



Employment Policy Statement

Policy Title: SAFEGUARDING POLICY

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Approved: tbc

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1. Introduction

1.1 Policy Statement

Every person has the right to live a life free from abuse, neglect and fear. Safeguarding children and adults is everyone's business and responsibility. Chichester District Council (CDC) is required to take reasonable measures to protect children and adults when they use CDC services or services that are subject to CDC regulations or jurisdiction or if they are involved in events run by or on behalf of the CDC. This policy outlines the steps that must be taken when staff, Members or volunteers (working on behalf of the CDC) comes into contact with children and adults in order to minimise any potential risk situations; and, how all staff and volunteers should report any safeguarding concerns they may have about a child or adult.

CDC will take reasonable steps to ensure that organisations delivering services or events for children and adults on CDC premises; working with CDC in partnership; or, receiving financial support from CDC, address their responsibilities for safeguarding

1.2 Scope of policy

This policy relates to all staff employed by the CDC or volunteers engaged by the CDC who come into contact with children and adults in the course of their work. This policy also relates to others, including CDC elected Members; those carrying out duties on behalf of the CDC; agencies and contractors working on the CDC's behalf; and, those using CDC premises.

This policy also recognises that safeguarding children and adults is everyone's business and responsibility. All persons acting on behalf of CDC must take all reasonable steps to safeguard and protect the rights, health and well-being of children and adults who take part in activities organised by the CDC and within its facilities, as well as those that staff come into contact with in the course of their work.

In respect of this policy the term 'Child' means a person under the age of 18 years and an 'Adult' (formerly "Vulnerable Adult" or "Adult at Risk") means any person age 18 years or over who meets the following criteria:

1. Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
2. Is experiencing, or at risk of, abuse or neglect; and
3. As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Carers are also included and are entitled to an assessment of their needs, where they meet the tests set out above.

It is recognised that individuals with mental or physical health issues may be more vulnerable to safeguarding issues, for instance specific communication or mobility difficulties, though these may not be immediately apparent. Staff should be alert to such issues, and consider the provisions within this policy in the light of any additional safeguarding measures that may be appropriate when dealing with an individual with a disability

Section 2 of this policy deals with safeguarding duties and responsibilities that apply to both children and adults (referred to in this policy as "Individuals"). However, there are some specifics that apply to children (such as relevant legislation, or the local context of reporting suspicions or allegations of abuse) and for adults, which are detailed in Section 4 (Children) and Section 5 (Adults)

1.3 Corporate responsibilities and accountabilities

Ultimately, accountability for safeguarding and protecting children, young people and adults under this policy is with the Chief Executive and the Cabinet Member for Community Services.

However a number of specific roles for Safeguarding Children and Adults are as follows:

The Head of Business Improvement Services is the CDC's Designated Safeguarding Officer and is responsible for investigating all allegations of abuse for both children and adults. He/she is also the Designated Senior Officer for Allegations Management (DSO), appointed to lead on internal investigations (where the allegation relates to a member of staff)

The Head of Community Services is the CDC's liaison with the West Sussex Safeguarding Children's Board and the West Sussex Safeguarding Adults Board.

Some CDC services have a greater exposure to safeguarding and representatives regularly meet as the "Chichester District Safeguarding Group" (CDSG). Membership of the CDSG is included in appendix 6. Officers are referred to as "Designated Officers" for the purposes of interagency communications, and training.

All staff, volunteers and elected Members are responsible for ensuring that the activities in which they are involved during the course of their work are carried out in accordance with this policy. Appropriate Training will be identified and delivered by CDSG to ensure that staff are aware of their responsibilities.

CDC works in partnership with other Agencies through the Start of Life Programme Board, the West Sussex Safeguarding Children Board and the West Sussex Safeguarding Adults Board, to deliver the requirements of relevant legislation.

Annual Audits of the CDC's activity in regard to Safeguarding will be completed by Head of Community Services in consultation with CDSG and reported to the relevant Board.

2. Safeguarding Children and Adults - general

Guidance on good practice in managing staff volunteers, concessionaries and contractors is essential to Safeguarding.

2.1 Clear roles for staff and volunteers

It is important that staff and volunteers have clearly defined roles. Managers should provide appropriate written guidance for the work they are expected to do. This might include:

- the person to whom they will be accountable for their work;
- the person(s) whose work they will supervise (if any);
- a description of the work they will undertake with individuals, with reference to the risk assessment completed for this activity;
- the duty to safeguard individuals

A copy of this guidance must be given to members of staff / volunteers and a copy placed with the risk assessment.

2.2 Training Staff

In order to ensure that all staff remain vigilant to the potential abuse of children and adults, regular training to support this Policy will be provided, and will follow guidance set out by the respective Safeguarding Boards.

A tiered rolling programme of training will be delivered as follows:

- Level 1 training must be undertaken by all staff at induction and on a three year refresher. It will also be made available to all Members.
- Level 2 training for all staff (and their managers) that potentially interact with children and/or adults provided by a half day training course, delivered every three years.
- Level 3 training for all staff that frequently interact with children and/or adults, and Designated Officers on appointment, as legislation changes or every three years, whichever is sooner.

Designated Officers will also attend regular training sessions or updates provided by the respective West Sussex Safeguarding Boards.

2.3 Employ good recruitment and selection practices

Employing good recruitment and selection practices is essential in safeguarding individuals.

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The following procedures should be followed when recruiting staff or volunteers working directly with children or adults.

Disclosures via the Disclosure and Barring Service (DBS) / Disclosure Scotland (Enhanced, Standard or Basic level) must be sought for all new and existing staff and volunteers working with Children or Adults. The Disclosures will be renewed every 3 years for Enhanced Disclosures and every 5 years for Standard and Basic Disclosures. An authorised Counter signatory (HR Officer or HR Manager) will determine if necessary whether the post qualifies for an Enhanced, Standard or Basic Disclosure.

When selecting new staff where the role will regularly be coming into contact with children or adults, then managers should ask applicants about their experience of working with children or adults. As a minimum one of the interviewers should have received the Council's specific training in recruitment and selection procedures and training in the Safeguarding Policy. Should anything in an applicant's response cause concern then these areas of uncertainty should be explored further through follow up questions.

Before the appointment of any applicant, whether paid or voluntary, references should be sought covering their work with Children and Adults. In respect of any potential staff member, two references will be sought by HR in accordance with the CDC's Reference Policy (shown in the e-Staff Handbook). In respect of volunteers, managers must obtain at least one reference from a reputable person who can comment on the applicant's character and relationship with others. When writing to the referee, it should be stated explicitly that the applicant is being considered for a position which involves working with Children or Adults and seek views on their suitability for such work.

If an Enhanced or Standard Disclosure is required, staff should be supervised (by an appropriately qualified colleague working with children or adults) and must not work unsupervised until the relevant Disclosure has been completed and considered by HR and their manager.

Please also see Appendix 5 – *Criminal records disclosures – what are they and what type of posts should they be used for?* For further information see; <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

2.4 Managing contractors

Contractors: It is the responsibility of service managers when commissioning (including renewal of) a service which may involve the direct delivery of services to individuals; or arranging works or maintenance of CDC premises

using contractors to consider their safeguarding responsibilities. The service manager should conduct a risk assessment which should identify any safeguarding issues. Safe methods of work should be identified which minimise any foreseeable safeguarding risk.

The service manager should also consider, in consultation with the HR Manager, whether Disclosure & Barring Service (DBS) clearance is required or not before work is allowed to begin. This would apply where there was a possibility of the workers engaged under the contract being in direct contact with Individuals. The decision about whether a DBS Disclosure is required for a contract worker, and if so at what level, should be made using the same Enhanced, Standard and Basic criteria used for staff and volunteers. (see Appendix 5). Only when these checks, where needed, have been completed and are satisfactory can any work proceed.

2.5 CDC liability for the action of third parties

In addition to the direct responsibilities of the CDC, our safeguarding responsibilities extend to the activities of some other third parties:

- Groups, organisations or businesses that hire CDC owned land or property
- Those who have a presence at, or attend CDC run events
- Those who seek funding for their activities through a CDC grant, rent concession or rate relief
- Those contracted to, or otherwise, deliver projects or services on behalf of CDC

Specific guidance on how to manage those liabilities is included in Appendix 2

3. Responsibilities of Elected Members, Managers and Staff

3.1 Responsibility of elected Members

To avoid compromise, Members are encouraged to adopt this policy, especially where their duties involve regular contact with children or adults. In certain circumstances, they may themselves require a DBS check.

Where a DBS check is considered appropriate, the Head of Business Improvement Services or senior HR staff will discuss with that Member the DBS process. If a Member decides not to submit a DBS application then they will not be able to continue with the identified duties.

Any matters of concern arising from the DBS check will be discussed with the Member concerned by the Head of Business Improvement Services or senior HR staff. All DBS checks will be handled in confidence by nominated staff in the HR Section.

3.2 Responsibility of line managers

Managers should ensure that those staff or volunteers under their line management have good supervision. This should prevent and / or detect abuse or harm to individuals. All staff should be confident to raise and discuss concerns they have about children or adults and be supported in reporting those concerns.

Service managers are responsible for ensuring that all activities and events are carried out safely and that a risk assessment is completed before the event.

Any service manager whose staff member (including temporary staff or volunteers) is involved in working with Individuals must ensure that they:

- receive appropriate training
- have received a copy of this policy and had it explained to them
- sign the policy stating that they fully understand it
- regularly review the level of DBS check required according to changes in the job role, and, specifically at each annual appraisal.

3.3 Responsibility of Staff

It is the responsibility of staff to report immediately to their line manager any suspected cases of abuse of a Child or an Adult (see Appendix 1). It is particularly important for staff who are not directly involved in working with individuals but due to the nature of their work come into frequent contact with the public, e.g. Chichester Contract Services staff, to remain vigilant and report any suspected abuse or other concerns they have relating to Children or Adults. Conversely staff who regularly engage with particular individuals or families in need, must consider the possibility of becoming desensitised to levels of long term neglect and remain alert to deteriorations or changes in patterns of behaviour which may indicate harm or abuse is occurring.

It is important to, as soon as possible, make appropriate written notes regarding staff's suspicions or concerns and the actions taken. A Reporting Form (Appendix 3) has been devised, and should be submitted to HR as soon as possible. If supporting information is available elsewhere (e.g. in case files etc.) then this should either be attached or cross referenced as appropriate.

Consideration should be given to the Data Protection Policy in determining how information is stored and retained.

NB: Any and all documents, correspondence, notes, emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care must be indefinitely retained. Children are defined as anyone under the age of 18. Such documents should be retained within services where authorised or otherwise by the HR Section.

3.4 Allegations Management

Where an allegation of abuse has been made, then the priority must be to ensure the wellbeing of the Individual following the procedure in Appendix 1. However, if the allegation is of abuse by a member of CDC staff, Councillor or third party working on behalf of the CDC, it is the responsibility of the CDC to investigate immediately, and cooperate with the relevant authorities.

If during working hours, the member of staff making or receiving the allegation against another member of staff should initially report to the line manager of the person against whom the allegation is made. The line manager will report to the Head of Business Improvement Services as a matter of urgency.

If an event or activity takes place outside of normal working hours then the officer who has received or is making the allegation must report his or her concerns as above the next working day. If the officer believes the incident to be serious then he/she should telephone the Head of Community Services via the Careline Centre for advice

The Council will support all staff that in good faith report incidents where a Child or Adult may be harmed as set out in the Whistleblowing (Public Interest Disclosure) Policy. However staff should be aware allegations made maliciously will be dealt with under the Council's Disciplinary Procedures.

If a member of staff or volunteer is disturbed by the incident then counselling will be considered and they should contact their line manager or a member of the HR team.

Where a complaint is found against a member of staff or a volunteer, then this will be considered under the Council's Disciplinary Procedure as Gross Misconduct, but any internal investigations will be conducted in consultation with Social Services or the Police.

3.5 Relationships with children and adults

All staff that work with Individuals are in a position of trust and should demonstrate exemplary behaviour to protect individuals and themselves from false allegations. Staff and volunteers must not develop personal relationships with any individual they come into contact with through their work and the following practices are forbidden:

- Any physical chastisement.
- Engaging in rough or physical contact (except in clearly identified and controlled physical games).
- Sexual contact or interaction of any kind, including verbally suggestive comments or engaging in any form of inappropriate touching or any type of sexual relationship.
- Spending excessive amounts of time alone with the Individual away from others.
- Purposely meeting a Child (or visiting an Adult in their home) whom they have met whilst working or become aware of as a result of their work, outside of the working context.
- Speaking to Individuals in a derogatory or deliberately undermining way.
- Giving an unaccompanied Individual a lift in their car or council vehicle. Officers will require authorisation in advance by their line manager if no alternative can be arranged. In the event of an emergency where Individuals are accompanied by a lone officer, officers are required to notify their line manager of the event as soon as possible afterwards.
- Financial arrangements of any kind including assisting with (or advising on) transactions, undertaking purchases on behalf of Individuals or holding cash or cards belonging to Individuals.
- Email, text or instant messaging contact and use of any other social media such as Facebook or Twitter must be appropriate to the work involved. Particular care should be given when responding to contact initiated by Individuals.

There may be occasions when a member of staff knows an Individual personally e.g. a friend of the family. If this is the case then staff should report the relationship to their line manager and avoid treating the Individual differently from others.

Whilst the circumstances should be avoided, it may be necessary to do things of a personal nature for Individuals, especially young children. Where this is anticipated in planning an event or activity then suitable arrangements should be made to secure consent and train staff appropriately.

Where circumstances arise that have been unforeseen then the staff member should notify their line manager as soon as possible afterwards and write up an appropriate file note. The parent or carer should be made aware when the Individual is returned to their charge.

4. Specific Procedures relating to Safeguarding Children

4.1 Generally

Section 11 of The Childrens' Act 2004 specifically directs the CDC (and all local authorities) to make arrangements for ensuring that our functions are discharged having regard to the need to safeguard and promote the welfare of children. Given that the CDC provides a number of activities for children, this policy sets out the principles and guidelines staff should follow to minimise the potential of a child being harmed.

It is not the intention of the CDC to over protect children. As with all management activities, a balance is required between providing children with the chance to grow and develop and taking appropriate measures to minimise risk.

This Policy and this specific section relating to Children has been developed to align with the West Sussex Safeguarding Childrens' Board "Pan Sussex Procedures" which would be a relevant reference point in the development of any event specific procedures or assessments:

<http://www.westsussexscb.org.uk/our-procedures/>

4.2 Work Placements by schools / colleges

Schools and colleges etc. putting forward children and young people for work placements with the CDC must confirm in writing their request for this to go ahead. A Young Person's Risk Assessment (see H&S forms on Intranet) must be completed by the supervising officer for any school placement under the age of 18. If the child is 16 or under the Young Person's Risk Assessment must be copied to the child's home, and written permission from a parent or guardian giving permission for the placement to go ahead must be obtained. Both schools and parents/guardians should be given a copy of this Safeguarding Policy. Without the above requirements being met the placement must not go ahead.

Only CDC officers authorised by their Head of Service are allowed to visit locations within the District whilst accompanied by a school placement child.

Authorised officers have been approved and agreed that they will supervise and be in sole charge of children during work experience visits away from the office. They must;

- be Disclosure & Barring Service cleared at Enhanced Disclosure level
- have read and understood this policy and signed the acceptance page
- have a pre-planned schedule of activities approved by their manager in advance, including a timetable, which should not be deviated from except in emergencies.

If the above is fully complied with an officer may be permitted to visit locations within the District with a school placement child unaccompanied by another officer. However as part of the above risk assessment their manager must assess and record within that document any risks relating to this.

4.3 Designated Senior Officer for Allegations Management (DSO)

Section 1.3 highlights the responsibility of the Head of Business Support Services, or his/her nominated officers, for leading all investigations into child abuse allegations made against council staff or those working on the council's behalf. For the purposes of investigations relating to abuse of a child, the Head of Business Support Services is referred to as the Designated Senior Officer (DSO) for Allegations Management in alignment with the arrangements of the West Sussex Safeguarding Childrens' Board.

4.4 Children's Access Point (CAP)

Anyone with concerns about a child's welfare should contact the Children's Access Point (CAP) based at County Hall North in Horsham on 01403 229900. The Out-of-Hours number is 0330 2226664 for an urgent referral that cannot wait until normal office hours.

Referrals can also be made via secure email or by post:

Email: cap@westsussex.gcsx.gov.uk

Address: Children's Access Point, 4th Floor, Parkside, Chart Way, Horsham, West Sussex, RH12 1XH

5 Specific Procedures relating to Safeguarding Adults

5.1 Generally

The Care Act 2014 specifically directs the CDC (and all local authorities) to cooperate with all partner agencies and organisations across Sussex in order to protect adults experiencing or at risk of abuse or neglect.

The Care Act 2014 focuses on helping individuals to safeguard themselves. A central principle of the Act, 'Making Safeguarding Personal', empowers adults to make choices and have control about how they want to live even if that involves a level of risk. Adults are supported to manage a level of positive risk taking to achieve the outcomes they want.

This Policy has been developed to align with the West Sussex Safeguarding Adults Board "Sussex Safeguarding Adults Policy and Procedures" which would be a relevant reference point in the development of any event specific procedures or assessments:

<http://pansussexadultssafeguarding.proceduresonline.com/>

5.2.1 Safeguarding concern

If a member of staff has reasonable cause to believe that an adult meets the three tests (see 1.2) they must raise this as a safeguarding "concern". If there is a concern regarding any safeguarding issues this should initially be discussed with their line manager, who can help to decide if it is necessary to speak to Adult Social Care for advice, or make further investigation to ensure there is evidence that can be presented. Adult Social Care will look into the matter and be able to advise as necessary. Section 42 of the Care Act gives them the power to initiate a safeguarding enquiry. They will look at the evidence and decide if the 3 Key Tests in the Care Act appear to be met before raising a Safeguarding enquiry

5.2.2 Safeguarding Enquiry

The Sussex Safeguarding Adults Policy and Procedures classifies an enquiry as 'the action taken or instigated by the local authority (WSCC) in response to a concern that abuse or neglect may be taking place'. An enquiry will occur when the local authorities section 42 duty has been triggered ie the three tests (see 1.2) have been met.

Wherever possible a safeguarding concern should be resolved as soon as possible through actions agreed with the adult which should be identified by them at the earliest point. Where this is possible the safeguarding concern will be resolved through an initial enquiry.

5.2.3 What to do if the concern is about a service or organisation

Neglect and poor practice may occur within an institution or specific care setting e.g. in a hospital or care home or in relation to care provided in a person's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

It is recognised that some staff with inspection roles, for example in Care Homes, could come across safeguarding or quality of care issues. Officers should still contact Adult Services even if other bodies like the Care Quality Commission may have responsibility for the primary investigation.

5.3 Designated Adults Safeguarding Manager (DASM)

Section 1.3 highlights the responsibility of the Head of Business Support Services, or his/her nominated officers, for leading all investigations into concerns relating to adults (who meet the three tests) where allegations are made against council staff or those working on the council's behalf. For the purposes of investigations relating to abuse of an adult, the Head of Business Support Services is referred to as the Designated Adults Safeguarding Manager (DASM) in alignment with the arrangements of the West Sussex Safeguarding Adults Board.

5.4 West Sussex Adult Services Contact Centre

Anyone with safeguarding concerns about an adult should contact West Sussex County Council on 01243 642121. Callers should state that they are raising an adult safeguarding concern. This number can be used at all times, including nights, weekends and bank holidays or if it is an emergency situation Sussex Police can be contacted.

Alternatively a WSCC online adult safeguarding concern form can be completed and submitted. This can be obtained from the following website:

http://www.westsussex.gov.uk/living/social_care_and_health/adults/safeguarding_adults_at_risk/action_to_take_if_you_are_conc.aspx

SAFEGUARDING POLICY - Undertaking by staff

I undertake to comply fully with the Safeguarding Policy and I recognise that the Council may monitor my working with children and adults in accordance with the Regulation of Investigatory Powers Act 2000. I confirm that I have read and understood the contents of the policy.

Signed

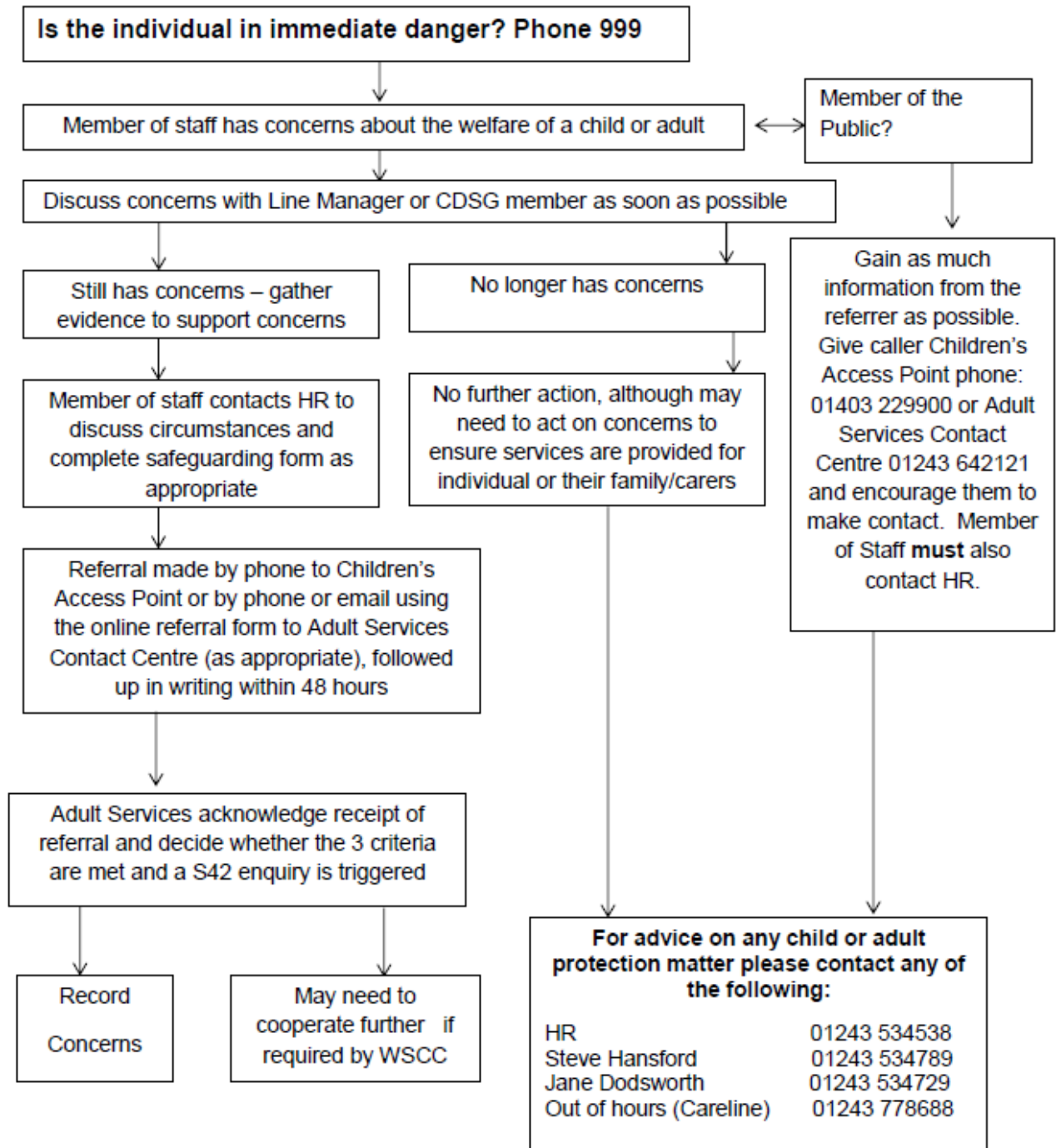
Date

Name

Section _____

Appendices

Appendix 1 – Flow chart illustrating what staff and managers should do where they have concerns that an adult or child is at risk.



Appendix 2 - Guidance on how to manage the liability of third parties

CDC, along with all other organisations, is required to take reasonable measures to safeguard individuals when they are subject to CDC regulations and / or jurisdiction. This applies not only to events and activities run by the CDC or on its behalf, but also to those taking place on CDC premises, parks and open spaces, including properties being leased from the CDC or being provided with a grant, subsidy or rent concession by the CDC. Accordingly, where the event, business or service being delivered is wholly or mainly for children and/or adults, the hirer should have in place a Safeguarding Policy. If the Hirer (which will include lessee or recipient of grant, subsidy or concession) does not have such a policy, support and guidance in developing such a policy can be obtained from Voluntary Action Arun & Chichester (VAAC) on 01243 528615.

CDC expects that a Safeguarding Policy will include the following key elements:

- A statement of commitment to the principles of Safeguarding.
- The arrangements for recruitment, checking and supervision for staff, committee or board members, volunteers or helpers involved in the event or service (including any contingency arrangements).
- Guidance or training to staff; committee or board members; volunteers and helpers on their responsibilities for safeguarding.
- A process for risk assessments of the activity and safe methods of work in respect of safeguarding issues.
- How any safeguarding concerns should be recorded and reported.
- The means of managing any complaint or allegation against staff, volunteers and helpers including the identification an independent person to whom any complaints from attendees can be addressed.

In addition specific reference should be made in the policy to ensure that:

- Parental/guardian consent is obtained in writing for allowing photographs (including film footage) to be taken of a child.
- There should be no physical contact by any staff or volunteers with children or adults, unless the nature of the activity requires it (e.g. assistance with safety equipment, face painting etc)

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Guidance given to applicants, hirers or service providers: All applicants, hirers or service providers should be guided to:

1. Risk assess their proposed activity in a Safeguarding context.
2. Cover the key elements set out above in their Safeguarding policy.
3. Certify to CDC that their policy meets those elements, and a process for monitoring that policy is in place.

A Safeguarding Policy should only be submitted to CDC where the proposed activity is deemed to be a 'high risk' (where a Child or Adult will not be accompanied by a parent, guardian or carer). In such cases CDC staff will check that the policy complies with the requirement in the key elements above.

CDC staff dealing with commissioning services, hiring or leasing premises or considering grant applications will record any safeguarding advice given to contractors and applicants. They will also record on the application or agreement:

- That the applicant has certified that their Safeguarding policy complies with the key elements described above;
- Where the activity is deemed 'high risk' a Safeguarding policy has been received, and has been checked for compliance with the six key elements.

Appendix 3



Safeguarding – Incident Form

Staff or volunteers should use this form if they have witnessed an adult or a child being abused, they suspect it or they are otherwise made aware of it, or an adult has disclosed that they are being abused. Please refer to the Safeguarding Policy before completing this form.

Please use the back of this form to provide additional information.

Name of person reporting the incident and contact details (including phone number)

Name of Adult / child

Date of Birth of Adult / child (if known)

Address of the Adult / child

Date and time of suspicions or concern

Short description of the suspicions or concern

Observation of the adult's / child's emotional state (or physical state if appropriate)

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Record of what the adult / child has said

Any other comments

Details of any other relevant information and where it is stored

Name of Officer/ Volunteer

Signature

Date

This form should be completed as soon as practicably possible after the complaint has been raised and passed immediately to an HR Officer, the HR Manager or the Head of Business Improvement Services.

Contact numbers:

During Office Hours: HR Officers / HR Manager, 01243 534538
Head of Business Improvement Services, 01243 534729.

Out of Office Hours: Head of Business Improvement Services (if staff related) or the Head of Community Services (other serious adults at risk protection matters) via the Council Careline Centre 01243 778688.

Appendix 4 – Categories of abuse

PHYSICAL ABUSE

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

EMOTIONAL ABUSE

The persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects (particularly on a child's emotional development) that may include:

- Conveying to someone that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving someone opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on someone. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing someone participating in normal social interaction
- Seeing or hearing the ill-treatment of another person or child
- Serious bullying (*including cyber bullying*), causing someone frequently to feel frightened or in danger, or the exploitation or corruption of individuals

Some level of emotional abuse is involved in all types of abuse, although it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing someone to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. It may involve:

- physical contact, including assault by penetration (*rape or oral sex*), or
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing

- non-contact activities such as involving someone looking at, or in the production of, sexual images
- watching sexual activities or
- encouraging children to behave in sexually inappropriate ways or
- grooming a child in preparation for abuse (*including via the internet*)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

FINANCIAL ABUSE

The misappropriation of an adult's (or possibly a child's) money or material possessions. This could involve:

- taking money from someone, or their accounts, or not paying bills or rent on their behalf.
- taking high value items from their house, or replacing them with cheaper goods

Financial abuse may be hard to identify, but symptoms could include someone who is constantly asking for money, or who never has any food in the house. Equally, accusations of financial abuse are likely to arise where, for example, relatives have had to take control of someone's finances.

NEGLECT

The persistent failure to meet someone's basic physical and/or psychological needs, likely to result in the serious impairment of their health (or a child's development). Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (*including exclusion from home or abandonment*)
- protect someone from physical and emotional harm or danger
- ensure adequate supervision (*including the use of inadequate care-givers*), or
- ensure access to appropriate medical care or treatment

Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to someone's basic emotional needs.

NOTE: a single indicator is not necessarily proof of abuse and it is important that information is gathered from a number of sources; however, abuse may occur when there are few indicators.

TRIGGER POINTS Be alert to the possibility of abuse and neglect in children who present with:

- poor dental hygiene and dental caries
- poor physical appearance, dirty, unkempt and fetid
- bruising or marks which maybe bruising in children who are not yet crawling or walking independently.

SELF ABUSE

The failure to meet ones own basic needs, resulting in impairment to their health. Self Abuse may involve a child or adult:

- deliberately causing themselves physical harm for example scratching, cutting skin or pulling their hair out
- starving themselves, binge eating or regularly vomiting food
- experimentation with drugs, ingesting harmful substances, suicide attempts
- failing to provide themselves with adequate food, clothing and shelter

Self abuse could be a way of seeking attention due to other forms of abuse they are experiencing, or a more complex form of self abuse that would require specialist intervention- but the signs and symptoms would be the same.

ORGANISATIONAL ABUSE

People living or receiving care in an institutional setting can be victims of abuse, either from the inappropriate acts of staff or by institutional failings (inadequate staffing, policies and procedures not followed, inadequate training) of the organisation providing them with care. Organisational abuse would typically present as Neglect or another form of abuse but is categorised separately due to the setting in which the abuse has occurred.

DISCRIMINATORY ABUSE (including Hate Crime)

As a form of Organisational Abuse, service providers could discriminate against those in their care by not having due regard for their circumstances – preventing or discouraging them from accessing the services they need.

Emotional or Physical Abuse could also be perpetrated because of the victims protected characteristics, including:

Age, Disability, Gender Reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex (Gender), and Sexual orientation.

CYBER/INTERNET ABUSE

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.

New technologies have become central to modern life. They make it possible for people across the world to have instant communication with one another. They allow for the rapid retrieval and collation of information from a wide range of sources, and provide a powerful stimulus for creativity. People may discuss sensitive topics which, face to face, they might find difficult. However, these technologies are also potentially damaging. They can enable children or adults to access harmful and inappropriate materials. Those they engage with may not be directly known to them and because of the anonymity offered by the internet people may be harmed or exploited.

MODERN SLAVERY (including Child Sexual Exploitation)

International migration and the desire to change an individual's life chances by moving to a new country has resulted in the rise of abuse of, and the physical enslavement of, children and adults. The exploitation of children and adults, brought into this country typically for sex but also for labour or domestic servitude, is an issue that staff should remain vigilant for. Because of the secretive nature of operations it is unlikely to present in typical Council work. However, officers who might enter private homes or business premises should be on the look out for obvious signs where people are being kept against their will.

Children and Young People are also at risk of being "groomed" by persons and coerced into sexual activity. They could be motivated by money, gifts, alcohol or drugs; or by affection or the status it gives them.

More details of Operation Kite, the multi-agency Pan Sussex approach against Child Sexual Exploitation, can be found here:

<http://www.sussex.police.uk/help-centre/ask-us/child-sexual-exploitation/what-is-child-sexual-exploitation>

DOMESTIC ABUSE

The implications of domestic violence can be far reaching. Both victims and perpetrators of domestic violence could be “Adults” as defined by the Care Act 2014. Parenting capacity can be compromised by domestic abuse to the point where children are neglected. Young People could also be secondary victims of emotional abuse within the household, and while the cause remains undisclosed could present in a different setting with complex emotional needs (including self harm). West Sussex County Council commission Worth Services to deliver support for victims of domestic abuse.

RADICALISATION

The processes by which people come to support violent extremism and, in some cases, join terrorist groups.

Local Authorities now have a duty under the Counter –Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism”

PREVENT is a national strategy and is linked to the safeguarding agenda and therefore will be considered within safeguarding policy, procedure and training.

The Government’s counter terrorism strategy is known as CONTEST.

PREVENT is part of CONTEST and its aim is to stop people becoming terrorists or supporting terrorism.

CONTEST has four key principles:

- 1. PURSUE** – stop terrorist attacks
- 2. PREVENT**– to stop people becoming terrorists or supporting terrorism
- 3. PREPARE** – where we cannot stop an attack, mitigate its impact
- 4. PROTECT**– strengthen overall protection against terrorism attack

PREVENT focuses on working with vulnerable individuals, children or adults who may be at risk of being exploited by radicalisers and subsequently drawn into terrorism related activity. It is important, if you are concerned that a vulnerable individual is being exploited in this way you raise these concerns in accordance with your organisation’s policies and procedures. Current legislation now requires all staff to exercise a duty of care to customers and, where necessary, take action for safeguarding and crime prevention.

If you have a concern, discuss it with your Manager and they will advise and identify local referral pathways.

Appendix 5 – Criminal records disclosures – what are they and what type of posts should they be used for?

1 Enhanced Disclosure

This is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge of children or adults at risk. It is also available for certain licensing purposes and judicial appointments. Enhanced Disclosures contain both spent and unspent Cautions, Reprimands, Warning or convictions. They however also contain relevant and proportionate information held by the local police forces. We are only able to ask staff or volunteers to complete an Enhanced Disclosure if their posts or positions are included in the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974. If we knowingly ask for an Enhanced Disclosure for a post or role which is not included in the Exceptions Order we would be in breach of Part V section 123 of the Police Act 1997.

The HR Officer or HR Manager as authorised Countersignatories will advise and decide if necessary whether the post qualifies for an Enhanced, Standard or Basic Disclosure.

Staff or volunteers waiting for an Enhanced Disclosure must not commence any activities involving children or adults at risk until the disclosure records providing clearance have been received from the DBS unless accompanied at all times by a colleague who has received DBS clearance. The Head of Service for the area concerned is responsible for ensuring that this happens. This should apply for a very limited period only whilst DBS clearance is being awaited.

2 Standard Disclosure

If the staff member or volunteer has access to sensitive information relating to children or adults at risk but does not come into contact with them, we may apply for a Standard Disclosure. Standard Disclosures contain both spent and unspent Cautions, Reprimands, Warning or convictions. This would mean for example that people working in a call centre environment with access to sensitive information would be asked to complete a Standard Disclosure. It can be unclear which posts meet these criteria so decisions should be made on a case by case basis by the HR Officer / HR Manager in conjunction with the relevant service manager.

Staff or volunteers waiting for a Standard Disclosure would be required to be accompanied at all times by a colleague who has received DBS clearance as per Enhanced Disclosures.

3 Basic Disclosure

If the duties and/or role of the staff member or volunteer do not allow us to apply for an Enhanced or a Standard Disclosure, but if the staff member or volunteer will or is likely to come into contact with children or adults at risk, a Basic Disclosure may be applied for depending on the degree and extent of expected contact. This must be decided by the HR Manager on application by and in conjunction with the service manager. This process is administered not by the DBS but by "Disclosure Scotland".

A Basic Disclosure will record all current Cautions, Reprimands, Warning or convictions but will not record any "spent" Cautions, Reprimands, Warning or convictions or other information.

Unlike an Enhanced or Standard Disclosures, staff or volunteers waiting for their Basic Disclosure to be returned **DO NOT** have to accompanied at all times by a colleague who has received DBS clearance.

Whenever staff or volunteers are issued with an Enhanced, Standard or Basic Disclosure they will be informed that they must declare to one of the Council's qualified Countersignatories if they are issued with a formal Caution, Reprimand or Warning by the Police or if they are convicted of ANY criminal offence. They will be told that the issue of a Caution, Reprimand, Warning or conviction could also result in their dismissal and failure to make an appropriate declaration could also lead to their dismissal.

Appendix 6 - Chichester District Safeguarding Group contacts

Jane Dodsworth – Head of Business Support Services, Designated Senior Officer for Allegations Management (DSO), Designated Adults Safeguarding Manager (DASM)

01243 534729

jdodsworth@chichester.gov.uk

Officer contacts

Steve Hansford – Head of Community Services (liaison with West Sussex Safeguarding Childrens Board and West Sussex Safeguarding Adults Board)

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Designated Officers/ Chichester District Safeguarding Group (CDSG) Membership

Elaine Thomas – Community Wellbeing Manager 01243 534588

Ethomas@chichester.gov.uk

David Hyland – Communities and Partnership Support Manager 01243 534864

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Pam Bushby – Community Interventions Manager 01243 534801

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Tim Radcliffe – Human Resources Manager 01243 534528

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Ian Brightmore – Commercial Safety Team Manager 01243 4788

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Richard Minton –Operations Manager, Westgate Chichester 01243 531102

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Rob Dunmall – Housing Operations Manager 01243 532334

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Marlene Wescott – Senior Benefits Officer 01243 533269

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Chris Christie – Revenues and Performance Manager 01243 533349

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