



South Holland District Council

Safeguarding Children Policy and Procedures

May 2014

Community Development

Document Control and History

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Introduction

Scope – Policy Aim

To safeguard children by providing guidance to SHDC Members, staff, contractors and other partners about how they must act on concerns they may have about a child or young person's welfare

Legislation or Executive Summary

This policy has procedures that will help to protect children and will assist the Council in meeting its responsibilities under Section 11 of the Children Act 2004. The Council will:

- Identify the relevant persons/posts whose background needs to be checked, for example through the Disclosure and Barring Service (DBS) and arrange for those checks to be made.
- Provide a programme of awareness raising for all staff and detailed training for those who have regular contact with children and young people through their roles and responsibilities that enables them to recognise the potential signs and indicators of abuse and to act upon any concerns in line with this policy.
- Maintain a record of all training undertaken and any needs
- Ensure reporting and recording procedures are in place and understood to enable poor practice to be eliminated and appropriate referrals made to the relevant agencies.
- Help staff, elected members and volunteers to respond sensitively and seriously to anyone who discloses information about abuse, ensuring that they are confident and able to take appropriate action regardless of whom the allegation is about. For example, carer, staff, elected member, partner agency or family member.
- Develop, implement and maintain effective procedures for recording, tracking and responding to incidents and accidents
- Develop and implement effective procedures for recording and responding to complaints of alleged or suspected child abuse.
- Develop working practices which reduce the risk to children and young people under the care and/ or supervision of staff, elected members and volunteers
- Promote the general welfare and well-being of children and young people in line with the five safeguarding outcomes
- Designate officers who are responsible and accountable for the policy and to ensure that the procedures are being implemented.

The Children Act 2004 places a duty on statutory agencies to safeguard and promote the welfare of children. The Act has five principles that are key to wellbeing in children and young people:

- Being Healthy
- Staying Safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well being

The Working Together 2013 Guidance states that; 'effective safeguarding arrangements in every local area should be underpinned by two key principles:

- Safeguarding is everyone's responsibility; for services to be effective, each professional and organisation should play their full part; and
- a child-centred approach; for services to be effective they should be based on a clear understanding of the needs and views of children'

Although many staff, elected members and volunteers, consultants and contractors may not work directly with children or have regular contact with children, the Council has a legal duty to safeguard and promote the welfare of children and young people.

'Safeguarding children – the action we take to promote the welfare of children and protect them from harm – is everyone's responsibility. Everyone who comes into contact with children and families has a role to play '.

'Working Together' 2013

Staff, elected members and volunteers must be aware that children and young people often work within the Council's buildings as employees, trainees and work experience students and regularly access a whole range of Council services. The Council also provides services to adults, many of whom will have responsibility for children who are in their care.

All staff, Members and volunteers must be aware that **all** children and young people accessing any Council service, or in the care of adults accessing any Council Service or Council asset are protected by this policy and its associated procedures.

This Policy and its related Procedures are also made available to consultants and contractors of South Holland District Council who should work as far as possible within its requirements.

In addition to protecting children and young people this policy and the supporting procedures, will also assist in protecting the relevant people from placing themselves in situations that are inappropriate or might give rise to false allegations.

Policy Consultation and Consideration

This policy has been prepared using guidance from the Lincolnshire Safeguarding Children's Board.

This policy has been reviewed by Policy Development Panel.

Policy Statement

1. Introduction

SHDC is committed to safeguarding and promoting the welfare of children and young people and expects all its Members, staff, contractors and other partners to share this commitment. The Council has a statutory responsibility for this function through Section 11 of the Children Act 2004.

The Council's commitment includes accepting responsibility for the protection of children and young people. It will ensure that all concerns about a person's safety or well being that come to the attention of its Members, staff, contractors or other partners in the course of their work, will be followed up and dealt with as quickly and as sensitively as possible.

This commitment includes ensuring that all activities are provided in a safe environment. Members, staff, contractors and other partners must accept and recognise their responsibilities to develop awareness of the issues which may cause children, young people and vulnerable adults harm.

A child or young person is defined as a person aged under 18.

1.1 Aims

The Council aims to fulfill its responsibilities by:

- Raising awareness of the Council's responsibilities relating to children and young people throughout the Council
- Actively encouraging good practice amongst all staff, elected members and volunteers throughout the Council and promoting wider awareness wherever possible, i.e. to partnership organisations and other user groups
- Creating a safe and healthy environment within all our services and avoiding situations where abuse or allegations of abuse may occur
- Respecting and promoting the rights, wishes and feelings of children and young people
- Listening to children and young people, minimising dangers and working closely with other agencies
- Recruiting, training, supervising and supporting staff, elected members and volunteers who work with children and young people to adopt best practice, to safeguard and protect children and young people from abuse, and to protect council staff, elected members and volunteers against false allegations. Staff, elected members and volunteers who

- work with children and young people will be subject to the appropriate level Disclosure and Barring Service checks
- Responding to allegations in accordance with this policy and its procedures and those of the Lincolnshire Safeguarding Children Board
- Ensuring that contractors working for the Council have equivalent or better safeguarding arrangements than those set out in this Policy and its procedures.

1.2 **Basic Principles:**

- The welfare of the child is paramount.
- Effective safeguarding systems are child centred and a child-centred approach as outlined in the Working Together to Safeguard Children (2013) guidance must be followed
- All children whatever their age, ability, gender, sex, race, religion, belief, pregnancy and maternity, sexual orientation or family background have the right to protection from harm.
- All suspicions and allegations of harm to children will be taken seriously and responded to swiftly and appropriately.
- All people connected with the Council have a responsibility to report any concerns they may have or they may come to hear of, but it is not their role to deal with situations of harm or decide if harm has occurred. It is not this Councils' responsibility to investigate.
- Children will be protected through the adoption of best practice.

This policy should be seen in the context of how the Council provides services for children and their families. This includes the provision of sport and leisure activities, community work, visiting people in their own homes, licensing, community safety and antisocial behaviour, housing, education and outreach activities, work experience and similar situations.

1.3 **Definition**

Safeguarding and promoting the welfare of children is defined in the Working Together guidance as

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable children to have the best outcomes

2. **What is Child Abuse?**

A person may abuse or neglect a child or young person by inflicting harm or by failing to act to prevent harm. Children and young people may be abused in a family or in an institution or in a community setting; often by those known to them or, more rarely, by a stranger.

2.1 Four Main Forms of Abuse

Physical Abuse

Physical abuse includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or other physical harm. Physical harm may include a parent or carer fabricating the symptoms of, or deliberately causing ill health to a child or young person they are looking after (Fabricated or Induced Illness). A person might do this because they enjoy or need the attention they get through having a sick child or young person. Physical abuse can result from a deliberate act, but can also be caused by omission, neglect or failure to protect a child or young person.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child or young person which causes adverse effects on their emotional development. It may involve making a child or young person feel or believe 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 or young people. It may involve causing children or young people to feel frightened or in danger, or the exploitation or corruption of a child or young person.

Emotional abuse can also include seeing or hearing the ill-treatment of others, for example through instances of domestic abuse. Further instances of concern could include the over-protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of or consent to what is happening. This may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling; or non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material or watching sexual activities, exposure to on-line images or any other use of ICT to carry out or promote child abuse. Further activities of concern include encouraging children or young people to behave in sexually inappropriate ways, including prostitution. Boys and girls can be sexually abused by males and / or females, by adults and by other young people.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to cause the impairment of their health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to ensure that the home is safe, leaving a young child alone or without appropriate childcare, or failing to secure appropriate medical treatment. It may also include neglect of, or unresponsiveness to, their basic emotional needs. Neglect may occur pre-birth as a result of maternal substance abuse or self harm.

2.2 Recognising Abuse or Neglect

Recognising abuse or neglect is not easy and it is **not** the responsibility of Council staff, elected members or volunteers to decide whether or not abuse or neglect has taken place or if a child or young person is at risk of significant harm. Staff, elected members and volunteers **do** however have a duty to act if they have any concerns that any child is suffering or is likely to suffer abuse, by passing on information in the appropriate manner and in line with the requirements of this Policy. Where necessary, staff should discuss their concerns with their line manager.

Every child and young person is unique so it is difficult to predict how their behaviour may change as a result of abuse. To support staff, elected members and volunteers, some of the possible physical signs and behavioural indicators that are commonly seen in children and young people who are abused are listed below. It is important to remember that one, none or several of these indicators may be displayed by children who are NOT being abused; however, they may equally be an **indication** (not confirmation) that abuse is taking place.

2.3 Indicators of Abuse

The table below shows the main physical and behavioural indicators associated with these four types of abuse. Council staff, elected members and volunteers should be aware that children and young people can often be subjected to more than one form of abuse at any one time and that emotional abuse is present in almost all cases.

	Physical Indicator	Behavioural Indicator
Physical Abuse	<ul style="list-style-type: none">• Frequent or unexplained bruising, marks or injury• Bruises which reflect hand marks or shapes of articles e.g. belts• Cigarette burns• Bite marks• Unexplained broken or fractured bones• Scalds	<ul style="list-style-type: none">• Fear of parent being contacted• Behavioural extremes: aggressive or angry outbursts or withdrawn• Fear of going home• Flinching when approached or touched• Depression• Keeping arms/legs covered• Reluctance to change clothes• Panics in response to pain• Reports injury caused by parents
Emotional Abuse	<ul style="list-style-type: none">• Delays in physical development or progress• Sudden speech disorders• Failure to thrive	<ul style="list-style-type: none">• Neurotic behaviour• Sleeping disorders, unable to play• Fear of making mistakes• Sucking, biting or rocking• Inappropriately adult or infant behaviour• Impairment of intellectual, emotional, social or behavioural development

Sexual Abuse	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • Sexually transmitted disease • Vaginal discharge/infection • Frequent unexplained abdominal pains • Discomfort when walking/sitting • Bed wetting • Excessive crying 	<ul style="list-style-type: none"> • Inappropriate sexual behaviour or knowledge for the child's age • Promiscuity • Sudden changes in behaviour • Running away from home • Emotional withdrawal through lack of trust in adults • Unexplained sources of money or 'gifts' • Inappropriate sexually explicit drawings or stories • Bedwetting or soiling • Overeating or anorexia • Sleep disturbances • Secrets which cannot be told • Substance/drug misuse • Reports of assault
Neglect	<ul style="list-style-type: none"> • Constant hunger • Poor hygiene • Weight loss/underweight • Inappropriate dress • Consistent lack of supervision/abandonment • Unattended physical problems or medical needs • Poor living conditions • Persistent injuries including bruises, cuts or burns 	<ul style="list-style-type: none"> • Begging/stealing food • Truancy/late for school • Constantly tired/listless • Regularly alone/unsupervised • Poor relationship with care giver

This is not an exhaustive or definitive list of what to look out for, but is a guide to some common indicators of abuse.

Many children and young people will exhibit some of these signs and indicators at some time during their development and that the presence of one or more does **not** prove that abuse is occurring. There may be other reasons for changes in a child's behaviour; for example, the death of a close relative, the birth of a new baby in the family or relationship problems between parents / carers.

All children, regardless of their background, should be given the same level of support and protection. Regard should always be given to a child or young person's religion or belief and it should be noted that children with disabilities, migrant children, unaccompanied asylum-seeking children (UASC) and child victims of trafficking, domestic abuse and bullying may have additional care needs. You should be alert to these when considering any behavioural indicators.

Additional guidance is available in the Policy and Procedures Manual of the Lincolnshire Safeguarding Children Board, found at www.proceduresonline.com/lincolnshirescb

There may be other reasons that a child or young person exhibits some of the signs and indicators shown above.

Always speak to your line manager or the Designated Safeguarding Officer if you ever have concerns about a child.

3. Responding to Emergencies, Concerns and Allegations

All staff, elected members and volunteers, consultants and contractors must respond to anything they see or hear which concerns them about the welfare of a child or if they suspect or encounter any form of abuse against a child:

- In an emergency, where a child is in immediate danger
- If a child or young person discloses abuse, or a direct or indirect allegation is made about any person who may be abusing a child, i.e. parent, carer or other service user.
- If allegations are made about a member of staff, elected member or volunteer, consultant or contractor.
- If any other situation leaves you concerned that something might be wrong.

3.1 In an emergency

If you think a child is at risk of immediate harm you should contact the Police as an emergency by calling 999. As soon as possible after the immediate crisis is over, you should note what has happened, notify your line manager and ensure that the record you have made is securely stored.

3.2 Responding to a disclosure or allegations of abuse

Abused children and young people may tell people they trust and with whom they feel safe. By listening and taking seriously what they say, you are already helping the situation. The following points are a guide to help you respond appropriately.

- **Stay calm.** Try not to become upset, show anger, disgust or other emotions
- **Listen** carefully to what is said.
- Find an appropriate early opportunity to explain that you will probably need to share the information with others: **do not promise to keep secrets.**
- Allow the child or young person to continue at their own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- **Reassure** them that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record all the details that you are aware of and what was said using the child or young person's own words, as soon as possible.
- Keep your record **factual**, and include:

- The date and time of the conversation / observation and of the record
- The child or young person's name, address and date of birth.
- The nature of the allegation or incident.
- A description of any visible injuries.
- Your observations e.g. a description of the child or young person's behaviour and physical and emotional state.
- Exactly what the child or young person said and what you said. Record their account of what has happened as closely as possible.
- Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers.
- Sign and date your record.
- Store the record in line with relevant procedures e.g. data protection.

Your service protocol sets out whether you should report the issue yourself or give the information to your line manager to report. We will limit the number of "hand-ons" by making reports as close as possible to the originator..

Every individual has a responsibility to report safeguarding concerns. If you discuss an issue with your line manager and you do not agree with your managers advice, you should seek further advice from the Designated Safeguarding Officer. If you are unable to contact them, and the situation needs an immediate response, you should follow through on the referral, recording the non-agreement at service level and discussing this with the Designated Safeguarding Officer at the earliest opportunity.

3.3 Responding to allegations against a member of staff, elected member or volunteer, consultant or contractor.

Regardless of their role or status, staff should always respond to allegations or concerns about another member of staff, an elected member or a volunteer, consultant or contractor regardless of their role or status. As above, you should:

- Take the allegation or concern seriously
- Consider an allegation to be potentially dangerous to the child or young person
- Record in writing all the details that you are aware of including what was said, what you witnessed or anything else that raised your suspicions
- Report the allegation **immediately** to the **Designated Safeguarding Officer** (DSO) or in their absence, their deputy or the Deputy Chief Executive or to HR.

The Designated Safeguarding Officer will notify and seek advice from the County Council's Local Authority Designated Officer (LADO), will notify the Chief Executive and, in the case of an elected member, the Leader of the Council, and will contact the Police and/or the County Council's Customer Service Centre as appropriate. An allegation against the Designated Safeguarding Officer should be reported directly to the Assistant Director of Commissioning or the Chief Executive.

The Council will always investigate such a complaint in line with its own policy and that of the Lincolnshire Safeguarding Children Board. During an investigation, the Council may move the person to alternative duties not involving contact with children and young people or may suspend them. A suspension does not imply guilt but is a neutral act designed to ensure that both employees and complainants are protected during the investigation.

If an allegation is substantiated, whether the person remains in the Council's employment or is dismissed or the organisation ceases to use the person's services or the person resigns or otherwise ceases to provide his/her services, the Council **will always** refer the allegation details directly to the **Disclosure and Barring Service (DBS)** in line with its legal obligation to do so.

3.4 Any other safeguarding concern

In any other situation where staff, elected members or volunteers feel uneasy about something they see or hear which could indicate that a child or young person is at risk, they should record the information using the Early Help Assessment Discussion form and seek advice from their line manager or the Designated Safeguarding Officer in order to decide what action, if any, is required. **All staff, elected members or volunteers are legally obliged to act on their concerns.** By acting, you may prevent serious harm to a child or young person.

It is not the job of staff, elected members or volunteers to judge or investigate but to inform.

If none of the people with designated roles are available on the same working day that an issue arises, staff, elected members or volunteers should report their concerns directly to Lincolnshire County Council's customer service centre on 01522 782 111 (or 01522 782 333 outside office hours). If you are clear that it meets the threshold for Safeguarding, a Safeguarding Referral can be made and followed up with details on the Safeguarding referral form. If you are unclear and need additional advice, an Early Help Advisor can talk through your concerns with you and recommend the referral pathway. Please use the Early Help Assessment documents on [SHINE](#) to help outline your concerns.

3.5 Designated Safeguarding Officer (DSO)

The Community Development Manager is the Council's Designated Safeguarding Officer (DSO) responsible for this policy and for ensuring that all procedures recognise the requirements of 'Working Together to Safeguard Children' (2013). The DSO must:

- Increase awareness of safeguarding children within the Council
- Review the operation of this policy and its procedures
- Maintain clear communication channels between the Council and: Lincolnshire County Council, the Lincolnshire Safeguarding Children Board, and the District representative attending LSCB Board meetings
- Advise Team Leaders and other staff in relation to safeguarding
- Assist in identifying training needs throughout the organization
- Report to Management Team and Elected Members

The Community Development Team Leader is the Deputy Designated Safeguarding Officer.

The Assistant Director of Commissioning is member of the corporate management team responsible for safeguarding.

The Chief Executive as Head of Paid Service is responsible for recruitment and disciplinary action for staff.

The Council's Senior Management Team will:

- Ensure that the Council's Safeguarding Children Policy is available to every member of staff, elected member and volunteer
- Ensure that the Council's Safeguarding Children Policy is adhered to at all times
- Provide support to the Council's staff, elected members and volunteers
- Ensure that staff, elected members and volunteers record any concerns they may have using the Single Assessment Form as soon as possible
- Record their own conversations with the person, staff member or child to whom the disclosures were made
- Ensure that all concerns about abuse are referred to and recorded by the Customer Services Centre at Lincolnshire County Council.

Team Leaders / KOGS are responsible for operational issues and must:

- Increase awareness of child protection within their services
- Maintain clear communication channels between the Service and the DSO
- Review and manage progress on issues identified by their teams, updating the corporate tracking system each month
- Assist in identifying training needs through appraisal and supervision.
- Respond to requests for information regarding specific cases
- Support the review of this policy and its procedures

Portfolio Holder for Big Society and Localism has the lead for Children and Young People and is committed to supporting this Policy.

Political Group Leaders will be involved in matters relating to elected members belonging to their own Political Group.

Contact details for these officers are set out at Appendix B .

3.6 Confidentiality and Providing Information

Every effort must be made to maintain confidentiality for all concerned in any specific incident. Information should be shared on a need to know basis only and it is vital that allegations or concerns are not discussed inappropriately as this could damage the child or young person, their family and any resulting investigation.

Informing the parents of a child or young person about your concerns is essential and must be done sensitively, with advice from the Designated

Safeguarding Officer and LCC Children's Services. However, if the parent or carer is the alleged abuser or may be in collusion with the abuser, this increases the risk to the child or young person and the DSO / LCC Children's Services should be contacted immediately. Any individual under suspicion has the right to be notified about the cause for concern. This should be done in consultation with LCC Children's Services and / or the Police, so that the timing of this does not prejudice any wider investigation.

Information should always be stored securely with access limited to the Designated Safeguarding Officer, in line with data protection laws e.g. paper records in a lockable drawer, electronic data in a secure folder and/or password protected. Electronic data should be sent only by secure email.

Enquiries from the general public regarding this policy or any specific incident should be referred to the Designated Safeguarding Officer.

Enquiries from children or young people involved in an incident or from their parents or carers should be dealt with by the case officer or their line manager, in consultation with the Designated Safeguarding Officer.

Enquiries from the media should always be directed to Team Leader for Communications.

3.7 Photography

When commissioning professional photographers or inviting the press to cover services, events and activities, the photographer will be briefed. Where photographs are taken for Council use, the correct permissions will be obtained using the Council's photographic consent form.

4.. Good Practice for Staff, Elected Members and Volunteers

4.1 Duty of Care to Children and Young People

It is possible to limit the situations where abuse may occur by promoting good practice to all staff, elected members and volunteers. The following guidelines will help safeguard children and young people, staff, elected members and volunteers, the Council itself and other relevant organisations. These promote positive practice and are examples of care, which should be taken by staff, elected members and volunteers, consultants and contractors working with children and young people.

4.2 Staff, Elected Members and Volunteer Guidelines

The following points are good practice to be followed **at all times**:

- Always respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity
- Always respect and listen to the child or young person and be aware of their needs and wishes, even when not verbally expressed
- Always provide a safe and positive environment

- Always be publicly open when working with children and young people; avoid situations where a member of staff, elected member or volunteer and an individual child or young person are alone unobserved
- Always remember that it is the parents/carers responsibility to supervise any children in their care whilst they are visiting Council offices - children should not be left unattended
- Always ensure that if physical contact is needed it is provided openly and in line with relevant guidelines (eg National Governing Body of Sport Guidelines)
- If supervision in changing rooms or similar environments is required, staff should work in pairs and avoid entering opposite sex changing rooms; with mixed groups, supervision should always be by a male and female member of staff working together, wherever possible
- Always report immediately any instance where a child or young person is injured as the result of a staff member, elected member or volunteer's actions; seems distressed in any way; appears to be sexually aroused by your actions; misunderstands or misinterprets something you have done; report to the Designated Safeguarding Officer and make a written report
- Always, if a child or young person, at any activity or service, shows any signs or symptoms that arouse concern, follow the procedures set out in this Policy.
- Always report concerns or worries about other staff members, elected members or volunteers to the Designated Safeguarding Officer as set out in section 3.4 above
- Where appropriate, use the Equality Monitoring form to assess how accessible our services are to children and young people

It is **not** good practice for staff, elected members or volunteers to:

- Spend time alone with children or young people away from other people
- Take children or young people to your home where they will be alone with you
- Meet children or young people outside an organised activity or service.
- Take children or young people alone on a car journey, however short. (If this is unavoidable, for example in an emergency, it should only occur with the full knowledge and consent of your line manager and the child or young person's parent or carer, on completion of a risk assessment and recorded in a file note.

Staff, elected members and volunteers, consultants and contractors should **never**:

- Engage in rough physical games including horseplay
- Engage in sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children or young people to use inappropriate language unchallenged, or use it yourself, even in fun
- Make sexually suggestive comments about or to a child or young person, even in fun
- Let any allegation a child or young person makes be ignored or go unrecorded
- Do things of a personal nature for children and young people that they can do for themselves, e.g. assist with changing

- Share a room with a child or young person (e.g. overnight accommodation)
- Enter areas designated only for the opposite sex without appropriate warning (i.e. toilet cleaners)
- Take a child to the toilet, unless this is an emergency and a second, same sex member of staff as the child and staff member is present.
- Use a mobile phone, camera or other recording device in any changing area or other single sex location such as toilets (rare exceptions to this might include making a photographic record of vandalism to a changing room, in which case all customers should be temporarily excluded from the location).

5 Recruitment, and Selection

5.1 Staff and Volunteer Recruitment

Anyone could have the potential to abuse children or young people in some way. The Council therefore takes all reasonable steps to ensure that unsuitable people are prevented from working with children and young people, through safer recruitment and verification processes. These are detailed in the Council's Recruitment Policy and all Council staff, including temporary, seasonal and casual staff are appointed in line with this. Safer Recruitment training is provided for HR officers, managers and supervisors all and all recruitment panels will contain at least one person who has completed this training. Managers appointing agency staff should always check that the agency has carried out checks appropriate to the role.

Screening by the Disclosure and Barring Service (DBS) is undertaken where appropriate. Criminal Record Bureau checks have been undertaken on relevant staff who work with children and young people as part of their normal duties. The list of checks completed and those due is held centrally in the HR team in Compass Point Business Services.. Where required, basic disclosure information is also requested in compliance with government requirements, eg dealing with DWP data systems.

Where staff change roles internally, their new manager is required to consult the person's HR file, particularly their previous application form, to reassure themselves of their suitability for the role or to identify, with HR colleagues, any further information they would like to receive prior to confirming the appointment.

Pre selection checks for all posts always include the following:

- Completion of an application form, including a criminal records self-disclosure
- Where appropriate, consent to check with the Disclosure and Barring Service for convictions for criminal offences against children in line with legislation
- Receipt of two references for the 3 years prior to the application and, if there has been a period of unemployment, references from professionals eg GP
- Substantiation of qualifications
- Substantiation of identity

- All anomalies are investigated and, if any doubt remains, the offer of employment is withdrawn.

5.2 Induction and Training

All staff, volunteers and elected members, on appointment, receive a copy of this policy and sign a declaration (**Appendices E & F**) that they are aware of their roles and responsibilities. Staff and member inductions, the employee codes of conduct also contain information on safeguarding, referring to this policy, which is on the intranet and, where access to a computer is limited, in hard copy.

Training is arranged by the DSO /Team Leaders, supported by HR, and includes access to LSCB e-learning materials. Further training is scheduled for staff whose roles require more detail and, for Team Leaders and above, in safer recruitment. Training aims to enable individuals to recognise possible abuse, to carry out their safeguarding responsibilities, especially in relation to how and to whom to report concerns. The induction and training programme includes:

- Why 'safeguarding' is everyone's responsibility
- Who the relevant Designated Safeguarding Officer is
- A basic awareness of abuse and the common signs and indicators of abuse
- What to do when concerns arise
- Information about the procedures to follow in response to any concerns
- Clarification of the job expectations, roles and responsibilities (e.g. through a formal or informal work programme / objectives)
- Child protection procedures explained and further training needs established

5.3 Supervision and Appraisal

All staff and volunteers work best when they are well informed, trained and supported. Team Leaders and managers provide supervision, are sensitive to concerns about abuse, act on these at an early stage and offer support to those who report it. Appraisals always include discussion of training and development needs, including safeguarding. Team Leaders monitor good practice through:

- Direct observation of the activity or service
- Staff supervision, appraisal, mentoring and feedback on performance
- Children and young people's feedback on the activities or services.

5.4 Complaints and Whistle Blowing

All staff, elected members and volunteers will know how and feel confident to use the Council's Complaints Policy and Whistle Blowing Policy if they have any concerns about how a safeguarding issue has been dealt with. The Designated Safeguarding Officer will be notified of any complaints regarding Safeguarding. Allegations against staff, elected members, volunteers, consultants or contractors will be handled as outlined in 3.3. The Lincolnshire Safeguarding Children Board's Escalation Policy will be used for disputes between agencies.

5.5 Elected Members

There is no national legal requirement for election candidates to be DBS checked. At South Holland District Council some members may need a DBS check if they are involved in specific schemes but this will be determined on a case by case basis; dependent on the nature of the activity and whether it is considered regulated activity.

5.6 Consultants and Contractors

South Holland District Council officers, must take reasonable steps to ensure that consultants and contractors working for the Council are monitored appropriately. Where there is potential for contact with children or young people, the manager who has appointed the consultant or contractor must check that they are accompanied appropriately, are briefed and have the correct checks in place. Any contractor or sub-contractor engaged by the Council whose workers are likely to come into contact with children must be able to demonstrate that they are Section 11 compliant, either having a compliant Child Safeguarding Policy or failing this, demonstrating that they can comply with the terms of this policy, which the Council will provide. The Council will also run briefing sessions for contractors to support them in this requirement when required.

Implementation

The Community Development Manager is the responsible officer for the Safeguarding Policy

This policy will be available to all staff at induction and on the intranet. Safeguarding will be discussed in teams and any changes to the policy or procedures or examples of best practice will be disseminated across the organisation.

Management Control and Organisation

Compass Point Business Services, Leisure Connection and Lincolnshire Legal will be required to adhere to this policy.

Monitoring

This Policy and its Procedures will be revised in full, every three years. It will be reviewed on an annual basis.

If changes to the policy or its procedures are needed due to changes in legislation, national or Lincolnshire Safeguarding Children Board then these will be amended by the Designated Safeguarding Officer and be signed off by the Portfolio Holder with responsibility for child safeguarding.

Any change to the policy or its procedures will be notified to staff, elected members and volunteers. All policy revisions will be tracked accordingly

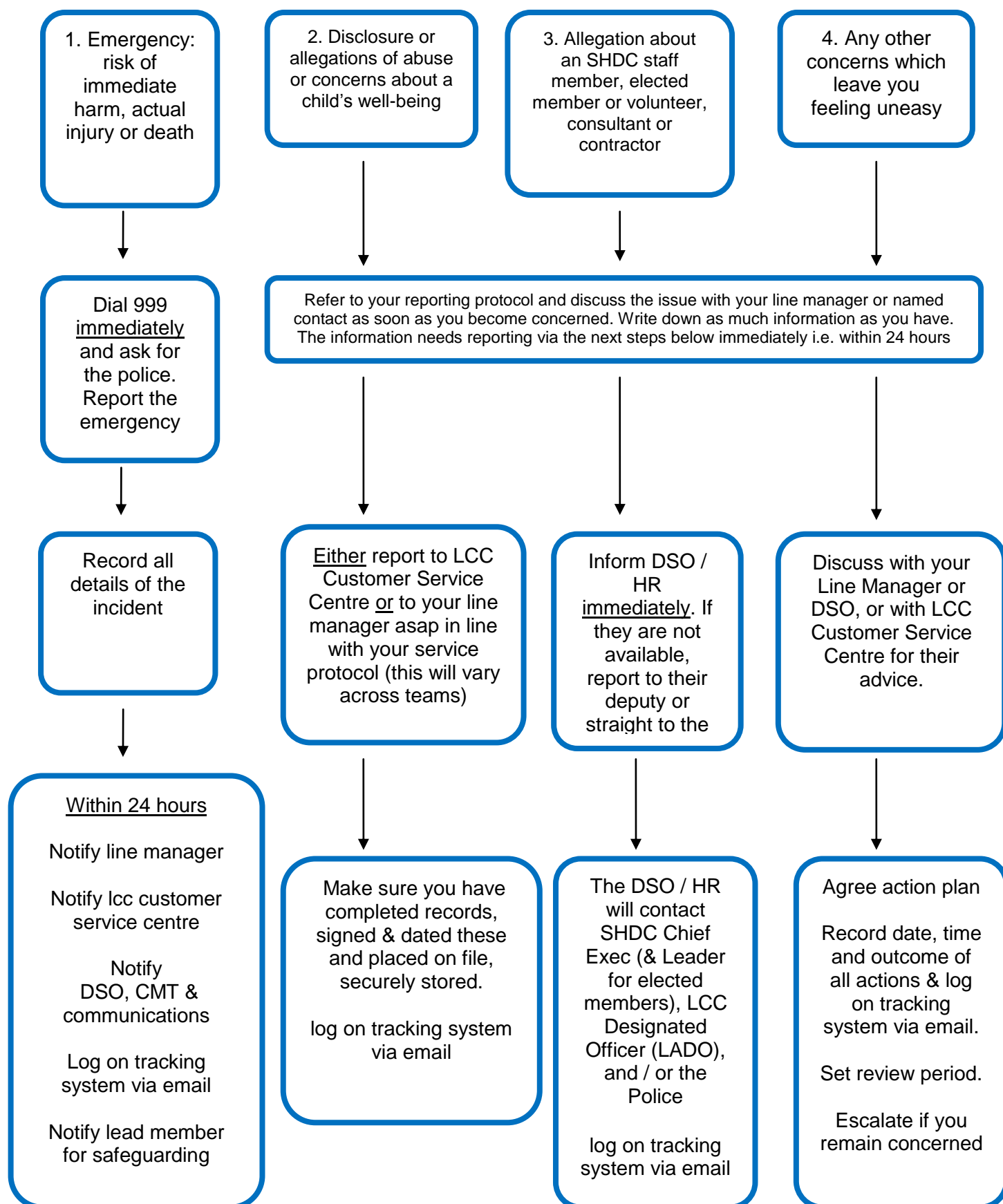
Progress against the policy's aims and objectives will be reported annually to the Portfolio Holder with responsibility for child safeguarding.

Related Policies and Strategies

- Recruitment and Selection Policy
- Code of conduct
- Whistle blowing Policy
- Complaints
- Equality and Diversity
- Induction Policy
- Learning and Development Policy

Appendices

APPENDIX A	Incident Response Flow Chart
APPENDIX B	Contact Details
APPENDIX C	Designated Safeguarding Officer
APPENDIX D	Legislation and Guidance
APPENDIX E	Declaration for Staff and Volunteers
APPENDIX F	Declaration for Elected Members



APPENDIX B

CONTACT DETAILS

Riana Rudland, Community Development Manager and Designated Safeguarding Officer

Email: riana.rudland@breckland-sholland.gov.uk

Tel: 07823 553 988
01775 764 870
01362 656 300

Emily Holmes, Community Development Team Leader and Deputy Designated Safeguarding Officer

Email: eholmes@sholland.gov.uk

Tel: 01775 764469

Robert Walker, Assistant Director of Commissioning – Corporate Management Team member with responsibility for Safeguarding

Email: robert.walker@breckland-sholland.gov.uk

Tel: 01775 764 643
01362 656 256

Lincolnshire County Council Customer Services Centre:

During office hours - 8am to 6pm

Tel: 01522 782 111

Email: Customer_Services@lincolnshire.gov.uk

Outside office hours (including weekends or Bank Holidays)

Tel: 01522 782 333

Lincolnshire Police IN AN EMERGENCY CALL 999

Lincolnshire Police Central Referral Unit for safeguarding concerns.

Tel: 01522 947590

Out of hours Tel: 0300 111 0300

In an emergency safeguarding situation then dial **999**

The Lincolnshire Police web-site also has information aimed specifically at children and young people.

<http://www.lincs.police.uk/index.asp?docID=1186>

APPENDIX C DESIGNATED SAFEGUARDING OFFICER (DSO) (LSCB SENIOR LIAISON OFFICER)

The **Designated Safeguarding Officer / Senior Liaison Officer** is an individual within an agency who has senior level responsibility for child protection procedures.

This person is a member of the Lincolnshire Safeguarding Board (LSCB) and has a specific responsibility in their agency to:

- Provide expert advice to staff within their agency
- Co-ordinate child protection matters within their agency
- Disseminate LSCB information and publicity material within their agency
- Assist in overcoming difficulties in inter-agency working where these cannot be resolved at a lower level.

This officer is the point of contact for professionals within their agency to discuss referral of cases to the Inter Agency Review Group, which offers and opportunity for discussion of cases in the following circumstances:

- A practitioner considers that there is a need to enhance interagency working or the case is of particular interest or concern
- A practitioner consider that the case demonstrates an example of good and effective practice
- There is a split decision to register a child on the child protection register
- A child's name has been on the child protection register for longer than 2 years

In addition, this officer will take responsibility for ensuring that their agency contributes to the completion of Serious Case Reviews. They will also have a role in agreeing the scope of Serious Case Reviews and for representing their agency on SCR's as appropriate. If it is identified that expert knowledge is required in a case then experts are to be invited to sit on the panel. They will chair SCR's in rotation, so that the same agencies do not end up consistently chairing, unless LSCB commissions an independent chair. These officers collectively constitute the Serious Case Review Group of the LSCB in cases which are referred under the LSCB procedures for Serious Case Reviews.

This officer is also responsible for initiating and responding to the LSCB Escalation Policy should there be relationship or working difficulties between agencies.

Legislation

- ☐ The Children Act 2004 -
<http://www.legislation.gov.uk/ukpga/2004/31/contents>
- ☐ Human Rights Act 1998
www.legislation.gov.uk/ukpga/1998/42/contents
- ☐ The Data Protection Act 1998
www.legislation.gov.uk/ukpga/1998/29/contents
- ☐ The Protection of Children Act 1999
www.legislation.gov.uk/ukpga/1999/14/contents
- ☐ Criminal Justice and Court Services Act 2000
www.legislation.gov.uk/ukpga/2000/43/contents
- ☐ Sexual Offences Act 2003
www.legislation.gov.uk/ukpga/2003/42/contents
- ☐ Health and Safety at Work Act 1974
www.legislation.gov.uk/ukpga/1974/37/contents (add child to searchword)
- ☐ Disclosure and Barring Service (DBS)
www.gov.uk/government/organisations/disclosure-and-barring-service

Guidance and Support

- ☐ Lincolnshire Safeguarding Children's Board
www.lincolnshirelscb.org.uk
- ☐ Working Together to Safeguard Children (Department of Health)
<http://www.workingtogetheronline.co.uk/>
- ☐ First Check – NSPCC - Tel – 0908 800 500
www.nspcc.org.uk

Childline - free helpline for children and young people in the UK to talk about any problem 0800 1111 or www.childline.org.uk

Samaritans - Tel: 08457 90 90 90 or Text Phone (for deaf or hearing impaired) 08457 90091092 or www.samaritans.org

The Hideout - information for children who witness or are injured through domestic abuse www.thehideout.org.uk

Child Exploitation and Online Protection Centre www.ceop.police.uk/

Information on internet safety and safe surfing for young people

www.thinkuknow.co.uk

Kidscape 08451 205 204 (parents bullying helpline) www.kidscape.org.uk

National Drugs Helpline (FRANK) (24 hour free advice) 0800 77 66 00

APPENDIX E DECLARATION FOR STAFF AND VOLUNTEERS

South Holland District Council embraces its responsibility to develop, implement and monitor policies and procedures that **safeguard the well-being of children and that protect them from abuse** whenever they are engaged in or with services provided directly and indirectly by the Council.

As a member of staff or a volunteer for South Holland District Council, you are required to be aware of your role in safeguarding and promoting the well-being of children and young people, as set out in the Safeguarding Children Policy, working in line with and its associated Procedures.

Being made aware of the policy and its procedures, understanding the requirements that they place on you and being trained and supported appropriately in your role all demonstrate the Council's commitment to ensuring that its staff and volunteers have an appropriate level of knowledge about safeguarding and are able to act if they have any concern about the health, safety and well-being of a child or young person.

Declaration:

I know who is the Council's lead officer for Safeguarding Children and who is their deputy when they are not available.

I know where to find South Holland District Council's Safeguarding Children Policy and Procedures.

I know that I have a legal duty to report any concerns about the safety and well-being of children and young people to my line manager.

I commit to attending training appropriate to my role, including refresher training.

I commit to working within the Council's Safeguarding Policy and Procedures at all times.

Signed: _____

Date: _____

Name (Please Print):

Position in Organisation:

This declaration will be kept in your personnel file.

APPENDIX F DECLARATION FOR ELECTED MEMBERS

South Holland District Council embraces its responsibility to develop, implement and monitor policies and procedures that **safeguard the well-being of children and that protect them from abuse** whenever they are engaged in or with services provided directly and indirectly by the Council.

As an elected member of South Holland District Council, you are required to be aware of your role in safeguarding and promoting the well-being of children and young people, as set out in the Safeguarding Children Policy, working in line with and its associated Procedures.

Being made aware of the policy and its procedures, understanding the requirements that they place on you and being trained and supported appropriately in your role all demonstrate the Council's commitment to ensuring that its elected members have an appropriate level of knowledge about safeguarding and are able to act if they have any concern about the health, safety and well-being of a child or young person.

Declaration:

I have read and understood South Holland District Council's Safeguarding Children Policy and Procedures and know where to find this.

I know who is the Council's lead officer for Safeguarding Children and who is their deputy when they are not available.

I know that I have a legal duty to report any concerns about the safety and well-being of children and young people.

I commit to attending training appropriate to my role, including refresher training.

I commit to working within the Council's Safeguarding Policy and Procedures at all times.

Signed: _____

Date: _____

Name (Please Print):

This declaration will be kept in your file.