1. Scope

1.1. This policy is the responsibility of all
  - councillors
  - staff and volunteers
  - contractors and partners working for or on behalf of the Council.

References to staff in this policy include all workers (e.g. permanent and temporary staff, agency staff, casuals, volunteers, apprentices and those undertaking internships or work experience). The Staff Code of Conduct requires compliance with the policy.

1.2. Children and young people are defined as those aged under 18.

1.3. A vulnerable adult is someone aged 18 or over:
  - Who is, or may be, in need of community services due to age, illness or a mental or physical disability;
  - Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.

For example, a person who:
  - is frail due to age
  - has drug or alcohol problems
  - has a learning disability
  - has mental or physical ill health or disability
  - has been trafficked for purposes such as forced labour or sexual exploitation.

Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation. There is no hard and fast rule: an adult should be assumed to be covered by this policy unless there is information to indicate that they are not.
2. Reasons for the policy

2.1. Everyone, including children, young people and vulnerable adults, has the right not to be abused. We recognise the need to ensure their welfare when they come into contact with the services we provide. The Council has wide ranging contacts with potentially vulnerable children and adults. It is essential that a clear and consistent approach to safeguarding is followed across all Council Services.

2.2. It is known that some individuals will actively seek employment or voluntary work with vulnerable people, particularly with children and young people, in order to harm and ‘control’ them. People who work with children, young people and adults who may be at risk, Contractors and other partners of the Council have a role to play in protecting them from harm and safeguarding their welfare.

2.3. The Children Act 2004 includes a specific duty on District Councils to have regard to the need to safeguard and promote the welfare of children, and to co-operate with other agencies to improve the well-being of children and young people. The Council is a partner of the East Sussex Local Safeguarding Children Board (LSCB), and East Sussex Local Safeguarding Adults Board (LSAB).

2.4. The Council works to ensure that all children, young people and vulnerable adults coming into contact with the Council and its employees are protected and treated with respect. We will endeavour to create an organisational culture where staff, councillors and contractors are sensitive to abuse and exploitation and take responsibility for and feel confident in reporting concerns. The Council will co-operate with relevant partners in order to protect children and adults experiencing or at risk of abuse in accordance with arrangements and procedures agreed by the Local Safeguarding Children Board and the Safeguarding Adults Board.

3. Safeguarding roles and responsibilities

3.1. Safeguarding children from abuse and promoting their welfare means:
- protecting children from maltreatment;
- preventing impairment of children’s health or development;
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

3.2. Safeguarding vulnerable adults means protecting them from maltreatment, and preventing injury or significant harm. Abuse violates an adult’s human and civil rights. It can vary from treating someone with disrespect in a way which significantly affects the person’s quality of life, to causing actual physical suffering.

3.3. A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street.

3.4. The Named Senior Officer, the Head of Customer Service (Housing and Environmental Health) has overall responsibility for safeguarding, including e-safety. This responsibility includes:
3.4.1. keeping this policy up to date and ensuring its conformity with East Sussex LSCB and LSAB guidance;

3.4.2. making sure this policy is implemented, and that staff, councillors, contractors and partners understand their responsibilities;

3.4.3. checking that appropriate steps are taken in the event of any allegations against a councillor or member of staff, and that the council liaises appropriately and effectively with authorities responsible for investigating these safeguarding concerns: the Police and/or East Sussex County Council Children’s and Adults’ Services. The Named Senior Officer oversees liaison between the responsible authorities and the council to determine how any internal and external investigations can be conducted properly, preserving evidence and avoiding unnecessary duplication and delay. Investigation by the responsible authorities normally takes precedence over council investigations under the complaints, grievance or disciplinary procedures.

3.4.4. supporting the Safeguarding Contacts and providing direction, advice and guidance where appropriate;

3.4.5. ensuring that the council actively supports all Serious Case Reviews (SCRs) and Safeguarding Adults Reviews reviews (SARs) where the council may have had involvement / contact with the victim; and

3.4.6. ensuring that the council acts on lessons learnt from SCRs and SARs and other safeguarding issues, grievances or disciplinary proceedings.

3.5. Specific safeguarding responsibilities are tabulated at Appendix A.

4. Types of abuse

The list below is included as an illustration of the types of abuse and neglect that may arise, but is not exhaustive:

4.1. Physical: causing physical harm, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living;

4.2. Sexual: including sexual assault, rape, inappropriate touching/molesting, forcing or enticing, someone into sexual acts they don’t understand or feel powerless to refuse; grooming a child or young person in preparation for abuse, including on-line activity.

4.3. Emotional or psychological: persistent emotional ill treatment or rejection (domestic or otherwise), including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating;

4.4. Financial or material: illegal or improper use of an adult’s property, money or other assets without their informed consent or where the consent is obtained by fraud. It can include withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying;

4.5. Neglect: persistent or severe failure to meet a person’s basic physical and psychological needs. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs,
exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child;

4.6. **Discriminatory abuse:** including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010);

4.7. **Institutional abuse:** including the use of systems and routines which neglect a person receiving formal care e.g. in a children’s home.

4.8. **Modern slavery and human trafficking:** recruiting people by deception or coercion and moving them to a new place where they can be exploited e.g. through prostitution, forced labour, servitude, removal of organs. Victims may be physically or psychologically ‘imprisoned’.

4.9. **Self-neglect:** self-neglect is ‘the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of people who self-neglect and perhaps even to their community’ (Gibbons, 2006).

4.10. **Domestic abuse:** an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality.

4.11. **Honour Based Abuse (HBA):** a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour and which can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

4.12. **Forced Marriage (FM):** a marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014;

4.13. **Female Genital Mutilation (FGM):** is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons, sometimes referred to as female circumcision or female genital cutting. FGM of girls is regarded as child abuse;

### Extremism

In addition, children and vulnerable adults may be at risk of being drawn into extremism. Prevent is the Government’s counter-terrorism strategy. From July 2015 local authorities have a responsibility to work with and support individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Early intervention can help protect them before illegality occurs, and concerns relating to extremism can be reported as a Safeguarding Concern.

### 5. Signs of abuse

5.1. There are many possible signs of abuse, none being conclusive on their own. Examples include:

- Unexplained injury / weight loss / cuts and bruises / dirtiness
- Changes in behaviour
- Depression / low self-esteem / anxiety
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer (or boss, for trafficking) who may control, bully or undermine
- Isolation from usual network of friends, family or community
- No access to GP / local services and legal documents e.g. passport (trafficking)

6. Reporting safeguarding concerns

6.1. We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to the identification of signs of abuse; poor practice by staff, councillors and others acting for or on behalf of the council, and allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

6.2. All staff, volunteers, members, contractors and partners of the Council are expected to act promptly and effectively in communicating concerns relating to child and adult protection either through one of the Council’s Safeguarding Contacts, if available, or directly to East Sussex Children’s Services or Adult Social Care Service.

6.3. A list of the council’s Safeguarding Contacts is maintained by the HR Manager. Safeguarding concerns must be reported to them securely and in writing, preferably using a Safeguarding Form. Staff must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made about them.

6.4. Inside normal office hours, safeguarding concerns must be reported in writing to a Safeguarding Contact at the earliest possible opportunity, and within one working day of recognising the risk. Verbal reports must be confirmed in writing within one working day.

6.5. Outside normal office hours, safeguarding concerns must be reported immediately to the East Sussex County Council Emergency Duty Service. A record must be made of everything that is said, and a Safeguarding Contact must be informed in writing on the next working day (see 6.3).

6.6. Dial 999 if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have been committed before taking the steps in 6.4 or 6.5 above.

6.7. The Safeguarding Contact should be given as much factual information as possible, preferably on a Safeguarding Form. For example:
- The child, young person or vulnerable adult’s name and address (and parents'/carers' address if different);
- The reason for concern – a note of significant events or conversations should be made as promptly as possible to assist with any referral and subsequent investigation. Evidence such texts or Facebook entries should be preserved;
- Any other known factors which may be contributing to the problem;
- Additional information such as age (or date of birth), ethnicity, religion, language and disabilities / specific needs.

However, it is not the role of this Council’s staff to investigate suspicions or allegations and any safeguarding concern should still be reported whether or not the information is complete.
6.8. If there are doubts about whether a safeguarding concern has been handled in accordance with the Safeguarding Policy, these should be raised with the Named Senior Officer. If this is not appropriate, the Whistle Blowing Policy should be used.

6.9. Variations to these arrangements may be agreed within specific teams (e.g. sheltered housing) to ensure that safeguarding concerns are dealt with promptly.

7. **Role of Safeguarding Contacts**

7.1. A Safeguarding Contact is responsible for receiving reports of safeguarding concerns, maintaining appropriate records, seeking advice from ESCC Children’s and Adults’ Services and informing the Named Senior Officer of the concern and advice received.

7.2. To discharge this responsibility, the Safeguarding Contact must inform East Sussex County Council (ESCC) Children’s or Adults Services of the safeguarding concern, where possible on the same working day as it is received, and **within 24 hours**, and obtain their advice about the appropriate action to be taken. For Children’s Services, the point of contact will be the Local Authority Designated Officer (LADO). Advice may also be received from the Police if appropriate.

7.3 It is not the job of the Safeguarding Contact or the Named Senior Officer to establish whether or not abuse is taking place, or whether a crime has been committed. That is the job of the “responsible authorities” (Police or ESCC Children or Adult Services).

8. **Confidentiality, record keeping and sharing information**

8.1 Information about safeguarding concerns should be regarded as **confidential** and should be channelled through a Safeguarding Contact. The information is not secret, however, and the Safeguarding Contact will seek advice from ESCC Children’s and Adults’ Services and be guided by the information set out at Appendix B. Information sharing must be necessary, proportionate, relevant, accurate, timely and secure.

8.2 If someone discloses abuse, but asks that it should be kept a secret, they should be told that if what they have said indicates that they, or someone else, may be harmed, there is a duty to report it to a Safeguarding Contact. This is called acting in the public interest.

8.3 If a witness who is not a councillor or member of staff requests anonymity, they should be told that it is much better if they are willing to give their name, but if not, their concern will still be reported to a Safeguarding Contact.

8.4 Records should be written in plain English, and should always differentiate clearly between fact and opinion or judgement. All must be dated and stored securely. Any paper records must be signed, and appropriately destroyed after scanning.

8.5 Information about a safeguarding concern may be shared by a Safeguarding Contact or the Named Senior Officer at the earliest opportunity with appropriate others, in accordance with principle vi of the Seven Golden Rules at Appendix B. For example:
   a. the council’s HR Manager (in the case of an allegation against staff);
   b. the council’s Monitoring Officer (in the case of an allegation against a councillor);
   c. the appropriate company / organisation, and appropriate council Director / Head of Service, where safeguarding concerns and allegations relate to contractors or partners;
d. the alleged victim or their parent/carer where appropriate (regarding the safeguarding concern and steps being taken to deal with it). Advice must be sought from ESCC Children’s or Adults’ Services before contacting them.

8.6 A secure GCSX compliant email system must be used where there is a need to share Safeguarding Forms or other confidential information with external organisations (in accordance with the information-sharing requirements of this policy).

8.7 Records will be stored in accordance with the Information Management Policy and retained in accordance with the Record/Document Retention and Disposal Policy.

9. Allegations against a councillor or member of staff

9.1 If someone witnesses behaviour by a councillor, member of staff, contractor or partner, or an allegation is made about them that indicates that they have, or may have:

- harmed a child, young person or vulnerable adult, or put them at risk of harm;
- possibly committed a criminal offence against or related to a child, young person or vulnerable adult or
- behaved in a way that indicates they may pose a risk of harm to children, young people or vulnerable adults,

they must report it as a safeguarding concern to a Safeguarding Contact (see Section 6).

It is acknowledged that an allegation against any member of staff will generate concern amongst other staff. The way in which any such allegation are dealt with should be professional and fair and, above all, protect the welfare of the child, young person or vulnerable adult. Staff will be supported if they disclose information about a colleague.

9.2 A councillor or member of staff, whether paid or unpaid, must report any allegation made against them to a Safeguarding Contact following the procedure in Section 6 of this policy.

9.3. Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the Disciplinary Procedure (including in instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The HR Manager will liaise with the responsible authorities to agree the appropriate course of action.

9.4. The HR Manager will seek advice from the East Sussex County Council Children’s or Adults Services or Police prior to informing a member of staff of an allegation against them. The HR manager will offer appropriate welfare support to the member of staff and ensure that they are kept appropriately informed during any investigation process.

9.5 In accordance with the law, the council will refer to the Disclosure and Barring Service (DBS) any member of staff

- who was dismissed because they harmed a child or adult;
- who was dismissed or removed from working in a regulated activity because they might have harmed a child or adult otherwise;
- who would have been dismissed for either of these reasons, but they resigned first; or
- who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.
9.6 Safeguarding concerns and allegations relating to councillors will be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.

10. Recruitment and Selection

The need to recruit quickly will not be allowed to take precedence over safe recruitment principles. They are incorporated into the council’s Recruitment Policy and practices, and the HR Manager is responsible for their implementation and review. Key aspects are:

10.1. Criminal record checks will be made where appropriate. Roles that involve “regulated activities,” such as caring for, supervising or being in sole charge of children or vulnerable adults, require an Enhanced Disclosure and Barring Service (DBS) Check. This may include checking whether someone is included in the two DBS ‘barred lists’ of individuals who are unsuitable for working with children and adults. DBS Checks must be obtained for staff and volunteers undertaking these roles, and they will not be permitted to commence unaccompanied work until they have been received. It is against the law for employers to employ someone, or allow them to volunteer for, this kind of work if they know they are on one of the barred lists. Managers and HR staff must comply with confidentiality procedures for information received in relation to job applicants.

10.2. A commitment to safeguarding must be included in all future job descriptions.

10.3. Any post-specific requirements relating to safeguarding must be included in the job description and person specification.

10.4. Where a post or placement involves significant contact with children, young people or vulnerable adults, recruitment interview questions will cover safeguarding and promoting the welfare of children, young people and vulnerable adults.

10.5. All staff sitting on interview panels will be suitably trained.

10.6. Offers of employment or placements are subject to receipt of satisfactory references and identity checks. Where the post involves significant contact with children, young people or vulnerable adults, former employers will be asked about the suitability of the candidate and whether there have been any concerns, allegations or disciplinary investigations related to safeguarding.

10.7. Managers are responsible for ensuring that employment agencies used by the council offer safe recruitment and selection processes. Employment agencies must be made aware of this policy, must provide the council with a copy of their safeguarding procedure and must agree to share with the council any safeguarding concern within the agency relating to individual staff.

11. Information and Training

11.1. Appropriate information will be made available to staff, councillors, contractors and partners in the form of this policy and summary guidance.

11.2. Induction for new staff and councillors on safeguarding must be completed within 3 months of the start of their employment / placement / term of office. It will include:

- signposting this policy and contact details of Safeguarding Contacts and the Named Senior Officer;
- awareness training on safeguarding, professional standards and role boundaries.
11.3. Existing staff and councillors will be required to undertake refresher awareness training on safeguarding, professional standards and role boundaries every 3 years.

11.4. Requirements for more advanced training for staff who have significant contact with children, young people or vulnerable adults will be identified as part of the induction and/or appraisal process, dependent on the nature of the post.

11.5. Specialist training will be provided for HR Officers, Safeguarding Contacts, the Monitoring Officer and the Named Senior Officer (and deputy) and refreshed at appropriate intervals.

12. **External organisations licensed by, or working with, for or on behalf of the council (e.g. contractors).**

12.1 The council works with and through a number of external organisations such as charities, contractors, other public sector bodies etc.

12.2 Where safeguarding is relevant to the council’s relationship with these external organisations (because they are likely to have significant contact with children, young people or vulnerable adults as a direct result of their work for, on behalf of, or in partnership with the council) they are required to have safeguarding procedures, such as safe recruitment and selection processes, in place.

12.2.1 Checks that relevant external organisations operate safe recruitment practices must be made at the tender / quotation stage.

12.2.2 Relevant external organisations awarded council contracts must:
- be made aware of this policy,
- provide the council with a copy of their safeguarding procedure (or adopt the LDC Contractors’ Model Safeguarding Procedure) and
- agree to share with the council any safeguarding concern within their organisation relating to relevant individuals who undertake work for or on behalf of the council.

12.2.3 **Significant contact** is where staff or volunteers undertake work in occupied homes, or other places where children or vulnerable adults are likely to be present such as public conveniences, parks, sheltered housing.

12.2.4 Designated Officers should seek advice from Legal Services if in doubt about how to deal with safeguarding in their procurement process.

12.3 Organisations likely to have significant contact with children, young people or vulnerable adults that apply to the council for rate relief or financial support are required to provide a copy of their safeguarding procedure.

12.4 Directors and Heads of Service are responsible for ensuring that their teams comply with the provisions set out in 12.2. and 12.3).

12.5 Directors / Heads of Service are responsible for obtaining assurances that external organisations have implemented their own safeguarding procedures once they have been alerted to a safeguarding concern under Section 8.6c. Directors / Heads of Service will also take appropriate steps to address any risk that may be posed by an individual in the course of their organisation’s work for or on behalf of the council.
12.6 The council will undertake DBS checks in accordance with national guidelines as part of the licence application process (e.g. taxi licence applications).

13. History

This policy replaces the following Lewes District Council documents:
- Safeguarding Children - Framework Introduction & Summary
- Safeguarding Children - Recruitment and Selection
- Safeguarding Children - Induction, Supervision and Training for staff and volunteers
- Safeguarding Children - Guidance for Non-contact Staff, Councillors, Volunteers and Contractors.
- Safeguarding Children - Managing Allegations against staff and volunteers

14. Version Control

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<th>Version</th>
<th>Date Issued</th>
<th>Comments</th>
<th>Review Date</th>
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<tr>
<td>1.0</td>
<td>4.12.13</td>
<td></td>
<td>December 2016</td>
</tr>
<tr>
<td>2.0</td>
<td>11.07.14</td>
<td>Minor amendments due to LDC restructuring</td>
<td>December 2016</td>
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<tr>
<td>3.0</td>
<td>7.10.14</td>
<td>Inclusion of trafficking and Prevent (extremism)</td>
<td>December 2016</td>
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<tr>
<td>4.0</td>
<td>20.05.15</td>
<td>Change of name for cases involving adults from Serious Case Review to Safeguarding Adults Review and addition of domestic violence, self-neglect and modern slavery</td>
<td>December 2016</td>
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| 5.0     | 19.11.15    | • Alignment with Eastbourne Borough Council Draft Safeguarding Children and Vulnerable Adults Policy  
• Clarification of s. 12.2 to require that safeguarding is considered at the tender / quotation stage of procurement.  
• Update of background information | December 2016 |

Related Policies

- Staff Code of Conduct
- Code of Conduct of Members of the Council
- Disciplinary Procedure
- Recruitment Policy
- Equality Policy
- Record/Document Retention and Disposal Policy
- Information Management Policy
- Whistleblowing Policy
- Internet Usage Policy

Background information

- Sussex Safeguarding Adults Policy and Procedures 2015
- Pan-Sussex E-Safety Strategy - LCSB, October 2014
- SAB Information Sharing Protocol January 2015
- PG-SAR Safeguarding Adults Review Protocol February 2014
- ESCC Child Protection and Safeguarding
## Appendix A – table of specific responsibilities in relation to safeguarding

<table>
<thead>
<tr>
<th>Role</th>
<th>Named Senior Officer</th>
<th>Safeguarding Contacts</th>
<th>HR Manager</th>
<th>Others</th>
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<tbody>
<tr>
<td></td>
<td>Maintain policy – update and ensure conformity with East Sussex LSCB and LSAB guidance.</td>
<td>Receive reports of safeguarding concerns and seek advice from ESCC Children’s and Adults’ Services (including the LADO, for concerns about children).</td>
<td>Manage allegations against staff  - Implement disciplinary procedure where appropriate;  - Liaise with responsible authorities  - Share information with appropriate others;  - Offer appropriate welfare support to person against whom allegations have been made;  - Make referrals to the DBS when appropriate.</td>
<td>Cabinet Member for Customers and Partnerships – Lead Councillor for Community Safety, including Safeguarding</td>
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<td></td>
<td>Oversee policy implementation and ensure awareness and understanding.</td>
<td>Recommend the appropriate action to be taken to the Senior Named Officer, and implement their decision(s) promptly.</td>
<td>Implement safe recruitment practices including  - DBS checks where applicable;  - Information in application pack;  - Pre-employment checks.</td>
<td>Directors / Heads of Service  - Ensure departmental compliance with the policy;  - Implement section 12 (external organisations);  - Implement section 10.7 (employment agency checks)</td>
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<td></td>
<td>Oversee management of allegations against staff and councillors including  - Implementation of appropriate procedures;  - Liaison with responsible authorities.</td>
<td>Maintain appropriate records of concerns, advice, decisions and actions taken.</td>
<td>Arrange appropriate induction and training for staff.</td>
<td>Principal Environmental Health Officer  Implement national guidance on DBS checks as part of the licence application process.</td>
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<td></td>
<td>Support Safeguarding Adult Reviews  - Active co-operation;  - Lessons learnt.</td>
<td>Share information with appropriate others.</td>
<td>Maintain and publicise a list of Safeguarding Contacts.</td>
<td>Monitoring Officer  - Arrange appropriate induction and training for councillors.  - Ensure that safeguarding concerns and allegations relating to councillors are dealt with in accordance with the Code of Conduct of Members of the Council.</td>
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<td></td>
<td>Support and direct the Safeguarding Contacts, in the light of advice from ESCC Children’s and Adults’ Services</td>
<td></td>
<td></td>
<td>Designated Officers  Ensure that procurement is carried out in accordance with section 12 of this policy.</td>
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Appendix B – Information Sharing

Seven Golden Rules

Extract from “Information sharing: Guidance for Practitioners and Managers”

i. 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.

ii. 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.

iii. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

iv. 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 can be overridden in the public interest. You will need to base your judgment on the facts of the case. See also Further Information to Inform Decision Making Procedure regarding the need for consent.

v. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.

vi. 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.

vii. Keep a record of your decision and the reasons for it - 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.

Working Together to Safeguard Children (extract)

- Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.

- Early sharing of information is the key to providing effective early help where there are emerging problems, and effective child protection services where matters are already serious. Safeguarding Children Reviews (SCRs) have shown how poor information sharing has contributed to the deaths or serious injuries of children.

- Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

- No professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child’s welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children’s social care.
Appendix C – General Guidance for Staff and Managers

We can reduce likely situations for abuse of children and help protect our staff and volunteers from false accusations by making sure that everyone is aware that it is not acceptable to:

- Spend time alone with children away from others;
- Take children alone in a car on journeys, however short;
- Take children to their home.

In exceptional circumstances where it is absolutely unavoidable that these things do happen, they should only occur with the full knowledge and consent of the senior head or their deputy.

You should make it clear to all staff and volunteers in your organisation that they should never:

- Engage in rough physical games, including horseplay (apart from structured sports activities);
- Allow or engage in inappropriate touching of any form;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments about, or to, a child;
- Let allegations a child makes go unchallenged or unrecorded;
- Do things of a personal nature for children or vulnerable adults.
APPENDIX D – Guidance For Managers: Supervision of Children

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst taking part in organised programmes or whilst at Council facilities.

Planning

- Organisers **must** plan and prepare a detailed programme of activities for the children who are involved in the project, **including preparing a risk assessment prior to the event**.
- Managers must ensure that all staff and volunteers have got required appropriate CRB clearance in place.
- Organisers are responsible for the welfare and safety of the children for the whole time they are in their care.
- Young people should not be left to their own devices when undertaking a supervised programme.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.

Supervision

- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.
- Children must be supervised at all times.
- Children must not be left unsupervised at any venue whether it is indoors or out of doors.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

Adult/Child Ratios

Level of supervision must be adequate whether at the organisation’s venue or on a journey/visit. Therefore, when deciding how many adults are required to supervise, manager must take into consideration a range of practical matters:

- The number of participants in the group
- The nature of the site/venue and of the activity involved
- It is important that each individual supervisor knows the responsibilities he/she is expected to bear.

It is for the Manager in charge to exercise his/her professional judgement in deciding the level of supervision taking into account the appropriate national guidance. Risk assessments should be carried out in advance of programming the activity.
Guidelines for listening to a child, young person or vulnerable adult who claims he or she has been abused:

- React calmly so as not to frighten the child, young person or vulnerable adult
- Tell them they are not to blame and that they were right to tell
- Take what they say seriously, recognising how difficult it was for them to confide in you
- Always reassure them but do not make promises of confidentiality
- Immediately afterwards, make a full, detailed record of what has been said, heard and/or seen.