

# STRONGER together



Lewes District Council



Working in partnership with **Eastbourne Homes**

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## Table of revisions

Section	Changes
2. Reasons for policy	Deletion of Local Children's Safeguarding Board which has been replaced with the Safeguarding Children Partnership
4. Safeguarding roles and responsibilities	Addition of SL role Addition of self-assessment audits Role of the communications lead
5. Types of abuse	Addition of County Lines, Cuckooing , Self-neglect and private fostering
6. Signs of Abuse	Removed to avoid constraint
7. (6) Reporting concerns	Update of operational process Addition of Continuum of Need and 3 indicator test Addition of Person Centred Approach and the Mental Capacity Framework What to do if not reported as a concern What to do if policy not followed or dissatisfied with statutory response (SL in first instance rather than NSO) & link to SAB Resolution Protocol Addition of reporting concerns relating to extremist behaviour
8. Role of Safeguarding Contacts	Deleted and incorporated into Section 7
9. (7) Confidentiality, record keeping & sharing information	Removed reference to GCSX email NSO replaced with Safeguarding Lead for consistency Link to SAB Information Sharing Protocol
12. (10) Information & Training	Addition of focussed training available on request
14. Policy Review and version control	V2

Appendix	Changes
Appendix A- table of specific responsibilities in relation to safeguarding	Removed to avoid repetition and confusion. Relevant info built into policy
Appendix B – General Guidance for Staff and Managers	B & C merged
Appendix C - Guidance For Managers: Supervision of Children	As above

Appendix D – What to do if you have concerns – reporting incidents or allegations	Removed to avoid repetition and confusion. Relevant info built into policy
Appendix E – Allegations about a member of staff or councillor	Removed to avoid repetition and confusion. Relevant info built into policy
Appendix F – Reporting forms	Removed, links imbedded in text
Appendix H – Information sharing	Some definition text omitted to avoid repetition
Appendix K – Private Fostering	Incorporated into Section 5
Appendix L – Domestic Abuse	Removed. DA now referenced in Sections 1 & 5. A separate Domestic Abuse policy is being written.

## 1. Scope

1.1. This policy is the responsibility of all:

- Councillors
- Staff and volunteers
- Contractors and partners working on behalf of the council.

References to staff in this policy includes all workers (e.g. permanent and temporary staff, agency staff, casual staff, volunteers, apprentices and those undertaking internships or work experience). The Staff Code of Conduct requires compliance with this policy.

1.2. Children and young people are defined as those aged under 18.

1.3. A vulnerable adult is someone aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of these needs) and
- Is experiencing, or at risk of, abuse or neglect; and
- as a result of these care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

For example a person who:

- Is frail due to age
- Has drug or alcohol problems
- Has a learning disability
- Has mental or physical ill health or disability
- Has been trafficked for purposes such as forced labour or sexual exploitation.
- Has been **abused early in life** and grown up in care (Looked After Children), particularly when they reach age 18 plus

Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation. There is no hard and fast rule: an adult should be assumed to be covered by this policy unless there is information to indicate that they are not.

1.4 There is a separate policy covering Domestic Abuse.

## 2. Reasons for the policy

2.1. Everyone, including children, young people and vulnerable adults, has the right not to be abused. We recognise the need to ensure their welfare when they come into contact with the services we provide. The council has wide ranging contacts with potentially vulnerable children and adults, and it is essential that a

clear and consistent approach to safeguarding is followed across all council services.

- 2.2. It is known that some individuals will actively seek employment or voluntary work with vulnerable people, particularly with children and young people in order to harm and 'control' them. People who work with children, young people and adults who may be at risk (including contractors and other partners of the council), have a role to play in protecting them from harm and safeguarding their welfare.
- 2.3. It is also important to recognise additional vulnerability in terms of race, disability, religion, ethnicity or language. Specific reference is made to these issues in the Pan Sussex Children Protection and Safeguarding Procedures and in the Sussex Multi Agency Policy and Procedures for Safeguarding Vulnerable Adults.
- 2.4. The Children Act 2004 and the Care Act 2014 place specific duties on District and Borough councils to have regard to the need to safeguard and promote the welfare of children and vulnerable adults, and to co-operate with other agencies to improve the wellbeing of children and vulnerable adults. The council is a partner of the East Sussex [Safeguarding Children Partnership](#) (ESSCP) and the East Sussex [Safeguarding Adults Board](#) (SAB) and is required, where appropriate, to contribute information to Serious Case Reviews (SCRs) and Safeguarding Adults Reviews (SARs), and to ensure learning from these is disseminated and acted on within the council.

### **3. Safeguarding statement**

- 3.1. Lewes District and Eastbourne Borough councils work to ensure that all children, young people and vulnerable adults coming into contact with the council and its employees are protected and treated with respect. The council will endeavour to create an organisational culture where staff, councillors and contractors are sensitive to abuse and exploitation, and take responsibility for and feel confident in reporting concerns. The council will cooperate with relevant partners in order to protect children and adults experiencing or at risk of abuse in accordance with arrangements and procedures agreed by the East Sussex Safeguarding Children Partnership and the Safeguarding Adults Board.
- 3.2. It is not the policy of the council to encourage staff to investigate suspicions or allegations, but to make all staff aware of the issues surrounding child and vulnerable adult protection and to have clear procedures in place to ensure that staff are aware of how and to whom any concerns should be reported. All staff

involved in the provision of services should know what to do if there are any concerns about abuse and what procedures and guidelines they should follow.

## 4. Safeguarding roles and responsibilities

4.1. Safeguarding children from abuse and promoting their welfare means:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

4.2. Safeguarding vulnerable adult's means protecting them from maltreatment and preventing injury or significant harm. Abuse violates an adult's human and civil rights. It can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

4.3. A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre, educational establishment or in the street.

4.4. It is the responsibility of all those working within or on behalf of the council to be vigilant and report alleged or suspected incidents of child, young person and/or vulnerable adult abuse.

4.5. A minimum of five team leaders or other officers in key roles within the council will act as **Safeguarding Contacts**, supporting staff and ensuring that concerns are reported appropriately and in accordance with current guidance. A list of Safeguarding Contacts can be found on the Hub.

4.6. The **Named Senior Officer / NSO** (the Director of Service Delivery) has overall responsibility for safeguarding, including e-safety. This responsibility includes:

- keeping this policy up to date and ensuring its conformity with the Pan Sussex LSCB and SAB guidance;
- making sure this policy is implemented, and that staff, councillors, contractors, organisations receiving financial support from the Councils and partners understand their responsibilities;
- checking that appropriate steps are taken in the event of any allegations against a councillor or member of staff, and that the council liaises appropriately and effectively with authorities responsible for investigating these safeguarding concerns: the Police and/or East Sussex County Council Children's and Adults Social Care. The NSO oversees liaison between the responsible authorities and the councils to determine how

internal and external investigations should be conducted, preserving evidence and avoiding unnecessary duplication and delay. Investigations by the responsible authorities normally takes precedence over council investigations under the complaints, grievance or disciplinary procedures;

- supporting the Safeguarding Contacts and other staff, providing direction, advice and guidance where appropriate;
- ensuring that the council actively supports all Serious Case Reviews (SCRs) and Safeguarding Adults Reviews (SARs) where the council may have had involvement / contact with the victim;
- completion of any self-assessment audits; and
- ensuring that the council acts on lessons learnt from SCR and SARs and other safeguarding issues, grievances or disciplinary proceedings.

4.7 The SNO is supported in the above functions of these responsibilities by the **Safeguarding Lead** (Officer for Thriving Communities).

4.8 The **Customer Communications and Lead** ensures communications including social media comply with Safeguarding policies and standards and the Pan Sussex E-Safety Strategy.

4.9 The **Prevent Lead** (Strategy and Partnerships Lead – Thriving Communities) has overall responsibility for the Council’s Prevent duties. These include:

- attending meetings of the East Sussex Prevent Board and maintaining up to date knowledge of the Council’s duties and locally agreed procedures for reporting concerns;
- ensuring that staff, councillors, contractors, organisations receiving financial support from the Council and partners understand their responsibilities under the Counter Terrorism and Security Act 2015;
- supporting the Safeguarding Contacts and other staff, providing direction, advice and guidance where appropriate.

## 5. Types of abuse

5.1 The Care Act 2014 includes a list of some types and patterns of abuse and neglect and the different situations in which these may take place. The below is not an exhaustive list, and the Councils should not limit its view of what constitutes abuse or neglect to the examples illustrated.

5.2 **Physical:** causing physical harm including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living;

5.3 **Sexual:** including sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel

powerless to refuse; grooming a child or young person in preparation for abuse including on-line activity;

- 5.4 **Emotional or psychological:** persistent emotional ill treatment or rejection (domestic or otherwise), including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, reducing privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating;
- 5.5 **Exploitation:** either opportunistically or premediated - unfairly manipulating someone for profit or personal gain;
- 5.6 **Financial or material:** misusing or stealing an adult's money or belongings, fraud, postal or internet scams tricking adults out of money, or pressuring an adult into making decisions about their financial affairs, including decisions involving wills and property.
- 5.7 **Neglect and acts of omission:** persistent or severe failure to meet or understand these. This might result in serious impairment of their health or development, and can include withholding shelter, food, drink, medication, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk. Neglect includes failing to ensure adequate supervision of or unresponsiveness to the basic emotional needs of a child;
- 5.8 **Self-neglect:** being unable, or unwilling, to care for their own essential needs, including their health or surroundings (for example, their home may be infested by rats or very unclean, or there may be a fire risk due to their obsessive hoarding).
- 5.9 **Discriminatory abuse:** including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010); Discriminatory abuse can also be called 'hate crime
- 5.10 **Institutional & organisational abuse:** including neglect and poor care practice within an institution or specific care setting such as a hospital, care home or children's home;
- 5.11 **Child Sexual Exploitation (CSE):** includes forcing or enticing a child aged under 18 to take part in sexual activities whether or not the child is aware of what is happening. This may include situations or relationships where children receive something (e.g. food, drugs, alcohol, cigarettes, affection, gifts, accommodation and money) linked with sexual activity. CSE also occurs remotely, not necessarily with the child's awareness through the use of technology, e.g. posing sexual images on the internet;

- 5.12 **County Lines:** police term for groups who are supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or “deal lines”. It can involve child criminal exploitation and using adults who are vulnerable to move drugs and money. Groups establish a base in the market location, typically by taking over the homes of local adults by force or coercion in a practice referred to as ‘cuckooing’.
- 5.13 **Cuckooing:** is a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for criminal activity. Organised criminal groups are increasingly targeting adults with care and support needs in this way, and the level of coercion and control involved with cuckooing often leaves the victims with little choice but to cooperate with the perpetrators.
- 5.14 **Modern slavery:** recruiting people by deception or coercion and moving them to a new place where they can be exploited. This includes human trafficking for the purpose of forced or exploitative labour;
- 5.15 **Domestic abuse:** an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member, regardless of gender or sexuality. Children who have witnessed domestic abuse may also need safeguarding.
- 5.16 **Honour Based Abuse (HBA):** A collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour, and which can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code;
- 5.17 **Forced Marriage (FM):** A marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is now a specific offence under section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014;
- 5.18 **Female Genital Mutilation (FGM):** FGM is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons, sometimes referred to as female circumcision or female genital cutting. Female circumcision, excision or infibulation (FGM) is illegal in this country by the Female Genital Mutilation Act 2003;
- 5.19 **Human Trafficking:** The recruitment, transportation, transfer, harbouring or receipt of people by means of threat, force, abduction, fraud, deception or other forms of coercion. It may include the abuse of power or inducements for the purpose of exploitation such as prostitution or others forms of sexual

exploitation, forced labour or services, slavery or practices similar to slavery, servitude or removal of organs. Victims may be physically or psychologically 'imprisoned';

5.20 **Self-neglect:** Self-neglect is the 'inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of people who self-neglect and perhaps even to their community' (Gibbons, 2006);

5.21 **Prevent:** This is the Government counter-terrorism strategy. From July 2015 local authorities have a responsibility to work with and support individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Children and vulnerable adults may be at risk of being drawn into extremism. Early intervention can help protect them before illegality occurs, and concerns relating to extremism can be reported as a Safeguarding concern.

5.22 **Private Fostering:** There is a duty on parents and private foster carers who enter into a private fostering arrangement to notify Children's Services of this. Private Fostering is when a child under the age of 16 (or under 18 if the child is disabled) is cared for by someone who is not their parent or a 'close relative' through a private arrangement made between a parent and a carer for 28 days or more. A 'close relative' can include step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half-blood or by marriage). If any private fostering arrangements come to our attention the Council will check with SPOA to ensure they have been made aware of the situation.

## 6. Reporting and dealing with safeguarding concerns

6.1 We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to the identification of signs of abuse (including concerns relating to children who have witnessed domestic abuse), poor practice by staff, councillors and others acting for or on behalf of the council and allegations brought to our attention by members of the public. . Reporting safeguarding concerns can prevent or avoid the escalation of serious abuse or harm. All staff, volunteers, members contractors and partners of the council are expected to act promptly and effectively in communicating concerns relating to child and adult protection, either through one of the council's Safeguarding Contacts or directly to East Sussex Children's Services (SPOA) or Adult Social Care (HSCC). Contact details can be found at appendix A.

- 6.2 Dial 999 if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have or may about to be committed. Otherwise the steps below should be followed.
- 6.3 Each team has 1 or 2 Safeguarding Contacts who are responsible for receiving concerns from staff within their team or department, within normal office hours. Staff should raise safeguarding concerns with a Safeguarding Contact at the earliest possible opportunity and within **one working day** of identifying a concern. If a Safeguarding Contact is not available, the concerned staff member should talk to their manager or the Safeguarding Lead.
- 6.4 A conversation should take place between the concerned staff member and the SC to ascertain whether a report should be made to either HSCC or SPOA. Consideration should be given to the 3 indicators (see 1.3) in the case of adults and the Continuum of Need (see [SPOA](#)) for children.
- 6.5 Upon assessing that a concern should be reported, either the Safeguarding Contact or the concerned staff member (with the support of the Safeguarding Contact) must contact either [SPOA](#) or [HSCC](#) (opening hours etc can be found at appendix A), with the following information prepared:
- The child, young person or vulnerable adult's name and address (and parents'/carers' address if different);
  - The reason for concern – a note of significant events or conversation should be made as promptly as possible to assist with any referral and subsequent investigation. Evidence such as texts or social media entries should be preserved;
  - Any other known factors which may be contributing to the problem;
  - Additional information such as age (or date of birth), ethnicity, religion, language and disabilities/specific needs.
- 6.6 To discharge the responsibility, the Safeguarding Contact must inform either SPOA or HSCC of the concern, where possible on the same working day as it is received and **within 24 hours**, and obtain their advice about the appropriate action to be taken.
- 6.7 A factual account of the action taken must be entered on the customer's record within 1 working day. An entry must also be made on the teams Safeguarding Log, with an email to the Safeguarding Lead advising of the concern and action taken.
- 6.8 If it is considered that the concern will not be reported to either HSCC or SPOA, a record must still be made on the teams Safeguarding Log outlining the concern and the consideration given to it.

6.9 Making Safeguarding Personal (a person centred approach) : The SAB policy & procedure manual explains:

*Making Safeguarding Personal (MSP) is a national approach to promote responses to safeguarding situations in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.....People are individuals with a variety of different preferences, histories, circumstances and life-styles. ....Personalised care and support is for everyone, but some people will need more support than others to make choices and manage risks. A person led approach is supported by personalised information and advice and, where needed, access to advocacy support.*

Staff- where possible- should take steps to adopt a person centered approach, and adopt the 'no decision about me without me' principal where the scope of their involvement allows them to do so.

6.10 Mental Capacity Framework: **The 7 principles of the framework are:**

- A person must be assumed to have capacity unless it is established that they lack capacity.
- A person is not to be treated as unable to make a decision unless all practicable steps to help him to do so have been taken without success.
- A person is not to be treated as unable to make a decision merely because he makes an unwise decision.
- An act done, or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in his best interests.
- Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way *that is less restrictive of the person's rights and freedom of action.*

Staff should make appropriate referrals where it is believed that a client may lack capacity to make decisions, and should seek advice from Adult Social Care if unsure. A continued commitment to the principle of 'best interest decisions' should be incorporated into casework.

**6.11 Staff must not attempt to investigate abuse themselves, neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made against them.**

6.12 If there are doubts about whether a safeguarding concern has been handled in accordance with the Safeguarding Policy, or staff are not satisfied with the response of the statutory authorities, this should be raised with the Safeguarding Lead. If this is not possible or appropriate, the concern should be

raised with the NSO or another member of the council's Corporate Management Team. Staff can refer to the [SAB Resolution Protocol](#)

6.13 Variations to these arrangements may be agreed with specific terms (e.g. sheltered housing) to ensure that safeguarding concerns are dealt with promptly.

6.14 Reporting concerns under the duty to Prevent extremist behavior

- Concerns relating to a child or young person under 18 being drawn into extremist activity, should be reported through Safeguarding Contacts to SPOA in the usual way.
- Concerns relating to a vulnerable adult being drawn into extremist activity, should be reported to HSCC in the usual way.
- You may be asked to complete and submit a Channel Referral Form.

## **7. Confidentiality, record keeping and sharing information**

7.1 Information about safeguarding concerns should be regarded as **confidential** and should be channelled through or under the supervision of a Safeguarding Contact. The Safeguarding Contact will seek advice from SPOA or HSCC and be guided by the information set out at Appendix C Information sharing must be necessary, proportionate, relevant, accurate, timely and secure.

7.2 Sharing information with Children's or Adult Social Care when discharging a legal duty to safeguard children or vulnerable adults is enshrined in legislation, statutory guidance, and in inter-agency safeguarding procedures. Proportionate responses should be given to requests for information when there is a safeguarding concern, in line with the [SAB Information Sharing Protocol](#).

7.3 If someone discloses abuse but asks that it should be kept a secret, they should be told that if what they have said indicates that they or someone else may be harmed; there is a duty to report it. This is called acting in the public interest.

7.4 If a witness who is not a councillor or member of staff requests anonymity, it should be explained that SPOA or HSCC should be able to access accurate information, and therefore providing their name would be better. This must not, however, prevent or delay a report being made.

7.5 Records should be written in plain English, and should always differentiate clearly between fact and opinion or judgement. All must be dated, and stored

securely. Any paper records must be signed, and appropriately destroyed after scanning.

7.6 Information about a safeguarding concern may be shared by a Safeguarding Contact, Safeguarding Lead or NSO with appropriate others in accordance with information sharing principles (Appendix C). For example:

- The council's Head of HR in the case of an allegation against staff
- The council's Monitoring Officer (Assistant Director for Corporate Governance) in the case of an allegation against a councillor
- Where safeguarding concerns and allegations relate to contractors or partners, the appropriate company/organisation manager and council senior manager overseeing the contract or partnership should be told;
- The alleged victim or their parent/carer where appropriate (regarding the safeguarding concern and steps being taken to deal with it).

7.7 Records will be stored in accordance with the council's policies and procedures governing information management and record/document retention and disposal.

## **8. Allegations against staff, councillors, contractors or partners**

8.1 If someone witnesses behaviour by a councillor, member of staff, contractor or partner, or an allegation is made about them that indicates that they have, or may have:

- harmed a child, young person or vulnerable adult, or put them at risk of harm;
- possibly committed a criminal offence against or related to a child, young person or vulnerable adult, or;
- behaved in a way that indicated they may pose a risk of harm to children, young people or vulnerable adults they must report it as a safeguarding concern to a Safeguarding Contact.

8.2 It is acknowledged that an allegation against any member of staff will generate concern amongst other staff. The way in which any such allegations are dealt with should be professional and fair and, above all, protect the welfare of the child, young person or vulnerable adult. Staff will be supported if they disclose information about a colleague.

8.3 A councillor or member of staff, whether paid or unpaid, must report any allegation made against them to a Safeguarding Contact following the procedure in Section 7 of this policy.

- 8.4 Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the council's disciplinary procedures (including instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The HR Manager will liaise with the responsible authorities to agree the appropriate course of action.
- 8.5 The HR Manager will seek advice from SPOA or HSCC and/ or the police prior to informing a member of staff of an allegation against them. The HR Manager will offer appropriate welfare support to the member of staff and ensure they are kept appropriately informed during any investigation process.
- 8.6 In accordance with the law the council will refer to the Disclosure and Barring Service (DBS) any member of staff who:
- was dismissed because they harmed a child or adult;
  - was dismissed or removed from working in a regulated activity because they might otherwise have harmed a child or adult;
  - would have been dismissed for either of the above reasons but they resigned first; or,
  - who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.
- 8.7 Safeguarding concerns and allegations relating to councillors will be referred to the Monitoring Officer and dealt with in accordance with the council's Code of Conduct of Members and in liaison with the lead officer responsible for safeguarding.
- 8.8 The council will implement procedures to deal with the outcome of any investigation including:
- advice and reassurance to the public;
  - media attention;
  - dealing with staff in the event of allegations being unfounded;
  - dealing with staff should an allegation about a staff member be proven.

## **9. Recruitment and selection**

- 9.1 The council will take all reasonable steps to prevent unsuitable people working with children, young people and vulnerable adults on behalf of the council. Procedures will be deployed consistently for all staff whether in full time, part time, permanent or temporary employment and whether paid or voluntary.

9.2 The need to recruit quickly will not be allowed to take precedence over safe recruitment principles. They are incorporated into the council's recruitment policies and practices, and the Head of HR is responsible for their implementation and review. Key aspects are:

- a commitment to safeguarding must be included in all future employment contracts
- criminal record checks will be made where appropriate. Roles that involve regulated activities such as caring for, supervising or being in sole charge of children or vulnerable adults require an enhanced Disclosure and Barring Service (DBS) Check. This may include checking whether someone features in the two DBS 'barred lists' of individuals who are unsuitable for working with children and adults. *DBS checks must be obtained for staff and volunteers undertaking these roles, and they will not be permitted to commence unaccompanied work until they have been received. It is against the law for employers to employ or allow a person to volunteer for this kind of work if they are on one of the barred lists.*
- a commitment to safeguarding must be included in all employment contracts.
- any post-specific requirements relating to safeguarding must be included in the relevant job description and person specification.
- offers of employment or placements are subject to receipt of satisfactory references and identity checks. Where the post involves significant contact with children, young people or vulnerable adults, former employers will be asked about the suitability of the candidate and whether there have been any concerns, allegations or disciplinary investigations related to safeguarding.
- managers and HR staff must comply with corporate policies on the security of DBS records, and on the Rehabilitation of Offenders to ensure the confidentiality of information received in relation to applicants.

9.3 Managers are responsible for ensuring that employment agencies used by the council offer safe recruitment and selection processes. Employment agencies must be made aware of this policy, provide the council with a copy of their safeguarding procedure and must agree to share with the council any safeguarding concern within the agency relating to individual staff.

## 10. Information and training

10.1 Information will be made available in council premises to raise awareness and advise how people should voice any safeguarding concerns.

- 10.2 Appropriate information will be made available to staff councillors, contractors and partners in the form of this policy and appendices.
- 10.3 All training carried out will be consistent with the recommendations of the Safeguarding Children Partnership and Safeguarding Adults Board.
- 10.4 Induction for new staff and councillors on safeguarding must be completed within 3 months of the start of their employment/placement/term of office. It will include:
- signposting this policy, procedures for reporting safeguarding concerns and list of Safeguarding Contacts.
  - awareness training on safeguarding and role boundaries.
- 10.5 Additional/ focussed training for specific teams can be requested, and should be discussed with the Safeguarding Lead.
- 10.6 Existing staff and councillors will be required to undertake refresher awareness training on safeguarding and role boundaries every 3 years.
- 10.7 Requirements for more advanced training for staff who have significant contact with children, young people or vulnerable adults will be identified as part of the induction and/or appraisal process, dependant on the nature of the post.
- 10.8 Requirements for additional training for HR Officers, Safeguarding Contacts, the Monitoring Officer, the Named Senior Officer and the Prevent Lead will be identified as part of the induction and/or appraisal process, and refreshed at appropriate intervals.

## **11. External organisations licensed by, or working with for or on behalf of the council**

- 11.1 The council works with and through a number of external organisations such as charities, contractors, licensees, other public sector bodies, etc. Checks that relevant external organisations operate safe recruitment practices must be made at the tender/quotation stage.
- 11.2 Where these external organisations are likely to have significant contact with children, young people or vulnerable adults as a direct result of their work for, on behalf of or in partnership with the council, they are required to have safeguarding procedures such as safe recruitment and selection processes in place. They must be aware of this policy, provide the council with a copy of their safeguarding procedure and must agree to share with the council any

safeguarding concern within their organisation relating to individuals who undertake work for or on behalf of the council.

- 11.3 Support for programmes which involve children, young people or vulnerable adults (funding, premises, etc.) will be subject to those organisations providing evidence of effective policy and procedures on child and vulnerable adult protection. This includes all those managing any of the council's building or with a licence to run services from any of the council's buildings
- 11.4 Heads of Service and managers are responsible for ensuring that their teams are made aware of and comply with the provisions set out in the points above.
- 11.5 Heads of Service and managers are responsible for obtaining assurances that external organisations have implemented their own safeguarding procedures once they have been alerted to a safeguarding concern under section 7. Senior Heads of Service and managers will also take appropriate steps to address any risk that may be posed by an individual in the course of their organisation's work for or on behalf of the council.

## **Appendix A – Contact details**

### **East Sussex Adult Social Care – Health & Social Care Connect**

Phone: 0345 60 80 191

8am to 8pm 7 days a week including bank holidays

Email: [via webpage](#) or [HSCC@eastsussex.gov.uk](mailto:HSCC@eastsussex.gov.uk)

### **Emergency duty service (out of office hours)**

Phone: 01323 636399

Monday to Thursday: 5pm to 8.30am

Friday : 4.30pm to 8.30am

Weekends and Public holidays: 24 hour

### **East Sussex Children’s Services – Single Point of Access**

Phone: 01323 464222

Email: [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)

Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm

### **Emergency duty service (out of office hours)**

**Phone:** 01273 335906 or 01273 335905

5pm to 8.30am (after 4.30pm on Fridays) and during the weekends and bank holidays

### **Other useful contacts**

- Action on Elder Abuse - Phone: 080 8808 8141  
Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk);
- Healthwatch - Phone: 0300 0683 000  
email: [enquiries@healthwatch.co.uk](mailto:enquiries@healthwatch.co.uk) website: [www.healthwatch.co.uk](http://www.healthwatch.co.uk)
- Samaritans (centre office) - Phone: 0208 394 8300
- Carers Direct National Helpline - Freephone: 0300 123 1053
- Care Quality Commission Phone - : 03000 616161
- National Domestic Violence Helpline (24-hour helpline) - Freephone: 0808 2000 247
- Public Concern at Work (for staff concerned about bad practice in the workplace) - Phone: 020 7404 6609 Website: [www.pcaw.org.uk](http://www.pcaw.org.uk)
- NHS Direct - Phone: 111

## Appendix B – General Guidance for Staff and Managers: Supervision of Children

We can reduce likely situations for abuse of children and help protect our staff and volunteers from false accusations by making sure that everyone is aware that **it is not acceptable to:**

- Spend time alone with children away from others;
- Take children alone in a car on journeys, however short;
- Take children to their home.

In exceptional circumstances where it is **absolutely unavoidable** that these things do happen, they should **only** occur with the full knowledge and consent of the senior head or their deputy.

It should be made clear to all staff and volunteers in your organisation that they should **never:**

- Engage in rough physical games, including horseplay (apart from structured sports activities);
- Allow or engage in inappropriate touching of any form;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments about, or to, a child;
- Let allegations a child makes go unchallenged or unrecorded;
- Do things of a personal nature for children or vulnerable adults.

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst taking part in organised programmes or whilst at Council facilities.

### Planning

- Organisers **must** plan and prepare a detailed programme of activities for the children who are involved in the project, **including preparing a risk assessment prior to the event.**
- Managers must ensure that all staff and volunteers have appropriate DBS clearance in place.
- Organisers are responsible for the welfare and safety of the children for the whole time they are in their care.
- Young people should not be left to their own devices when undertaking a supervised programme.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.

### Supervision

- Leaders in charge must be satisfied that workers and adults who accompany group parties are fully competent to do so.

- Children must be supervised at all times.
- Children must not be left unsupervised at any venue whether it is indoors or outdoors.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

### **Adult/Child Ratios**

Level of supervision must be adequate whether at the organisation's venue or on a journey/visit. Therefore, when deciding how many adults are required to supervise, managers must take into consideration a range of practical matters:

- The number of participants in the group
- The nature of the site/venue and of the activity involved
- That each individual supervisor knows the responsibilities he/she is expected to bear.

It is for the Manager in charge to exercise his/her professional judgement in deciding the level of supervision, taking into account the appropriate national guidance. Risk assessments should be carried out in advance of programming the activity.

### **Guidelines for listening to a child, young person or vulnerable adult who discloses they have been abused:**

- React calmly so as not to frighten the child, young person or vulnerable adult
- Tell them they are not to blame and that they were right to tell
- Take what they say seriously, recognising how difficult it was for them to confide in you.
- Always reassure them but do not make promises of confidentiality.
- Immediately afterwards, make a full, detailed record of what has been said, heard and/or seen.

## Appendix C - Confidentiality, record keeping and sharing information

### What is the legal basis for sharing information?

- The Children Act 1989 requires local authorities to make child protection enquiries if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, and requires other organisations to assist them with those enquiries if asked to do so.
- The Children Act 1989 places a general duty on local authorities to provide services for children in need in their area; section 27 of the act enables local authorities to request the help of other organisations to exercise this duty.
- Section 10 of the Children Act 2004 requires organisations to cooperate with the local authority to make arrangements to improve the wellbeing of children in their area.
- Section 11 of the Children Act 2004 places a duty on organisations to make arrangements to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children; this includes ensuring arrangements are in place for appropriate information sharing.
- Section 175 of the Education Act 2002 requires governing bodies of maintained schools and further education colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. Section 157 of the Education Act 2002 requires proprietors of independent schools (including academies, Free Schools and city technology colleges) and The Non-Maintained Special Schools Regulations 1999 require governing bodies of non-maintained special schools to make similar arrangements to safeguard and promote the welfare of children. Collaborative work and information sharing is necessary to fulfil these duties.
- Clause 45 of the Care Act focuses on 'supply of information'. This relates to the responsibilities of others to comply with requests for information from the Safeguarding Adults board

### Seven Golden Rules

- i. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- ii. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared. Seek their agreement, unless it is unsafe or inappropriate to do so.
- iii. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- iv. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case. See also [Further Information to Inform Decision Making Procedure](#) regarding the need for consent.

- v. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
- vi. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- vii. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

(Extract from “Information sharing: Guidance for Practitioners and Managers”)

## Appendix D – Risk Assessment

Heads of Service are responsible for ensuring risk assessments are carried out in their service areas and recorded on Pentana.

For the purposes of this policy the type of work shown is indicative of the type of areas where protection of children and vulnerable adults should be considered. It is not intended to be comprehensive or exclusive.

Managers of work areas have responsibility for identifying “at risk” staff and other groups.

**High Risk:** Staff who enter people’s homes where Children or Vulnerable Adults may be, e.g.

- Leisure Centre & Sports Centre Staff
- Events staff
- Neighbourhood Advisors
- Contractors
- Volunteers

**Low Risk:** Staff who work out of the office but have no direct contact with Children, e.g.

- Contract inspectors
- Planning Officers / Building Control Officers

**No Risk:** Staff who are office based and have no contact with Children or Vulnerable Adults, e.g. Financial or Legal staff

When considering risk the same methodology should be applied to Council members, staff, contractors and volunteers.

## **Appendix E – MAPPA & MARAC**

### **Multi-agency Public Protection Arrangements (MAPPA)**

The purpose of the MAPPA framework is to reduce the risks posed by sexual and violent offenders in order to protect the public, including previous victims, from serious harm.

The responsible authorities in respect of MAPPA are the police, prison and probation services. They have a duty to ensure that MAPPA is established in each of their geographic areas in order to ensure the risk assessment and management of all identified MAPPA offenders (primarily violent offenders on licence or mental health orders and all registered sex offenders). Police, prison and probation services have a clear statutory duty to share information for MAPPA purposes. Other organisations have a duty to cooperate with the responsible authority, including housing providers. This information includes sensitive personal data where a need-to-know approach applies.

The council sends a representative to MAPPA meetings and contributes to minimising risk in the community through its participation. The council's Senior Specialist Advisor – Housing is the council's lead representative for MAPPA.

### **Multi-agency Risk Assessment Committee (MARAC)**

As a housing services provider the council makes referrals to and participates in casework at MARAC meetings when an incident of domestic abuse, stalking or 'honour'-based violence triggers a risk concern. The MARAC data sharing protocol adopts a need-to-know approach. This requires the council to provide a Single Point of Contact (SPOC) to manage the security and appropriate dissemination of information, and to co-ordinate council officer case involvement.

The council's Senior Specialist Advisor – Housing is the council's Single Point of Contact for MARAC and is responsible for ensuring attendance at MARAC meetings.

Where domestic abuse is being experienced by an adult at risk, safeguarding procedures provide the overarching process for ensuring the coordination of multi-agency involvement. The MARAC process is used in addition to ensure that issues relating to domestic abuse are covered effectively.

## Appendix F - E Safety Policy

This policy has been developed to support the council’s commitment to safeguarding and promoting the welfare of children and young people in a digital age.

The council recognises that being safe on line is not just a matter of technology and a comprehensive approach to e-safety is necessary.

### Background

“All agencies providing services to children have a duty to understand e-safety issues, recognising their role in helping children to remain safe online while also supporting adults who care for children.”

*Becta 2008, Safeguarding Children in a Digital World*

E-safety is the process of limiting risks to children and young people when using Information and Communications Technology (ICT). E-safety is primarily a safeguarding issue not a technological issue, which relates to the use of all ICT- fixed or mobile; current, emerging and future ICT.

ICT is used daily as a tool to improve teaching, learning, communication and working practices to the benefit of our children and young people and those that work to support them. The use of ICT is recognised as being of significant benefit to all members of our community, in personal, social, professional and educational contexts. However alongside these benefits, there are potential risks that we have a statutory duty of care to manage, to ensure they do not become actual dangers to children and young people in our care or for employees.

**E-Safety Risks & Issues** Some E-safety risks and issues are illustrated below

	<b>Commercial</b>	<b>Aggressive</b>	<b>Sexual</b>	<b>Values</b>
<b>Content</b> (child as recipient)	Adverts Spam Sponsorship Personal info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info or advice
<b>Contact</b> (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers; being groomed	Self-harm Unwelcome persuasions
<b>Conduct</b> (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info or advice.

*DSCF, 2008 - Safer Children in a Digital Word: The report of the Byron Review*

### e-Safety lead officer

The Head of ICT is the council’s e-Safety lead officer, responsible for ensuring that this policy is disseminated, implemented and reviewed. The e-Safety lead officer is responsible for:

- Ensuring that appropriate Acceptable Use of ICT policies are in place and included in the suite of policies that all staff, volunteers and council Members sign to confirm their compliance

- Ensuring that procedures are in place for reporting an e-safety incident, e.g. clear lines of reporting incidents of misuse of ICT by users and safeguarding incidents when a user is at risk or has come to actual harm through the use of ICT.

### **Procedures**

All staff and volunteers are responsible for reporting any incidents of misuse of ICT by users that they become aware of to their line manager or Head of Service.

All council Members are responsible for reporting any incidents of misuse of ICT that they become aware of to the council's Monitoring Officer.

All staff and volunteers are responsible for reporting any safeguarding incidents when a user is at risk or has come to actual harm through the use of ICT through the council's agreed Safeguarding Procedures.

### **Infrastructure & Technology**

The council will:

- Identify all routes to access the Internet in council run buildings and carry out risk assessments with regards to e-Safety;
- consider the use of additional software and/or settings for technologies to limit the e-safety risk;
- use up to date security software / solutions for technologies;
- where Internet access is available, ensure that all web content filtering products or services used, as a minimum:
  - subscribe to the Internet Watch Foundation Child Abuse Images and Content (CAIC) URL List;
  - block 100% of illegal material identified by the Internet Watch Foundation (IWF);
  - are capable of blocking 90% of inappropriate content in each of the following categories:
    - Pornographic, adult, tasteless or offensive material;
    - Violence (including weapons and bombs, radicalisation);
    - Racist, extremist and hate material;
    - Illegal drug taking and promotion;
    - Criminal skills and software piracy.

### **Training**

Where Council staff, volunteers and members have contact with children and young people the Council aims to raise awareness of e-safety through induction and training programmes.

All staff, volunteers and Council Members are made aware of the Council's policies and procedures governing Safeguarding, including this Policy on e-safety.

The Council also aims to promote awareness of e-safety and to encourage staff and partner organisations to attend training covering issues of e-safety.

**This policy will be reviewed annually or in response to new technologies or e-safety incidents if sooner.**