

Safeguarding Policy

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

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

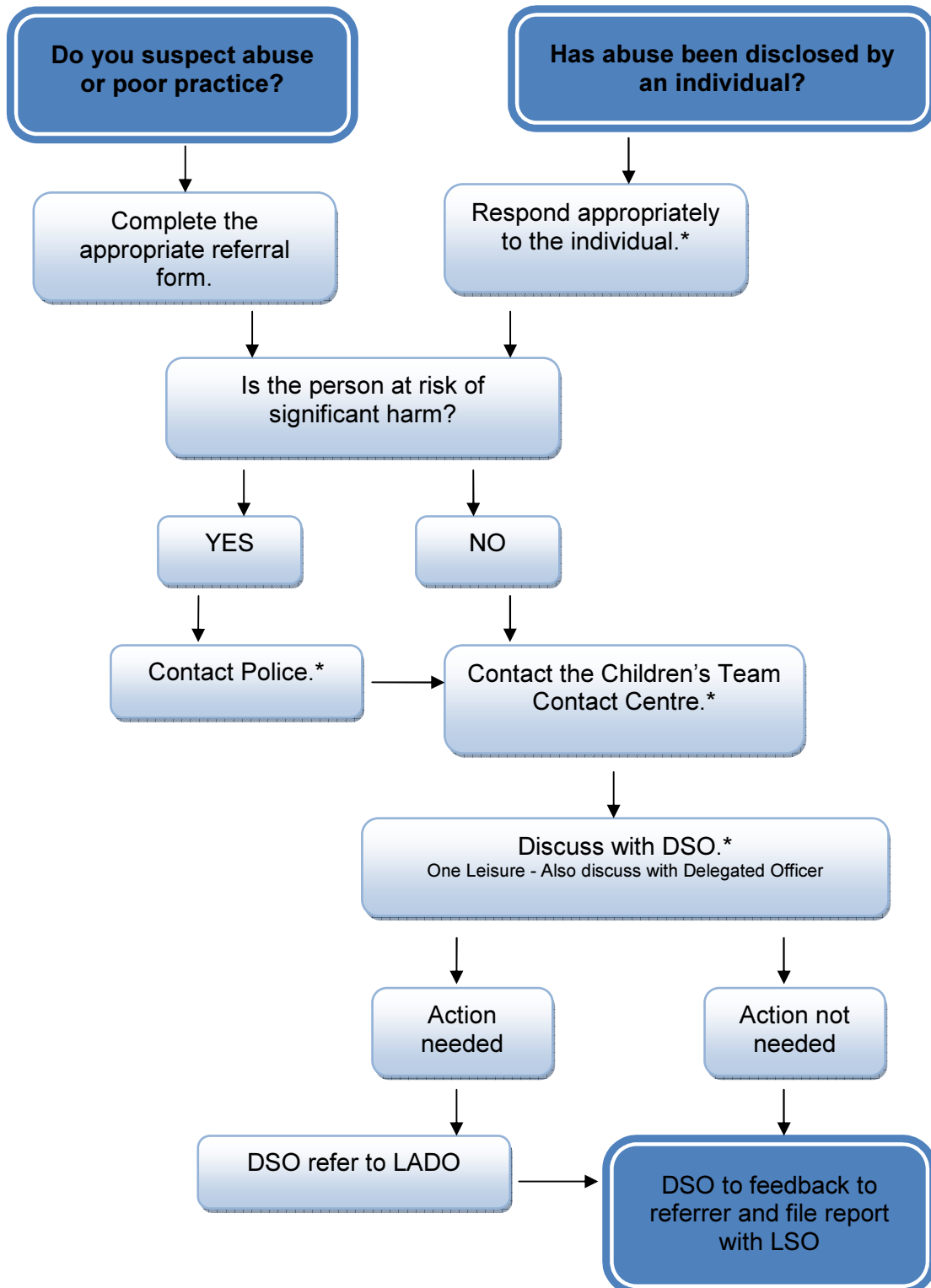
14.4 What if an allegation is made against an adult who works or volunteers in a childcare setting?

- 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

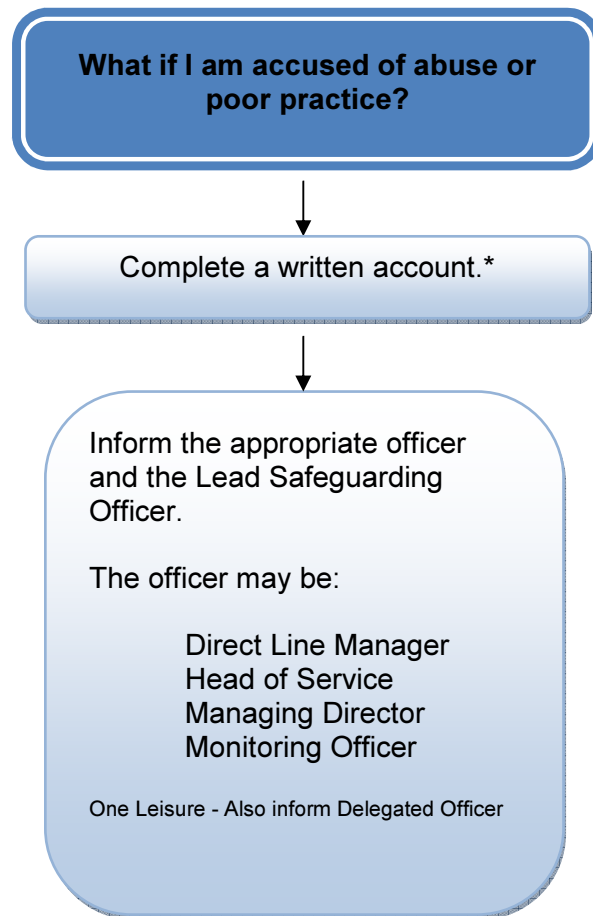
Appendix 1

Flowchart 1



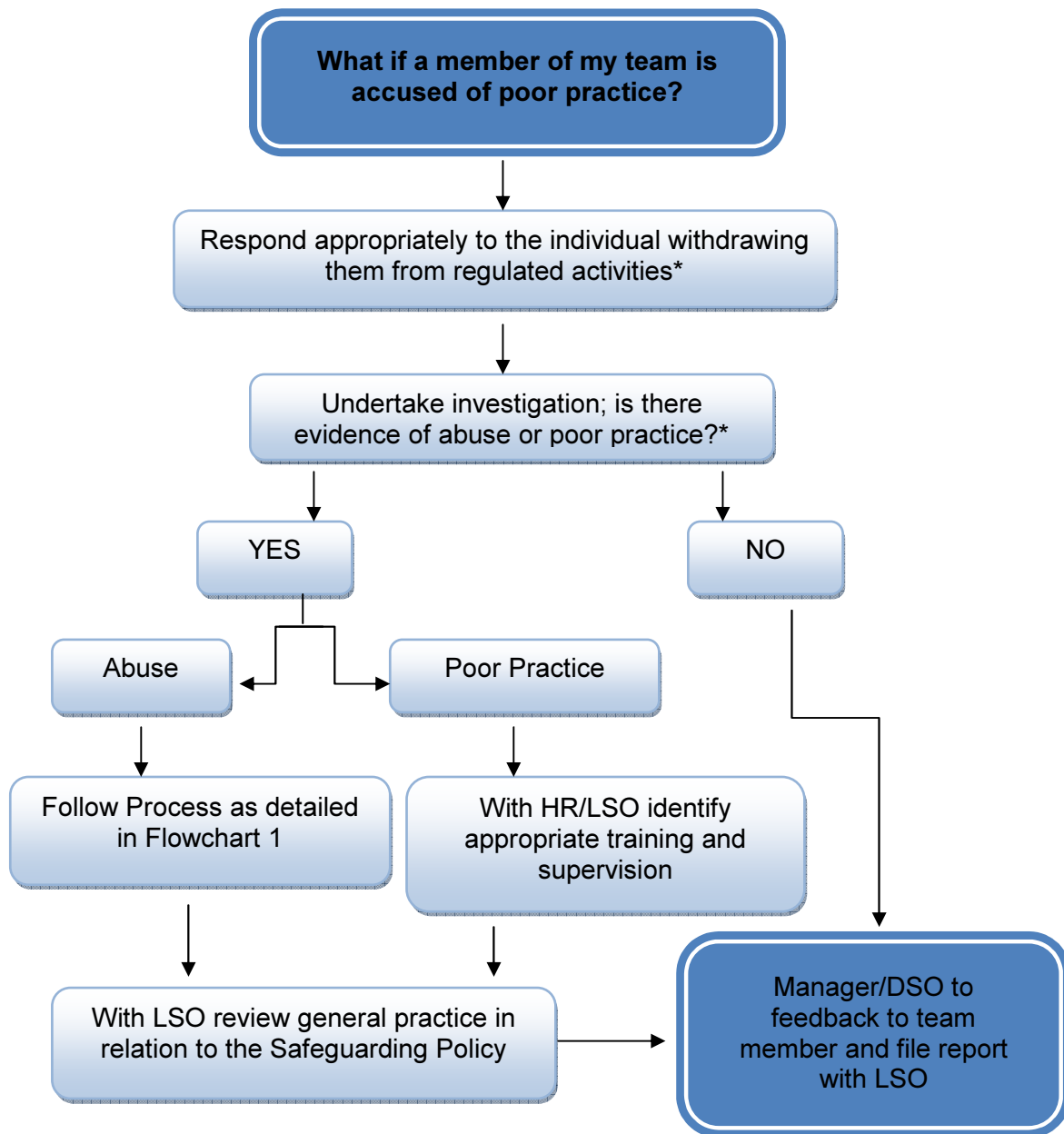
* Additional guidance within policy and procedure

Flowchart 2



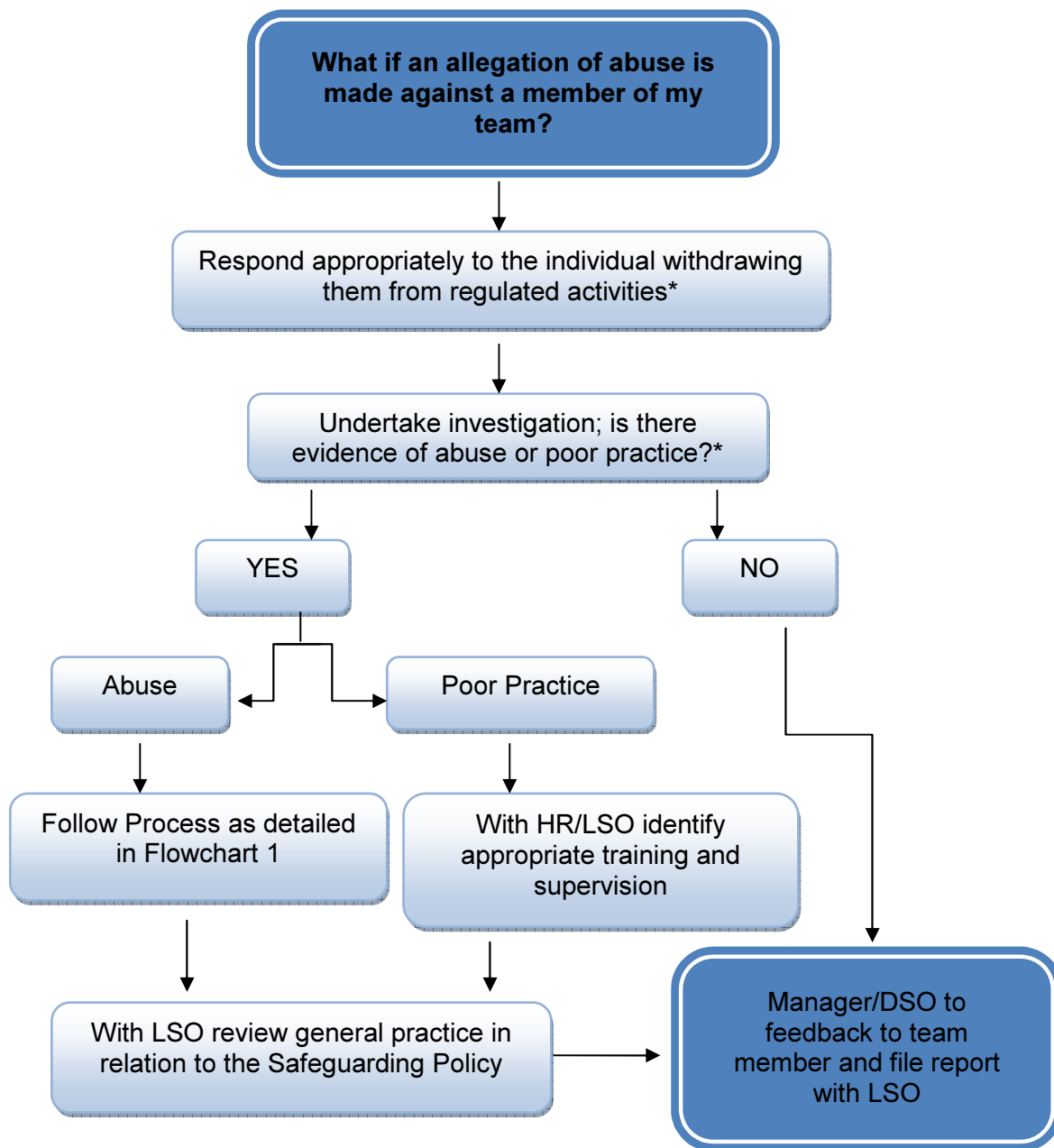
* Additional guidance within policy and procedure

Flowchart 3



* Additional guidance within policy and procedure

Flowchart 4



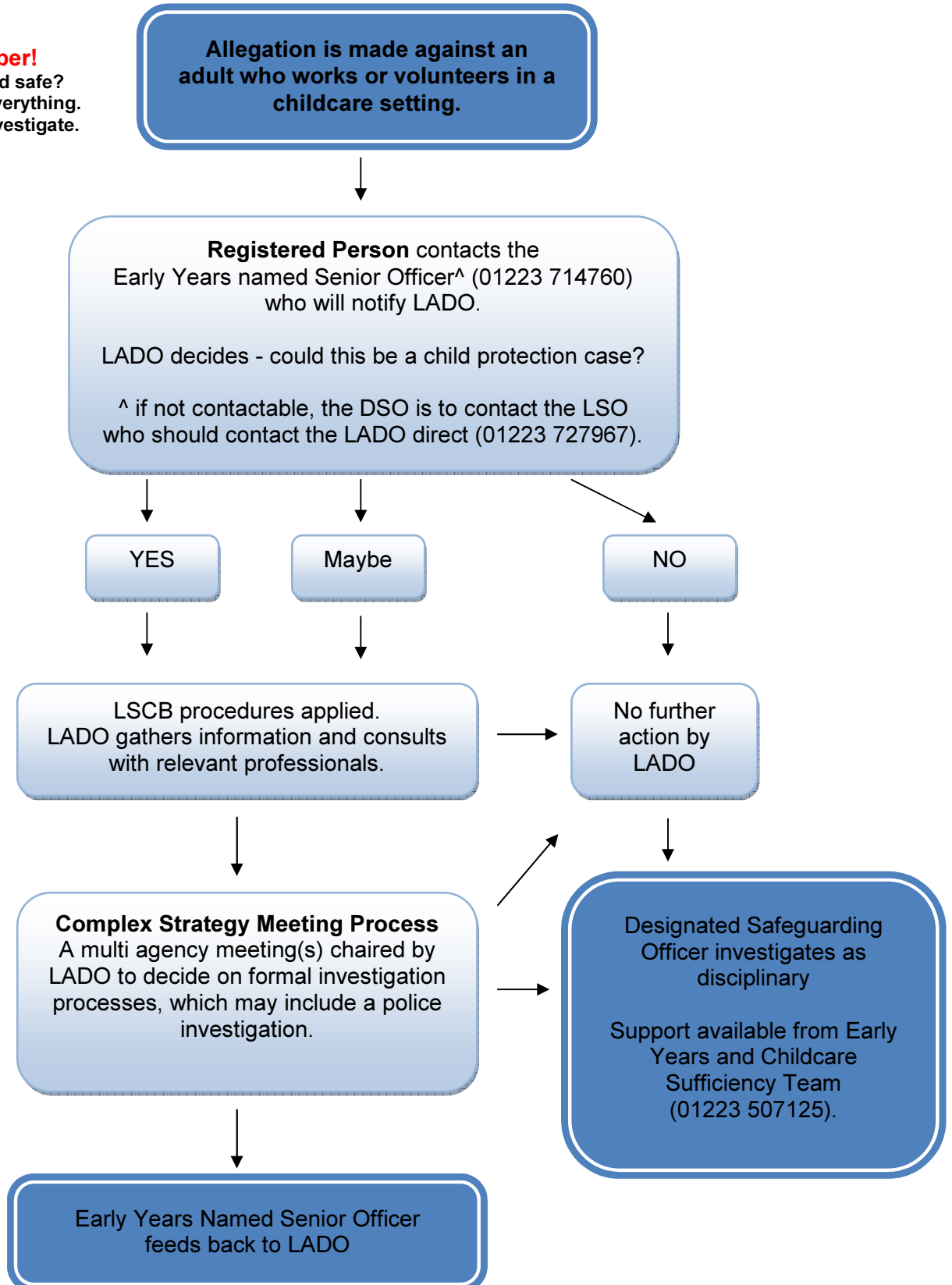
* Additional guidance within policy and procedure

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 10th 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 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 exploitation 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 10th September 2012, if an organisation considers that a role is within the new definition of regulated activity, then an individual is asked to apply for an enhanced 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 (10th September 2012)

Regulated activity relating to children

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

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

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

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

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

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 1st April and 1st 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 1st April and 1st 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 1st April and 1st 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@cambridgeshire.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

Lead Safeguarding Officer (LSO)	Chris Davidson (One Leisure)	01480 387801 / 07725 310136
One Leisure Delegated Officer	Chris Davidson	01480 387801 / 07725 310136
Designated Safeguarding Officers (DSOs)	<p>One Leisure:</p> <p>Jon Clarke</p> <p>Pete Corley</p> <p>Paul France</p> <p>Sport & Active Lifestyles:</p> <p>Jo Peadon</p> <p>Martin Grey (non DSO)</p> <p>Countryside Services:</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:

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

