

Safeguarding Children and Vulnerable Adults Policy update and Safeguarding Children Action Plan review

Portfolio Holder Cllr Bob Deed
Responsible Officer Head of Communities and Governance

Reason for Report: To update Members on the progress made against the Safeguarding Children and Young People action plan and to update Members on changes to the new Safeguarding Children and Vulnerable Adult Policy & Procedures and our focus for 2013/2014

RECOMMENDATION(S): That the PDG recommend to Cabinet that they approve the revised action plan and policy

Relationship to Corporate Plan: The report helps the Council meet its legal responsibilities in respect to safeguarding children & vulnerable adults and therefore contributes to the Council's governance arrangements

Financial Implications: There will be financial costs in undertaking CRB checks and providing training for relevant staff

Legal Implications: Local authorities have a legal duty of care under the Children's Act 1989 and Human Rights Act 1998.

Risk Assessment: Children & vulnerable adults may be abused or continue to be abused if signs are missed and not reported. Local authorities are audited under Section 11 of the Children's Act 2004. These are co-ordinated by the Devon Children's Safeguarding Board.

1.0 Introduction

- 1.1 The Safeguarding Children and Young People policy has been updated to emphasise the importance to safeguard vulnerable adults as well as children and therefore the new title reflects this change. The policy and procedures reflect Devon Safeguarding Children and Adult Boards referral process to ensure our procedures are up to date.
- 1.2 Council services that have direct contact with children or vulnerable adults or a direct role in maintaining their welfare are Housing, both Tenancy and Housing Need, Leisure, Environmental Health, Community Development and Care Services. However, all services have a role in safeguarding and promoting the welfare of children and vulnerable adults through carrying out their duties.
- 1.3 There are a number of high profile cases in the media and most weeks there is an article in the local paper regarding a safeguarding case. It is an area of interest to the media which highlights cases are happening in our streets locally, as well as nationally.

- 1.4 Devon County Council's recent Ofsted report highlighted them as being inadequate across the four categories of overall effectiveness, quality of practice, effectiveness of practice and leadership and governance. Ofsted is changing the criteria in September and DCC will undergo another inspection in April 2014 which is likely to look at a multi-agency approach. Therefore, we need to ensure our policies and procedures are adequate and we are able to evidence our communication with other agencies

2.0 The action plan 2012/13 review

- 2.1 Clear priorities were set for safeguarding and promoting the welfare of children and staff in the action plan, specifically centred around our procedures, training, engagement, working with others and monitoring. Attached is the action plan highlighting our progress and achievements.

3.0 Safeguarding Children and Vulnerable Adults Action Plan for 2013-2014

- 3.1 In order to build on our achievements to date and address specific areas we aim to:
- ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively (including using the Calms system). Add vulnerable adult awareness training to the corporate training programme.
 - continue monitoring referrals including Vulnerable Adults.
 - create a safeguarding hub on sharepoint for staff. Links to information and policies to form part of an overall approach to safeguarding.
 - to carry out appropriate risk assessments which feed into the corporate risk register.
 - to make staff aware of their responsibility towards safeguarding adults as well as children.
 - review the Section 11 audit results and implement any changes required.
 - continue to disseminate relevant information from the Devon Safeguarding board.

4.0 Conclusion

- 4.1 The action plan will ensure we are meeting our statutory duties and will be monitored and assessed against progress annually.

Contact for more Information: Amy Dugard, Consultation and Youth Involvement Officer

Circulation of the Report: Cllr Bob Deed

Mid Devon District Council

Safeguarding Children and Vulnerable Adults policy and procedures

Policy Number: 6.0

June 2013

Policy History

Document Location

This document is only valid on the day it was printed.

The source of the document will be found

<http://mddcmoss/sites/phoenix/ceo/nhr/HR%20Profiles/Forms/AllItems.aspx?RootFolder=%2fsites%2fphoenix%2fceo%2fnhr%2fHR%20Profiles%2fSafeguarding%20Children%20and%20Young%20People%20Policy%20and%20Procedures&FolderCTID=&View=%7b301EA6F8%2dB378%2d441D%2dAFAE%2d25964D4F326D%7d>

Version Control

Title: *Safeguarding Children and Vulnerable Adults policy and procedures*

Purpose: **To provide guidance and set procedures for dealing with safeguarding concerns and allegations.**

Owner: **Head of Communities and Governance - atregellas@middevon.gov.uk - 01884 234246**

Date: **June 2013**

Version Number: **6**

Status: *The Safeguarding children and vulnerable adult policy and procedures edition 6 is to be adopted June 2013. The epolicy is a summary of this document.*

Review Frequency: **Every three years**

Next review date: **June 2016**

Consultation **This document was sent out for consultation to the following:**

MT

Safeguarding SDO's

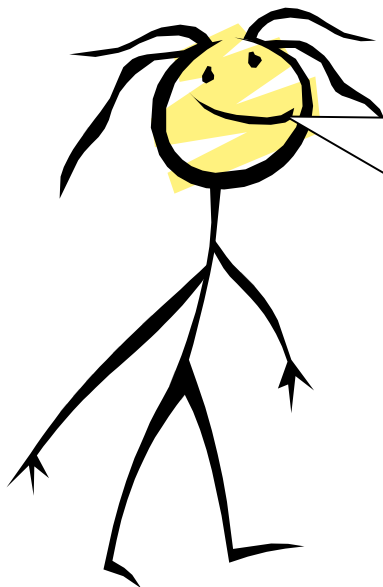
MASH

Care Direct

Document History

This document obtained the following approvals.

Title	Date	Version Approved
CWB – Safeguarding children and Vulnerable Adults policy.	23 June 2013	6.0



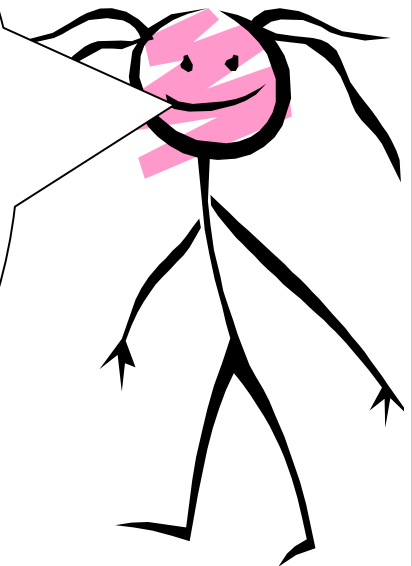
I don't directly work
with children or
vulnerable adults, so
does this Policy affect
me?

Yes it does!

This policy applies to all situations within the Council's operation, which could potentially involve children or vulnerable adults, from young children running around in a reception area to home visits where children or vulnerable adults are present.

Therefore, although your work may not directly impact on or relate to children or vulnerable adults, you have a responsibility to recognise and respond to safeguarding situations and concerns appropriately and must be aware of this policy and its procedures.

This policy affects **every** Mid Devon District Council staff member, elected member, volunteer and anyone working on behalf of and/or representing the Council.



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1.0 Introduction

Children and young people have the right to have fun and be safe in the services we provide for them and the activities they choose to participate in.

All children have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect. Although hundreds and thousands of children have wonderful experiences, abuse does happen.

Safeguarding vulnerable adults enables an adult who is or may be eligible for community care services to retain independence, wellbeing and choice to access their human right to live a life that is free from abuse and neglect (Safeguarding Adults 2005).

There is a considerable body of legislation, government guidance and standards designed to ensure that children and vulnerable adults are protected from harm (see Appendix A). These include

- The Children Act 1989
- Working Together to Safeguard Children document by the Department of Health.
- Every Child Matters – government programme for a national framework of joined up working across children's services.
- No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse" (March 2000).
- Safeguarding Adults' published by the Association of Directors of Social Services (ADSS) in October 2005

Mid Devon District Council has both a moral and legal obligation to ensure a duty of care. We have a responsibility to safeguard and promote the well being of children and vulnerable adults who participate in our services, so that they do so in a safe and positive atmosphere free from harassment and bullying. However, we do recognise that not everyone has positive experiences in their life, and are committed in our role to promote the welfare of children and vulnerable adults by encouraging good practice.

Mid Devon District Council is committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council. A number of services can play an important role in safeguarding and promoting the welfare of individuals as part of their day-to-day work, recognising welfare issues, sharing information, making referrals and subsequently managing or reducing risks. These services are care services, housing, homelessness, environmental health and leisure, as well as other front line roles.

The purpose of this policy and its associated procedures is to help protect the children and vulnerable adults placed in our care within our services and protect Mid Devon District Council, its staff, elected members and volunteers.

Mid Devon District Council recognises that:

- The term child or young person is used to refer to anyone under the age of 18 years.
- The term parent is used as a generic term to represent parents, carers and guardians.
- The term vulnerable adult can also refer to adults at risk, an individual over 18 years who is or may be eligible for community care and whose independence or wellbeing is at risk due to abuse or neglect.
- The term staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of and/or representing the Council.
- All children and vulnerable adults irrespective of their age, class, religion, culture, disability, gender, ethnicity or sexual preference have the right to protection from abuse.

2.0 Policy Statement

Everyone has the right to have fun and be safe in the services provided for them and the activities they choose to participate in.

Mid Devon District Council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children and vulnerable adults, safeguard their well-being and protect them from abuse when they are engaged in services organised and provided by the Council.

2.1 Aims

The Council aims to do this by:

- Raising awareness of the duty of care responsibilities relating to children and vulnerable adults throughout the Council.
- Actively encouraging good practice amongst all staff, elected members and volunteers throughout the Council and promoting wider awareness wherever possible, e.g. partnership organisations and user groups.
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults. Listening, minimising dangers and working closely with other agencies.
- Recruiting, training, supervising and supporting staff, elected members and volunteers to adopt best practice to safeguard and protect individuals from abuse, and themselves against false allegations. Staff and volunteers who work with children and vulnerable adults will be subject to the appropriate level Criminal Records Bureau check.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Policy and Procedures.

2.2 Objectives

Objectives to achieve these aims:

- To provide appropriate training for staff, elected members and volunteers, to enable them to recognise the potential signs and indicators of abuse and to improve good practice.
- To aid staff, elected members and volunteers to respond sensitively and seriously to anyone who discloses information about abuse, and be confident and able to take appropriate action swiftly, regardless of whom the allegation is about, e.g. carer/staff member.
- To maintain a level of good working practice at all times, therefore reducing the risk to participants under the care of our staff and volunteers.
- To promote the general welfare and well-being of children and vulnerable adults during and within Council services.
- To develop and implement effective procedures for recording and responding to incidents and accidents.
- To develop and implement effective procedures for recording and responding to complaints of alleged or suspected abuse.
- Ensure all service areas identify any potential risks to children and vulnerable adults which feeds into the corporate risk register.

3.0 What is Child Abuse?

Children under the age of 18 years are protected by the Children Act 1989. A person is a "child" until they reach 18 years of age.

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

3.1. The Main Forms of Abuse

It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (Department of Health, Home Office, Department of Education and Employment, 1999) (National Assembly for Wales 2000); Co-operating to Safeguard Children (2002) (Northern Ireland); Protecting Children – A Shared Responsibility (Scottish Executive 1998).

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child or young person whom they are looking after. The situation is commonly described as factitious illness, fabricated or induced illness in children or 'Munchausen Syndrome by Proxy' after the person who first identified this situation. A person might do this because they enjoy or need the attention they get through having a sick child or young person.

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person's emotional development. It may involve making a child or young person feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or young people. It may also involve causing children or young people to frequently feel frightened or in danger, or the exploitation or corruption of a child or young person.

Some level of emotional abuse is involved in all types of ill treatment of a child or young person, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children or young people in looking at, or in the production of, child abuse imagery or watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

Neglect

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child or young person gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children or young people are subjected to more than one form of abuse at any one time.

4.0 Recognising Adults at Risk

The broad definition of a "vulnerable adult" is taken from "No Secrets" - Section 2.3 and 'Safeguarding Adults', page 5.

A vulnerable adult is a person *"who is or may be in need of community care services by reason of mental or other disability, age or illness, **and** who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"*. (See "No Secrets" - Section 2.3.) In addition 'Safeguarding Adults' emphasises the public duty of all agencies to protect the human rights of all citizens in terms of helping people access mainstream services such as the police. It also emphasises that safeguarding work is the

responsibility of all agencies and must be effectively linked to other measures such as those for domestic violence which are overseen by the Community Safety Partnership.

4.1 Categories of Adults at Risk:

- elderly and frail
- suffering mental illness or dementia
- learning disability
- those that have debilitating physical illness
- those that misuse substances
- those with sensory loss e.g. hearing / sight impairment

4.2 Safeguarding Adults 2005 identify six aspects of people's lives that may explain increase vulnerability to abuse (from ADSS National Standards Framework 2005)

- Lack of inclusion in protective social networks, including education and employment
- Dependency on others (who may misuse their position) for vital needs including mobility, access to information and control of finances
- Lack of access to remedies for abuse and neglect
- Social acceptability of low standards for care and treatment
- Social acceptability of domestic abuse
- Dynamics of power within institutional care settings.

4.3 There are seven categories of abuse:

No Secrets define abuse as 'a violation of an individual's human and civil rights by any other person or persons'.

Physical

Physical ill treatment causing a person unnecessary discomfort e.g. withholding walking aids or improper administration of drugs

Psychological

Psychological including forms of name calling, embarrassing or ignoring someone.

Sexual

Sexual contact (being touched) or non-contact abuse (being made to watch something)

Financial and Material

Exploiting someone's financial position e.g. abuse of the responsibility to look after someone else's money e.g. unexplained withdrawal from a person's bank account, jewellery disappearing

Neglect

Neglect is deliberately withholding or unintentional failure to provide appropriate and adequate care and support which is necessary for the adult to carry out daily living activities.

Discriminatory

The abuse is motivated by oppressive and discriminate attitudes due to age, ethnicity, disability, marital status, race, religion, sexual orientation or gender.

Institutional

Treating the person as a child by failing to promote their independence, wellbeing and choice, unacceptable treatment and inappropriate use of control.

5.0 Responding to Concerns and Allegations

These procedures inform all staff, elected members and volunteers of what actions they should take if they have concerns or encounter a case of alleged or suspected abuse, i.e. response actions. The procedures apply to all Mid Devon District Council staff, elected members and volunteers.

5.1 Important Rules

It is important that all staff, elected members and volunteers are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. However, staff, elected members and volunteers do have a duty of care to the child or vulnerable adult to report any suspicions you may have.

REMEMBER

It is not your job to judge or investigate BUT to inform

Nothing in this procedure should prevent the application of commonsense and if a member of staff, elected member or volunteer comes across an individual in distress or obvious physical need, they should ensure their immediate needs are met by calling in the appropriate professional help, including the police or ambulance services if necessary. Once their immediate needs have been met then the basic response procedures detailed in section 6.0 should be followed.

REMEMBER

The needs of the Individual always come first

5.2 **Corporate Safeguarding Officers and Service Designated Officers**

Each frontline service has a designated person trained to deal with safeguarding issues. The Service Designated Officers and Corporate Safeguarding Officer are responsible for dealing with reports or concerns about the protection of children / vulnerable adults appropriately. Staff and Councillors can find contact details on the Safeguarding Page of SharePoint, the Council's internal webpages.

If you are a member of the public and have a concern about MDDC services you can contact the corporate officer. However, if you have a concern about someone not in relation to MDDC services please contact the relevant organisation directly listed below.

Corporate Safeguarding Officer (CSO)		
Post	Name	Work Tel
Head of Communities & Governance	Amy Tregellas	01884 234246
Service Designated Officer (SDO)		
Neighbourhood Team Leader	Mary Sergeant	01884 234286
Neighbourhood Team Leader	Marian Axtell	01884 234299
Neighbourhood Team Leader	Lisa Harber	01884 234292
Homelessness Team Leader	Suzanne Palmer	01884 234388
Head of Customer First	Liz Reeves	01884 234371
Deputy Manager for CVSC reps EVLC	Carole Jolliffe	01884 32853
Consultation & Youth Involvement	Amy Dugard	01884 234276
Human Resource Business Partner	Carmen Broom	01884 234290
Building Maintenance	Hannah Sergeant	01884 233004
Waste and Transport Manager	Simon Newcombe	01884 244615
Community Safety	Julia Ryder	01884 234997
Supported Housing Manager	David Snape	01884 234951
LMLC Manager	Lee Chester	01363 776190

Useful contact number:

Care Direct – If you suspect a vulnerable adult is being abused

- 0845 1551 007

Devon and Cornwall Constabulary (Police)

- Police Central Switchboard Tel: 101
- Police Emergency Tel: 999

Multi Agency Safeguarding Hub (MASH) – if you are concerned about a child / young person

- Enquiry – 01392 388362
- To make a referral – 0345 1551071

Adva Partnership - if you are suffering from domestic abuse or worried someone else is.

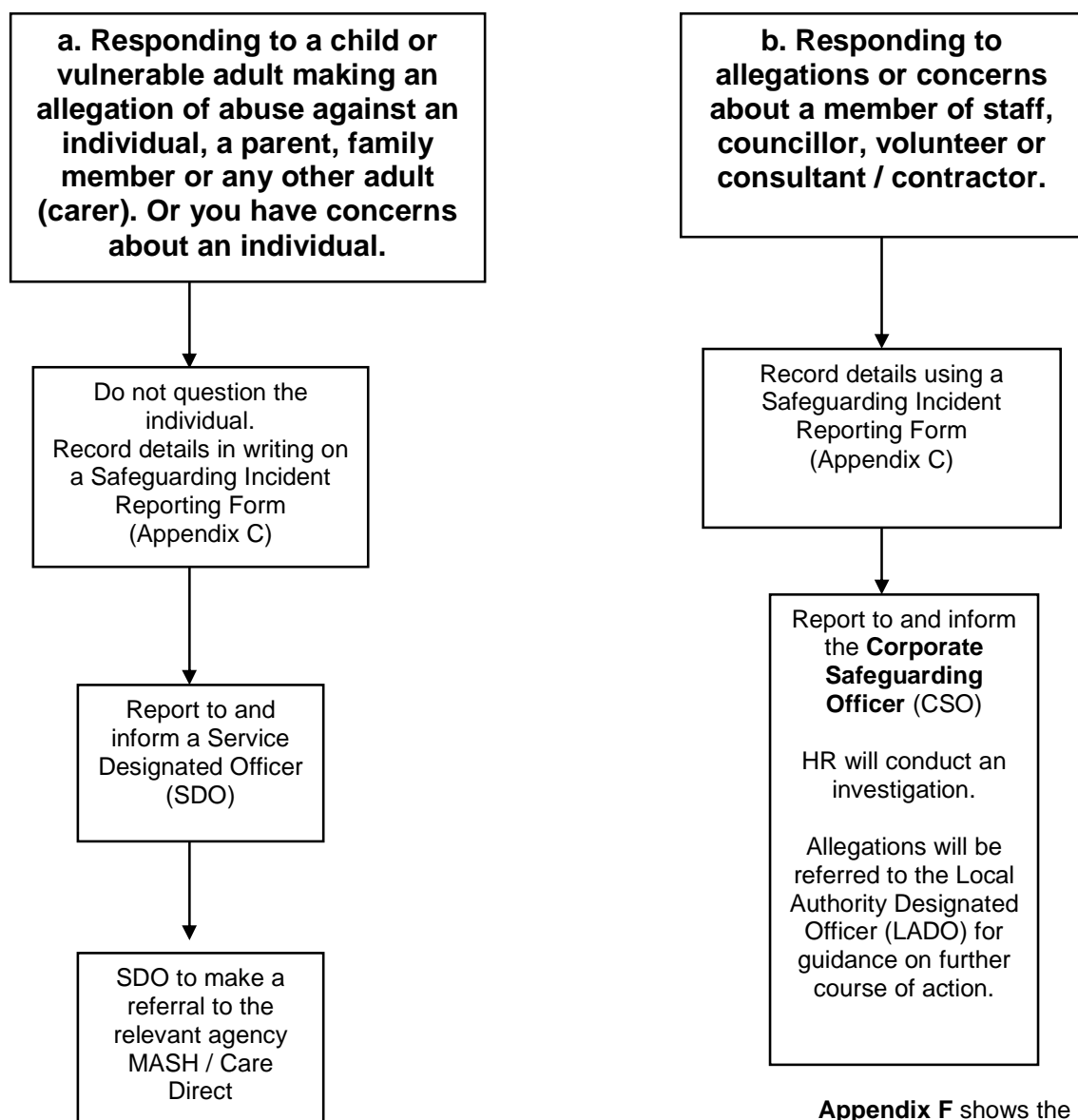
- 01392 382233

6.0 **Basic Response Procedure**

In general there are 2 situations that staff, elected members and volunteers may need to respond to:

Diagram 1 illustrates the basic response procedure/actions that should be followed for the two response situations.

Basic response procedure/actions



Appendix F shows the process once a referral is made.

REMEMBER

Call 999 if it's an emergency or the person is in danger

6.1 Specific Response Procedures

More specifically the following procedures should be followed in each situation.

Responding to a child or vulnerable adult making an allegation of abuse.

Abused individuals will only tell people they trust and with whom they feel safe. By listening and taking seriously what the child or vulnerable adult is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

1. **Stay calm.**
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – **do not promise to keep secrets.**
4. Allow the child or vulnerable adult to continue at their own pace.
5. Ask questions for clarification only, and at all times **avoid asking questions** that suggest a particular answer. Use **TED** (Tell me what happened, Explain what happened, Describe what happened).
6. Reassure the child or vulnerable adult that they have done the right thing in telling you.
7. Tell them what you will do next and with whom the information will be shared.
8. Record in writing on a Safeguarding Incident Reporting Form (see sharepoint) all the details that you are aware of and what was said using the child or vulnerable adult's own words, as soon as possible.
9. Report to and inform your Service Designated Officer (if relevant), or the Corporate Safeguarding Officer as shown on page 11.
10. Service Designated Person / Corporate Safeguarding Officer inform relevant agency.

REMEMBER

It is not your job to judge or investigate BUT to inform

Responding to allegations or concerns against a member of staff, councillor or volunteer.

1. Take the allegation or concern seriously.
2. Consider any allegation or concern to be potentially dangerous to the child or vulnerable adult.
3. Record in writing on a Safeguarding Incident Reporting Form (see sharepoint) all the details that you are aware of as soon as possible.
4. Report to and inform the Corporate Safeguarding Officer.

The CSO and / or LADO may feel that the allegation is due to poor practice, which needs to be addressed through training rather than an investigation. However this will be recorded.

REMEMBER

It is not your job to judge or investigate BUT to inform

7.0 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, i.e. Service Designated Officer, Corporate Safeguarding Officer, MASH and Care Direct.

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or vulnerable adult, their family and any child protection investigations that may follow.

Informing the parents of a child or young person you may have concerns about needs to be dealt with in a sensitive way. If there is a possibility that the Child Protection allegation involves a parent or family member the concern should not be discussed with them until consultation with the SDO.

Any individual under supervision has the right to be notified about the cause for concern. This should be done in joint consultation with MASH and the Police. It is important that the timing of this does not prejudice the investigation.

Recorded information should be stored in a secure place with limited access to Service Designated Officer and Corporate Safeguarding Officers, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If enquiries arise from the public (including parents) or any branch of the media, it is vital that all staff, elected members and volunteers are briefed so that they do not make any comments regarding the situation. Staff, elected members and volunteers should be informed who the relevant designated Council spokesperson will be, and all enquiries directed through them. Staff, elected members and volunteers should reply 'no comment' to all questions / enquiries.

8.0 Photography and Child Abuse Imagery

There is increasing evidence that some people have used children and young people's activities and events, as an opportunity to take inappropriate photographs or video footage. Staff, elected members and volunteers should be vigilant at all times and any person using cameras or videos within Mid Devon District Council services and at events or activities which involve children and young people should be approached and asked to complete a Consent Form for the use of Cameras and other Image Recorders (see sharepoint).

When commissioning professional photographers or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child protection.

- Check credentials of any photographers and organisations used.
- Ensure identification is worn at all times, if they do not have their own – provide it.
- Do not allow unsupervised access to children or young people or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or young persons home.

- Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events, and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used (see SharePoint).
- It is recommended that the names of children or young people should not be used in photographs or video footage, unless with the express permission of the child or young person's parent.

9.0 Good Practice for Mid Devon District Council

The Care of the Organisation

Anyone could have the potential to abuse children or young people in some way and it is important that all reasonable steps are taken by Mid Devon District Council to ensure that unsuitable people are prevented from working with children and vulnerable adults.

9.1 Use of Contractors

Mid Devon District Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately.

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children or vulnerable adults, should have it's own equivalent Policy, or failing this, must comply with the terms of this policy.

Where there is potential for contact with children and vulnerable adults it is the responsibility of the manager who is using the services of the contractor to check that the correct Criminal Records Bureau check has been satisfactorily completed.

9.2 Facilities

Mid Devon facilities which are used by the public need to be kept in a safe condition and risk assessed.

10.0 Guidance for staff can be found on SharePoint covering:

<http://mddcmoss/sites/phoenix/ceo/nhr/HR%20Profiles/Forms/AllItems.aspx?RootFolder=%2fsites%2fphoenix%2fceo%2fnhr%2fHR%20Profiles%2fSafeguarding%20Children%20and%20Young%20People%20Policy%20and%20Procedures&FolderCTID=%7b301EA6F8%2dB378%2d441D%2dAFAE%2d25964D4F326D%7d>

- | | |
|----------------------------------|-----------------------------------|
| • Good practice for employees | • Safeguarding incident form |
| • Recruitment | • Photo consent |
| • When making a referral | • Example activities consent form |
| • Recognising the signs of abuse | • Body maps |

Recommended Legislation and Guidance

Legislation

- The Children Act 1989
www.hmso.gov.uk/acts/acts1989/Ukpga_19890041_en_1.htm
- Human Rights Act 1998
www.hmso.gov.uk/acts/acts1998/19980042.htm
- The Data Protection Act 1984 and 1998
www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm
- The Protection of Children Act 1999
www.doh.gov.uk
- Criminal Justice and Court Services Act 2000
www.hmso.gov.uk
- Sexual Offences (Amendments) Act 2000
www.hmso.gov.uk
- Health and Safety at Work Act 1974
www.hse.gov.uk
- Criminal Records Bureau (CRB)
www.crb.gov.uk

Guidance

- Working Together to Safeguard Children (Department of Health)
<http://www.doh.gov.uk>
- Multi-Agency Child Protection Procedures (LSCB)
www.devon.gov.uk/socserve/childprotect
- Every Child Matters (Department for Education and Skills)
www.dfes.gov.uk/everychildmatters
- First Check – NSPCC
www.nspcc.org.uk
- No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse" (March 2000).
www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care
- Safeguarding Adults (ADSS) 2005
www.adass.org.uk/images/stories/Publications/Guidance/safeguarding.pdf

Useful Contacts

- **Care Direct** Tel: 0845 1551 007

- **Criminal Records Bureau (CRB)** Tel: 0870 90 90 822
 PO Box 110, Liverpool, L3 6ZZ
www.crb.gov.uk

- **Childline** Tel: 0800 1111

- **Children and Young Peoples Unit** Tel: (028) 90528429
www.allchildrenni.gov.uk/

- **Devon and Cornwall Constabulary (Police)**
 Police Central Switchboard Tel: 101
 Police Emergency Tel: 999
 Police Central Referral Unit Tel: 0845 6051166

- **Devon County Council** Tel: 01392 383266
 (Records Disclosure Service)
 Devon County Council can act as an umbrella body to process Criminal Records Bureau Checks for other organisations, i.e. community organisations.
www.devon.gov.uk

- **Free and confidential counselling is available for all employees**
 Office hours Tel: 01392 383277
 Out of hours Tel: 01392 382549

- **Local Authority Designated Officer** Tel: 01392 384965

- **NSPCC** Tel: 0808 800 5000
 Child Protection Helpline
www.nspcc.org.uk

Local Safeguarding Children's Board Contacts

- **Local Authority Designated Officer** Tel: 01392 384965
 (manages allegations)

- **Referral Co-ordinator** Tel: 01392 386013
 (allegations against staff)
www.devonsafeguarding.org

MASH (Multi Agency Safeguarding Hub)

MASH switchboard Tel: 03451551071
 Email: mashsecure@devon.qcsx.gov.uk (send referral form within 24 hours)

Declaration

Mid Devon District Council is fully committed to safeguarding the well being of children and vulnerable adults by protecting them, from neglect, physical, sexual and emotional harm.

Working as an employee or volunteer of Mid Devon District Council or as an elected member it is important that you have taken time to thoroughly read this Policy and Procedures.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adult in our care.

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Declaration:

I have read and understood Mid Devon District Council's Safeguarding Policy and Procedures and I accept the principles therein.

Signed: Date:

Name:
(Please print)

Position in Organisation:

This will be kept in your personnel file

Safeguarding Children and Young People Action Plan 2012-2013

OBJECTIVE	ACTIONS/COMMENTS	TIMESCALE & Responsible Officer	RISK	Achieved Status (green complete / orange in progress) & update
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Responsibility and Accountability: Senior officers, staff and members.

1. Regular monitoring to take place. CCPO to hold managers to account for their contribution to safeguarding and promoting the welfare of children and young people	<p>To ensure the appropriate staff have the knowledge they require and that service managers are acting in the best interest of children and young people.</p> <p>a. Monitoring arrangements to be in place for training and referrals.</p> <p>b. Measure number of frontline staff attending training</p> <p>c. Evidence of training needs to be linked to the workforce plan.</p>	<p>Monitor every 6 months</p> <p>a/b. CCPO</p> <p>c. Learning and Development officer</p>	Without monitoring gaps can not be identified.	<p>44 leisure staff attended Child Protection level 2 or ASA child protection for swimming teachers.</p> <p>1 officer has attended a Domestic Violence and Abuse course. Corporate Child Protection Officer attended level 3 course.</p>
2. Staff understand their Responsibilities including what to do if they have a concern	<p>a. Training programme to be produced to ensure all relevant staff within the identified services undertake safeguarding training.</p> <p>b. Service Managers to ensure staff understand their responsibilities in appraisals</p> <p>a. Young people need to be consulted on decisions which affect them in key services.</p>	<p>a. CCPO</p> <p>July – October</p> <p>b. Learning and Development Officer</p> <p>April – July</p> <p>a. Service Managers</p> <p>On going</p>	<p>Concerns will not be reported if staff are not aware of the signs and procedures.</p>	All appraisals were completed by October and training needs identified.
3. Service plans reflect safeguarding provision and young peoples views where appropriate			By not engaging with young people means we can't deliver services	<p>Two schools participated in Local Democracy week.</p> <p>Tiverton Skate Committee and Cullompton Extreme Sports Committee have been priority</p>

KEY

SDO – Service Designated Officer DCPO – Deputy Child Protection Officer
 CCPO – Corporate Child Protection Officer LSCB – Local Safeguarding Children's Board
 LADO – Local Area Designated Officer

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			which meet their needs.	youth led projects for 2012/13. Young people were engaged about Teen Gym. 14 new posts have been answered on the Youth Forum to date. We have a dedicated 'Youth Involvement' officer.
4. Services provided to (or for, or used by) children are safe and accessible	<p>a. Risk Assessments are carried out.</p> <p>b. Health and safety requirements are met.</p> <p>c. First Aid arrangements in place</p>	<p>a/b/c – Service Managers/ Health and Safety Officer</p> <p>On going</p>	<p>Without carrying out the relevant assessments we can be liable for any accident/incident.</p>	<p>Corporate Risk Register is regularly updated.</p> <p>An independent audit is carried out checking the adequacy of the risk assessments including: Children's Holiday Equipment and Parties, Changing rooms and Swimming lessons.</p> <p>Designated first aiders are in place.</p>
STAFF TRAINING				
5. Staff to receive appropriate training regarding safeguarding children and vulnerable adults.	<p>a. Training provided by Devon Safeguarding Children Board for SDO</p> <p>b. Multi Agency training for CCPO and DCPO.</p> <p>c. Regular awareness training for staff including MDDC procedures.</p>	<p>a/b/c. Learning and Development officer</p> <p>ongoing</p>	<p>Without appropriate training staff will not be prepared to deal with situations and will not recognise</p>	<p>44 leisure staff attended Child Protection level 2 or ASA child protection for swimming teachers.</p> <p>CCPO has attended level 3.</p>

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			a child in need.	
6. Training is provided that enables staff/members to understand their own roles and responsibilities	<p>a. Training needs to be reviewed during Inductions, supervision, appraisals.</p> <p>b. A training programme to be produced giving staff regular opportunities to attend</p>	<p>a. Service Manager/ Member Services</p> <p>b. Learning and Development Officer</p> <p>HR to monitor/ongoing</p>	Staff and Members may not be aware of the significant risk and responsibility.	It was identified that swimming teachers required specific training around child protection and therefore an ASA instructor delivered a tailored course.
7. Training is provided for staff in safer recruitment	<p>a. Safer recruitment to be included within the learning development plan.</p> <p>b. All staff involved in recruitment are appropriately trained.</p>	<p>HR</p> <p>a/b. Learning and Development officer</p> <p>ongoing</p>	Significant risk to the council and young people if procedures/checks are not carried out when recruiting	End of financial year
8. Clear procedures are in place for responding to allegations of abuse in respect to staff.	<p>a. Publicise clear guidance regarding...</p> <ul style="list-style-type: none"> the role of the LADO, for the person subject to allegation, for those attending a strategy meeting and for whistle blowing process 	<p>a. HR</p>	Without guidance staff will not know what to expect.	SharePoint safeguarding page holds this information.

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SAFER RECRUITMENT				
9. Service Managers need to be aware of other related policies	<p>All of these policies should create our overall approach to safeguarding</p> <ul style="list-style-type: none"> • Domestic Abuse • Vulnerable Adults • Whistle Blowing policy 	<p>Service Managers</p> <p>Ongoing</p>	Lack of knowledge	<p>The Whistle Blowing Policy is on the intranet and a reminder to all staff was advertised through the January staff bulletin.</p> <p>A 'safeguarding policy' is being produced to enhance the safeguarding children and young people policy and procedures, to include vulnerable adults in June to create one approach to safeguarding.</p>

WORKING WITH OTHER AGENCIES				
10. That issues / concerns which arise are appropriately and effectively resolved.	<p>a. Meetings held to resolve an issue need to be recorded i.e. multi agency meeting.</p> <p>b. Referrals to other services / agencies need to be recorded and monitored</p> <p>c. DCPO to gather data every 6 months.</p>	<p>a/b. SDO's</p> <p>c. DCPO</p> <p>ongoing</p>	Without the data being collated the Council can't demonstrate its acting in the best interest of children and young people.	<p>April – September period 2012, 13 referrals were made from Housing, Homelessness, Leisure and Benefits to MASH (majority).</p> <p>From October 2012 – March 2013, 9 referrals were made mainly from Homelessness to MASH. Total 22 referrals.</p>

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