

Safeguarding Policy



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1 Foreword

The safeguarding of adults and children with needs for care and support has never been a greater concern. This Safeguarding Policy aims to outline the responsibilities of the Council and ensure that an overarching approach to safeguarding is embedded within all our services.

Safeguarding is an everyday part of all our jobs, and it is important we embed a safeguarding culture across the Council, so all staff, elected members, volunteers, grant funded organisations and those delivering contracts on behalf of the Council, understand their role and responsibilities to safeguard against harm and abuse.

We will continue to monitor our progress, make improvements, and work closely with partners to ensure that Safeguarding remains ‘everyone’s business’.

Councillor Simon Wootton
Council Leader

Angela Hutchings
Acting Managing Director

2 Policy Statement

2.1 The purpose of this Policy is to ensure Rochford District Council (RDC) carries out its statutory Safeguarding duties towards adults with needs for care and support and children, by:

- respecting their rights, wishes, feelings and privacy;
- ensuring that all staff understand the different forms abuse can take and how to identify them;
- preventing abuse by promoting best practice in the District, raising awareness, creating a safe and healthy environment and avoiding situations where abuse and allegations of abuse occur;
- taking seriously and responding appropriately and promptly to all concerns, incidents and allegations;
- providing training appropriate to the level of involvement with children, young people and adults with needs for care and support to ensure there is an adequate understanding of: (a) the different forms of abuse; (b) roles and responsibilities under the Council's Codes of Conduct and Safeguarding Policy;
- requiring organisations that RDC either contracts with or allocates grant funding, have their own Safeguarding Policy or apply this Policy;
- not tolerating harassment of any councillor, employee, contractor, volunteer, intern, work experience student 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';
- co-operating with other agencies to deliver effective Safeguarding.

2.2 This policy:

- (a) links to other RDC policies including, Code of Conduct, Value Based Recruitment, Equality & Diversity, Information Management and Whistle Blowing;
- (b) is inclusive of all adults with needs for care and support and children irrespective of their age, race or ethnicity, religion, disability, sex or sexual orientation; and
- (c) will be reviewed annually though it may be subject to minor corrections or operational updates in the interim.

3 The role of RDC in Safeguarding Children

- 3.1 The Children Act 2004 places a statutory obligation on Borough/District Councils to ensure they have in place, suitable arrangements to safeguard and promote the welfare of children (either directly or via their families) who may access or use Council services. In summary, the Act requires the Council to ensure that:
- (a) its functions are discharged with due regard to the need to safeguard and promote the welfare of children; and
 - (b) through working with others, arrangements are put in place to safeguard and promote the welfare of children.
- 3.2 Statutory guidance defines a child as anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, is in Foster Care or is in an Adoptive placement does not change their entitlements to services or protection (*Working Together to Safeguard Children 2018*).

4 The role of the Essex Safeguarding Children’s Board (ESCB)

- 4.1 ESCB is a statutory multi-agency organisation. The organisation brings together agencies who 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).
- 4.2 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. RDC is committed to maintaining an effective working relationship with the ESCB to help achieve its mutual aims in respect of child safeguarding.
- 4.3 RDC adheres to the Southend Essex & Thurrock (SET) Safeguarding and Child Protection Procedures issued by the ESCB. Further information and the Guidelines can be accessed via following web link: **www.escb.co.uk**
- 4.4 The ESCB has created a guidance document for everyone who works with children and their families in Essex. ‘Effective Support for Children and Families in Essex’. The focus is on four levels of need (universal, additional, intensive, specialist) which aim is to put the child and their family at the centre of discussion, providing effective support to help them solve problems and find solutions at an early stage.

5 The role of RDC in Safeguarding Adults with needs for Care and Support

- 5.1 RDC has a duty under Section 42 of the Care Act 2014, to make enquiries relating to anybody aged 18 or over where it has reasonable cause to suspect that the adult in its area (whether or not ordinarily resident there):
- (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 him or herself against the abuse or neglect or the risk of it.
- 5.2 The Care Act 2014 changed the terminology from ‘vulnerable adult’ to ‘adults with needs for care and support’ and under Section 42 of the Care Act 2014, there are three additional criteria an adult must meet before a safeguarding concern is raised (see (a), (b) and (c) above. Safeguarding adults is different from safeguarding children in many ways. A main difference is that adults with mental capacity have the right to make their own decisions and should be asked for consent, where it is safe to do so and prior to anyone raising a safeguarding concern.

6 Essex Safeguarding Adults’ Board

- 6.1 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.
- 6.2 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. RDC is committed to maintaining an effective working relationship with the ESAB to help achieve its mutual aims in respect of the safeguarding of adults with needs for care and support.
- 6.3 Members of the ESAB include Essex County Council, the Essex Clinical Commissioning Groups and the Chief Officer of Police, all statutory agencies in Essex involved in safeguarding adults, including: NHS providers, district, borough and city councils, Essex County Fire and Rescue Service, independent and voluntary sector providers, advocacy services and Lay representation.
- 6.4 RDC adheres to the Southend Essex & Thurrock (SET) Guidelines issued by the ESAB. Further information and the Guidelines can be accessed via following web link: <http://www.essexsab.org.uk>

7 Specific Officer, Team and Councillor Roles at RDC

Managing Director

7.1 The Managing Director has overall accountability for Safeguarding in relation to paid services. A flow chart of accountability is attached at **Appendix 6**

Designated Safeguarding Lead Officer/Deputy Lead

7.2 The Essex Safeguarding Boards require RDC to appoint a named lead and a deputy lead safeguarding officer details are as set out below:

Louisa Moss
Assistant Director,
People & Communities
Services

Safeguarding Lead Officer for RDC

Phone: 01702 318095

The Safeguarding Lead Officer is responsible for ensuring all statutory safeguarding responsibilities are met.

Deputy Lead – **Lisa Poole** (Safeguarding Support Officer)

Phone: 01702 318137

Safeguarding Link Officers

7.3 Safeguarding Link Officers promote awareness of the safeguarding policy throughout their relevant teams, and in addition their duties include:

- to be on hand to provide advice in relation to safeguarding concerns;
- champion safeguarding within the relevant service areas;
- be updated quarterly (or as and when required), by the Safeguarding Support Officer to:
 - receive legislative, county and local Safeguarding updates (then attend relevant team meetings and disseminate the information/answer/co-ordinate queries);
 - share any safeguarding issues/concerns/best practice arising from the previous quarter.

All employees and Councillors

7.4 All employees and councillors must ensure that they:

- take responsibility for reporting disclosures, concerns, incidents or allegations as set out in the Safeguarding Reporting procedure – **Appendix 5**;
- treat all safeguarding matters seriously;
- be aware of and adhere to relevant policies; and
- complete safeguarding training relevant to their role.

7.5 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 RDC, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

7.6 There are ten main types of abuse relating to Adults:

Physical; Psychological or Emotional; Sexual; Neglect; Self-neglect; Organisational; Discriminatory; Financial or Material; Modern Slavery; and Domestic Abuse. There are four main types of abuse relating to children: Emotional, Sexual, Physical and Neglect. 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 in line with the reporting procedure at **Appendix 5**

Examples of safeguarding categories, definitions and indicators are set out at **Appendix 1**.

Elected Members

7.7 The Council is committed to ensuring that its Elected Members are appropriately trained and are aware of their safeguarding responsibilities and those of the authority. The Portfolio Holder for People & Communities holds the position of Member Champion for safeguarding.

7.8 All Elected Members are required to adhere to this policy. If a safeguarding issue occurs relating to a Councillor, the 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.

Leadership Team

7.9 The Leadership Team, (with support and advice from the Safeguarding Lead/Deputy Safeguarding Lead) will:

- encourage, embed and maintain the best safeguarding practice across all directorates and services to ensure continuous improvement and compliance with national and local policies;
- discuss safeguarding issues regularly at their meetings and ensure their teams have regular team meetings at which safeguarding matters can be raised;
- ensure that the safeguarding of children and adults with needs for care and support is considered in strategies, plans and services;
- ensure all future contracts include safeguarding provision in line with this policy and make current contractors aware of this policy.
- ensure that Safeguarding requirements are set out for organisations making grant applications for services involving children and adults with needs for care and support;
- support staff on all aspects of Safeguarding and ensure procedures are adhered to as set out in **Appendix 5** of this policy;

- ensure staff complete the appropriate Safeguarding Training;
- ensure Safeguarding project actions are carried out by the relevant team members;

Human Resources

7.10 Human resources will:

- ensure the effective implementation of the Council’s Value Based Recruitment Policy and Induction and that all staff employed to work with children and adults with needs for care and support are subject to the appropriate external checks including Disclosure and Barring, and prior to appointment;
- hold a database of all posts within the authority, the level and type of safeguarding training required for each of these and run reports from their database as to which post holders have/have not attended specific training sessions within the required timeframes set by the Safeguarding Lead Officer;
- ensure that relevant policies and procedures are in place and kept up to date e.g. Value Based Recruitment, Whistle Blowing, Disciplinary Procedures and Code of Conduct;
- support managers in the use of these policies;
- make a contribution to the Safeguarding Audits as directed/allocated by the Designated Safeguarding Lead Officer.

8 Council functions which have a positive outcome on the wellbeing of children and adults with needs for care and support

Housing

- 8.1 RDC owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. Housing officers complete a detailed Housing Options form with applicants and this helps to identify needs and vulnerabilities and assists in the process of safeguarding children and adults.
- 8.2 Housing officers may need to refer families or individuals direct to Essex Social Care, particularly, in the following circumstances:

| Persons affected | Reason for contacting Essex Social Care |
|--------------------------|---|
| 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. |

| Persons affected | Reason for contacting Essex Social Care |
|--|--|
| Intentionally homeless household with children | If a household with children is found to be intentionally homeless, Essex Social Care (Family Operations Hub) should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989. |
| Person/family seeking refuge from Domestic Abuse | The single point of contact for domestic abuse support and refuge provision is the County provider i.e. Compass. Officers will work in partnership with this provider to ensure the right advice and safety measures are given and put in place. |

Community Safety

8.3 In addition to generic work to reduce crime and fear of crime, the Council’s Community Safety Officer works with other community safety partners, on joint safety awareness and support programmes for local children and adults with needs for care and support.

Environmental Health Services

8.4 In addition to responsibilities in respect of food hygiene and nutrition, Environmental Health Officers inspecting conditions in private rented accommodation and local businesses may become aware of situations that could adversely impact on children and adults with needs for care and support. The Council also plays a key role as a licensing authority, with one of the four of the Licensing objectives of the Act, being ‘Protection of children from harm’.

Financial Services/Benefits

8.5 With responsibility for administration of Benefit payments and Council Tax, the Council’s Financial Services help to ensure that children and adults with needs for care and support are protected from the effects of poverty and that family income is maximised. Officers visiting people’s homes or speaking to people on the ‘phone as part of their daily work can also identify a range of safeguarding including situations of domestic abuse.

9 Safeguarding requirements for specific circumstances

Grant Applicants

9.1 Safeguarding policies and procedures are required from all organisations which seek funding from RDC, where the organisation is working with children and/or adults with needs for care and support. This information will be requested at the application stage and applications will not be processed without the relevant documentation. Should the organisation have no policy in place, it shall agree to abide by Rochford District Council’s Safeguarding Policy.

Contractors

- 9.2 RDC will take 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 regular contact with children or adults with needs for care and support, should adhere to **Appendix 7** of this policy. This requirement will be written into all new contracts.

Volunteers

- 9.3 This policy will apply equally to volunteers (including apprentices, work experience students, interns) and they will therefore be expected to comply with any code of conduct that is imposed on members of staff in relation to their dealings with children and adults with needs for care and support.
- 9.4 Where possible, work experience students and under the age of 18 should not be alone with anybody over the age of 18.
- 9.5 If work experience students/apprentices under the age of 18 are taken out on site, carry out the existing arrangements for assessing and managing risks to young people. The key to a safe site visit being good supervision, advanced planning and the avoidance of problems. Where there might be a member of staff with day-to-day responsibility for work experience student/apprentices, as part of their job description, a DBS enhanced check will be required.

Licensing

- 9.6 RDC is responsible for a wide range of licensing functions. Protecting children from harm is a licensing objective that the Council is legally obliged to consider, in particular when licensing premises under the Licensing Act 2003 or the Gambling Act 2005. For more information, please refer to the RDC Licensing Policy, and the Gambling Policy.

10 Safeguarding practices

Training

- 10.1 All staff and elected members working with children and adults with needs for care and support should undertake the appropriate level of safeguarding training as decided by the Safeguarding Lead Officer. All training will be in line with ESCB and ESAB set standards.

Health and Safety

- 10.2 RDC enforces health and safety in some workplaces such as premises providing consumer services, retail or leisure facilities. Employers in these premises are obliged to carry out risk assessments, including for the employment of under 18s. Whilst undertaking their duties officers of the Council may examine such risk assessments with a view to determining their suitability. If evidence is gained that workers are working without relevant permits in place, or in 'unsuitable workplaces', RDC will report this activity to Essex Social Care Family Operations Hub.

Safer Recruitment

- 10.3 It is known that some individuals will actively seek employment or voluntary work with children in order to harm them. People who work with children and/or adults with needs for care and support, whether it is in a voluntary capacity or not, have a role to play in protecting them from harm, safeguarding their welfare as well as preventing their abuse.
- 10.4 RDC has a value based recruitment policy which must be followed for all relevant staff appointments. The policy can be found on the RDC intranet or requested from Human Resources.

Safeguarding Allegation(s) made against a Member of Staff

- 10.5 The Council takes seriously any allegations or complaints about the conduct of staff, Councillors, modern apprentices, work experience students and volunteers in respect of their contact with children and adults with needs for care and support.
- 10.6 All allegations or complaints received by the Council will be investigated fully, and where applicable action will be taken against the accused member of staff, via the disciplinary procedure.
- 10.7 If deemed necessary, the accused person will be suspended whilst the investigation takes place. The decision to suspend lies ultimately with the Managing Director and the Lead Safeguarding Officer.
- 10.8 Support will be provided for any member of staff subject to an allegation as indicated in the RDC disciplinary procedure.
- 10.9 In the event of an allegation against a member of staff, volunteer(s), work experience student(s), modern apprentice(s) or Councillor(s), the Council will follow the procedures set out in the SET procedures document and will involve the Local Authority Designated Officer (LADO) (Phone: 03330 139 797 with regard to a child or Phone: 0345 603 7630 with regard to an adult) employed by Essex County Council.

Whistle Blowing

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

E-Safety

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

- Content – e.g. exposure to age inappropriate material, inaccurate or misleading information, socially unacceptable material (e.g. inciting violence, hate or intolerance) and illegal material (including images of child abuse;)
- Contact – e.g. grooming using ICT leading to inappropriate behaviour or abuse;
- Commerce – e.g. exposure to inappropriate advertising, online gambling, identity theft and financial scams;
- Culture – e.g. bullying via websites, mobile phones or other ICT, or inappropriate materials.
- Settings offering ICT access to members of the public or children should consider placing restrictions on access, developing an ‘acceptable use’ policy and having an agreement about the conditions in which children will be able to access ICT equipment unsupervised.

Photographic/Filmed Images taken by Members of the Public

- 10.13 Historically, photography and video use has taken place in community and Council facilities to record events. However, modern digital photography and mobile phones offer unprecedented opportunities for misuse. The magnification and manipulation which is now possible, together with the fact that there is no need for a third party to develop images, is a cause for concern for the Council, particularly with regards to protecting children and adults with needs for care and support. Whilst the Data Protection Act does not prevent individuals from taking photographs, the Council has a shared responsibility for the protection and safety of children and adults with needs for care and support using its facilities.
- 10.14 The Council does not wish to restrict photography in its parks and open spaces and in any event, would be unable to require third parties taking photographs to seek permission. However, anyone found to be taking photographs which are intrusive or inappropriate will be asked to cease doing so immediately and will be reported to the Police and the Council’s Communications Teams. The Communications Team will notify the Council’s Safeguarding Lead or Deputy by way of a report on any safeguarding issues in relation to child protection or adults with needs for care and support. Such concern must be reported as set out in the Council’s Safeguarding Reporting Procedure

Event Photography/Filmed Images for the Council’s Publicity Purposes

- 10.15 In most cases it is practical to gain the permission of individuals being photographed at Council events. However, it is not always possible to do so for large groups at public events such as Wild Woods Day and the Sports Awards, public meetings or photo calls. The same applies for pre-planned photo-shoots such as Disability Sports Sessions.
- 10.16 Access to these public events in publicly accessible areas is not restricted. The Council therefore considers that any person, who is present at these events, or in attendance at pre-planned photo-shoots, is considered to have given implied consent to appear in any photograph or film.
- 10.17 The Council will however make every effort to ensure the public is aware a photographer is on site taking photos for publicity purposes, as appropriate. It will do the following:

- (a) place laminated signs in prominent positions at the venue to warn the public that photos may be taken at the event;
- (b) ensure that all official Council Photographers (including freelance) have a florescent waistcoat with 'Council Photographer' in large lettering on the back, where appropriate.

10.18 This will enable any person who does not wish to be photographed or filmed, the opportunity of taking steps to avoid opportunity of taking steps to avoid being photographed or filmed.

10.19 Any commercial photographers/film/video operators wishing to record an event should notify the event organiser or a Council Officer.

10.20 Photos from events, such as Wild Woods Day and the Rochford and Castle Point Sports Awards may be used on the Council's website and in promotional material to promote the success of the event. Whilst no personal information will normally be used with these images, in certain situations the Council may use general information on the photograph where consent is implied e.g. John Smith, from Rochford. Providing the Council takes practical steps to make sure the public is aware a photographer is on site, individuals are deemed to have given their consent by remaining at the event or location in which photographs are being taken.

10.21 Additional personal information will only be used where a consent form is in place. Use of images submitted by a third party – members of the public or partner organisations – may take photographs at Council events and later submit them to the Council to be used for publicity purposes. If the Council has made every effort to ensure the public is aware a photographer is on site taking photos at the event for publicity purposes as outlined above, these images may be used by the Council.

Appendix 1 – Categories of Abuse

1 Children

There are four categories of abuse stated in Government Guidance document Working Together to Safeguard Children 2018, as follows:

| Type | Definitions | Signs |
|------------------|--|--|
| Emotional | The persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development. | Conveying to children that they are worthless or inadequate; imposing age or developmentally inappropriate expectations, serious bullying, exploitation. |
| Sexual | Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware what is happening. | Inappropriate sexual behaviour, fear or adults, recoiling from physical contact. |
| Neglect | The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. | Inadequate food, clothing, shelter. Inadequate access to appropriate medical care or treatment. |
| Physical | May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. | Unexplained bruising, burns, fractures. |

2 Adults with needs for care and support

The Care Act 2014 has extended the Categories of abuse relating to adults from 7 to 10. The three new categories being domestic violence, modern slavery, self-neglect, included below:

| Type | Definitions | Signs |
|-----------------------|---|--|
| Discriminatory | When values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals. | Inciting others to commit abusive acts, lack of effective communication. |

| Type | Definitions | Signs |
|---------------------------------|--|--|
| Domestic Abuse** | 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 member regardless of gender or sexuality. Domestic abuse is not just about partners but all family relationships. | Someone being prevented from seeing family/friends, prevented from attending work, college, appointments, being followed or continually being asked where they are, accusations regarding other relationships unjustly, feeling scared of others, being threatened personally or threats against other family/friends, prevented from leaving the home, withholding finances, being forced to do something unwanted for their partner. |
| Emotional/ Psychological | Acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to, individuals. | Disturbed sleep, anxiety, confusion, extreme submissiveness or dependence. |
| Financial | Unauthorised, fraudulent obtaining and improper use of funds, property or any resources of an adult at risk. | Unexplained or sudden inability to pay bills, unexplained withdrawals of money from accounts, personal possessions going missing, unusual interest by a friend/relative neighbour in financial matters. |
| Modern Slavery | Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. | Poor physical appearance, isolation, poor living conditions, few or no personal effects, restricted freedom of movement, unusual travel habits, reluctance to seek help. |
| Neglect | Ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s). | Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health care, withholding medication, adequate nutrition and heating. |

| Type | Definitions | Signs |
|-----------------------|--|--|
| Organisational | Where the culture of the organisations places the emphasis on the running of the establishment above the needs and care of the person. | Lack of care plans, contact with the outside world not encouraged, no flexibility or lack of choice. |
| Physical | The non-accidental use of physical force that results (or could result) in bodily injury, pain or impairment including: assault, hitting, slapping, pushing, misuse of medication and restraint. | Unexplained bruising, covering or flinching, bruising consistent with being hit, unexplained burns, unexplained fractures. |
| Self Neglect* | This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding (see Hoarding Guidance on ESAB's website) | Lack of self-care (e.g. hygiene, nutrition, hydration and/or health, lack of care of the domestic environment, refusal of services that would mitigate risk to safety and wellbeing, unable to make reasonable or informed decisions because of their state of mental health or because they have a learning disability or an acquired brain injury; and/or they are unable to obtain necessary care to meet their needs |
| Sexual | Direct or indirect involvement in sexual activity without consent. | Incontinence, difficulty/discomfort in walking, excessive washing, sexually transmitted diseases, bruising/bleeding in genital areas. Sharp changes in behaviour, loss of confidence or appetite. |

* It is important to recognise the early signs of self-neglect through such indicators as age related changes that result in functional decline, cognitive impairment, frailty or psychiatric illness because these can increase the individual's vulnerability to abuse, neglect and exploitation as well as increase the potential for developing a number of underlying health conditions.

** Safeguarding themes included within Domestic abuse.

Honour Based Abused (HBA)

HBA is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family. It is a form of domestic abuse which relates to a victim who does not abide by the 'rules' of an honour code. This will have been set at the discretion of relatives or community; the victims are punished for bringing shame on the family or community.

Female Genital Mutilation (FGM)

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

Forced Marriage (FM)

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

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

Appendix 2 – Prevent Duty and the National Counter-Terrorism Strategy

CONTEST is the national counter terrorism strategy. The aim of **CONTEST** is to reduce the risk to the United Kingdom and its interests overseas from international terrorism, so that people can go about their lives freely and with confidence. The Office for Security and Counter Terrorism (OSCT) is responsible for providing strategic direction and governance on **CONTEST**.

The strategy has four work streams:

- 1 **Prevent:** to stop people becoming terrorists or supporting terrorism
- 2 **Pursue:** to stop terrorist attacks
- 3 **Protect:** to strengthen our protection against terrorist attack
- 4 **Prepare:** where an attack cannot be stopped, to mitigate its impact

The objectives of the Prevent work stream are 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 that they are given appropriate advice and support.
- Work with sectors and institutions where there are risks of radicalisation which we need to address.

In relation to Local Authorities, the CONTEST document says'

Delivery of Prevent is locally led and driven by analysis of the threat in communities. Local authorities are among the most vital partners in our network. The Prevent duty requires local authorities to establish or make use of existing multi-agency groups to assess the local picture, coordinate activity and to put in place arrangements to monitor the impact of safeguarding work. In priority areas where the risk of radicalisation is assessed as being highest, Prevent coordinators employed by local authorities build partnerships in communities, oversee the delivery of local action plans to respond to the risk of radicalisation, and work with partners to embed safeguarding activity in statutory services including social care, health and education.

The **Channel** programme was developed as a key part of the Prevent strategy. **Channel** is a Home Office funded programme to utilise the existing partnership working and expertise between the police, local authority, other partner agencies and the local community in the form of a professionals panel to identify those at risk of being drawn into terrorism or violent extremism and to provide them with community-based safeguarding strategies and interventions. Prevent will address all forms of terrorism but continue to prioritise according to the threat posed to our national security.

Further information about 'Prevent' can be found at: www.ltai.info/

Appendix 3 – Information Sharing

If you are in doubt about information sharing, speak to the Safeguarding Lead Officer, Deputy Officer or Link Officer.

Seven Golden Rules

- 1 **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2 **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3 **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- 4 **Share WITH CONSENT where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent places a child, young person or adult at risk of significant harm. You will need to base your judgement on the facts of the case.
- 5 **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions. Where possible, **CONSENT SHOULD BE SOUGHT BEFORE SHARING INFORMATION.** However, **CONSENT** to share information **SHOULD NOT BE SOUGHT** from the individual or their family if doing so would:
 - place a person (the individual, family member, yourself or a third party) at increased risk of significant harm (if a child), or serious harm (if an adult); or
 - prejudice the prevention, detection or prosecution of a serious crime; or
 - lead to an unjustified delay in making enquiries about allegations of significant harm to a child or serious harm to an adult.
- 6 **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely. When sharing information, also bear in mind the Council's Safeguarding Privacy Notice.
- 7 **Keep a record of your decision and the reasons** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix 4 – Useful Website Links

In addition to our own website which has a dedicated Safeguarding Section, listed below are other useful website links. Please note that RDC does not endorse these sites and takes no responsibility for the contents therein. These links are given for information only.

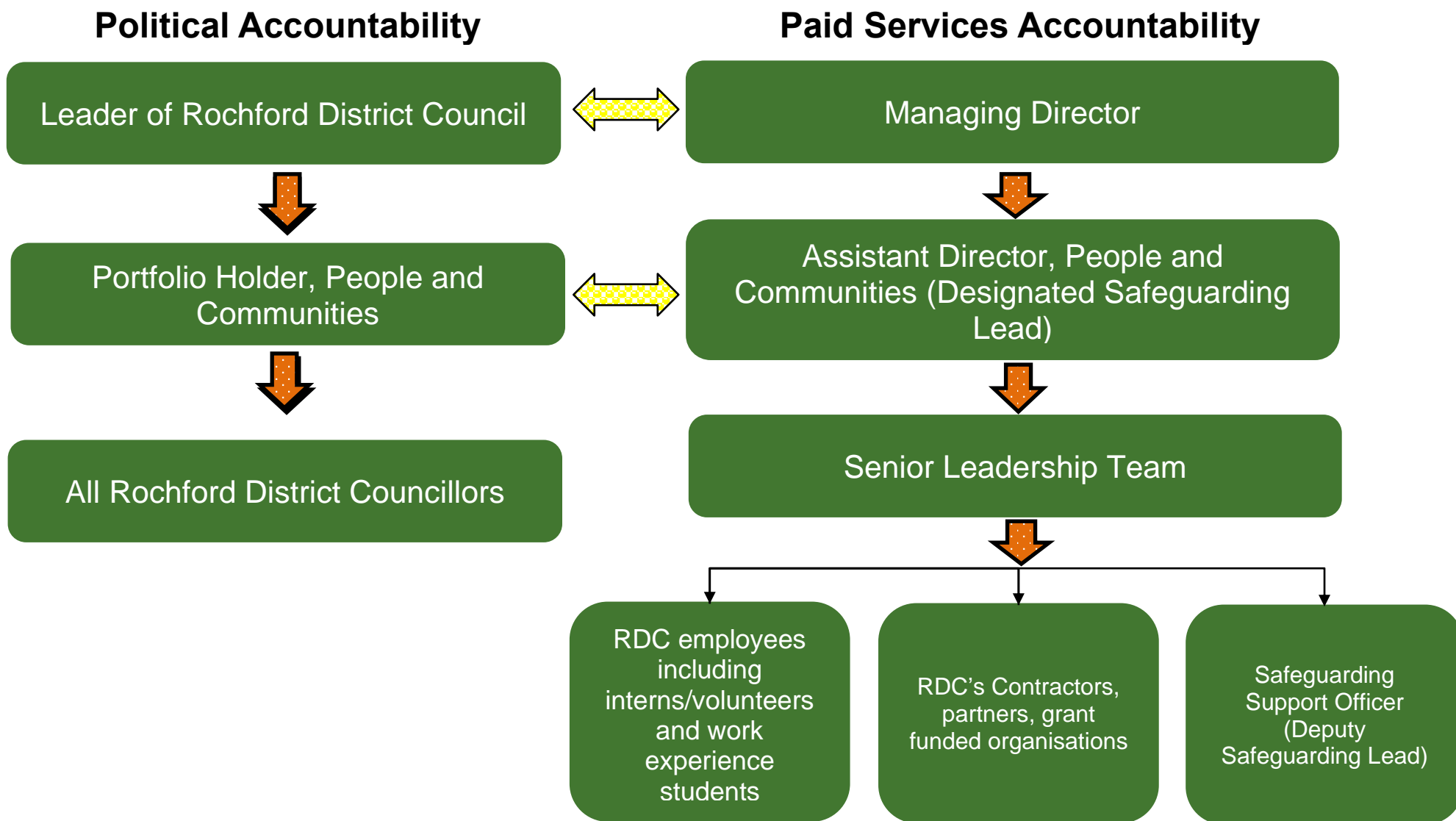
- 1 Disclosure and Barring Service:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
- 2 Essex County Council Social Care:
<https://www.essex.gov.uk/get-social-care-help>
- 3 Essex Safeguarding Children’s Board:
www.escb.co.uk
- 4 Essex Safeguarding Adults Board:
www.essexsab.org.uk
- 5 Both the Southend, Essex and Thurrock Safeguarding and Child Protection procedures and Safeguarding Adults’ guidelines can be found in each link above (4 and 5).
- 6 Updated guidance documents and working definitions **www.homeoffice.gov.uk**
- 7 Protect (formerly Public Concern at Work) – leading experts in whistleblowing
<https://protect-advice.org.uk/>
- 8 Acts (Care Act 2014, Children’s Act 1989/2004 etc) **www.legislation.gov.uk**
- 9 Statutory Guidance ‘Working Together to Safeguarding Children 2018’
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- 10 PREVENT Let’s Talk About it:
www.ltai.info
- 11 Child internet safety **<https://www.saferinternet.org.uk>**
- 12 Child Exploitation and online Protection Centre:
<https://ceop.police.uk/>

Appendix 5 - Safeguarding Reporting Procedure for RDC Employees and Councillors

If you become aware of any Safeguarding concern, incident or allegation:

- **IN AN EMERGENCY** - If you have a concern about somebody that relates to an immediate threat of life, call the Police on 999
- **OUT OF OFFICE HOURS** - Contact Essex County Council Social Care out of hours service on 0345 606 1212
- **OFFICE HOURS** – Contact Essex County Council Social Care on:
 - **Adult** – 0345 603 7630
 - **Children** – 0345 603 7627
- They will advise if an adult safeguarding concern form (**SETSAF1**) is required to be completed (this form is available on the intranet via the Safeguarding tab)
- If the concern is in relation to a child they will ask you to complete a ‘request support’ form on line at:
 - **www.essexeffectivesupport.org.uk**
- **IF YOUR CONCERN RELATES TO A MEMBER OF STAFF OR COUNCILLOR** - liaise with either HR or Louisa Moss (Safeguarding Lead).
-
- In addition to the above, (and/or for initial advice and guidance), please advise **all** concerns to RDC’s internal email address **[‘AASafeguarding’](#)**
- This will ensure your concern and any actions taken are logged. The ‘AASafeguarding’ email inbox is monitored during core working hours (10am-4pm).

Appendix 6 – Flowchart of Accountability



Appendix 7 – Contractors and Grant Funded Organisations

The Council expects any organisation wishing to provide Services where employees work directly or indirectly with children, young people or vulnerable adults, to be able to demonstrate standards of safeguarding, commensurate with those expected of statutory organisations.

The Contractor warrants that at all times for the purposes of this Contract it has no reason to believe that any person who is or will be employed or engaged by the Contractor in the provision of the Service is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.

The Contractor shall at all times and for the purposes of this Contract have in place its own Safeguarding Policy, should there be no policy in place the Contractor shall agree to abide by Rochford District Council's policy and procedures, and report any instances to Rochford District Council's Authorised Officer. It shall be a condition of this Contract that any person who is or will be employed or engaged by the Contractor –

- is aware of and utilises the Safeguarding Policy in the provision of the Service.
- shall have received appropriate and regular safeguarding training

The Contractor shall:

- for the duration of this Contract create and maintain a file (physical or electronic) wherein all Safeguarding Concerns shall be stored having been raised by any person who is or will be employed or engaged by the Contractor in the provision of the Service, including any such Safeguarding Concern where, after review by the Contractor, no further action is taken; and
- provide an annual report of Safeguarding Concern to the Council's Contract Lead upon request.



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