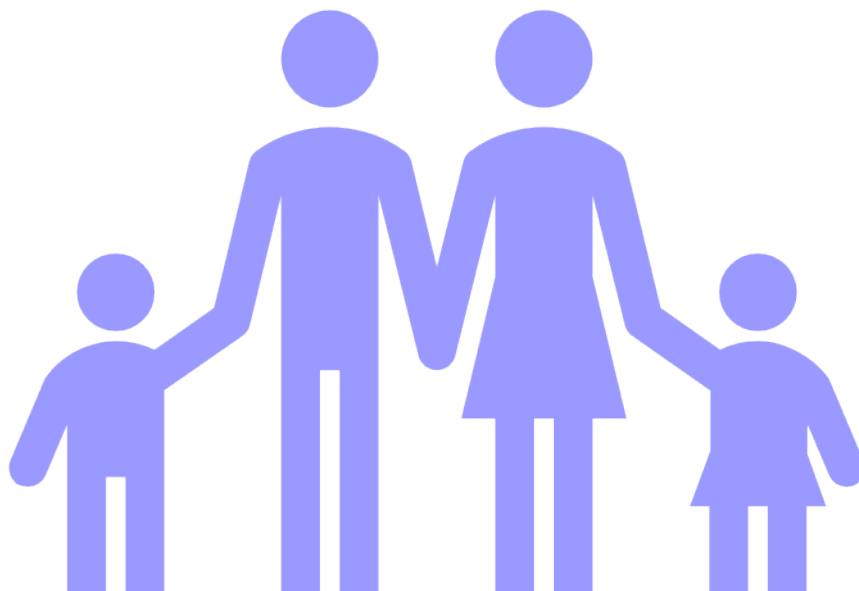


**Brentwood Borough Council**

# Safeguarding Policy and Procedures

for Children, Young People and Adults with Care and  
Support Needs  
2017-2020



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Safeguarding is everyone's responsibility and Brentwood Borough Council is committed to ensuring that our staff, volunteers, elected Members and any contracted services are aware of the Council's legislative safeguarding responsibilities and what to do if there is a concern about a child, young person or adult with care and support needs.

This Safeguarding Policy and Procedure sets out how the Council will support and provide guidance to its staff, volunteers, elected Members and contractors but also to the public with relevant information on the Council's website offering information, reporting procedures if they have a concern and contacts and links for specialist support services.

**Councillor Louise McKinlay, Leader of Brentwood Borough Council**

## **1. Introduction**

The purpose of this Policy is to provide guidance to employees and elected Members of Brentwood Borough Council on their legal obligations to safeguard Children, Young People and Adults with care and support needs, and what to do if they have any safeguarding concerns.

Everyone shares a responsibility for safeguarding and promoting the welfare of Children, Young People and adults with care and support needs, irrespective of individual roles.

Although not directly responsible for Children and Adult services it is vital that all agencies who work with children, families, and adults with care and support needs work together and are aware of the roles that each of them play in this area. Many organisations have specific roles and responsibilities that are underpinned by a statutory duty.

## **2. Aims**

The aims of the Safeguarding Policy and Procedures are to:

- Ensure that the welfare of children, young people and adults with care and support needs is paramount at all times
- Maximise people's choice, control and inclusion and protect their human rights
- Work in partnership with others in order to safeguard children, young people and adults with care and support needs
- Ensure that the Council has safe and effective working practices in place
- Support staff with advice, guidance, training and clear procedures if they have safeguarding concerns.

### **3. Scope**

This Safeguarding Policy and Procedures applies to all services within the remit of Brentwood Borough Council. It covers all aspects of safeguarding for service users, their families, carers and supporters, and local residents.

It applies to all Brentwood Borough Council employees, whether in a paid or unpaid capacity, permanent, seconded, temporary, casual workers, voluntary workers, work experience students, agency staff, consultants, outside hirers and other contracted persons within the duration of that contract.

#### **Grant applicants**

Safeguarding policies and procedures are required from all grant funded organisations and satisfactory DBS checks for employees and volunteers are also required of any organisations working with children, young people and adults with care and support needs who seek funding from Brentwood Borough Council. This information will be requested at the application stage and applications will not be processed without the relevant documentation.

As a minimum, any organisation receiving funding from the Council will be expected to have a statement of policy and procedure regarding safeguarding, in place and understood by employees and volunteers, and available to service users. This applies to all organisations the Council awards grants to, irrespective of whether the grant

has been awarded through the official grant application process.

Commissioned/contracted or grant funded organisations with minimal contact with children, young people or adults with care and support needs may wish to adopt the Council's policy and procedures if deemed suitable.

### **Health and safety**

Brentwood Borough Council enforces health and safety in some workplaces including shops, restaurants warehouses, and premises providing consumer services or leisure facilities. Employers in these premises are obliged to carry out risk assessments, including for the employment of young people. Whilst undertaking their duties officers of the Council may examine such risk assessments with a view to determining their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', Brentwood Borough Council will report this activity to Essex Social Care Direct.

### **Leisure and Cultural Services**

Independent sports clubs, theatre groups and other organisations which regularly hire out and use facilities operated by or on behalf of Brentwood Borough Council must have appropriate child protection and adult with care and support needs policies in place, commensurate with the level of contact they have with children, young people and adults with care and support needs. Furthermore, they must ensure that their employees or volunteers who have significant, regular or unsupervised contact with children, young people and adult with care and support needs have had a satisfactory DBS checks as a condition of hire. For further information on DBS requirements see **Appendix 3**.

### **Licensing**

Brentwood Borough Council is responsible for a wide range of licensing functions. Protecting children from harm is a licensing objective that the Council is legally obliged to consider, in particular when licensing premises under the Licensing Act 2003 or the Gambling Act 2005. For more information, please refer to the Brentwood Borough Council's Licensing Policy, Hackney Carriage and Private Hire Policy and

## Gambling Policy.

### **Social media**

The open nature of the internet means that social networking sites can leave Council staff vulnerable if they fail to observe a few simple precautions. The below guidelines are intended as general advice on how to avoid social media putting you in a position where your actions may be misconstrued or give rise to a safeguarding concern.

Guidance on using social media for business uses can be made available internally. Please be aware that children, young people, vulnerable adults or their parents and carers may be able to view your profile and could, if they find any posts offensive, complain to the Council. It is important therefore that your privacy settings and the way that you conduct yourself on social media are appropriate.

### Conduct on social networking sites

- You should not accept friend requests from (or send friend requests to) a child, young person, adult with care and support needs (or their parent/carer) who you are in contact with as a result of your council employment.
- All social media engagement on behalf of the Council should take place via an approved Council site (guidance for doing so is available internally on request) and not via personal accounts. You should not, outside of formal channels, engage in online discussion with any child, young person or vulnerable adult (or their parent/carer) who you are in contact with as a result of your council employment.
- Do not post any comments about or pictures of children, young people or vulnerable adults (or their parents/carers) who you are in contact with as a result of your council employment.
- Be aware that other users could tag you in an inappropriate post or photograph. If you find inappropriate references to yourself on social media you should de-tag yourself and contact the user to ask for it to be removed.

### Privacy and security

- To ensure that social media does not compromise your professional position please ensure that your privacy settings are set correctly. At a minimum it is recommended that security levels are set to 'friends only' for Facebook (and the equivalent settings for other social media websites).
- You should proactively update your privacy settings whenever a social media provider changes its settings

For more information please refer to **Appendix 6 – Safe Working Practices**

### **Use of contractors**

Brentwood Borough Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people or adults with care and support needs, should comply with the terms of this policy, and this requirement will be written into the contract. They must also ensure that they are familiar with the Brentwood Borough Council's reporting procedures for suspected abuse as set out in this policy. Where contact with children, young people and adults with care and support needs is a necessary part of the contracted service, the Contractors and/or Suppliers providing the services must ensure that adequate staff training is given. The Council are introducing a Safeguarding Concern Card (**Appendix 9**) which they can complete and report to their Brentwood Borough Council contact, or the Operational Safeguarding Lead.

### **Work experience**

Brentwood Borough Council offers work experience to many young people each year. Although primarily designed to help young people become familiar with the workplace, it is also beneficial to Brentwood Borough Council, as it provides a direct link to an important part of the borough we serve. Managers should ensure that employees are aware of the Safe Working Practices Guidelines (found in Appendix 6), such as not travelling alone with a work experience student, unless the school has specifically approved this.

Brentwood Borough Council through Human Resources provides planned and structured work experience placements. When the Council offers a work experience

placement to students, managers have a responsibility for their health, safety and welfare. Under health and safety law, these students will be regarded as employees (see the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, which state that the employer has a duty to assess risk and address it).

## 4. Definitions

Using the definition of the Children's Act 1989 and 2004, the safeguarding duties apply to Children and Young People who:

- Have not yet reached their 18th birthday. The fact that they have reached 16 years of age; are living independently or in further education; are a member of the armed forces; in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection.

Using the definition of the Care Act 2014, the safeguarding duties apply to an adult who:

- has needs for care and support (whether or not) the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

## 5. Abuse types

- Physical Abuse
- Sexual abuse
- psychological or emotional abuse
- Neglect and Acts of Omission
- Self-neglect
- Domestic Violence including 'Honour' Based Abuse (HBA), Female Genital Mutilation (FGM) and Forced Marriage
- Child Sexual exploitation



- Human Trafficking
- Modern Slavery
- Radicalisation (PREVENT)
- Financial or Material Abuse
- Institutional or Organisational Abuse
- Discriminatory Abuse

For more details on each of these see **Appendix 1** – Definitions explained

## 6. Responsibilities – Named Lead/Organisation

Brentwood Borough Council is committed to safeguarding its residents and as such will carry out the following:

- Accept the principles set out within the Southend, Essex and Thurrock (SET) Guidelines for Adults and Children.
- To take action to identify and prevent abuse from happening
- Respond appropriately when abuse has or is suspected to have occurred
- Ensure that the agreed safeguarding adults procedures are followed at all times, these are set out in page 12 and are also available on the Council's safeguarding web pages and on the safeguarding microsite for staff
- Provide support, advice and resources for staff in responding to safeguarding issues
- Inform staff of any local or national issues relating to safeguarding
- Ensure staff are aware of their responsibilities to attend training and to support staff in accessing these events
- Ensuring that the organisation has a dedicated staff member with an expertise in safeguarding
- Ensuring staff have access to appropriate consultation and supervision regarding safeguarding
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns
- Ensure that information is available for people that use services, family members setting out what to do if they have a concern (e.g. ASK SAL helpline)

- Ensure that all employees who come into contact with children, young people and adults with care and support needs have the appropriate safer recruitment employment checks in line with the requirements of the Disclosure and Barring Service (DBS) such as obtaining references
- Ensuring that staff will be supported if they make a disclosure under the Public Interest Disclosure Act

## 7. Responsibilities – All Staff

There are responsibilities for staff regarding the Safeguarding Policy and Procedures and they will be required to:

- Follow the safeguarding Policy and Procedures at all times, particularly if concerns arise about the safety or welfare of a child, young person or adult with care and support needs
- Participate in safeguarding training and maintain current working knowledge
- Ensure that the child, young person or adult with care and support needs are central and involved in decision making about any safeguarding concern
- Become familiar with the SET Safeguarding Guidelines
- Discuss any concerns about the welfare of a child, young person, or adult with care and support needs with their line manager
- Contribute to actions required including information sharing and attending meetings
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use their services
- Remain alert at all times to the possibility of abuse
- Recognise the impact that diversity, beliefs and values of people who use services

Designated roles – internal roles and responsibilities diagram

## 8. Training

Safeguarding training will be provided for all staff appropriate to their level of involvement with children, young people and adults with care and support needs.

Face to face training will be undertaken every 3 years. In addition, all new staff will be asked to complete an e-learning training course as part of their induction to the Council.

## 9. Reporting Abuse

All staff will be expected to follow the SET Safeguarding guidelines for Children and Adults. Please also refer to the Reporting a Concern flowchart in **Appendix 4**.

### Children:

#### Update: Changes to Family Operations Hub 2016/17

There have been some changes to how those working with children and young people report a concern and access services for children and families in Essex.

Please read the updated information below, in order to be aware of the changes to how service requests are made.

#### **Key changes to note:**

##### Telephone

- The Consultation phone line will continue to provide advice and guidance for professionals as it does now.
- The Priority phone line will also continue for professionals to refer concerns where children may be at immediate risk of significant harm.

Access to these phone lines is through calling Contact Essex on **0345 603 7627** and asking for either the '**Consultation Line**' or '**Priority Line**' .

##### Email

- The Family Operations Hub' s designated email account [FOH@essex.gcsx.gov.uk](mailto:FOH@essex.gcsx.gov.uk) will receive the Family Operations Request for Services

form for all non-urgent service requests.

- As the Southend, Essex and Thurrock Safeguarding procedures require requests to be made or followed-up in writing, there is now an expectation that a completed Family Operations Request for Service form will be included in those emails.
- Email accounts [initialresponseteam@essex.gcsx.gov.uk](mailto:initialresponseteam@essex.gcsx.gov.uk) and [earlyhelp@essex.gcsx.gov.uk](mailto:earlyhelp@essex.gcsx.gov.uk) are no longer operational.

### Online portal

Submission of Family Operations Request for Services forms, enquiries and requests for information can also be made through: [www.essex.gov.uk/FamilyOpsEnquiries](http://www.essex.gov.uk/FamilyOpsEnquiries)

Using this online portal will assist those partners who do not have access to secure or GCSx email accounts.

### How to report a concern about a child

If you are concerned that a child or young person is being harmed or neglected or is at risk of this you should complete a [Family Operations Request for Services \(FORS\) form](#) and email it securely to [FOH@essex.gcsx.gov.uk](mailto:FOH@essex.gcsx.gov.uk)

If the child is at immediate risk of significant harm, then call the Family Operations Hub on **0345 603 7627** and ask for the 'Priority line'

**Out of hours:** (5.30pm - 9.00am Monday - Thursday, 4.30pm-9.00am - Friday and Bank holidays) Telephone: **0345 606 1212**

Email: [Emergency.DutyTeamOutOfHours@essex.gov.uk](mailto:Emergency.DutyTeamOutOfHours@essex.gov.uk)

**If there is an immediate risk of harm to a child then contact the Police on 999.**

The Family Operations Hub continue to offer a consultation line for professionals providing advice and guidance. This can be accessed by calling **0345 603 7627** and asking for the 'Consultation Line' .

### Support for Children and Families

If a child or family you are working with need additional support then please check if they are eligible for [Early Help](#) or the Family Operations Hub Directory of Services is

available for download on the [Family Solutions website](#).

The Effective support documents for Children and Families, provides additional information for professionals when assessing the level of need, which can be accessed through the Essex Safeguarding Children's Board website. The Windscreen of Need sets out what type of support is needed – **See Appendix 8**

[Family Operations Request for Services \(FORS form\)](#) N.B this replaces the ECC999 form.

### **Adults:**

Professionals working with adults - If you have concerns that an adult may have suffered abuse, complete a SET SAF1 Form or call Social Care Direct on 0345 603 7630.

The Adult Alert form ([SET SAF1](#)) can be used by anyone to begin the adult safeguarding process.

The form should be used to record any specific concerns or incidents that relate directly to the care or welfare of an adult. The form must be used whenever there are concerns that may identify possible abuse against an individual. The form should only be completed in respect of the alleged victim.

Guidance for completing the SETSAF 1 can be found on the Essex Safeguarding Adults Board website <http://www.essexsab.org/>

### **SET SAF Risk Form**

Risks must be identified, in partnership with the person involved in the safeguarding procedures where they have capacity, or with an appropriate person working in "best interests" .

Guidance for completing the SET SAF Risk Form can be found on the Essex Safeguarding Adults Board web pages.

The common Domestic Abuse, Stalking and Honour Based Violence (DASH 2009) Risk Identification, Assessment and Management Model is also available on the Essex

Safeguarding website.

### Family Operations Request for Services (FORS)

To access Family Solutions Services for the whole family, the [FORS form](#) must be used (this replaces the previous ECC999 form.)

## **10. Allegation of Abuse**

Employees should be aware that abuse is a serious matter that can lead to a criminal conviction. Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. The Council's disciplinary policy will be implemented.

It may be appropriate for the Council to refer to the Disclosure and Barring Service (DBS)

A risk assessment should be completed to ascertain the level of risk the staff member may pose to other children, young people or adults receiving care and support. This will include whether it is safe for them to continue in their role or any other role within Brentwood Borough Council, whilst the investigation is undertaken.

## **11. Confidentiality and Information Sharing**

Employees have a duty to share information related to suspected abuse with Social Care and the Police.

Employees must not discuss any allegations of abuse or bullying, substantiated or not:

- With anyone from Brentwood Borough Council other than their line manager and other designated members of staff as outlined in this procedure.
- With any member of an external agency (excluding Essex Social Care and Essex Police), other than as part of a formal investigation.

- With any other interested party, including parents, carers and relatives of the child, young person or adult without the express permission of the person with overall responsibility for the investigation.

This does not include the employee from the need or right to consult with a solicitor, trade union representative or other bona fide legal advisor.

If you are still unsure please refer to the SET safeguarding information sharing protocol, and the Council's Disciplinary Policy.

## 12. Linked Policies and Legislation

The Safeguarding Policy and Procedures is linked to a number of other Council policies as well as national policy as guidance such as:

- The Care Act 2014
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards (DOLS) 2009
- SET Safeguarding Guidelines for children young people and adults
- Whistle blowing policy
- Complaints procedures
- Information sharing protocol
- Domestic Violence
- 'Honour' based abuse
- Modern slavery
- PREVENT
- Disciplinary Policy
- Procurement Policy and Procedures
- Funding Strategy
- Recruitment
- Equality and Diversity

Please refer to **Appendix 5** which set out the relevant legislation which supports this Safeguarding Policy and Procedures.

## 13. Monitoring

To ensure the compliance with the Council's Safeguarding Policy and Procedures there are some specific roles in place at Brentwood Borough Council.

The Safeguarding Member Champion – This position is held by the Leader of the Council who champions good safeguarding practices to all elected Members.

The Strategic Safeguarding Lead – This position is held by the Chief Executive, who holds overall accountability for safeguarding responsibility for children, young people and adults with care and support needs.

The Operational Safeguarding Lead – This position supports the Strategic Lead in carrying out their duties. This is held by the Partnership, Leisure and Funding Manager, who is responsible for the:

- co-ordination of any training requirements for staff and elected Members
- provide support and guidance through the safeguarding web pages on the Council's website and through the Council's safeguarding microsite on the intranet
- Representing the Council at any safeguarding multi-agency safeguarding meetings
- Ensure the Council's safeguarding policy and procedures are regularly reviewed and updated every three years (or sooner if there are major legislation changes)
- Complete regular safeguarding audits on the Council's compliance to its safeguarding responsibilities

Safeguarding Link Officers – The link officers will be responsible for supporting the Operational Safeguarding Lead to promote awareness of the Safeguarding Policy and Procedures, and champion good safeguarding practices within their own service areas.



Midland HR- Brentwood Borough Council's HR contract is with Midland HR who will act as first point of contact for staff reporting safeguarding allegations against employees or volunteers. They will also be responsible for undertaking DBS checks appropriate to the roles of staff or volunteers. Please refer to Appendix X for more information on regulated activity and the roles requiring DBS checks.

Brentwood Borough Council's Monitoring Officer – This senior officer has the statutory responsibility for handling complaints or concerns about and elected Members conduct.

This Policy will be presented to the Council's Community Health and Housing Committee for Member approval and this Policy and Procedures will be reviewed and updated every three years.

## Appendix 1 – Definitions explained

Abuse	Is a violation of an individual's human and civil rights by any person or persons. Abuse may consist of a single act or a repeated act. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when an individual is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm, or exploitation
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	of, the person subjected to it.
Adult with care and Support needs	A person who is aged over the age of 18 that requires care and support needs to take care of themselves, or are unable to protect themselves against significant harm or exploitation. They may be more at risk of abuse.
Children and young People	The Children's Act 1989 states the legal definition of a child is 'a person under the age of 18.' This also includes pre-birth. Child Abuse is any form of physical, emotional, sexual mistreatment, neglect or lack of care that leads to injury or harm of a child or young person.
Child Abuse	Is any form of physical, emotional or sexual mistreatment or lack of care (omission) that leads to injury or harm. There are four main types of child abuse: physical abuse, sexual abuse, emotional abuse and neglect (NSPCC, 2011).
Child Sexual Exploitation	Involves children and young people receiving something for example – accommodation, drugs, affection, as a result of them performing sexual activities, or having others perform sexual activities on them.
Coercive behaviour	Is an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim. This definition also includes so called 'honour' based violence, Female Genital Mutilation (FGM) and Forced Marriage. Victims are not confined to one gender or ethnic group.
Controlling behaviour	Is a range of acts designed to make a person subordinate and/or dependent on their abuser by isolating them from sources of support, exploiting their resources and capacities for personal gain. It deprives them of the means needed for independence, resistance and escape and regulates their everyday behaviour.
Disclosure and Barring Service	DBS checks are required in roles where 'regulated' activity is undertaken. Please refer to Appendix X for more details on

(DBS)	regulated activity.
Domestic Violence	Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years or over who are or have been intimate partners or family members regardless of gender or sexuality.
Emotional or psychological Abuse	Includes verbal abuse, psychological abuse, threats, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, isolation or withdrawal from services or supportive networks.
Female Genital Mutilation (FGM)	A term used to describe procedures that include partial or total removal of the external female genital organs, such as female circumcision, excision or infibulations. This collective term also covers injury to the female genitalia for cultural or non-medical reason.
Financial or Material Abuse	Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
Forced Marriage	The act of physically, emotionally, psychologically or financially pressurising someone to marry against their will. Forced marriages can occur in this country and abroad, and differ significantly from arranged marriages, which are entered into freely by both people, despite their families taking a lead role in the choice of partner.
Grooming	Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, Sexual exploitation or trafficking .Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. phones and social media.
Hate Crime or	A term to describe a criminal offence committed against a person

Discriminatory Abuse	motivated by hate or prejudice against their: Race, colour, ethnic origin and nationality; religion or faith; gender or gender identity; sexual orientation, disability and learning difficulties; and Mental Health
Honour based Abuse (HBA)	Refers to crimes committed against a person as punishment for breaking an 'honour code', usually imposed by a family or community
Human Trafficking	<p>Also Known as <b>Modern Slavery</b>, human Trafficking involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. This can occur either from one country to another or event within the same country, county or town. There is no typical victim and some victim's do not understand that they have been exploited and are entitled to help and support. Key indicators that someone may be a victim of trafficking might include:</p> <ul style="list-style-type: none"> <li>• The person's passport, identification or travel documents are being held by someone else.</li> <li>• The person appears to have been 'coached' or told what to say in certain circumstances and he or she allows others to speak on their behalf.</li> <li>• The person must pay a facilitator back for travel costs through working or providing services</li> <li>• They are living in accommodation with multiple people where conditions are cramped and poor</li> <li>• They receive little or no payment for their work</li> <li>• The person does not appear to have freedom of movement</li> <li>• The person regularly appears withdrawn, timid or frightened</li> <li>• The person has been physically or emotionally harmed or deprived of food, water, sleep, medical care or other life</li> </ul>

	<p>necessities</p> <ul style="list-style-type: none"> <li>• A child or other young person who is not in school or any other form of education or training</li> </ul>
Institutional (Organisational) Abuse	<p>Involves the collective failure of an organisation to provide an appropriate and professional service to children or adult with care and support needs adults. It can be seen or detected in processes, attitudes and behaviour that amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping. It includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults or children and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care. Abuse is not always malicious or intentional and may occur when someone believes, mistakenly that they are acting in the best interests of the child or vulnerable adult.</p>
Modern Slavery	See Human Trafficking above
Neglect (including acts of omission)	Includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, food, drink and heating.
Physical Abuse	Includes hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint
PREVENT	<p>Part of the UK's counter-terrorism strategy and consists of four strands</p> <ul style="list-style-type: none"> <li>• Prevent – to stop people becoming terrorists or supporting violent extremists</li> </ul>

	<ul style="list-style-type: none"> <li>• Pursue – to stop terrorist attacks</li> <li>• Protect – to strengthen our overall protection against terrorist attacks</li> <li>• Prepare – where we cannot stop an attack, to mitigate its impact</li> </ul>
Self-neglect	Wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding
Sexual Abuse	Includes rape and sexual assault, or sexual acts to which the child or adult with care and support needs has not consented, or could not consent, or where pressure was applied to secure their consent

## Appendix 2 Recognising potential indicators of abuse

## Emotional or psychological Abuse

Affects Children, young people and adults with care and support needs and includes:

Acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to individuals. This may also be present in other forms of abuse

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> <li>• Threats of harm or abandonment</li> <li>• Humiliation, shaming or ridicule</li> <li>• Harassment, bullying, intimidation</li> <li>• Control or coercion</li> <li>• Deprivation of choice or privacy</li> <li>• Deliberate social isolation</li> <li>• Infantilisation – treating an adult like a child</li> </ul>	<ul style="list-style-type: none"> <li>• Disturbed sleep or tendency to withdraw to a room or to bed</li> <li>• Loss of appetite or over eating especially at inappropriate times</li> <li>• Anxiety, confusion or general resignation</li> <li>• Extreme submissiveness or dependency in contrast to known capacity</li> <li>• Sharp changes in behaviour in the presence of certain persons</li> <li>• Excessive or inappropriate craving for attention</li> <li>• Self-abusive behaviour – self mutilation, head banging, hand biting</li> <li>• Loss of weight without apparent loss of appetite</li> <li>• Loss of confidence</li> </ul>

## Sexual Abuse

Affects Children, young people and adults with care and support needs and includes:  
direct or indirect involvement

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> <li>• Rape</li> <li>• Indecent assault</li> <li>• Indecent assault</li> <li>• Exposure to inappropriate sexual behaviour or images/material</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained and uncharacteristic changes in behaviour</li> <li>• New tendency to withdraw and spend time in isolation</li> <li>• Recent development of openly sexual behaviour/language</li> <li>• Deliberate self-harm</li> <li>• Incontinence/bed wetting</li> <li>• Irregular or disturbed sleep patterns</li> <li>• Difficulty/discomfort in walking and unexplained soreness around the genital area</li> <li>• Repeated urinary tract infections</li> <li>• Bruising or bleeding in the genital or rectal area</li> <li>• Excessive washing</li> <li>• Unexplained "love bites"</li> <li>• Stained or torn underclothing especially with blood or semen</li> <li>• Sexually transmitted disease</li> <li>• Pregnancy</li> </ul>



## Physical Abuse

Affects Children, young people and adults with care and support needs and includes: the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> <li>• An inflicted physical injury, which is not satisfactorily explained</li> <li>• An injury where there is knowledge or suspicion that it was inflicted intentionally or through lack of care</li> <li>• Assaults on the body including hitting, slapping, pushing, kicking resulting in injuries such as burns, abrasions, fractures, dislocation, welts, wounds or marks of physical restraint</li> <li>• Misuse of medication or medical process e.g. catheterisation</li> <li>• Inappropriate restraint or inappropriate actions or inactions</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple bruising that is inconsistent with the explanation given</li> <li>• Cowering and flinching</li> <li>• Bruises or marks resulting from a slap or kick</li> <li>• Abrasions, especially to neck, wrists and/or ankles</li> <li>• Unexplained burns</li> <li>• Scalds, especially with a well-defined edge from immersion in water</li> <li>• Hair loss in one area, scalp sore to touch</li> <li>• Frequent minor accidents without seeking medical help</li> <li>• Unusually sleepy or docile</li> <li>• Unexplained fractures</li> <li>• Frequent "hopping" from one GP to another or from one care agency to another</li> <li>• Untypical self-harm, emotional distress, low self esteem</li> </ul>

## Neglect and Acts of Omission

Affects Children, young people and adults with care and support needs and includes: the ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s)

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> <li>• Failure of a person who has responsibility, charge, care or custody of a vulnerable person to provide access to appropriate health, social care or educational services (unintentional or deliberate)</li> <li>• Withholding necessities of life, including nutrition, medication, heating, shelter (Unintentional or deliberate)</li> <li>• The failure to intervene in behaviour which is dangerous to the vulnerable adult or to others</li> <li>• Repeated incidences of poor care e.g. poor moving and handling – see also institutional</li> </ul>	<ul style="list-style-type: none"> <li>• Poor hygiene and cleanliness of a person who has assistance with their personal care</li> <li>• Unkempt or unsuitable clothing for the weather conditions/environment</li> <li>• Untreated illness or condition or repeated infections</li> <li>• Dehydration, weight loss, malnutrition</li> <li>• Repeated/unexplained falls or trips</li> <li>• Unexplained or untreated pressure ulcers or other sores</li> <li>• Inadequate heating or lighting available</li> <li>• Incontinence issues not addressed - e.g. odour on clothes and/or furnishings</li> <li>• Clear failure to ensure the taking of medication appropriately</li> <li>• Inconsistent or reluctant contact with health or social care agencies</li> <li>• Withholding of appropriate devices such as hearing aids, glasses etc.</li> </ul>

abuse.	
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## Financial

Affects adults with care and support needs and includes: unauthorised, fraudulent obtaining and improper use of funds, property or any resources of an adult with care and support needs

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> <li>• The misuse or misappropriation of property, possessions or benefits</li> <li>• Theft, fraud, exploitation</li> <li>• Pressure in connection with wills, property or inheritance or financial transactions</li> <li>• Extortion of money, property and possessions by threat, coercion or fraudulent means</li> <li>• Refusal to let the vulnerable person have access to their own money, property or possessions</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained or sudden inability to pay bills</li> <li>• Unexplained or sudden withdrawal of money from accounts</li> <li>• Personal possessions of value go missing without explanation</li> <li>• Contrast between known income and actual living conditions</li> <li>• Someone responsible for paying bills, buying food, etc., is not doing so</li> <li>• Unusual interest by a relative, friend or neighbour, etc. in financial assets especially if little real concern is shown in other matters</li> <li>• Next of kin insists on informal arrangements re: financial affairs despite being advised re: Court of Protection, etc.</li> <li>• Where services are refused under pressure from potential beneficiaries</li> <li>• Unusual purchases unrelated to the known</li> </ul>

	interests of the vulnerable people
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### Discriminatory Abuse

Affects adults with care and support needs and exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> <li>• Unequal treatment</li> <li>• Verbal abuse</li> <li>• Inappropriate use of language</li> <li>• Harassment</li> <li>• Exclusion</li> <li>• It includes discrimination on the basis of race, gender, age, sexuality, disability or religion</li> </ul>	<ul style="list-style-type: none"> <li>• The adult is subjected to racist, sexist/gender or homophobic abuse</li> <li>• The adult is subject to abuse relating to their age, illness or disability</li> <li>• Not meeting cultural or religious needs</li> <li>• Imposing unwanted political, cultural, religious beliefs</li> <li>• Acts or comments motivated to harm and damage, including incitement of others to commit abuse based on difference</li> <li>• Lack of effective communication provision – e.g. interpreters, BSL, etc.</li> </ul>

## Institutional or organisational abuse

Affects adults with care and support needs and occurs where the culture of the organisation (such as a care home) places emphasis on the running of the establishment and the needs of the staff above the needs and care of the vulnerable person.

Physical Indicators and signs	Behaviour indicator
<ul style="list-style-type: none"> <li>Abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort.</li> </ul>	<ul style="list-style-type: none"> <li>Lack of or inappropriate care plans – not regularly reviewed</li> <li>Contact with the outside world not encouraged</li> <li>Few visitors or notification required before visiting</li> <li>Visiting restricted, not accounting for individual preferences or allowing privacy on visits</li> <li>Little opportunity for outside activities</li> <li>Routines of “care” engineered for the convenience of staff</li> <li>No choice or flexibility re: getting up or going to bed</li> <li>Lack of choice or consultation about meals or opportunities for snacks and drinks</li> <li>Lack of consultation, involvement, preparation, discussion when medical or personal care tasks carried out</li> <li>Lack of privacy e.g. not knocking before staff enter</li> </ul>

	<p>bedrooms</p> <ul style="list-style-type: none"><li>• Lack of privacy when carrying out personal care tasks</li><li>• Unusually subdued behaviour</li><li>• Residents keep out of the way of staff</li><li>• Care of personal clothing lacking, dressed in other peoples clothes, given others spectacles, teeth, or hearing aids</li><li>• Strong smell of urine – bed linen or clothes not changed appropriately</li><li>• Chairs/tables positioned to restrict movement</li><li>• Inappropriate use of medicines or nursing procedures to make clients easier to manage rather than for bona-fide health needs</li><li>• Not allowing views or opinions to be expressed</li><li>• Loss of rights as a citizen e.g. denying opportunity to vote</li><li>• Poor moving and handling practice</li></ul>
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## Appendix 3 Disclosure and Barring Service requirements

If you have submitted an application for a criminal record check through DBS following a request from a current or prospective employer/voluntary organisation but are unsure that the position you have applied for is eligible for a criminal record check, you can contact the DBS to investigate.

Please send an email to DBS customer services with the title **Application eligibility enquiry – urgent** giving your full name, date of birth, the name of organisation who asked you to get or provide a DBS certificate, details of the position applied for, and the form application number as well as the reasons why you are unsure that your position is eligible.

To carry out a full investigation into the eligibility of your position, we may have to contact the organisation concerned to ask them to explain their reasons for requiring you to submit a DBS application. If you provide your consent, we can refer to your specific application to enable us to discuss the eligibility issue with the organisation. However, we can also contact the organisation to discuss the submitted application without reference to your enquiry if you would prefer.

You have the right to request the DBS to prevent the processing of your application under the Data Protection Act 1998, principle 6 *"Personal Data should be processed in accordance with an individual's rights"*. However, we cannot guarantee that we will be able to stop the application before it is issued as it may have already have reached the certificate printing stage

### Using the annex

This annex has been designed for use in conjunction with legislation.

We use the numbers in the annex as a reference point for dealing with enquiries about eligibility. If your organisation is contacted to confirm eligibility for a position, you **must** provide full details of the job role and explain how the relevant legislation

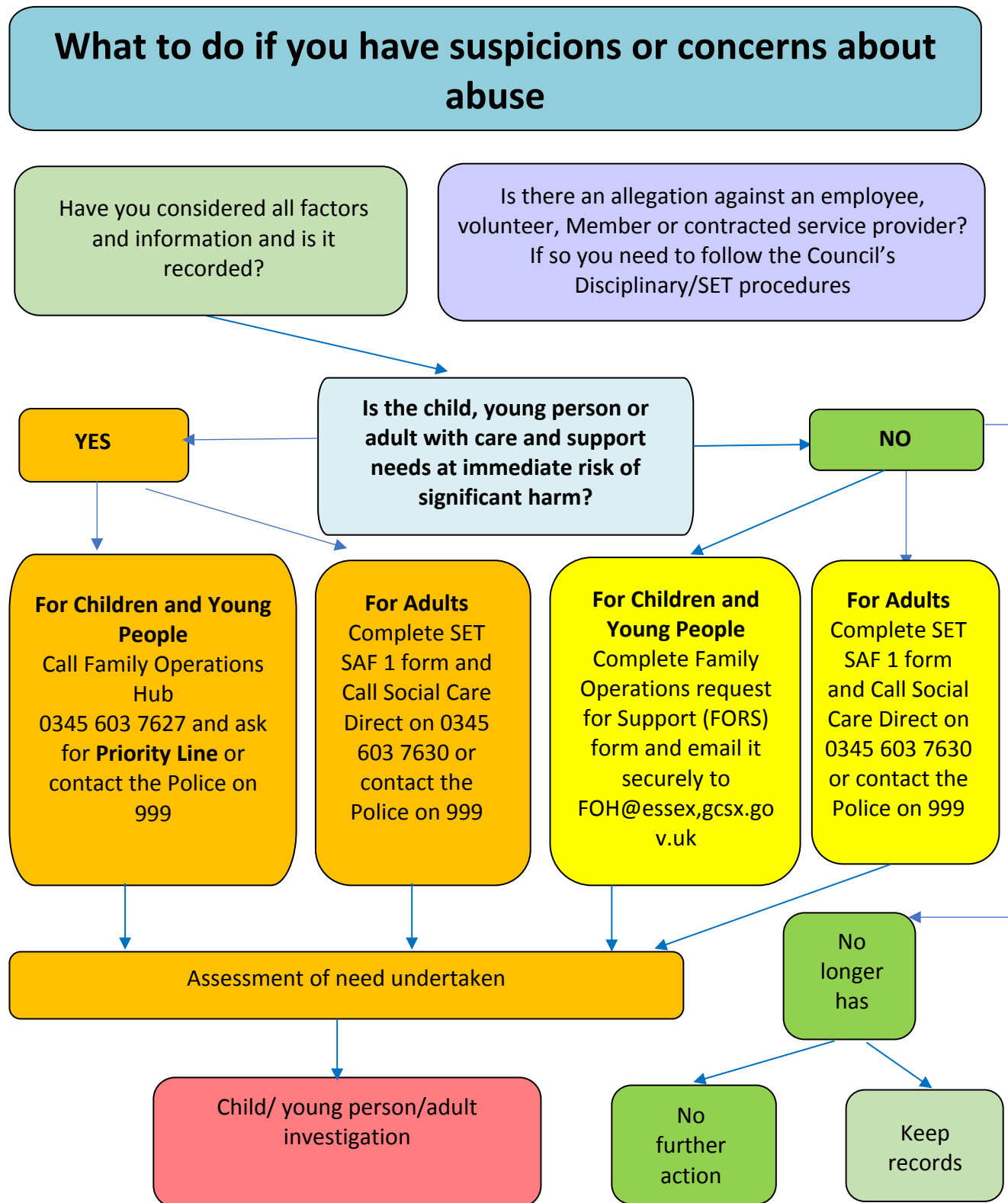
supports the eligibility of the position applied for. It is not sufficient to provide the reference number without supporting evidence.

<b>Positions, Professions, Employment, Offices and Works included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	<b>Ref No</b>
Any work defined as regulated activity relating to children within the meaning of Schedule 4 Part 1 of the Safeguarding Vulnerable Groups Act 2006	01
Any work defined as “work with children” in regulation 5C of the Police Act 1997 (Criminal Records) Regulations 2002	02
Any work defined as regulated activity relating to adults within the meaning of Schedule 4 Part 2 of the Safeguarding Vulnerable Groups Act 2006	03
Any work defined as “work with adults” in regulation 5B of the Police Act 1997 (Criminal Records) Regulations 2002	04
Any office or employment which is concerned with: <ul style="list-style-type: none"> <li>the provision of care services to vulnerable adults; or</li> <li>the representation of, or advocacy services for, vulnerable adults by a service that has been approved by the Secretary of State or created under any enactment;</li> </ul> and which is of such a kind as to enable a person, in the course of his normal duties, to have access to vulnerable adults in receipt of such services	05
Any work in a further education institution or 16 to 19 Academy where the normal duties of that work involve regular contact with children	06
Health care professional (regulated by a body mentioned in subsection (3) of section 25 of the National Health Service Reform and Health Care Professions Act 2002) – on entry into the profession only	07
Barrister (in England and Wales), solicitor – on entry into the profession only	08
Chartered accountant, certified accountant – on entry into the profession only	09
Veterinary surgeon – on entry into the profession only	10



Actuary – on entry into the profession only	11
Registered foreign lawyer – on entry into the profession only	12
Chartered Legal Executive or other Chartered Institute of Legal Executive (CILEx) authorised person – on entry into the profession only	13
Judicial appointments	14
The Director of Public Prosecutions and any office or employment in the Crown Prosecution Service	15
Designated officers for: <ul style="list-style-type: none"> <li>• magistrates' courts</li> <li>• justices of the peace</li> <li>• local justice areas</li> <li>• justices' clerks</li> <li>• assistants to justices' clerks</li> </ul>	16
Persons employed for the purposes of assisting constables of a Police Force established under any enactment	17
Any employment within the precincts of: <ul style="list-style-type: none"> <li>• a prison</li> <li>• a remand centre</li> <li>• a removal centre</li> <li>• a short term holding facility</li> <li>• a detention centre</li> <li>• a Borstal institution</li> </ul>	18

## Appendix 4 Reporting procedures flowchart



## Appendix 5

### Legislation that informs the Council's Safeguarding Policy and Procedures

Legislation and date	Detail
Sexual Communication with a Child Act 2017	Groomers aged 18 years or over face up to 2 years in prison, if they target children (under 16) through mobile phones and social media.
Criminal Justice and Courts Act 2015/16	Length of sentencing is reviewed each year
Counter-Terrorism and Security Act 2015	Enhances the ability of operational agencies to monitor and control actions of those that pose a threat.
Care Act 2014	Section 42 (duty), Section 9 (eligible need/self-neglect)
Regulated Activities Regulations 2014	Regulated activities are the activities that the <a href="#">Disclosure &amp; Barring Service</a> can bar people from doing. It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.
Anti-Social Behaviour, Crime and Policing Act 2014	Part 9 strengthens the arrangements for protecting the public from sexual harm and violence provided for in Part 2 of the Sexual Offences Act 2003 and Part 7 of the Criminal Justice and Immigration Act 2008 respectively. This Part also introduces a new power to tackle child sexual exploitation at hotels and strengthens existing powers to close premises used for such purposes. Part 10 introduces a new offence of forced marriage and criminalises the breach of a forced marriage protection order.

Working Together to Safeguarding Children 2013	This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children, and how practitioners should conduct the assessment of children.
Protection of Freedoms Act 2012	From 2012 the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB) merged into a single authority responsible for the barring and vetting applicants. Known as the Vetting and Barring Service (DBS). The DBS have a greater focus on the roles working most closely with vulnerable groups. From 2013 an update service was introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.
Terrorism Prevention and Investigations Measures Act 2011	Repealed control orders and replaced them with a more focused and less intrusive system of terrorism and investigation measures.
Equality Act 2010	The Act legally protects people from discrimination in the workplace and in wider society.
Deprivation of Liberty Safeguards 2008	Guidance for authorising the deprivation of liberty in hospitals and care homes of individuals who lack mental capacity to consent to treatment or care they may need.
Mental Capacity Act 2005	This makes it an offence to neglect or deliberately ill-treat a person who lacks capacity
Children's Act 2004	<u>Section 11</u> – places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children. <u>Section 10</u> – outlines the duty to promote inter-agency cooperation between names agencies (including district councils). There is a reciprocal duty on those agencies to co-operate with the Child Support Agency (CSA) in budget

	<p>pooling – a key provision that underpins children's trusts arrangements.</p> <p><u>Section 13</u> – requires each local authority to be a statutory partners of the Local Safeguarding Children's Board</p> <p><u>Section 17</u> - entitles district council's to be consultation the Children's and Young People's Plan (CYPP)</p>
Domestic Violence, Crime and Victims Act 2004	Reforms law on domestic violence and introduced a new offence of causing or allowing the death of a child or vulnerable adult
Licensing Act 2003	Includes selling alcohol to children, licensing of premises and taxis.
Female Genital Mutilation (FGM) Act 2003	Makes FGM illegal in this country. It is an offence to undertake the operation, assist a girl to mutilate her own genitalia, and assist a non-UK national or UK national to undertake FGM of a UK national outside the UK (except on specific medical grounds).
Sexual Offences Act 2003	This incorporated 50 new offences, including a new 'Grooming' offence. Offences also include the use of the internet in child abuse, and abuse of positions of trust. It also includes new definitions of rape.
Homelessness Act 2002	It is a requirement for the Council to refer homeless people with dependent children who are ineligible for homelessness assistance or who are intentionally homeless to Children's Social Care, but only if the person consents. If unable to consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.
Data Protection Act 1998	Controls how personal information can be used and the rights to ask for information about yourself.
Public Interest	The Act protects workers from detrimental treatment for

Disclosure Act 1998	victimisation from their employer if, in the public interest, they blow the whistle on wrongdoing.
Human Rights Act 1998	Sets out the rights of children and families to challenge what they perceive to be an infringement of their human rights.
The Children's Act 1989	<p>Section 17 – Children in Need - general duty to safeguard and promote the welfare of children within their area who are in need and to promote the upbringing of such children by their families</p> <p>Section 47 – Children at Risk - duty to investigate where there is reasonable cause to suspect that a child or young person living in the area is suffering or is likely to suffer significant harm.</p>

## Appendix 6. Safe Working practices

### Guidelines for conduct when working/having contact with Children, Young People &

#### Vulnerable Adults

In addition to the Employee and Member Codes of Conduct/ Protocols, the following guidelines should be followed by Members, employees, volunteers and contracted service providers who have contact with children, young people or adults who have care and support needs. You should:

- Always ensure you can be seen and observed publicly when working with children, young people and with adults with care and support needs and avoid situations where you would be alone with them.
- Children, young people and adults with care and support needs have a right to privacy, respect and dignity. Respect the child, young person or adult with support needs, provide a safe and positive environment and treat them equally in the context of any activity.
- You must put the well-being and safety of the child, young person or adult with care and support needs before what you are trying to achieve with them such as the development of their performance. In other words you may have to cease the planned activity if carrying on would undermine their well-being or safety.
- If a child, young person or adult with care and support needs is accidentally injured as the result of your actions or failure to act or arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined in the policy and always

report such incidents as soon as possible to your line manager and the Operational Safeguarding Lead and make a written report.

- Ensure that recognised agencies such as schools, youth clubs or sports clubs are used to communicate and engage with children.

Make sure that when undertaking visits to these places you agree in advance with the agency that an employee will remain in the room with you at all times. You should not:

- Spend unreasonable amounts of time alone with children, young people and adults with care and support needs, in particular when taking children, young people or adults with care and support needs on car journeys, no matter how short.
- Take children, young people and adults with care and support needs to your home or any other place away from Council or agency premises where they will be alone with you. However, if it is necessary for young people to go on site visits as part of their work experience, the officer in charge must write to parents in advance to ask for their permission and explain why it is necessary.
- Add or accept young people you work with or come into contact with, on social networking sites (e.g. Facebook and Twitter, etc.)
- Arrange to meet or approach children, young people or adults with care and support needs outside an organised activity or service. You should never:
- Leave children, young people or adults with care and support needs unattended.
- Engage in rough physical games including horseplay.
- Engage in sexually provocative games or allow, encourage or engage in inappropriate touching of any form.
- Make sexually suggestive comments about or to a child, young person or adults with care and support needs.
- Allow children, young people and adults with care and support needs to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or adult with care and support needs makes about you or others.
- Do things of a personal nature for children, young people and adults with care



and support needs that they can do for themselves e.g. assist with changing. It may sometimes be necessary to assist them, particularly if they are very young or are disabled. In such a situation, these tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should try to have someone else present and inform the parents/carers as soon as is reasonably possible.

- Share a changing room with a child, young person or adult with care and support needs.
- Enter areas designated only for the opposite sex. The only exception is where you are providing cleaning services and then you should wait until the room is vacant.
- Use the internet or any other electronic or telephone device to access child pornography sites

### **Warning**

Brentwood Borough Council takes its responsibility very seriously. Employees who breach the guidelines above will face investigation and may face disciplinary action where appropriate, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity. Volunteers and contracted service providers in breach of the above the guidelines will have their services terminated with immediate effect. Where there is evidence of illegal activity, they will be reported to the relevant authorities and may face criminal investigation. If a safeguarding issue occurs in which Member is alleged to have acted inappropriately, the line manager informed of the breach should contact Midland HR who will immediately contact the Operational and the Strategic Safeguarding Leads and the Monitoring Officer. Where there is evidence of illegal activity, the Member will be reported to the relevant authorities and may face criminal investigation. In addition to these legal sanctions there may be grounds for a complaint to be made under the Code of Conduct for Councillors.

## Appendix 7. Useful contacts for support, advice and signposting

<b>Essex Social Care Direct</b>	
<b>Telephone inquiries / referrals (Children's Services)</b>	0845 603 7627
<b>Telephone inquiries / referrals (Adults with care and support needs)</b>	0845 603 7630
<b>Contact via email – children and young people</b>	<a href="mailto:FOH@essex.gcsx.gov.uk">FOH@essex.gcsx.gov.uk</a>
<b>Essex Police</b>	
<b>Non-emergency</b>	101
<b>Emergency</b>	999
<b>Other</b>	
<b>Essex Safeguarding Children Board</b>	<a href="http://www.escb.co.uk">www.escb.co.uk</a>

<b>Essex Safeguarding Adults Board</b>	<a href="http://www.essexsab.org">www.essexsab.org</a>
<b>AskSAL – Safeguarding Adult Line</b>	<a href="http://www.asksal.org.uk">www.asksal.org.uk</a> or 08452 6666 63
<b>Childline</b>	<a href="http://www.childline.org.uk">www.childline.org.uk</a> or 0800 1111
<b>NSPCC</b> (including Child Trafficking Advice Centre)	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a> or 0808 800 5000
<b>Public Concern at Work</b> (whistle blowing advice line)	<a href="http://www.pcaw.co.uk">www.pcaw.co.uk</a> or 020 7404 6609
<b>Early Help and Advice Hub</b> (Family Solutions)	0845 603 7627 (ask specifically for the Early Help and Advice Hub)
<b>Crimestoppers</b> (anonymous)	<a href="https://crimestoppers-uk.org">https://crimestoppers-uk.org</a> or 0800 555111
<b>‘Stop the Traffik’</b> (The Metropolitan Police hotline for victims or to report suspected trafficking)	0800 783 2589 (24 hour hotline)

<http://www.essexsab.org/>

The Essex Safeguarding Adults Board (ESAB) raises awareness and promotes the welfare of vulnerable adults by the development of an effective co-operative

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

Essex Safeguarding Children Board is a multi-agency board that aims to raise awareness, promote the welfare of vulnerable adults and develop an effective protection system, through policies and procedures

[www.brentwood.gov.uk](http://www.brentwood.gov.uk) – link to complaints procedure

[www.brentwood.gov.uk](http://www.brentwood.gov.uk) – link to whistleblowing policy

[www.brentwood.gov.uk](http://www.brentwood.gov.uk) – link to HR Recruitment & Selection Policy

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

Ask SAL is a helpline designed to give advice to people of Essex who are concerned about themselves or somebody that they know.

[www.elderabuse.org.uk/index.htm](http://www.elderabuse.org.uk/index.htm)

A leading voluntary organisation focussing on the abuse of older people

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

Offers information and advice, on a wide range of issues. Local groups are listed in the telephone directory under Age Concern. Some offer advocacy services.

[www.helptheaged.org.uk/en-gb](http://www.helptheaged.org.uk/en-gb)

a UK-based charity which provides practical support to help older people live independent lives, particularly those who are frail, isolated or poor

[www.anncrafttrust.org/](http://www.anncrafttrust.org/)

Acting Against the Abuse of Children and Adults with Learning Disabilities. The Ann Craft Trust is a UK based organisation working with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk from abuse. We also provide advice and information to parents and carers who may have concerns about someone that they are supporting

[www.bihhr.org.uk/](http://www.bihhr.org.uk/) - British Institute of Human Rights a UK-based charity which provides practical support to help older people live independent lives, particularly those who are frail, isolated or poor

[www.inpea.net/](http://www.inpea.net/)

International Network of Elder Abuse - is an organisation dedicated to the global dissemination of information as part of its commitment to the world-wide prevention of the abuse of older people

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

Women's Aid is the key national charity working to end domestic violence against women and children. We support a network of over 500 domestic and sexual violence services across the UK.

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

Is the independent charity that helps people to cope with the effects of crime. It provides free and confidential support and information to help people deal with their experiences.

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

Organisation providing services to people with a learning disability who have experienced sexual abuse.

[www.pcaw.demon.co.uk](http://www.pcaw.demon.co.uk)

is the leading authority on public interest whistleblowing. Their charitable objectives are to promote compliance with the law and good practice in organisations across all sectors. In practical terms, they focus on the responsibility of workers to raise concerns about malpractice, and the responsibility of those in charge to investigate and remedy such issues.

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

POPAN helps people who have been abused by health or social care professionals and seeks to prevent future abuse

[www.pavauk.org/](http://www.pavauk.org/)

PAVA organises a network of Adult Protection staff throughout the UK

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

A leading learning disability charity working with people with a learning disability and their families and carers

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

The Independent Safeguarding Authority (ISA) has been created to help prevent unsuitable people from working with children and vulnerable adults.

[www.crb.homeoffice.gov.uk/](http://www.crb.homeoffice.gov.uk/)

To help protect children and vulnerable adults by providing a first-class service to support organisations recruiting people into positions of trust

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

National charity supporting people with learning disabilities who have experienced crime or abuse. Also support families, carers and professional workers

[www.basmind.org/home.html](http://www.basmind.org/home.html)

is a local charity for people with mental health problems providing services and support to people

in the community and in hospital

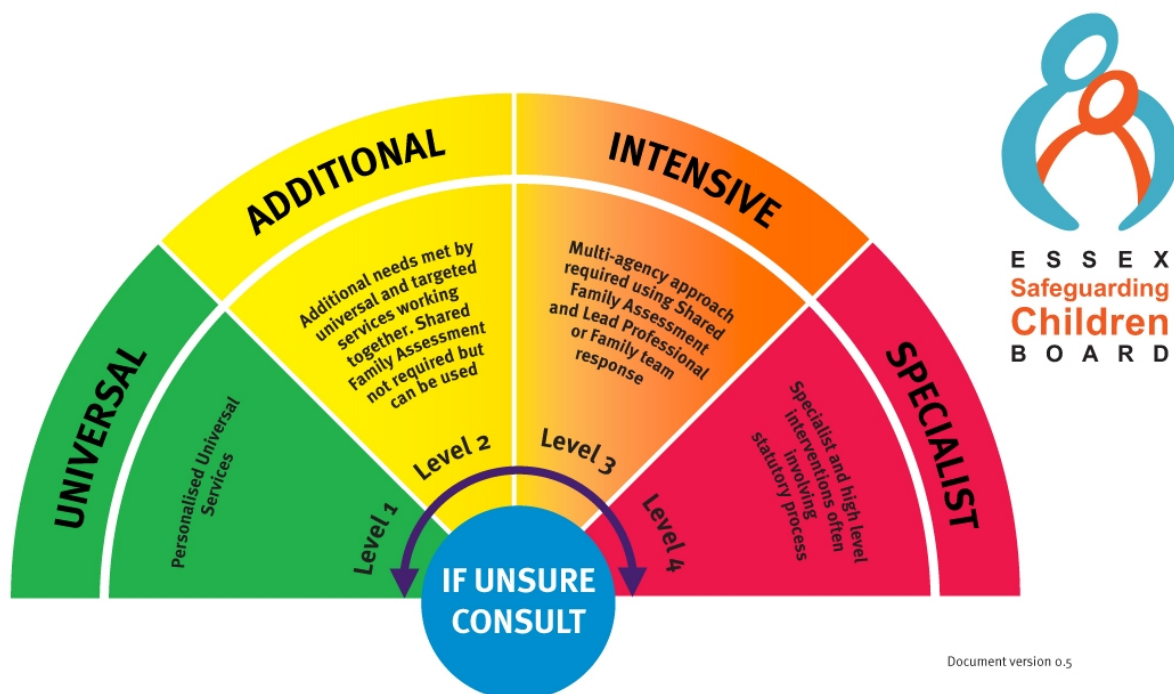
[www.sportessex.com/content.php?page=sportessex\\_Child\\_Protection\\_Policy](http://www.sportessex.com/content.php?page=sportessex_Child_Protection_Policy)

Child protection policy - relating to sports, coaches etc.

## Appendix 8 Effective Support Windscreen of Need

# The Essex Effective Support Windscreen

Multi Agency Guidance: Working in partnership to help children and families improve their lives



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accord with their needs

## Appendix 9 Safeguarding Concern Card

### Safeguarding Concern Card

Your Name and Job Title:

I have a concern about:		<input type="checkbox"/> Child/Children	<input type="checkbox"/> Adult(s)	<input type="checkbox"/> Both
Names(s) if known:				
Address/Location:				
Town:			Post Code:	
My concern is about: (tick all that apply and/or give more details below)				
<input type="checkbox"/>	Hoarding/Clutter	<input type="checkbox"/>	No electric	<input type="checkbox"/>
<input type="checkbox"/>	Poor living conditions	<input type="checkbox"/>	No water	<input type="checkbox"/>
<input type="checkbox"/>	Filthy and verminous	<input type="checkbox"/>	No Gas	<input type="checkbox"/>
<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>	Children left alone	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Threats of self-harm	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Health and Welfare	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Alcohol and/or drugs	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Domestic abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Pets mistreated	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Neglect of others	<input type="checkbox"/>
Details of your concern:				
I reported this to:			Date:	

## Safeguarding Concern Card

Your Name and Job Title:				
I have a concern about:		<input type="checkbox"/> Child/Children	<input type="checkbox"/> Adult(s)	<input type="checkbox"/> Both
Names(s) if known:				
Address/Location:				
Town:			Post Code:	
My concern is about: (tick all that apply and/or give more details below)				
<input type="checkbox"/>	Hoarding/Clutter	<input type="checkbox"/>	No electric	<input type="checkbox"/>
<input type="checkbox"/>	Poor living conditions	<input type="checkbox"/>	No water	<input type="checkbox"/>
<input type="checkbox"/>	Filthy and verminous	<input type="checkbox"/>	No Gas	<input type="checkbox"/>
<input type="checkbox"/>	Self-neglect	<input type="checkbox"/>	Children left alone	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Threats of self-harm	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Health and Welfare	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Alcohol and/or drugs	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Domestic abuse	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Pets mistreated	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Neglect of others	<input type="checkbox"/>
Details of your concern:				
I reported this to:			Date:	

## Not sure what to or need advice?

If you can't get hold of your line manager or you want to talk to someone, please contact the Operational Safeguarding Lead

<b>Kim Anderson</b> <b>Operational Safeguarding Lead</b>	<b>01277 312634</b> <b>Kim.anderson@brentwood.gov.uk</b>
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For more information on how to report a concern, visit [www.brentwood.gov.uk/safeguarding](http://www.brentwood.gov.uk/safeguarding)

### **Useful numbers in an emergency:**

If someone is at immediate risk of significant harm	<b>Call the Police 999</b>
Family Operations Hub (Children and Young People)	<b>0345 603 7627 and ask for the Consultation Line (for advice or guidance) or the Priority Line if at immediate risk</b>
Adult Social Care	<b>0345 603 7630</b>

**If you've reported a concern yourself, please inform your Line Manager as soon as possible.**

### **Not sure what to do or need advice?**

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