



SAFEGUARDING

Policy and Procedure

2019/20

***Children, Young People and
Vulnerable Adults***



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1. Purpose

The purpose of this policy is to ensure there is an overarching approach to Safeguarding across the organisation and that all employees, elected Members, volunteers and contractors delivering services on the Council's behalf are aware of their legal obligations to safeguard Children, Young People and Vulnerable Adults.

The Safeguarding Policy encompasses:

- Safeguarding Children & Young People
- Safeguarding Vulnerable Adults
- Domestic Abuse
- Child Exploitation (including criminal and sexual)
- Modern Slavery/Human Trafficking
- Honour Based Abuse
- Forced Marriage
- Female Genital Mutilation
- Prevent

This Policy will also raise overall awareness of safeguarding, the signs of abuse and information on what to do if they suspect abuse is taking place.

Safeguarding is not a practice that operates in isolation, the practices cut across every service and function that Braintree District Council undertakes and as such, is embedded within the organisation and has direct links to other Braintree District Council Policies including, Code of Conduct, Harassment and Bullying, Safer Recruitment, and Whistle Blowing.

2. Roles and Responsibilities

Braintree District Council as a second tier Local Authority have a statutory responsibility and a duty of care, which in the simplest of terms means it has a duty to cooperate and report issues relating to Safeguarding to the appropriate authorities.

2.1 Safeguarding Children

Local Authorities have a duty under Section 11 of the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions.

BDC is a member of the Essex Safeguarding Children Board (ESCB) and has a role in identifying children and young people who may be at risk and alerting the appropriate service.

All staff must ensure that they are aware of the Safeguarding procedures that are in place within the organisation and which staff members are responsible for Safeguarding issues.

2.2 Safeguarding Vulnerable Adults

The Care Act 2014 is legislation that sets out specific safeguarding duties for Local Authorities and their partner agencies.

The Safeguarding Duties apply to an adult who:

- Has needs for care and support
- Is experiencing or at risk of abuse or neglect

- Due to these, care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

BDC is a member of the Essex Safeguarding Adults Board (ESAB) and has a role in identifying vulnerable adults who may be at risk and alerting the appropriate service.

All staff must ensure they are aware of the Safeguarding procedures that are in place within the organisation and which staff members are responsible for Safeguarding issues.

2.3 Partnership Roles and Responsibilities

Essex County Council Social Care

Essex County Council's approach to Social Care is about supporting, nurturing and improving the lives of both the people of Essex and social care professionals. Adult operations are responsible for delivering ECC's statutory duties for looking after the County's vulnerable adults. This means offering appropriate assessments, reviews, safeguarding and care to meet the identified needs of residents.

Essex Safeguarding Adults Board

The Essex Safeguarding Adults Board raises awareness and promotes the welfare of vulnerable adults by the development of an effective co-operative. This group of people come from a wide range of public and voluntary services and other organisations and is committed to ensuring that the work done effectively brings about good outcomes for adults.

Essex Safeguarding Children's Board

The Essex Safeguarding Children's Board is a statutory body which acts as a mechanism for agreeing how relevant organisations within Essex co-operate to safeguard and promote the welfare of children and young people. The Board will ensure the effectiveness of work undertaken by partners in this area, this is done in accordance to the Multi agency Safeguarding Arrangements (MASA)

Essex Police

Essex Police has the responsibility to investigate all reports of abuse against children, young people or vulnerable adults and to protect the rights and freedoms of those individuals. They are also responsible for taking effective action against offenders, holding them to account through the criminal justice system.

3. Definitions and Types of Abuse

3.1 Children and Young People

In accordance with guidance provided by ***Working Together to Safeguard Children 2010*** and based on the **Children Act (1989) and (2004)** the terms children, child, young person or young people shall for the purposes of this policy be deemed to mean:

“Anyone who has not yet reached their 18th birthday. The fact that they have reached 16 years of age; are living independently or in further education; are a member of the armed forces; in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Acts and this policy”.

TYPE	DEFINITION
Emotional	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development</p> <p>Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;</p> <ul style="list-style-type: none"> • Imposing age or developmentally inappropriate expectations on children. • Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse; • Serious bullying, causing children frequently to feel frightened or in danger, including online; • Exploiting and corrupting children.
Sexual	<p>Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware what is happening. Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children In addition; sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003. See Part B, General Practice Guidance</p>
Neglect	<p>The persistent failure to meet a child'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 misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.</p>
Physical	<p>May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child; see Part B, chapter 19, fabricated or induced illness</p>

3.2 Vulnerable Adults

A vulnerable adult is any person aged 18 or over who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation.

Vulnerable adults may include:

- People with a mental health problem or mental illness (including dementia)
- People with a physical disability
- People with a sensory impairment
- People with a learning disability
- People who are frail and/or experiencing a temporary illness
- People who are old

TYPE	DEFINITION	INDICATORS
PHYSICAL	The non-accidental use of physical force that results (or could result) in bodily injury, pain or impairment including: assault, hitting, slapping, pushing, misuse of medication and restraint.	Unexplained bruising, cowering or flinching, bruising consistent with being hit, unexplained burns, unexplained fractures.
SEXUAL	Direct or indirect involvement in sexual activity without consent.	Incontinence, difficulty/discomfort in walking, excessive washing, sexually transmitted diseases, bruising/bleeding in genital areas.
EMOTIONAL/ PSYCHOLOGICAL	Acts or behaviour which impinge on the emotional health of, or which causes distress or anguish to, individuals.	Disturbed sleep, anxiety, confusion, extreme submissiveness or dependency, sharp changes in behaviour, loss of confidence or appetite.
NEGLECT	Ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual (S)	Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health care, withholding medication, adequate nutrition and heating.
FINANCIAL	Unauthorised, fraudulent obtaining and improper use of funds, property or any resources of an adult at risk.	Unexplained or sudden inability to pay bills, unexplained withdrawals of money from accounts, personal possessions going missing, unusual interest by a friend/relative/neighbour in financial matters.

DISCRIMINATORY	When values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals	Inciting others to commit abusive acts, lack of effective communication
INSTITUTIONAL	Where the culture of the organisations places the emphasis on the running of the establishment above the needs and care of the person.	Lack of care plans, contact with the outside world not encouraged, no flexibility or lack of choice

3.3 Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

3.4 Female Genital Mutilation

A collective term used for illegal procedures, such as female circumcision, which include the partial or total removal of the external female genital organs, or injury to the female genital organs for a cultural or non-therapeutic reason.

3.5 Honor Based Abuse (HBA)

Is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.

It is a form of domestic abuse which relates to a victim who does not abide by the 'rules' of an honour code. This will have been set at the discretion of relatives or community; the victims are punished for bringing shame on the family or community.

In relation to Honour Based abuse, staff should adopt the one chance rule.

The One Chance Rule: *You may only have one chance to speak to a potential victim, therefore, have only one chance to save a life. If the victim is allowed to walk out of the door without support being offered, that one chance might be wasted*

3.6 Forced Marriage

In a forced marriage you are coerced into marrying someone against your will. You may be physically threatened or emotionally blackmailed to do so. It is an abuse of human rights and cannot be justified on any religious or cultural basis.

It's not the same as an arranged marriage where you have a choice as to whether to accept the arrangement or not. The tradition of arranged marriages has operated successfully within many communities and countries for a very long time.

3.7 Child Sexual Exploitation CSE

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for their financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. "Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

3.8 Child Criminal Exploitation (CCE)

'Child Criminal Exploitation is common in county lines* and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 years. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation doesn't always involve physical contact; it can also occur through the use of technology.' (Home Office, 2018)

3.9 *County Lines

'County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. (Home Office, 2018)

3.10 Modern Slavery

There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. It involves people being forced to work through mental or physical threat, owned or controlled by an 'employer' usually through mental or physical abuse or the threat of abuse, dehumanised and being treated as a commodity or bought and sold as 'property'.

3.11 Human Trafficking

Takes place when a victim is moved from one place to another for the purpose of exploitation, this could be through sexual exploitation, domestic servitude, forced labour, forced criminality or organ harvesting. The trafficker is able to control and exploit through violence, coercion or deception.

3.12 Prevent

The Prevent Strategy published by the Government in 2011 is part of an overall counter-terrorism strategy which aims to reduce the threat to the UK from terrorism and to stop people becoming terrorists or supporting terrorism.

4 BDC Roles & Responsibilities

4.1 Joint Designated Safeguarding Leads

BDC has TWO Joint Designated Safeguarding Leads who are responsible for championing the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults. They are also the lead officers for Domestic Abuse, Child Sexual Exploitation, Modern Slavery/Human Trafficking, Honour Based Abuse, Forced Marriage, FGM and Prevent.

JOINT SAFEGUARDING LEADS:

Cherie Root, Corporate Director

Tracey Parry – Community Services Manager

4.1.1 Deputy Safeguarding Leads

BDC has THREE Safeguarding Deputies. Their role is to support the Safeguarding Leads and to be available to staff to aid implementation of this policy. They provide cover for when the Leads are unavailable, monitor the Safeguarding email account, and provide guidance and advice with regards to where to make referral to.

DEPUTY LEADS:

Penny Phillips, Human Resource Officer

Dan Mellini, Environmental Health Manager

Carol Clayman, PA to Head of Operations

4.1.2 Safeguarding Support and Advice

Safeguarding support and advice can be offered by the Children, Young People and Safeguarding Officer, Lucy Wilson.

4.2 Management Board & Heads of Service

1. Ensure BDC meets its legal obligations.
2. Make sure, where relevant, that the safeguarding of children, young people and vulnerable adults is considered in strategies, plans and services.
3. Encourage, embed and maintain the best safeguarding practice across all directorates and services to ensure continuous improvement and compliance with national and local policies.
4. Treat all safeguarding matters seriously.
5. Support staff on all aspects of Safeguarding and ensure procedures are adhered to.

4.3 Managers

1. Responsibilities for ensuring staff complete the appropriate Safeguarding Training (e learning or face to face). Are trained and implement the training.
2. Provide support to staff handling safeguarding issues and ensure procedures are adhered to.
3. Have an awareness of policies and procedures.
4. Take responsibility for the quality of safeguarding children, young people and vulnerable adults in their area/team/service.
5. Make sure all staff and volunteers working with children, young people and vulnerable adults have employment checks appropriate to their role and legislative requirements.
6. Ensure the appropriate On-line Safeguarding/Welfare of Concern Form is completed by the member of staff.

4.4 Human Resources

1. Ensure that relevant policies are in place e.g. Safer Recruitment and Disciplinary Procedures.
2. Support managers in the use of these policies.
3. Provide support with the pre-employment checks including through the Disclosure and Barring Service).

4.5 Staff:

1. Treat all safeguarding matters seriously.
2. Report concerns as per the reporting procedure and complete the relevant on-line form. In addition where Domestic Abuse is suspected, concerns should be reported to the CRU at Essex Police. (including details of any STORM incident reference number/s).
3. Be aware of the policies.
4. Complete safeguarding training relevant to their role.
5. Follow flow chart
6. Complete relevant on line forms

(Code of conduct for staff can be found at Appendix 2)

5. Who the Safeguarding Policy Affects

In addition to employees and members (Councillors) of BDC this policy shall also apply to the following categories;

5.1 Procurement

Contracts with external agencies for the provision of goods and services must make specific reference to safeguarding and the duties imposed on staff. Steps must be taken to ensure the safeguarding of children, young people and vulnerable adults is paramount when any service is provided on behalf of, or in partnership with the BDC.

5.2 Contractors

BDC will ensure all contractors providing services directly related to children, young people and vulnerable adults have an understanding and commitment to Safeguarding and have a safeguarding policy that meets the needs of BDC.

Contractors providing a service to BDC such as maintenance work on a BDC property; will need to be made aware of our procedures and policies. BDC staff will need to ensure that relevant safeguarding practices are adopted by the contractor.

Contractors providing a service on behalf of BDC such as the leisure contractor will be required to work within the guidance of this policy. The contractor must ensure that they meet with the standards and guidance set out in the BDC policy.

Where the term staff is used throughout this document it is taken to imply all staff and others carrying out work on behalf of BDC, unless otherwise stated.

5.3 Partners

All partners working with BDC must have regard to safeguarding. For joint projects partner agencies will be required to pass a copy of their policy to BDC to ensure it meets our needs or adopt our policy for the duration of the project.

5.4 Volunteers

Any volunteers working with Children, Young People and Vulnerable Adults will be required to undertake a DBS check and should be made aware of the Council's Safeguarding policy as part of their overall induction.

5.5 Modern Apprentices, Work Experience and workers under the age of 18

Staff will need to be aware that the above duty will apply to their interaction with work experience and modern apprentice workers under the age of 18. Such workers would still be deemed as children under this policy (see section 3.1), whilst also themselves being responsible under the duty imposed by Section 11 of the Children Act (2004).

It will be necessary to consider the impact of this in all risk assessments carried out in relation to this member of staff.

6. Safeguarding Practices

6.1 Safer Recruitment

BDC has a safer recruitment policy which must be followed for all staff appointments. The policy can be found on the BDC intranet or requested from Human Resources.

6.2 Training

All staff and volunteers within the organisation must complete as a minimum the e learning Safeguarding Children, Young People and Vulnerable Adults module. Those staff without access to a computer should be provided with an information booklet and questionnaire to familiarise themselves with the council's policies and procedures.

6.3 Work experience

If a work experience placement involves working with a member of staff off site or working with a member of staff on their own for longer than half a day, the students' parents or guardians should be informed prior to the work experience placement. In addition when the student goes off-site the employee must advise a Senior Officer where they are going, the reason for the visit and how long the visit will take.

6.4 Safeguarding Allegations against a Member of Staff

The Council takes seriously any allegations or complaints about the conduct of staff and volunteers in respect of their contact with children, young people and vulnerable adults. All allegations or complaints received by the Council will be investigated fully, and where applicable action will be taken against the member of staff or volunteer via the disciplinary procedure. If deemed necessary the member of staff or volunteer will be suspended whilst

the investigation takes place. The decision to suspend lies ultimately with the Chief Executive and Corporate Director with responsibility for Safeguarding.

In the event of a serious allegation against a member of staff or volunteer, the Council will follow the procedures set out in the SET procedures document and will involve the Local Authority Designated Officer (LADO) employed by Essex County Council.

Support for Staff/Volunteers

Support will be provided for any member of staff or volunteer subject to an allegation as indicated in the BDC disciplinary procedure.

6.5 Whistle Blowing

BDC has a Whistle Blowing Policy which should be read in conjunction with this policy. This can be found on the BDC Intranet or requested from HR if the intranet is not accessible. Staff have a duty of care to draw attention to bad or poor practice in the workplace. This includes practice that may be abusive and/or neglectful. Members of staff who work with children, young people or vulnerable adults have an individual responsibility to raise concerns with someone who has responsibility to take action.

6.6 E-Safety

Children, young people and vulnerable adults can be at risk of exploitation and abuse through the medium of Information and Communication Technology (ICT). It is important that staff are alert to potential risks children, young people and vulnerable adults may be exposed to, and that steps have been taken to mitigate the risk of this occurring, with specific reference to:

BDC's ICT Policies. These can be requested from ICT Client Services or found on the BDC Intranet. Policies include:

- Information Security Policy
- Acceptable Use Code of Practice
- Access Control Code of Practice
- E-Mail Code of Practice
- Internet Code of Practice.

7 Data Protection

The General Data Protection Regulations 2016 (GDPR) and the Data Protection Act 2018

(DPA 18) place obligations on the Council to protect personal information and to only store it and share it where there is a lawful basis to do so. There is now a greater emphasis on the Council to be transparent and accountable.

HOWEVER, GDPR AND DPA18 DOES NOT PREVENT, OR LIMIT, THE SHARING OF INFORMATION TO KEEP PEOPLE SAFE.

The Council takes its responsibility as a data controller seriously. The Council acknowledges that CONSENT is only one of the lawful bases on which information can be shared. No single basis is more important than another.

With safeguarding issues, the Council considers that the lawful bases for holding and sharing information are likely to be:

LEGAL OBLIGATION – sharing the information is necessary for the Council to comply with the law

PUBLIC TASK - sharing the information is necessary for the Council to perform a task in the public interest and the task has a clear basis in law

CONSENT – although it is always advisable to seek consent, and be open and honest with an individual, there will be many situations where consent will not be appropriate. Genuine consent should offer an individual a real choice. If the Council will have to share the information to meet its legal and public interest obligations in any event, consent is not the correct basis.

Where the information being shared is special category data (information about race, ethnic origin, health, sex life, or sexual orientation) additional lawful bases have to be identified. They are likely to be:

SUBSTANTIAL PUBLIC INTEREST – processing is necessary for reasons of substantial public interest, which includes protecting an individual from neglect or physical, mental or emotional harm, or protecting the physical, mental or emotional well-being of an individual

HEALTH AND SOCIAL CARE - processing is necessary for the provision of health or social care or treatment or the management of health or social care systems and services

The Council will document the basis on which information is shared, and keep a record of the information that is shared and who it has been shared with. The data will be kept and shared securely. The Council will regularly review the data it holds to check its accuracy, and whether it is still necessary to hold it.

8 Policy Review Dates

This policy is to be reviewed annually by the Named Safeguarding Leads and Deputies.

Early review will be required upon any of the following events;

- New Legislation
- Government Policy
-

It may also need to be considered based upon:

- Research Findings
- Professional Experience

Appendix 1

Reporting Procedure for Safeguarding and Welfare of Concerns

Responding to a Concern (record disclosure using the appropriate Safeguarding/Welfare of Concern On-Line Form/s via the Beehive)

If someone tells you that they, or someone they know, is being abused or you witness an act of abuse:

1. Take it seriously
2. Make full written notes of all disclosed details. You must record the facts of what happened. Remember you will need to record everything that you saw, heard and did and ensure that any evidence indicating that abuse is or may be occurring is preserved and captured on the appropriate Safeguarding/Welfare of Concern On-Line Form located on Beehive
3. The appropriate Safeguarding/Welfare of Concern On-Line Form (Adult's Social Care, Children and Families Hub, Welfare of Concern) must be completed immediately (if possible).
4. Record the exact words said and not your own interpretation or what you think they mean.
5. The relevant on-line form to be completed in all cases; the form should be completed in the 'I' as the first person e.g. I did, I saw, I heard.
6. Reassure the person who has made the disclosure that they have done the right thing.
7. Give the person time to talk and do not probe, investigate or ask leading questions. **Investigation is not your responsibility.**
8. You may repeat/ echo back their statement to gain clarification and understanding.
9. Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
10. Under no circumstances should you speak to or confront the alleged abuser.
11. Do not assume that other people know what you know.
12. If at any time you feel the person needs urgent medical assistance, you should call for an ambulance or arrange for a doctor to see the person at the earliest opportunity.

2. Preserving Evidence

It is essential that any concerns about the welfare of a child, young person or vulnerable adult are accurately recorded and that any evidence indicating that abuse has occurred is retained.

In most circumstances when preserving evidence you may not need to do anything except record the event that has given rise to the concern. However there may be occasions when it is important to follow certain rules:

All Safeguarding referrals are automatically sent to the Safeguarding mailbox where they are archived.

- 1) In cases of physical or sexual assault encourage the person not to wash if they may require a medical examination
- 2) Don't tidy up, wash clothes, bedding or other items
- 3) Try and ensure that others do not interfere with any items that may be important for the police
- 4) Inform the police and preserve the evidence if there is any suspicion that there may be forensic evidence.

3. Acting on Allegations Against an Employee or Other Person Working on Behalf of BDC

1. If you believe there to be a safeguarding issue directly relating to an employee or volunteer working for BDC, then Human Resources must be informed and they will action the matter as appropriate.
2. Human Resources acts on behalf of Essex Safeguarding Board to monitor allegations and ensure that responses are in line with the SET Safeguarding Procedures.
3. There are up to 4 strands in consideration of any allegation:
 - a. A Police investigation of a possible criminal offence
 - b. Children's/Adults Social Care enquiries/assessment about whether a child/adult is in need of protection or services
 - c. Consideration of disciplinary action or performance management measures, staff conduct
 - d. Complaint procedures
4. The process should be documented fully in writing and advice sought about storage to ensure that access is strictly limited to relevant staff and external professionals on a need to know basis.

4. Support For Staff After An Allegation

Full support will be provided for any member of staff subject to an allegation as indicated in the BDC Disciplinary Procedure.

5. Line Manager's Support

A line manager dealing with an allegation against a member of staff is advised to use their discretion to pick the appropriate course of disciplinary action. Advice on the repercussions of any decision you make can be sought from the named Safeguarding Lead who will help you identify the required action needed in the individual case.

Further information on handling allegations against members of staff can be found in the BDC Disciplinary Procedure.

6. Confidentiality

BDC is a signatory to the Essex Trust Charter and adopts the relevant information sharing protocols they have produced.

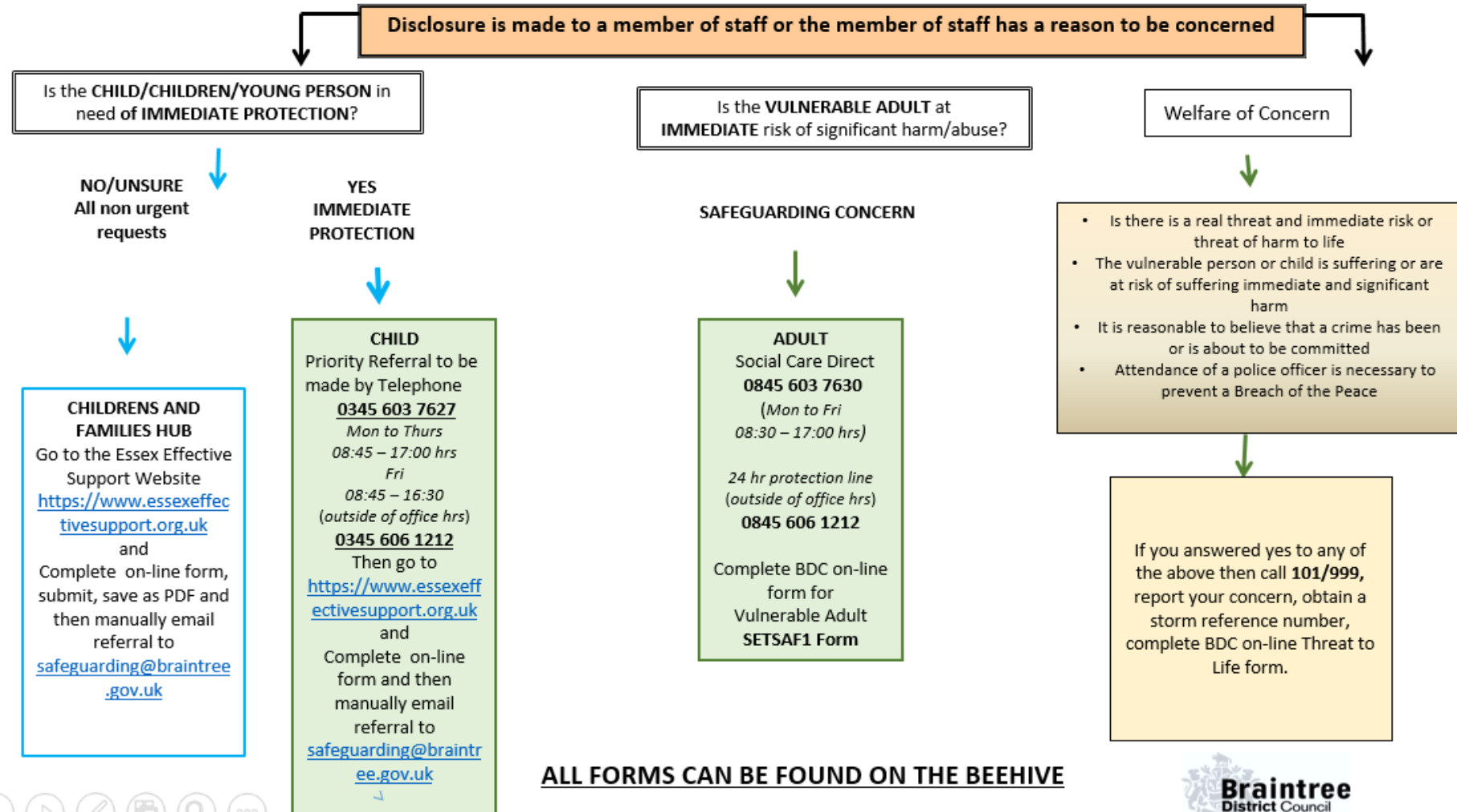
The protocols can be viewed on the Essex Partnership Portal website.

<http://www.essexpartnershipportal.org/pages/index.php?page=essex-trust-charter>

Reporting Procedure for Safeguarding and Welfare of Concern

The link to Essex effective support portal is located under the Safeguarding section on BDC's Beehive

If unsure of this procedure, please contact a member of the Safeguarding Personnel



Appendix 2

Staff Code of Conduct

When working with children, young people or vulnerable adults the following code of conduct applies to all staff:

- Always avoid unnecessary physical contact.
- Avoid taking a child (under 18) alone in a car, however, short the journey.
- Do not take a child to the toilet; if a child requires assistance going to the toilet their parents should be attending any event with them.
- If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that others can clearly observe you.
- Maintain appropriate working relationships with the child or vulnerable adult.
- Do not divulge personal contact details such as email addresses or telephone numbers.
- Do not make suggestive or inappropriate remarks to or about a child, young person or vulnerable adult.
- If a child or vulnerable adult makes any kind of accusation regarding a member of staff or volunteer, you should report this immediately to the named officer, followed by a written statement and keep a record of your actions.
- Ensure you participate in any training your line manager identifies as necessary to support you in your work with children, young people and vulnerable adults.
- Remember that those who abuse children, young person or vulnerable adults can be of any age (including other children), gender, ethnic background or class and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- Good practice includes valuing and respecting children, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism, or any other type of discrimination.

In relation to Honour Based abuse, staff should adopt the one chance rule.

The One Chance Rule: You may only have one chance to speak to a potential victim, therefore, have only one chance to save a life. If the victim is allowed to walk out of the door without support being offered, that one chance might be wasted.

Appendix 3

Information Sharing

7 Golden Rules:

- 1) **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.
- 2) **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, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3) **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- 4) **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 judgement on the facts of the case.
- 5) **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6) **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.
- 7) **Keep a record of your decision and the reasons** – 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.

Appendix 4

Useful Contact Details for disclosures and advice

ESSEX:

Children Social Care (Children and Families Hub) Priority Referral to be made by telephone **0345 603 7627** or out of hours **0345 606 1212** or visit **www.essexeffectivesupport.org.uk**

Adult Social Care (social care direct) normal telephone enquiries/referrals: **0345 603 7630** or out of hours **0345 606 1212**

Essex Police (Non-emergency): 101
999 (in the event of an emergency requiring immediate Police assistance)

Useful Contact Details for disclosures and advice (cont'd)

Domestic Abuse Safeguarding – (Crime Reduction Unit) on: 101 ext: 180300

c&pp.admin@essex.pnn.police.uk

Please note this is in addition and as a follow up to any 101/999 calls re: concern for welfare (not instead of).

Appendix 5

Helplines

General

- **Crimestoppers** – 0800 555111
- **Samaritans** – 116123 – email: jo@samaritans.org
- **Childline** – 0800 111
- **Essex Police** – 101 OR 01245 491491 – Emergency – 999

PREVENT

- **Anti-terrorism hotline** – 0800 789321

Domestic Abuse

- **Compass, Essex Domestic Abuse Helpline** – 0330 3337 444
- **Woman's Aid** – 0808 200247
- **Mankind Initiative** – 01823 334222
- **Men's advice line** – 0808 8010327 email: info@respectphoneline.org.uk

Modern day Slavery and Human Trafficking

- **Modern day slavery helpline-** 0800 0121700
- **Stop the Traffik** – 0207 921 4258

Honour Based Abuse and Female Genital Mutilation

- **Karma nirvana** – 0800 5999247 email: karmanirvana.org.uk
Text – '4freedom' to 88802

Child Sexual Exploitation

- **NWG Child Sexual Exploitation Helpline** -0300 3033032
- **Children's Society Sexual Exploitation Helpline** – 0300 303 7000
- **Essex Rape Crisis** – 03000 037777



Safeguarding Policy and Procedure
Version 10 – June 2019