

Hyndburn Borough Council Safeguarding Policy

Everyone who works for the Council is responsible for applying this Policy.

It is not up to you to decide if abuse has taken place.

It is up to you to report ANY concerns. We have a duty of care to respond to any issues that may concern us, even if they don't involve our staff or services.

1. Introduction

- 1.1 All children and adults at risk irrespective of their age, culture, disability, gender, language, ethnicity, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse.
- 1.2 It is not our job to establish whether or not abuse is taking place. It is everyone's responsibility to report any concerns we have over the welfare of children, young people or adults at risk. This responsibility includes: spotting signs of abuse; poor practice by elected members or employees; and handling allegations made by a member of the public.
- 1.3 We will:
- respect and promote the rights, wishes and feelings of children and adults at risk;
 - have and follow appropriate procedures, including our recruitment and selection procedures, to safeguard the well-being of children and adults at risk and to protect them from harm;
 - recruit, train, and support staff, elected members and volunteers to adopt best practice to safeguard and protect children and adults at risk, and minimise risk to themselves;
 - respond to any allegations of misconduct or abuse of children or adults at risk including, where appropriate, implementing the relevant disciplinary procedures;
 - process personal data in accordance with the requirements of the Data Protection Act 1998; and
 - maintain confidentiality, only sharing information on a need to know basis.

2. Who to tell

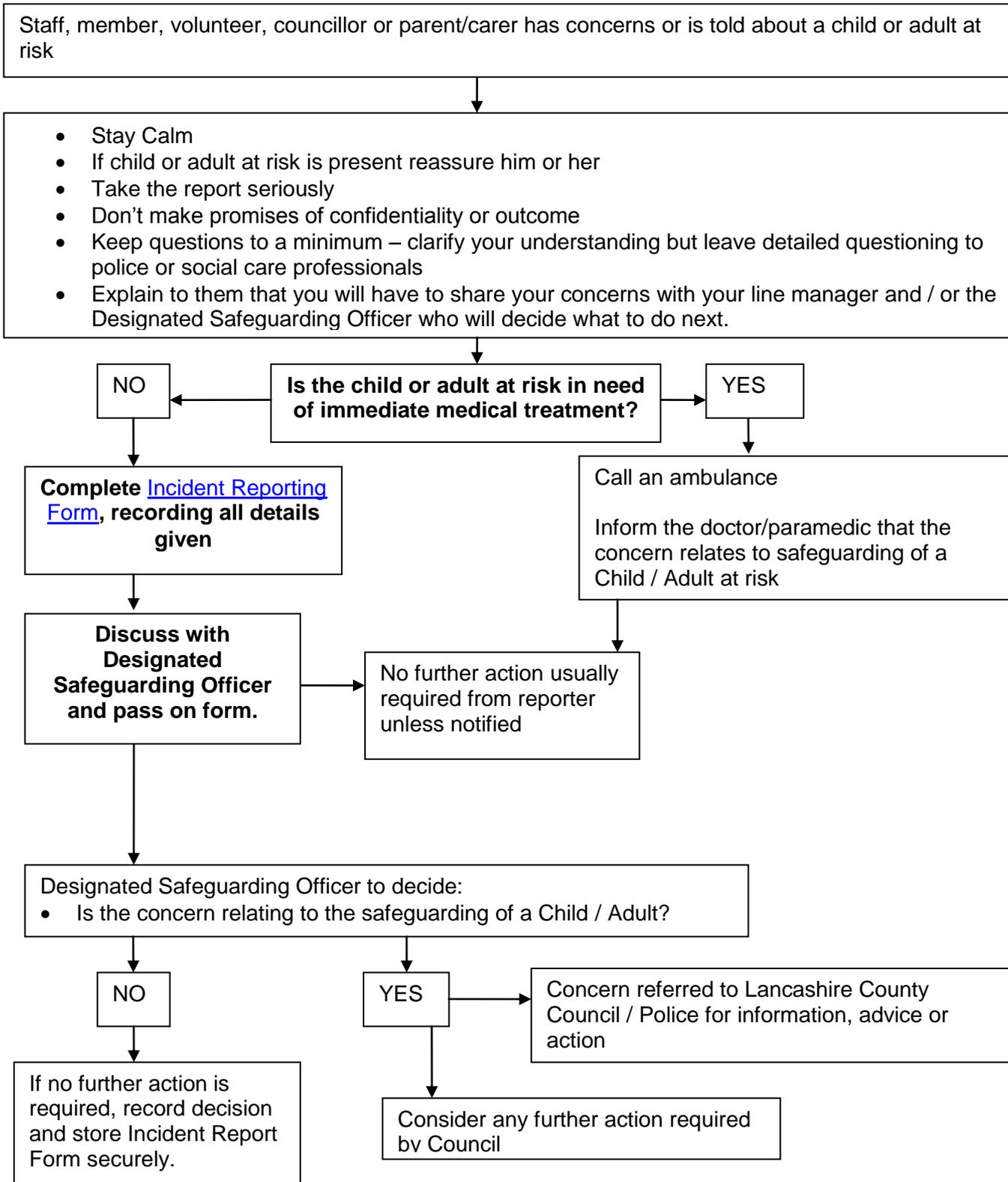
- 2.1 All suspicions, concerns and disclosures have to be reported immediately to a Designated Safeguarding Officer or one of the others named below:

Designated Safeguarding Officer (DSO)	Kirsten Burnett, Head of HR	01254 380694
Deputy DSO	Mark Beard, Head of Audit and Investigations	01254 380634
Executive Director (Legal and Democratic)	Jane Ellis	01254 380146

- 2.2 If you think it is urgent and none of the above is available, do not delay. Contact:

Lancashire County Council Adult Social Care	0300 123 6721
Lancashire County Council Children's Customer Care	0300 123 6720 (8am - 8pm).
Lancashire Police	0845 125 3545 or 999 in an emergency

3. Process for reporting and dealing with concerns



4. Definitions and supporting information

Child, or young person	Anyone under the age of 18 years
Adult at risk	A person aged 18 years or over, who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
Parent	Parent, carer or guardian.
Staff, elected members and volunteers	Anyone working on behalf of, delivering a service for, or representing the Council.
Abuse	Any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.
Physical Abuse	Actual or likely deliberate physical injury, or neglectful failure to prevent injury or suffering, to a child or adult at risk. It may include broken limbs and head injuries and could involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm.
Emotional Abuse	Actual or likely severe adverse effect of the emotional and behavioural development of a child or adult at risk caused by persistent or severe ill treatment or rejection. It may involve causing a child or adult at risk to feel that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children or adults at risk to frequently feel frightened or in danger, or the exploitation or corruption of children.
Sexual Abuse and Child Sexual Exploitation (CSE)	<p>Actual or likely sexual exploitation. The child or adult at risk may be dependent and/or developmentally immature.</p> <p>Sexual abuse involves forcing or enticing a child or adult at risk to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non- penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.</p> <p>Child Sexual Exploitation is a crime that can affect any child, anytime, anywhere – regardless of their social or ethnic background. It involves offenders grooming youngsters and using their power to sexually abuse them. It can take many</p>

	forms, whether it occurs through a seemingly “consensual” relationship with an older partner, or a young person having sex in return for attention, gifts, alcohol or cigarettes.
Neglect	Persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child, or adult at risk’s basic emotional needs.
Financial Abuse	Fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.
Domestic abuse	<p>Domestic abuse can be defined as the abuse of power or control over one person by another. It can be in many forms including physical, psychological, sexual, emotional, verbal and financial abuse between adults who are or have been intimate partners or family members. It can happen to anyone, regardless of their social group, class, age, race, disability, sexuality or lifestyle.</p> <p>The Council has a policy which outlines how it will respond to reports of domestic abuse and this may include safeguarding issues. It includes forced marriage, female genital mutilation (FGM) and so-called “honour-based” violence.</p>
Prevent / Counter-terrorism	Prevent is part of the UK’s counter terrorism strategy to safeguard people and communities from the threat of terrorism and aims to prevent people from becoming involved in terrorism or supporting terrorism. This can be a safeguarding issue if people with vulnerabilities are “groomed” and manipulated to take part in criminal activity. People in this situation are usually in need of support. The Council offers training on Prevent Awareness and the internal reporting process is the same as for any other safeguarding issue.
Whistleblowing	The Council has a Whistleblowing procedure which allows people to report concerns. If these concerns are about safeguarding issues, they will be dealt with under the Safeguarding Policy.
Criminal Record Checks	Our Recruitment and Selection procedures include considering whether staff need criminal record checks, through the Disclosure and Barring Service or other bodies. The procedures also explain how we will deal with making decisions around employing ex-offenders and also our Duty to Refer employees if we believe there has been or is a risk of harm to child or young person while they have been conducting regulated activity.
Local Authority Designated Officer	The LADO is located within Children’s Services at Lancashire County Council and will be alerted to all cases in which it is alleged that a person who works

(LADO)	<p>with children has:</p> <ul style="list-style-type: none"> • Behaved in a way that has harmed, or may have harmed a child • Possibly committed a criminal offence against, or related to, a child; or • Behaved towards a child or children in a way that indicates they may pose a risk of harm to children <p>The LADO for Lancashire is Tim Booth, 01772 536694.</p>
Lancashire Safeguarding Children Board	<p>The <u>Lancashire Safeguarding Children Board</u> has a key role to play in ensuring that children and young people in Lancashire are kept safe and that all agencies do what they can to promote their welfare. LSCB has policy / guidance documents on its website:</p> <p>http://www.lancshiresafeguarding.org.uk/resources/key-guidance-policy-documents.aspx</p> <p>There is a separate Safeguarding Adults board.</p>

5. Decisions about sharing concerns

- 5.1 If an adult at risk does not want concerns to be followed up, we will take their wishes into account before deciding what to do, considering:
- the perceived level of risk to the individual and/or others; and
 - their capacity to understand the matter in question and to make decisions relating to it.
- 5.2 This decision will be made by the Designated Safeguarding Officer.
- 5.3 In some circumstances it would be important to talk to parents or carers to clarify any concerns (but not the alleged abuser). For example if a child seems withdrawn, there may be a reasonable explanation, which a parent can provide.
- 5.4 However, sharing the concern may sometimes seem to present a greater risk, e.g. where the parent/carer is the one who may be responsible for the abuse. In these circumstances, or where concerns still exist despite an explanation from parents/carers, any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Officer and recorded.

6. Support for anyone reporting concerns

- 6.1 It can be difficult to deal with safeguarding matters and sometimes people need support following the incident. Managers are advised to hold a “de-brief” with team members who have been involved in or reported an incident to check how they are feeling and whether there are any lessons to be learned or shared. Remembering the need for confidentiality, they should approach their line manager, the DSO, HR or the Employee Assistance programme. This might include:
- emotional support;
 - amendments to procedures; or
 - learning and development so that they or others are better equipped to deal with future incidents.

7. Guidelines when working with children or adults at risk

- a. Always be publicly visible when working with children or adults at risk.

- b. Never engage in inappropriate rough, physical or sexually provocative games, including horseplay.
- c. Never allow or engage in any inappropriate touching of any form.
- d. Never make sexually suggestive comments to children, young people or vulnerable adults even in fun, or as part of a joke.
- e. If a member of staff or volunteer accidentally hurts or distresses a child, young person or vulnerable adult in any way, or if there is misunderstanding about something that the person has said or done then this must be reported.

8. Contracts and services provided by people who are not Council employees

- 8.1 Robust safeguarding procedures must be applied when entering into contracts and service level agreements. It is the responsibility of the officer managing the agreement to make sure that the organisation concerned has appropriate policies and procedures relating to safeguarding, and that their staff have relevant training and are Disclosure and Barring Service (DBS) checked where necessary.

9. Statutory Responsibilities

- 9.1 As a District Council, we have specific responsibilities under Section 11 of the Children's Act 2004, including:
 - a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
 - a senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements;
 - a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
 - clear whistleblowing procedures, which reflect the principles in Sir Robert Francis's Freedom to Speak Up review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed;
 - arrangements which set out clearly the processes for sharing information, with other professionals and with the [Local Safeguarding Children Board](#) (LSCB);
 - a designated professional lead for safeguarding.;
 - safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check;
 - appropriate supervision and support for staff, including undertaking safeguarding training; and
 - clear policies in line with those from the LSCB for dealing with allegations against people who work with children.
- 9.2 Under Part 1 of the Housing Act 2004, authorities must take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions. Housing authorities also have an important role to play in safeguarding vulnerable young people, including young people who are pregnant, leaving care or a secure establishment.

Appendix 1
Safeguarding Incident Report Form

Your Details

Name of person making report	
Position	
Date / Time of report	

Details Of The Person You Are Concerned About

Name of child(ren) / vulnerable adult(s) concerned	
DOB / Age(if known)	
Gender	
Disability – if known please specify	
Address	
Telephone	

Details Of Parent / Carer Of The Person You Are Concerned About

Name of parent / carer (if known)	
Address	
Telephone	

Other Information, If Available

GP details – if known	
School / nursery / college attended	

Why Are You Concerned?

Date and time of incident	
Location of incident	

Key Areas Of Concern – Give All The Known Facts

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Are the parents / carers aware of concerns? If not, please explain.

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Are any other agencies involved? Give details if known.

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To Be Completed By Person Receiving Report

Name

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Role

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Any further information

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Action taken

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