

**SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE  
ADULTS POLICY****1. PURPOSE OF THIS REPORT**

- 1.1 To recommend to Cabinet a policy in relation to the Safeguarding of Children and Vulnerable Adults

**2. BACKGROUND**

- 2.1 Following various high profile cases such as the deaths of Victoria Climbié and Peter Connelly ( Baby P ) District Councils and other public bodies were required to review and update their existing policies on Safeguarding Children, Young People and Vulnerable Adults. The Policy attached reflects the latest legislative requirements and sets out procedures that clarify the actions that the Council, as a responsible district authority should take.

**3. THE POLICY**

- 3.1 At a policy level, a District Council should be able to demonstrate:
- 3.1.1 senior management commitment to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults,
  - 3.1.2 a clear statement of the Council's responsibilities towards children, young people and vulnerable adults, available for staff, members, volunteers, contracted services and the public,
  - 3.1.3 a clear line of accountability within the organisation for reporting safeguarding concerns,
  - 3.1.4 safe recruitment procedures,
  - 3.1.5 training on safeguarding and promoting the welfare of children, young people and vulnerable adults available for all members, staff and volunteers commensurate with the level of their contact with children, young people and vulnerable adults,
  - 3.1.6 clear protocols on safe working practice known to members, staff and volunteers,
  - 3.1.7 all contracted services and grant funded organisations have appropriate safeguarding policies and procedures in place, commensurate with their level of contact with children, young people and vulnerable adults,
  - 3.1.8 effective inter-agency working to safeguard and promote the welfare of children, young people and vulnerable adults,
  - 3.1.9 effective information sharing,
- 3.2 It is important to note, however, that the key responsibility for safeguarding lies with the County Council and it is not the responsibility of the District Council to determine whether abuse, neglect etc has taken place. It is the District Council's responsibility to

inform and have reporting procedures which allow this to happen in a way which recognises the importance and sensitivity of the issues.

#### **4. DEVELOPMENTS OF THE POLICY**

4.1 Officers have been working with other Hampshire Districts to ensure that the policies that are developed :

4.1.1 reflect latest guidance,

4.1.2 are 'light touch' i.e. recognise the role of the District Council without being over-burdensome,

4.1.3 combine advice and procedures for dealing with safeguarding both children and vulnerable adults. Many councils have separate policies but it was felt that this was not necessary as the issues and procedures for both groups are broadly the same and a combined policy would fit well with the our approach.

# 4.2 The policy has now been developed and can be found at Appendix A.

#### **5. FURTHER WORK**

5.1 Production and adoption of the Policy alone is not sufficient to meet the Council's basic safeguarding obligations. Once adopted, the policy will be used to form a basic training package which will, over a period of time, be delivered to all staff. Part of this will be done by on line e-learning.

#### **6. FINANCIAL IMPLICATIONS**

6.1 There are minor direct financial implications in this report. The on-line training package will be developed in house but external help will be brought in to convert the presentation into e-learning. This has already been budgeted for. There will be ongoing costs in terms of officer time given the statutory nature of this duty.

#### **7. CRIME AND DISORDER IMPLICATIONS**

7.1 There are no direct crime and disorder implications as a result of this paper however the impact of child safeguarding cases inevitably impacts on the number of offences recorded for the District.

#### **8. ENVIRONMENTAL IMPLICATIONS**

8.1 There are no direct environmental implications identified in this paper.

#### **9. EQUALITY AND DIVERSITY IMPLICATIONS**

9.1 The Policy recognises the potential role of ethnicity when looking at cases. Cultural difference may also affect the way that matters are viewed within communities. This will reinforce the need for the collection and use of this data.

#### **10. CONCLUSION**

10.1 This has been an extremely complex policy to write due to the nature and the legislation and guidance on the subject. The need to train large numbers of people in this difficult

subject has also been considered. In view of the delays in producing the policy, caused by working with a Hampshire wide network of District leads, it is recommended that it is adopted as a Management Advice note in its current form. It is inevitable that learning from Serious Case Reviews, coalition policy etc will result in us needing to amend the policy and the training package from time to time.

## **11. PORTFOLIO HOLDERS COMMENTS**

- 11.1 The Housing and Communities Portfolio Holder is pleased to support the adoption of the Safeguarding Policy which will provide a framework for officers and members alike to approach this important topic.
- 11.2 The Health and Leisure Portfolio Holder welcomes this report. It is important to have such a policy for both staff and councillors when dealing with the public and all our constituents.

## **12. RECOMMENDATION**

- 12.1 That the Cabinet adopt the Safeguarding Policy as attached.

**For further information:**

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**Head of Public Health and Community Safety**  
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[annie.righton@nfdc.gov.uk](mailto:annie.righton@nfdc.gov.uk)

## 1. POLICY

New Forest District Council and its employees regularly come into contact with children, young people and vulnerable adults when they access services that we provide. We should, as a responsible public body, always ensure that we promote their welfare. We also should be aware that we are duty bound to do so by law. This duty extends to the identification of harm or abuse, poor practice by employees, Members and contractors, as well as allegations brought to the attention of the Council by a member of the public or community. The Council also needs to protect employees and volunteers from potential false allegations of abuse.

As many Council employees are in regular contact with children, young people and vulnerable adults they are in a position to observe outward signs of abuse or harm. All employees have a responsibility to be proactive, and to refer suspected cases of harm or abuse to their line manager and follow the reporting process as laid out in the procedure. Ultimately, cases of suspected harm or abuse must be reported to Hampshire County Council Children/Adult Services or to the Police.

Many Council Services have day to day contact with families, children and vulnerable adults often inside their homes. These include Environmental Health, Planning Officers, those working in Leisure and staff working in cleaning and maintenance. Even when passing through common areas of our buildings such as reception we may witness something that causes us concerns. All these seemingly small events can add to the evidence of a Safeguarding case. Previous, well published, national enquires e.g. Baby P and Victoria Climbié have noted that Council officials frequently expressed concerns about situations that they saw but failed to notify anyone.

It is important to note that it is not our responsibility to establish, or judge, whether or not abuse is taking place, it is our responsibility however, to report any concerns we have over the welfare of children, young people and vulnerable adults.

This policy is designed to help guide us in dealing with these responsibilities within the context of the National and Regional Safeguarding framework. Amendments may be made to this policy from time to time in the light of changes to the law or guidance or if we feel that we have learnt something from cases that occur which suggests we should alter our current processes.

## 2. INDIVIDUALS AFFECTED

This policy is for all employees, volunteers and elected members who come into contact with children, young people and/or vulnerable adults in the course of their work, whether in someone's home, on Council premises, or in the community.

All employees, elected members and volunteers are required to adopt and abide by the Council's Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures. It is important to remember that these obligations extend to those who are providing services for us or alongside us eg contractors, voluntary sector partners etc. As the Council seeks better value for money, commissioning services from others may become more common and duties and obligations relating to Safeguarding need to be considered within these contracts or arrangements.

## 3. DEFINITION

### 3.1 Who are we safeguarding?

All children, young people and vulnerable adults, irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual orientation have the right to protection from abuse.

It is important that we note, if we can, any information relating to an individual's ethnicity or potential of being identified with a minority group. These communities and individuals appear, from national statistics, to experience more abuse/harm than others. It is accepted that we don't always know that type of detail but where we are able to supply the information we should.

The term child or young person applies to anyone of 0-19 years of age and up to 24 years of age if the person has learning difficulties.

The term vulnerable adult can include people with learning disabilities, older people (irrespective of age), people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems.

### 3.2 What are we safeguarding against? (Please see Appendix A for further guidance)

- Physical Abuse
- Sexual Abuse
- Neglect
- Bullying (including psychological abuse)
- Risk of injury
- Financial abuse

When considering these issues be mindful that the 'offender' may be another child or vulnerable adult

## 4 SAFEGUARDING DUTIES

### 4.1 The Council's duty to promote the welfare of children, young people and vulnerable adults means we should:

1. Ensure we avoid employing people or recruiting volunteers who are a risk to children, young people and/or vulnerable adults.
2. Ensure we train, support and supervise employees, elected Members and volunteers to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse, as well as minimise risk to themselves.
3. Ensure all employees and elected Members have a good awareness of our safeguarding and reporting procedures and of their duty of care responsibilities relating to children, young people and vulnerable adults.
4. Ensure correct and clear safeguarding procedures and reporting information is in place and up to date and all information is treated in confidence.

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5. Ensure we co-operate with various statutory and voluntary agencies to ensure that children, young people and vulnerable adults at risk of harm are protected quickly and effectively. This may include playing an active not passive role in Team Around the Child (TAC's) or Common Assessment Framework (CAF) processes. Safeguarding is a duty not an option and we should act as a responsible public body where we can on these matters.

**Common Assessment Framework**

The CAF is a standardised approach to conducting assessments of children's additional needs and deciding how these should be met. It can be used by practitioners across children's services in England

For guidance see

[hants.gov.uk/childrens-services/families/cs/caf.htm](http://hants.gov.uk/childrens-services/families/cs/caf.htm)

**Team Around the Child**

Team Around the Child (TAC) Meetings are a way of working with children and young people who (through the use of the Common Assessment Framework or an Initial Assessment) have been identified as having unmet needs, and require support from more than one agency/service to meet these needs.

For Guidance see –

[hants.gov.uk/childrens-services/families/cs-caf/tac.htm](http://hants.gov.uk/childrens-services/families/cs-caf/tac.htm)

**Hampshire Safeguarding Children Board**

This provides the framework for multi-agency working in this field and the Council will support its work, including active participation in related subgroups such as the Multi Agency Safeguarding Forum for the New Forest and County-wide meetings as required or nominated.

For information and guidance

see: [4lscb.org.uk/hants](http://4lscb.org.uk/hants)

6. Create a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
7. Respond to any allegations of misconduct or abuse of children, young people and vulnerable adults in line with this policy and procedure, Local Area Safeguarding Board and 'No Secrets' guidance as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
8. Respect and promote the rights, wishes and feelings of children, young people and vulnerable adults.
9. Influence other organisations to improve children's and vulnerable adults' lives.
10. Monitor the quality and effectiveness of all aspects of our policy and practice in responding to safeguarding issues, provide updates in a timely manner and policy reviews as appropriate.

**4.2 Engagement and Participation**

We are required to ensure that the voice of children, young people and vulnerable adults is heard in service planning, decision making and delivery.

At a service level we need to engage with young people. This is done via a variety of methods. Attached is a link to the LSP's Community Engagement Strategy which will provide guidance.

[newforest.gov.uk/index.cfm?articleid=8095&articleaction=dispmedia&mediaid=14342](http://newforest.gov.uk/index.cfm?articleid=8095&articleaction=dispmedia&mediaid=14342)

At an individual case level we need to consider the views of the child or vulnerable adult when making case decisions. However this should not interfere with or duty to refer the matter to HCC or the Police. Records of all referrals or decisions not to refer must be retained.

## **5. RECRUITMENT & SELECTION**

- 5.1** All Council employees will be appointed in accordance with the Recruitment and Selection procedures. These are designed to provide a rigorous and thorough selection process and to carry out all necessary checks, particularly on individuals seeking to work with children, young people and vulnerable adults. All volunteers working on behalf of NFDC will also be subject to the same checks.
- 5.2** Any post that is considered a 'regulated activity' or 'controlled activity' is exempt from the Rehabilitation of Offenders Act and as such employees are required undertake an enhanced CRB check. All offers of employment in a regulated activity will be subject to CRB clearance.
- 5.3** It is a criminal offence for the Council to allow a 'barred' person (this is detailed in the CRB disclosure), to work for any length of time in any 'regulated' activity. As such, it is a criminal offence for the Council to take on a person in a 'regulated' or 'controlled' activity without undergoing a CRB check.
- 5.4** We can permit a barred individual to work in a 'controlled' activity only if sufficient safeguards are put in place. This must be agreed with the Head of Human Resources before any job offer is confirmed.
- 5.5** What is a 'Regulated Activity'?
- Any activity of a specified nature that involves contact with children, young people or vulnerable adults frequently, intensively and/or overnight.
  - Any activity allowing contact with children, young people or vulnerable adults that is in a specified place frequently or intensively.
  - Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of social services and trustee of certain charities.)
- 5.6** What is a 'Controlled Activity'?
- Frequent or intensive support work in general health settings, the NHS and further education. (Such work includes cleaners, caretakers, shop workers, catering staff, car park attendants and receptionists).

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- Individuals working for specified organisations (e.g. a local authority) who have frequent access to sensitive records about children and vulnerable adults.
  - Support work in adult social care settings.

## 6. REPORTING PROCEDURES

**6.1** All employees and elected Members must ensure they know the Council's Safeguarding reporting procedures and which staff members are responsible for safeguarding issues.

NFDC has a formal process for notifying and recording warnings to other agencies about potential child, young person or vulnerable adult abuse and this must be followed in all instances using the Incident Reporting form (Appendix B).

**6.2** The designated Child, Young Persons & Vulnerable Adult Protection Officer will refer all cases (if deemed appropriate) to the Local Authority Designated Officer at Hampshire County and (if deemed appropriate) to the Police.

**Our designated Child, Young Persons & Vulnerable Adult Protection Officer is Annie Righton – Head of Public Health and Community Safety**

### **In summary the reporting framework is:**

- In all cases employees must report any concerns or incidents to their senior manager immediately.
- It is the senior manager's responsibility to ensure the Council's designated Safeguarding Officer is informed using the incident Reporting form. In the case of allegations against employees or elected members the senior manager must also inform the Head of Human Resources.
- It is also the senior manager's responsibility to ensure the relevant agencies are informed – if in doubt please discuss with the Council's designated Safeguarding Officer
- In cases where there is a potential for immediate harm or abuse the senior manager must ensure they take appropriate action to prevent this, this could include reporting the matter to the Police via 999.
- In cases where Members are reporting potential cases of abuse or harm, they should contact the designated Safeguarding Officer directly.
- Remember to record any cases that you decide NOT to refer and your reasoning for this as well.

## **Key Safeguarding Officers**

**Annie Righton** – Head of Public Health and Community Safety  
Designated Safeguarding Officer. To be notified via the incident reporting form of all allegations.

**Martin Devine** – Head of Communities & Employment  
Designated Deputy Safeguarding Officer. In the absence of the designated Safeguarding Officer, to be notified via the incident Reporting Form of all allegations.



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**Manjit Sandhu** – Head of Human Resources

Designated lead for employee and Member allegations, to be notified of any allegations concerning employees and members.

**Brian Byrne** – Acceptable Behaviour Coordinator

**Key Agency contacts**

HANTS Direct 0845 6037520 (office hours) 0845 600 4555 (out of hours)

Hampshire Children's Services

Hampshire Adult Services

Hampshire Police 08450 454545

## **7. ROLES & RESPONSIBILITIES**

Concerns for the safety and well-being of children, young people or vulnerable adults could arise in a number of different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about an employee or volunteer's relationship with a child, young person or vulnerable adult, particularly if they have:

- Behaved in a way that has harmed, or may have harmed a child, young person or vulnerable adult.
- Possibly committed a criminal offence against or related to a child, young person or vulnerable adult.
- Behaved towards a child, young person or vulnerable adult in a way that indicates she/he is unsuitable to work with them.

Allegations against an employee will be fully investigated and may result in Disciplinary action being taken. Where allegations are upheld it would constitute gross misconduct and could result in dismissal.

### **7.1 Head of Service**

Each Service has a responsibility to ensure their practices and procedures take account of our commitment to safeguarding. The Head of Service is responsible for the following:

- All employees within their service are aware of the Safeguarding policy and reporting procedures
- All employees receive training appropriate to their role
- Within service provision there is a breadth of ways and means to gain (and respond to) the needs of children, young people and vulnerable adults:
- Promoting the safety and well being of children, young people and vulnerable adults.
- Where Services interact with children, young people and vulnerable adults robust risk assessments are undertaken.

### **7.2 Senior Managers**

If an allegation or incident is reported to you, you must inform the Council's designated Safeguarding Officer immediately. You must also take appropriate action depending on the nature of the allegation.

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If you are unclear about any aspect of the reporting procedure or wish to discuss in the incident or allegation in more detail before you refer on the relevant agency, you can discuss this with the designated Safeguarding Officer, this must be done in a timely manner.

In the case of an allegation being made about a designated Safeguarding Officer this should be reported to an Executive Director/Chief Executive for further action

### **7.3 Employees & volunteers**

If an allegation is made, or you have a concern about an employee or volunteer, you must ensure that your senior manager is informed immediately. It is the senior manager's responsibility to ensure the Designated Safeguarding Officer is informed immediately. In cases where allegations are made concerning an employee the Head of Human Resources must also be informed.

Decisions to suspend an employee should be taken in conjunction with the Head of Human Resources and the Safeguarding Officer.

### **7.4 Elected Members**

Where an allegation is made against an Elected Member this should be directly referred to the Designated Safeguarding Officer who will also inform the Council's Monitoring Officer (Head of Legal Services). It is the Designated Safeguarding Officer's responsibility to inform the relevant authorities as appropriate.

### **7.5 Local Safeguarding Designated Officer (LADO) Hampshire County Council**

The LADO is responsible for providing advice, support and signposting for all Safeguarding issues and the allegations process, including advising whether or not immediate suspension of the person concerned should be initiated.

If the LADO is unavailable or the concern is raised out of hours you should contact Hants Direct or the out of hour's service or, in an emergency, the police.

The LADO at HCC for this area is Eric Skates can be contacted on 01962 876364,

### **7.6 E Safety**

In an age when electronic communications is ever more to the fore and is increasingly used by the Council, there is a responsibility to ensure that children and young people are also safeguarded in the "virtual" environment. E-safety is the process of limiting risks to children and young people when using Information and Communications Technology (ICT). It relates to the use of all ICT –fixed or mobile; current and emerging.

The use of ICT is a significant benefit to our communities and the Council is encouraging its use for service delivery. It can be an attractive medium which helps children and young people engage with Council services. However, in moving in that direction we have to be aware of the potential risks. The Council's own security policy for employees can be found on Forestnet at [forestnet2/media/adobe/f/p/ICT\\_Security\\_Policy\\_for\\_Employees.pdf](http://forestnet2/media/adobe/f/p/ICT_Security_Policy_for_Employees.pdf) and for services aimed at children and young people, the guidance of the Four Local Safeguarding Children's Boards is used. This guidance also contains useful links to training and support materials. This subject is also included in the Council's training programme.

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## **8. ALLEGATIONS & INVESTIGATIONS**

Strong feelings may be generated by the discovery that an employee or an elected Member may be abusing a child, young person or vulnerable adult. This can raise concerns among other employees or members and create difficulties in reporting such matters. We will fully support and protect all employees and elected Members who, in good faith (without malicious intent), report his or her concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused. This is in keeping with the Council's Whistle Blowing policy.

### **8.1 Person subject to the allegation**

In the very early stages the Senior Manager must seek advice from the designated Safeguarding Officer and/or Police before informing the person who is subject to an allegation, this is to consider whether there is a potential to tamper with any evidence.

The person subject to the allegation should be treated fairly and honestly, should be clear on the allegations made and the process being followed and any likely outcomes of the process. Human Resources will advise on any Disciplinary procedures to be followed and all action taken will be in accordance with the Council's agreed policies and procedures.

### **8.2 Types of Investigation**

Where there are allegations of abuse or concerns about poor practice regarding an employee or Elected Member there may be three strands of investigation:

1. Child/Vulnerable Adult Safeguarding investigation (externally led by Children/Adult Services)
2. Criminal Investigation (externally led by the Police Authority)
3. A disciplinary or misconduct investigation (internally led by NFDC)

In the first two incidences, the Council will not be involved in any form of investigation unless requested to do so by the Children/Adult Services or the Police Authority and feedback on outcomes of any investigation will not usually be fed back to the Designated Child/Adult Safeguarding Officer involved unless there are outstanding misconduct issues to address.

### **8.3 Poor practice**

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the Senior Manager for guidance and appropriate action.

### **8.4 Dealing with allegations or concerns against a member of the public.**

Council employees may come across cases of suspected abuse either through direct contact with children, young people and vulnerable adults, through for example, running a holiday activity, or visiting officers such as Housing, Sheltered Housing, Environmental Health or Tax and Benefits. Employees may also come across suspected cases of abuse indirectly by information from a member of the public. In all cases any suspected cases of abuse must be reported to their senior manager immediately. It is not the employee's responsibility to decide whether or not a child or vulnerable adult has been abused. It is however, the employee's responsibility to report concerns and incidents immediately.

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Your primary concern is to ensure that any relevant information is reported immediately to your senior Manager who will then contact the Designated Safeguarding Officer who will consider any action or referral to the relevant authority e.g. police or Children/Adult Services without delay. All concerns must be reported on the Incident Reporting form (appendix B) and a copy sent to the designated Safeguarding officer.

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children, young people and vulnerable adults. Information should be handled and disseminated on a need to know basis only.

### **8.5 Storing Information**

Recorded information should be kept in sufficient detail to aid any subsequent investigation or case review. This includes noting down times, names and dates of conversations/ actions with individuals or other agencies. This information is essential.

Information should also be kept in a secure place with limited access e.g. only accessible to relevant officers in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **8.6 Serious Case Review**

Regulation 5 of the Local Safeguarding Children's Board's Regulations 2006 requires LSCBs to undertake reviews to serious cases. There is detailed guidance available on the process for undertaking serious case reviews. These reviews are undertaken when a child dies including death by suspected suicide, murder and abuse or neglect is known, or is suspected to be a factor in the death. Additionally, LSCBs may decide to conduct serious case reviews when a child has been seriously harmed.

A serious case review looks at *all* aspects of the contact with the individual or family when a serious incident occurs. This includes the contact with the Benefit system, Housing system, Environmental Health, Community Safety etc. All interactions are looked at and opportunities sought where intervention may or could have taken place or information could have been passed on. Normally all records are "seized" including any e-mail traffic, case notes etc to inform the review.

It is therefore essential that each Service operates a robust information management system, accurately recording transactions and interactions with customers and residents.

### **8.7 Confidentiality**

It is extremely important that allegations or concerns are only discussed with the relevant people as any breach of confidentiality could be damaging to the child or vulnerable adult, their family and any child/vulnerable adult protection investigations that may follow.

Where a vulnerable adult expresses a wish for concerns not to be pursued then this should be respected wherever possible. However, decisions about whether to respect the person's wishes must have regard to the level of risk to the individual and/or others and their capacity to understand the decision in questions and to make decisions relating to it. In some circumstances the person's wishes may be overridden in favour of consideration of safety for the person and other vulnerable adults. Where possible this decision will be the product of discussions between the line manager and Designated Child/Adult Safeguarding Officer.

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion, and the person informed that the member of staff will at the very least, have to disclose the conversation to their line manager and depending on the severity of the information may be disclosed to Hampshire Adult/Child Services or the Police.

### **8.8 Sharing Information**

Whilst data protection and confidentiality is a primary concern in all aspects of service provision, on occasion Services may be asked by other authorities or agencies to provide confidential information held on residents or service users for Safeguarding purposes. The current Multi Agency Information Sharing Guidelines can be found below -

[hants.gov.uk/executive\\_summary\\_hants\\_is\\_protocol\\_v.1.8.doc](http://hants.gov.uk/executive_summary_hants_is_protocol_v.1.8.doc)

### **8.9 Whistle Blowing**

The Council has a Whistle Blowing policy that applies to all employees. The Whistle Blowing policy is specifically intended to ensure that any employee who raises an issue or concern regarding suspected malpractice or serious wrongdoing in the workplace, will not be subject to any detriment, e.g. dismissed, denied promotion, ostracised or transferred to another department. The aim is to encourage employees to raise concerns about malpractice in the workplace, promoting honesty and openness.

## **9. RISK ASSESSMENT**

Each post should undergo a risk assessment to determine the nature and extent of access to children, young people or vulnerable adults. This will establish if the post falls into the 'regulated' or 'controlled' activity category. When a post is deemed to be a 'regulated' or 'controlled' activity the following applies:

- An Enhanced CRB check is required
- This will be clearly indicated in the Job Description.
- This will be clearly identified in the job advertisement.
- No person will commence employment in a 'regulated' or 'controlled' activity without CRB clearance. (In certain cases the Head of Service can use discretion to allow a new employee to work without CRB clearance, for example under close supervision, however, Human Resources must be notified).
- CRB checks will be renewed in accordance with Council policy.
- Human Resources will maintain a record of CRB clearances.

#### **In additional to the above all employees will have the following:**

- All new employees will have their identity confirmed from official documentation (e.g. birth certificate, passport).
- No person will commence employment without satisfactory references.
- All appointments will be subject to a probationary period of employment.
- All employees are contractually required to inform the Council if they are charged with any criminal offence whilst employed by the Council.

### **9.1 Minimising risk to employees**

It is essential that all employees are conscious of how they should conduct themselves to minimise the risk of finding themselves the subject of an allegation under the child, young person or vulnerable adult protection processes. All employees should be aware of the summary of things to do and not to do when working with children, young persons and vulnerable adults (See Appendix C).

### **9.2 Contractors and third Parties**

Where services are provided by contractors or third parties that are likely to include some contact with children, young people and vulnerable adults (for example those contractors working in Sheltered Housing or Health and Leisure Centres) the contractor must have in place and have implemented robust and up-to-date Safeguarding procedures (including recruitment checks, staff training and whistle-blowing policy). Where such services are tendered this aspect must be included in the Tender specification and contract and form part of the assessment criteria.

## **10. TRAINING**

Good training is essential to ensuring that this Safeguarding Policy is implemented effectively. The Council will ensure all employees receive training and this will be based on a tiered approach, depending on the degree to which the post holder is engaged with children and young people/vulnerable adults.

Training will be delivered at the following levels:

- i. **Level Induction.** E-based learning systems suitable for all employees, Members and volunteers who may hear, see or have concerns for the welfare of a child or vulnerable adult. This would be basic level training with emphasis on how and what they should report. This training would be undertaken at induction for all new employees.
- ii. **Level 1.** This training would be for the majority of visiting officers and employees from services that have significant children, young people or vulnerable adults e.g. Leisure, Tax & Benefits, Housing Officers including Sheltered Housing. This training would be enhanced and cover general principles and reporting structures.
- iii. **Level 2.** This training would be for managers / supervisors of Level 1 employees.
- iv. **Level 3.** This training would be for Key Safeguarding Officers (Section 6.2) and employees who have day to day contact or similar with children and vulnerable adults at risk.

In addition to these levels some service specific training will be appropriate for those working in certain fields, which may be delivered through external bodies e.g. Leisure and Governing Bodies of Sport.

The NFDC training matrix is attached at Appendix d.

Ongoing training needs and opportunities relating to safeguarding and protection issues will be identified and addressed through probation reviews and PDIs and in response to any changes in legislation. Training may include internal courses/workshops, externally accredited courses/seminars or workshops organised by child protection/vulnerable adult safeguarding agencies.

**11. LEGISLATION**

**LEGISLATION, GUIDANCE AND REFERENCE**

This Safeguarding Policy and Procedures have been developed in line with the principles of The Children Act 1989 and The Children Act 2004, and with reference to the following:

- Working Together To Safeguard Children 2010
- Every Child Matters 2003
- Hampshire Safeguarding Children's Board protocols/manuals
- 'No Secrets' 2000 guidelines Dept. of Health
- Safeguarding Vulnerable Groups Act 2006

**12. OTHER SOURCES OF INFORMATION**

**Local Safeguarding Children's Board**

**[4lscb.org.uk/hants/default.aspx](http://4lscb.org.uk/hants/default.aspx)**

**General Matters**

**[education.gov.uk/childrenandyoungpeople](http://education.gov.uk/childrenandyoungpeople)**