



# Safeguarding Policy

Colchester Borough Council

*Version 7 (January 2020)*

See end of this document for "Version Control"

## CONTENTS

<u>Introduction</u>	3
<u>Policy Statement</u>	3
<u>Definitions</u>	4
<u>Monitoring and Review Mechanisms</u>	4
<u>Role of the Essex Safeguarding Boards</u>	5
<u>Safeguarding Responsibilities</u>	5
<u>Lines of Accountability</u>	7
<u>Recognising Potential Abuse</u>	7
<u>Responding to a Concern about Abuse or Neglect</u>	8
<u>When the Child or Adult Lives Outside Essex</u>	9
<u>When a Member of Staff or Volunteer is Implicated in Abuse</u>	9
<u>Effective Support and ‘Early Help’</u>	10
<u>Confidentiality</u>	11
<u>Consent</u>	12
<u>Data Protection</u>	12
<u>Homelessness</u>	12
<u>Use of Contractors</u>	13
<u>Grant Applications</u>	13
<u>Licensing</u>	13
<u>Health and Safety</u>	14
<u>Photography and Pornography</u>	14
<u>Child Sexual Exploitation (CSE)</u>	14
<u>Domestic Abuse</u>	16
<u>Honour Based Abuse (HBA)</u>	17
<u>Modern Slavery</u>	18
<u>PREVENT</u>	19
<u>Safeguarding Training</u>	20
<u>Safe Recruitment</u>	21
<u>Work Experience/Interns</u>	21
<u>Appendix 1: Current Roles</u>	22
<u>Appendix 2: Procedure Flowchart</u>	23
<u>Appendix 3: Types of Abuse</u>	24
<u>Appendix 4: Policy Statement and Procedure Template</u>	26
<u>Appendix 5: Safeguarding Legislation</u>	27
<u>Appendix 6: Safe Working Practices</u>	30
<u>Appendix 7: Missing and Uncollected Children</u>	32
<u>Appendix 8: Child Trafficking: Signs and Indicators</u>	33
<u>Appendix 9: Links To Further Information</u>	34

## **INTRODUCTION**

Children, and adults with needs for care and support, have the right to participate and be safe in accessing services provided for them. Colchester Borough Council is committed to carrying out its responsibilities by ensuring that their needs and interests are considered by councillors, employees and contractors in the provision of services and in its decision-making.

## **POLICY STATEMENT**

The purpose of the policy is to help the Council meet its legal duty to “safeguard and promote the welfare of children”, and to discharge its legal obligations towards adults with needs for care and support. Colchester Borough Council performs various functions and delivers a wide range of services. This Policy aims to ensure that all of its activities take place within this context.

The Council will safeguard and promote the welfare of children and adults with needs for care and support by:

- Respecting the rights, wishes, feelings and privacy of children and adults
- Ensuring that all staff understand the different forms abuse can take and how to identify them
- Responding appropriately and promptly to concerns reported
- Ensuring that employees understand the Council’s Safeguarding Policy
- Ensuring that employees know how to record and report safeguarding concerns, Incidents or allegations
- Taking any concern made by a councillor, employee, contractor, child or adult seriously and sensitively
- Ensuring that contracted/commissioned and grant-funded services have safeguarding policies and procedures consistent with the Council’s commitment to the protection of children and adults.
- Please see Appendix 4 for the ‘Policy statement and procedure template’ which organisations are free to use and must comply with as a minimum to receive funding from the Council.
- Ensuring that training appropriate to the level of involvement with children and adults with needs for care and support is available for all employees.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Implementing effective procedures for recording and reporting to the Council any allegations, incidents or suspicions of abuse.
- Ensuring that all councillors and employees adhere to all appropriate safe working practices when working with children and adults with needs for care and support (see Appendix 7).
- Encouraging safeguarding best practice both within the Council and within the borough of Colchester
- Not tolerating harassment of any councillor, employee, contractor or child or adult with needs for care and support who raises concerns of abuse

- Ensuring that unsuitable people are prevented from working with children and ‘adults with needs for care and support’ through its ‘Safer Recruitment Procedure.’

This policy applies to all services within the scope of Colchester Borough Council. In addition to all internal provision of services, it also applies to: Outside hirers; Outside organisations delivering services involving children or adults with needs for care and support on behalf of the Council; Contractors and Grant-funded organisations.

## **DEFINITIONS**

- A “child” refers to the legal definition in UK law being anyone under the age of 18 years.
- An “adult with needs for care and support” largely replaces the pre-Care Act 2014 term ‘vulnerable adult’.

This reflects the local authority’s safeguarding duties that apply in relation to an adult who:

(a) has needs for care and support (whether or not the authority is meeting any of those needs),

(b) is experiencing, or is at risk of, abuse or neglect, and.

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it..

- In this document the term “Member” is interchangeable with “councillor”.

This policy is inclusive of all children and adults with needs for care and support, irrespective of their age, race or ethnicity, religion, disability, sex or sexual orientation.

## **MONITORING AND REVIEW MECHANISMS**

Monitoring mechanisms include: External (Section 11) audit (ESCB); External Staff Safeguarding Survey (ESAB), internal audits; recording of staff training at different levels; reporting to the Council’s Senior Management Team and Leadership Team; Special Case Reviews, Serious Case Reviews, Domestic Homicide Reviews and Serious Adult Reviews; and positive engagement with Essex Safeguarding Boards, including the sharing of best practice and membership of communication and strategic groups within their structures. The policy will be substantially reviewed every five years although it may be subject to minor corrections or operational updates in the interim.

Colchester Borough Council is committed to safeguarding in the supervision process. The Council’s SMART performance management system, with year-end appraisals of staff performance objectives, helps to ensure safer supervision.

## **ROLE OF THE ESSEX SAFEGUARDING BOARDS**

Essex Safeguarding Children's Board (ESCB) is a multi-agency organisation that brings together agencies which work to safeguard and promote the welfare of children. Under Section 13 of The Children Act 2004, each children's services authority in England must establish a Local Safeguarding Children's Board (LSCB). The objective of the LSCB is to co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children in the area of the authority by which it is established. Colchester Borough Council is committed to maintaining an effective working relationship with the ESCB to help achieve its mutual aims in respect of child safeguarding.

Essex Safeguarding Adults Board (ESAB) is an Inter-agency forum for agreeing how the different services and professional groups should cooperate to safeguard adults across Essex and for making sure that arrangements work effectively to identify abuse or inadequate care, help vulnerable people and plan and implement joint preventative strategies.

The ESAB was placed on a statutory footing by the Care Act 2014. The ESAB aims to raise awareness and promote the welfare of adults with needs for care and support by the development of an effective cooperative involving people from a wide range of public and voluntary services and other organisations. Colchester Borough Council is committed to maintaining an effective working relationship with the ECAB to help achieve its mutual aims in respect of the safeguarding of adults with needs for care and support.

## **SAFEGUARDING RESPONSIBILITIES**

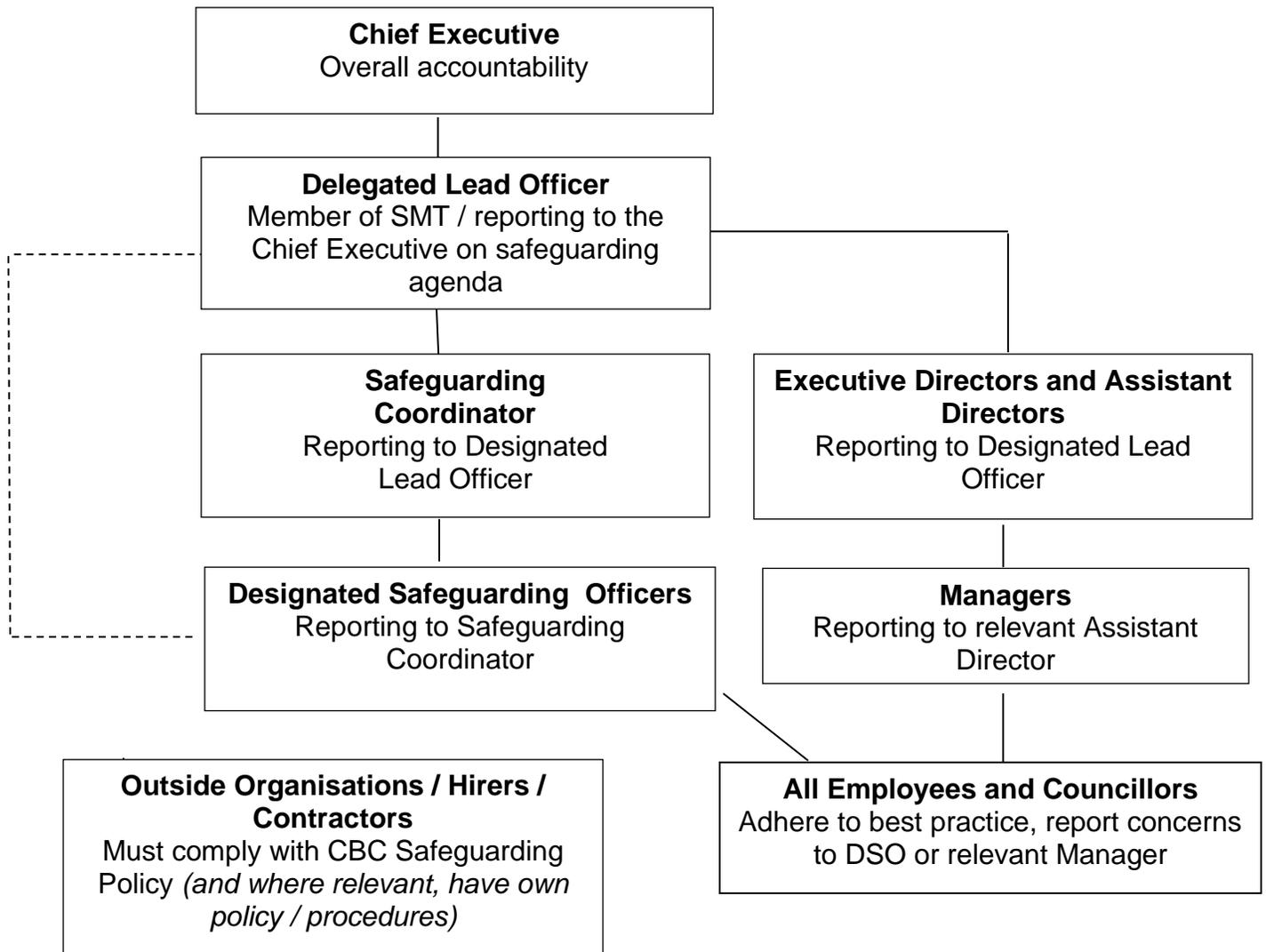
Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles that individuals hold within Colchester Borough Council. The following is a guide as to the safeguarding roles within the Council:

- **Chief Executive:** Overall accountability regarding safeguarding.
- **Delegated Safeguarding Lead:** Senior Officer providing a lead on safeguarding within Colchester Borough Council.
- **Safeguarding Coordinator:** Works with the Delegated Lead to ensure the effective implementation of the Safeguarding Policy throughout Colchester Borough Council; works to: assess and reduce risks in relation to safeguarding; raise awareness of safeguarding issues amongst staff; establish and maintain effective multi-agency working; works to Identify and provide for staff training needs.
- **Strategic People and Performance Manager:** Works to ensure that stringent recruitment procedures are in place and that appropriate checks are made on staff working with children and vulnerable adults. This includes administering Disclosure and Barring Service (DBS) checks and ensuring that

DBS referrals are made if appropriate. Also acts as the first point of call for staff reporting safeguarding allegations made against employees.

- **Managers:** Ensure that 'safe' recruitment is in place for all job roles that involve working with children; Carry out the correct safeguarding induction process for all new staff including booking the appropriate training; Ensure that all staff within their remit are made aware of this policy and have the appropriate ongoing training.
- **Designated Safeguarding Officers:** Follow correct reporting procedures with lead agencies when a report is made to them by a member of staff within their remit, and then reporting to the Safeguarding Coordinator in all cases other than allegations against a member of staff or volunteer (in which case the matter should be reported to the Strategic People and Performance Manager or Designated Safeguarding Lead).
- **All employees and councillors:** Adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the appropriate Designated Officer.
- **Outside organisations:** When delivering services involving children on behalf of Colchester Borough Council outside organisations must comply with Colchester Borough Council's Safeguarding Policy and, where relevant, to have their own policy and procedures in place.
- **Outside hirers:** Agreement to comply with Colchester Borough Council's Safeguarding Policy.  
**Contractors:** Must agree to comply with the Council's Safeguarding Policy and where relevant have own policy and procedures in place.
- **Contractors:** Must agree to comply with the Council's Safeguarding Policy and where relevant have own policy and procedures in place.
- **Councillors/Members:** Councillors are required to adhere to the Policy. If they do not, there may be grounds for reporting their behaviour to the Government Committee, which may require an investigation under the Councillor Code of Conduct. If a safeguarding issue occurs relating to a Councillor, the Designated Officer informed of the breach should contact the Monitoring Officer immediately. Where there is evidence of illegal activity, the councillor will be reported to the relevant authorities and may face criminal investigation. Annual awareness training will be offered to councillors.

## LINES OF ACCOUNTABILITY FOR SAFEGUARDING



## RECOGNISING POTENTIAL ABUSE

Even though many councillors, employees and contractors have limited contact with children and with adults with needs for care and support as part of their duties and responsibilities for Colchester Borough Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns. There are ten main types of abuse: Physical; Psychological or Emotional; Sexual; Neglect; Self-neglect; Organisational; Discriminatory; Financial or Material; Modern Slavery; and Domestic Abuse. It is not the responsibility of any councillor, employee or contractor to determine *whether* abuse is taking place. Concerns, incidents or allegations must be reported. The role of the councillor or employee is to refer the case to the appropriate person, *not* to investigate or make a judgement.

## **RESPONDING TO A CONCERN ABOUT ABUSE OR NEGLECT**

### **In an Emergency**

Where a member of staff is concerned about the person's **immediate safety**, (s)he should:

- Call the Police on **999**
- Call an Ambulance on **999** if the person needs urgent medical assistance.

### **Alert a Designated Officer**

Where a member of staff has a concern that a child or 'adult with needs for care and support' is being harmed or neglected, or is at risk of this, he should:

- Alert the Designated Officer; a complete list is available on Colin here: [Safeguarding](#). Should the individual team/service Designated Officer(s) be unavailable an alternative Designated Officer should be contacted.

### **A Child Referral**

- If a child is at immediate risk of significant harm, the Designated Officer should call the Children and Families Hub on **0345 603 7627** and request the **Priority Line**. If out of office hours, the Emergency Duty Service should be called on **0345 606 1212**. The Designated Officer should also access the ECC [Request for Support Portal here](#) and select "written confirmation of a verbal safeguarding referral".

Where a child is at immediate risk (as above), consent is not required to raise an alert although it should still be sought (unless this could place the child at risk of significant harm).

If the child is *not* considered to be at immediate risk of significant harm, the Designated Officer (or the member of staff being supported) should access the ECC [Request for Support Portal here](#) in order to complete a request for support online. In this case, consent is always required to give the personal information necessary to complete a request for support.

*NB: Consent can be verbal; A parent or guardian is required to provide consent to share information in regard to a child under 16; A child over 16 may provide consent him/herself.*

- See page 10 for Effective Support and 'Early Help' – or [click here](#).
- Where a child needs immediate protection, the Police should also be contacted on **999**
- Where *advice* is required around a referral the Children and Families Hub should be contacted on the number **0345 603 7627** (as above), and the '**Consultation Line**' should be requested.

### **An Adult Referral**

- The Designated Officer should call **0345 603 7630** (Adult Social Care) to raise the concern. Unless directed otherwise, a formal referral should also be made by completing the SETSAF form on this page of the ESAB website, which should be securely emailed to Socialcaredirect@essex.gov.uk. The emergency duty out-of-hours service for statutory agencies can be contacted on **0300 123 0778**.
- Where the adult needs immediate protection, the Police should also be contacted, on **999**

*The adult's consent should be sought before sharing personal information or data with Adult Social Care unless this could place the adult at risk of significant harm. Where the referral relates to self-neglect in an adult who has capacity, however, consent should always be obtained before sharing information or data.*

The Safeguarding Coordinator should always be made aware of all contacts or formal referrals.

### **WHEN THE CHILD OR ADULT LIVES OUTSIDE ESSEX**

Where the usual place of residence of the child or adult with needs for care and support is outside Essex, then the local authority with responsibility for Social Care in that area should be contacted. All child and adult safeguarding boards for local authorities within the UK have websites which include the relevant contact details for Social Care services. Where the usual place of residence is outside the UK or unknown, the Police should be contacted.

### **Suffolk**

In the case of concerns about a child or adult with needs for care and support is usually resident in Suffolk, please contact Customer First on 0808 800 4005 or to discuss whether a referral is required, contact a MASH Social Worker via the Consultation Line (for professionals) on 03456 061 499 (for both Children and Adults)

### **WHEN A MEMBER OF STAFF OR VOLUNTEER IS IMPLICATED IN ABUSE**

- If the conduct of a member of staff is implicated in the abuse of a child or 'adult with needs for care and support', details should be passed to the CBC Delegated Lead or Strategic People and Performance Manager (see Appendix 1, below).
- The CBC Delegated Lead or Strategic People and Performance Manager should telephone the Essex LADO (Local Authority Designated Officer) on **03330 139797** (in regard to a child) or **03330 131000 / 131008 / 134446** (in the case of an 'adult with needs for care and support').
- The member of staff may be suspended from all duties or relevant duties with immediate effect pending investigations.

- These allegations could potentially result in any of the following types of investigation: Criminal; Child protection; and Disciplinary or misconduct.

### **Outside normal office hours**

Where a member of staff is implicated it may not always be possible to contact the Delegated Lead or Strategic People and Performance Manager. In such cases, it may be necessary for the relevant service/duty manager to suspend the member of staff and advise the LADO (via the telephone number above) where this is necessary to guarantee appropriate levels of protection. If the Duty Manager is unsure about the correct course of action after receiving the allegation then (s)he may call the CBC Monitoring Centre via the switchboard **01206 282222** and ask to speak to the acting 'First Call Officer'. This officer will then be able to clarify the best course of action. The recommended actions should be followed and the details of the discussion documented for future reference.

### **EFFECTIVE SUPPORT AND 'EARLY HELP'**

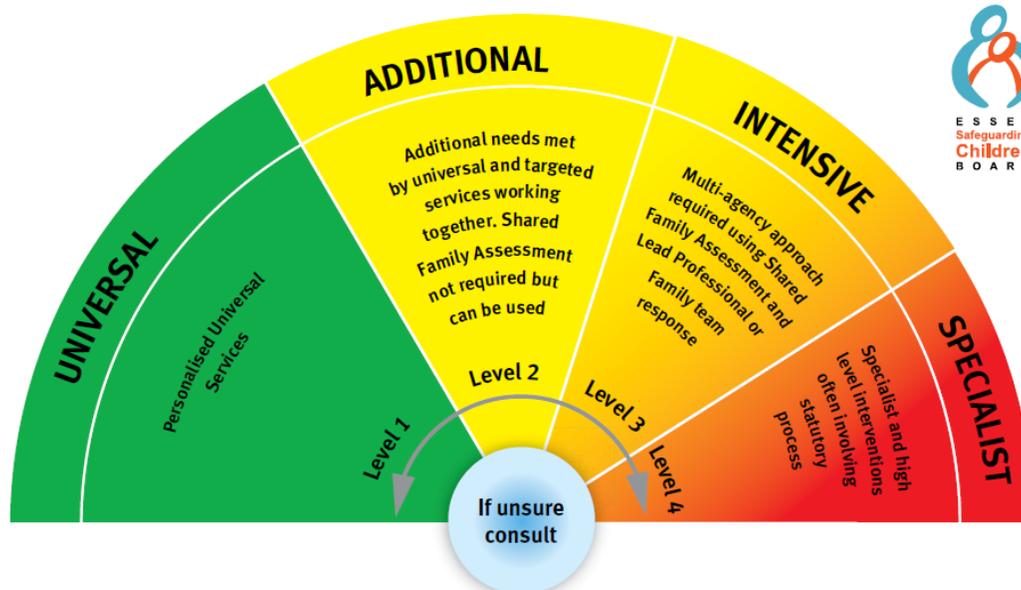
The Council recognises that safeguarding children is not only about preventing abuse and neglect: It is also about promoting children's health and development in order to help provide optimum life chances. Providing effective support to help find solutions at an early stage can prevent problems escalating.

The publication 'Effective Support for Children and Families in Essex' includes guidance that applies to Council staff working with children and families to provide Early Help, targeted and specialist support.

The Council is required to work with others to support children and families in order to prevent their needs escalating to a higher level. The document includes the conceptual model and "windscreen" reproduced on the following page as a way of developing a shared understanding and approach across all services and partnerships, and in order to ensure a consistent approach.

# The Essex Effective Support Windscreen

Multi Agency Guidance: Working in partnership to help children and families improve their lives



*All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs.*

Further information on the Essex Effective Support for Children and Families can be accessed here: [Essex Effective Support](#), which includes information on 'Early Help' (support): [Early Help](#) and [Request for Support Request Support](#).

**A copy of any forms or requests should be emailed to the Designated Safeguarding Officer representing the member of staff's service area, who will save a copy to the Safeguarding area for monitoring purposes.**

## **CONFIDENTIALITY**

Employees have a duty to share information relating to suspected abuse with Essex Social Care and Essex Police. Employees must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from Colchester Borough Council other than with their line manager, a Designated Officer, the Safeguarding Coordinator, the Safeguarding Lead or the Strategic People and Performance Manager.
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency (excluding Essex Social Care and Essex Police), other than as part of a referral or investigation,
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child,

without the express permission of the person with overall responsibility for the investigation.

This does not exclude the employee from the need or right to consult with a solicitor, trade union representative or other bona fide legal adviser.

## **CONSENT**

Consent is not required to breach confidentiality and make a safeguarding referral where:

- a serious crime has been committed
- the alleged perpetrator may go on to abuse others
- the child is deemed to be at serious risk of harm
- the adult with needs for care and support is deemed to be at serious risk of harm (unless the individual has capacity and the concern is around 'self-neglect')
- there is a statutory requirement such as Children's Act 1989, Mental Health Act 1983, Care Standards Act 2000
- the public interest overrides the interest of the individual
- a member of staff or volunteer is the person accused of abuse

## **DATA PROTECTION**

All copies of Referral Forms to the Children and Families Hub and Essex Social Care should be retained by the Safeguarding Coordinator in a secure location to ensure confidentiality. This information will be retained in accordance with data protection periods. No other copies should be kept.

## **HOMELESSNESS**

Colchester Borough Council owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. This function is delegated to Colchester Borough Homes which is an ALMO (Arms-length Management Organisation) owned by the Council. Its officers may need to refer families or individuals to Essex Social Care outside of the safeguarding processes outlined on page 8.

<b>Persons affected</b>	<b>Reason for contacting Essex Social Care</b>
Homeless 16-17 year olds	A 16 or 17 year old may be referred to Essex Social Care for assessment to determine if they are a child in need with a duty owed to them by Essex Social Care.
Intentionally homeless household with children	If a household with children is found to be intentionally homeless, Essex Social Care Direct should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989.

Colchester Borough Homes only places children or adults with needs for care and support into 'Bed and Breakfast' or temporary accommodation in an emergency and as a last resort. Officers complete a detailed Housing Options form with applicants. This helps to identify needs and vulnerabilities, and assists in the process of safeguarding both children and adults with needs for care and support.

### **USE OF CONTRACTORS**

Colchester Borough Council will take reasonable care that contractors doing work on its behalf are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children or 'adults with needs for care and support' should have its own equivalent safeguarding children and adults at risk policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract.

Where contact with children and adults with needs for care and support is a necessary part of the contracted service, it is the responsibility of the manager who is using the services of the contractor to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate.

### **GRANT APPLICATIONS**

Safeguarding policies and procedures are required from all grant funded organisations. In addition, satisfactory DBS checks may be required from appropriate individuals working with children and vulnerable adults which seek funding from the Council. (Such requirements are subject to relevant legislation including the 'regulated activity' criteria contained within the Protection of Freedoms Act 2012). This information will be requested at the application stage and applications will not be processed without the relevant documentation. As a minimum, any organisation receiving funding from the Council will be expected to have a statement of policy and procedure regarding safeguarding, in place and understood by employees and volunteers, and available to service users. This applies to all organisations the Council awards grants to, irrespective of how the grant has been awarded. An example policy to use is included in Appendix 4. Commissioned/contracted or grant-funded organisations with minimal contact with children, young people, adults with needs for care and support or 'vulnerable adults' (for DBS purposes) may wish to adopt the Council's policy if deemed suitable.

### **LICENSING**

The Council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the Council is legally obliged to consider as part of its licensing function, in particular when licensing premises under the Licensing Act 2003 or the Gambling Act 2005.

## **HEALTH AND SAFETY**

Where the Council inspects premises to discharge its legal responsibilities in this area, employers may be obliged to carry out risk assessments, including for the employment of young people. As part of the inspection process, officers may examine such risk assessments to determine their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', the Council will report this to Essex Social Care Direct.

## **PHOTOGRAPHY AND PORNOGRAPHY**

It is an unfortunate fact that some people have used children's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees and contractors should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of the Council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian, before the activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the Council will ensure that expectations are made clear in relation to child protection.

There are some easy steps to take:

- Check credentials of any photographers and organisations used.
- Ensure identification is worn at all times.
- Do not allow unsupervised access to children or adults with needs for care and support including through one-to-one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child's home.
- It is recommended that the names of children or adults with needs for care and support should not be used in photographs or footage, unless with the express permission of the parent/carer of the child, young person or adult.

Council employees should contact the Communications Team for advice and a copy of the Media Consent Form before the activity commences.

## **CHILD SEXUAL EXPLOITATION (CSE)**

Sexual exploitation is a horrific form of sexual abuse that affects thousands of children and young people every year in the UK, when young people under 18 receive 'something' (food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) in exchange for performing, and/or others performing on them, sexual activities. It can happen to any young person from any background and affects boys and young men as well as girls and young women.

CSE can occur through the use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those

exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and /or economic or other resources. There are 3 important and recognisable elements of child sexual exploitation:

- Children are 'groomed' and there is power and control held by the perpetrator/s
- An 'exchange' (such as gift, food, money, drugs etc.) is present, this could be to a third party and not always to the child themselves
- Sexual acts or the exchange of sexual images is present

The sexual exploitation of children and young people can be seen in varied forms which can be described through understanding models of CSE. It is important to recognise that these models do not necessarily work in isolation and various models can be operating concurrently (*these models are an amalgamation of models reported by Barnardo's, Children's Society and Safe & Sound*).

- Inappropriate relationship model
- Organised network and trafficking model
- Gangs and Group model
- Peer on Peer
- Older Adult 'Boyfriend'/'Girlfriend' model
- Online Grooming model

The UN Convention on the Rights of the Child, article 34 states 'governments must protect children from sexual abuse and exploitation'. Section 11 of the Children Act 2004 places a duty on key organisations to ensure that they work together to improve the wellbeing of children.

The Council is committed to play its full part in tackling CSE which includes reporting concerns and increasing awareness. It endorses the ESCB statement that this problem "cannot be dealt with by individual organisations working alone and that a multi-disciplinary commitment is required to tackle and respond to CSE".

### **Staff responsibility**

Staff with concerns about a specific child being at risk of CSE should speak to a Designated Safeguarding Officer for their service. He or she will assist the member of staff in taking the right steps summarised below as derived from [Essex CSE & Missing Arrangements](#)

Non person-specific Information about CSE activity should be included on the Essex Police Child Information Sharing Form available on the [CSE Toolbox](#), or information can be emailed to [OC.triage.team.essex@essex.pnn.police.uk](mailto:OC.triage.team.essex@essex.pnn.police.uk).

Person-specific concerns should be detailed on the CSE Risk Vulnerabilities Assessment which can also be found on the [CSE Toolbox](#).

If a child is at immediate risk of harm the Police should always be called on 999. Whenever information is shared, the Safeguarding Coordinator should be

made aware. Further information and guidance on CSE can be found here: [CSE guidance for Professionals](#) (ESCB),

Further information about CSE can be found on the [Essex Police](#) and [ESCB](#) websites and by referring to the SET Operating Procedures [SET Operating Procedures - May 2019](#)

## **DOMESTIC ABUSE**

The Council adopts the [Government's definition](#) of domestic abuse as being: "Any incident or pattern of incidents of controlling, coercive, 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." Such abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- Controlling behaviour

*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.

Survivors/victims may be affected by domestic abuse in a number of ways:

- Loss of opportunity
- Isolation from family/friends
- Loss of income or work
- Homelessness
- Emotional/psychological effects such as experiences of anxiety,
- Depression or lowered sense of self-worth
- Poor health
- Physical injury or ongoing impairment
- Death

The effects of domestic abuse on survivors/victims include the direct effects on them and their relationships with other people, particularly their children.

Domestic abuse or violence is a crime and should be reported to the Police. The duty to share information for the prevention, or detection, of a crime overrules the usual principles of Data Protection (as per s.29 of the Act)

What staff should do if they become aware of domestic abuse or violence:

- In an emergency call 999.
- In non-emergency cases and for general advice, please call 101

- Staff should contact a Designated Officer who will advise on making a referral to the Children and Families Hub (if the concern is about a child) or Adult Social Care (if the concern is about an adult) where relevant.
- The Safeguarding Coordinator should also be contacted.

Further information on this issue, and contact details for local and national agencies that support victims/urvivors of domestic abuse and violence are included on the Safer Colchester Partnership website here: [SCP](#)

## **HONOUR BASED ABUSE**

Honour Based Abuse is an international term used by many cultures for justification of abuse and violence. It is a crime or incident committed in order to protect or defend the family or community 'honour'. Honour Based Abuse may sometimes be used as a collective term for Female Genital Mutilation and Forced Marriage.

### **Forced Marriage**

A forced marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses.

### **Female Genital Mutilation (FGM)**

Female genital mutilation (FGM) includes procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. FGM is internationally recognised as a violation of the human rights of girls and women.

The [Female Genital Mutilation Act 2003](#):

- makes it illegal to practice FGM in the UK
- makes it illegal to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country
- makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad
- has a penalty of up to 14 years in prison and, or, a fine

Section 4 of the [Serious Crime Act \(2015\)](#) extends sections one to three to "extra-territorial acts" so that it is also an offence for a UK national or permanent UK resident to:

- perform FGM abroad
- assist a girl to perform FGM on herself outside the UK; and
- assist (from outside the UK) a non-UK national or resident to carry out FGM outside the UK on a UK national or permanent UK resident.

Suspicious may arise in a number of ways that a child is being prepared for FGM to take place abroad. These include knowing that the family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school. The child may also talk about a 'special procedure/ceremony' that is going to take place. Girls are at particular risk of FGM during summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. Further information and resources on FGM are available on this page: [ESCB - FGM](#) of the ESCB website.

Where staff have concerns that a child may be a possible or potential victim of Forced Marriage or FGM, this should be raised with a Designated Safeguarding Officer via the existing procedures outlined above in respect of 'Raising a safeguarding concern' involving contact with the Children and Families Hub or Adult Social Care. The Designated Safeguarding Officer will also ensure that the Police are contacted where a criminal offence is suspected.

## **MODERN SLAVERY**

The [Modern Slavery Act 2015](#) is intended to provide law enforcement agencies with stronger legal tools to stamp out modern slavery, ensuring that the perpetrators receive suitably severe punishment, while enhancing the protection of, and support for, victims.

Modern Slavery is estimated to be one of the world's most profitable criminal activities. An assessment published in 2014 conducted by the [Home Office](#) estimates that there are between 10,000 and 13,000 victims in the UK. Sexual exploitation is the most common form of modern slavery currently reported by potential victims in the UK, followed by labour exploitation, forced criminal exploitation and domestic servitude.

Evidence of criminal behaviour should always be reported to the Police.

Where staff have concerns about a child or adult suffering abuse related to any form of modern slavery, this should be raised with a Designated Safeguarding Officer who should follow the procedures outlined above in respect of 'Raising a safeguarding concern' involving contact with the Children and Families Hub or Adult Social Care. The Children and Families Hub will pass concerns onto the NRM (National Referral Mechanism) to ensure that the child gets the appropriate protection and support.

Concerns should always be passed onto the Safeguarding Coordinator. In the case of an adult, the Safeguarding Coordinator should seek consent to make a referral direct to the NRM to secure appropriate protection and support as co-ordinated by the Modern Slavery Human Trafficking Unit (MSHTU). Information about the NRM, including guidance and the referral form, is available on the [www.gov.uk](http://www.gov.uk) website [here](#). Where no referral has been made, the Council has a duty to notify the Home Office of potential victims of Modern Slavery via the [MS1 form](#).

In accordance with section 43(1) of the Modern Slavery Act 2015, the Council is committed to co-operating with the Independent Anti-Slavery Commissioner whose role is to act in the interests of victims and potential victims by ensuring that the law enforcement response to modern slavery is coordinated. This includes annual publication of the Council's Modern Slavery Transparency which appears at the base of [this page](#) of the Council's website.

## **PREVENT**

Section 26 of the [Counter Terrorism and Security Act 2015](#) placed a new duty upon local authorities including district councils to have “due regard to the need to prevent people from being drawn into terrorism”.

The PREVENT Strategy has three objectives, to:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support; and
- Work with sectors and institutions where there are risks of radicalisation that we need to address

It includes all forms of violent terrorism and non-violent extremism - including Islamist and far-right supremacist forms. ‘Extremism’ is defined as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.”

Concerns about the possible radicalisation of an individual should be raised with a Designated Safeguarding Officer or with the Safeguarding Coordinator who is the operational lead.

Where there is an immediate risk of harm the Police should be contacted on 999. In order to protect an individual from radicalisation, a [Prevent Referral Form](#) should be completed and submitted to Essex Police (as detailed on the form) or you can call Essex Police Prevent Team for advice on 0800 789 321.

The Safeguarding Co-ordinator should always be made aware of a referral. Consent is normally required to make a referral, and further details on this and

other matters are dealt with in the document SET PREVENT Policy and Guidance.

Where the individual is at risk of abuse or neglect, standard safeguarding procedures apply as per 'Raising a Concern' (highlighted further above). Prevent should not involve covert activity against communities or individuals, but should involve the sharing of personal information to ensure that a person at risk of radicalisation is given appropriate support. Following a referral as above, support may be co-ordinated by the local CHANNEL Panel. Working principles include the need for proportionality and the principle of consent (unless seeking this could put a person at risk). The Council's approach is consistent with existing safeguarding processes to include secure record keeping in accordance with the legislation around data protection.

Colchester Borough Council, working alongside the Safer Colchester Partnership, has agreed a Prevent Strategy and Action Plan and can be found here: Safeguarding - Prevent

## **SAFEGUARDING TRAINING**

Whenever Colchester Borough Council recruits employees it will ensure that they are well informed, trained, supervised and supported so that they are less likely to become involved in actions that may cause harm to children or 'adults with needs for care and support', or be misunderstood. The level to which individual employee training is required is determined in accordance with the training guidance issued by Essex Safeguarding Children Board and Essex Safeguarding Adults Board.

### **Level 1**

Level 1 training refers to all new employees and councillors who are made familiar with their responsibilities in regard to the safeguarding of children and adults with needs for care and support. All staff (including volunteers and casuals) and councillors are required to complete a basic Safeguarding e-Learning package (access to this package can be arranged for volunteers and casual staff who do not have a CBC log-in). This package will explain what safeguarding is, why it is so important, how to recognise the signs of abuse, respond to a disclosure, report your concerns, and record information. This training should be refreshed at least every 3 years.

### **Level 2**

Level 2 training refers to those staff who work "predominantly" with children, young people, adults with needs for care and support and/or their parents/carers (for example Sports Coaches, Customer Service Centre Staff and other 'frontline' staff) and who will subsequently require enhanced training to build on existing knowledge. This training can either be a face to face training session/workshop or eLearning.

### **Level 3**

Level 3 training refers to the training of a Designated Safeguarding Officer, Coordinator or Delegated Lead Officer. This training will offer information on specific responsibilities for each role and is delivered via a face to face training session every 3 years.

Councillors are invited to attend annual safeguarding sessions to update their knowledge and provide an opportunity to review best practice, and their experiences.

### **SAFE RECRUITMENT**

Colchester Borough Council is committed to taking all reasonable steps to prevent unsuitable people working with children and 'vulnerable adults' (The term 'vulnerable adult' has been retained post Care Act in respect to Disclosure and Barring only.) All job descriptions are risk assessed within the organisation to identify which jobs are likely to involve regular and/or substantial unsupervised contact with children and vulnerable adults. For all new employees, confirmation of employment will be dependent on satisfactory checks where appropriate.

Disclosure and Barring Service (DBS) checks are sought where employees and volunteers have substantial or regular or unsupervised contact with children, young people or vulnerable adults as part of their duties or responsibilities for or on behalf of the organisation. Checking activity will be consistent with relevant legislation, especially the 'regulated activity' criteria contained within the Protection of Freedoms Act 2012. DBS checks only guarantee that the person concerned does not have a relevant criminal conviction up to the date that the certificate is issued.

Please see Appendix 9 for a link to the Council's 'Manager's Guide to Recruitment'. Appendix 6 of the Manager's Guide includes a checklist which managers are required to adhere to as part of the process to ensure safe recruitment.

### **WORK EXPERIENCE / INTERNS**

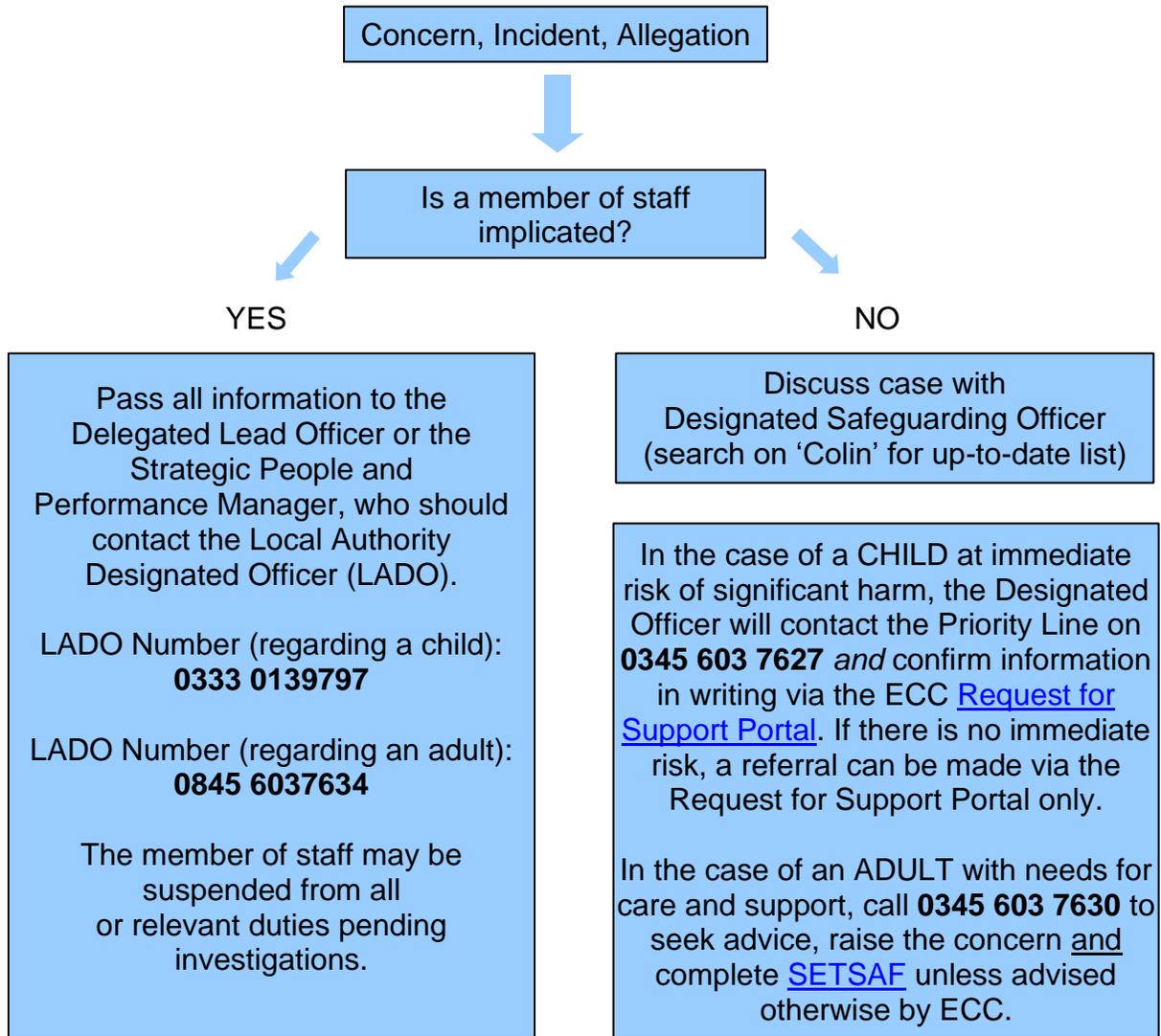
Colchester Borough Council may offer work experience placements across the organisation to a number of young people each year. This is beneficial to both the young person and to the Council. When the organisation offers a work experience placement, managers have a responsibility for their health, safety and welfare. Under health and safety law, these students will be regarded as employees.

## APPENDIX 1: CURRENT ROLES AND PROCEDURES

### Key CBC staff with Safeguarding responsibilities:

<b>Role</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
<b>Delegated Lead Officer</b>	Lucie Breadman	<a href="mailto:lucie.breadman@colchester.gov.uk">lucie.breadman@colchester.gov.uk</a>	01206 282726
<b>Strategic People &amp; Performance Manager</b>	Jessica Douglas	<a href="mailto:jessica.douglas@colchester.gov.uk">jessica.douglas@colchester.gov.uk</a>	01206 282239
<b>Safeguarding Coordinator</b>	Sonia Carr	<a href="mailto:sonia.carr@colchester.gov.uk">sonia.carr@colchester.gov.uk</a>	01206 282978
<b>Designated Safeguarding Officers</b>	A complete list is available on 'Colin' here: <a href="#">Safeguarding</a>		

## APPENDIX 2: PROCEDURE FLOWCHART



Police – **999**: Requiring an emergency response to anyone’s immediate safety

Children and Families Hub - **0345 603 7627**: Request the Priority Line where a child is at immediate risk of significant harm. Request the Consultation Line for advice only.

Adult Social Care - **0345 603 7630**: To seek advice on an ‘adult with needs for care and support’

- Emergency Out of Hours (Child) - **0345 606 1212**
- Emergency Out of Hours (Adult) - **0300 123 0778**
- Email address for SETSAF form: [Socialcaredirect@essex.gov.uk](mailto:Socialcaredirect@essex.gov.uk)

### APPENDIX 3: TYPES OF ABUSE

There are ten main types of abuse. The table below includes key physical and behavioural indicators that staff should look out for:

<b>Type of Abuse</b>	<b>Physical Indicator</b>	<b>Behaviour Indicator</b>
Physical	<ul style="list-style-type: none"> <li>• Unexplained bruising, marks or injuries</li> <li>• Bruises which reflect hand marks</li> <li>• Cigarette burns</li> <li>• Bite marks</li> <li>• Broken bones</li> <li>• Scalds</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of parent being contacted</li> <li>• Aggressive or angry outburst</li> <li>• Running away</li> <li>• Fear of going home</li> <li>• Flinching</li> <li>• Depression</li> <li>• Keeping arms/legs covered</li> <li>• Reluctance to change clothes</li> <li>• Withdrawn behaviour</li> </ul>
Psychological	<ul style="list-style-type: none"> <li>• Developmentally delayed</li> <li>• Sudden speech disorders</li> <li>• Loss of appetite / loss of weight</li> <li>• Disturbed Sleep</li> </ul>	<ul style="list-style-type: none"> <li>• Neurotic behaviour e.g. hair twisting, rocking</li> <li>• Unable to play/take part</li> <li>• Fear of making mistakes</li> <li>• Sudden speech disorders</li> <li>• Self harm or mutilation</li> <li>• Fear of parents being contacted</li> </ul>
Neglect and Self Neglect	<ul style="list-style-type: none"> <li>• Constant hunger, stealing food</li> <li>• Unkempt state</li> <li>• Weight loss/underweight</li> <li>• Inappropriate dress</li> <li>• Untreated physical illnesses</li> <li>• Constantly tired</li> </ul>	<ul style="list-style-type: none"> <li>• Truancy/late for school</li> <li>• Withholding of 'necessaries', eg nutrition, medication, healthcare, social stimulation</li> <li>• Withholding assistance to use toilet, keep clean, warm and comfortable</li> <li>• Disregarding one's personal hygiene, health or surroundings</li> </ul>
Sexual	<ul style="list-style-type: none"> <li>• Pain/itching in the genital area</li> <li>• Bruising/bleeding near genital area</li> <li>• STIs</li> <li>• Vaginal discharge/ infection</li> <li>• Stomach pains</li> <li>• Discomfort when walking/ sitting</li> <li>• Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>• Sudden change in behaviour</li> <li>• Nightmares</li> <li>• Unexplained sources of money</li> <li>• Sexual drawings/ language</li> <li>• Bedwetting</li> <li>• Self-harming behaviours</li> <li>• Secrets which cannot be told to anyone</li> <li>• Behaving beyond their age</li> </ul>
Financial or Material	<ul style="list-style-type: none"> <li>• Stealing money</li> <li>• Prevention of necessary care options</li> </ul>	<ul style="list-style-type: none"> <li>• Never having money for activities, snacks or treats</li> <li>• Unexplained or sudden inability to pay bills</li> </ul>

		<ul style="list-style-type: none"> <li>• Personal possessions of value go missing from home without explanation</li> <li>• Pressure or misappropriation of property, wills, bank accounts, benefits or assets</li> </ul>
Discriminatory	<ul style="list-style-type: none"> <li>• Ignoring dietary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Direct or indirect discrimination based on race, gender, culture, disability, sexuality, religion, belief or values</li> <li>• Omitting services or activities based on preconceived ideas about someone's age or condition</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Poor care planning</li> <li>• Inflexible routines</li> <li>• Lack of privacy</li> </ul>	<ul style="list-style-type: none"> <li>• The routine/ practice or management that is not responsive to or respectful to the individuals served</li> <li>• Little opportunity for outside activities</li> </ul>
Domestic Abuse	<ul style="list-style-type: none"> <li>• Signs of psychological, physical, sexual and financial abuse</li> <li>• Female Genital Mutilation</li> <li>• Forced marriage.</li> </ul>	<ul style="list-style-type: none"> <li>• Being prevented from seeing family/friends or attending college/work/appointments</li> <li>• Being followed or continually being asked where they are</li> <li>• Feeling scared of others,</li> <li>• Being threatened personally or threats against other family/friends</li> <li>• Being prevented from leaving the home; withholding finances,</li> <li>• Being forced to do something unwanted for their partner.</li> </ul>
Modern Slavery	<ul style="list-style-type: none"> <li>• Signs of physical or psychological abuse</li> <li>• May appear malnourished or unkempt, or appear withdrawn</li> </ul>	<ul style="list-style-type: none"> <li>• Signs of isolation</li> <li>• Being prevented from travelling freely or going out on their own</li> <li>• Appearing to be under the control or influence of others</li> <li>• Appearing to be unfamiliar with their neighbourhood or where they work</li> </ul>

## **APPENDIX 4: POLICY STATEMENT AND PROCEDURE TEMPLATE**

(Name of organisation working with or on behalf of Colchester Borough Council) explicitly agrees to the following Statement of Policy and Procedures in regard to Safeguarding:

We are committed to safeguarding children (those under 18) and 'adults with needs for care and support', and protecting them from abuse when they are engaged in services organised and provided by us. We will act in the best interest of the child or adult at all times, and will proactively seek to promote their welfare and protection.

We confirm that we will follow Southend Essex Thurrock (SET) Safeguarding Guidelines.

We will ensure that unsuitable people are prevented from working with children and 'vulnerable adults' through using safe recruitment and selection processes. This will involve DBS (Disclosure and Barring Service) 'checks', where appropriate.

We will take any concern made by a service user, employee, volunteer or child/adult seriously and sensitively, and will not tolerate harassment of a person who raises concerns.

We confirm that we have at least one Designated Safeguarding Officer responsible for raising concerns about abuse or suspected abuse towards a child or 'adult with needs for care and support' with Essex County Council and the Police, as appropriate.

We acknowledge our responsibility to contact Essex County Council promptly if we become aware of concerns about a child or 'adult with needs for care and support'. We confirm that we will contact the Local Authority Designated Officer (LADO) in cases of concerns or allegations about a member of staff or volunteer.

We confirm that those raising a concern will be made aware that it will be shared with appropriate people only and that it will be treated in confidence as far as is possible. Staff and volunteers will not discuss the concern except with the Designated Safeguarding Officer, the Council's Safeguarding Co-ordinator, or an agent of the responsible authority investigating the concern (Essex County Council or Essex Police). We agree to make referrals, and retain records, securely and appropriately in accordance with relevant legislation.

We understand that it is our responsibility to access and monitor appropriate training for staff and volunteers in respect of safeguarding, details of which can be provided by the Local Safeguarding Boards.

## APPENDIX 5: SAFEGUARDING LEGISLATION

The table below includes a selection of key safeguarding legislation that underpins the Council's legal responsibilities in this area.

<b>KEY SAFEGUARDING LEGISLATION</b>	
The United Nations Convention on the Rights of the Child 1989	The Convention on the Rights of the Child was adopted by the UK in full in 2008. It was the first legally binding international instrument to incorporate the full range of human rights. In 1989, world leaders decided that children needed a special convention because people under 18 years old often need special care and protection.
The Human Rights Act 1998	Sets out the rights of children and families to challenge what they perceive to be an infringement of their human rights.
Protection of Children Act 1999	Sets out the framework to enable employers to check on the suitability of employees to work with children. This act builds on the Police Act (1997) which set up the Criminal Records Bureau.
The Sexual Offences (Amendment) Act 2000	Introduces the concept of 'abuse of trust,' whereby adults could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the younger person is above the age of consent (16-18 in the case of child protection).
Care Standards Act 2000	The Care Standards Act 2000 sets out a regulatory framework and standards for services people might receive. This applies to regulated services such as residential care, domiciliary care or adult placement schemes ('Shared Lives').
The Sexual Offences Act 2003	This replaced the Sex Offenders Act (1997). It incorporated 50 new offences, including a new 'Grooming' offence. Offences also include the use of the internet in child abuse and abuse of positions of trust. It also includes a new definition of rape.
Every Child Matters, the Government's vision for children's services (No longer in force)	This set out 5 key outcomes - be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing. District councils contribute to these outcomes in a variety of ways including particularly housing, planning and environmental health.

<b>KEY SAFEGUARDING LEGISLATION</b>	
Female Genital Mutilation Act 2003	<p>The Female Genital Mutilation Act:</p> <ul style="list-style-type: none"> <li>• Makes it illegal to practice FGM in the UK</li> <li>• Makes it illegal to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country</li> <li>• Makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad</li> <li>• has a penalty of up to 14 years in prison and, or, a fine</li> </ul>
Children Act 2004	<p>Section 11 places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children. Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils).</p>
Mental Capacity Act 2005	<p>Made it an offence to neglect or deliberately ill-treat a person who lacks capacity. It put arrangements in place for advocacy support and best-interest decision-making.</p>
Safeguarding Vulnerable Groups Act 2006	<p>Created the Independent Safeguarding Authority (ISA), whose aim was to prevent unsuitable people working with children and vulnerable adults. It includes social care services, as well as health, education, housing support and supporting people services.</p>
The Apprenticeships, Skills, Children and Learning Act 2009	<p>Section 9 makes amendments to the Children Act 2004, specifically regarding the establishment of Children's Trust Boards. The Children's Trust comprises:</p> <ul style="list-style-type: none"> <li>• the local authority including all constituent services that impact on children and families</li> <li>• named statutory 'relevant partners' such as district councils</li> <li>• any other partners the local authority considers appropriate.</li> </ul>
Protection of Freedoms Act 2012	<p>Part 5 of the Protection of Freedoms Act 2012 covers the reduction in scope of the definition of regulated activity, new services provided by the Disclosure and Barring Service (DBS), and disregarding convictions and cautions for consensual gay sex. The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). For the purposes of Disclosure and Barring, the term 'vulnerable adult' has been retained.</p>

<b>KEY SAFEGUARDING LEGISLATION</b>	
Care Act 2014	<p>The Act changes the definition of adult safeguarding. This reflects the local authority's new safeguarding duties that apply in relation to an adult who:</p> <ul style="list-style-type: none"> <li>• has needs for care and support (whether or not the authority is meeting any of those needs),</li> <li>• is experiencing, or is at risk of, abuse or neglect, and.</li> <li>• as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</li> </ul> <p>The Act also:</p> <ul style="list-style-type: none"> <li>• Places the adult at risk at the centre of the decision-making process.</li> <li>• Places Local Safeguarding Adults Boards on a statutory footing</li> </ul>
Serious Crime Act 2015	<p>Section 4 of the Serious Crime Act (2015) extends sections one to three of the Female Genital Mutilation Act 2003 to include "extra-territorial acts" so that it is also an offence for a UK national or permanent UK resident to:</p> <ul style="list-style-type: none"> <li>• perform FGM abroad</li> <li>• assist a girl to perform FGM on herself outside the UK; and</li> <li>• assist (from outside the UK) a non-UK national or resident to carry out FGM outside the UK on a UK national or permanent UK resident.</li> </ul>
Counter Terrorism and Security Act 2015	<p>Section 26 of the Counter Terrorism and Security Act 2015 placed a new duty upon local authorities including district councils to have "due regard to the need to prevent people from being drawn into terrorism".</p>

## **APPENDIX 6: SAFE WORKING PRACTICES**

### **Guidelines for conduct when working/having contact with children and ‘adults with needs for care and support’**

It is best practice for councillors, employees and contractors who have contact with children and adults with needs for care and support to follow these guidelines:

- When working with children and adults with needs for care and support, always be open to scrutiny and avoid situations where an employee, volunteer or service provider is alone and unobserved.
- Children and adults with needs for care and support have a right to privacy, respect and dignity. Respect the individual and be sure to provide a safe and positive environment.
- All children and adults with needs for care and support should be treated equally in the context of any activity.
- Councillors, employees and contractors must put the wellbeing and safety of the child or adult with needs for care and support before the development of performance.
- Always report incidents as soon as possible to a line manager and a Designated Safeguarding Officer (and make a written report) if a child or ‘adult with needs for care and support’:
  - is accidentally injured as the result of action taken
  - seems distressed in any way as a result of action taken
  - appears to be sexually aroused by, or misunderstands or misinterprets something you have done
- If a child or adult with needs for care and support arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined above in the Safeguarding Policy.
- When administering first aid, employees should ensure that another adult is present where possible, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

#### **NEVER:**

- Take children or adults with needs for care and support to your home where they will be alone with you.
- Engage in rough physical games including horseplay.
- Engage in sexually provocative games.
- Allow, encourage or engage in inappropriate touching of any form.
- Allow children or adults with needs for care and support to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Make sexually suggestive comments about, or to, a child or adult with needs for care and support, even in fun.

#### **NEVER (CONTINUED)**

- Allow an allegation about a child or an adult with needs for care and support to be ignored or go unrecorded.
- Do things of a personal nature for children or adults with needs for care and support *that they can do for themselves*, such as assisting with changing. Such tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should endeavour to have someone else present and inform the parents/carers as soon as is reasonably possible. In such situations it is important that all employees treat the child or adult with the utmost discretion.
- Share a room with a child or adult with needs for care and support
- Enter areas designated only for the opposite sex.
- Use the internet or any other electronic or telephone device to access pornography sites.

## **APPENDIX 7: MISSING AND UNCOLLECTED CHILDREN**

### **Missing children**

- When a member of staff becomes aware that a child has gone missing, the supervisor and manager should be informed immediately.
- The manager will inform reception and all other operational staff. Reception staff will be responsible for watching the entrance and exits.
- The supervisor will begin a thorough search of the building, using all supernumerary staff. This will be carried out in a calm manner.
- If the child has not been found after five minutes, the child's parents will be informed (if they are not already aware)
- If the child has not been found after fifteen minutes, the police will be informed.
- The search will continue with as many staff as are available (whilst safety of other children is maintained) until the police arrive and advise further action accordingly.
- The manager should liaise with the Safeguarding Co-ordinator and/or the Safeguarding Lead in regard to communication with the police and the parents.
- When the situation has been resolved, a thorough risk assessment of the circumstances surrounding the incident should be carried out, with safeguards being implemented where possible or necessary to prevent the situation from occurring again.
- All relevant agencies will be informed and a comprehensive record of the incident will be kept confidentially.

### **Uncollected children**

- Every effort will be made to contact a parent/carer using the details supplied on the booking form.
- The children will be supervised at all times whilst waiting for their parent/carer to arrive.
- Under no circumstances will a member of staff take the child home.
- If a child's parents/carers cannot be contacted by staff after one hour, the manager or Designated Safeguarding Officer will contact the Children and Families Hub for advice, which should be followed.
- The child will remain under the care of staff until the parent/carer arrives or until Essex Social Care takes over responsibility for the child.
- Staff must continue to try and contact the parent/carers throughout this process.
- All events must be clearly recorded by all relevant staff as well as the Safeguarding Co-ordinator and duty manager. This record will be kept confidentially by the Safeguarding Co-ordinator.

## APPENDIX 8: CHILD TRAFFICKING SIGNS AND INDICATORS

### Signs that a child may have been trafficked:

There are a number of circumstances that could indicate that a child may have been trafficked to the UK and may still be in the control of the trafficker or the receiving adults. These include situations in which the child:

- Does not appear to have money but does have a mobile phone
- Is driven around by an older male or 'boyfriend'
- Is withdrawn and refuses to talk
- Shows signs of sexual behaviour or language
- Shows signs of physical or sexual abuse and/or has contracted a sexually transmitted disease
- Has a history with missing links and unexplained moves
- Is required to earn a minimum amount of money every day
- Works in various locations
- Has limited freedom of movement
- Appears to be missing for periods.

Or situations where the child:

- Is known to beg for money
- Is being care for by adults who are not parents. The quality of the relationship between the child and the carers is not good
- The presentation of a trafficked child is usually very different from other children living in the same household
- Has not been registered with or attended a GP practice
- Has not been enrolled in school
- Has to pay off an exorbitant debt, perhaps for the travel costs, before being able to have control of earnings
- Hands over a large part of earnings to another person
- Is excessively afraid of being deported
- Has had their journey or visas arranged by someone other than family
- Does not have possession of their own travel documents
- Is unable to confirm who is going to have responsibility for her/him
- Has entered the country illegally.

## APPENDIX 9: LINKS TO FURTHER INFORMATION

- [Essex Safeguarding Children Board](#) – A multi-agency organisation which works to bring together agencies who work to safeguard and promote the welfare of children
- [Essex Safeguarding Adults Board](#) – An inter-agency forum for agreeing how the different services and professional groups should cooperate to safeguard adults with needs for care and support across Essex.
- [Essex Effective Support](#) - includes guidance that applies to Council staff working with children and families to provide early help, targeted and specialist support.
- [Essex Police](#) - Non-emergency: 101; Emergency: 999.
- [NSPCC Child Protection Helpline](#) – Tel: 0808 800 5000
- [Disclosure and Barring Service](#) - The DBS merges the functions previously carried out by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). Tel: 0870 9090 811 (checks) or 01325 953795 (referrals/barring)
- [Child Protection in Sport Unit](#) - Offers advice on child protection issues.
- [ESCB Policies and Guidance](#)
- [ESAB Policies and Guidance](#)
- [Whistleblowing Policy](#)
- [Designated Safeguarding Officers CBC](#)
- [Public Concern at Work](#) - Free confidential advice about malpractice at work. Tel: 020 7404 6609
- Modern Slavery [National Referral Mechanism Forms](#), ['First Responder' Guidance](#) and [MS1 form](#).
- The Council's Modern Slavery Transparency Statement can be viewed at the base of [this page](#) of its website.
- [Essex Police Prevent](#) and [GOV.UK Counter-terrorism policy](#)
- [SET Prevent Policy and Guidance](#)
- [Request for Support Portal](#) – Essex Social Care Referral Process
- *For 'Early Help':*
- [Essex Child and Family Well Being Service](#) (Early Help)
- SETSAF – (on [this page](#) of the ESAB website) - for use by Designated Safeguarding Officers in the case of a concern about an 'adult with needs for care and support'
- [Managers Guide to Recruitment](#)

## VERSION CONTROL

Title:	Safeguarding Policy
Status:	Approved March 2013
<i><u>This</u></i> version:	<b>Version 7 (January 2020)</b>
Consultation:	N/A - changes are Legislative or required updates
Approved by:	Full Council
Approval:	February 13th 2020
EQIA:	The EQIA for this policy is published on the Council website: <a href="http://www.colchester.gov.uk">www.colchester.gov.uk</a>
Review frequency:	When changes occur that alter the policy or approach significantly, or every 5 years; reviewed at Cabinet or full council level.  Minor changes or legislative updates/amendments delegated to Assistant Director (has Lead responsibility for Safeguarding) in consultation with PFH.