

A meeting of the **EMPLOYMENT PANEL** will be held in **CIVIC SUITE CVSO.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 28 NOVEMBER 2012** at **18:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES (Pages 1 - 6)**

To approve as a correct record the Minutes of the meeting of the Panel held on 19<sup>th</sup> September 2012.

**Mrs C Bulman  
388234**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non pecuniary interests in relation to any Agenda item. See Notes below.

**3. REVIEW OF EMPLOYEE CONSULTATION INFORMATION ARRANGEMENTS**

To consider the outcome of a review of the existing Information and Consultation arrangements and proposals for future practice. **(TO FOLLOW)**.

**T Parker  
388301**

**4. EMPLOYMENT REPORT (Pages 7 - 22)**

To consider a report by the HR Business Partner (LGSS) on HR matters impacting on the performance of the organisation.

**Mrs J Maulder  
01223 699495**

**5. QUARTERLY PERFORMANCE REPORT FOR HR & OWD SERVICES - QUARTERS 1 & 2 (Pages 23 - 34)**

To consider a report by LGSS setting out the performance of the LGSS HR, Payroll and Organisation & Workforce Development (OWD) services for the period 1<sup>st</sup> May to 30<sup>th</sup> September 2012.

**Mrs J Maulder  
01223 699495**

**6. SAFEGUARDING (Pages 35 - 84)**

To consider and comment on a revised Safeguarding Policy for the District Council.

**C Davidson  
387801**

**7. RETIREMENT OF PERSONNEL - ACKNOWLEDGEMENTS**  
(Pages 85 - 86)

To consider a report by the HR Business Partner, LGSS

**Mrs J Maulder**  
**01223 699495**

**8. EXCLUSION OF THE PUBLIC**

To resolve that the public be excluded from the meeting because the business to be transacted contains information relating to consultations or negotiations in connection with labour relation matters between the Council and its employees.

**9. HDC PAY REVIEW PROJECT 2012 BRIEFING NOTE** (Pages 87 - 90)

To receive an update on the District Council's Pay Review project. A briefing note by the Chairman of ELAG Staff Side and the Corporate Policy and Performance Manager is attached.

**H Thackray**  
**388035**  
**C Davidson**  
**387801**

Dated this 20 day of November  
2012



Head of Paid Service

**Notes**

**A. Disclosable Pecuniary Interests**

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it*

*(a) relates to you, or*

*(b) is an interest of -*

*(i) your spouse or civil partner; or*

*(ii) a person with whom you are living as husband and wife; or*

*(iii) a person with whom you are living as if you were civil partners*

*and you are aware that the other person has the interest.*

(3) *Disclosable pecuniary interests includes -*

*(a) any employment or profession carried out for profit or gain;*

*(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*

*(c) any current contracts with the Council;*

*(d) any beneficial interest in land/property within the Council's area;*

*(e) any licence for a month or longer to occupy land in the Council's area;*

- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

**B. Other Interests**

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

**Please contact Mrs C Bulman, Democratic Services Officer, Tel No. 01480 388234/e-mail: [Claire.Bulman@huntingdonshire.gov.uk](mailto:Claire.Bulman@huntingdonshire.gov.uk). if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

**Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.**

**Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.**

Agenda and enclosures can be viewed on the District Council's website – [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (under Councils and Democracy).

**If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.**

**Emergency Procedure**

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT PANEL held in CVSO.1A, CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 1XY on Wednesday, 19 September 2012.

PRESENT: Councillor S Cawley – Chairman.  
Councillors J D Ablewhite, P J Downes,  
R S Farrer, J A Gray, R B Howe and  
R G Tuplin.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor S Akthar.

### 15. MINUTES

The Minutes of the meeting held on 20th June 2012 were approved as a correct record and signed by the Chairman.

### 16. MEMBERS' INTERESTS

Councillor R S Farrer declared a non-pecuniary interest in Minute Nos. 17 and 18 by virtue of his membership of Cambridgeshire County Council's Resources and Performance Overview and Scrutiny Committee who were undertaking a review of Local Government Shared Services (LGSS).

### 17. MANAGING ABSENCE & ATTENDANCE WITHIN THE DISTRICT COUNCIL

*(See Minute No.16 for Members' Interests.)*

Pursuant to Minute No. 12/07 of the meeting held on 20<sup>th</sup> June 2012, , the Panel received a presentation by Mrs J Maulder, HR Business Partner on the management of absence and attendance within the Authority. (A copy of the LGSS powerpoint presentation is appended in the Minute Book).

As part of the presentation, Members were informed that the effective management of absence was key to the wellbeing and cost of an organisation. During 2011/12, the average sickness per employee was 8.5 days and the Panel noted that this was reasonable compared to other local authorities in the area and remained well below the average for local government. Information also was provided on the Council's existing absence management process, the challenges which Managers faced in dealing with sickness within their teams and the support provided from the Human Resources Team to assist them.

In response to the comments raised as part of the presentation, the Panel received information on the way in which the Human Resources Team dealt with stress related absence. Members were advised that the issue of stress and job security had been addressed in a recent presentation by Managing Directors and the Executive Leader to all staff, and that further work would be undertaken by LGSS to review the existing caseload.

Members requested that future reports should include information on the number of individuals who were hitting the prescribed trigger points within the absence monitoring process.

## **18. EMPLOYMENT REPORT**

*(See Item No. 16 for Members' Interests.)*

The Panel received a report by the HR Business Partner (LGSS) which provided details of a number of human resource matters impacting on the performance of the organisation.

Having congratulated LGSS on the quality of the report, Members suggested that in future reports it would be useful to be able to make comparisons with other public sector organisations. In this respect further information was requested on employee turnover and the number of days lost to sickness per quarter.

In considering the contents of the report, Members commented on stress related absences and the need to manage information to ease any perception of uncertainty amongst employees. The Panel also noted that various services would experience different types of absence depending on the nature of their work. The Chairman congratulated LGSS on their recent showcase event to demonstrate the training and development opportunities which were to be made available to District Council employees.

In terms of sickness absence, Members attention was drawn to a series of measures which had been designed to improve the Council's existing sickness absence procedures and clarification was sought on a number of aspects of these. Members also were advised that a review of the District Council's Sickness Absence Policy would be undertaken shortly and considered by the Panel at a future meeting. Having agreed that the role of the Manager should be strengthened within the proposed measures to give emphasis to the expectation that they should take action to address long and short term absences and unacceptable absence patterns or issues, it was

RESOLVED

that the recommendations set out in paragraph 11 of the report now submitted be endorsed.

## **19. ARRANGEMENTS FOR CORPORATE HEALTH & SAFETY**

By way of a report by the Head of Environmental & Community Health Services (a copy of which is appended in the Minute Book), the Panel considered a new set of arrangements for ensuring the health and safety of District Council employees. These arrangements set out the

way in which specific health and safety issues should be dealt with and collated individual service based standards into a single document.

In considering the contents of the report, the Panel noted the disadvantages which had been highlighted in terms of the potential isolation of those individuals who were regularly working from home and sought assurances that these individuals were receiving adequate support. Members also noted that there were measures in place to ensure that employees were informed of the best ways to use Visual Display Equipment.

Having regard to a request from Employees' Side representatives that a representative should be appointed to the Council's Safety Advisory Group to help with consultation on health and safety matters, it was agreed that this request could be considered as part of a review of the operation of the Employment Panel and Employee Liaison Advisory Group. Whereupon it was

RESOLVED

that the Health and Safety Policy Arrangements appended to the report now submitted, be approved.

## **20. EMPLOYEE OPINION SURVEY RESULTS**

A report by the Corporate Team Manager was submitted (a copy of which is appended in the Minute Book) presenting a summary of the results of the employee opinion survey undertaken during April 2012 to find out how employees felt about working for the Council. Members were reminded that the effect of recent reductions in local government funding, the general economic climate and a number of significant changes within the Council could have had an impact on the survey outcome. Attention was drawn to the actions which had been put in place to address the issues which had been identified as affecting the workforce and Members noted that the findings would now be used by the Senior Management Group in conjunction with LGSS and Team Managers to develop local action plans.

In considering the results of the survey, Councillor P J Downes expressed concern that only 75% of employees felt that they were treated with dignity and respect at work by District Councillors. In this respect, the Panel noted that arrangements were being made for a meeting of Group Leaders to discuss the matter further. Members also commented on the need to address some of the longer term issues which had been identified by the survey.

The Panel also discussed the views expressed by employees on the adequacy of information available to them on the Council and, having been reminded of the context in which the survey was undertaken, made a number of comments concerning the need to supply key concise and pertinent information to staff. Having commented that it was difficult for Members to interpret the general information which had been presented to them, the Panel noted that this had been analysed by Division for use by Heads of Service.

Whereupon, and having noted that the survey would now be

undertaken on an annual basis to ensure that the issues highlighted by employees were addressed, it was

RESOLVED

that the results of the executive summary be noted, together with the actions which were being developed to address identified areas of concern.

## **21. RETIREMENT OF PERSONNEL - ACKNOWLEDGEMENTS**

The Panel received a report by Human Resources (a copy of which is appended in the Minute Book) in relation to the retirement of the following employees from the Local Government Service:-

<b>Name</b>	<b>Division</b>	<b>Local Government Service</b>
Mr A Bradshaw	Operations	4 years
Mr D Bacon	Environmental Management	15 years
Mr D Hartley	One Leisure, St Ives	17 years
Mr M Smith	Operations	5 years
Mrs P Prior	Environmental Management	10 years

RESOLVED

that the Council places on record its recognition of and gratitude for the excellent contributions made by the above-named employees during their employment in the Local Government Service and conveys its best wishes to them for a long and happy retirement.

## **22. EXCLUSION OF THE PUBLIC**

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to consultations or negotiations in connection with labour relation matters between the Council and its employees.

## **23. HDC PAY REVIEW PROJECT 2012: BRIEFING NOTE**

With the assistance of a briefing note (a copy of which is appended in the annex to the Minute Book), the Panel received an update on progress being made with the Council's Pay Review project. Members were informed that Phase 2 of the Job Evaluation Work Stream was expected to commence shortly and that the outcome would enable work to start on the modelling of a new District Council pay structure early in the New Year.



RESOLVED

- (a) that progress made to-date on the Pay Review be noted;  
and
- (b) that the Managing Director (Resources), after consultation with the Chairman of the Panel and the Executive Leader be authorised to offer a pay award to District Council employees in the 2013/14 financial year.

Chairman

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## EMPLOYMENT REPORT (Report by HR Business Partner, LGSS)

### 1. INTRODUCTION

- 1.1 Employment Panel have requested regular updates on HR matters impacting on the performance of the organisation. This report contains information such as staffing levels and sickness absence and will update Members on the latest position and trends.

### 2. SUMMARY OF FINDINGS

#### 3.1 Employee numbers

The number of full-time equivalent (FTE) posts has continued to decrease over the last quarter, with the total number of FTEs reduced by 12 since the end of June 2012.

#### 3.2 Salary costs

The monthly wage bill for contracted staff has fallen as staff levels have reduced.

#### 3.3 Turnover/leavers

Turnover during the last quarter was close to the previous quarter at 23 people and 3.6%.

#### 3.4 Retention of new starters

90% (9 out of 10) of permanent starters between July and September 2010 were still employed by the Council after 24 months and 100% (11 of 11) of those starting between July and September 2011 were still employed after 12 months.

#### 3.5 HR Caseload

The number of live cases which HR Advisors were involved with has remained fairly high but this is a good measure of management activity and issues being tackled.

#### 3.6 Sickness absence reporting

The annual average days sickness per FTE figure has remained fairly steady, increasing very slightly from 8.5 days per FTE in Q1 to 8.6 days in Q2.

#### **4. CONCLUSION**

- 4.1 This report contains a considerable amount of information relating to the management of the Council's workforce and the workload of the HR team. In order to monitor workforce trends and organisational progress, future employment reports will be presented to Employment Panel by LGSS.
- 4.2 Headline findings include a continued reduction in employee numbers and staffing costs.

#### **5. RECOMMENDATIONS**

- 5.1 Members are recommended to note the contents of this report.

**Contact Officer: Janet Maulder, HR Business Partner (LGSS)**  
**☎ 01223 699495**



Employment Report  
Quarterly Update  
November 2012

COMT

19<sup>th</sup> November 2012

EMPLOYMENT PANEL

28<sup>th</sup> November 2012

**EMPLOYMENT REPORT**  
**REPORT BY HR BUSINESS PARTNER (LGSS)**

**1. INTRODUCTION**

Employment Panel have requested regular updates on HR matters impacting on the performance of the organisation. This report contains information such as staffing levels and sickness absence and will update Members on the latest position and trends.

**2. Employee Numbers**

At 30<sup>th</sup> September 2012, Huntingdonshire District Council had 709 contracted employees (excluding those employed on a variable and casual hours basis). These employees worked in jobs equivalent to 636 full-time posts. The table and graph below show how the number of employees and the number of full-time equivalent (FTE) employees has changed over recent years.

Note: unless otherwise stated, the figures contained in this report relate to contracted employees only and exclude those employed on a variable or casual hours basis.

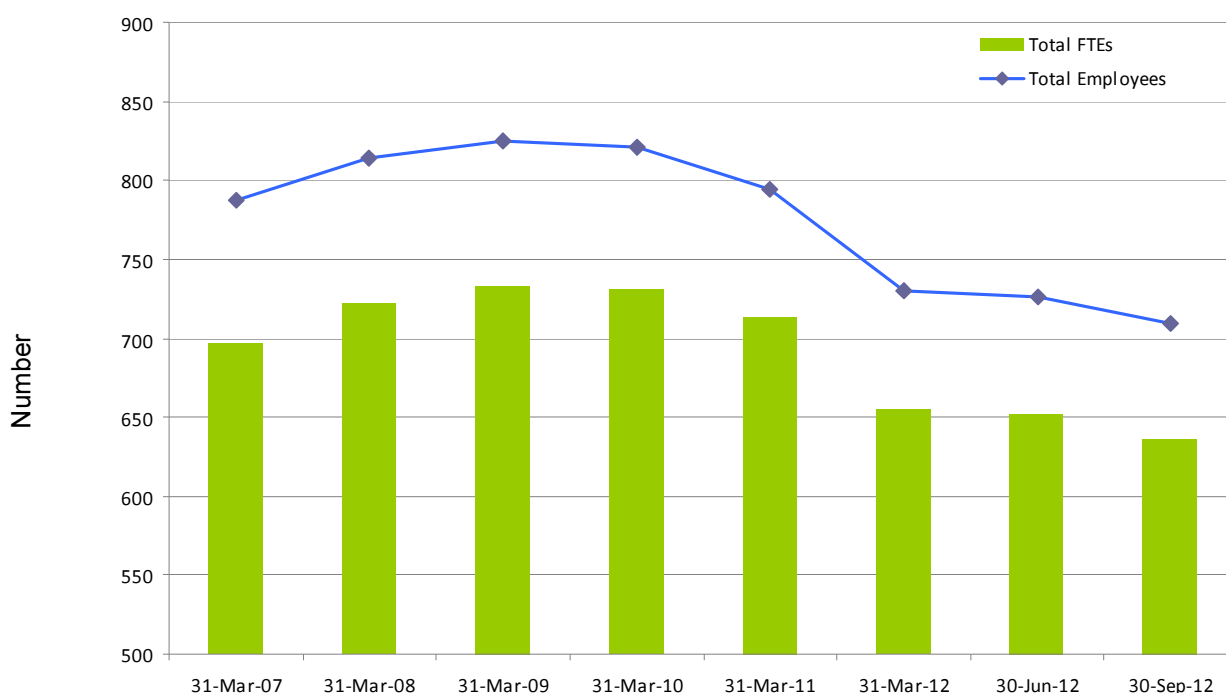
**2.1 Profile of employee numbers**

Date	Total Employees	Total FTEs	Temporary	% Temp Staff
31 March 2005	771	679	79	12%
31 March 2006	775	691	81	12%
31 March 2007	787	697	74	11%
31 March 2008	814	722	66	9%
31 March 2009	825	733	58	8%
31 March 2010	821	731	59	8%
31 March 2011	794	713	59	8%
31 March 2012	730	655	31	5%
30 June 2012	726*	652	39.5	6.4%
30 September 2012	709	636	40	6.3%

The number of employees dipped at the end of Q2 but this is largely due to a number of ongoing recruitment campaigns so it is expected that the numbers will increase again in the next quarter once those people are in post.

At 30<sup>th</sup> September June 2012, the proportion of FTEs on temporary contracts had decreased slightly to 6.3%. There has been a general downward trend in recent years, both as a result of long-standing temporary employees moving to permanent posts and a reduction in fixed-term posts financed through external funding. However, the usage of temporary staff provides a degree of flexibility within the workforce, particularly where there may be a need to reduce salary costs.

**2.2 Graph showing trend in employee numbers**



The graph above shows that staffing levels have remained stable since the start of the financial year, with a slight decrease in the last two quarters.

**3.0 Salary costs – contracted employees only**

The figures in the following table include the cost of Employer’s National Insurance contributions and Local Government Pension Scheme costs.

Month	Monthly salary cost	Contracted staff at end of month
January 2011	£2,027,621	814
August 2011	£1,880,703	745
September 2011	£1,804,925	730
October 2011	£1,805,049	741
November 2011	£1,798,997	741

December 2011	£1,756,844	740
January 2012	£1,760,770	734
February 2012	£1,751,238	734
March 2012	£1,727,819	730
April 2012	£1,769,107.63	729
May 2012	£1,739,188.73	719
June 2012*	£1,810,336.17	726
September 2012	£1,691,895.90	709

**NB The salary figure for June included £95k for the non consolidated payments which were made in lieu of increments this year.**

As previously reported, salary costs fell significantly following the Voluntary Release Scheme in 2011. Staffing numbers and salary costs have remained fairly stable in 2012.

#### 4.0 Turnover/Leavers

The trend in number of permanent employees leaving the Council, and the reasons for leaving are shown below.

#### 4.1 Quarter 2 Leaving Reasons

During Q2 23 people left the organisation. The reasons are set out below. For comparator purposes, the number of leavers in the last quarter was 24.

Reason	Number	Team
Resignation	1	One Leisure Sawtry
	3	One Leisure Huntingdon
	1	One Leisure St Neots
	1	One Leisure St Ives
	1	Licensing
	2	Vehicle Fitters
	1	Revenues
	1	IMD Development
	1	Building Control
	1	Operations Division Admin
	1	Customer Services – Call Centre
	1	Accountancy
	1	Solicitors and Legal
1	Facilities and Admin	
Retirement age 65 or over	1	Facilities and Administration
	1	One Leisure St Ives
	1	Car Parks and Markets
Retirement ceasing on or after 60 but before 65	1	Refuse and Recycling
Redundancy	1	Grounds Maintenance
Ill Health Retirement	1	Building Control



## 5.0 Retention of new starters

The percentage of new permanent starters still employed at the Council after 12 and 24 months is an indicator of the success of our recruitment processes, and also on HDC as an employer. We aim to have a high level of new starters still employed after one or two years.

Starting Period	New starters	% still employed after 12 months	% still employed after 24 months
Jan-March 2010	6	100%	83%
April-June 2010	4	75%	75%
July-Sept 2010	10	90%	90%
Oct-Dec 2010	2	100%	N/a
Jan-March 2011	1	100%	N/a
April-June 2011	1	100%	N/a
July-Sept 2011	11	100%	N/a
Oct-Dec 2011	13	N/a	N/a
Jan-March 2012	7	N/a	N/a
April – June 2012	4	N/a	N/a
July – Sept 2012	5	N/a	N/a

Temporary employees have not been included here as they are employed on short-term contracts without any expectation they will remain with the Council after the end of their term. Some temporary employees move to permanent posts, some leave when their term ends and others leave early as an alternative job is found before their employment at the Council is due to finish. Those moving on to permanent contracts from similar temporary or variable/casual roles have also not been counted.

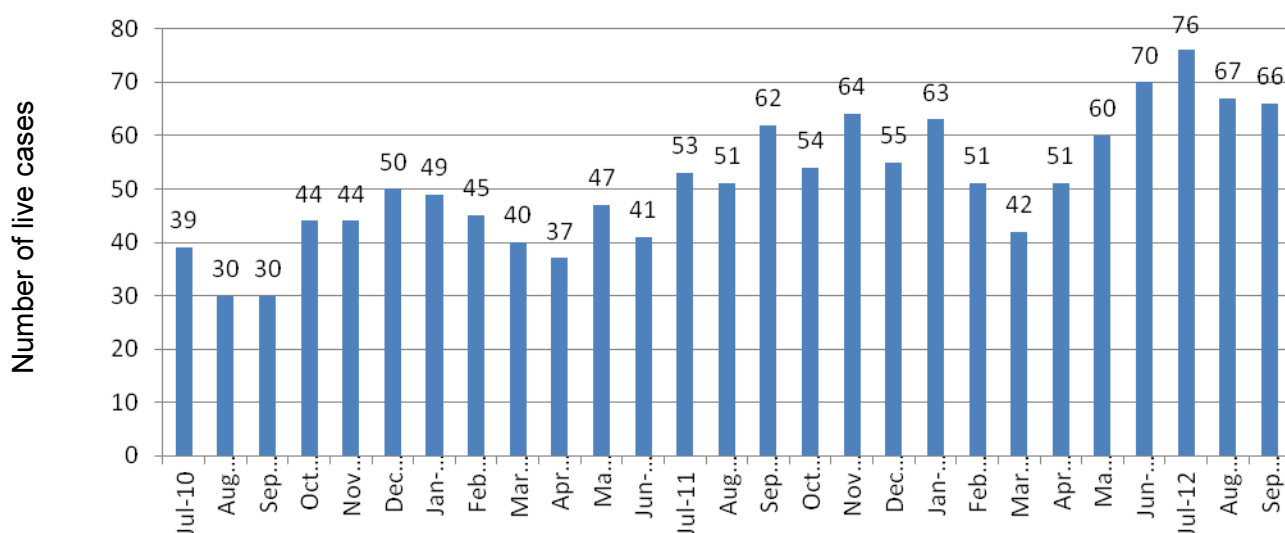
Retention rates continue to be high and a positive indicator.

## 6.0 HR caseload

The HR team's caseload has been recorded since April 2010 as it provides an indicator of the type of HR issues that the organisation is dealing with at any point in time. The types of case recorded typically are:

- Disciplinary cases
- Capability - Long-Term Sickness / Short-Term Sickness
- Capability - Performance
- Dignity at Work
- Grievances
- Sanctionable Pay Appeals
- Employment Tribunals

### 6.1 Live HR Caseload by Month



### 6.2 Breakdown of HR cases by type

	July 2012	Aug 2012	Sept 2012
Disciplinary	6	5	6
Capability – long-term sickness	12	11	13
Capability – short-term sickness	41	35	35
Capability – performance	5	4	3
Dignity at work	1	1	0
Grievance	5	6	6
Sanctionable pay appeal	0	0	0
Maternity	0	2	0
Employment Tribunal	2	2	0
Consultations	4	3	3
<b>Total cases</b>	<b>76</b>	<b>67</b>	<b>66</b>

The majority of cases continue to involve capability issues related to either long-term or short-term sickness absence. During the last quarter 62 people met the trigger points for either long term or short term sickness.

The trigger points are as follows:

- 3 or more periods of absence equating to 8 working days or more in a rolling 3 month period
- 5 plus periods of absence equating to 10 working days or more in a rolling 12 month period
- patterns of absence (e.g. regular Friday and/or Monday; repeated absences linked to holidays).

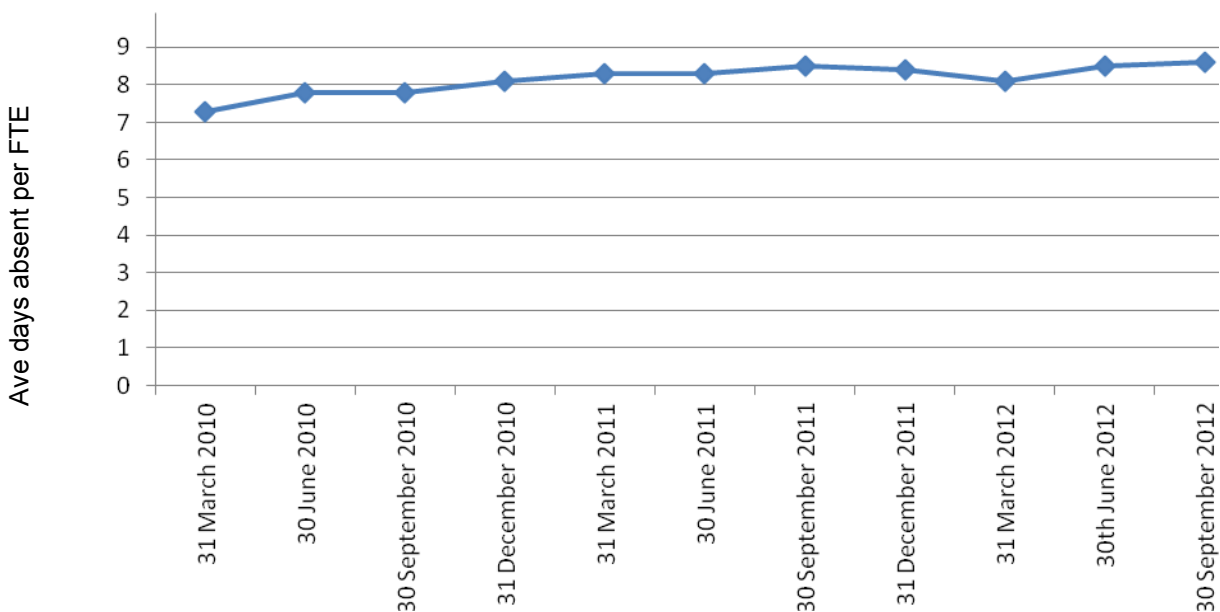
During the 3 month period there were 91 cases in progress (the numbers above show totals which include duplicates as the cases may have been live across more than one month). Of these 91 cases 66 were at the informal stage and the remaining 25 were dealt with under the formal procedures.

**7.0 Sickness absence reporting**

The graph below shows the average days sickness absence per full-time equivalent (FTE) employee for the twelve months previous to each date. It shows that sickness absence has increased slightly from 8.5 days in the last quarter to 8.6 days per person at the end of Q2.

**7.1 Trend of days lost across HDC**

**Days sickness taken per FTE**



## 7.2 Summary of days lost per quarter:

	Total days sick	FTE average	Days/FTE
July-September 2009	1,300	731.8	1.8
October-December 2009	1,596	731.3	2.2
January-March 2010	1,452	729	2.0
April-June 2010	1,381	730.8	1.9
July-September 2010	1,275	731.6	1.7
October-December 2010	1,729	724.5	2.4
January-March 2011	1,621	716.1	2.3
April-June 2011	1,197	682.3	1.8
July-September 2011	1,354	662.5	2.0
October-December 2011	1,661	660	2.5
January-March 2012	1297	657	1.9
April 2012 – June 2012	1266	653	1.9
July-September 2012	1359	644	2.1

Note: figures do not sum to annual totals exactly due to rounding.

The number of days absence per FTE in the latest quarter was slightly higher than for the previous quarter but is consistent with the same period last year.

## 7.3 Reasons for Absence

Sickness reason given:	July-September 2011			July-September 2012		
	Employees	Days	%	Employees	Days	%
Stress, depression, mental health, fatigue	18	227	17%	24	360	26%
Non disclosed	53	360	27%	33	247.5	18%
Stomach, liver, kidney & digestion	57	131	10%	54	184.5	14%
Other musculo-skeletal problems	10	138	10%	16	179.5	13%
Chest & respiratory; chest infections	9	43	3%	15	80	6%
Infections; to include colds & flu	47	102	8%	35	83.5	6%
Eye, ear, nose & mouth/dental	31	132	10%	23	63.5	5%
Neurological; inc headaches & migraines	19	22	2%	27	63	5%
Back & neck problems	16	98	7%	12	42	3%
Heart, blood pressure & circulation	3	66	5%	4	40	3%
Genito-urinary and menstrual problems	9	15	1%	2	15	1%
Pregnancy related	3	20	1%	0	0	0%

Sickness categorised as 'Other' remains a high cause of absence. This has been addressed recently by the HR Team who have been challenging managers where the sickness returns have any absence listed as other. Going forward these returns will no longer be accepted

unless there is a reason which genuinely does not fit within the categories used. It is expected that the impact of this will be seen in future reporting periods.

The days lost due to stress continues to be a concern and remains a key area of focus for the HR Team.

Typically, stress related absence tends to be as a result of personal rather than work related factors. The category listed in the table above covers stress and depression. Of these days, 278 were specifically attributed to stress and the breakdown is shown below:

Work related stress	41	15%
Reported as work & personal related stress	123	44%
Personal reasons for the stress	114	41%
Total	278	100%

In addition to the existing supportive measure in place and reported on in the last quarter, LGSS have recently organised free Money Advice Sessions for staff to assist HDC employees. These have been well attended and further sessions are being arranged.

**7.4 Number of employees taking any days of sickness absence in quarter:**

	Number of contracted staff employed in quarter	Employees taking any sick leave in quarter
April-June 2010	834	244 (29%)
July-September 2010	843	248 (29%)
October-December 2010	827	333 (40%)
January-March 2011	818	283 (35%)
April-June 2011	774	224 (29%)
July-September 2011	759	242 (32%)
October-December 2011	752	263 (35%)
January-March 2012	746	274 (37%)
April-June 2012	752	228 (30%)
July-September 2012	734	215 (29%)

The table above, coupled with the information on the breakdown of short and long term absence below demonstrates that there was a slight decrease in the number of employees taking short term absence in the last quarter. However, over the last year this figure has reduced quite significantly and is a positive indicator.

### 7.5 Long/Short term sickness absence breakdown:

	Employees taking long-term sick leave	Total days of long-term sickness	% of total absence Long Term	% of total absence Short Term
January-March 2010	23 (7%)	596	41%	59%
April-June 2010	22 (9%)	667	49%	51%
July-September 2010	21 (8%)	665	52%	48%
October-December 2010	24 (7%)	755	44%	56%
January-March 2011	28 (10%)	796	49%	51%
April-June 2011	20 (9%)	646	54%	46%
July-September 2011	16 (7%)	770	57%	43%
October-December 2011	21 (8%)	811	50%	50%
January-March 2012	17 (6%)	511	40%	60%
April 2012-June 2012	16 (5%)	559	44%	56%
July-September 2012	20 (9%)	627	46%	54%

The ratio of short to long term absence has remained fairly constant in the first two quarters of this year.

### 7.6 Sickness absence reporting by division

This table ranks divisions by days sick per FTE during the last quarter, showing the number of days lost per person in bold. The days lost in the previous quarter is also shown to demonstrate the recent trend:

Division	FTE average	Total days sick	Days Lost/FTE	Last Quarter
Environmental Management	34.1	104	<b>3.1</b>	2.0
Customer Services	111.9	311.5	<b>2.8</b>	2.8
OneLeisure	123.6	340	<b>2.8</b>	2.1
Corporate Team	11.4	28.5	<b>2.5</b>	1.8
Environmental & Community Health Services	43.6	88.5	<b>2.0</b>	1.4
Operations Division	178.2	360	<b>2.0</b>	1.9
Financial Services	22.2	24	<b>1.1</b>	0.8
Legal & Democratic Services	36.7	39	<b>1.1</b>	2.5
Planning & Strategic Housing	51.0	43	<b>0.8</b>	1.1
IMD	29.9	20	<b>0.7</b>	1.2
Managing Directors	2.0	0	<b>0</b>	0

### 7.7 Percentage of employees taking any absence

The following table ranks divisions by the percentage of individuals who took any sickness absence during the last quarter:

Division	Individuals employed	Individuals off sick	% taking sick days	Last Quarter
Customer Services	126	49	39%	66%
Corporate Team	12	4	33%	52%
Financial Services	29	9	31%	40%
IMD	32	10	31%	41%
Operations Division	188	56	30%	43%
Environmental Management	41	12	29%	34%
Environmental & Community Health Services	47	13	28%	40%
OneLeisure	158	44	28%	41%
Legal & Democratic Services	42	11	26%	31%
Planning & Strategic Housing	59	7	12%	18%

The table shows the number of people who have taken any time off at all during the last quarter and also shows the information for the previous quarter. This demonstrates how the numbers can fluctuate significantly from period to period. There was a significant improvement in the Customer Service and Operations Teams who have high numbers of staff, during Q2, and reduced numbers of people taking time off in the Corporate Team, Financial Services, IMD and Environmental Management.

### 7.8 Long term/Short term absence by division

The table below ranks divisions by the percentage of all sickness absence that was due to long-term sickness in the last quarter:

Division	Days sick	LT sick days	% LT	% ST
OneLeisure	342	225	66%	34%
Environmental & Community Health Services	88.5	53.5	60%	40%
Environmental Management	104	58	56%	44%
Customer Services	311.5	150	48%	52%
Operations Division	360	141	39%	61%
Planning & Strategic Housing	43	0	0%	100%
Legal & Democratic Services	39	0	0%	100%
Corporate Team	28.5	0	0%	100%
Financial Services	24	0	0%	100%
IMD	20	0	0%	100%

Absence management has been recognised as an important area of management responsibility by COMT and consequently this has been set as one of the KPA's for Heads of Service, which is reviewed on a quarterly basis.

Following the last Employment Panel which endorsed a move towards the consistent use of Return to Work Meetings and self certification for all periods of absence, the HR Business Partner is attending all management teams throughout November. This will then be

publicised in December with reminders being sent out to all Managers and information directly shared with staff. The new arrangements will then take effect from 1<sup>st</sup> January 2013.

## **8. LGSS Organisational Workforce Development Activity April - June 2012**

12 meetings have taken place with all Heads of Service and their Team Managers between July – September 2012. In addition two focus groups involving a cross section of HDC staff were held on the 14th September. The outcomes of all the meetings have been collated to inform the priorities to be considered for the development of an HDC Workforce Development Strategy.

During Quarter 2 the main focus for OWD has been to build relationships with the Heads of Service and their Team Managers and provide information on what they can expect from OWD in relation to Organisational Development support and training provision. The outcome of the meetings is development of an HDC Workforce Development Strategy and HDC Training plan 2012 – 2013.

Following on from these meetings an Open Day was held at Pathfinder House on the 14th September 2012. The aim on the day was to raise awareness of LGSS OWD provision. It also gave the opportunity for HDC staff and managers to discuss individual needs with OWD Advisors in relation to Management training, Vocational qualification, Apprenticeships and the Open Directory courses. Managers were also invited to attend bite sized sessions on three different aspects of the Leading and Empowered Organisation (LEO) programme. Staff were also asked to participate in a survey relating to future Administration processes. The day was a great success with in excess of 60 HDC staff attending.

For the next Quarter the OWD focus will be on delivering the training needs that have been identified through the recent focus group activity and open days.

In addition to this, progress has been made regarding the introduction of an Apprenticeship Scheme for HDC. LGSS have been undertaking discussion around Apprenticeship frameworks and the co-ordinating and supportive role LGSS Organisational Workforce and Development can play in the development of the Apprenticeship Strategy and delivery of Apprenticeship frameworks. LGSS HR is also drafting a policy and guidance for managers.

Within HDC the following areas have been identified to pilot apprenticeships:

- Grounds maintenance
- Customer Service
- Call Centre
- Corporate Team (Web based Communicator).

## **9. Recruitment**

In July the recruitment activity for HDC was taken on by the LGSS Recruitment Team. The main benefit of this is that a dedicated team of staff experienced in recruitment now manage the end to end process. This is part of the LGSS contract.



Some comments have been received from HDC managers in recent weeks that they have been experiencing difficulties in attracting and recruiting the right calibre of staff. This will be monitored going forwards and we will now be able to report on the number of applicants for roles, and where they have been successfully filled or otherwise. In addition, we will seek to identify where a failure to recruit may be the result of salaries not being competitive in the local market.

There were 22 campaigns that LGSS dealt with for HDC in the period May - Sept. The breakdown of these are:

- 14 Filled by External candidates
- 4 Filled by Internal candidates
- 2 Not Filled & Not re-advertised
- 1 Vacancy withdrawn
- 1 Filled by Re-advertisement

The cost of external media advertising in this period was approximately £3924.87.

## **10. Conclusion**

This report contains a considerable amount of information relating to the management of the Council's workforce and the workload of the HR team. In order to monitor workforce trends and organisational progress, future employment reports will be presented to Employment Panel by LGSS.

## **11. Recommendation**

### **11.1 Review of Sickness Absence Procedure**

LGSS will be working on reviewing and revising the Sickness Absence Policy and Procedures over the coming months with a view to reporting to Employment Panel in February. Discussion with managers who use the policies regularly will be undertaken by way of a focus group to make sure that their views are taken into consideration when proposing changes.

Once the review has been complete and the policy is approved, training sessions will be arranged to brief and coach managers.

**Contact Officer: Janet Maulder, HR Business Partner (LGSS)**

 **01223 699495**

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EMPLOYMENT PANEL

28<sup>TH</sup> NOVEMBER 2012

## QUARTERLY PERFORMANCE REPORT FOR HR & OWD SERVICES – QUARTERS 1 & 2

(Report by LGSS)

### 1. INTRODUCTION

This report sets out the performance of the LGSS HR, Payroll and Organisation & Workforce Development (OWD) services against the service measures agreed under the current contract which commenced on 1<sup>st</sup> May 2012.

On this occasion the report contains performance data for the period 1<sup>st</sup> May to 30<sup>th</sup> September 2012. Thereafter, the report will be presented at quarterly intervals.

### 2. BACKGROUND

The report aims to set out how the services have performed against the service measures and explain some of the activity that has taken place in each area during the first 5 months of the contract.

### 3. Conclusion

The onboarding has largely been a success and has provided benefits that had not been foreseen in terms of access to wider projects and expertise within the LGSS organisation. There has also been a greater input to the pay review than expected which has been very positive.

The response from HDC managers has on the whole been very positive to the service provided, with good productive working relationships established. The performance standards have been achieved to date.

### 4. RECOMMENDATION

Members are recommended to note the contents of this report.

Contact Officer: Janet Maulder, HR Business Partner (LGSS)

☎ 01223 699495

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**Report To:** Employment Panel, Huntingdonshire District Council  
Presented to COMT on 16<sup>th</sup> October 2012

**Title of Report:** Quarterly Performance Report for HR&OWD Services – Quarters 1 & 2

**Date:** 28<sup>th</sup> November 2012

**Author:** Christine Reed, Director of People & Transformation (LGSS)

**1.0 Purpose**

This report sets out the performance of the LGSS HR, Payroll and OWD services against the service measures agreed under the current contract.

As the contract commenced on 1<sup>st</sup> May 2012, on this occasion the report contains performance data for the period 1<sup>st</sup> May to 30<sup>th</sup> September 2012. Thereafter, the report will be presented at quarterly intervals.

**2.0 Background**

HDC do not currently have in place service measures or performance levels against which to benchmark and determine performance targets for HR and OWD. Therefore, set out below are the key service measures put into place by LGSS at the start of the agreement. LGSS performance will be measured against these, with the intention to agree performance targets after the first full year of the agreement.

This will be done in consultation with the Corporate Team Manager who has responsibility for monitoring the contract, and referred to Chief Officer Management Team for approval.

**3.0 General Service Standards**

- Respond to all forms of written correspondence within 5 working days. Reporting to be done by exception.

Q1	Achieved – no exceptions notified
Q2	Achieved – no exceptions notified

- Available to answer calls between 9am and 5 pm all year round excluding weekends and bank holidays. Reporting to be done by exception.

Q1	Achieved – no exceptions notified
Q2	Achieved – no exceptions notified

- Customer satisfaction survey carried out annually across key stakeholders (to be agreed with HDC)

This was undertaken by HDC for 2012 to establish a base line and will be re-run by LGSS in March 2013.

- **% of customer satisfaction with HR service [target % to be determined from established levels of satisfaction prior to transfer]**

This will be set and agreed with COMT following the results of the 2013 survey to establish improvement targets for the year 2013/14.

- **Quarterly performance report produced within 6 weeks of period end**

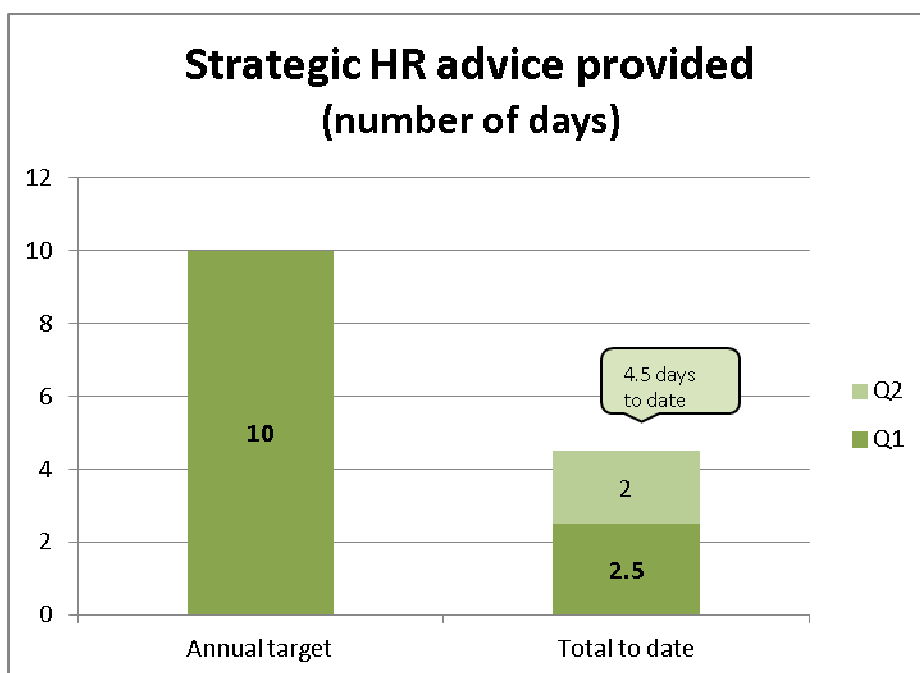
LGSS took ownership of this report from September 2012 and the first report has been produced on time for COMT and presented to Employment Panel.

- **Annual review of service delivery carried out with HDC Client Manager**

This will be undertaken in April 2013.

#### 4.0 HR Strategic and Advisory

- **Number of days strategic HR advice provided (minimum of 10 to be provided per annum)**



These days have included work on the Pay Review by Martin Cox. This has included advice on process through attendance at Board meetings and separate meetings with management which was not included in the specifications of the contract, and has helped shape the delivery of the project. This specialist and strategic advice was not available previously to HDC but the LGSS contract now provides access to a wide variety of professional with expertise in their fields.

#### Number of Key Policies reviewed

5 key policies have been identified and agreed by SMT and these are as follows:

1. Review of the Employee Relations Framework
2. Review of the Absence Policy
3. Review of the Capability Policy
4. Introduction of a Probationary Policy
5. Development of a clear policy on time off for reasons other than sickness absence

A draft of the review of the Employee Relations Framework was completed as of end of September 2012. Work is now scheduled to tackle the remaining areas in the priority order that they are listed above.

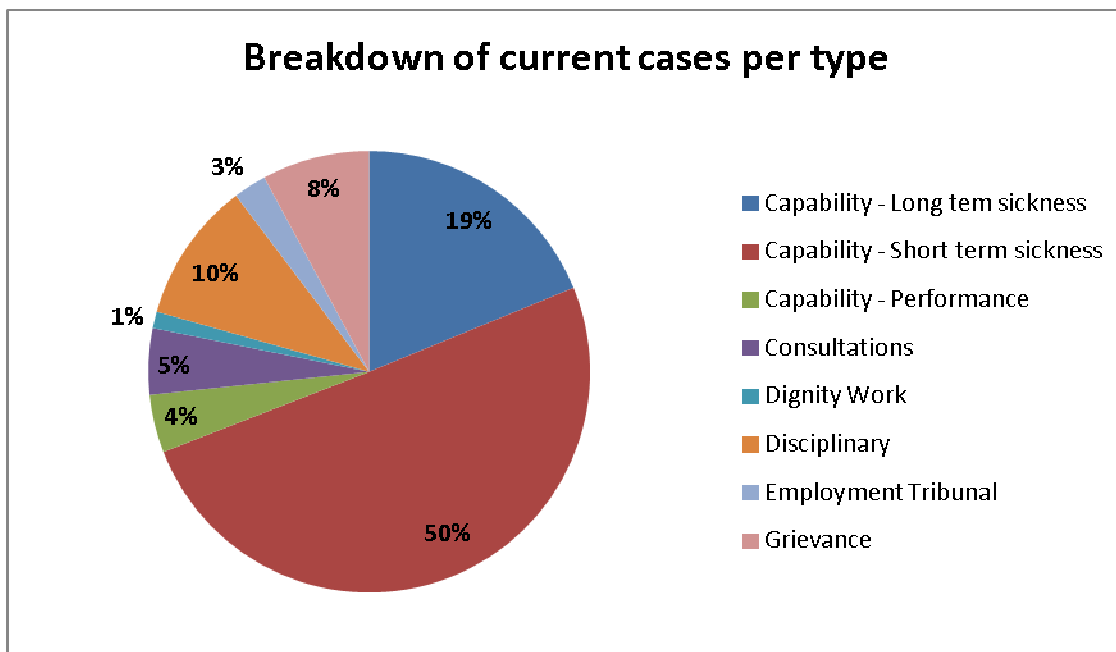
- **Advice on suspensions and summary dismissal cases provided same day (excluding weekends and bank holidays)**

Advice on two cases has been requested to date, both were responded to within the agreed timescale.

- **Requests for advice on case work provided within 5 working days**

There were 72 active cases within Q1 and 95 cases for Q2. All requests for advice on new cases were responded to within 5 working days.

- **Breakdown of casework to date**



**Actual Number:**

	Formal Cases	Informal Cases	Total
Capability – Long Term Sickness	2	15	17

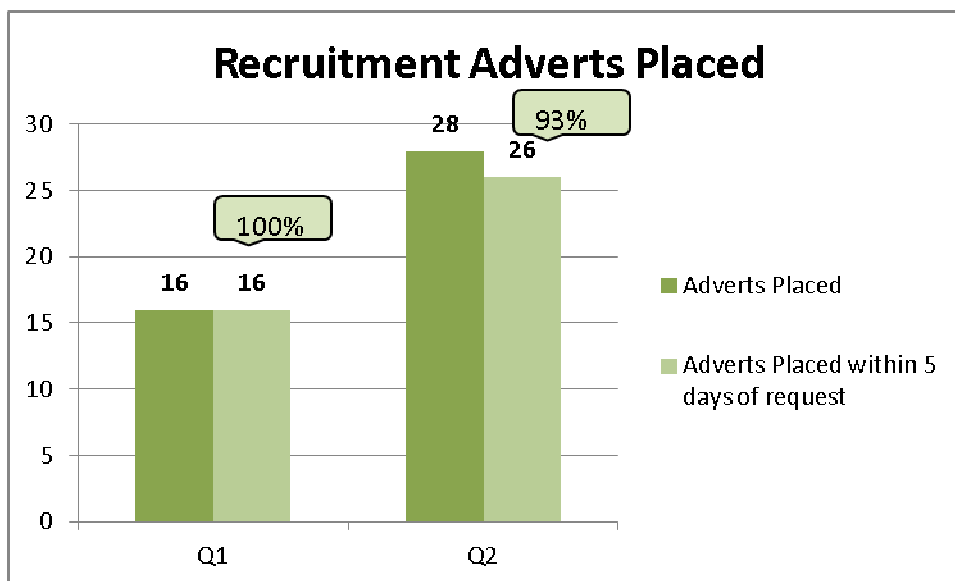
Capability – Short Term Sickness	7	44	51
Capability – Performance	2		4
Consultations			4
Dignity at Work			1
Disciplinary	9	0	9
Employment Tribunals			2
Grievance	7	0	7

The number of cases seems high but is indicative of the increasing appetite and willingness of managers to be proactive and tackle the emerging issues in their teams.

The HR Team have been working with managers to address the challenging cases that they have been facing to assist in managing them to successful outcome. The team are focussed on working with managers to find practical and pragmatic solutions to problems, and to provide professional advice on the potential risks associated with the options so that they can take appropriate action. At the same time the approach is to coach and support managers to enable them to become more confident in these processing going forward.

### 5.0 Recruitment and Payroll Team

- **Job adverts placed within 5 working days of recruitment deadlines**



Two campaigns did not meet the target set was because they were held up at the prior consideration stage for slightly longer than usual.

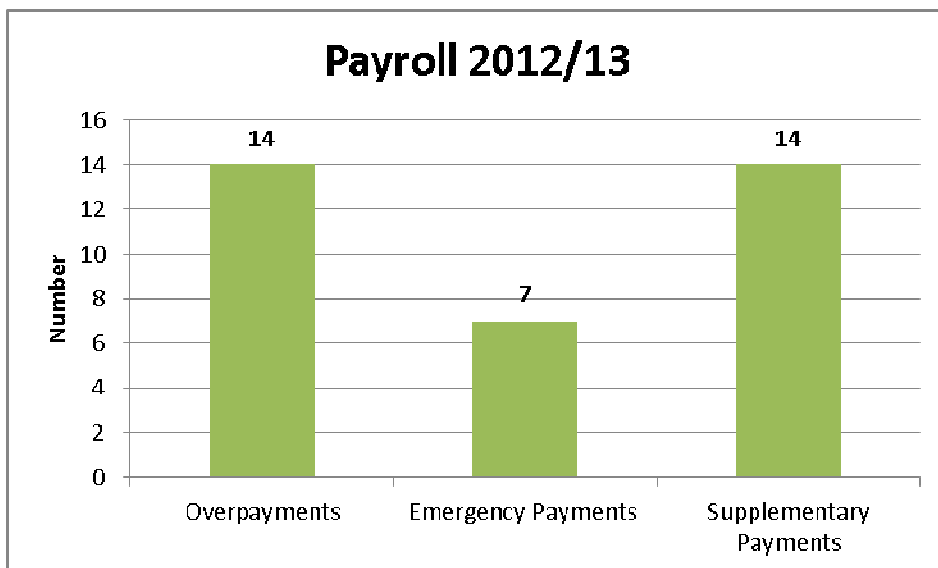
- **100% of employment contracts issued within 8 weeks of completed request**

The recruitment processes were handed over gradually to the LGSS team after the contract began. The full end to end process has been carried out by LGSS since the beginning of September and since that time there have been two employment contracts requested. Both were produced within the agreed timescale. All other new employment contracts produced since 1<sup>st</sup> May have also been delivered on time.



LGSS disseminated the HDC process to try and make it fit for purpose under the LGSS model, We communicated out the changes to HDC staff, we held drop in sessions to help advise managers on changes and listen to any areas of concern they had with the new process. Unfortunately only two people attended. The new process was launched and we have made changes as we have progressed along the recruitment path, the changes were communicated to HDC via HR. We managed to reconfigure the "On Line" application form which has enabled the process to be more efficient. However whilst trying out the first set of campaigns for HDC we have without a doubt had teething problems where the process has fallen short of expectations due to some of the changes. We are addressing all areas and are working closely with HDC to resolve all issues.

- **Employees paid on time and accurately, based on emergency payments and supplementary payment runs**



Overall accuracy rate is 99.35%. The accuracy rate was affected due to a miscommunication whereby the Payroll team received the same data twice in relation to some PDR payments. These overpayments were recovered on the next pay run.

Errors are low and generally occur due to changes that need to be implemented on the system to take account for example of people who are leaving or who have returned from sickness or maternity leave and their pay is impacted. If there is a delay in notifying the payroll team, or a delay in implementing a change notified to the team, then this would need to be corrected by raising payment through the supplementary pay run or an emergency cheque. Where an overpayment occurs, this is corrected via the next months payroll for staff who continue to be employed or by raising an invoice for any leavers.

- **Payroll Reports produced in timely fashions**

	Q1	Q2
<b>Monthly reports produced in time for fixed term contracts</b>	Achieved	Achieved

Monthly reports produced for sickness statistics	Achieved	Achieved
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**6.0 OWD**

- Workforce strategy developed within first 12 months of contract start date**

12 meetings have taken place with all Heads of Service and their Team Managers between July – September 2012. In addition two focus groups involving a cross section of HDC staff were held on the 14<sup>th</sup> September. The outcomes of all the meetings have been collated to inform the priorities to be considered for the development of an HDC Workforce Development Strategy.

OWD are due to attend an HDC COMT meeting on the 5<sup>th</sup> November to present the outcomes for consideration. This is to be followed up by a session at the Senior Management Group on the 12<sup>th</sup> November to discuss and agree the priorities for the Workforce Development Strategy.

- Number of course places delivered against plan**

94 course places have been delivered to date – see below for detail

- Number of supported on line learning accounts against plan**

E Learning has historically been managed by IMD and this has remained the case to date. LGSS have been in discussion with the Head of Service to hand over management of this system and there is a meeting scheduled for this week to look at the technical challenges that may need to be overcome.

There are also some sensitivities around whether there may be any impact on posts in IMD as a result of this which need to be considered.

- Number of candidates completing VQ/ILM – see below**

- % score of 3 or above on training evaluation question “the session was of a direct value to my work” on courses delivered across the year**

100% of responses have been marked as a score of 3 or above.

During Quarter 2 the main focus for OWD has been to build relationships with the Heads of Service and their Team Managers and provide information on what they can expect from OWD in relation to Organisational Development support and training provision. This was achieved by Barbara Barrett, Louise Hobbs, and Suzanne Stefanelli attending Service management meetings during July – September. These meetings also gave the opportunity for managers to discuss specific OWD needs arising from the HDC staff survey results for their Service. The outcome of the meetings is development of an HDC Workforce Development Strategy and HDC Training plan 2012 – 2013.

Following on from these meetings an Open Day was held at Pathfinder House on the 14<sup>th</sup> September 2012. The aim on the day was to raise awareness of LGSS OWD provision. It also

gave the opportunity for HDC staff and managers to discuss individual needs with OWD Advisors in relation to Management training, Vocational qualification, Apprenticeships and the Open Directory courses. Managers were also invited to attend bite sized sessions on three different aspects of the Leading and Empowered Organisation (LEO) programme. Staff were also asked to participate in a survey relating to future Administration processes.

The day was a great success with in excess of 60 HDC staff attending. The following interest has been generated from the day:

- 17 people interested in attending a LEO programme including 3 Heads of Service for a 2 day LEO overview.
- Two senior managers interested in the Senior Leadership Development Programme
- Vocational qualifications – To date there have been two registered learners one Preparing to Teach in the Life Long Learning Sector (PTLLS) starting and one Level 3 Business Admin. There are two learners due to have a follow up meeting for Business Admin qualifications. There is also a staff meeting planned with Environment Service to discuss customer service awards and apprenticeships. New qualifications with Leisure Development staff to offer their employees are currently being explored.
- Possible Apprenticeships are being considered in Customer Service and the Corporate Office.

Maggie Evans (LGSS) has been working with Suzanne Stefanelli/Janet Maulder/Terry Parker Managing Director (Resources) at HDC on identifying the activity to be undertaken.

Over the next two weeks she has meetings arranged with

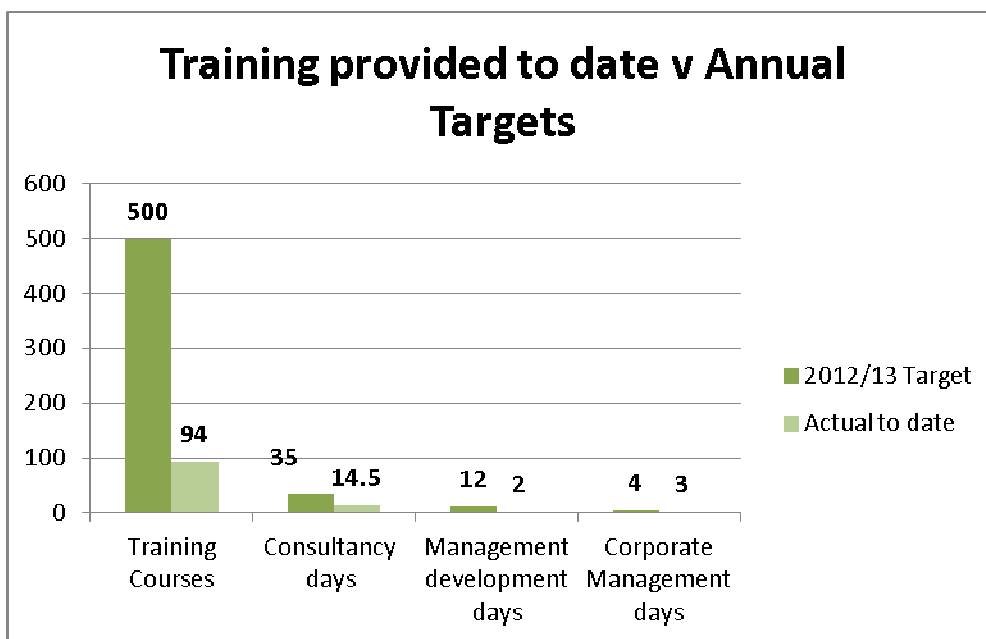
- Managers (Corporate Office & Customer Services)
- Vice Principal Huntingdonshire Regional College

Details of functional skills and skills checks opportunities have been sent to the managers within the Operations service and we are awaiting their response regarding need and volume of activity

During the day positive feedback was received in relation to the communication of the event, arrangements and the mix of information and activities on offer during the event. In addition the following feedback has been received from Councillor Cawley who chairs the HDC Employment Panel ' he had called in to the Open Day and had been really impressed with what he had seen and that the staff involved had been really enthusiastic and helpful'.

In partnership with the HDC IMD service an article has subsequently been published in the Team News.

- Training delivered against plan



The OWD Team have spent a considerable amount of time meeting with managers across HDC to ascertain what the training needs of their teams are so that needs can be targeted and delivered in a timely manner. The intention therefore is to deliver the majority of the training in the second half of the year now that the required training has been identified and planned.

### 7.0 Feedback

Feedback from senior managers to date has been mostly positive. Some concerns have been raised by a small number of managers who are resistant to undertaking aspects of HR process that they have not historically been asked to do. Where this arises the team have been working with managers to explain the rationale for changing process or procedure, in the context of continuous improvement. Furthermore, the changes and developments have been welcomed and appreciated by the majority of managers.

Positive feedback was received at a review meeting held between the Director of HR & OWD (now Director of People, Performance & Transformation) and the Managing Director, Resources during which the implementation of contract and early service delivery was discussed.

With regards to Recruitment, work has been underway to hand over the full end to end process to the LGSS Team in recent months. As stated earlier, it is fair to say that there have been some teething problems and unforeseen complexities have arisen, but where these have been raised the Recruitment Manager has been working with teams to try to resolve matters and find workable solutions to move forward. This is an area where continuous improvement is key and the team are evolving the process to better serve the customer needs.

The recruitment process has been mapped and documented as requested by HDC managers and is available on the intranet. Drop in sessions were set up by the Recruitment Team but were poorly attended. Work is now underway to organise a Team Manager event focussed on Recruitment during November.

Feedback about the training opportunities opening up to HDC staff through the LGSS programme has been very positive and well received.

## **8.0 Outcomes to date**

The 10 staff previously employed by HDC and transferred into LGSS have made the transition well and settled into their new teams. They have been through both team and corporate inductions and are proving to be both an asset to our teams and strong advocates of working in LGSS services.

From a business perspective, the transfer of staff was achieved in a seamless way and there was no lack of continuity of service.

The HR Business Partner met with all Heads of Service to understand their service needs and challenges and to seek feedback on ways that business as usual services could be better delivered.

Recruitment processes have been reviewed to take on board early feedback from Heads of Service and management teams. The LGSS Recruitment Team has now taken on responsibility for handling all recruitment campaigns with effect from mid July, and on line application forms have been available since September.

The five policy areas to be addressed in the first year of contract have been identified, approved and prioritised. Work is now underway on the first of these and there will be further work undertaken in the next quarter to take policies on Sickness Absence and Capability Procedures through the consultative process, before being rolled out to managers.

A survey was issued to managers in May to seek views on the HR, Payroll & OWD services provided prior to the contract commencing. An action plan to address comments and issues raised was compiled and presented to SMG in August for approval. Progress against these actions will be reported to future SMG meetings by the HR Business Partner.

An early request was for sickness information to be sent out earlier to managers so that they can take earlier action. This has been delivered by the Payroll Team who now provide this information a maximum of 3 weeks after the period end, as opposed to it taking 6 weeks previously.

## **9.0 Priorities for the next quarter**

During the next quarter key projects that will be underway include:

- Supporting the ongoing Pay Review.

- Delivering the training needs that have been identified through recent focus group activity and open days.
- Continuing to brief managers on the recruitment processes and iron out any emerging issues with process or procedure.
- Further briefing for Team Managers on the recruitment processes.
- Review and redesign of the absence and capability policies.
- Completion of the review of the employee relations and consultative framework.
- Roll out of changes to the management of absence in terms of return to work interviews and self certification processes.

## **10.0 Summary**

The onboarding has largely been a success and has provided benefits that had not been foreseen in terms of access to wider projects and expertise within the LGSS organisation. There has also been a greater input to the pay review than expected which has been very positive.

The transferred staff have responded well to the change although one has recently resigned and left the team.

The response from HDC managers has on the whole been very positive to the service provided, with good productive working relationships established. The performance standards have been achieved to date.

EMPLOYMENT PANEL  
CABINET

28<sup>th</sup> NOVEMBER 2012  
13<sup>th</sup> DECEMBER 2012

**SAFEGUARDING POLICY**  
**(Report by the Lead Safeguarding Officer)**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to consider and ratify the attached reviewed Safeguarding Policy and subsequent introduction.

**2. BACKGROUND INFORMATION**

- 2.1 The Safeguarding Policy was last reviewed in June 2011. Since that date, there have been significant changes to the previous 'Vetting & Barring Scheme'.

- 2.2 The first phase of changes concerning the 'Disclosure and Barring Scheme' came into effect on 10<sup>th</sup> September 2012. Changes impacting on HDC include:

- New definition of 'Regulated Activity'.
- Repeal of controlled activity.
- Minimum age (16) at which someone can apply for a CRB check.
- New definition of 'Vulnerable Adult'.
- Amendments to the CRB checking process.

- 2.3 The attached Policy document has been reviewed by the Lead Safeguarding Officer in consultation with the HDC Designated Safeguarding Officers and HR.

**3. RECOMMENDATION**

- 3.1 The Employment Panel is requested to adopt the attached Safeguarding Policy and to delegate further changes to the Chief Officers Management Team and the Lead Safeguarding Officer until the next review in June 2014.

**Contact Officer:**

Chris Davidson, Lead Safeguarding Officer ☎ 01480 387801

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# Safeguarding Policy

<b>Name of Policy</b>	Safeguarding Policy	<b>Person/posts responsible</b>	Lead Safeguarding Officer
<b>Date approved/adopted</b>	2006	<b>Approved by</b>	Employment Panel
<b>Date last reviewed</b>	June 2011	<b>Date of last amendment</b>	January 2012
<b>Review approved by</b>	Employment Panel	<b>Date of next review date</b>	June 2014

# Safeguarding Policy

## 1. Introduction

Everyone has a responsibility for safeguarding children, young people and vulnerable adults.

Huntingdonshire District Council (HDC) is committed to delivering services that safeguard those who engage with them. HDC assures all professional and voluntary organisations that it will fully support and protect anyone, who in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that abuse or bullying is taking place. Please refer to HDC's whistle blowing policy for further information.

This policy outlines good practice to promote the safety of those using our services and to protect Employees, Volunteers and Councillors from false allegations.

## 2. References

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

Please note that all employees, volunteers and Councillors including those who have not yet reached their 18th birthday are covered by this Safeguarding Policy which should also be read in conjunction with the following HDC policies:

- Recruitment and Selection Policy
- Employee Code of Conduct
- Whistle blowing Policy
- Dignity at Work Policy
- Health and Safety Policy
- Disciplinary Policy

## 3. Background

The Children's Act 2004, Childcare Act 2006, Safeguarding Vulnerable Groups Act 2006 and HM Governments 'Working Together to Safeguard Children 2010' place a duty on key statutory agencies to safeguard and promote the welfare of children, young people and vulnerable adults. The 2004 Act embodies five principles that are key to the wellbeing of children, young people and vulnerable adults and are known as the 5 Every Child Matters outcomes:

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

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

#### **4. Aims**

4.1 This policy aims to set out procedures for the safeguarding of children, young people and vulnerable adults protecting them from abuse (see Appendix 3 for definitions of types of abuse).

4.2 HDC will achieve this by:

- a) Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults;
- b) Promoting good practice that encourages a safe environment; protects all parties and avoids mistaken allegations of abuse;
- c) Providing all Employees, Volunteers and Councillors who fall within HDC's regulated activities with instruction, training and information that will ensure that they:
  - are properly equipped to recognise abuse and mistreatment;
  - are clear about how to report and record concerns;
  - understand the need to take advice about concerns from relevant specialists when necessary;
  - work in a way which will protect them, as far as possible, from accusations of abuse.
- d) Ensuring that all suspicions or allegations involving Employees, Volunteers and Councillors are dealt with effectively and efficiently and that appropriate criminal, disciplinary and appeals procedures are implemented.
- e) Ensure Employees, Volunteers and Councillors who work with children, young people and vulnerable adults are subject to Criminal Records Bureau (CRB) checks and / or a satisfactory disclosure prior to taking up the post.
- f) Following a decision taken by the HDC Employment Panel on 30th November 2011, CRB checks are to be carried out on appointment only, subject to unbroken continuous employment and undertaken in line with current best practice (see Appendix 2) as agreed by HDC.
- g) Require all contractors and, where appropriate, their employees to adopt and abide by the processes laid out in the Safeguarding Policy.

4.3 Reviewing this policy at least once every 3 years or when major change in the organisation or in relevant legislation occurs.

#### **5. Definitions**

##### **5.1 Children and Young People:**

Anyone who has not yet reached their 18th birthday.

##### **5.2 Vulnerable Adult:**

Any person aged 18 or over for whom a 'regulated activity' is provided.

##### **5.3 Employees, Volunteers and Councillors:**

Include anyone working for, or on behalf of, HDC whether paid or voluntary.

#### 5.4 **HDC Regulated Activity:**

Regulated activity is defined to focus on work which involves close and unsupervised contact with vulnerable groups including children. The definition of regulated activity is given in Appendix 5.

Regulated activity excludes family arrangements, and personal, non-commercial arrangements.

#### 5.5 **Close and Regular Access:**

The term used to describe working or volunteering with children, young people or vulnerable adults:

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

### **6. Guiding Principles**

6.1 This policy applies to all HDC Employees, Volunteers, Councillors and sub-contractors. Additionally, and where appropriate, this policy applies to contractors where a completed self declaration is held (see Appendix 9).

6.2 The guiding principles for safeguarding are:

- a) the welfare of the individual is paramount;
- b) everyone has the right to protection from abuse;
- c) Employees, Volunteers and Councillors should work in an open and transparent way;
- d) Employees, Volunteers and Councillors should avoid any conduct which would lead any reasonable person to question their motives or intentions (see Appendix 8).
- e) The same professional standards should always be applied regardless of culture, gender, language, racial origin, religious belief and/or sexual orientation reflecting the protected areas as outlined in The Equality Act 2010 of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation.

6.3 Confidentiality shall be upheld in line with current data protection and human rights legislation. The information sharing protocol of Cambridgeshire Local Safeguarding Children's Board will be followed in circumstances where information is shared with other agencies in the interest of a child, young person or vulnerable adult.

## **7. Areas of Specific Responsibility**

7.1 Each of the following roles within HDC has specific responsibilities (see Appendix 7).

- Lead Safeguarding Officer.
- Human Resources.
- Democratic Services.
- Heads of Service.
- Managers.
- Managers of Employees with Zero Hour Variable Contracts.
- Designated Safeguarding Officers.
- All Employees, Volunteers and Councillors.

A list of both these and other useful contacts can be found in Appendix 11.

## **8. Advice and Support**

8.1 All reasonable steps will be taken to ensure unsuitable people are prevented from working with children, young people and vulnerable adults.

## **9. Support following allegations of abuse**

9.1 Consideration will be given to the appropriate support to individuals, both those subject to, and those making, allegations of abuse.

9.2 HDC's First Contact, Counselling Services as well as help lines, support groups and open meetings will be encouraged to maintain as open a culture as possible and aid the healing process.

## **10. Training**

10.1 Appropriate training will be provided to all HDC Employees, Volunteers and Councillors who work within the parameters of regulated activities. Additional activity specific guidance can be found in Appendix 6.

10.2 The level of required training is as follows in line with HM Government guidance and will be facilitated through Learning and Development.

- a) **Group 1** – For Employees, Volunteers or Councillors who will work with children, young people and vulnerable adults or may come into contact with the public as a result of their role within HDC. As stipulated in the Cambridgeshire Local Safeguarding Children's Board competencies training will cover general safeguarding and to incorporate the promotion of well-being issues together with this policy. Refresher training will take place every two years or in line with alternative arrangements as determined by approved bodies or in the event of any significant change.
- b) **Group 2** – Additional training for Designated Safeguarding Officers as stipulated in the Cambridgeshire Local Safeguarding Children's Board competencies will cover responsibilities of their roles and detailed consideration of the Safeguarding Policy. Refresher training will take place every two years or in the event of any significant change.

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

- 10.4 **Sports Coaches** - Employees, Volunteers and Councillors working in sport shall be required to attend the Sport Coach UK course 'Safeguarding and Protecting Children and other appropriate courses as identified by Huntingdonshire District Council' unless they are able to demonstrate that an alternative sport's governing body approved training course has been attended.

## **11. Monitoring and Appraisal**

- 11.1 Employees whose roles include regulated activities will be reviewed in relation to the Safeguarding Policy on an annual basis via a supervision meeting as appropriate.
- 11.2 Managers whose roles include use of volunteers in regulated activities will be reviewed in relation to adherence to the Safeguarding Policy via a supervision meeting.
- 11.3 This policy will be reviewed at least once every three years. The review will be initiated by the Lead Safeguarding Officer.

## **12. Vulnerable person Referral Form**

- 12.1 If an Employee, Volunteer or Councillor has a concern of poor practice or abuse or needs to report an incident concerning a child or young person, the form in Appendix 11 should be completed and passed to the Designated Safeguarding Officer or in their absence to another Designated Safeguarding Officer or the Council's Lead Safeguarding Officer.

***This process is included in Appendix 1, Flowchart 1***

- 12.2 If an Employee, Volunteer or Councillor has a concern of poor practice or abuse or needs to report an incident concerning an adult considered vulnerable by the activity they are participating within at a particular time, the form in Appendix 12 should be completed and passed to the Designated Safeguarding Officer or in their absence to another Designated Safeguarding Officer or the Council's Lead Safeguarding Officer.

***This process is included in Appendix 1, Flowchart 1***

## **13. Responding to disclosure**

- 13.1 Within 24 hours of being informed of an incident the Designated Safeguarding Officer will report the incident or seek the appropriate advice. The Designated Safeguarding Officer will advise the referrer of the action they will take and provide further feedback as appropriate. Guidance on how to respond to disclosure is given in Appendix 4.
- 13.2 Designated Safeguarding Officers will ensure that all necessary information and completed forms are supplied to the Lead Safeguarding Officer. In One Leisure Designated Safeguarding Officers will ensure this information is supplied to the designated One Leisure Officer who will, in turn, ensure information is supplied to the Lead Safeguarding Officer.

***This procedure is summarised in Appendix 1, Flowchart 1***

## **14. Responding to an accusation of poor practice or abuse**

### **14.1 What if I am accused of poor practice or abuse?**

- a) You have a responsibility to contact your Line Manager immediately, or as soon as possible, and should provide a detailed written account of the circumstances.

- b) Within 24 hours of receipt of a written account a Designated Safeguarding Officer will report the incident or seek the appropriate advice from the appropriate Designated Safeguarding Officer in One Leisure or the Lead Safeguarding Officer.
- c) The Designated Safeguarding Officer will, maintain communication with and, advise the referrer of the action they will take and provide further feedback as appropriate.
- d) An investigation of the circumstances leading to the accusation should be undertaken by a Designated Safeguarding Officer and as appropriate further action be taken and a report submitted to the LSO.

***This Procedure is summarised in Appendix 1, Flowchart 2***

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

- a) Consideration should be made, in consultation with the Lead Safeguarding Officer and HR, of withdrawing the employee from duty at the earliest opportunity.
- b) Working with the individual employee a detailed written record of the event should be made.
- c) Within 24 hours of receipt of a written account the Designated Safeguarding Officer will report the incident or seek the appropriate advice. The Designated Safeguarding Officer will advise the referrer of the action they will take and provide further feedback as appropriate.
- d) An investigation of the circumstances leading to the accusation should be undertaken by a Designated Safeguarding Officer and as appropriate further action be taken and a report submitted to the LSO.
- e) If such an investigation establishes poor practice, rather than abuse, then together with HR the following should be considered:
  - Appropriate training and supervision;
  - Review of general practice in relation to safeguarding;
  - Implementation of standard disciplinary procedures.

***This Procedure is summarised in Appendix 1, Flowchart 3***

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

- a) Consideration should be made, in consultation with the Lead Safeguarding Officer and HR, of withdrawing the employee from duty at the earliest opportunity.
- b) Working with the individual employee a detailed written account of the event should be made.
- c) Within 24 hours of receipt of a written account the Designated Safeguarding Officer will report the incident or seek the appropriate advice from the Lead Safeguarding Officer. The Designated Safeguarding Officer will advise the referrer of the action they will take and provide further feedback as appropriate.

- d) An investigation of the circumstances leading to the accusation should be undertaken within a reasonable timeframe as appropriate to the particular circumstances of the case and as appropriate further action be taken.
- e) If abuse cannot be ruled out then, in consultation with the Local Authority Designated Officer (LADO), the Police should be contacted.
- f) If abuse is confirmed:
  - The standard Disciplinary Procedure should be implemented;
  - A review of general practice in relation to safeguarding should be undertaken.

***This Procedure is summarised in Appendix 1, Flowchart 4***

**14.4 What if an allegation is made against an adult who works or volunteers in a childcare setting?**

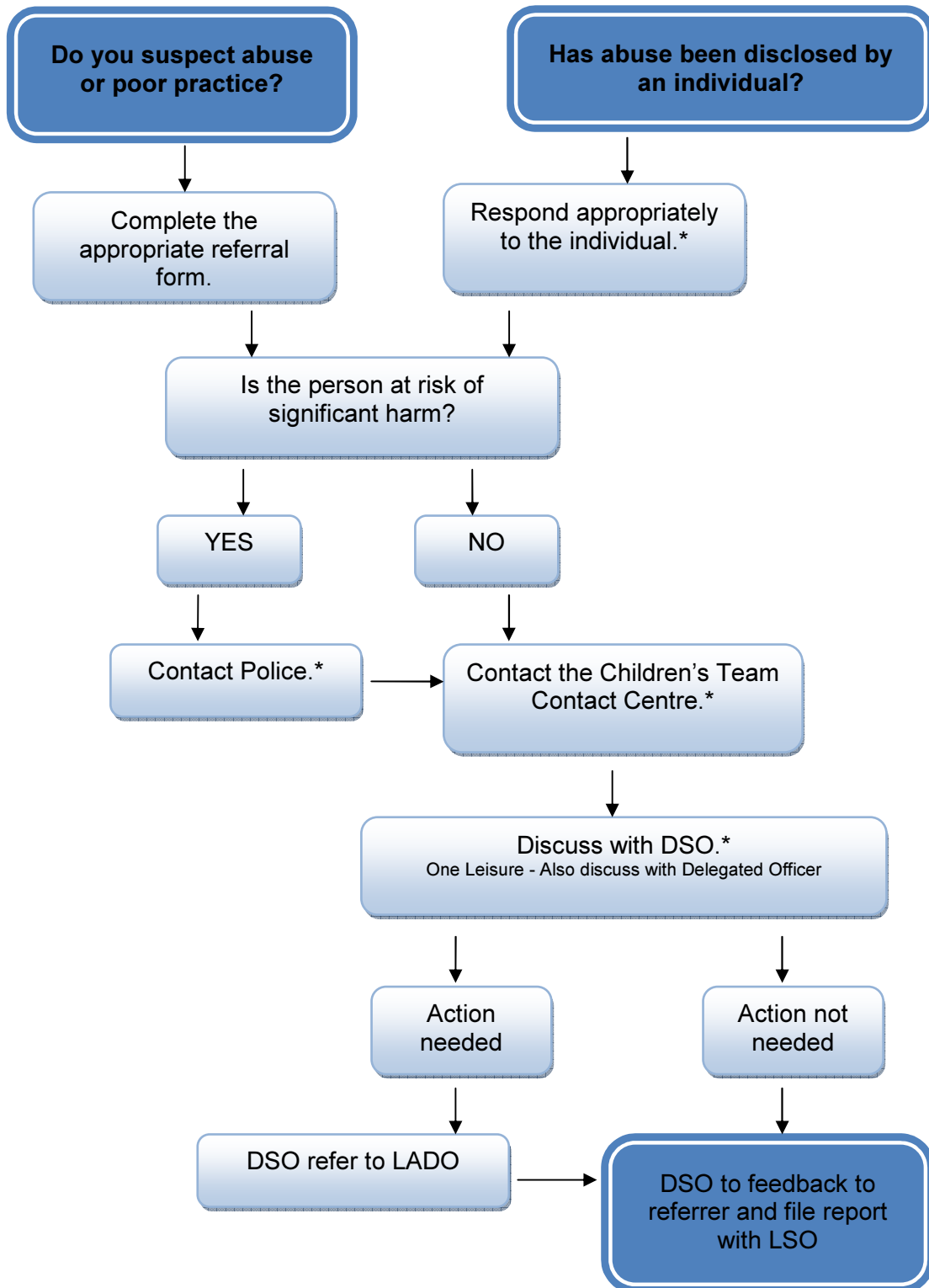
- a) The definition of a 'childcare setting' for the purpose of the Safeguarding Policy is a setting e.g. One Leisure crèche or children's club, registered with Ofsted either on the Voluntary or Compulsory Register.
- b) The process as prescribed in Flowchart 5 must be adhered to.

***This Procedure is summarised in Appendix 1, Flowchart 5***



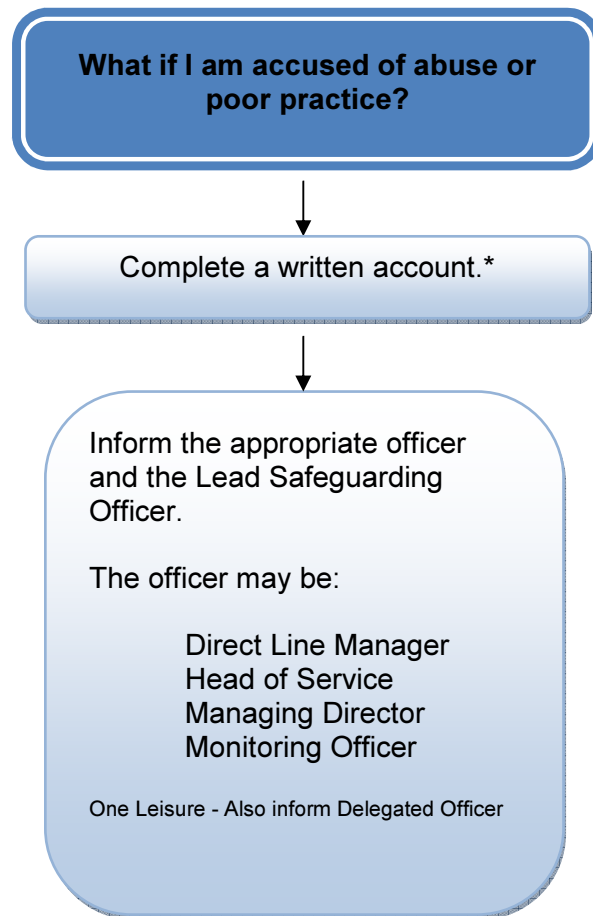
Appendix 1

Flowchart 1



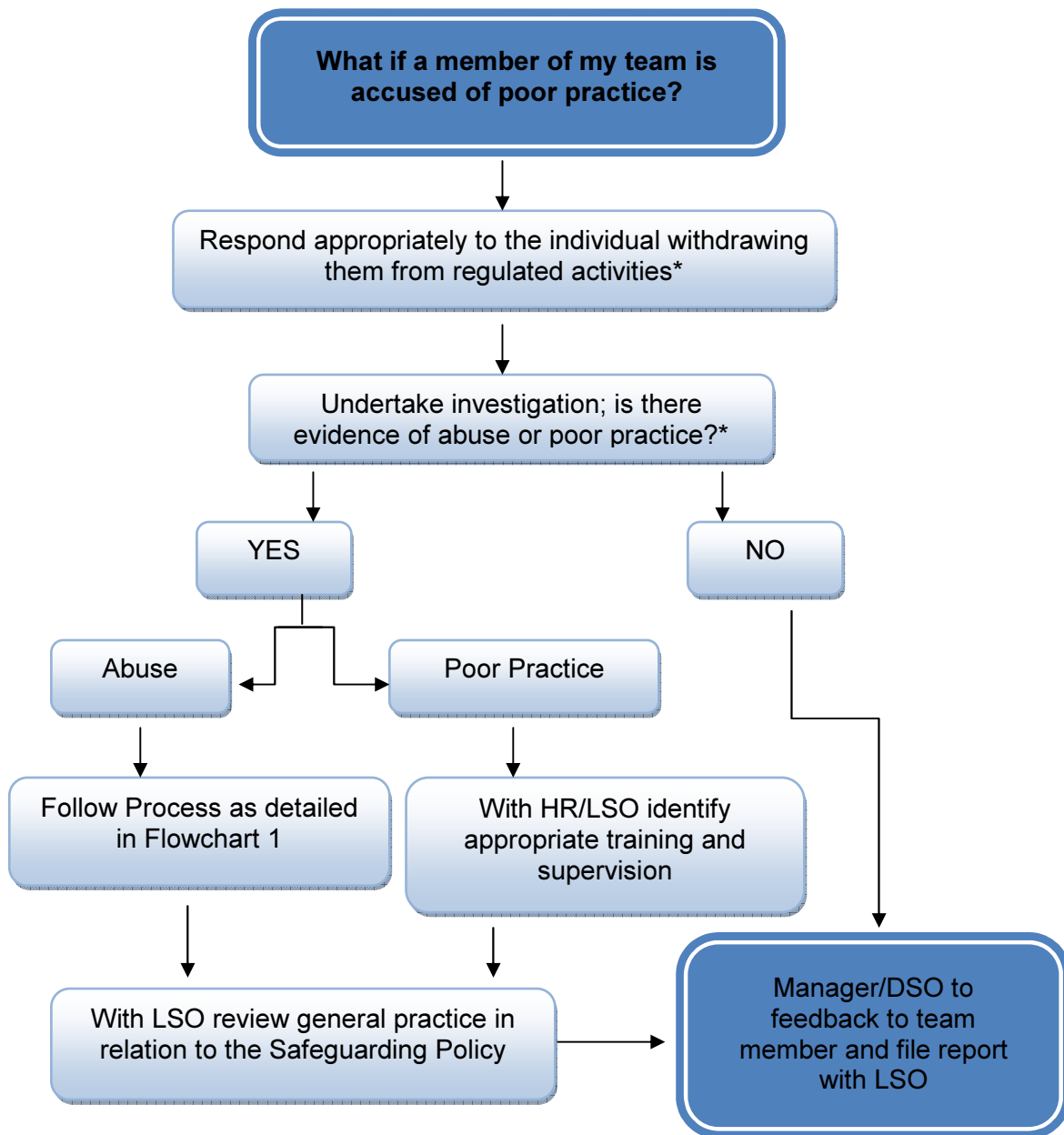
\* Additional guidance within policy and procedure

## Flowchart 2



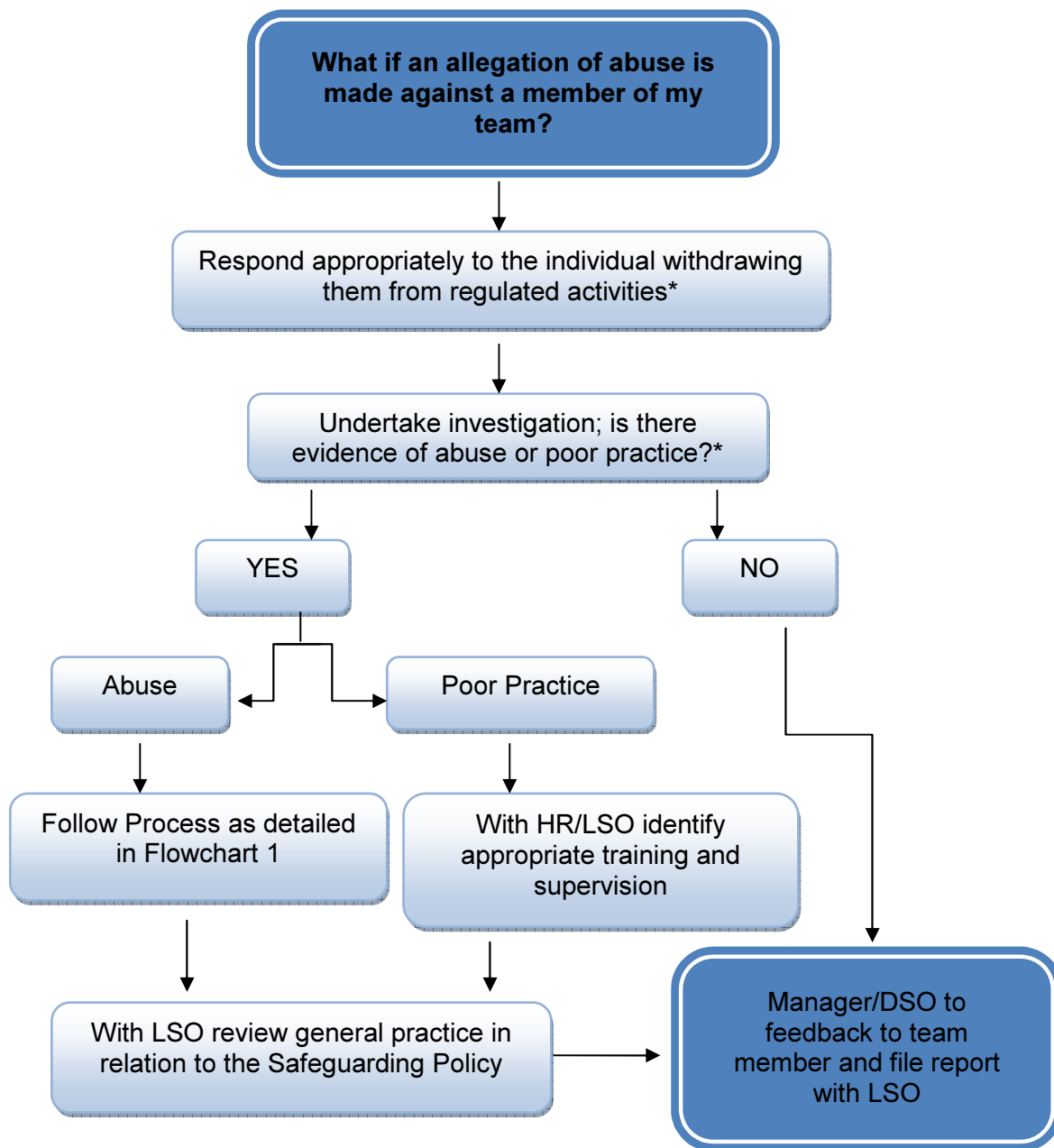
\* Additional guidance within policy and procedure

### Flowchart 3



\* Additional guidance within policy and procedure

#### Flowchart 4



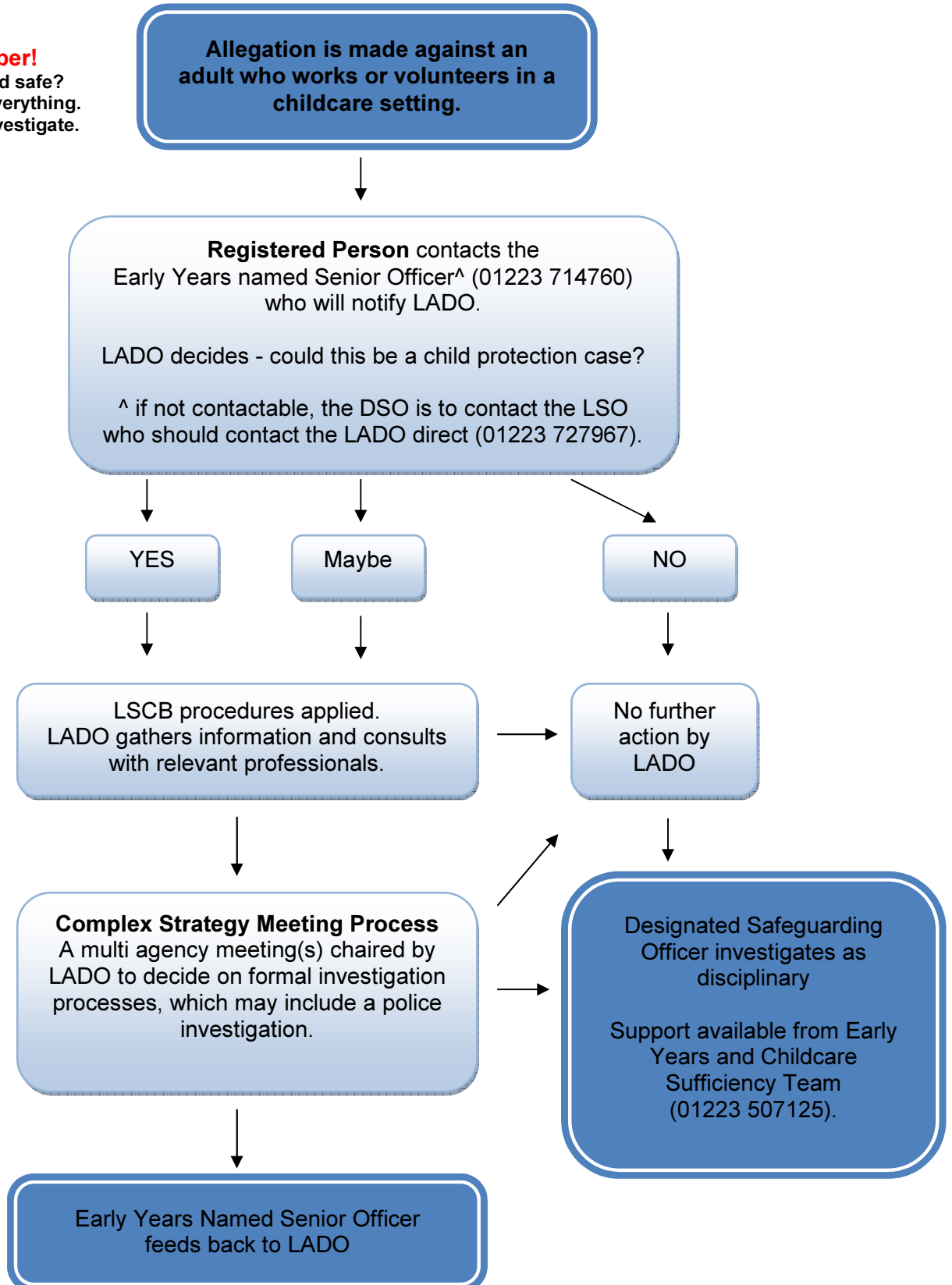
\* Additional guidance within policy and procedure

## Flowchart 5

*This flowchart is a copy of the Early Years procedure for 'Allegations of abuse against adults who work or volunteer in a childcare setting'.*

**The childcare setting must inform Ofsted of any complaints or significant incidents and follow the procedure below:**

**Remember!**  
Is the child safe?  
Record everything.  
Do not investigate.



## Appendix 2

### Additional HDC CRB Procedure Guidance - HDC Employees Only

- Applications to become the Lead Signatory of a Registered Body or a Countersignatory can only be submitted where the person is aged 18 or over at the time of making the application.
- Applications can only be submitted to the CRB for Standard or Enhanced checks where the applicant is aged 16 or over at the time of making the application.
- Applications for controlled Activity positions can no longer be submitted (as of 10<sup>th</sup> September 2012).
- Criminal Record Bureau (CRB) checks are obtained on appointment to a role where it has been identified as required.
- Subject to unbroken continuous service, renewal of CRB Disclosures for HDC employees is not required, however all HDC Designated Safeguarding Officers will continue to renew CRB Disclosures on a three-year cycle.
- If service is broken for a period longer than one month but less than twelve months, the employee will be required to complete a CRB 'self-declaration' form (see Appendix 10) for each period of time exceeding one month.
- Employees who work intermittently throughout the year e.g. variable hour's staff (particularly students) and exceed a period of twelve months of no employment will be required to renew their CRB Disclosure before recommencing employment.
- The HDC Code of Conduct states that all employees are required to inform their Head of Service if they are convicted of any criminal offence while employed by the Council.
- Where a role has been identified as requiring a CRB Disclosure, the employee must complete pre-determined questions on a 6-month and annual basis. The questions will relate to any criminal offences and other issues affecting the outcome of a CRB disclosure occurring since their most recent CRB disclosure.
- A CRB Disclosure will search an individual's details against criminal records and other sources, including the Police National Computer. The check may reveal convictions, cautions, reprimands and warnings.
- If any such details would be disclosed through an authorised CRB check, these same details must be disclosed during the 6-month and annual process.
- Posts that require a CRB prior to commencement of employment will be determined by the Head of Service or the Designated Safeguarding Officer Group.

### Portability of CRB Checks

- The CRB check is not portable as it is still only a snapshot of information available at the time of the disclosure.
- All staff appointed to a role where it has been identified a CRB check is required, will be subject to a suitable CRB Enhanced Disclosure prior to taking up post.

## One Leisure CRB Guidance

- A leisure centre is not a listed establishment in the Safeguarding Vulnerable Groups Act 2006 and therefore all roles must be assessed on the nature of the duties the individual will carry out, i.e. training, teaching, instructing and supervising children, young people or vulnerable adults.
- Activities in a leisure centre which are open to the general public are not covered by any exceptions in legislation and, therefore, unless a class or event has been organised wholly or mainly for children, young people or vulnerable adults, the instructor / facilitator would not meet the criteria for a CRB check. For further information please refer to [www.homeoffice.gov.uk/crb-eligibility](http://www.homeoffice.gov.uk/crb-eligibility) and / or speak to the Council's Lead Safeguarding Officer.

### Leisure Centre Scenarios:

#### ➤ Scenario A

There is an aerobic class for young mothers with no childcare facility. Some mothers bring their children along and the children may join in.

*This is classed as incidental contact with children and the instructor is therefore not eligible for a CRB check.*

#### ➤ Scenario B

There is a weekly dance class for children aged 18 and under.

*The instructor meets the criteria and is eligible for a CRB check even if the children in the class may differ from week to week.*

#### ➤ Scenario C

An NHS trust makes arrangements with a leisure centre to provide weekly classes for children or adults as part of a care package in relation to their specific needs.

*Where the same instructor takes the class, the instructor is eligible for a CRB check.*

#### ➤ Scenario D

The leisure centre allows members of the public to hire its premises A local football club hires a hall for eight weeks to carry out training for the 'under 15' team. The centre insists that they have to carry out a CRB check for insurance purposes before they can allow him to hire the hall.

*There is no exemption which allows the leisure centre to insist on a check for insurance / hire purposes.*

#### ➤ Scenario E

A leisure centre wants to CRB check their administration, maintenance, catering and cleaning staff as they have opportunity for contact with children, young people and vulnerable adults and may wear the centre uniform so they are seen

as a 'person of trust'. The contact with these groups is of an incidental nature while they are carrying out their main tasks.

*If the nature of their duties does not include direct teaching, training, supervising of children, young people or vulnerable adults as described above then it would be an offence under the police Act 1997 to submit a CRB check on their behalf.*



## Appendix 3

### Recognition of Abuse

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

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

- **Neglect** - a persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - Protect a child from physical and emotional harm or danger;
  - Ensure adequate supervision (including the use of inadequate care-givers);
  - Ensure access to appropriate medical care or treatment.

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

- **Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in an individual within their care.
- **Sexual Abuse** - involves forcing or enticing an individual to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving individuals in looking at, or in the production of, sexual images, watching sexual activities, encouraging individuals to behave in sexually inappropriate ways, or grooming an individual in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.
- **Emotional Abuse** - the persistent emotional maltreatment of an individual such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to an individual they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may involve age or developmentally inappropriate expectations being imposed on an individual. These may include interactions that are beyond the individual's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the individual participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing individuals frequently to feel frightened or in danger, or the exploration or corruption of

individuals. Some level of emotional abuse is involved in all types of abuse although it may occur alone.

## Appendix 4

### Responding to a Disclosure

If you receive information concerning disclosure you should:

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

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

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

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

## Appendix 5

### Best Practice When Working Within Regulated Activities.

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

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

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

#### **Regulated Activities – Definition**

This is work which a barred person must not do or work for which the organisation may obtain a Criminal Records Bureau (CRB) check.

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

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

#### **Summary of the new definition of regulated activity (10<sup>th</sup> September 2012)**

##### ***Regulated activity relating to children***

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

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

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

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

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

- Any supervised teaching, training or instruction of children or the provision of any care or supervision of children by a person who is being supervised by another. The exceptions are where certain types of personal care or health care are provided to

children or where any of the activities take place in a specified place such as a child care setting.

### ***Regulated activity relating to adults***

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

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

Categories include:

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

Additional Information:

First Aid

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

## **Creating the right context for Safeguarding**

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

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

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

## **Achieving good preparation for Regulated Activities**

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

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

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

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

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

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

## **Ensuring the right environment for Regulated Activities**

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

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

## **Avoiding allegations during Regulated Activities**

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

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

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

- a) Appropriate written consent from a parent or carer should be obtained;
- b) And use of your own car is unavoidable, appropriate insurance covering business use must be held;
- c) A valid CRB must be held;
- d) You should be accompanied by either an employee or councillor.

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

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

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

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

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

## Summary of recommended Best Practice

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



## Appendix 6

### Additional Activity Specific Safeguarding Policies and Procedures

#### Good practice for activities where parental supervision is not required

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

- a) **Ratios** - comply with appropriate legal requirements / recommendations e.g. Ofsted, NGB etc.
- b) **Signing in and out** - the strict signing in and out procedure as laid out in this policy should be followed additionally if you are leading an activity you should be aware of the number, and names, of those you are expecting and how those taking part in the activity are getting home (i.e. on their own or being collected and if so by whom).
- c) **Photographs** - must not be taken by any individual (including the press) without obtaining the express and prior consent of parents using the HDC permission form (Appendix 7).
- d) **Introductions** - if you are leading an activity you must ensure that you introduce both yourself and your helpers ensuring you are instantly recognisable (in uniform) and that participants should come to you, as the leader, during the day if they have need of first aid or if they are not happy with part of the activity, or with the behaviour of someone else.
- e) **Set the scene** - you should make clear what is going to be happening, how, why and when. You should have a detailed plan of activities, supervise activities and ensure all activities are suitable, potentially dangerous equipment may require increased supervision by a competent person.
- f) **Explain** - to all participants that in order for everyone to have a good time unacceptable behaviour will not be tolerated (i.e. bullying, shouting, bad language, dangerous behaviour etc)
- g) **Excessive time** - must not be spent alone by staff and volunteers with children, young people and vulnerable adults, away from others. Doors should be left open if separating a group; where first aid is necessary, maintain a degree of privacy if necessary but have someone else with you. Where a participant requires escorting or asks for the toilet, do not go alone, and take more than one child. Participants should not be taken alone in a car, unless previous agreements have been made with the carer.
- h) **Physical contact** - should be avoided unless to treat an injury, prevent an injury or absolutely essential to the activity (e.g. holding the hand of a very young child on uneven ground). If a child is upset, reassurance may be appropriate; however this should be done in the open and in front of others.
- i) **Remember** - organisers are responsible for the participants once they are signed in and until they are collected by their parents/carers.
- j) **Collection** - where a participant is not collected within half an hour of the event end time relevant procedures should be followed.

#### **Remember:**

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

## **Communications with children, young people and vulnerable adults**

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

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

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

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

## **Personal and Intimate Care**

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

## **Advice and Support**

### **Recruiting to Posts**

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

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

### **Working with Contractors and Partner Organisations**

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

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

This applies to all contracts, even those not requiring a formal tender.

### **Hiring of HDC Facilities**

Where HDC facilities are hired to external groups the hirer will need to:

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

And where specified by the HDC facility management:

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

### **Using Volunteers**

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

## **Appendix 7**

### **Details of Areas of Specific Responsibility**

#### **Lead Safeguarding Officer:**

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

#### **Human Resources:**

- a) Will, through recruitment and selection processes, ensure CRB checks and references for all Employees, Volunteers (One Leisure, SALT and Countryside Services submit their own volunteer CRB applications) and Councillors (Democratic Services submit Councillor CRB applications) involved in HDC regulated activities are completed prior to taking up the post.
- b) Managers must inform HR (OWD) of any safeguarding training needs of employees at commencement of employment and on an ongoing basis.
- c) Will maintain a record of all employees that have completed a CRB check and are considered suitable for work involving substantial access to children, young people or vulnerable adults in consultation with the Lead Safeguarding Officer.
- d) Will ensure that CRB checks and references are kept secure and confidential.
- e) When a trace is disclosed on a CRB disclosure during the recruitment process, HR will take responsibility with the Head of Service to undertake a risk assessment if the recruiting manager wishes to continue with the employment of the candidate.
- f) When a conviction is disclosed on a CRB check during the recruitment process, HR will take responsibility with the Head of Service to undertake the appropriate Objective Assessment if the recruiting manager wishes to continue with the employment of the candidate.

#### **Democratic Services:**

- a) Will maintain a record of all Councillors that have completed a CRB check and ensure CRB checks are undertaken in line with current best practice as agreed by HDC for each term of office.
- b) Will ensure Councillors are aware of, understand and act in accordance with the Safeguarding Policy and guidance.
- c) Will include appropriate training in the Member Training Programme.

### **Heads of Service:**

- a) Will determine posts that require a CRB prior to commencement of employment.
- b) Are responsible for the distribution of the Safeguarding Policy to Service Managers.
- c) Will ensure that all appropriate procedures and related guidance are implemented.
- d) When a trace is disclosed on a CRB disclosure, the Head of Service will be responsible for undertaking a risk assessment, advised by HR.
- e) When a conviction is disclosed on a CRB check, the Head of Service will undertake the appropriate Objective Assessment, advised by HR.

### **Managers:**

- a) Are responsible for making sure that all employees are aware of, understand and act in accordance with the Safeguarding Policy and related guidance.
- b) Must inform HR (OWD) of any safeguarding training needs of employees at commencement of employment and on an ongoing basis.
- c) Must make sure that any contractors, agents or other representatives, whom they engage to undertake regulated activities are aware of, understand and act in accordance with the Safeguarding Policy and related guidance.
- d) Are responsible for ensuring that all employees that require a CRB disclosure to undertake their employment complete the CRB Self Declaration (Appendix 10) on 1<sup>st</sup> April and 1<sup>st</sup> October of each year.

### **Managers of Employees with Zero Hour Variable Contracts:**

- a) Will, through recruitment and selection processes, ensure CRB checks and references for all zero hour variable contracted employees and volunteers involved in regulated activities are completed prior to commencement of Employment.
- b) Are responsible for making sure that all employees are aware of, understand and act in accordance with the Safeguarding Policy and related guidance.
- c) Will ensure that safeguarding training is part of the induction programme for all new employees having close and regular access or working within HDC regulated activities.

### **Designated Safeguarding Officers:**

- a) Will provide a point of contact for Employees, Volunteers and Councillors who want advice regarding concerns about safeguarding children, young people and vulnerable adults or take forward a disclosure.
- b) Will deal with incident referral forms, deciding whether further action is necessary and advising the referrer of the action taken.
- c) Will provide a point of contact with all appropriate external contact(s).
- d) Within **One Leisure** only, a delegated officer will provide a single point of contact with external contacts.

### **All Employees, Volunteers and Councillors:**

- a) Have a responsibility to protect children, young people and vulnerable adults, and report abuse without delay to the appropriate person.
- b) Should be aware of and act in accordance with this Safeguarding Policy and related guidance.
- c) Should not begin any regulated activity prior to satisfactory completion of the HDC recruitment and selection process and CRB checks.
- d) Should attend appropriate safeguarding children, young people and vulnerable adults training if their HDC Role Profile requires CRB check.

- e) Should be aware of appropriate and inappropriate behaviour for employees, volunteers and councillors in charge of children, young people and vulnerable adults.
- f) Should know who their Designated Safeguarding Officer is.
- g) Have a responsibility to inform their manager (or the HDC LSO) of any allegation of abuse.
- h) That require a CRB disclosure to undertake their employment must complete the CRB Self Declaration (Appendix 10) on 1<sup>st</sup> April and 1<sup>st</sup> October of each year.

## Appendix 8

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

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

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

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

Internal e-mail systems should only be used in accordance with HDC policy.

Further information can be obtained from <http://www.becta.org.uk/>.

*This means that employees should:*

- *ensure that personal social networking sites are set at private and no individual from any vulnerable groups including children are listed as approved contacts.*
- *never use or access social networking sites of any individual from any vulnerable groups including children.*
- *not give their personal contact details to any individual from any vulnerable groups including children;, including their mobile telephone number.*
- *only use equipment e.g. mobile phones, provided by HDC to communicate with any individual from any vulnerable groups including children making sure that parents have given permission for this form of communication to be used.*
- *only make contact with any individual from any vulnerable groups including children for professional reasons and in accordance with any HDC policy.*
- *recognise that text messaging should only be used as part of an agreed protocol and when other forms of communication are not possible.*
- *not use internet or web-based communication channels to send personal messages to any individual from any vulnerable groups including children..*



## Social Contact

Employees should not establish or seek to establish social contact with any individual from any vulnerable groups including children for the purpose of securing a friendship or to pursue or strengthen a relationship. If any individual from any vulnerable groups including children seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her / his professional judgement in making a response. There will be occasions when there are social contacts between an individual from vulnerable groups including children and staff, where for example the parent and employee are part of the same social circle. These contacts however, will be easily recognised and openly acknowledged.

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

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

*This means that employees should:*

- *have no secret social contact with any individual from any vulnerable groups including children or their parents.*
- *consider the appropriateness of the social contact according to their role and nature of their work.*
- *always approve any planned social contact with any individual from any vulnerable groups including children or parents with an HDC Manager.*
- *advise an HDC Manager of any social contact they have with any individual from any vulnerable groups including or a parent with who whom they work, which may give rise to concern.*
- *report and record any situation, which may place an individual from any vulnerable groups including children at risk or which may compromise HDC or their own professional standing.*
- *be aware that the sending of personal communications such as birthday or faith cards should always be recorded and / or discussed with an HDC Manager.*
- *understand that some communications may be called into question and need to be justified.*

## Photography and Videos

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

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes

or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

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

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

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

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

*This means that employees should:*

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

*This means that employees should not:*

- *display or distribute images of children, young people or vulnerable adults unless they have consent to do so from parents / carers;*
- *use images which may cause distress;*
- *use mobile telephones or any other similar devices to take images of children, young people or vulnerable adults;*
- *take images 'in secret', or taking images in situations that may be construed as being secretive.*

### **Access to Inappropriate Images and Internet Usage**

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

Employees should not use equipment belonging to HDC to access pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the employee to continue to work with children and / or vulnerable adults.

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

Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Employees should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

*This means that HDC should:*

- *have clear e-safety policies in place about access to and use of the internet;*
- *make guidance available to both employees, children, young people and vulnerable adults about appropriate usage.*

*This means that employees should:*

- *follow HDC's guidance on the use of IT equipment;*
- *ensure that children, young people or vulnerable adults are not exposed to unsuitable material on the internet;*
- *ensure that any films or material shown to children, young people and vulnerable adults are age appropriate.*

**Appendix 9**

**Self Declaration for Contractors Engaged in Work on Behalf of HDC**

**Name of Contractor:**

.....

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

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

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

**Signature:** .....

**Name:** .....

**Position:** .....

**Date:** .....

**NB:** Huntingdonshire District Council reserves the right to investigate the validity of the above declaration.

**Appendix 10**



**CRB Self Declaration Form**

***(This form can be accessed via the intranet)***

All HDC employees working with / or in contact with vulnerable people including children, must complete this form if one of the following reasons apply:

- If the service of an HDC employee is broken for a period longer than one month but less than twelve months, the employee will be required to complete this form for each period of time exceeding one month.
- All HDC employees that require a CRB disclosure to undertake their employment, will be required to complete this form on 1<sup>st</sup> April and 1<sup>st</sup> October of each year.

**PLEASE RETURN THE FORM TO YOUR LINE MANAGER UPON COMPLETION**

**CONFIDENTIAL**

**1** Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

YES  YES  (please tick)

If 'YES' please state the nature and date(s) of the offence(s):

---

---

---

**2** Have you ever been subject to any disciplinary action or sanctions relating to child or vulnerable adult abuse?

YES  YES  (please tick)

If 'YES' please give details:

---

---

---

**3** You are required to self-certify that:

- i. You have never been disqualified or prohibited from working with vulnerable people including children;
- ii. You are not known to ANY social services department as being an actual or potential risk to vulnerable people including children;
- iii. You have not been disqualified or prohibited from fostering vulnerable people including children;
- iv. You have not had any rights or powers in respect of any vulnerable people including children vested in you assumed by a local authority;
- v. You have not had a child or vulnerable adult ordered to be removed from your care.

Please complete the following in BLOCK CAPITALS:

Signed: ..... Date: .....

Full Name: .....

Any surname previously known by: .....

Address: .....

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

Date of Birth: ..... Place of Birth: .....

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendments) 1986, you should declare all convictions (including spent convictions).

HDC reserves the right to carry out checks to verify the information given on this form that may include the local authority social services department or police records. You may be subject to disciplinary action if any information is found to be false.

**MANAGERS only:**

If a disclosure is made by an employee, it is the responsibility of the employee's Manager to alert Human Resources and the Head of Service immediately. A risk assessment will then be carried out to determine whether there are any implications for continued employment.

**Appendix 11**



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

Name and address of setting:		
Child's Name:	Date of Birth:	Male / Female:
Today's Date;	Time:	
Your Name (BLOCK CAPITALS):	Your Signature:	
Your Role:		
Date of Concern / Incident:	Time of Concern / Incident:	
(continue overleaf if necessary)		

(Check to make sure your report is clear now and will also be clear to someone reading it next year)

(continuation)

Action taken: .....

Received by: ..... Designated Safeguarding Officer

Date: ..... Time: .....

Proposed action by the Designated Safeguarding Officer:

.....



**Appendix 12**



**LOGGING A CONCERN ABOUT A VULNERABLE ADULT'S SAFETY & WELFARE**

**Vulnerable Adult Details:**

Name: .....

Address: .....

.....

Date of Birth: ..... Male  Female

Ethnicity: .....

GP Name & Address: .....

.....

Responsible Authority: .....

Is the vulnerable adult self funding? Yes  No

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

Yes  No  Not Known

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

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

## Mental Capacity and Consent of the Vulnerable Adults

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

### Referral Details:

Name: .....

Designation: .....

Establishment: .....

Contact Number: .....

Time / Date 'Referral' form completed: .....

### Incident Details:

Date of Incident: .....

Type of Alleged Abuse:

Discriminatory  institutional

Domestic Abuse & Violence  Neglect

Emotional / Psychological  Physical

Financial  Sexual

**For Completion by Line Manager / Supervisor:**

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

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

(Please complete as much of this as is known)

Name: .....

Home Address: .....

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

Date of Birth: ..... Male  Female

Occupation / Position / Title: .....

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

.....

.....

Are they aware of this alert: Yes  No

**Initial Action Taken:**

Has a referral been made to Cambridgeshire Direct?

Yes  No

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

Yes  No

Has the Care Quality Commission been notified?

Yes  No

Has evidence been preserved?

Yes  No

Has a body map been filled out?

Yes  No

Please give details:

.....  
.....

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

**Fact and opinion should be clearly differentiated**

Signed: .....

Position: .....

Date: .....

Please forward the completed form to Cambridgeshire Direct:

Email: [referral.centre-adults@cambridgehsire.gov.uk](mailto:referral.centre-adults@cambridgehsire.gov.uk)

Tele. No.: 0345 045 5202

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

**Details of this referral must be referred to your line manager without delay.**

## Appendix 13

### Huntingdonshire District Council - Useful Contacts Summary

<b>Lead Safeguarding Officer (LSO)</b>	Chris Davidson (One Leisure)	01480 387801 / 07725 310136
<b>One Leisure Delegated Officer</b>	Chris Davidson	01480 387801 / 07725 310136
<b>Designated Safeguarding Officers (DSOs)</b>	<p><b>One Leisure:</b></p> <p>Jon Clarke</p> <p>Pete Corley</p> <p>Paul France</p> <p><b>Sport &amp; Active Lifestyles:</b></p> <p>Jo Peadon</p> <p>Martin Grey (non DSO)</p> <p><b>Countryside Services:</b></p> <p>Alison Gray</p> <p>Judith Arnold</p>	<p>01480 388505 / 07810 637550</p> <p>01480 388269 / 07810 637556</p> <p>01480 388705 / 07919 110009</p> <p>01480 388048</p> <p>01480 388244</p> <p>01480 451568 / 07944 205839</p> <p>01480 451568 / 07810 637547</p>

#### Useful External Contacts:

<b>NSPCC Child Person Protection Helpline</b>	Western House 42 Curtain Road London, EC2A 3NH	020 7825 2500 Helpline: 0808 800 5000 <a href="http://www.nspc.org">www.nspc.org</a>
<b>Child, Young Person or Vulnerable Adult UK</b>	Freepost 1111 London, N1 0BR	0200 1111 <a href="http://www.childyoungpersonorvulnerableadultline.org">www.childyoungpersonorvulnerableadultline.org</a>
<b>Sports Coach UK</b>	114 Cardigan Road Headingley, Leeds, LS6 3BJ	
<b>UK Council for child internet safety (UKCCIS)</b>		0870 000 2288
<b>Cambridgeshire Area LSCB</b>	LSCB Administrator 7 The Meadows Meadow Lane St Ives Cambs, PE27 4LG	01480 376699 <a href="http://www.cambslscb.org.uk">www.cambslscb.org.uk</a>
<b>Cambridgeshire Constabulary</b>		Emergency - 999 24 non-emergency - 0845 4564564
<b>Cambridgeshire Children's Team Contact Centre</b>	Buttsgrove Centre 38 Buttsgrove Way Oxmoor Huntingdon, PE29 1LY	0345 045 5203 Out of hours emergency number: 01733 234724
<b>Vulnerable Persons (Adult Safeguarding concerns)</b>	Cambridgeshire Health & Social Care Services @ Cambridgeshire Direct Adult Safeguarding Manager	0345 045 5202 (choose - Adult Social Services) 01223 715576



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## RETIREMENT OF EMPLOYEES – ACKNOWLEDGEMENTS

(Report by HR Business Partner, LGSS)

The following employees have retired from the District Council's services in the last quarter:

Name	Job Title	Section	Service	End Date
Mr Derek Bacon	Building Management Supervisor	Environmental Management	15 years	13/08/2012
Mr David Hartley	Assistant Groundsperson	One Leisure - St Ives	17 years	19/08/2012
Mr Robin Philcox	Refuse/Recycling Driver	Operations Division	6 years	28/09/2012
Mr Graham Shipley	Building Control Manager	Environmental Management	24 years	30/09/2012
Mr Michael Smith	StreetScene Supervisor	Operations Division	7 years	31/08/2012

Members are requested to resolve that the Council place on record their recognition of and gratitude for the contribution made by the above names employees, and convey their best wishes for a long and happy retirement.

**Contact Officer: Janet Maulder, HR Business Partner (LGSS)**  
**☎ 01223 699495**

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# Agenda Item 9

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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