SAFEGUARDING POLICY & PROCEDURE 2025

Children, Young People & Vulnerable Adults

Document name Braintree District Council, Safeguarding Policy

Document owner Braintree District Council

Causeway House, Bocking End, Braintree, CM7 9HB

Review date June 2026

Accessibility Document can be made available in hard or electronic formats

No copies in other languages currently available

Version V.12 14/02/25



Joint Safeguarding Leads

Cherie RootCorporate Director

Tracey Parry
Community
Services Manager

Joint Named Deputy Leads

- Penny Phillips Human Resource Manager
- Dan Mellini Environmental Health Manager
- Catherine Farmer
 PA to the Head of Operations
- Lloyd Andrews Waste and Streetscene Operations Manager
- Lucy WilsonChildren, Young People& Safeguarding Officer

Cllr LynetteBowers-Flint

Cabinet Lead

TABLE OF CONTENTS

01	PURPOSE	4
02	THE ROLE OF BDC IN SAFEGUARDING	5
03	DEFINITIONS AND TYPES OF ABUSE	7
04	BDC ROLES AND RESPONSIBILITIES	16
05	WHO THE SAFEGUARDING POLICY AFFECTS	19
06	SAFEGUARDING PRACTICES	21
07	DATA PROTECTION	23
80	POLICY REVIEW	25
	APPENDIX 1 Reporting procedure for safeguarding and welfare of concerns	26
	APPENDIX 2 Staff Code of Conduct	32
	APPENDIX 3 Information Sharing	34
	APPENDIX 4 Useful Contact Details for disclosures and advice	35
	APPENDIX 5 Helplines	36



The purpose of this policy is to ensure there is an overarching approach to Safeguarding across the ■ Safeguarding 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
- **Vulnerable Adults**
- Domestic Abuse
- **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.

ROLES & 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 their functions are discharged with regard to the need to safeguard and promote the welfare of children.

Local Authorities are legally required to co-operate with local safeguarding arrangements.

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 uses the definition below to highlight who adult safeguarding duties apply to:

- Adult has care and support needs,
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

Local Authorities are legally required to co-operate with local safeguarding arrangements and has a role in identifying vulnerable adults who may be at risk and alerting the appropriate services.

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 Safeguarding Adults Board

The Essex Safeguarding
Adults Board is a statutory
organisation that is
committed to protecting
an adults right to live in
safety, free from abuse and
neglect. The Board works
to assure itself that local
safeguarding arrangements
and partners act to help and
protect adults in its local
area.

It collaborates with wider strategic partnerships in Essex to ensure that where safeguarding responsibilities spread across the organisations, there is a clear understanding of where responsibility lies or a robust joined-up approach.

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 Arrangments (MASA).

In Essex there are five organisations who are jointly responsible by law for the partnership arrangements for keeping children safe:

- Essex County Council
- Essex Police
- Mid & South Essex Integrated Care Board
- Suffolk & North Essex Integrated Care Board
- Herts & West Essex Integrated Care Board



3.1 Children and Young People

The Southend, Essex and Thurrock Child Protection Procedures are underpinned by Working Together to Safeguard Children (July 2018 updated December 2020), which sets out what should happen in any local area when a child or young person is believed to be in need of support.

These procedures relate to any child and this is defined as anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, is in Foster Care or is in an Adoptive placement does not change their entitlements to services or protection.

TYPE: EMOTIONAL DEFINITION:

The persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- 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.

TYPE: SEXUAL DEFINITION:

- 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.
- The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- 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).

- Sexual abuse is not solely p erpetrated 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.
- Sexual abuse can take place online, and technology can be used to facilitate offline abuse.
- 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.

TYPE: CHILD SEXUAL EXPLOITATION DEFINITION:

- 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".

TYPE: CHILD CRIMINAL EXPLOITATION (CCE) DEFINITION:

Child Criminal Exploitation is common in county lines* (see 3.7) 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)

TYPE: NEGLECT DEFINITION:

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.

Once a child is born, neglect may involve a parent 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 caregivers)
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional, social, health and educational needs.

TYPE: PHYSICAL DEFINITION:

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.

3.2 Vulnerable Adults

The statutory framework introduced under the Care Act applies to any person aged 18 or above who:

Has needs for care and support (regardless of the level of need and whether or not the local authority is meeting any of those needs) Is experiencing, or is at risk of abuse or neglect, and as a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it

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

TYPE: PHYSICAL INDICATORS:

Assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions, unauthorised restraint, physical punishments, making someone purposefully uncomfortable, involuntary isolation and confinement.

TYPE: SEXUAL INDICATORS:

Rape, sexual assault, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual acts to which the adult has not consented or was pressured into consenting

TYPE: EMOTIONAL/PSYCHOLOGICAL INDICATORS:

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber-bullying, enforced social isolation, unreasonable and unjustified withdrawal of services or supportive networks.

TYPE: NEGLECT & ACTS OF OMISSION INDICATORS:

Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, withholding of the necessities of life, such as medication, adequate nutrition and heating.

TYPE: FINANCIAL INDICATORS:

Theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits, misuse of power of attorney, rogue trading

TYPE: DISCRIMINATORY INDICATORS:

Harassment, verbal abuse, denial of basic needs, unequal treatment based on age, race, gender and gender identity, married or civil partnership, pregnancy, disability, sex, sexual orientation or religion, 'protected characteristics' under the equality act 2010

TYPE: ORGANISATIONAL INDICATORS:

Neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in someone's own home.

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.

Stalking

A pattern of unwanted, fixated and obsessive behaviour which is intrusive and causes fear of violence or serious alarm or distress

3.4 Female Genital Mutilation

Female genital mutilation comprises all procedures that involve partial or total

removal of the external female genitalia, or other injury to the female genital organs

for non-medical reasons. Procedures are mostly carried out on young girls sometime between infancy and adolescence, and occasionally on adult women. Female genital mutilation has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

3.5 Honour Based Abuse (HBA)

Honour based abuse is an international term used for the justification of abuse and violence. It is a crime or incident committed to protect or defend the family or community 'honour'. Honour based abuse will often go hand in hand with forced marriages, although this is not always the case.

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

Forced marriage is when there are physical pressures to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (for example if someone is made to feel like they're bringing shame on the family).

3.7 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)

3.8 Modern Slavery & Trafficking

Trafficking of people is a serious crime and is now referred to under the term "Modern Slavery." It involves the recruitment and movement of adults and children to exploit them in degrading situations for financial rewards for their traffickers.

Modern slavery consists of three elements:

- Action (transportation)
- Means (deception/threat) and
- Exploitation (slavery or sexual)

Victims might be foreign nationals but can also include British Citizens.

Although modern slavery often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country, county or town. It is also possible to have been a victim of trafficking even if your consent has been given to being moved. The purpose does not always have to be achieved for there to be an offence of trafficking; it is sufficient for there to be an intention to exploit

3.9 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.



4.1 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 RootCorporate 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 Manager
- Dan Mellini Environmental Health Manager
- Catherine Farmer
 PA to the Head of Operations
- Lloyd Andrews
 Waste and Streetscene
 Operations Manager
- Lucy WilsonChildren, Young People& Safeguarding Officer

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

- 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, please contact the organisations Domestic Abuse champion, tracey.parry@braintree. gov.uk or the Specialist **Domestic Abuse Officer** - Christy.carter@ braintree.gov.uk alternatively, the organisation has a number of mental health first aiders who will be able to signpost you to services there is also the safeguarding team that can help. As always, in an emergency,

please contact 999.

- 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)

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 where there is potential access to children and vulnerable persons as part of the delivery of goods and services must make specific reference to safeguarding and the duties imposed on staff. Where this is declared to us liaison is made with the Council's Legal Team to ensure appropriate safeguarding provisions are included in the specification and terms and conditions.

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 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 apprentices 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.

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 quardians 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

DATA PROTECTION

The UK 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.

Government guidance, Safeguarding Practitioners: Information Sharing Advice (2024), highlights the seven golden rules for information sharing regarding children, young people, parents and carers. This advice is for all frontline staff and senior managers who have to make decisions about sharing personal information on a case-by-case basis, and is set out in Appendix 3.



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

1. 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).
- 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.
- Give the person time to talk and do not probe, investigate or ask leading questions. Investigation is not your responsibility.
- 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.
- 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.

- In cases of physical or sexual assault encourage the person not to wash if they may require a medical examination
- Don't tidy up, wash clothes, bedding or other items
- 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
- 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.

www.essexpartnershipportal.org/ pages/index.php?page=essex-trust-charter

Reporting procedure for safeguarding and welfare of concerns

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

Disclosure is made to a member of staff or the member of staff has a reason to be concerned

V

Is the **CHILD** in **IMMEDIATE** DANGER? **CALL 999**

V

Is the VULNERABLE ADULT at IMMEDIATE risk of significant harm/ abuse? CALL 999



If you have a SAFEGUARDING CONCERN for a CHILD:

Priority Referral to be made by Telephone: **0345 603 7627**

Mon to Thurs

08:45 – 17:30 hrs

Fri

08:45 - 16:30 hrs

(Outside of office hours)

0345 606 1212

Then go to:

www.essex.gov.uk/ report-a-concern-about-a-child

and

Complete online referral and then manually email referral to: safeguarding@braintree.gov.uk



If you have a **SAFEGUARDING CONCERN**

for an **ADULT**:

Social Care Direct **0345 603 7630**

Mon to Fri 08:45 – 17:30 hrs (24 hr protection line) 0345 606 1212

Online form: Report a Concern about a Vulnerable Adult



WELFARE OF CONCERN



Is there an identified and immediate risk or threat of harm to life?
Is a vulnerable person or child suffering or at risk of suffering immediate and significant harm?

Is it reasonable to link a threat seen/heard to an actual abuse or crime?

Attendance by Police is necessary to prevent a breach of the peace?

If you answered 'yes' to any of the above call 101/999



Report your concern to the call handler

The call handler may ask further questions and will make risk factors based on the information you give, and check relevant Police systems.

Essex Police will decide to:





A – Deploy a police unit

You will be asked to request a 'Storm Reference Number' from the call handler

B – Not deploy a police unit

The call handler will provide you with a reason why they will not be attending.

The call handler will suggest who the call should be referred to.





All information whether Option A or B should be recorded on the Welfare of Concern form (formerly 'Threat to Life form')

APPENDIX 2

32

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 3Information Sharing

7 Golden Rules:

- 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.
- 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

- **Q** 0345 603 7627 or out of hours
- **Q** 0345 606 1212 or visit
- www.essexeffectivesupport.org.uk

Adult Social Care

(social care direct) normal telephone enquiries/referrals:

- **Q** 0345 603 7630 or out of hours
- **Q** 0345 606 1212 or visit
- or visit
- www.essex.gov.uk/ adult-social-care-and-health/ report-concern-about-adult

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)

Essex Police

Request for Information: DV History Information Requests from Partner Agencies

Admin.Support.Data.Disclosure @essex.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 5Helplines

GENERAL

Crimestoppers

© 0800 555111

Samaritans

- **G** 116123
- jo@samaritans.org

Childline

0800 1111

Essex Police

- **U** 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

www.womensaid.org.uk/ information-support/

Mankind Initiative

© 0808 800 1170

Men's advice line

- **©** 0808 8010327
- info@respectphoneline.org.uk

MODERN DAY SLAVERY & HUMAN TRAFFICKING

Modern day slavery helpline

© 08000 0121700

Stop the Traffik

https://stopthetraffik.org/ report-an-incident/

HONOUR BASED ABUSE & FEMALE GENITAL MUTILATION

Karma nirvana

- 0800 5999247
- karmanirvana.org.uk

Text - '4freedom'

88802

CHILD SEXUAL EXPLOITATION

NWG Child Sexual Exploitation Helpline

© 0300 3033032

Children's Society Sexual Exploitation Helpline

© 0300 303 7000

Essex Rape Crisis (CARA)

Local Essex

© 01206 769795

National

© 03000 037777

