on an annual basis, via a supervision meeting as appropriate.

Managers whose roles include use of volunteers in regulated activities will be reviewed in relation to adherence to the Safeguarding Policy via a supervision meeting.

This Policy will be reviewed at least once every 3 years and this review will be initiated by the Lead Safeguarding Officer.

1.9 Recruitment

The Human Resources Department manages recruitment on behalf of ECDC. All reasonable steps shall be taken by them to ensure unsuitable people are prevented from working with children and vulnerable adults. The following procedures apply to all representatives as defined under terms of reference.

Further guidance on ECDC's DBS Procedure Guidance is set out in Appendix 9



2 Responding to Disclosure, Suspicions and Allegations

- It is not the responsibility of an ECDC representative to decide that abuse is occurring, but it is their responsibility to act on any concerns by reporting any suspicions that they have.
- Every effort shall be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.

Making a referral if you are worried about a Child, young person or vulnerable adult:-

- If information is obtained which raises concern of abuse, you should act immediately.
- If you think an individual is in immediate danger then you should phone the police on 999.
- Employees, Volunteers or Councillors need to log their concern about a child or young person's safety using the form at Appendix 11.
- If there is a concern about an adult considered vulnerable by the activity they are participating in at a particular time, the form at Appendix 12 should be completed.
- These forms should be completed with as much detail as possible and passed without delay to the LSO or in their absence their DSO.
- This process is set out in Appendix 1 Flowchart 1

Dealing with a disclosure from an individual that he/she is being abused:-

- Further guidance on how to respond when an individual makes a disclosure is provided at Appendix 10
- Within 24 hours of being informed of an incident, the DSO will report the incident and seek advice from the LSO.
- DSOs will ensure that all necessary information and completed form are supplied to the LSO.
- This procedure is set out in Appendix 1 Flowchart 1

What if I am accused of poor practice or abuse?

- You have a responsibility to contact your Line Manager immediately, or as soon as practically possible, and you should provide a detailed written account of the circumstances.
- Within 24 hours of receiving a written account a DSO will report the incident or seek appropriate advice from the LSO and HR.
- HR will maintain communication with and advise the Line Manager of the action they must take and provide further feedback as appropriate.



- An investigation of the circumstances leading to the accusation should be undertaken by HR and as appropriate further action be taken and a report submitted to the LSO.
- The procedure is set out in Appendix 1 Flowchart 2

What if a member of my team is accused of poor practice?

- On receipt of an accusation, consideration should be made in consultation with the LSO and HR of withdrawing the individual from duty at the earliest opportunity, on full pay pending further investigation.
- Instruct the individual to make a detailed statement of the event.
- Within 24 hours of receiving a written statement, the DSO will report the incident or seek appropriate advice from the LSO and the HR & Facilities Service Manager. The HR & Facilities Service Manager will advise the referrer of the action they will take with the individuals line manager, and provide further feedback as appropriate.
- An investigation of the circumstances leading to the accusation should be undertaken by the relevant line manager and HR & Facilities Service Manager and as appropriate, further action be taken and a report submitted to the LSO.
- If such an investigation establishes poor practice, rather than abuse, then the line manager and HR & Facilities Service Manager should consider:-
 - Appropriate training and supervision
 - Review of general practice within ECDC in relation to safeguarding by the LSO
- Implementation of ECDC's disciplinary procedures
- The procedure is set out in Appendix 1 Flowchart 3

What if an allegation of abuse is made against a member of my team?

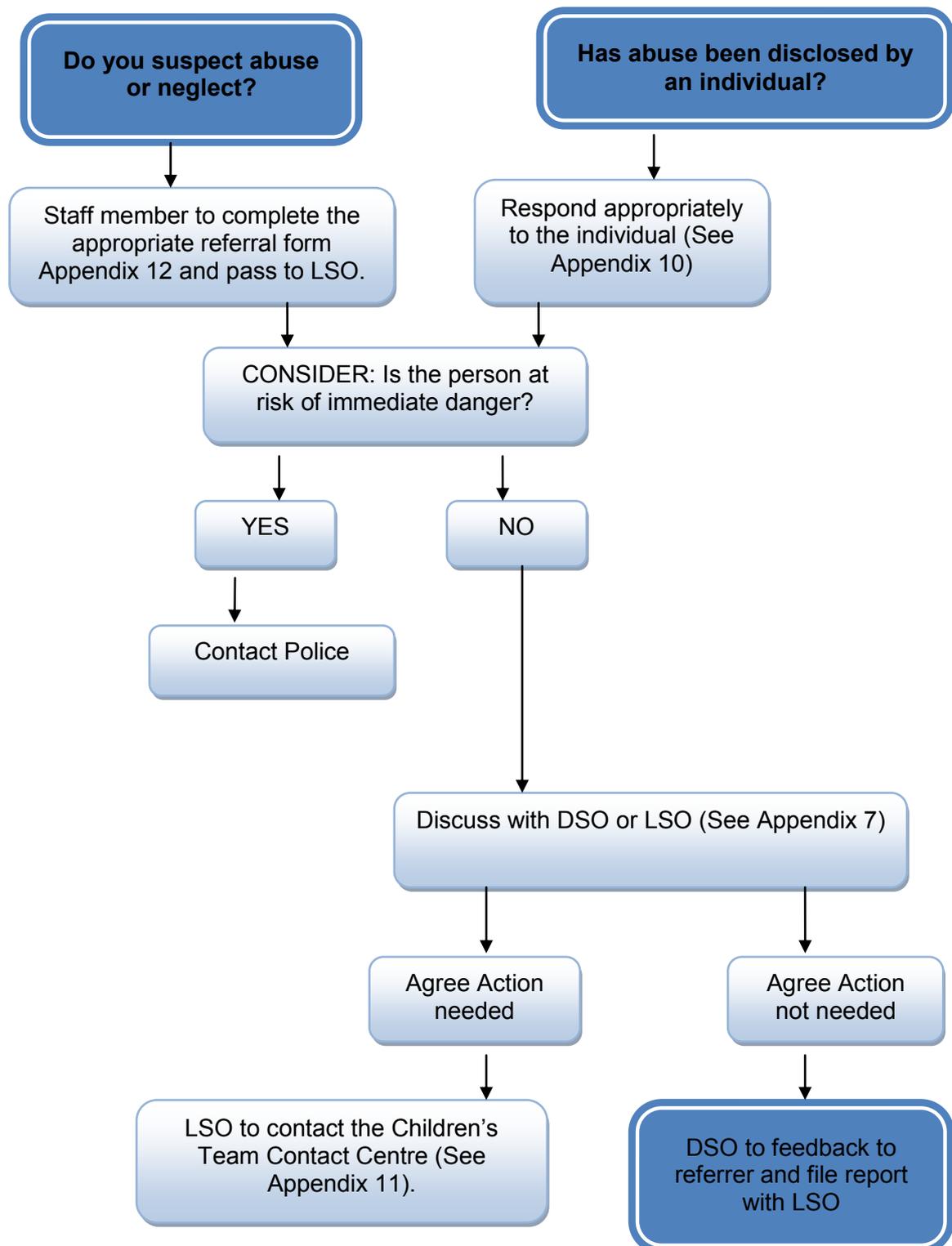
- On receipt of an allegation, consideration should be made in consultation with the LSO and HR & Facilities Service Manager of withdrawing the individual from duty at the earliest opportunity, on full pay pending further investigation.
- Instruct the individual to make a detailed statement of the event.
- Within 24 hours of receiving a written account the DSO will report the incident or seek appropriate advice from the LSO and HR. The DSO will advise the referrer of the action they will take and provide further feedback as appropriate.
- An investigation of the circumstances leading to the accusation should be undertaken by the line manager and HR & Facilities Service Manager within a reasonable timeframe as appropriate to the particular circumstances of the case and as appropriate further action be taken.
- If abuse cannot be ruled out then, in consultation with the Local Authority Designated Officer (LADO based at the County Council), the Police should be contacted.
- If abuse is confirmed:
 - The standard ECDC disciplinary procedure should be implemented by HR
 - A review of general practice in relation to safeguarding should be undertaken by the LSO
- The procedure is set out in Appendix 1 Flowchart 4



3 Appendix 1

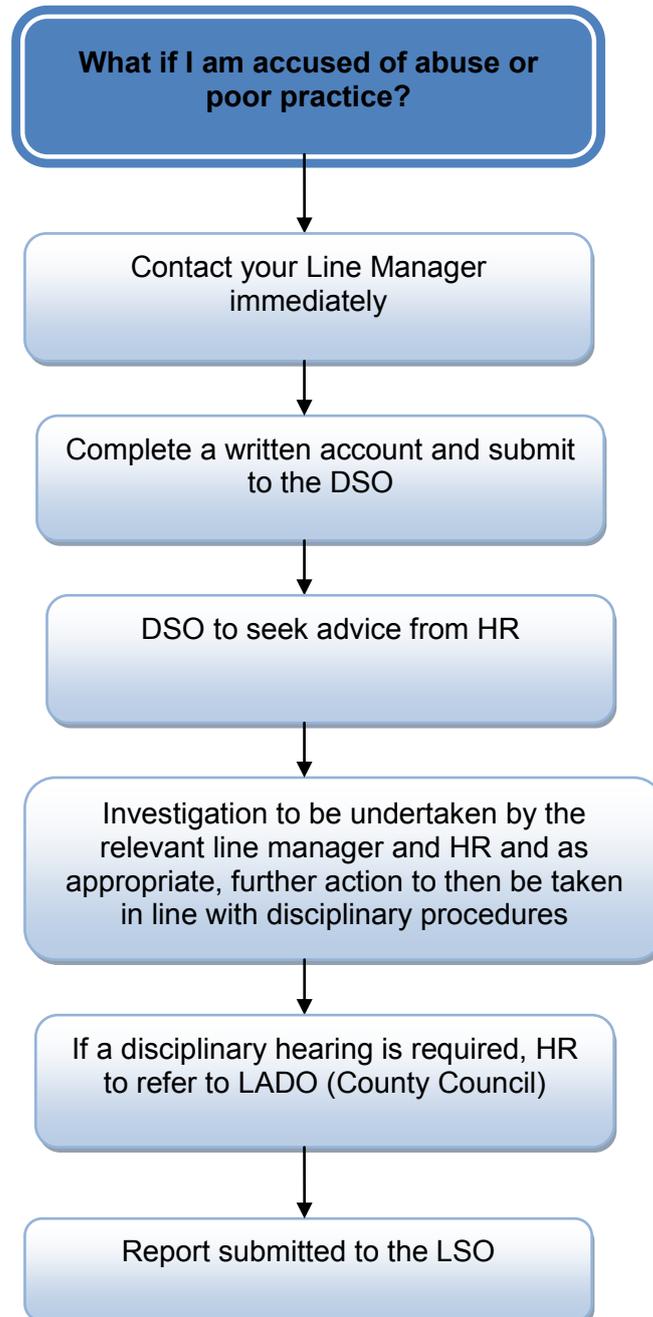
Referral Process Flow Charts

Flow Chart 1 – What to do if worried about a child or receive a disclosure:-



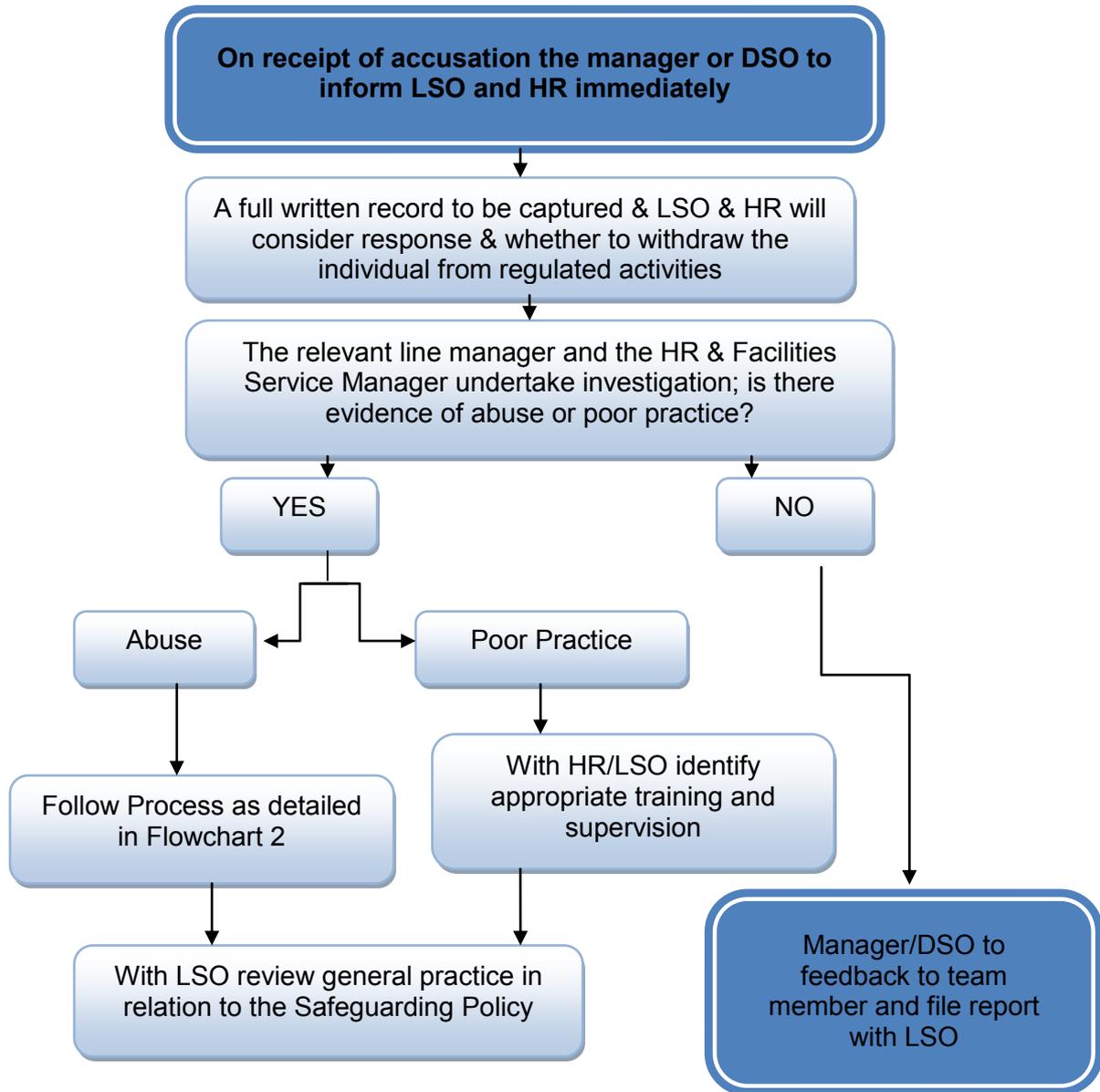


Flow Chart 2 - What to do if you are accused of poor practice or abuse:-



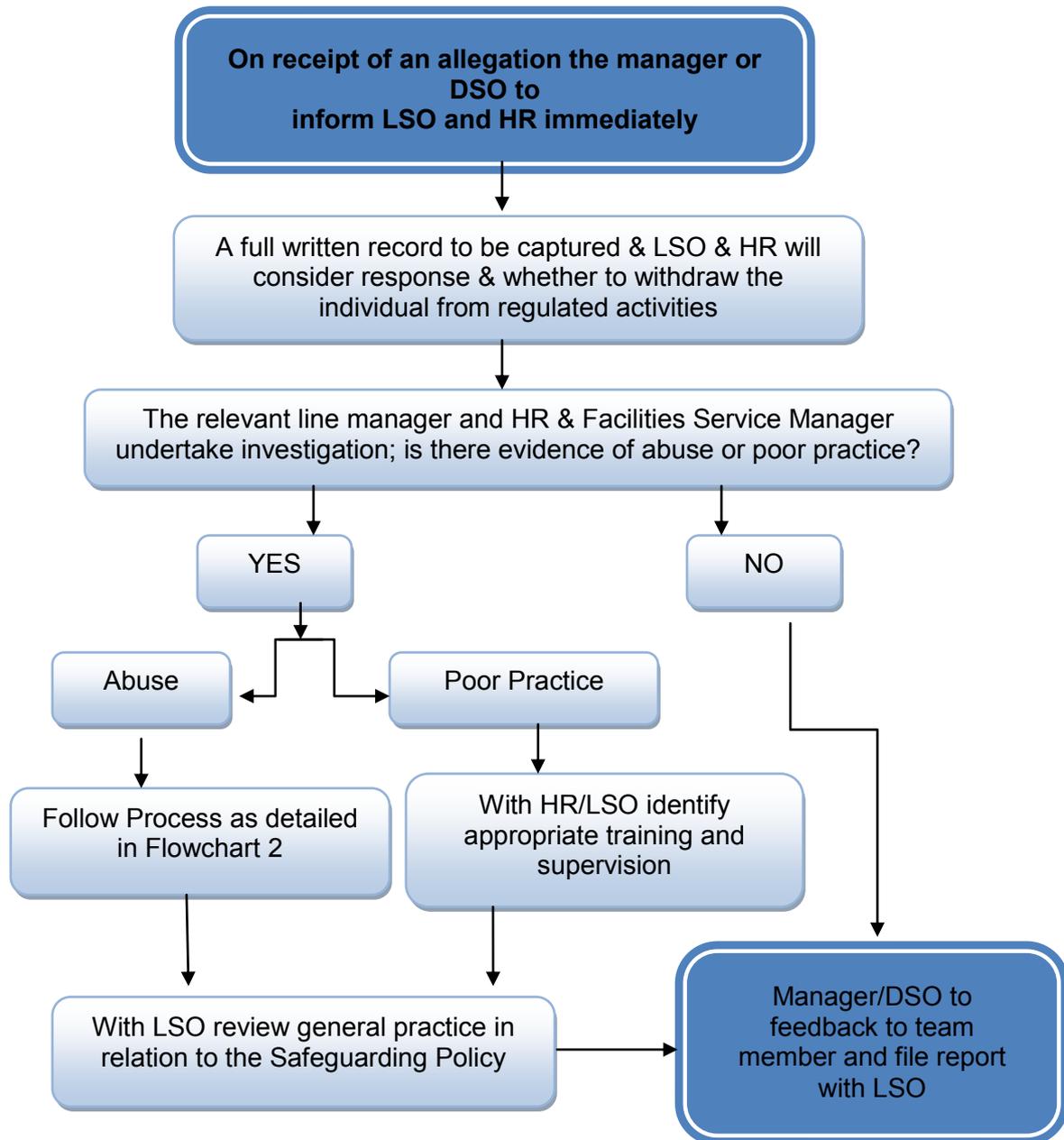


Flow Chart 3 – What to do if a member of your team is accused of poor practice:-





Flow Chart 4 – What to do if a member of abuse is made against a member of my team





4 Appendix 2

Best Practice When Working Within Regulated Activities

The criminal records and barring systems are controlled by the following legislation:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

ECDC will still have a duty to make referrals to the Independent Safeguarding Authority, and it still must not knowingly engage a barred person in regulated activity.

Regulated Activities – Definition

This is work which a barred person must not do or work for which the organisation may obtain a Disclosure & Barring Service (DBS) check.

Everybody within the pre-September definition of regulated activity will remain eligible for enhanced DBS checks, whether or not they fall within the post-September definition of regulated activity.

From 10th September 2012, if an organisation considers that a role is within the new definition of regulated activity, then an individual is asked to apply for an enhanced DBS check, the organisation should request the appropriate barred list check (for children, adults or both). Enhanced DBS checks for work within regulated activity will state (where requested) if the person is on one of the ISA's barred lists.

Summary of the new definition of regulated activity (10th September 2012)

Regulated activity relating to children

The new definition of regulated activity relating to children comprises only:

- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice / guidance on well-being, or drive a vehicle only for children;
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers.

Work under (i) or (ii) is regulated activity only if done regularly. There is statutory guidance about supervision of activity which would be regulated activity if unsupervised.

- (iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional;
- (iv) Registered childminding; and foster-carers.



BEST PRACTICE WHEN WORKING WITHIN REGULATED ACTIVITIES

The new definition of regulated activity relating to children **no longer includes:-**

- Any supervised teaching, training or instruction of children or the provision of any care or supervision of children by a person who is being supervised by another. The exceptions are where certain types of personal care or health care are provided to children or where any of the activities take place in a specified place such as a child care setting.

Regulated activity relating to adults

The new definition of regulated activity relating to adults no longer labels adults as 'vulnerable'. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

For more information please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

Categories include:-

- (i) The provision to an adult of health care by, or under the direction or supervision of, a health care professional.
- (ii) The provision to an adult of relevant personal care.
- (iii) The provision by a social care worker of relevant social work to an adult who is a client or potential client.
- (iv) The provision of assistance in relation to general household matters to an adult who is in need of it by reason of age, illness or disability.
- (v) Any relevant assistance in the conduct of an adult's own affairs.
- (vi) The conveying by persons of a prescribed description in such circumstances as may be prescribed of adults who need to be conveyed by reason of age, illness or disability.
- (vii) Such activities –
 - Involving, or connected with, the provision of health care or relevant personal care to adults, and
 - Not falling within any of the above paragraphs and of a prescribed description.

Additional Information:-

First Aid

- When any person administering the first aid is doing so on behalf of an organisation established for the purpose of providing first aid (e.g. St John Ambulance Service), it is regulated activity.
- A worker employed for another purpose who volunteers, or is designated, to be that organisation's first aider is not in regulated activity.

Creating the right context for Safeguarding

The Safeguarding Policy and procedures should be applied to all regulated activities undertaken within, or on behalf of, the Council.



BEST PRACTICE WHEN WORKING WITHIN REGULATED ACTIVITIES

Never leave children, young people or vulnerable adults with Employees, Volunteers or Councillors who do not have a satisfactory DBS check.

Allegations should always be investigated by the appropriate DSO or LSO and where appropriate, HR; they should never go unchallenged, unrecorded and unreported.

Achieving good preparation for Regulated Activities

Activities should be planned to involve more than one person being present, in sight or hearing of others.

Where the nature of the activity does not facilitate the above then a record of circumstances should be maintained and others informed of location and proposed activities.

When organising and undertaking mixed gender activities, where possible, leadership should also be mixed gender.

Appropriate dress should be worn by all leaders and by those participating in proposed activities at all times.

Registers should be completed and attendees should be signed in and out (where under 8's are attending an activity they must be signed in and out by a parent/carer).

Where the use of photographic equipment (still photos or video) is involved in the activity the written permission of parents/carers must be obtained prior to the activity using a permission form.

Ensuring the right environment for Regulated Activities

In promoting the right environment for Regulated Activities set an example you would anticipate others following:

- Treat everyone with respect;
- Everyone should have the opportunity to participate equally;
- Favouritism should not be shown;
- Things of a personal nature, that individuals are able to do for themselves, should not be undertaken by anyone else;
- Where it is necessary to support the undertaking of things of a personal nature, for example toilet trips, this should be undertaken as a pair/group, or, first aid, where you can be seen.
- Inappropriate language should not be used;
- Attention seeking behaviour should be dealt with in a firm and fair manner;
- Sexually suggestive comments should not be made;
- Remember, even if your intentions are well intentioned they may be misinterpreted by someone else.

Avoiding allegations during Regulated Activities

A child, young person or vulnerable adult should never be restrained physically. The only exceptions to this are in order to:

- a) Prevent physical injury to either the individual or another person;
- b) Prevent damage to any property;
- c) Prevent an individual from committing a criminal offence.



BEST PRACTICE WHEN WORKING WITHIN REGULATED ACTIVITIES

Where transportation of a child, young person or vulnerable adult is unavoidable:

- a) Appropriate written consent from a parent or carer must be obtained;
- b) And use of your own car is unavoidable, appropriate insurance covering business use must be held;
- c) Either a valid DBS must be held or you should be accompanied by either another employee or Councillor.

Where overnight accommodation is unavoidable a child, young person or vulnerable adult should never share accommodation with you and you should not allow them to stay at your home unsupervised.

Physical contact during activities should not be engaged in unless a clear explanation of the reasons is given.

Where an activity involves use of changing rooms, parents or carers should be encouraged to provide supervision.

In circumstances where children, young people or vulnerable adults need medication regularly a health care plan should be drawn up to ensure their safety and protection. With the permission of parents or carers children, young people or vulnerable adults should be encouraged to self administer medication or treatment including, for example any ointment, sun cream or use of inhalers.

If an employee is concerned or uncertain about the amount of medication being administered this should be discussed with their Line Manager at the earliest opportunity. When administering first aid, wherever possible, employees should ensure another member of staff is present, or aware of the action being taken. Parents and/or carers should always be informed when first aid has been administered and asked to sign the completed accident report form.

Summary of recommended Best Practice

| Do: | Do not: |
|--|--|
| <ul style="list-style-type: none">• Treat everyone with respect.• Provide an example you wish others to follow.• Plan activities with more than one other person present, or at least within sight or hearing of others.• Respect a young person or vulnerable adult's right to privacy.• Encourage young people and vulnerable adults to feel comfortable to point out attitudes or behaviour they do not like.• Avoid situations that compromise your relationship of trust.• Remember that someone else might misinterpret your actions, no matter how well intentioned.• Remember that caution is required in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.• Ensure that all suspicions or allegations of abuse are reported and recorded.• Complete relevant accident/incident forms accurately and with as much detail as possible. | <ul style="list-style-type: none">• Permit abusive initiation ceremonies or bullying etc.• Play physical contact games.• Have any inappropriate physical or verbal contact with others.• Jump to conclusions about others without checking facts first.• Show favouritism to any individual.• Rely on just your good name to protect you.• Believe 'it could never happen to me'.• Befriend a young person on Facebook or other social networking websites when undertaking work related or regulated activities. |



5 Appendix 3

Recognition of Abuse

Whilst it is not the responsibility of Employees, Volunteers, and Councillors to decide that abuse is occurring, it is our responsibility to act on any concerns by reporting suspicions we may have.

There are different types of abuse, and a person may suffer more than one type. The following definitions are based on those from the Department of Health's Guidance 'Working Together to Safeguard Children' (2010).

Neglect - a persistent failure to meet an individual's basic physical, and/or psychological needs, and likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment);
- protect a child from physical harm or danger;
- ensure adequate supervision (including the use of inadequate care givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Physical Abuse - involves hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in an individual within their care.

Sexual Abuse - involves forcing or enticing a individual to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside of clothing. They may also include non-contact activities, such as involving individuals in looking at, or in the production of, sexual images, watching sexual activities, encouraging individuals to behave in sexually inappropriate ways, or grooming an individual in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

Emotional Abuse - the persistent emotional ill treatment of an individual such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to an individual that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve age or developmentally inappropriate expectations being imposed on an individual. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the



individual participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing individuals to frequently feel frightened or in danger, or the exploitation or corruption of individuals. Some level of emotional abuse is involved in all types of abuse, although it may occur alone.

Financial or Material Abuse of Vulnerable Adults - can include theft, fraud, exploitation, or the misuse or misappropriation of property, possessions or benefits.

Indicators of abuse

Some physical signs and behavioural indicators are shown in the table below (the lists are a guide and are not exhaustive or definitive):-

| NEGLECT | |
|---|---|
| Physical Signs:- | Behavioural Indicators:- |
| <ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others. • Constantly dirty or 'smelly'. • Loss of weight, or being constantly underweight. • Inappropriate dress for the conditions. | <ul style="list-style-type: none"> • Complaining of being tired all the time. • Not requesting medical assistance and/or failing to attend appointments. • Having few friends. • Mentioning their being left alone or unsupervised. |

| PHYSICAL ABUSE | |
|--|--|
| Physical Signs:- | Behavioural Indicators:- |
| <ul style="list-style-type: none"> • Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries. • Bruises that reflect hand marks or fingertips (from slapping or pinching). • Cigarette burns. • Bite marks. • Broken bones. • An injury for which the explanation seems inconsistent. | <ul style="list-style-type: none"> • Fear of parents/carers being approached for an explanation. • Aggressive behaviour or severe temper outbursts. • Flinching when approached or touched. • Reluctance to get changed, or covering up (e.g. wearing long sleeves in hot weather). • Depression. • Withdrawn behaviour. • Running away from home. • Distrust of adults, particularly those with whom a close relationship would normally be expected. |



| SEXUAL ABUSE | |
|---|---|
| Physical Signs:- | Behavioural Indicators:- |
| <ul style="list-style-type: none"> • Pain or itching in the genital/anal areas. • Bruising or bleeding in genital/anal areas. • Sexually transmitted disease. • Vaginal discharge or infection. • Stomach pains. • Discomfort when walking or sitting down. • Pregnancy. • Self-harm or mutilation, sometimes leading to suicide attempts. • Bedwetting. | <ul style="list-style-type: none"> • Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn. • Fear of being left with a specific person or group of people. • Having nightmares. • Running away from home. • Sexual knowledge that is beyond their age or development age. • Sexual drawings or language. • Bedwetting. • Saying they have secrets they cannot tell anyone about. • Self-harm or mutilation, sometimes leading to suicide attempts. • Eating problems such as overeating or anorexia. |

| EMOTIONAL ABUSE | |
|---|--|
| Physical Signs:- | Behavioural Indicators:- |
| <ul style="list-style-type: none"> • A failure to thrive. • Sudden speech disorders. • Developmental delay, either in terms of physical or emotional progress. | <ul style="list-style-type: none"> • Neurotic behaviour, e.g. hair twisting, rocking. • Is prevented from socialising with other children. • Fear of making mistakes. • Self harm. • Fear of parent/carer being approached regarding their behaviour. |

| FINANCIAL OR MATERIAL ABUSE (VULNERABLE ADULTS) | |
|---|--|
| <ul style="list-style-type: none"> • Someone being dependant on the vulnerable adult for the provision of accommodation. • A person lacking goods or services that they can afford. • A person living in poorer circumstances than other members of the household. • A person being encouraged to spend their money on items intended for communal use in a residential home. • Benefits being absorbed into the household income and not being used for the vulnerable person | |



6 Appendix 4

Self Declaration for Contractors Engaged in Regulated Activity Work on Behalf of ECDC

The individual leading the contracting process on behalf of the Council must ensure this declaration to be completed when engaged in a regulated activity.

Name of Contractor:

.....

I have read and understand the Council's Safeguarding Policy and agree to abide by the procedures as set out in the document.

I confirm that I/we have in place a Safeguarding Policy that is available to view on request.

I confirm that all workers engaged by the above named contractor and who are likely to come in to contact with children, young people or vulnerable adults have been subject to the appropriate level of Disclosure & Barring Service check as defined by the Disclosure & Barring Service guidance.

Signature:

Name:

Position:

Date:

NB: East Cambridgeshire District Council reserves the right to investigate the validity of the above declaration.



7 Appendix 5

Communication with children, young people and vulnerable adults (including the Use of Technology)

In order to make best use of the many educational and social benefits of new technologies, vulnerable groups including children need opportunities to use and explore the digital world, using multiple devices from multiple locations. It is now recognised that e.safety risks are posed more by behaviours and values than the technology itself.

Electronic communication between vulnerable groups including children and employees, by whatever method, should not take place under any circumstances. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Employees must not share any personal information with an individual from any vulnerable groups including children. They must not request, or respond to, any personal information from an individual from any vulnerable groups including children, other than that which might be appropriate as part of their professional role. Employees and Councillors engaged in regulated activities should ensure that all communications are transparent and open to scrutiny.

Employees should also be circumspect in their communications with an individual from any vulnerable groups including children, so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to an individual from any vulnerable groups including children; or their e-mail, home or mobile telephone numbers, unless the need to do so is agreed with an ECDC Manager and parents / carers. E-mail or text communications between an employee and an individual from any vulnerable groups including children outside agreed protocols may lead to disciplinary and / or criminal investigations. This also includes communications through internet based web sites.

Internal e-mail systems should only be used in accordance with ECDC's Information Security Policy Manual.

This means that employees **when undertaking their professional role or when engaged in regulated activities must:**

1. *Only make contact with any individual from any vulnerable groups including children for professional reasons and in accordance with ECDC policies.*
2. *Ensure that contact with vulnerable groups including children as part of undertaking a professional role or when engaged in a regulated activity, is only made using*



COMMUNICATION WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS (INCLUDING THE USE OF TECHNOLOGY)

Council telephone (including texting) and is subject to advanced parental or carer permission

- 3. Not give their personal contact details (including personal telephone numbers) to any individual from any vulnerable groups including children; with whom they have contact through undertaking a regulated activity.*
- 4. Not use ECDC IT equipment to send personal messages to any individual from any vulnerable groups including children with whom they have contact through undertaking a regulated activity.*
- 5. Ensure that personal social networking sites are set at private to ensure that the content cannot be viewed publicly by any vulnerable groups including children.*

Social Contact

Employees are advised not to should not establish or seek to establish social contact with any individual from any vulnerable groups including children with whom they have contact with as part of undertaking a regulated activity, for the purpose of securing a friendship or to pursue or strengthen a relationship. This should be regarded as best practice to protect employees from any allegations of inappropriate conduct. If any individual from any vulnerable groups including children seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her / his professional judgement in making a response. There will be occasions when there are social contacts between an individual from vulnerable groups including children and staff, where for example the parent and employee are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged. It is recognised that staff can support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the staff member for support outside of their professional role. This situation should be discussed with an ECDC Manager and where necessary referrals made to the appropriate support agency.

This means that employees are strongly advised:

- Not to have secret social contact with any individual from any vulnerable groups including children who they have contact with as part of undertaking a regulated activity.*
- Inform their line manager of any event or incident that occurs which may breach the Council's policies, and ensure that a record of the situation is made in writing to their line manager.*
- That communications made between an individual and vulnerable person or child may be called into question by a parent, carer or line manager, and therefore it is important that all communication can be justified.*

Photography and Videos

Working with any vulnerable groups including children may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of individuals from vulnerable groups including children. Informed written consent from parents or carers and agreement, where possible, from an individual from any vulnerable groups including children, should always be sought before an image is taken for any purpose (see sample form below).

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties



COMMUNICATION WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS (INCLUDING THE USE OF TECHNOLOGY)

understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Employees need to remain sensitive to any individual from any vulnerable groups including children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for employees to take photographs of any individual from any vulnerable groups including children for their personal use.

It is recommended that when using a photograph the following guidance should be followed:

- If the photograph is used, avoid naming the child, young person or vulnerable adult.
- If the child, young person or vulnerable adult is named, avoid using their photograph.
- The ECDC Manager should establish whether the image will be retained for further use.
- Images should be securely stored and used only by those authorised to do so.

This means that employees should:

- *be clear about the purpose of the activity and about what will happen to the images when the activity is concluded;*
- *be able to justify images of children, young people or vulnerable adults in their possession;*
- *avoid making images in one to one situations or which show a single child, young person or vulnerable adult with no surrounding context;*
- *ensure the child, young person or vulnerable adult understands why the images are being taken and has agreed to the activity and that they are appropriately dressed;*
- *only use equipment provided or authorised by ECDC;*
- *report any concerns about any inappropriate or intrusive photographs found;*
- *always ensure they have parental permission to take and / or display photographs (see sample consent for below)*

This means that employees should not:

- *display or distribute images of children, young people or vulnerable adults unless they have consent to do so from parents / carers;*
- *use images which may cause distress;*
- *use mobile telephones or any other similar devices to take images of children, young people or vulnerable adults without the consent to do so from parents/ carers;*
- *take images 'in secret', or taking images in situations that may be construed as being secretive (subject to any Court authorisations to do so, for criminal/ enforcement work).*

Further guidance can be found here http://www.nspcc.org.uk/Inform/research/briefings/Photographing-children_wda96007.html



COMMUNICATION WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS (INCLUDING THE USE OF TECHNOLOGY)

Sample parental consent form for use of photographic and filming equipment:-

Use of Photographs Consent

You are informed that a photographer appointed on behalf of ECDC will be present and photographs may be used for future marketing and publicity purposes. Please indicate below if you do not want your child photographed or used in future publicity:

I do not wish my child/children to be photographed at the

{add title of event}

I do not wish official photographs or video footage of my child/children to be utilised for publicity purposes

Spectators Photography

All spectators wishing to take photographs at the {name of event} are required to register their details. Registration will take place at the designated event information points. Once registered, spectators will be given a badge to indicate that they are a 'Registered Photographer'. This badge should be worn visibly throughout the event.

Child's name:.....

Signed.....(Parent or Guardian)

Access to Inappropriate Images and Internet Usage

There are no circumstances that will justify Employees, Volunteers or Councillors possessing indecent images of children. Employees, Volunteers and Councillors who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children is illegal. This will lead to criminal investigation and the individual being barred from working with children, if proven.

Employees, Volunteers and Councillors should not use equipment belonging to ECDC to access pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the employee to continue to work with the Council.

Employees, Volunteers and Councillors should ensure that children, young people and vulnerable adults are not exposed to any inappropriate images or web links.

Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) and HR & Facilities Service Manager should be immediately informed. Employees should not attempt to investigate



COMMUNICATION WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS (INCLUDING THE USE OF TECHNOLOGY)

the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

This means that ECDC should have a clear e-safety policy in place about access and use of the internet and make this available to all Employees, Volunteers and Councillors.

This means that Employees, Volunteers and Councillors should:

- *follow ECDC's guidance on the use of IT equipment as set out in the Information Security Policy Manual;*
- *ensure that children, young people or vulnerable adults are not exposed to unsuitable material on the internet;*
- *ensure that any films or material shown to children, young people and vulnerable adults are age appropriate.*



8 Appendix 6

Details of Areas of Specific Responsibility

Lead Safeguarding Officer:

- a) Will have overall responsibility for safeguarding children, young people and vulnerable adults on behalf of ECDC and be ECDC's representative on local Child Protection groups.
- b) Keep up to date knowledge and understanding of the area of child protection and be a first point of contact for ECDC on issues relating to safeguarding children, young people or vulnerable adults for members of the public and other external contacts.
- c) Will maintain an up to date list of Designated Safeguarding Officers (DSOs) within ECDC, and of local contacts who can provide specialist advice on safeguarding and contacts for Social Care and the Police.
- d) Will ensure all relevant information is communicated to DSOs.
- e) Will initiate a review of the Safeguarding Policy at least once every 3 years or when major change in the organisation or in relevant legislation occurs.

Human Resources:

- a) Will, through recruitment and selection processes, ensure DBS checks and references for all Employees, Volunteers and Councillors involved in ECDC regulated activities are completed prior to commencing work.
- b) Managers must inform HR of any safeguarding training needs of employees at commencement of employment and on an ongoing basis.
- c) Will maintain a record of all employees that have completed a DBS check and are considered suitable for work involving substantial access to children, young people or vulnerable adults in consultation with the Lead Safeguarding Officer.
- d) Will ensure that DBS checks and references are kept secure and confidential.
- e) When a trace is disclosed on a DBS disclosure during the recruitment process, HR will take responsibility with the Service Lead to undertake a risk assessment if the recruiting manager wishes to continue with the employment of the candidate.
- f) When a conviction is disclosed on a DBS check during the recruitment process, HR will take responsibility with the Service Lead to undertake the appropriate Objective Assessment if the recruiting manager wishes to continue with the employment of the candidate.
- g) Appropriate training is provided to relevant ECDC Employees, Volunteers and Councillors who work within the parameters of regulated activities and training records are maintained.
- h) Are responsible for the distribution of the Safeguarding Policy to employees, Volunteers and Councillors.



DETAILS OF AREAS OF SPECIFIC RESPONSIBILITY

- i) Will ensure that safeguarding training is part of the induction programme for all new employees having close and regular access or working within ECDC regulated activities.

Democratic Services:

- a) Will disseminate any necessary briefing / guidance to Councillors prepared by the Designated Safeguarding Officers to act in accordance with the Safeguarding Policy.
- b) If instructed that any Member is likely to be involved in regulated activities, liaise with the Designated Safeguarding Officers on appropriate training in the Member Training Programme.

Managers:

- a) Will determine posts that require a DBS in accordance with DBS guidance, prior to commencement of employment.
- b) Will ensure that all appropriate procedures and related guidance are implemented.
- c) When a trace is disclosed on a DBS disclosure, will be responsible for undertaking a risk assessment, advised by HR.
- d) When a conviction is disclosed on a DBS check will undertake the appropriate Objective Assessment, advised by HR.
- e) Are responsible for making sure that all employees are aware of, understand and act in accordance with the Safeguarding Policy and related guidance.
- f) Must inform HR of any safeguarding training needs of employees at commencement of employment and on an ongoing basis.
- g) Must make sure that any contractors, agents or other representatives, whom they engage to undertake regulated activities are aware of, understand and act in accordance with the Safeguarding Policy and related guidance.

Managers of Employees with Zero Hour Variable Contracts:

- a) Will, through recruitment and selection processes, ensure DBS checks and references for all zero hour variable contracted employees and volunteers involved in regulated activities are completed prior to commencement of Employment.
- b) Are responsible for making sure that all employees are aware of, understand and act in accordance with the Safeguarding Policy and related guidance.

Designated Safeguarding Officers:

- a) Will provide a point of contact for Employees, Volunteers and Councillors who want advice regarding concerns about safeguarding children, young people and vulnerable adults or take forward a disclosure.



DETAILS OF AREAS OF SPECIFIC RESPONSIBILITY

- b) Will deal with incident referral forms, deciding whether further action is necessary and advising the referrer of the action taken.
- c) Will provide a point of contact with all appropriate external contact(s).

All Employees, Volunteers and Councillors:

- a) Have a responsibility to protect children, young people and vulnerable adults, and report abuse without delay to the appropriate person.
- b) Should be aware of and act in accordance with this Safeguarding Policy and related guidance.
- c) Should not begin any regulated activity prior to satisfactory completion of the ECDC recruitment and selection process and DBS checks.
- d) Should attend appropriate safeguarding children, young people and vulnerable adults training if undertaking regulated activities.
- e) Should be aware of appropriate and inappropriate behaviour for employees, volunteers and Councillors who undertake regulated activities with children, young people and vulnerable adults.
- f) Should know who their Designated Safeguarding Officer is.
- g) Have a responsibility to inform their manager of any allegation of abuse.



9 Appendix 7 ECDC Useful Contacts Summary

| | Name | Service Area Covered | |
|---|----------------|---------------------------------|-----------------|
| Lead Safeguarding Officer (LSO) | Allison Conder | Leisure & Community | 01353 616374 |
| Designated Safeguarding Officers (DSOs) | Tracey Harding | Markets & Town Centres | 01353 616242 |
| | Karen See | Environmental Services | 01353 616358 |
| | Marie Beaumont | Care & Repair | 01353 616948 |
| | Kathy Batey | Human Resources & Facilities S2 | 01353 616230 |
| | Spencer Clark | Parks & Open Spaces | 01353 612553 |
| | Annette Wade | ICT | 01353 616310 |
| | Jo Brooks | Housing | 01353 616498 |
| | Cathy White | Planning | 01353 616336 |

Useful External Contacts:

| | | | |
|--|---|---|--|
| NSPCC Child Person Protection Helpline | Western House 42 Curtain Road London, EC2A 3NH | 020 7825 2500 Helpline: 0808 800 5000 www.nspc.org | |
| Child, Young Person or Vulnerable Adult UK | Freepost 1111 London, N1 0BR | 0200 1111 www.childyoungpersonorvulnerableadultline.org | |
| Sports Coach UK | 114 Cardigan Road Headingley, Leeds, LS6 3BJ | | |
| UK Council for child internet safety (UKCCIS) | | 0870 000 2288 | |
| Cambridgeshire Area LSCB | LSCB Administrator 7 The Meadows Meadow Lane St Ives Cambs, PE27 4LG | 01480 376699 www.cambslscb.org.uk | |
| Cambridgeshire Constabulary | | Emergency - 999 24 non-emergency - 101 | |
| Cambridgeshire Children's Team Contact Centre | Butts Grove Centre 38 Butts Grove Way Oxmoor Huntingdon, PE29 1LY | 0345 045 5203 Out of hours emergency number: 01733 234724 | |
| Vulnerable Persons (Adult Safeguarding concerns) | Cambridgeshire Health & Social Care Services@ Cambridgeshire Direct Adult Safeguarding Manager | 0345 045 5202 (choose - Adult Social Services) 01223 715576 | |



10 Appendix 8

Additional Activity Specific Safeguarding Policies and Procedures

Good practice for activities where parental supervision is not required

Where parents or carers are not required to remain with children, young people or vulnerable adults the following guidelines are, in addition to compliance with all other areas of this policy, to be followed:

- a) **Ratios** - comply with appropriate legal requirements / recommendations e.g. Ofsted, National Governing Bodies for sports etc.
- b) **Signing in and out** - the strict signing in and out procedure as laid out in this policy should be followed additionally if you are leading an activity you should be aware of the number, and names, of those you are expecting and how those taking part in the activity are getting home (i.e. on their own or being collected and if so by whom).
- c) **Photographs** - must not be taken by any individual (including the press) without obtaining the express and prior consent of parents using the ECDC permission form (Appendix 5).
- d) **Introductions** - if you are leading an activity you must ensure that you introduce both yourself and your helpers ensuring you are instantly recognisable (in uniform) and that participants should come to you, as the leader, during the day if they have need of first aid or if they are not happy with part of the activity, or with the behaviour of someone else.
- e) **Set the scene** - you should make clear what is going to be happening, how, why and when. You should have a detailed plan of activities, supervise activities and ensure all activities are suitable, potentially dangerous equipment may require increased supervision by a competent person.
- f) **Explain** - to all participants that in order for everyone to have a good time unacceptable behaviour will not be tolerated (i.e. bullying, shouting, bad language, dangerous behaviour etc)
- g) **Excessive time** - must not be spent alone by staff and volunteers with children, young people and vulnerable adults, away from others. Doors should be left open if separating a group; where first aid is necessary, maintain a degree of privacy if necessary but have someone else with you. Where a participant requires escorting or asks for the toilet, do not go alone, and take more than one child. Participants should not be taken alone in a car, unless previous agreements have been made with the carer.
- h) **Physical contact** - should be avoided unless to treat an injury, prevent an injury or absolutely essential to the activity (e.g. holding the hand of a very young child on



ADDITIONAL ACTIVITY SPECIFIC SAFEGUARDING POLICIES AND PROCEDURES

- uneven ground). If a child is upset, reassurance may be appropriate; however this should be done in the open and in front of others.
- i) **Remember** - organisers are responsible for the participants once they are signed in and until they are collected by their parents/carers.
 - j) **Collection** - where a participant is not collected within half an hour of the event end time relevant procedures should be followed.

Remember:

- a) Someone might misinterpret your actions, no matter how well intentioned.
- b) Adopt a common sense approach.
- c) Don't rely on your good name to protect you.
- d) Good practice will prevent false allegations against you.

Communications with children, young people and vulnerable adults

- a) In order to make best use of the many educational and social benefits of new technologies, children and vulnerable adults need opportunities to use and explore the digital world, using multiple devices from multiple locations. It is now recognised that that e-safety risks are posed more by behaviours and values than the technology itself.
- b) Electronic communication between children, young people and vulnerable adults and employees involved in regulated activities, by whatever method, should not take place under any circumstances. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.
- c) Employees should avoid sharing personal information with a child, young person or vulnerable adult. They must not request, or respond to, any personal information from the child / young person or vulnerable adult, other than that which might be appropriate as part of their job role.
- d) Employees should ensure that all communications are transparent and open to scrutiny.
- e) Employees should also be circumspect in their communications with children, young people and vulnerable adults so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to any children, young people and vulnerable adults including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with the Manager and parents / carers.
- f) E-mail or text communications, including communications through internet based web sites, between an employee and a child, young person or vulnerable adult outside agreed protocols may lead to disciplinary and/or criminal investigations.
- g) Employees should not establish or seek to establish social contact with children, young people and vulnerable adults for the purpose of securing a friendship or to pursue or strengthen a relationship. If a child or vulnerable adult or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her / his professional judgement in making a response.



ADDITIONAL ACTIVITY SPECIFIC SAFEGUARDING POLICIES AND PROCEDURES

There will be occasions when there are social contacts between children and vulnerable adults and staff, where for example the parent and employee are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.

Nevertheless, there must be awareness on the part of those working with children, young people and vulnerable adults that some social contacts, especially where these are not common knowledge can be misconstrued as being part a grooming process. This can also apply to social contacts made through outside interests or through the staff member's own family.

- h) It is recognised that staff can support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the staff member for support outside their professional role. This situation should be discussed with the Manager and where necessary referrals made to the appropriate support agency.

Personal and Intimate Care

- a) Young people and vulnerable adults are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and / or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people or vulnerable adult concerned and sensitive to the potential for embarrassment.
- b) Employees need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and vulnerable adults with whom they work.
- c) Some job responsibilities necessitate intimate physical contact with children on a regular basis, for example assisting young children with toileting, providing intimate care for children or vulnerable adults with disabilities or in the provision of medical care. The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and / or be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any child or vulnerable adult to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to the Manager and parents / carers.
- d) All children and vulnerable adults have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.
- e) The views of the child or vulnerable adult should be actively sought, wherever possible, when drawing up and reviewing formal arrangements. As with all individual arrangements for intimate care needs, agreements between the child, young person, vulnerable adult, parents / carers and Manager must be negotiated and recorded.



ADDITIONAL ACTIVITY SPECIFIC SAFEGUARDING POLICIES AND PROCEDURES

Advice and Support

Recruiting to Posts

Line Managers will review the role profile before recruiting to identify whether the post involves regulated activities. Where this is the case:

- a) Applicants will be provided with access to the Council's Safeguarding Policy and the following additional information will be sought as part of the application process;
- b) The applicant's consent to a DBS check being undertaken will be obtained;
- c) At least two references that comment on the applicant's previous experience of, and suitability for working with children, young people and vulnerable adults (please refer to HR).

Working with Contractors and Partner Organisations

Any contractor or sub-contractor, engaged by the Council in regulated activities should:

- a) Have a Safeguarding Children, Young People and Vulnerable Adults Policy of their own;
- b) Agree, in the absence of a policy of their own, to comply with the terms of this policy;

This applies to all contracts, even those not requiring a formal tender. The Contracting Officer must ensure this as part of undertaking a procurement process.

Hiring of ECDC Facilities

Where ECDC facilities are hired to external groups and the hirer intends to use these for regulated activities, the hirer will need to:

- a) Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to ECDC's policy;
- b) Comply with the NGB Coach/Pupil Ratios or in absence of this with Social Services Coach/Pupil Ratios;
- c) Undertake risk assessments for individual activities.

And where specified by the ECDC facility management:

- d) Have membership of a National Governing Body (NGB) or similarly recognised body;
- e) Have public liability insurance (£5million minimum);
- f) Maintain a register of participants including any medical conditions.

Using Volunteers

- a) Activities can be led by volunteers however if the activity falls within the parameters of a regulated activity then the requirements of the Recruitment and Selection Policy must be met as detailed above.
- b) The recruiting Manager is responsible for ensuring all volunteers are subject to the necessary checks.



11 Appendix 9

Additional ECDC DBS Procedure Guidance

- Applications to become the Lead Signatory of a Registered Body or a Counter signatory can only be submitted where the person is aged 18 or over at the time of making the application.
- Applications can only be submitted to the DBS for Standard or Enhanced checks where the applicant is aged 16 or over at the time of making the application.
- Applications for controlled Activity positions can no longer be submitted (as of 10th September 2012).
- Criminal Record Bureau (DBS) checks are obtained on appointment to a role where it has been identified as required.
- Renewal of DBS Disclosures for ECDC employees is required, every 2 years.
- Employees who work intermittently throughout the year e.g. variable hours staff (particularly students) and exceed a period of twelve months of no employment will be required to renew their DBS Disclosure before recommencing employment if they undertake regulated activities, or it is a requirement of the post.
- The ECDC Employee Code of Conduct states that all employees are required to inform their Service Lead if they are convicted of any criminal offence while employed by the Council.
- A DBS Disclosure will search an individual's details against criminal records and other sources, including the Police National Computer. The check may reveal convictions, cautions, reprimands and warnings.
- Posts that require a DBS prior to commencement of employment will be determined by the Service Lead in consultation with Human Resources.

Portability of DBS Checks

- The DBS check is not portable as it is still only a snapshot of information available at the time of the disclosure.
- All staff appointed to a role where it has been identified a DBS check and are likely to be involved in regulated activities with children or vulnerable adults will be subject to a suitable DBS Enhanced Disclosure prior to commencing work.



12 Appendix 10

Responding to a Disclosure

If you receive information concerning disclosure you should:

- React calmly;
- Tell the individual they are not to blame and they were right to tell you;
- Take what the individual says seriously, recognising the difficulties inherent, in interpreting what is said by an individual who has a speech disability and/or differences in language;
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said;
- Reassure the child or young person, but do not make promises of confidentiality that may not be feasible to maintain in the light of subsequent developments;
- The alleged abuser should not be approached;
- Make a full written record of what is said, heard and/or seen as soon as possible, ensuring that it is in the words of the speaker;
- Immediately refer to your Line Manager who will contact the Designated Safeguarding Officer or Lead Safeguarding Officer.
- Pass the referral to the Designated Safeguarding Officer in your Service immediately; reporting the matter should not be delayed by attempts to obtain further information;
- In circumstances where you believe the individual is in immediate danger of harm you should make contact with the Police ensuring that the Designated Safeguarding Officer in your Service is made aware. Where contact with the Police is made a record of the name and title of the Police Officer to whom the concerns were passed should be made together with the time and date of the call in case follow up is required;
- If immediate danger relates to suspected abuse by a parent/carer, do not allow the individual to go home with them without calling the Police to the scene.
- Refer to Flowcharts 1, 3, 4 or 5.

It may be that the individual making disclosure is unable to express him or herself verbally. Communication difficulties may mean that it is hard for them to make themselves understood. Sometimes it can be difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions. However, where there are concerns regarding the safety of an individual record what has been observed in detail and follow the procedures to report these concerns.

If you receive information concerning disclosure you should **not**:

- Panic;
- Allow any shock or distaste show;
- Probe for more information than is offered or ask leading questions;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Make promises or agree to keep secrets.



13 Appendix 11 ECDC Form For Logging and Reporting an Incident/Concern of Child abuse or Poor Practice

LOGGING A CONCERN ABOUT A CHILD OR YOUNG PERSON'S SAFETY & WELFARE

If you think that a child or young person is in **IMMEDIATE DANGER PHONE THE POLICE on 999**. If however, you suspect abuse or neglect please then discuss your concerns with your DSO and complete this form with as much information as possible so that children's social services can follow up effectively (i.e. a name and address as a minimum). Once completed you and/or your DSO should then pass the form to the LSO and reach agreement as to whether it merits referral to the Contact Centre or should be filed until any other concerns about the individual are logged. The LSO will then make the referral to the Children's Social Care team on your behalf.

| | | |
|---|-----------------------------|----------------|
| Name and address of setting: | | |
| Child's Name: | Date of Birth: | Male / Female: |
| Today's Date; | Time: | |
| Your Name (BLOCK CAPITALS): | Your Signature: | |
| Your Role: | | |
| Date of Concern / Incident: | Time of Concern / Incident: | |
| Why are you completing this form? What are you concerned about? What are the risks to the child? (See Appendix 3) | | |
| (continue overleaf if necessary) | | |
| | | |



ECDC FORM FOR LOGGING AND REPORTING AN INCIDENT/CONCERN OF CHILD ABUSE OR POOR PRACTICE

| |
|---|
| Have you spoken to the Child or young person? If so, what was said? |
| Has anybody been alleged to be the abuser? If so, give details |

SENDING THIS FORM

This form **can only be sent to the referral centre by the Lead Safeguarding Officer** who will send it to:

referralcentre.childrens@cambridgeshire.GCSX.gov.uk

Any referral where the child is at risk of serious harm will be made by the LSO by telephone first Telephone: 0345 045 5203

Received by:DSO (Print Name)

Date: Time:

Agreed action by the LSO:-

Referral to contact centre?

File only?

Feedback from Contact centre required?



14 Appendix 12

ECDC Form For Logging a Concern About a Vulnerable Adults Safety & Welfare

Vulnerable Adult Details:

Name:

Address:

.....

Date of Birth:Male Female

Ethnicity:

GP Name & Address:

.....

Responsible Authority:

Is the vulnerable adult self funding? Yes No

Does the alleged victim / adult at risk have capacity to consent to this referral?

Yes No Not Known

If the alleged victim / adult at risk does not have mental capacity there will be a need to consider the criteria for using an Independent Mental Capacity Advocate (IMCA), if appropriate.

Please describe any additional needs the vulnerable adult has (e.g. sensory loss, dementia, communication, language, physical disability, etc) that should be taken into account:-



ECDC FORM FOR LOGGING A CONCERN ABOUT A VULNERABLE ADULTS SAFETY & WELFARE

Mental Capacity and Consent of the Vulnerable Adult's

Consider mental capacity and consent: The mental capacity and wishes of the vulnerable person will always be a factor when deciding on the course of action you may take. In determining this action, consideration must be given to the likely risk to others and the potential for re-offending to take place if the matter is not formally dealt with.

Referral Details:

Name:

Designation:
WR04 BVE

Establishment:

Contact Number:

Time / Date 'Referral' form completed:

Incident Details:

Date of Incident:

Type of Alleged Abuse:

- | | | | |
|---------------------------|--------------------------|---------------|--------------------------|
| Discriminatory | <input type="checkbox"/> | Institutional | <input type="checkbox"/> |
| Domestic Abuse & Violence | <input type="checkbox"/> | Neglect | <input type="checkbox"/> |
| Emotional / Psychological | <input type="checkbox"/> | Physical | <input type="checkbox"/> |
| Financial | <input type="checkbox"/> | Sexual | <input type="checkbox"/> |

For Completion by Line Manager / Supervisor:

Other Action Taken (To include any emergency medical treatment provided; evidence preserved; action taken to prevent further abuse)



ECDC FORM FOR LOGGING A CONCERN ABOUT A VULNERABLE ADULTS SAFETY & WELFARE

Details of alleged perpetrator(s) involved if abuse is suspected:

(Please complete as much of this as is known)

Name:

Home Address:

..... Postcode:.....

Date of Birth: Male Female

Occupation / Position / Title:

Is this person known / related to the individual who is the subject of this concern, if so please describe relationship:

.....

.....

Are they aware of this alert: Yes No

Initial Action Taken:

Has a referral been made to Cambridgeshire Direct?

Yes No

If there is immediate danger / harm, have the police been called?

Yes No

Has the Care Quality Commission been notified?

Yes No

Has evidence been preserved?

Yes No

Has a body map been filled out?

Yes No

Please give details:

.....

.....



ECDC FORM FOR LOGGING A CONCERN ABOUT A VULNERABLE ADULTS SAFETY & WELFARE

Additional Information and Comments (For use of Line Manager and / or Supervisor ONLY)

Fact and opinion should be clearly differentiated

Signed:

Position:

Date:

Please forward the completed form to Cambridgeshire Direct:

Email: referral.centre-adults@cambridgehsire.gov.uk

Tele. No.: 0345 045 5202

Where appropriate, please attach any additional information such as body map etc.

Details of this referral must be discussed with your line manager and DSO without delay and copy of this referral form must also be provided to ECDC's LSO.