

Mid Devon District Council

Safeguarding Children and Vulnerable Adults guidance and procedures

June 2016

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This guidance and procedures document is to be used in conjunction with the Devon District Councils Joint Safeguarding Policy.

The purpose of this document is to give guidance and outline procedures for officers and Members in respect of safeguarding children and vulnerable adults.

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 housing, homelessness, environmental health and leisure, as well as other front line roles.

The purpose of this guidance and 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.

The Council aims to do this by:

- Raising the 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, i.e. 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 Disclosure and Barring Service (DBS) 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 Devon District Councils Joint Safeguarding Policy and the MDDC Safeguarding Children and Vulnerable Adults guidance and procedures.

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 and 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.

2.0 What is Child Abuse?

Children under the age of 18 years are protected by the Childrens Act of 1989 and 2004. A person is a "child" until they reach 18 years of age.

The Children’s Act 2004, adds to this stating that “Any reference to a child includes, in addition to a person under the age of 18, a person aged 18, 19 or 20 who—
 (a) has been looked after by a local authority at any time after attaining the age of 16; or
 (b) has a learning disability (“learning disability” means a state of arrested or incomplete development of mind which induces significant impairment of intelligence and social functioning).

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.

2.1. The Main Forms of Abuse

It is generally accepted that there are four main forms of child abuse.

Physical Abuse

Physical abuse is defined as when someone deliberately hurts a child, such as hitting, shaking, throwing, poisoning, burning, drowning or suffocating a child deliberately and with the intention of causing harm.

If a child is hurt by a relative, friend or stranger and it causes them physical harm, such as cuts, bruises, broken bones or other injuries, it is physical abuse.

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 severe and persistent ill treatment of a child. It can have long-lasting and devastating effects on a child’s emotional health and development.

Emotional abuse can take different forms such as when a child is unfairly blamed for everything, or told they are stupid, worthless or ugly and made to feel very sad and unhappy.

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.

Emotional abuse may be the only form of abuse suffered by a child, or it might be an element of other child abuse and neglect.

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 where a child is not being looked after properly. Neglect is the persistent failure to meet a child's basic and essential needs, which is likely to result in 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. Children need adequate food, water, shelter, warmth, protection and health care and they need their carers to be attentive, dependable and kind. If a child does not have a safe and stable home, this is neglect.

There are many signs that may indicate neglect; if your common sense and instincts tell you that something is wrong then you should take action.

A child's circumstances may also make them more vulnerable to neglect, such as children who are in care or seeking asylum.

3.0 Recognising Adults at risk

3.1 There are a number of categories of abuse:

Physical Abuse

Types of physical abuse:

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint

- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

Possible indicators of physical abuse:

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

Domestic Violence

Types of domestic violence or abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:

- psychological
- physical
- sexual
- financial
- emotional.

Domestic violence and abuse includes 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. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

Possible indicators of domestic violence or abuse

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Sexual Abuse

Types of sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

Possible indicators of sexual abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

Psychological abuse

Types of psychological or emotional abuse:

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

Possible indicators of psychological or emotional abuse

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia

- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

Financial and Material abuse

Types of financial or material abuse:

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – eg. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Possible indicators of financial or material abuse:

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

Modern Slavery

Types of modern slavery:

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Possible indicators of modern slavery

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Discriminatory Abuse

Types of discriminatory abuse:

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as '**protected characteristics**' under the **Equality Act 2010**)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

Possible indicators of discriminatory abuse

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

Institutional Abuse

Types of organisational or institutional abuse:

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints

- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

Possible indicators of organisational or institutional abuse:

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

Neglect and acts of omission

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.

Types of neglect and acts of omission:

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

Possible indicators of neglect and acts of omission:

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations

- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

Self neglect

Types of self-neglect:

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

Indicators of self-neglect:

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

4.0 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.

4.1 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

4.2 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	Lisa Harber	01884 234292
Homelessness Team Leader	Michael Parker	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 Resources Officer	Carmen Broom	01884 234290
Building Maintenance	Hannah Sergeant	01884 233004
Public Health Manager	Simon Newcombe	01884 244615
Community Safety	Julia Ryder	01884 234997
EVLC Manager	Lee Chester	01363 776190

Useful contact numbers:

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

If you think a child is in immediate danger, contact the police on 999.

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

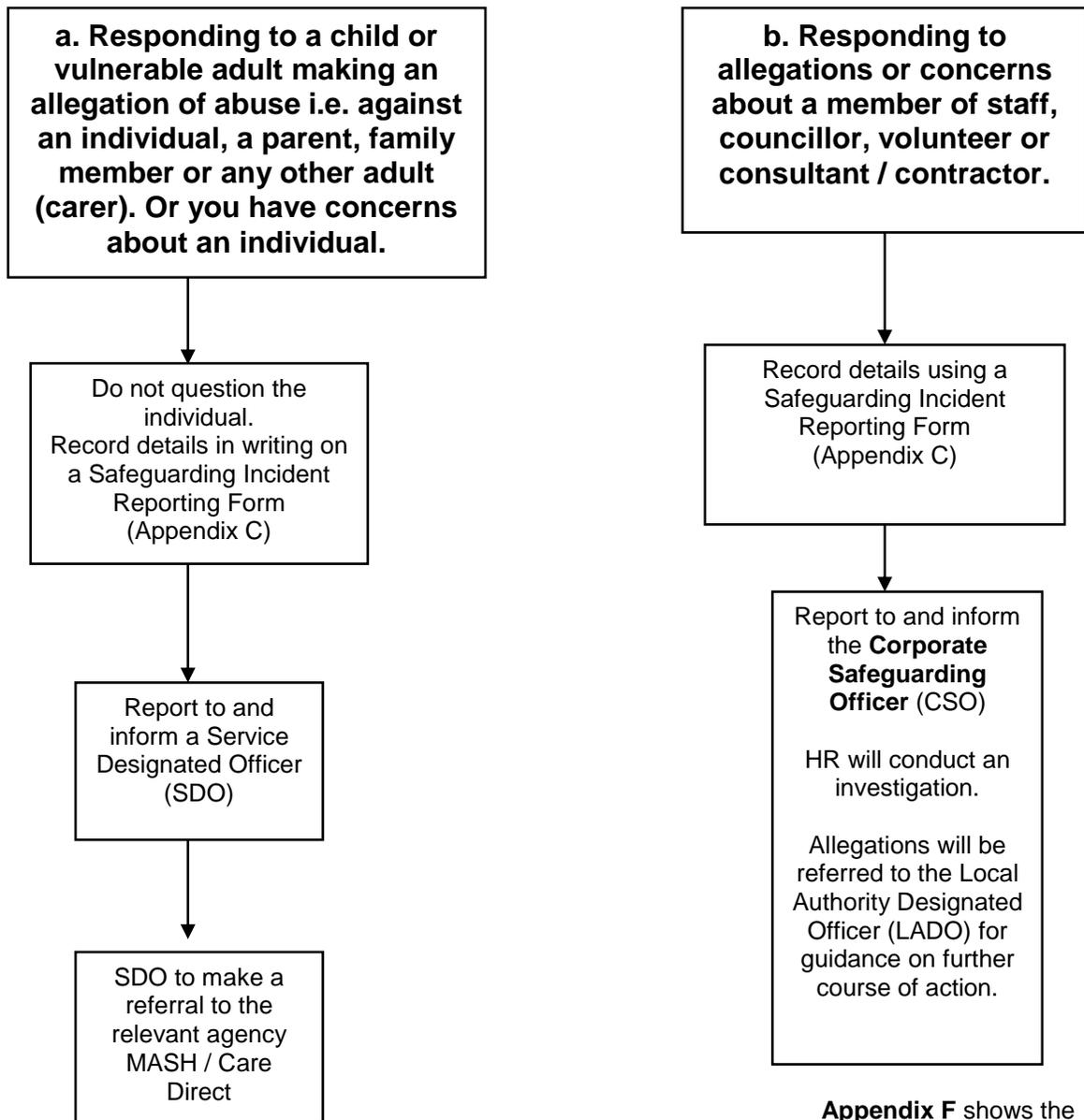
- 01392 382233

5.0 **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

5.1 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 adults 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

6.0 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.

7.0 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.

8.0 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.

8.1 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.

8.2 Facilities

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

9.0 Guidance for staff can be found on SharePoint covering:

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

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

Recommended Legislation and Guidance

Legislation

- The Care Act 2014 in particular Sections 42 to 46 related to safeguarding, further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- The Children Act 2004, specifically Section 11 which places a duty on key people and public bodies, including district councils, to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2004/31/contents>
- The Counter Terrorism Act 2015 section 26 which places a duty on certain bodies, in the exercise of their functions, to have due regard to the need to prevent people from becoming terrorists or supporting terrorism. The Prevent Agenda is one of four strands which makes up the Governments counter-terrorism strategy. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/6/contents>
- The Modern Slavery Act 2015. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>
- The Anti-Social Behaviour, Crime and Policing Act 2014 in particular Part 10 relating to forced marriage. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>
- The Serious Crime Act 2015 particularly Part 5 relating to female genital mutilation, child cruelty and domestic abuse. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/9/contents/enacted>
- The policy is written with reference to the principle of Think Child, Think Parent, Think Family. Further information can be found at: <http://www.publichealth.hscni.net/publications/think-child-think-parent-think-family-0>
- Human Rights Act 1998
www.hmsso.gov.uk/acts/acts1998/19980042.htm
- The Data Protection Act 1984 and 1998
www.legislation.hmsso.gov.uk/acts/acts1998/19980029.htm

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

Appendix B

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

Local Safeguarding Children's Board Contacts

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

(allegations against staff)
www.devonsafeguarding.org

Tel: 01392 386013

MASH (Multi Agency Safeguarding Hub)

MASH switchboard

Tel: 03451551071

Email: mashsecure@devon.gcsx.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