



Safeguarding Policy and Procedures 2015-16

Safeguarding Policy and Procedures for Children
Young People and Vulnerable Adults

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1.0 Introduction

The purpose of this policy is to provide guidance to employees and members of Brentwood Borough Council on their legal obligations to safeguard Children, Young People and Vulnerable Adults.

Everyone shares a responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults, irrespective of individuals roles. Nonetheless, in order that organisations and practitioners collaborate effectively, it is vital that all partners who work with children and vulnerable adults - including local authorities, the police, the health service, the courts, professionals, the voluntary sector and individual members of local communities – are aware of, and appreciate, the role that each of them play in this area.

Although all organisations that work with children, young people and vulnerable adults share a commitment to safeguard and promote their welfare, many organisations have specific roles and responsibilities to do so that are underpinned by a statutory duty or duties.

Brentwood Borough Council has a duty under Section 11 of the Children's Act 2004 to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. There is also a duty under section 17 of the Crime and Disorder Act 1998 to do all they reasonably can to prevent crime and disorder in the exercise of their functions.

It is known that some individuals will actively seek employment or voluntary work with children in order to harm them. People who work with children, young people and vulnerable adults whether it is in a voluntary capacity or not, have a role to play in protecting them from harm, safeguarding their welfare as well as preventing their abuse.

This document is aimed at providing information and guidance for those involved in working with children, young people and vulnerable adults.

This policy has been developed using guidance from the Essex Safeguarding Children's Board, the NSPCC, Essex Safeguarding Adults Board, '*Working Together to Safeguard Children*,' (2010, Department Children, Schools and Families), '*No Secrets : Guidance on developing multi agency policies and procedures to protect vulnerable adults from abuse*,' (2000, Department of Health).

This document is supported by Councillor's Briefing, e-learning module and face to face training sessions. This policy also runs in conjunction with the Council's Whistleblowing and HR policies.

1.1 Policy Statement

Brentwood Borough Council provides a wide range of services and facilities. This policy aims to ensure that an overarching approach to safeguarding covers all services. Brentwood Borough Council will promote the welfare and protection of children, young people and vulnerable adults within all services by:

- Respecting their rights, wishes, feelings and privacy.
- Preventing abuse by promoting best practice, creating a safe and healthy environment and avoiding situations where abuse and allegations of abuse occur.
- Taking seriously and responding appropriately and promptly to all concerns, incidents and allegations
- Provide training appropriate to the level of involvement with children, young people and vulnerable adults to ensure that employees understand the different forms of abuse as well as their roles and responsibilities under the Council's Codes of Conduct and Combined Safeguarding Policy.
- Requiring organisations that the Council contracts with or that provide the Council with services, to apply this policy and have appropriate safeguarding training and procedures in place
- Not tolerating harassment of any Councillors, employees, volunteers, contracted service providers or children/vulnerable adults who raise concerns of abuse
- Ensuring that unsuitable people are prevented from working with children, young people and vulnerable adults through the Council's 'Safe Recruitment Procedure.'
- In order to stay at the forefront of safeguarding, Brentwood Borough Council is committed to reviewing its safeguarding policies and procedures every three years or sooner if there are changes in government policy and guidance.

This policy applies to all services within the scope of Brentwood Borough Council. In addition to employees and Councillors, it applies to volunteers, outside hirers, outside organisations delivering services on behalf of Brentwood Borough Council, contractors and grant funded organisations.

1.2 Definitions

- **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 repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person 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 to, or exploitation of, the person subjected to it. (No Secrets Department of Health 2000)
- **‘Children and young people’** – anyone under the age of 18 years.
- **Child Sexual Exploitation** – involves children and young people receiving something – for example accommodation, drugs, affection – as a result of then 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 includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage (definitions below). Victims are not confined to one gender group or ethnic group.
- **Controlling behaviour** is: a range of acts designed to make a person subordinate and /or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
- **Domestic abuse** – any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.
- **Female Genital Mutilation (FGM)** – is a term used to describe procedures that include the 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.
- **Forced Marriage** – is 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 leading role in the choice of partner. Chapter 12 part 10 of the Anti-Social Behaviour, Crime and Policing Act 2014 made, from the 16 June 2014, parents who force their children to marry liable to be punished by up to seven years in prison. The new law applies to UK nationals overseas who are at risk of becoming victims of a forced marriage.

- **Hate Crime** – is a term used to describe a criminal offence committed against a person motivated by hate or prejudice against their:
 - **Race, Colour, Ethnic origin and Nationality**
 - **Religion and Faith**
 - **Gender or Gender Identity**
 - **Sexual Orientation**
 - **Disability and Learning Difficulties**
 - **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** – also known as 'Modern Slavery', 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 even within the same country, county or town. There is no typical victim and some victims don't 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:
 - The person's passport, identification or travel documents are being held by someone else.
 - 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.
 - The person must pay a facilitator back for travel costs through working or providing services
 - They are living in accommodation with multiple people where conditions are cramped and poor

- They receive little or no payment for their work
- The person does not appear to have freedom of movement
- The person regularly appears withdrawn, timid or frightened
- The person has been physically or emotionally harmed or deprived of food, water, sleep, medical care or other life necessities
- A child or young person who is not in school or any other form of education or training
- **'Parents'**- this term is used in its broadest sense to include parents, carers and guardians.
- **Prevent** – This is drawn from the national counter-terrorism strategy known as 'contest', and consists of the following four strands:
 - Prevent – to stop people becoming terrorists or supporting violent extremists
 - Pursue- to stop terrorists attacks
 - Protect – to strengthen our overall protection against terrorist attacks
 - Prepare – where we cannot stop an attack, to mitigate its impact

Brentwood is one of the safest and most affluent places in Essex, and the Safer Brentwood Partnership works hard to maintain this standard. Prevent will address all forms of terrorism but continue to prioritise according to the threat posed to our national security.

- **'Safeguarding'** – includes all forms of activity that aim to protect and promote the welfare of a group of people. This generally includes: prevention, raising awareness, activities designed to promote inclusion, providing personalised benefit and risk management, and specialist safeguarding services. The first three examples in the above list are the most relevant to Brentwood Borough Council.
- **'Vulnerable adult'** – a person aged over the age of 18 is considered to be 'vulnerable' when (for reasons of mental health, learning disability or other disability, age or illness) they require community care services to take care of themselves, or are unable to protect themselves against significant harm or exploitation. A vulnerable person is at risk of abuse; physical, sexual, emotional, discriminatory, institutional, financial, neglect and acts of omission. This includes having property/money stolen or misused; being defrauded; being put under pressure in relation to money/property.

2.0 Safeguarding responsibilities

In Essex safeguarding children, young people and vulnerable adults is an inter-agency responsibility involving the city/borough/district councils, Essex county Council, the Essex Safeguarding Children’s Board and the Essex Safeguarding Adults Board.

2.1 The role of Brentwood Borough Council staff and Members

It is the responsibility of all employees and Members to adhere to best practice, participate in relevant training and report any concerns, incidents or allegations to a designated person in accordance with the relevant procedure set out within this policy. Safeguarding reports cannot be anonymous and should be made in the knowledge that, during the course of enquiries, they made be required as a prosecution witness.

In addition to their responsibilities for reporting safeguarding issues, all employees and Members should work to prevent safeguarding concerns arising by following the ‘Safe working practices’ guidelines found in Appendix 5. All external organisations and contractors providing services to the Council are required to comply with Brentwood Borough Council’s Combined Safeguarding Policy and have their own training and procedures in place.

Whilst safeguarding is everyone’s responsibility, there are a number of specific safeguarding roles within Brentwood Borough Council. The following briefly sets out the responsibilities of different safeguarding roles within the Council.

Role	Responsibilities
Strategic Safeguarding Lead	This position is held by the Head of Paid Service, who holds overall accountability for safeguarding children, young people and vulnerable adults.
Operational Safeguarding Lead	The Operational Safeguarding lead supports the Strategic Safeguarding Lead in carry out his/her duties, and in his/her absence, they decide whether a referral should be made. They will also coordinate the internal Safeguarding Working Group and all aspects of internal training for staff and Members and reporting processes (including audits submitted to the Essex Safeguarding Boards). They will also be responsible for updating the safeguarding webpages, microsite and refreshing the Safeguarding Policy and Procedures when necessary.

Safeguarding Link Officers	These officers will support the Operational Safeguarding Lead to promote awareness of the policy and procedures and champion safeguarding within their own service area.
Safeguarding Member Champion	This position is held by the Leader of the Council who champions safeguarding issues to all Members.
Midland HR	Brentwood Borough Council's HR contract is with Midland HR who will act as the first point of contact for staff and Members reporting safeguarding allegations made against other employees or Members.
Monitoring Officer	This senior officer has the statutory responsibility for handling complaints made about a Members conduct.

2.2 The role of Essex County Council

Essex County Council has responsibilities as the Children's Services Authority and the Social Services Authority for Essex. As part of Brentwood Borough Council's procedures the Safeguarding Lead (or Deputy Lead) will report safeguarding concerns, incidents and allegations to Essex Social Services. The relevant officers at Essex County Council will then be responsible for co-ordinating any investigation.

2.3 The Role of the Essex Safeguarding Boards

Essex Safeguarding Children's Board (ESCB) is a statutory multi-agency organisation, which brings together agencies who work to safeguard and promote the welfare of children and young people. The objective of the ESCB is to co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children in the area of the authority by which it is established.

For more information, please visit the ESCB's website at www.escb.co.uk

The Essex Safeguarding Adults Board (ESAB) is an inter-agency forum for agreeing how the different services and professional groups should co-operate to safeguard vulnerable adults across Essex. It also makes sure that arrangements work effectively to identify abuse or inadequate care, help vulnerable people and plan and implement joint preventative strategies. The board raises awareness and promotes the welfare of vulnerable adults by the development of an effective co-operative involving people from a wide range of public and voluntary services and other organisations.

For more information, please visit the ESAB's website at <http://dnn.essex.gov.uk/esab/Home.aspx>

The city/district and borough Councils have a representative that sits on both boards.

2.4 Effective support for Children and Families in Essex

The Essex Safeguarding Board has created a guidance document for everyone who works with children and young people and their families in Essex. Its main aim is to put the child and their family at the centre of discussion, providing effective support to help them solve problems and find solutions at an early stage. The document sets out a model to illustrate the four levels of need for children and families – Universal, Additional, intensive and Specialist. Early help may occur at any point in the life of a child or young person and includes both interventions early in life as well as early in the development of a problem. The ultimate aim is to not only prevent or solve problems, but also to reduce the impact of those that have already emerged.

In order to condense this information into a useful diagram, an effective support 'windscreen' (pictured in Appendix 6) has been developed. The four levels of need, as mentioned above, are detailed as follows:

- **Universal** – all children and young people have the right to receive universal services, such as education and healthcare, in order to meet all their needs so that they are happy and healthy and able to learn and develop securely.
- **Additional** – those with additional needs that require extra support on top of universal services. They are likely to be targeted services, such as additional help with learning, and are best provided by those who already work with the children/young people in question.
- **Intensive** – vulnerable children and young people whose needs are more complex and require intensive support. A co-ordinated multi-disciplinary approach is usually best, involving a Shared Family Assessment (SFA) and a Lead Professional to work closely with the child and family.
- **Specialist** – children and young people whose needs are so great that significant intervention is required to keep them safe or to ensure their development is considered for specialist support. More than one team is involved, creating a 'Team Around the Child' (TAC) approach with a Lead Professional in a statutory role. Examples of a specialist services include Children's Social Care and Child and Adolescent Mental Health Services (CAMHS).

An assessment using this approach can be undertaken or provided by a range of agencies , and helps with:

- Early identification of children's needs
- Planning and providing service to meet those needs
- Supporting children and families, therefore avoiding the need for referrals to Children's Social Care

Family consent is essential; however if assessment and services are refused, the impact on children must be considered and a referral to Children's Social Care must be made if appropriate.

For more information, please see: <http://www.essex.gov.uk/Business-Partners/Partners/Adult-Social-Care-provides/Pages/Effective-support-for-children-and-families-in-Essex-.aspx>

3.0 Recognising potential incidences of abuse

Although Members, employees, volunteers and contracted service providers may have limited direct contact with children, young people and vulnerable adults, it is important they are aware of the potential indicators of abuse and what to do if they have concerns. Responsibilities under this policy are limited to reporting any concerns, incidents or allegations, it is not the responsibility of those representing the Council to investigate or judge allegations.

3.1 Indicators of different types of abuse

Abuse will usually fall into one or more of seven categories; physical, neglect/omission, emotional, sexual, financial, discriminatory and institutional. Details of the physical and behavioural indicators for each can be found in the table below.

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

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
Sexual – direct or indirect involvement	Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • Rape • Indecent assault • Indecent exposure • Exposure to inappropriate sexual behaviour or images/material 	<ul style="list-style-type: none"> • Unexplained and uncharacteristic changes in behaviour • New tendency to withdraw and spend time in isolation • Recent development of openly sexual behaviour/language • Deliberate self-harm • Incontinence/bedwetting • Irregular or disturbed sleep patterns • Difficulty/discomfort in walking • Unexplained soreness around the genital area • Repeated urinary tract infections • Bruising or bleeding in the genital or rectal area • Excessive washing • Unexplained “love bites” • Stained or torn underclothing especially with blood or

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
			semen <ul style="list-style-type: none"> Sexually transmitted disease Pregnancy
Physical – the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.	Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> An inflicted physical injury, which is not satisfactorily explained An injury where there is knowledge or suspicion that it was inflicted intentionally or through lack of care 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 	<ul style="list-style-type: none"> Multiple bruising that is inconsistent with the explanation given Cowering and flinching Bruises or marks resulting from a slap or kick Abrasions, especially to neck, wrists and/or ankles Unexplained burns Scalds, especially with a well-defined edge from immersion in water Hair loss in one area, scalp sore to touch Frequent minor accidents without seeking medical help Unusually sleepy or docile

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
		<ul style="list-style-type: none"> Misuse of medication or medical process e.g. catheterisation Inappropriate restraint or inappropriate actions or inactions 	<ul style="list-style-type: none"> Unexplained fractures Frequent “hopping” from one GP to another or from one care agency to another Untypical self-harm, emotional distress, low self esteem
<p>Neglect and acts of omission - ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s)</p>	<p>Children, Young People and Vulnerable Adults</p>	<ul style="list-style-type: none"> 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) Withholding necessities of life, including nutrition, 	<ul style="list-style-type: none"> Poor hygiene and cleanliness of a person who has assistance with their personal care Unkempt or unsuitable clothing for the weather conditions/environment Untreated illness or condition Dehydration, weight loss, malnutrition Repeated infections Repeated/unexplained falls or trips Unexplained or untreated pressure ulcers or

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
		<p>medication, heating, shelter (Unintentional or deliberate)</p> <ul style="list-style-type: none"> The failure to intervene in behaviour which is dangerous to the vulnerable adult or to others Repeated incidences of poor care e.g. poor moving and handling – see also institutional abuse. 	<p>other sores</p> <ul style="list-style-type: none"> Inadequate heating or lighting available Incontinence issues not addressed - e.g. odour on clothes and/or furnishings Clear failure to ensure the taking of medication appropriately Inconsistent or reluctant contact with health or social care agencies Withholding of appropriate devices such as hearing aids, glasses etc.
<p>Financial - unauthorised, fraudulent obtaining and improper use of funds, property or any resources of a vulnerable person</p>	Vulnerable Adults	<ul style="list-style-type: none"> The misuse or misappropriation of property, possessions or benefits Theft, fraud, exploitation 	<ul style="list-style-type: none"> Unexplained or sudden inability to pay bills Unexplained or sudden withdrawal of money from accounts Personal possessions of value go missing without explanation

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
		<ul style="list-style-type: none"> • Pressure in connection with wills, property or inheritance or financial transactions • Extortion of money, property and possessions by threat, coercion or fraudulent means • Refusal to let the vulnerable person have access to their own money, property or possessions 	<ul style="list-style-type: none"> • Contrast between known income and actual living conditions • Someone responsible for paying bills, buying food, etc., is not doing so • Unusual interest by a relative, friend or neighbour, etc. in financial assets especially if little real concern is shown in other matters • Next of kin insists on informal arrangements re: financial affairs despite being advised re: Court of Protection, etc. • Where services are refused under pressure from potential beneficiaries • Unusual purchases unrelated to the known interests of the vulnerable people

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
<p>Discriminatory Abuse - exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals</p>	Vulnerable Adults	<ul style="list-style-type: none"> • Unequal treatment • Verbal abuse • Inappropriate use of language • Harassment • Exclusion • It includes discrimination on the basis of race, gender, age, sexuality, disability or religion 	<ul style="list-style-type: none"> • The vulnerable person is subjected to racist, sexist/gender or homophobic abuse • The vulnerable person is subject to abuse relating to their age, illness or disability • Not meeting cultural or religious needs • Imposing unwanted political, cultural, religious beliefs • Acts or comments motivated to harm and damage, including incitement of others to commit abuse based on difference • Lack of effective communication provision – e.g. interpreters, British Sign Language, etc.
<p>Institutional Abuse- occurs where the culture of the organisation (such as a care home) places emphasis on the running of the establishment and</p>	Vulnerable Adults	<ul style="list-style-type: none"> • Abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, 	<ul style="list-style-type: none"> • Lack of or inappropriate care plans – not regularly reviewed • Contact with the outside world not encouraged • Few visitors or notification required before visiting

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
the needs of the staff above the needs and care of the vulnerable person.		intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort.	<ul style="list-style-type: none"> • Visiting restricted, not accounting for individuals preferences or allowing privacy on visits • Little opportunity for outside activities • Routines of “care” engineered for the convenience of staff • No choice or flexibility re: getting up or going to bed • Lack of choice or consultation about meals or opportunities for snacks and drinks • Lack of consultation, involvement, preparation, discussion when medical or personal care tasks carried out • Lack of privacy e.g. not knocking before staff enter bedrooms • Lack of privacy when carrying out personal care tasks • Unusually subdued behaviour • Residents keep out of the way of staff

Recognising potential indicators of abuse			
Type of abuse	Who it affects	Physical Indicator/Signs	Behaviour Indicator
			<ul style="list-style-type: none"> • Care of personal clothing lacking, dressed in other peoples clothes, given others spectacles, teeth, or hearing aids • Strong smell of urine – bed linen or clothes not changed appropriately • Chairs/tables positioned to restrict movement • Inappropriate use of medicines or nursing procedures to make clients easier to manage rather than for bona fide health needs • Not allowing views or opinions to be expressed • Loss of rights as a citizen e.g. denying opportunity to vote • Poor moving and handling practice

4.0 Safeguarding reporting procedures

The SET (Southend, Essex, and Thurrock) safeguarding guidelines outline the basic safeguarding procedures which should be followed by all local authorities in Essex. (For reference, the guidelines for safeguarding children can be viewed at <http://www.escb.co.uk/Professionals/InformationResources.aspx>; and the equivalents for safeguarding adults are available at <http://dnn.essex.gov.uk/esab/Documents.aspx>).

The Council has used these guidelines to form our own robust procedures for handling safeguarding issues internally. The following procedures outline the steps that volunteers and contractors should take when they become aware of a safeguarding concern, incident or allegation. Which procedure is taken will depend on the nature of the safeguarding incident. There are three main types of reporting procedure to follow:

Procedure A – If the child, young person or vulnerable adult is thought **NOT** to be in immediate danger

Procedure B – If the child, young person or vulnerable adult is thought to be **IN immediate danger***

Procedure C – To report a Safeguarding Allegation against a member of staff or another Councillor

*Please note that ‘**Immediate danger**’ means that a child, young person or vulnerable adult are thought to be at risk of death or serious physical or psychological harm as a result of abuse. A full description of each of these procedures is included over the next few pages.

Procedure A

If the child, young person or a vulnerable adult is NOT thought to be in immediate danger	
Stage 1	<p>1.1 A member of staff, contractor or volunteer notices a possible safeguarding concern, witnesses an incident or is made aware of an allegation.</p> <p>1.2 If the above occurs, stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult involved in the event, if it does not compromise the situation.</p> <p>1.3 Whilst talking to the child, young person or vulnerable adult, or soon after, take notes to capture as much detail as possible regarding the occurrence. You can use a hard copy of the Concern / Incident/ Allegation (CIA) form available in Appendix 2.</p> <p>1.4 Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.</p> <p>1.5 Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – <u>do not promise to keep secrets</u>.</p> <p>1.6 As soon as it is practically possible please contact your Safeguarding Link Officer to notify them of the situation and pass on your notes. They will then complete the internal Concern / Incident/ Allegation (CIA) achieve form online on your behalf.</p> <p>1.7 Safeguarding Links Officer will be notified that the case has been submitted and you will also receive a confirmation email.</p>
Stage 2	<p>2.1 One of Safeguarding Links Officer will accept the new case and complete the second stage of the process online within one working day of the incident being reported. They will discuss the case with the Operational Safeguarding Lead to decide the best course of action, i.e. whether to:</p> <ul style="list-style-type: none"> • Refer the case to Essex Social Care Direct • Keep the case open and investigate further • Decide not to refer the case

If the child, young person or a vulnerable adult is NOT thought to be in immediate danger	
	<p>2.2 Once the Safeguarding Link Officer has agreed the course of action with the Operational Safeguarding Lead, the case will be passed electronically to the appropriate officer to action</p>
<p>Stage 3</p>	<p>Referral</p> <p>3.1 The Operational Safeguarding Lead will phone Essex Social Care Direct and make the referral.</p> <p>3.2 The process will be updated online by the Operational Safeguarding Lead to show the case has been referred.</p> <p>Investigation</p> <p>3.3 The Operational Safeguarding Lead will record all actions as case notes and attach any relevant documentation.</p> <p>Case closed</p> <p>3.4 If the Operational Safeguarding Lead decides not to refer the case further, they must record the reason for not doing so online.</p> <p>Other</p> <p>3.5 All case notes and information will be stored in a secure database. The case will remain open and visible to all Safeguarding Links Officers until it has been agreed that the case should be closed.</p> <p>3.6 Finally, the Member of Staff, contractor or volunteer who made the initial report will be informed whether the case has been referred.</p>

Out of hours working

If a Member of staff, contractor or volunteer is concerned about an incident or allegation of abuse outside office hours and is unable to speak to their Safeguarding Link Officer, or the Operational Safeguarding Lead, they should contact **Essex Social Care Direct 'Out of Office Hours' Line on 845 606 1212** or **if the incident is considered severe, immediately call the police on 999.**

Procedure B

If the child, young person or vulnerable adult is thought to be in Immediate danger	
Stage 1	<p>1.1 A member of staff/ contractor/ volunteer of Member notices a serious safeguarding concern, which could indicate that the child, young person or vulnerable adult is in immediate danger OR they witness a violent incident. NB: If the incident is considered severe, immediately call the police on 999.</p> <p>1.2 If the above occurs, stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult involved in the event, if it does not compromise the situation.</p> <p>1.3 Whilst talking to the child, young person or vulnerable adult, or soon after, take notes to capture as much detail as possible regarding the occurrence. You can use a hard copy of the Concern / Incident/ Allegation (CIA) form available in Appendix 2.</p> <p>1.4 Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.</p> <p>1.5 Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do not promise to keep secrets.</p> <p>1.6 Immediately contact your Safeguarding Link Officer to notify them of the situation and pass on your notes. They will complete the internal Concern / Incident/ Allegation (CIA) achieve form online on your behalf.</p> <p>1.7 The Safeguarding Links Officer will immediately phone or meet with the Operational Safeguarding Lead the same day the concern or incident is noticed referring to the CIA achieve form completed online.</p>
Stage 2	<p>2.1 Through discussion with the Operational Safeguarding Lead, a decision is made whether to refer the case. If a decision to refer the case is made, the Operational Safeguarding Lead should phone Essex Social Care Direct and make the referral immediately.</p> <p>2.2 If the Operational Safeguarding Lead decides not to refer the case further, they must record the reason for not doing so online.</p>

If the child, young person or vulnerable adult is thought to be in Immediate danger

Stage 3	3.1 The Operational Safeguarding Lead will update the process online with their actions within one working day of the incident being reported. This ensures the information will be logged in the safeguarding database. 3.2 The contractor or volunteer who made the initial report will be informed whether the case has been referred.
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Procedure C

Reporting Safeguarding Allegations made against members of staff or Members

Stage 1	<p>1.1 A complaint or allegation is made that an employee/ Councillor/ volunteer/ contractor has:</p> <ul style="list-style-type: none">• behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult• possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult• behaved towards a child, young person or vulnerable adult in a way that indicates she/he may be unsuitable to work with vulnerable individuals <p>1.2 If the above occurs face to face, stay calm and try to obtain another witness to your conversation with the person reporting the allegation.</p> <p>1.3 Whilst talking to the person making the allegation, or soon after, please take notes to capture as much detail as possible regarding the occurrence. You may wish to use a hard copy of the Concern / Incident / Allegation (CIA) form, available in Appendix 2.</p> <p>1.4 Please make it clear in your notes that the case relates to an internal member of staff / Councillor/ volunteer/ contractor.</p> <p>1.5 Listen carefully to what is said and allow the person making the allegation to talk at their own pace. Only ask questions for clarification and do not ask leading questions.</p> <p>1.6 Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do not promise to keep secrets.</p> <p>1.7 Contact your Safeguarding Link Officer to notify them of the situation and pass on your notes. They will complete the internal Concern / Incident/ Allegation (CIA) achieve form online on your behalf.</p> <p>1.8 Once the CIA achieve form has been submitted online, an email notification will be generated and sent to Midland HR and the Operational Safeguarding Lead.</p> <p>1.9 If the allegation is made in writing, please immediately contact your</p>
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Reporting Safeguarding Allegations made against members of staff or Members	
	Safeguarding Link Officer who then must immediately contact Midland HR or the Operational Safeguarding Lead to report the allegation and ensure he/she is given all related materials.
Stage 2	<p>2.1 The Operational Safeguarding Lead will contact the Safeguarding Lead, Midland HR and the Monitoring Officer (if relevant) to discuss the allegation on the same day as the allegation is received.</p> <p>2.2 The Operational Safeguarding Lead/ will then contact the LADO (Local Authority Designated Officer) at Essex County Council.</p> <p>2.3 Initial discussions are held with the LADO and a decision will be taken regarding course of action – either no further action will be taken, a police investigation will be launched, an assessment will be made by social care or an employee could face disciplinary action, or a combination of these actions.</p> <p>2.4 If there is a concern about an allegation of abuse outside of office hours, please contact Essex Social Care Direct ‘Out of Office Hours’ Line on 0845 606 1212 for advice.</p>
Stage 3	<p>3.1 The Operational Safeguarding Lead will update the case notes for the internal CIA achieve form within one working day of the incident being reported.</p> <p>3.2 Any internal safeguarding allegations will be treated in the strictest confidence and kept separate from all cases relating to members of the public.</p> <p>3.3 Where relevant, it is the responsibility of the Council to make a referral to the Disclosure and Barring Services.</p>

N.B Please also see the Council's Whistleblowing Policy.

4.5 Once a report has been made

4.6 Confidentiality

Staff/ contractors/volunteers must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from Brentwood Borough Council, other than their Line Manager, Safeguarding Links Officer or the Safeguarding Leads, if relevant.
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency, other than as part of a formal investigation.
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child, young person or vulnerable adult without the express permission of the person with overall responsibility for the investigation.

This does not exclude the member of staff/ contractor or volunteer from the need or right to consult with a solicitor, trade union representative or other bona fide legal adviser.

4.7 Data protection

Electronic copies of the completed CIA Achieve Forms are retained in a secure electronic folder. This information will be retained in accordance with data protection periods.

4.8 Quality assurance and feedback

Whenever a safeguarding concern, incident or allegation is reported to a Safeguarding Link Officer, they will be responsible for communicating with the Safeguarding Lead to enable them to provide feedback to the person who initially made the referral. The Operational Safeguarding Lead regularly attends a County wide Safeguarding Leads meeting regularly to share best practice with each other and with the Stay Safe Group if there are any concerns.

5.0 Safeguarding requirements for specific circumstances

5.1 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 vulnerable

adults 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 vulnerable adults may wish to adopt the Council's policy and procedures if deemed suitable.

5.2 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.

5.3 Community 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 vulnerable adult policies in place, commensurate with the level of contact they have with children, young people and vulnerable adults. Furthermore, they must ensure that their employees or volunteers who have significant, regular or unsupervised contact with children, young people and vulnerable adults have had a satisfactory DBS check as a condition of hire.

5.4 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.

5.5 Photography and pornography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees, volunteers and contracted service providers should be vigilant at all times to ensure that misuse of photography does not occur.

All photography by Council employees or on behalf of the Council must be made in accordance with the Council's Photographic policy (available internally on request). In particular, written parental/carer consent must be obtained before anyone working for or on behalf of the Council takes a photograph of or films a child, young person or vulnerable adult. Usually this will be in the form of the Council's image consent form (this is available internally).

When commissioning professional photographers or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child protection. The following steps should be taken when professional photographers or the press are invited to events:

1. Check the credentials of any photographers and organisations used,
2. Ensure identification is worn at all times,
3. Do not allow unsupervised access to children, young people or vulnerable adults
4. Do not allow photographic sessions outside of the activities or services,
5. Ensure that the names of children, young people, or vulnerable adults are not used in photographs or footage, unless the express permission of the parent/carer of the child, young person or vulnerable adult has been given.

5.6 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, vulnerable adult (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

5.7 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 vulnerable adults, 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 Brentwood Borough Council's reporting procedures for suspected abuse as set out in this policy. Where contact with children, young people and vulnerable adults is a necessary part of the contracted service, the Contractors and/or Suppliers providing the services must ensure that adequate staff training is given.

5.8 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. Managers should ensure that employees are aware of the Safe Working Practices Guidelines (found in Appendix 5), such as not travelling alone with a work experience student, unless the school has specifically approved this.

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).

6.0 Safeguarding training

6.1 Employee training

Whenever Brentwood Borough Council recruits employees it will ensure that they are well informed, trained, supervised and supported so that they are better able to identify potential indicators of abuse, less likely to become involved in actions that may cause harm to children, young people and vulnerable adults and less likely to do anything that could be misinterpreted. Training will happen by the following process:

Induction

All Line Managers with new staff need to ensure that they complete their induction and that they look at any policies and procedures relevant to their post. The Combined Safeguarding Policy for Children, Young People and Vulnerable Adults is available to all staff on the intranet in the Safeguarding Section. Everyone has the responsibility to familiarise themselves with its content.

On-going training needs

All staff in the council fall into one of the training groups in the table below. Their level will depend on the type of role and responsibility that they have. Line managers and Human Resources will be primarily responsible for assessing which level of safeguarding training individual officers require.

The levels of training are cumulative and employees in higher groups are required to complete the training required by lower levels. If you have any doubts about what level of training you require, ask your line manager or contact Midland HR or contact the Operational Safeguarding Lead for guidance.

Training levels	Training involved	Who requires this training
Group 1	<ul style="list-style-type: none"> • Familiarisation with Council's Safeguarding Children, Young People and Vulnerable Adults Policy • Half day - In house face to face training (to be refreshed every 3 years) 	<p>All Brentwood Borough Council staff who, during the course of their employment with the Council, either:</p> <ul style="list-style-type: none"> • Do not encounter the public • Regularly (at least once per week on average) encounter the public, but any contact with children, young people and vulnerable adults is only incidental to their role • Have periods of intense but irregular contact with children, young people or vulnerable adults (Although contact may only be during a few weeks in a year there is a high level of extended contact during these periods)
Group 2	<ul style="list-style-type: none"> • Familiarisation with Council's Safeguarding Children, Young People and Vulnerable Adults Policy • In house face to face training looking at the role of Members in regard to safeguarding (to be refreshed for every new members on an annual basis) 	<ul style="list-style-type: none"> • All Brentwood Borough elected Members
Group 3	<ul style="list-style-type: none"> • Completion of training provided by Essex County Council on the reporting process 	<p>The Strategic Safeguarding Lead, Operational Safeguarding Lead and Safeguarding Link Officers</p>
Group 4	<ul style="list-style-type: none"> • Completion of the 'Train the Trainer – Vulnerable Adults' course • Completion of the 'Train the Trainer – Children and Young Persons' course 	<p>Operational Safeguarding Lead</p>

6.2 Safeguarding Link Officer training

On appointment, the Safeguarding Link Officers receive training from to equip them to deal with the recording and reporting processes.

6.3 E-learning module

The Council's e-learning module can be accessed from home, allowing all relevant staff to complete training more easily. Should a member of staff leave and return within a 3 year period, they will not be required to undertake the training again unless major changes to the Council's safeguarding policies and procedures have been made.

6.4 Member training

A face to face Member briefing session will be given to Members to promote awareness of the policy and procedures and about their own responsibilities.

6.5 Training administration

Safeguarding training for staff will be monitored by the Operational Safeguarding Lead. Line Managers will be responsible for ensuring that staff undertake training when requested and refresh their training when required every 3 years. They will also ensure staff complete the e-learning module, including casual staff, receive the requisite level of training and that any refresher courses are undertaken in a timely manner.

7.0 Safe recruitment

Brentwood Borough Council is not a Children's Services Authority and therefore scope for working directly with children and young people or with vulnerable adults is limited. However, it is important that the Council takes all reasonable steps to prevent unsuitable people working with vulnerable groups. For all new employees, confirmation of employment will be dependent on satisfactory checks.

Managers and Human Resources are responsible for risk assessing all job descriptions to identify which are likely to involve regular and/or substantial unsupervised contact with children, young people and vulnerable adults.

Disclosure and Barring Service checks (DBS) have replaced the Criminal Records Bureau checks (CRB) since 1st December 2012 as a result of the Protection of Freedoms Act (2012). This service will soon allow the Council to check whether there have been any updates since the date of an existing DBS check, as a DBS check has no official expiry date. Such a process should only be used in those few instances where employees and volunteers have substantial or regular and

unsupervised contact with children, young people and vulnerable adults. Referrals of concern must still be made to the Independent Safeguarding Authority (ISA).

For more information on whether a post requires a DBS check see Appendix 7 - Disclosure and Barring Scheme – Is a post engaged in “regulated activity”

Or check the Council’s Recruitment & Selection Policy

In addition, all job application packs will expressly state Brentwood Borough Council’s commitment to safe recruitment and safeguarding generally.

8.0 Other relevant policies

Brentwood Borough Council has other separate policies that sit alongside its Combined Safeguarding Policy. These are available on request.

- **Whistleblowing Procedure** This procedure is intended to supplement, rather than to replace, the existing procedures whereby employees of the Council and other persons may raise complaints or matters of concern with the Council.
- **HR Policies** There are a number of policies and procedures which are available to staff on the HR microsite which support this policy

9.0 Appendices

9.1 Appendix 1 Safeguarding Structure



9.2 Appendix 2

Safeguarding Concern/Incident/Allegation (CIA) form

CONFIDENTIAL

This form should be completed by the member of staff responding to the concern, incident or allegation. Please complete as much of this form as possible. Electronic copies of this form are available internally on request.

SECTION A: INITIAL DETAILS

Your name:	
Your position:	
Your email address:	
Your Line Manager:	
Date:	
Type of report	Concern Incident Allegation (please circle as appropriate)

SECTION B: PERSONAL DETAILS OF CHILD, YOUNG PESON OR VULNERABLE ADULT INVOLVED

Full Name:	
Person Type: Please circle)	Child Young Person Vulnerable Adult
Gender:(please circle)	M F
Date of Birth:	
Home address:	
Parent/Guardian Name/s (if applicable)	
Contact Tel. For Parent/Guardian (if	

applicable)	
Child's School (if applicable)	
IS the child disabled (please circle)	YES NO N/A (if applicable)

SECTION C: DETAILS OF CONCERN, INCIDENT OR ALLEGATION

Please record the details of the concern/incident/allegation below. Only include the facts regarding what you have observed and/or what you have been told. Include as much detail as you can remember.

Situation giving rise to the concern, incident or allegation: (e.g. Swimming lesson at Brentwood Centre) *

Details of concern, incident or allegation:

Actions taken, if any, by the person reporting the incident:

Are the parents/guardians aware of the concern/incident/allegation at the time of this report being made? YES NO

Brentwood Borough Council Combined Safeguarding Policy 2014

This form will now be passed to the Designated Safeguarding Link Officer in your area.

Remember that the information you have provided is confidential; do not discuss with anyone other than those directly involved and only then in a professional capacity. Please sign and date below.

Signed:	Date:
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This information will be processed in accordance with the Data Protection Act 1998 and may be shared with Essex County Council.

SECTION D: TO BE COMPLETED BY DESIGNATED SAFEGUARDING REPORTING OFFICER ONLY

As the Designated Safeguarding Link Officer, please sign and date below to confirm receipt of this form. You should now complete the electronic 'CIA achieve Form' immediately before contacting the Operational Safeguarding Lead to determine whether a referral to Essex Social Care Direct is required. However, if the child or vulnerable adult is thought to be in immediate danger approach the Safeguarding Lead or Deputy Leads as soon as you receive this form.

Signed:	Date Received:	Time received: am/pm
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9.3 Appendix 3 Useful Contacts

Essex Social Care Direct	
Normal telephone inquiries / referrals (Children's Services)	0845 603 7627
Normal telephone inquiries / referrals (Vulnerable Adults)	0845 603 7630
Emergency number	0845 603 7634
Out of office hours number	0845 606 1212
Fax	01245 434700
Contact via email	socialcaredirect@essexcc.gov.uk
Contact via post	Essex Social Care Direct, Essex House 200 The Crescent, Colchester, Essex, CO49YQ
Essex Police	
Central switchboard	101
Emergency	999
Other	
Essex Safeguarding Children Board	www.escb.co.uk
Essex Safeguarding Adults Board	www.essexsab.org
AskSAL – Safeguarding Adult Line	www.asksal.org.uk or 08452 6666 63
Childline	www.childline.org.uk or 0800 1111
NSPCC (including Child Trafficking Advice Centre)	www.nspcc.org.uk or 0808 800 5000

Brentwood Borough Council Combined Safeguarding Policy 2014

Public Concern at Work (whistle blowing advice line)	www.pcaw.co.uk or 020 7404 6609
Early Help and Advice Hub (Family Solutions)	0845 603 7627 (ask specifically for the Early Help and Advice Hub)
Crimestoppers (anonymous)	https://crimestoppers-uk.org or 0800 555111
'Stop the Traffik' (The Metropolitan Police hotline for victims or to report suspected trafficking)	0800 783 2589 (24 hour hotline)

9.4 Appendix 4 Safeguarding legislation

The following legislation and guidance underpin the safeguarding policy and aim to ensure that children, young people and vulnerable adults are protected from harm.

Legislation relating to safeguarding Children and Young People

Below is a comprehensive list of legislative acts that empower and compel District Councils to ensure adequate safeguarding measures for children are in place.

Legislation (in date order)	Description
The Anti-Social Behaviour, Crime and Policing Act 2014	Chapter 12 part 10 of this act saw forced marriage officially become a criminal offence in England and Wales, punished by up to seven years imprisonment. This came into effect on 16th June 2014, and also applied to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
Working Together to Safeguard Children (April 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	<p>This confirmed that the registration and continuous monitoring of those involved in a regulated activity would not be introduced.</p> <p>From 10th September 2012 what constitutes a 'regulated activity' will change in relation to children and young people.</p> <p>Also from 10th September 2012 the controlled activity category is scrapped, under 16s will not be able to apply for a CRB check and the information police can release on an enhanced CRB check will be subject to a more rigorous relevancy test.</p> <p>From 1st December 2012 the Independent Safeguarding Authority (ISA) and CRB are being merged into a single authority responsible for barring and vetting applicants. This will be known as the Disclosure and Barring Service (DBS). The DBS will have a greater focus on the roles working most closely with vulnerable groups.</p>

Legislation (in date order)	Description
	<p>From 17th June 2013 an update service will be introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.</p>
<p>The Apprenticeships, Skills, Children and Learning Act 2009</p>	<p>Section 9 makes amendments to the Children Act 2004, specifically regarding the establishment of Children’s Trust Boards. The Children’s Trust comprises:</p> <ul style="list-style-type: none"> a. the local authority including all constituent services that impact on children and families, such as housing, b. named statutory ‘relevant partners’ – this includes district councils, c. any other partners the local authority considers appropriate <p>The ‘relevant partners’ are placed under a duty to cooperate in the making of arrangements to improve wellbeing and have a power to pool budgets and share other resources.</p>
<p>Safeguarding Vulnerable Groups Act 2006</p>	<p>This created the Independent Safeguarding Authority (ISA) which aims to prevent unsuitable people working with children, young people and vulnerable adults across all services.</p>
<p>Mental Capacity Act 2005</p>	<p>This made it an offence to neglect or deliberately ill-treat a person who lacks capacity.</p>
<p>Children Act 2004</p>	<p>Section 11 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.</p> <p>Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils). There is a reciprocal duty on those agencies to co-operate with the Child Support Agency (CSA) in budget pooling – a key provision that underpins children’s trust arrangements.</p> <p>Section 13 requires each local authority to be a statutory partner of the Local Safeguarding Children Board.</p> <p>Section 17 entitles district councils to be consulted on the CSA’s Children and Young People’s Plan (CYPP)</p>

Legislation (in date order)	Description
The Sexual Offences Act 2003	This replaced the Sex Offenders Act (1997). 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 a new definition of rape.
Female Genital Mutilation Act 2003	This Act made FGM illegal in this country. It is an offence to: undertake the operation (except on specific medical grounds), 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).
Homelessness Act 2002	It is a requirement for the Council to refer homeless people with dependent children who are ineligible for homelessness assistance or are intentionally homeless to Children's Social Care, but only if the person consents. If unable to obtain consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.
The Sexual Offences (Amendment) Act 2000	Introduces the concept of 'abuse of trust,' whereby adults could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the younger person is above the age of consent (16-18 in the case of child protection).
Care Standards Act 2000	The Care Standards Act 2000 sets out a regulatory framework and standards for services people might receive. This applies to regulated services such as residential care, domiciliary care or adult placement schemes. Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers from working with vulnerable adults.
Local Government Act 2000	The Council has a responsibility to address the needs of children and young people living in the area.
Protection of Children Act 1999	Sets out the framework to enable employers to check on the suitability of employees to work with children. This act builds on the Police Act (1997), which set up the Criminal Records Bureau.

Legislation (in date order)	Description
The 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.
Children Act 1989	<p>Section 17 – Children In Need: The Local Authority has a 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: The Local Authority shall make enquiries 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> <p>The Children Act 1989 defines “harm” in Section 31 (9) as: ill-treatment, the impairment of health, and the impairment of development (Definition includes impairment suffered from seeing or hearing the ill-treatment of another).</p>
Every Child Matters, the Government’s vision for children’s services (No longer in force, yet the principles remain key cross cutting priorities)	<p>This set out 5 key outcomes - be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing. District councils contribute to these outcomes in a variety of ways:</p> <p>Housing – for example: preventing homelessness, providing supported accommodation for young parents and care leavers, re-housing families fleeing domestic abuse, supported accommodation for vulnerable adults, adaptations to properties etc.</p> <p>Planning – for example: providing appropriate play facilities in new housing developments, making road safety schemes child-friendly.</p> <p>Culture, leisure and learning opportunities – for example: provision of local leisure centres, art, crèche and playgroup facilities, museums, theatres.</p> <p>Environmental health services – for example: promoting the health of children and adults, particularly in relation to food hygiene and</p>

Legislation (in date order)	Description
	<p>nutrition.</p> <p>There are a number of other ways that district councils contribute to improving outcomes for children, young people and vulnerable adults, including community safety, and as a licensing authority, the roll out of children’s centres and the promotion of local employment.</p>

Legislation relating to safeguarding vulnerable adults At present, there is no specific piece of legislation relating to safeguarding adults. This does not mean that there are no powers to act – rather that the legislation is fragmented. A wide range of legislation applicable to adults who may be vulnerable has been developed over a number of years. It includes laws about adult care services, where upper-tier councils have the statutory lead, and laws about crime, contracts and property, human rights, and mental health and capacity. The following acts form part of this legislation:

Legislation (in date order)	Description
The Care Act 2014	This act was introduced to reform the law relating to care and support for adults and the law relating to support for carers. The Care Act outlines the responsibility of local authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect; and the obligation to create Safeguarding Adults Boards (SABs) in every area in order to bring together the key local partners to focus on safeguarding strategy and practice.
The Anti-Social Behaviour, Crime and Policing Act 2014	Chapter 12 part 10 of this act saw forced marriage officially become a criminal offence in England and Wales, punished by up to seven years imprisonment. This came into effect on 16th June 2014, and also applied to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
Protection of Freedoms Act 2012	<p>This confirmed that the registration and continuous monitoring of those involved in a regulated activity would not be introduced.</p> <p>From 10 September 2012 what constitutes a ‘regulated activity’ will change in relation to vulnerable adults. Adults are no longer labelled</p>

Legislation (in date order)	Description
	<p>as 'vulnerable', instead activities are set out which if required make them vulnerable at that particular point in time.</p> <p>Also from 10 September 2012 the controlled activity category is scrapped, under 16s will not be able to apply for a CRB check and the information police can release on an enhanced CRB check will be subject to a more rigorous relevancy test.</p> <p>From 3 December 2012 the ISA and CRB are being merged into a single authority responsible for barring and vetting applicants. This will be known as the Disclosure and Barring Service (DBS). The DBS will have a greater focus on the roles working most closely with vulnerable groups.</p> <p>From early 2013 an update service will be introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.</p>
<p>The Safeguarding Vulnerable Groups Act 2006</p>	<p>Created the Independent Safeguarding Authority (ISA), which aims to prevent unsuitable people working with children and vulnerable adults. It includes social care services, as well as health, education, housing support and supporting people services.</p>
<p>The Mental Capacity Act 2005</p>	<p>Made it an offence to neglect or deliberately ill-treat a person who lacks capacity. It put arrangements in place for advocacy support and best-interest decision-making.</p>
<p>The Care Standards Act 2000</p>	<p>This act sets out a regulatory framework and standards for services people might receive. This applies to regulated services, including care in a care home, domiciliary care and adult placement schemes (now referred to as Shared Lives).</p>

9.5 Appendix 5 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 vulnerable adults. You should:

- Always ensure you can be seen and observed publicly when working with children, young people and vulnerable adults and avoid situations where you would be alone with them.
 - Children, young people and vulnerable adults have a right to privacy, respect and dignity. Respect the child, young person or vulnerable adult, 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 vulnerable adult 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 vulnerable adult 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 Designated Link Officer 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 vulnerable adults, in particular when taking children, young people or vulnerable adults on car journeys, no matter how short.
 - Take children, young people and vulnerable adults 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 vulnerable adults outside an organised activity or service. You should never:
 - Leave children, young people or vulnerable adults 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 vulnerable adult.
- Allow children, young people and vulnerable adults to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or vulnerable adult makes about you or others.
- Do things of a personal nature for children, young people and vulnerable adults 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 vulnerable adult.
- 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

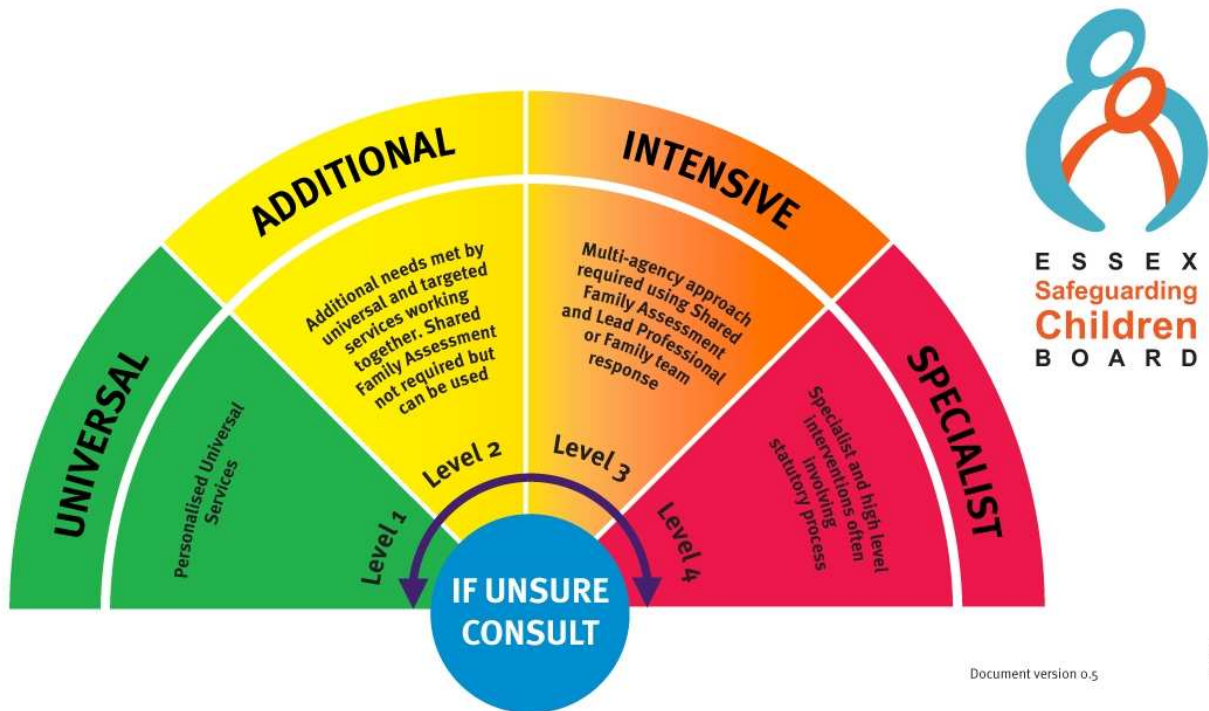
Warning

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 Designated Safeguarding Link Officer informed of the breach should contact the HR Manager who will immediately contact the Safeguarding Lead 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.

9.6 Appendix 6 Effective Support Windscreen

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