

**Uttlesford District Council**

**Safeguarding Policy and  
Procedure**

***2019***

**Children, Young People, and  
Vulnerable Adults**

**Named Safeguarding Lead:**

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## **1. Introduction and Purpose**

Children, young people, and vulnerable adults have the right to participate and be safe in the services provided for them regardless of age, race, disability, sexual orientation, culture, or gender. This includes a right to protection from abuse.

Under the Children Act 2004 and the Apprenticeships Skills, Children and Learning Act 2009, Uttlesford District Council has a duty to co-operate with Essex County Council in discharging its' duties as a Children's Services Authority and to promote the well-being of children and young people. Essex County Council is also the lead agency for the protection of vulnerable adults. Uttlesford District Council can carry out its responsibilities by ensuring that the needs and interests of children, young people and vulnerable adults are considered by all Members, employees, volunteers, and contracted services, when taking decisions in relation to service provision

The purpose of this policy is to provide guidance to employees and members of Uttlesford District Council (UDC) of their legal obligations to safeguard Children and Vulnerable adults. Uttlesford District Council provides a range of services and facilities, and this policy aims to ensure that an overarching approach to safeguarding covers all services. It is also intended to raise overall awareness of safeguarding, the signs of abuse, and information on what to do if it is suspected that abuse is taking place.

The policy does not replace but is supplementary to the Southend, Essex and Thurrock (SET) Safeguarding Adults Guidelines available at [Essex Safeguarding Adults Board - Home \(essexsab.org.uk\)](http://essexsab.org.uk)

## **2. External Agencies**

**Essex County Council** has responsibilities as the Children's Services Authority and the Social Services Authority for Essex. Uttlesford District Council Safeguarding lead will report safeguarding concerns, incidents, and allegations to Essex Social Services. The relevant officers at Essex County Council will then be responsible for co-ordinating any investigation.

Essex County Council Adult Social Care is the lead agency for investigating allegations of abuse of vulnerable adults and Essex Police will lead where there has been criminal activity.

This guidance explains who is classified as a vulnerable adult, the nature of abuse to which they may be subjected, the indicators of abuse that give concern and how to report those concerns.

- Any staff member who suspects that a vulnerable adult may be at risk of abuse or is being abused must report their concerns in accordance with this policy.

In an emergency Essex County Council Adult Social Care must be informed on **0345 603 7630** in office hours, an out of hours service is also available on **0345 606 1212**.

## 2.1 The role of Essex Safeguarding Boards

**Essex Safeguarding Children's Board (ESCB)** is a statutory multi-agency organisation, which brings together agencies who work to safeguard and promote the welfare of children and young people. The objective of this Board is to coordinate and oversee the work of local partners and agencies with regards to safeguarding and to advise and direct improved safeguarding practice.

**Essex Safeguarding Adults Board (ESAB)**. The Care act 2014 placed the adult's Board on a statutory footing. The Board oversees and leads adult safeguarding across the locality and is interested in a range of matters that contribute to the prevention of abuse and neglect. The Board must publish a strategic plan and annual report, setting out how it will meet its main objective and what the members will do to achieve these objectives. It must also conduct any Safeguarding Adult Reviews in accordance with the Care Act.

**West Essex Stay Safe Group.** West Essex Stay Safe Group consists of representatives including NHS, Essex Social Care, Police, Probation, Education, Voluntary Sector and District Councils. This group is responsible for delivering an action plan to improve safeguarding practice in West Essex and for considering actions to address emerging issues.

## 3. The Role of Uttlesford District Council in Safeguarding

### 3.1 Safeguarding Children

Section 11 of the Children Act (2004), Places a duty to make "*arrangements to safeguard and promote welfare*" on a range of agencies, including District Councils. This includes making arrangements to ensure that all Uttlesford District Council functions are discharged having regard to safeguarding and promoting the welfare of children and young people.

Uttlesford District Council, as a member of Essex Safeguarding Children Board (ESCB), has a role in identifying children and young people who may be at risk and alerting the appropriate service.

- All staff in ESCB member agencies must ensure that they know the child protection procedures that are in force within their organisation and which staff member is responsible for child protection issues.
- In some cases, advice can first be sought from the named officers responsible for child protection support within Uttlesford District Council – Fleur Brookes or Fiona Gardiner. However, a direct referral can be made to Children's Social Care, particularly if there is any element of immediate risk.

Referrals must always be made to **Children's Social Care 0345 603 7627, (immediate concern or out of hours 0345 606 1212)** if there are signs that a child under the age of 18 years, or an unborn baby:

- is suffering or has suffered abuse and/or neglect
- Is likely to suffer abuse and/or neglect
- (With agreement of a person with parental responsibility) would be likely to benefit from family support services

If you are concerned that a child or young person is being harmed or neglected or is at risk of this, you should go to the **Essex Effective Support** <https://www.essex.gov.uk/report-a-concern-about-a-child>

This website provides access to information and the link above is a direct link to the online 'report a concern form'.

### 3.2 Safeguarding Vulnerable Adults

Uttlesford District Council also has a responsibility to safeguard vulnerable adults. Whilst this duty is not found in a specific piece of legislation, aspects of a duty of care can be found in guidance, policies, legislation and common law including the Government document 'No Secrets' 2000.

'No Secrets' [DH 2000] states that the government expects organisations to share information about individuals who may be at risk from abuse. This is also stressed by Safeguarding Adults [ADSS 2005] the framework for good practice. It is important to identify an abusive situation as early as possible so that the individual can be protected. Withholding information may lead to abuse not being dealt with in a timely manner. Confidentiality must never be confused with secrecy. **ALL staff have a duty to share information relating to suspected abuse with Social Care and Essex Police.**

Consent is not required to breach confidentiality (capacity issues must be considered) and make a safeguarding referral where:

- A serious crime has been committed
- Where the alleged perpetrator may go on to abuse other adults
- Other vulnerable adults are at risk in some way
- The vulnerable adult is deemed to be at serious risk
- The public interest overrides the interest of the individual
- When a member of staff of a statutory service, a private or voluntary service or a volunteer is the person accused of abuse, malpractice, or poor professional standards.

If anyone has any doubt about the legality of sharing information, they must in the first instance consult their manager.

Uttlesford District Council therefore has a responsibility to have guidance and procedures in place that will enable it to work effectively with other agencies in preventing the abuse of vulnerable adults, or, where such abuse is suspected, for the effective reporting of incidents to the appropriate lead agency.

Therefore, staff should also use the Uttlesford Safeguarding 'Report a Concern' form, to be found on the Intranet, to log their concern internally and attach the relevant external reporting form where possible.

## 4. Safeguarding Definitions

This section will provide definitions of the key terms used in this policy and provide clarification on the meanings of commonly used terms and phrases associated with the contents of this policy:

### 4.1 Safeguarding

This includes all forms of activity that aims to protect or promote the welfare of individuals and/or groups of people, which ensures prevention of harm, such as safe recruitment, staff training, awareness raising, provision of activities designed to promote inclusion, personalised risk management and risk assessments, confidential data storage, information sharing and referral.

## 4.2 Abuse

The 10 main types of abuse are: Physical; Domestic Abuse; Sexual; Psychological/Emotional; Financial or Material; Modern Slavery (including Human Trafficking and Child Sexual Exploitation); Discriminatory; Organisational/Institutional; Neglect or acts of omission; and Self-Neglect (which includes Hoarding).

For more information on how to spot the signs and symptoms, see the Safeguarding page on the intranet.

## 4.3 Children and Young People

The legal definition of a child according to the Children Act 1989 is 'a person under the age of 18', including pre-birth.

## 4.4 Adult Safeguarding

The Care Act 2014 has established a new statutory framework for care and support including adult safeguarding, which is designed to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.

The statutory framework introduced under the Care act applies to any person aged 18 or above who:

- has needs for care and support (regardless of the level of need and whether, or not, the local authority is meeting any of those needs)
- is experiencing, or is at risk of abuse or neglect **and**, because of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

The government has established six guiding principles that should underpin all adult safeguarding work:

<b>Empowerment:</b>	People being supported and encouraged to make their own decisions and informed consent.
<b>Prevention:</b>	It is better to take action before harm occurs.
<b>Proportionality:</b>	The least intrusive response appropriate to the risk presented.
<b>Protection:</b>	Support and representation to those in greatest need.
<b>Partnership:</b>	Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
<b>Accountability:</b>	Accountability and transparency in delivering safeguarding.

The Care Act definition largely replaces the term 'Vulnerable Adults', but it is still used within this document.

## 4.5 Significant Harm

This is any physical, sexual, or emotional abuse, neglect, accident, or injury that is sufficiently serious to adversely affect health, development, or quality of life. This includes any impairment suffered from seeing or hearing the ill treatment of another person.

## 5. Recognising Abuse

Everyone should be aware of the potential indicators of abuse and know what to do if they have concerns. *It is however not the responsibility of the Council to investigate or determine whether abuse is taking place. The Council's responsibility is to identify and report abuse.*

The Council therefore aims to ensure that every member of staff is equipped with the knowledge and confidence to identify and deal effectively with any safeguarding situation or concern that arises.

## 6. Other related areas

**6.1 Modern Slavery (including Human Trafficking):** This involves the recruitment, transportation, transfer, harbouring or receipt of people, who with the threat or use of force, coercion, abduction, abuse of power or deception, are exploited for the purposes of prostitution, forced labour, slavery, or other similar practices. This can occur either from one county to another or even within the same country, county, or town.

Some victims are forced to work in places like cannabis factories, nail bars, brothels, and car washes. There is no typical victim, and some victims don't understand that they have been exploited and are entitled to help and support.

**6.2 Prevent:** The government's national counter-terrorism strategy called CONTEST, aims to reduce the risk to the UK and overseas interests from international terrorism. Prevent is a key part of the CONTEST strategy, led by the Home Office and its aim is to stop people becoming terrorists or supporting terrorism by working with individuals and communities who may be vulnerable to the threat of violent extremism and terrorism.

Prevent happens before any criminal activity takes place. It is about recognising, supporting, and protecting who might be susceptible to radicalisation.

Safeguarding will follow the usual SET Procedures and send a copy of the relevant form(s) to the specialist Police team via their email address: [Prevent@essex.police.uk](mailto:Prevent@essex.police.uk)

**6.3 Honour Based Abuse (HBA):** HBA refers to crimes committed against a person as punishment for breaking an 'honour code'. It is usually imposed by a family or community.

**6.4 Female Genital Mutilation (FGM):** This is a term used to describe procedures that include the partial or total removal of the external female genital organs, such as female circumcision, excision, or infibulation. This collective term also covers injury to the female genitalia for a cultural or non-medical reason.



**6.5 Forced Marriage:** The act of physically, emotionally, psychologically, or financially pressurising someone to marry against their will. Forced marriages can occur in this country or abroad and differ from an arranged marriage, which is entered into freely by both people, despite their families taking a leading role in the choice of partner.

**6.6 Child Sexual Exploitation:** CSE involves children and young people receiving something, for example this can include accommodation, drugs, and affection, which are given to them, and as a result of them performing sexual activities, or having others perform sexual activities on them. It can also occur without physical contact when children are groomed to post sexual images of themselves on the Internet. Vulnerable groups are particularly at risk such as looked after children, children leaving care, children missing from school, home or care, and children with learning difficulties.

**6.7 Child Criminal Exploitation:** CCE Children who are trafficked, exploited, or coerced into committing crimes are victims in need of safeguarding and support. Though perceptions are altering, these young people are still often criminalised and perceived as having 'made a choice' to take part in illegal activity.

**6.8 Domestic Abuse:** The Government's definition of domestic abuse is 'Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over, who are, or have been, intimate partners or family members regardless of gender or sexuality.' Domestic abuse has a devastating effect on victims, their families and the wider community and cuts across all boundaries of social group, class, age, religion, sexuality, gender, and lifestyle. Everyone has the right to be safe from abuse and fear.

## 7. Uttlesford District Council Service Roles

It is the responsibility of ALL EMPLOYEES and Council MEMBERS to adhere to best practice participation in relevant training and report any concerns, incidents, or allegations to a designated person in line with the relevant procedure. Safeguarding reports cannot be anonymous and should be made in the knowledge that, during the enquiries, they may be required as a prosecution witness.

In addition to their responsibilities for reporting safeguarding issues, all employees and Members should work to prevent safeguarding concerns arising by following the 'staff code of conduct' guidelines (Appendix 1). All employees must become familiar with the **SET** (Southend, Essex and Thurrock) Safeguarding Adults Guidelines. All external organisations and contractors providing services to the Council are required to comply with Uttlesford District Council's safeguarding policy and where relevant, have their own policies and procedures in place'

There are a range of functions carried out by UDC, which have a positive outcome on the wellbeing of children, young people, and adults with needs for care and support, and staff in these service areas should be able to identify any safeguarding issues, which have a direct impact on vulnerable people:

**7.1 Housing Services** – The Council directly supports the health and life chances of children, young people, and adults by improving standards of housing: preventing and responding to homelessness and by working closely with other local services and agencies. Other work includes allocation of housing to those in most need and proactive support to people with disabilities to enable them to get the necessary adaptations to help them participate fully in everyday life. Housing staff also work with MAPPA (Multi-Agency Protection Panel Arrangements) and MARAC (Multi-Agency Risk Assessment Case Conference) to ensure vulnerable people are safeguarded within the district.

**7.2 Community Safety** – As well as undertaking core work to reduce crime and fear of crime, the Community Safety Team plays a key role in ensuring the safety of local children, young people, and adults. The Safeguarding Officers are a permanent part of the Community Safety Team and are responsible for receiving all safeguarding concerns from across the authority, triaging them and taking appropriate action. The Community Safety Manager and Officer direct the work of safeguarding on an operational basis. The team also provides a sign posting service to vulnerable people to enable them to access local support.

**7.3 Community Services** – The Community, Health & Wellbeing and Heritage, Museum and Culture Services provide a wide range of activities for children, young people, families, and older people, which include holiday schemes, health improvement initiatives and community events. This work contributes significantly to the improved health of children and vulnerable adults, helps build self-esteem, confidence and improves resilience to potential harm or exploitation.

**7.4 Planning Services** – This service can impact upon the wellbeing of children, young people and adults with care and support needs, through the design of new housing developments. The provision of play facilities and 'green space' ensures that families have facilities to enhance wellbeing and good design helps to ensure that people are safer in their communities.

**7.5 Environmental Health Services** – Services provided by the Council's Environmental Health Team include the monitoring of noise complaints, food hygiene and nutrition, but officers also inspect conditions in Council-owned, private rented accommodation and local businesses. The team also plays a key role as a licensing authority, as one of the four of the Licensing Act objectives in 'protection of children from harm' and CSE.

**7.6 Financial Services** – With responsibility for administration of Benefit payments and Council Tax, the Council's Financial Team helps to ensure that children, young people, and adults with needs for care and support are protected from the effects of poverty and that family income is maximised.

**7.7 Human Resources** – This department implements the Council's Recruitment Policy and Induction Procedures, so that all relevant employees are subject to the appropriate checks prior to appointment. The Human Resources team monitors the level and type of safeguarding

training required by staff and maintains records of training received and timeframes for refresher training.

**7.8 Elected Members** – The Council is committed to ensuring that its' Elected Members are appropriately trained and aware of their safeguarding responsibilities and those of the authority. This includes awareness of the council's safeguarding duties under Section 11 of the Children Act 2004 and The Care Act 2014. Safeguarding training is mandatory for Members as part of their core training programme and should be updated every four years or at any time if it is deemed a requirement.

It is the responsibility of Elected Members to report any incidences, and account for them, to the Safeguarding Lead, Roz Millership, who will in turn take appropriate steps to investigate the circumstances.

In the event, that Members are invited to work with children, or vulnerable adults, Uttlesford District Council would expect the Members to adhere to the 'staff code of conduct' (Appendix 1).

**7.9 Contractors** – Uttlesford District Council will ensure all contractors providing services directly related to children, young people and vulnerable adults have an understanding and are working to this policy or have a safeguarding policy that meets the needs of Uttlesford District Council.

The extent to which a contractor will be required to meet Uttlesford District Council policy is dependent on the function being carried out:

Contractors, who provide a service to Uttlesford District Council, such as maintenance work on an Uttlesford District Council property, will need to be aware of our procedures and policies. Uttlesford District Council staff, e.g., the relevant Service Manager, will need to ensure that relevant safeguarding practices are adopted by the contractor.

Contractors, providing a service on behalf of Uttlesford District Council, such as the leisure contractor will be required to work within the guidance of this policy. The contractor must ensure that they meet with the standards and guidance set out in the Uttlesford District Council policy. The contractor's own policy may be adopted, if deemed suitable.

Where the term staff is used throughout this document it is taken to imply all staff and others carrying out work on behalf of Uttlesford District Council, unless otherwise stated.

## **8. Named Safeguarding Lead**

Uttlesford District Council has a Named Safeguarding Lead, Roz Millership, who is responsible for championing the importance of safeguarding and promoting the welfare of both children and young people, and the named lead for vulnerable adults. However, in an emergency please contact the appropriate ECC Social Care emergency contact number.

When dealing with concerns for a child or vulnerable adult's safety or handling an allegation of abuse the advice of the Safeguarding Lead must be sought and they must be informed of any action taken.

In addition to the responsibilities placed upon the Named Safeguarding Lead other members of staff at Uttlesford District Council will have responsibilities specific to their role. There is an online referral process that should be followed for all safeguarding concerns, requests for referrals and enquiries from Council staff. Those responsible for safeguarding will automatically receive the referral and will action accordingly. The following staff members are responsible for any safeguarding issues:

Fiona Gardiner: Communities Health and Wellbeing Manager – Deputy Safeguarding Lead  
Fleur Brookes: Safeguarding Officer

## **8.1 Partners**

All partners working with Uttlesford District Council must have regard to safeguarding. For joint projects partner agencies will be required to pass a copy of their policy, to the relevant service manager, at Uttlesford District Council to ensure it meets the Council's needs or adopt the Council's policy for the duration of the project.

## **8.2 Volunteers**

Responsibilities of staff managing volunteers can be found in the UDC Volunteer Policy. They must ensure volunteers are working within UDC policies.

## **8.3 Modern Apprentices, Work Experience, and workers under the age of 18**

Staff will need to be aware that the above duty will apply to their interaction with work experience and modern apprentice workers under the age of 18. Such workers would still be deemed as children under this policy (see section 3.1), whilst also themselves being responsible under the duty imposed by section 11 of the Children Act (2004).

It will be necessary to consider the impact of this in all risk assessments carried out in relation to this member of staff.

## **8.4 Leisure and Cultural Services**

Independent sports clubs, theatre groups and other organisations which regularly hire out and use facilities operated by, or on behalf of Uttlesford District Council, must have appropriate children and vulnerable adult safeguarding policies in place, appropriate with the level of contact they have with children, young people, and vulnerable adults. They must also ensure that their employees or volunteers who have significant, regular, or unsupervised contact with children, young people and vulnerable adults have had a satisfactory DBS check as a condition of hire.

## **8.5 Bed and breakfast/emergency/severe weather (for rough sleepers) accommodation**

Children, young people, and vulnerable adults should only be placed in temporary bed and breakfast/emergency accommodation in an emergency and as a last resort. The Housing

Department will conduct a risk assessment of the people they place in temporary bed and breakfast accommodation to ensure that vulnerable individuals are protected from harm.

## **8.6 Grant applicants**

Safeguarding policies and procedures are required from all Grant funded organisations and satisfactory DBS checks for employees and volunteers are also required of any organisations working with children, young people and vulnerable adults who seek funding from Uttlesford District Council. This information will be requested at the application stage and applications will not be processed without the relevant documentation. As a minimum, any organisation receiving funding from the Council will be expected to have a statement of policy and procedure regarding safeguarding in place and understood by employees and volunteers, and available to service users. This applies to all organisations the Council awards grants to, irrespective of whether the grant has been awarded through the official grant application process. Commissioned/contracted or grant funded organisations with minimal contact with children, young people or vulnerable adults may wish to adopt the Council's policy and procedures if deemed suitable.

## **8.7 Licensing**

Uttlesford District Council 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 Uttlesford District Council's Statement of Licensing Policy (2012 to 2017), Hackney Carriage and Private Hire Policy (2013).

## **8.8 Safer Recruitment**

It is a criminal offence for an employer not to undertake the appropriate checks on an employee working with children, young people and adults with care and support needs, or to knowingly give a job to someone who is inappropriate to work with these groups. The Council has therefore adopted the Essex Safeguarding Children's Board's Recruitment and Employment Standards and takes all reasonable steps to ensure that unsuitable people are prevented from working with vulnerable groups, regardless of their position.

All job descriptions are assessed to identify which roles are likely to involve regular/substantial unsupervised contact with children and adults with care and support needs. For all new employees, confirmation of employment will be dependent on satisfactory checks where appropriate.

Disclosure and Barring Service (DBS) Enhanced Plus checks are sought where staff will have unsupervised and substantial contact with children and young people or who will undertake certain prescribed activities with adults with needs for care and support as part of their duties or responsibilities.

## **9. Safeguarding Practices**

### **9.1 Risk Assessments**

Risk assessments should be carried out by a person with adequate knowledge of the work activity, and the workplace, when there is an environmental or staffing change and for each new project undertaken by Uttlesford District Council.

If the project being undertaken will involve children or vulnerable adults, or the new worker is a child under the terms of this policy, consideration must be given to any additional risks that may be present, as a result. For example, appropriate level of work for a member of staff of that age i.e., no lone visits by staff under 18.

Uttlesford District Council's Risk Assessment form should then be completed and signed off by their line manager.

### **9.2 Training**

All staff and volunteers working with children and vulnerable adults must attend safeguarding training appropriate to their role.

### **9.3 Whistle Blowing**

Uttlesford District Council has a Whistle Blowing Policy which should be read in conjunction with this policy. This can be found on the Uttlesford District Council Intranet or requested from HR if the intranet is not accessible. **ALL** members of staff 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, young people, and vulnerable adults have an individual responsibility to raise concerns with someone (Safeguarding reporting officer/Safeguarding lead officer) who has responsibility to take action.

### **9.4 Procurement**

Contracts with external agencies for the provision of goods and services must make specific reference to safeguarding and the duties imposed on staff. Steps must be taken to ensure the safeguarding of children and vulnerable adults is paramount when any service is provided on behalf of, or in partnership with, Uttlesford District Council.

## **10. Important Safeguarding Considerations**

When planning a project / work involving children or vulnerable adults it is important that the impact upon them is considered. Listed below are some examples of key considerations. This list is not exhaustive but is meant to provide guidance on the type of considerations that will need to be made.

## **10.1 Age, Ethnicity and Culture**

Children, young people, and vulnerable adults from all cultures can be subject to abuse and neglect. Everyone has the right to be safe from harm. It is important that staff are sensitive to differing family patterns and lifestyles, and to child rearing patterns that vary across different racial, ethnic, and cultural groups.

At the same time staff must be clear that abuse towards a child or vulnerable adult cannot be condoned for religious or cultural reasons.

Where staff believe the abuse is motivated by the persons race, gender, sexuality, age, religion, or disability they must notify the police and get the incident recorded as a hate crime. There is also a website that can be used for advice or to report an incident of hate crime:

[Report a hate crime - True Vision \(report-it.org.uk\)](http://report-it.org.uk)

## **10.2 Unaccompanied Children**

There will be situations where members of staff are made aware of a child who is unaccompanied by an adult, either through the young child visiting public settings unaccompanied (excluding organised sessions and events) by their parents, or carers, or members of staff who conduct home visits (such as environmental services) finding a child at home alone.

All staff need to take reasonable steps to ensure the safety of the child and to inform parents/carers of their responsibilities.

A good practice response on discovering an unaccompanied child is to:

- Avoid being left alone with the child: try to ensure colleagues are present when you are dealing with unaccompanied children.
- Establish whether the child is allowed by the parent/carer to come and go alone.
- Ask the child for an address and telephone number of their parent or carer.

If members of staff are in doubt as to the child's age or vulnerability, they should encourage the child to remain on the premises until they have been able to contact a parent or carer. If the parent or carer cannot be contacted, contact must be made with the Safeguarding Lead Officer.

## **10.3 E-Safety**

Children and vulnerable adults can be at risk of exploitation and abuse through the medium of Information and Communication Technology (ICT). It is important that staff are alert to potential risks children and vulnerable adults may be exposed to, and that steps have been taken to lessen the risk of this occurring, with specific reference to Uttlesford District Council's ICT Policies. These can be requested from ICT Client Services or found on the UDC Intranet. Policies include:

Acceptable Use Policy (2016)  
Remote Access Policy (2016)  
Information Security Policy (2016)

## 11. Policy Review Dates

The policy is to be reviewed every three years by the Named Safeguarding Lead. Early review will be required upon any of the following events:

New Legislation.

Government Policy.

## 12. Safeguarding Reporting Procedures:

### PROCEDURE A: Immediate Risk

For incidents where staff believe that a child, young person or adult with care or support needs is in **immediate danger of physical or psychological harm** and that the situation calls for **immediate action or intervention**. (Staff may have witnessed the incident themselves, had a vulnerable person disclosure directly to them or they are given information from a third party).

In these situations, staff should:

1. **CALL 999** and report what they've seen or heard to the relevant emergency service.

If staff are able, they should ensure that they have all relevant details to hand before contacting the emergency services e.g., any relevant addresses, telephone numbers etc.

Record all details immediately; in order to give as much information as possible to the emergency services, and/or investigating agency. (These details will also form the basis of the Safeguarding Report Form which will have to be completed after the incident).

2. Stay until the Police and/or the ambulance crew arrive if they've witnessed an incident themselves.
3. Ask any other witnesses if they can stay and provide support to the victim, if possible, but only if it's safe to do so without compromising the situation.
4. Talk to the victim and record whatever is said, in writing, as soon as possible, but only if it is safe to do so without compromising the situation.
5. Inform your Line Manager as soon as possible after the situation has been resolved and submit the Safeguarding Report Form to the Safeguarding Team **within one working day** of the incident occurring.

**Staff should be as accurate as possible when recording information as it could be used in court.**



## PROCEDURE B: No Immediate Risk

Where staff have their own concerns about a vulnerable person or if a third party has told a member of staff about their concerns. Also, if a child, young person, or adult with needs for care and support has disclosed something directly to the member of staff, which may be considered a safeguarding concern, or may involve a crime.

These concerns are of a **serious nature**, which staff believe **could lead to harm**, but where the victim is **not in any immediate danger** of harm and **immediate action is not required**.

Staff should:

1. Record what is said as accurately as possible.
2. Reassure the vulnerable person and explain that information will be passed on – that Staff are unable to keep the information a secret and that they will be seeking help for them.
3. Report it via the Safeguarding referral online report form within **one working day** of the Concern being raised/established.

If staff are unsure whether their concern is a safeguarding issue, they should ring the Safeguarding Officer or the Safeguarding Lead Deputy to discuss.

## PROCEDURE C: Allegations against Staff or Members

This procedure also covers allegations made against anyone acting on behalf of UDC including volunteers or Elected Members.

Staff should:

1. Try to get a witness to their conversation with the person reporting the allegation if it is made in person.
2. Take accurate notes of the allegation and not ask leading questions. Staff should transfer this information in as much detail onto the Staff Safeguarding Referral form, to be found on the intranet, as soon as they can and ensure to tick the box regarding 'staff'.
3. Immediately contact the Safeguarding Lead, Roz Millership, or the Deputy Safeguarding Lead, Fiona Gardiner.
4. If the allegation is made in writing, follow the procedure from no.3 above.

It will be up to the Safeguarding Lead (or the Deputy Safeguarding Lead in her absence) to Contact HR and decide the correct course of action.

Suspension of the staff member is not automatic and is considered a neutral act. Where suspension is not appropriate; consideration will be given to putting safeguards in place to protect the vulnerable person.

## **Support For Staff After an Allegation**

Full support will be provided for any member of staff subject to an allegation as indicated in the Uttlesford District Council Disciplinary Policy and Procedure.

### **Line Manager's Support**

A line manager dealing with an allegation against a member of staff is advised to use their discretion to pick the appropriate course of disciplinary action. Advice on the repercussions of any decision you make can be sought from the Lead officer who will help you identify the required action needed in the individual case.

Further information on handling allegations against members of staff can be found in the Uttlesford District Council Disciplinary Policy and Procedure.

### **General Data Protection Regulation (GDPR)**

All officers should retain all safeguarding records in accordance with GDPR and as per the Retention of Records Policy.

## **Appendix 1**

### **Staff Code of Conduct**

When working with children or vulnerable adults the following code of conduct applies to all staff:

Always avoid unnecessary physical contact.

Avoid taking a child alone in a car, however short the journey.

Do not take a child to the toilet; if a child requires assistance going to the toilet their parents should be attending any event with them.

If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that others can clearly observe you.

Maintain appropriate working relationships with the child or vulnerable adult.

Do not divulge personal contact details such as email addresses or telephone numbers.

Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult.

If a child or vulnerable adult makes any kind of accusation regarding a member of staff, you should report this immediately to a Safeguarding Reporting Officer, followed by a written statement and keep a record of your actions.

Ensure you participate in any training your line manager identifies as necessary to support you in your work with children and vulnerable adults.

Remember that those who abuse children or vulnerable adults can be of any age (including other children), gender, ethnic background or class and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

Good practice includes valuing and respecting children, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism, or any other type of discrimination

## Appendix 2

### Useful Telephone Numbers and Contacts with regards to other safeguarding procedures:

It may be necessary to contact specialist agencies regarding some forms of abuse. There may also be extra forms to complete. Staff should always refer concerns to the Safeguarding Team (Fleur Brookes, Fiona Gardiner or Roz Millership), but if this is not possible, staff should follow the following procedures, stated in this document, and then complete the safeguarding concerns form as soon as possible. The safeguarding concern form for staff is found on the UDC Intranet and the safeguarding tab is found under 'Policies, Procedures and Reports'. Once you have the safeguarding page open the instructions are clear to follow.

**If you believe someone is in immediate danger or risk, call Essex Police on 999.**

If it is not an emergency, call the Police on 101.

### Essex Social Care : 24 hour protection line for children & vulnerable adults - 0345 606 1212

**Essex Social Care**  
Essex County Council  
County Hall  
Market Road  
Chelmsford  
CM1 1QH

**Adult Help:** Telephone: 0345 603 7630

**Children's Help:** Telephone: 0345 603 7627

**Essex Police:** 999 (Emergency)  
101 (Non-emergency)

**Silver Line: (Free confidential Helpline for older people)**  
0800 470 80 90

**NSPCC National Child Protection Helpline:** 0808 800 5000

**Childline:** 0800 1111

**Modern Slavery:**  
For advice staff should ring the **Modern Day Slavery Hotline** on **0800 0121 700**; or the **Salvation Army Helpline** on **0300 3038 151** (24 hours a day, seven days a week)

**Prevent:**

Safeguarding will follow the usual SET Procedures and send a copy of the relevant form(s) to the specialist Police team via the email address:

**Prevent@essex.police.uk**

**Domestic Abuse:**

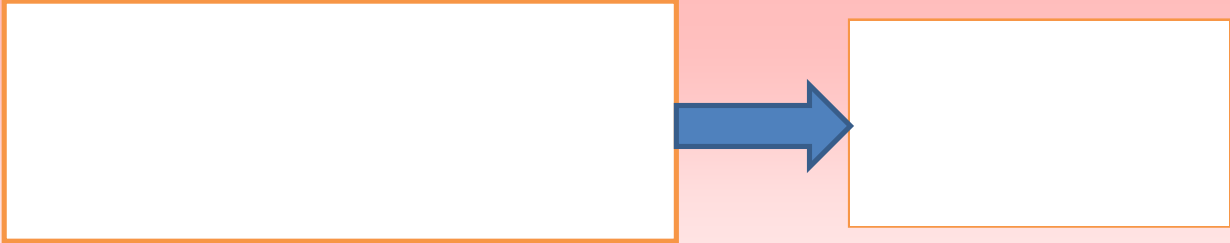
Staff can report domestic abuse directly to Essex Police by calling 101 in a non-emergency.

For up-to-date information, staff should look at the Essex Police Website at [Advice about domestic abuse | Essex Police](#)

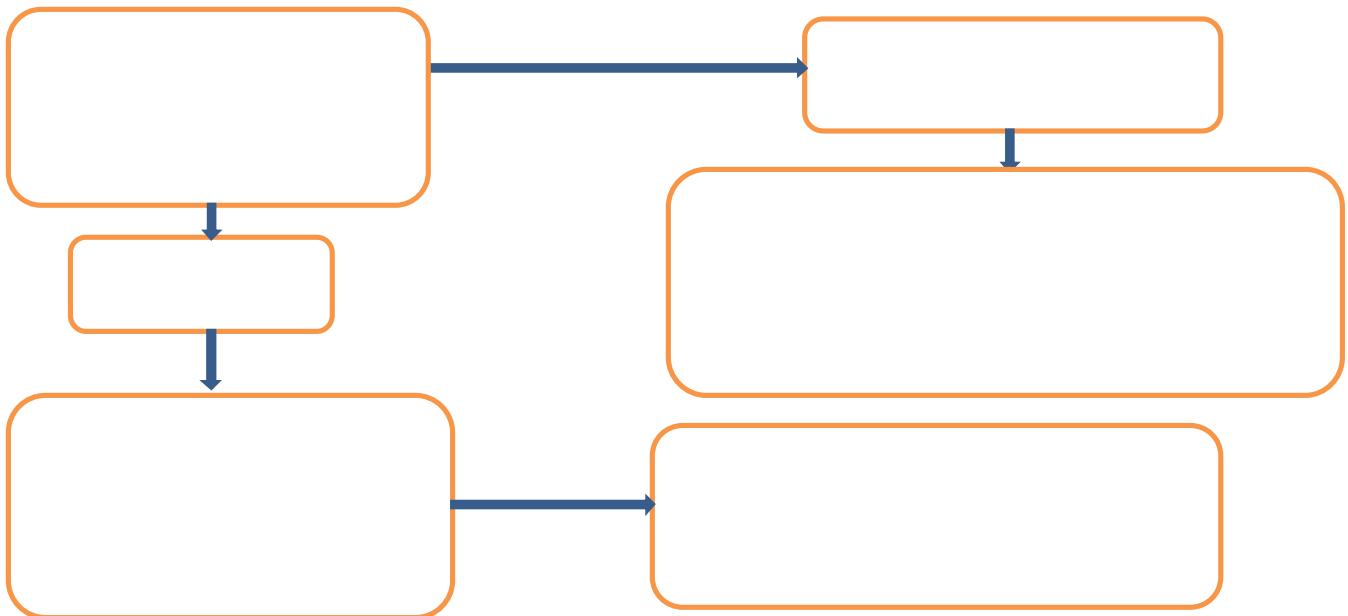
## Appendix 3

### Quick Guide to Reporting Safeguarding Concerns

#### Procedure A: Immediate Risk



#### Procedure B: No Immediate Risk



#### Procedure C: Allegations Against Staff

