

# Huntingdonshire District Council

## Safeguarding Children, Young People and Vulnerable Adults

### **Introduction**

Everyone has a responsibility to safeguard children, young people and vulnerable adults

Huntingdonshire District Council (HDC) is committed to delivering services that safeguard those who engage with them

This policy outlines good practice that will promote the safety of those using our services and protect employees and councillors from false allegations

### **Definitions:**

**Children and Young People:** Anyone under the age of 18 years

**Vulnerable Adult:** Anyone over 18 who is

- Or may be in need of community care services
- Unable to care for themselves
- Unable to protect themselves against significant harm or exploitation

**Employees and Councillors:** Anyone working for, or on behalf of, HDC whether paid or voluntary

### **Substantial Access:**

- 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

### **Background**

The Children Act 2004 puts a duty on key statutory agencies to safeguard and promote the welfare of children. Section 11 specifically requires district councils to be part of the Local Safeguarding Board (LSGB) and the LSGB must

‘ensure services safeguard and promote the welfare of children and young people and ensure anyone else providing services also provides safe practice’

In March 2000 the Government issued a document called ‘No Secrets’ aimed at developing policies and procedures to protect vulnerable adults from abuse.

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

## **Aim**

To implement procedures to safeguard children, young people and vulnerable adults and protect them from abuse

We will achieve this by

- Respecting and promoting the rights, wishes and feelings of children, young people and vulnerable adults
- Promoting good practice that encourages a safe environment; protects all parties and avoids mistaken allegations of abuse
- Providing all employees and councillors with information, instruction and training that will ensure that they are properly equipped to
  - Identify where there may be a problem
  - Know how to obtain speedy professional advice
  - Refer concerns to relevant specialists
  - Protect themselves from false accusations of abuse
- Ensuring that all suspicions or allegations involving employees and councillors are dealt with effectively and efficiently and that appropriate disciplinary and appeals procedures are implemented
- Ensure employees and councillors who work with children, young people and vulnerable adults are subject to the appropriate level of Criminal Records Bureau (CRB) check before beginning any unsupervised work with children, young people or vulnerable adults and that this check is repeated every 3 years
- Reviewing this policy every 3 years or whenever there is a major change in the organisation or in relevant legislation

## **Principles**

Key principles underpinning this policy are:

- The welfare of the individual is paramount
- Everyone has the right to protection from abuse
- Employees and councillors should work in an open and transparent way
- Employees and councillors should avoid any conduct which would lead any reasonable person to question their motives or intentions

## **Who does the policy apply to?**

The policy applies to all HDC employees and councillors whether paid or voluntary.

## **Specific Responsibilities**

### **Lead Child Protection Officer**

- Will have overall responsibility for safeguarding children, young people and vulnerable adults for Huntingdonshire District Council and be HDC's representative on the Local Safeguarding Board
- Will be a first point of contact for the council on issues relating to safeguarding children, young people or vulnerable adults for members of the public and other external contacts
- Will ensure all relevant information is communicated to Designated Child Protection Officers
- Will initiate a review of the Safeguarding Children, Young People and Vulnerable Adults policy every 3 years

### **Personnel**

- Will, through recruitment and selection processes, ensure CRB checks and references that refer to the candidates' suitability to have substantial access to children, young people or vulnerable adults are taken up for all appropriate posts.
- Will include appropriate training in the Corporate Training Programme and ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people or vulnerable adults
- 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
- Will ensure that CRB checks and references are kept secure and confidential

### **Managers**

- Are responsible for making sure that all their staff are aware of, understand and act in accordance with this policy and related guidance.
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf, which involves contact with children, young people or vulnerable adults, understand and comply with the policy.

### **Managers of employees with variable hours contracts**

- Will, through recruitment and selection processes, ensure CRB checks are taken up for all appropriate posts.
- Will ensure that safeguarding training is part of the induction programme for all new employees with substantial access to children, young people or vulnerable adults.

### **Designated Child Protection Officers**

- Will provide a point of contact for employees and councillors who want to test concerns about safeguarding children, young people and vulnerable adults or take forward a disclosure
- Will provide a point of contact with the Social Services Duty Officer
- Will maintain a list of local contacts

### **All Employees and Councillors**

- Have a responsibility to protect children, young people and vulnerable adults, but are not responsible for deciding whether abuse is taking place
- Should be aware of this policy

- Should attend appropriate safeguarding children, young people and vulnerable adults training if their role involves substantial access to children, young people or vulnerable adults
- Should not begin any unsupervised activity involving substantial access to children, young people or vulnerable adults prior to receiving a satisfactory CRB check
- Should be aware of appropriate and inappropriate behaviour for employees and councillors in charge of children, young people and vulnerable adults
- Should know who their Designated Child Protection Officer is
- Have a responsibility to inform their manager (or the Monitoring Officer for Councillors) of any allegation of abuse

## **Recruitment, Employment and Deployment Procedures**

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

### **Recruiting for Posts**

Line managers will review the job description before recruiting to identify whether there will be substantial access to children, young people or vulnerable adults

Where there is substantial access to children, young people or vulnerable adults, applicants will be sent a summary of the Safeguarding Children, Young People and Vulnerable Adults Policy as part of the application pack and the following additional information will be sought as part of the application process

- (a) A self disclosure questionnaire to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- (b) The applicant's consent to a CRB check being undertaken
- (c) At least two references that comment on the applicant's previous experience of, and suitability for working with children, young people and vulnerable adults (see Appendix 1)

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

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, young people or vulnerable adults should have their own Safeguarding Children, Young People and Vulnerable Adults Policy or failing this must comply with the terms of this policy. This includes responsibility for ensuring that workers with the potential to come into contact with children, young people or vulnerable adults are subject to the necessary CRB checks.

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

### **Hiring of HDC Facilities**

Where HDC facilities are hired to external groups for use with children, young people or vulnerable adults when parents/carers are not present, the hirer will need to

- Have membership of a National Governing Body (NGB) or similarly recognised body
- Have public liability insurance (£10 million minimum)
- Have a suitable safeguarding children, young people and vulnerable adults policy or agree to work to HDC's policy
- Have a register detailing medical information and special needs
- Ensure lead staff have valid criminal records bureau checks
- Comply with the NGB Coach/Pupil Ratios or in absence of this with Social Services Coach/Pupil Ratios
- Do risk assessments for individual activities

## Using Volunteers

Volunteers can lead activities if they have a valid CRB check and are appropriately qualified. An HDC employee will provide indirect supervision at all times and must be the one to allocate tasks and make relevant decisions.

The Manager of the department recruiting a volunteer is responsible for ensuring that the self-disclosure form is completed (See Appendix 2) and passed to Personnel.

## Portability of Criminal Records Bureau Checks

Consideration to the portability of CRB checks will be given where no other prohibitive evidence is highlighted as part of the interview process. They will be included in the 3-year rolling programme for CRB renewal

## Training

Appropriate training will be provided to all HDC employees and councillors who could potentially come into contact with children, young people or vulnerable adults. The level of training required will be identified in accordance with the responsibilities of the post.

For new employees and councillors, training will be provided as soon as possible after commencement, in all cases within 6 months. Refresher training will be provided every three years.

Coaches and other casual employees (e.g. summer and holiday staff) working in sport, who can provide evidence that they have attended a governing body approved training course in safeguarding children, young people and vulnerable adults may be exempt from this training

## Monitoring and Appraisal

Safeguarding children, young people and vulnerable adults will be reviewed in relation to an individual's work annually via appraisal

This policy will be reviewed every 3 years. Review will be initiated by the Lead Child Protection Officer

## Good Practice when Working with Children, Young People and Vulnerable Adults

Guidance on setting the right context for working with children, young people and vulnerable adults is included at Appendix 3.

In addition HDC have a number of guidance documents that should be used to inform practice when working with children, young people and vulnerable adults.

<b>Guidance Document</b>	<b>When it could be used</b>
Activity Permission Form See Appendix 4	To be completed by parents/carers of young people under 16, or by the young person if they are aged 16-18 years when engaging in activities with HDC
Medication Policy Form See Appendix 5	To be completed by parents/carers of young people under 16 if a young person needs medication as identified on the Activity Permission Form
Use of Photographic Equipment Guidance in District Council Leisure Centres	When working with children, young people or vulnerable adults in District Council Leisure Centres
Involving Young People in Press and Publicity	Where children and young people may be involved in an event or project where the press are present or when photographs for publicity or evaluation purposes may be taken

## What Constitutes Abuse?

Abuse occurs when a person or group of people, harm a child or young person under 18 or a vulnerable adult.

There are four categories of abuse commonly referred to:

- Neglect:** where a carer fails to meet an individual's basic physical needs – eg for food, warmth and clothing or emotional needs for attention and affection
- Physical Abuse:** where a child, young person or vulnerable adult is hit, shaken or injured in some way or where a carer fails to prevent such activities from happening
- Sexual Abuse:** where children, young people or vulnerable adults are used to meet another person's sexual needs. This includes any form of sexual behaviour with a child – by an adult or another child; the use of explicit language, inappropriate touching, intimate relationships and exposure to pornographic material
- Emotional Abuse:** where a child, young person or vulnerable adult is subjected to frequent threatening, taunting or sarcastic behaviour; the persistent withholding of affection or extreme over protection. Also includes racist or sexist behaviour and initiation ceremonies

Bullying by adults or other young people is often cited as another form of abuse

## Responding to Suspicions and Allegations of Abuse

It is not the responsibility of any employee or councillor to decide whether or not abuse is taking place. However, all employees and councillors have a responsibility to protect children, young people and vulnerable adults.

If an individual discloses to you it is important that you react appropriately.

- Be calm and receptive
- Do not apportion blame or pass judgement
- Do not approach an alleged abuser
- Do not guarantee confidentiality
- Listen but do not probe, speculate or ask for additional information
- Make a full record of what has been said, heard or seen as soon as is reasonably possible and using the individual's own words
- Complete an incident referral form (Appendix 6) and give it to the Designated Child Protection Officer

If a person is at risk of significant harm call the police directly.

- Record the name and number of the police officer who deals with your enquiry and record the time and date of the call
- Inform your Designated Child Protection Officer as soon as possible

Complete the Incident Referral form (Appendix 6) and hand to your Designated Child Protection Officer

- DCPO will decide whether further action is needed
- DCPO will advise the referrer of the action taken

### **What if I want to report poor practice or have concerns involving an employee or councillor?**

If someone is at risk of significant harm, eg in physical danger contact the police directly, as above

Complete the incident referral form (Appendix 6) and give it to your line manager. They will pass it to the relevant line manager for action or to the Monitoring Officer if your concern is about a councillor

If the person suspected of poor practice is the line manager, consult the Lead CPO.

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

Withdraw them from duty at the earliest opportunity

With their co-operation make a written record of the details of the event

Carry out an investigation.

If found to be poor practice rather than abuse then the Line Manager and Personnel will consider

- Appropriate training and supervision
- Reviewing general practice in relation to safeguarding children, young people and vulnerable adults
- Implementing standard disciplinary procedures

### **What if a member of my staff is accused of abuse?**

Withdraw them from duty at the earliest opportunity

With their co-operation make a written record of the details of the event

Carry out an investigation. If abuse cannot be ruled out then the Police should be contacted

If abuse is confirmed

- Implement standard disciplinary procedures
- Review general practice in relation to safeguarding children, young people and vulnerable adults

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

Contact your Line Manager as soon as possible and write a detailed account of what happened

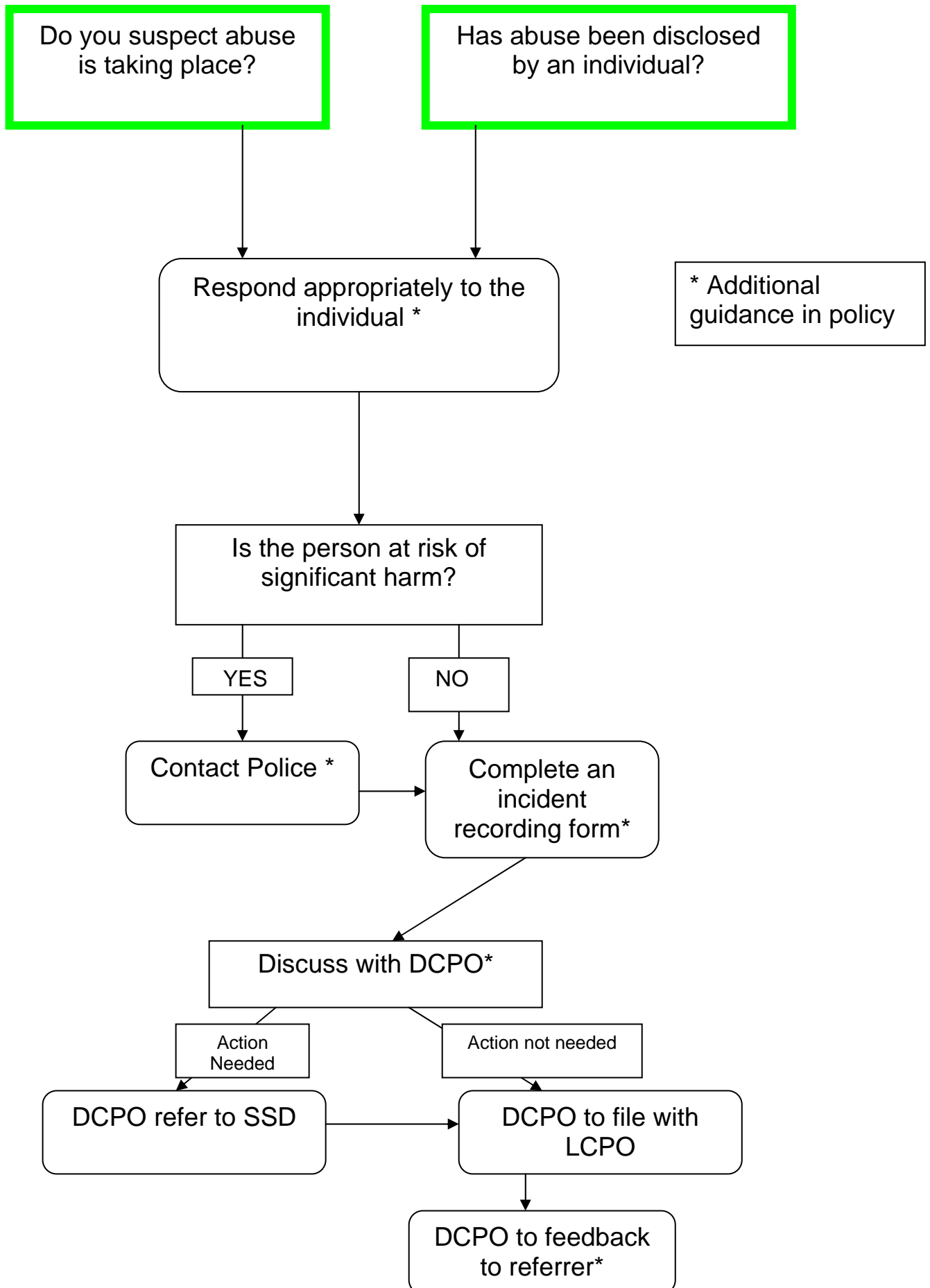
They will investigate the incident and take appropriate action

### **Confidentiality**

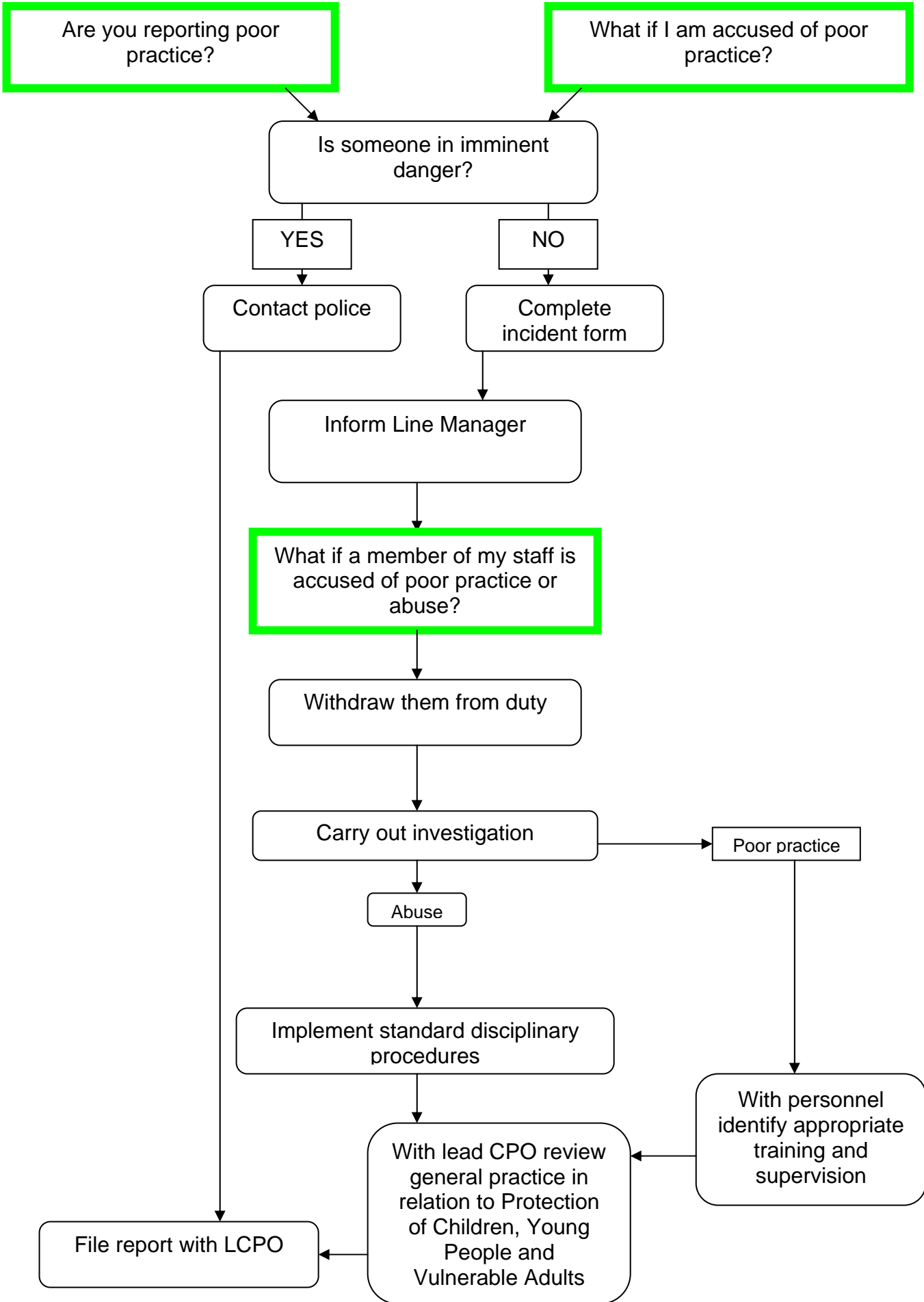
Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a *need to know basis* only.

Information will be stored in a secure place with the Lead CPO (hard copy or electronically). Access will only be allowed via the LCPO.

# Safeguarding Children, Young People and Vulnerable Adults







## Reference Request

Name:

Date of Commencement of Employment:

Job Title:

Main duties including responsibilities for employees and councillors, etc:

Experience of working with children and young people or vulnerable adults:

Full or part time

(If part time, number of hours per week)

Salary (or wage rate):

Details of work responsibilities:

Achievements in last 12 months:

Assessment of performance:

(Identifying any particular strengths or weaknesses)

Sickness record:

(Number of days absent in last full year or, if employed for less than 1 year, during period of employment)

Disciplinary record:  
Are there any disciplinary warnings recorded in respect of the applicant? YES/NO

*If YES, please state the reasons for the warning(s) and when it was (they were) given:*

If the person has left your employment - was there any disciplinary action during his/her period of employment with your organisation? YES/NO

*If YES, please give details:*

Are you aware of any convictions (other than spent convictions) recorded against the applicant? YES/NO

*If YES, please specify these:*

Do you know any reason why we should not employ him/her? YES/NO

*If YES, please specify:*

Did you find him/her:	Honest	YES/NO
	Punctual	YES/NO
	Reliable	YES/NO

If the applicant is no longer in your employment:  
Date of leaving:

Reason for leaving:

Would you re-employ him/her? YES/NO

Do you have any further comments which you wish to offer about the applicant, bearing in mind the post for which he/she has applied, as described in the accompanying letter?

Signature..... Date:

Name.....

Position in Organisation:

Name, address and telephone number of company/organisation



## Self Disclosure Form

### CONFIDENTIAL

Have you ever been convicted of a criminal offence or been subject of a caution or Bound Over Order?

Yes

No

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

Have you ever been subject to any disciplinary action or sanctions relating to the abuse of children, young people or vulnerable adults?

Yes

No

If 'yes' please give details

You are required to self-certify that you are not known to any social services department or police investigating body as being an actual or potential risk to children; have not been disqualified or prohibited from fostering children or had any child vested in you assumed by a local authority; or have not had a child ordered to be removed from your care.

Signed:

Date:

Name (please print)

Any other name you have previously been known by

Address:

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 (Amendment) 1986, you should declare all convictions (including spent convictions)

As part of the checking procedures for anyone who may have access to children, young people or vulnerable adults while working for HDC, you are advised that we reserve the right to make reference to the local authority social services department and police records to verify the information given on this form.

## Setting the Right Context for Safe Working

Implement the safeguarding children, young people and vulnerable adults policy and procedures at all times

Never leave children, young people or vulnerable adults unattended or with employees or councillors who have not been subject to a Criminal Records Bureau check

Do not allow allegations to go unchallenged, unrecorded and unreported

### Good Preparation

Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others, of your whereabouts and intended action

Where possible, have male and female leaders when working with a mixed group

Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer)

Ensure photos or videos are not taken without written permission from parents/carers. See permission slip at Appendix 4

Ensure you have access to a first aid kit and telephone and know fire procedures

Ensure that toilet trips and first aid are carried out in pairs/groups or in the latter case where you can be seen

Ensure appropriate clothing is worn by yourself and those participating at all times

When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible

### Setting the Right Environment

Set an example you wish others to follow

Treat everyone with respect

Ensure everyone has an equal opportunity to participate

Do not show favouritism

Do not do things of a personal nature that individuals can do for themselves

Do not permit abusive activities eg bullying

Deal firmly and fairly with attention seeking behaviour

Do not allow inappropriate language or use it yourself

Never make sexually suggestive comments

Remember someone else might misinterpret your actions even if well intentioned

### **Avoiding Allegations**

Never physically restrain a child, young person or vulnerable adult unless to

- Prevent physical injury to the individual or to another person
- Prevent damage to any property
- Prevent or stop the individual committing a criminal offence

If transporting children, young people or vulnerable adults in your car...

- have appropriate written consent from parents
- have appropriate insurance that covers business use
- have a current CRB check
- where possible have another member of employees and councillors with you

Never share overnight accommodation with a child, young person or vulnerable adult or let them stay at your home unsupervised

Do not engage in physical contact without clearly explaining your reasons

Where possible, ensure parents supervise in changing rooms

# Huntingdonshire

DISTRICT COUNCIL

## ACTIVITY PERMISSION FORM

Name (parent/carer)

Name (participant)

Address

Telephone No.

Date of Birth

Emergency telephone no/nos\*:

**\*These numbers must be contactable on the day of the activity**

Medical Conditions

(please give details of any medicine)

Doctor's name &amp; No. \_\_\_\_\_

I .....give my son/daughter permission to take part in the activities operated by Huntingdonshire District Council.

Signed (parent / carer) \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

### **Photographic Statement**

Please be aware that official photographers may be in attendance during some activities. They will be easily identifiable and will be creating a pictorial record of the activities by taking photographs of activities. If, for any reason, you do not wish your child/children to be photographed please indicate this by ticking the box below.

I do not wish my child/children to be photographed at activities operated by Huntingdonshire District Council

### **Use of Photographs Consent**

I agree that photographs or video shots taken during this activity may be used by Huntingdonshire District Council for purposes of promoting and improving such activities. The images may be used on the organisation's websites, in local papers or other promotional material.

Signed (parent / carer) \_\_\_\_\_

## **TO TAKE PART IN THE ACTIVITY YOU MUST BRING THIS FORM WITH YOU ON THE DAY**

Huntingdonshire District Council is registered with the Information Commissioner for the purpose of processing personal data. Any personal data you provide on this form will be used to monitor and improve the services offered by the District Council. Your personal data will only be disclosed to others in accordance with your permission. If you have any concern about the processing of personal data by Huntingdonshire District Council please contact the Data Protection Officer at Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



## Huntingdonshire District Council

### ***Medication & First Aid Policy***

Employees shall only accept responsibility for holding prescribed medication that can be self administered subject to the completion of a medication consent form.

All medication brought to an activity must be in a sealed envelope clearly marked with the individual's name, the type of medicine and the amount and frequency of the dose.

All medicines shall be made available to the individual from a control point that will be identified through the risk assessment.

Where available two activity leaders must separately have the individual verbally confirm their name as that written on the envelope containing the medication and the register. Issue will be recorded on the medication consent form. Where two are not available the responsible activity leader will solely undertake the above check.

With the exception of the Leisure Centres, due to the nature, location and frequency of the activity programme individuals who are unable to self-administer their medication cannot be accepted. Individuals who are unable to self-administer will only be accepted onto Leisure Centre activities where suitably trained members of employees and councillors are available.

If a first aid incident occurs the activity leader must be informed. The activity leader will identify and agree an appropriately qualified member of employees and councillors to undertake first aid prior to the commencement of the activity.

An accident report form will be completed after all first aid incidents. An individual's parent/carer will be required to sign the form on collection of the named individual.

Where an individual is not well enough to take part in an activity parents/carers will be notified and required to collect them. In the event of an emergency the parents/carers and the appropriate emergency services will be contacted.





**Community Services  
Medication Consent Form**

		<b>Please complete all sections</b>
<b>Before</b>	Name	
	Date of Activity	
	Name of Activity	
	Medication	
	Dosage	
	Time to be Administered	
	Parent/Carer Signature	
<b>During</b>	Employees and councillors to sign to confirm medication issued	
<b>After</b>	Parent/Carer Signature	

## Reporting Incidents or concerns of abuse or poor practice

Please give as much information as possible, using extra sheets if necessary. Once completed pass to your Designated Child Protection Officer or in their absence to another DCPO as soon as is reasonably possible

Name of child, young person or vulnerable adult:	Date of birth:
Home address:	Phone number:  Name of parent(s) / carer(s):
Any special factors to be considered (e.g. language difficulties, disability, or anything else of relevance):	
Are you reporting your own concerns or passing on those of somebody else?  Details:	
What has prompted the concerns? Include dates, times and details of any specific incidents, making a clear distinction between fact, opinion and hearsay	
What (if any) physical, behavioural or indirect signs were present?	
Have you spoken to the child, young person or vulnerable adult?	Yes/No
Record what was said using children, young people or vulnerable adults own words	

Have you spoken to the parents/carers?	Yes/No
Record what was said in their own words	
Has anybody been alleged to be the abuser?	Yes/No
Details:	
Have you consulted anyone else?	Yes/No
Details:	
Is there anyone else who might be involved in the incident? eg anyone you think has seen or heard things relating to the incident	Yes/No
Details:	
Any other relevant information	
Your Name:	Position:
Your contact details:	
Your signature:	Date:
Name of person receiving this report:	Position:
Signature:	Date: