



Safeguarding children, young people & adults at risk policy

Keeping people safe

Community Safety & Support

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1	Nikki Swift & Sarah Jennings	November 2022	November 2025

Remember: 'safeguarding is everybody's business'

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Introduction

New Forest District Council ('the council') delivers a varied range of services and functions which can bring employees, Members, volunteers and contractors into contact with children, young people and adults at risk.

The council is under a legal (and a moral) duty to ensure that its functions are discharged having regard to the need to safeguard and promote the welfare of children, young people and adults at risk. The purpose of this safeguarding policy is to set out these legal duties, provide a framework and set out the procedures for discharging these safeguarding obligations including, promoting wellbeing, preventing harm and responding effectively to concerns.

The council believes that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The council is committed to safeguarding all children, young people and adults from harm and to treat them with respect during their dealings with the council irrespective of their age, gender, disability, race, religious belief, sexual orientation, transgender status or any other protected characteristic (Equality Act 2010).

The important message that this policy seeks to deliver is that the council's role in safeguarding is not to establish or judge whether or not abuse is taking place, it is to report any concerns we have over the welfare of children, young people and adults at risk.

This policy covers four separate but closely related topics: Child Safeguarding, Adult Safeguarding, Domestic Abuse, Modern Slavery and Prevent and is written in accordance with the Children Act 2004, the Care Act 2014, Domestic Abuse Act 2021, Modern Slavery Act 2015, the Counter Terrorism and Security Act 2015 and the associated statutory guidance.

Who is the policy for?

This policy applies to all council employees, volunteers ('council staff') Members, and contractors including sub-contractors and organisations that are commissioned, funded by or working on behalf or in partnership with the council ('contractors') who come into contact with children, young people and/or adults at risk, whether in someone's home, on council premises, or in the community.

This policy is not a standalone document and should be read in conjunction with the council's other policies which contain important safeguarding information.

Review

This policy will be reviewed at least every three years and will be updated whenever there is a change in applicable legislation and statutory guidance. Furthermore, this policy will be updated to reflect any particular points of learning which arise out of the council's duties. This will ensure the document is fit for purpose and up to date.

Scrutiny

At the end of each calendar year, the council's Safeguarding Lead and deputy will prepare an annual report to the council's Executive Management Team detailing the council's ongoing safeguarding duties. This also includes reporting the number of safeguarding referrals that have been made and an overview of the safeguarding training provided to employees, both level 1 eLearning and level 2 classroom sessions. This will keep the council's senior management up to date on the council's safeguarding responsibilities.

What is safeguarding?

Safeguarding refers to the legal and practical measures used to protect individuals' health, well-being, and human rights, ensuring they live free from harm. It involves proactive steps such as identifying potential risks, taking early action, and creating systems and policies to prevent abuse, neglect, or exploitation.

Safeguarding is an all-encompassing term that includes child protection, adult safeguarding, digital safety, and community protection. It applies to individuals across all age groups, including children, elderly people, and those with physical or mental disabilities.

Safeguarding is a term used to protect the health, well-being and human rights of individuals, which allow people especially children, young people and vulnerable adults to live free from abuse, harm and neglect.

Safeguarding children and young people

What is child and young person safeguarding?

The Children Act 2004 places a statutory duty on all agencies including district councils to ensure that their functions are discharged having regard to the need to safeguard and promote the welfare of children. Prevailing statutory guidance, **Working Together to Safeguard Children 2023**, defines this as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

This includes taking action to identify, prevent and support children that are Missing, Exploited and Trafficked ('MET') and those that are at particular risk of Child Sexual Exploitation ('CSE') or Child Criminal Exploitation ('CCE').

Who is a child or young person?

The Children Act 1989 states the legal definition of a child is "a person under the age of 18". There is no legal definition of young person. For the purposes of this policy a young person is someone who might not perceive themselves as a child, but who is still in the age range of the legal definition of a "child".

Types of child abuse

A person may abuse or neglect a child or young person by inflicting harm or by failing to prevent harm.

Abuse may take place in a family, in an institutional or community setting, by those known to the victim or, more rarely, by a stranger. The abuser in any case may be an adult or adults, or a child or children. People who behave abusively come from all backgrounds and walks of life. They may be professional people; doctors, nurses, social workers, advocates, councillors, staff members or could be volunteers or others deemed to be in community or family positions of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

There are four main forms of child abuse and a child or young person may be subjected to more than one form of abuse:

Physical abuse

Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to act to protect.

Emotional abuse

Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways.

Child sexual abuse – Hampshire SCP

Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children may be left alone unsupervised.

Neglect - Hampshire SCP

What is child exploitation (CSE)

Extra-familial harm is defined as risks to the welfare of children that arise within the community or peer group, including sexual and criminal exploitation. A key element of extra-familial harm is that in general, harm does not arise from the home environment; parents may not be aware that their child is at risk or may be struggling to protect their child and the family from harm against exploiters.

However, sometimes parental neglect and lack of supervision may contribute to the young person's exposure to extra-familial harm. Children who experience difficulties or instability at home may be more likely to spend more time outside of home and hence be more vulnerable to extra-familial harm.

Extra-familial harm can take the form of:

- Child sexual exploitation
- Child criminal exploitation including drug dealing both locally and through county lines
- Modern slavery and trafficking
- Gang activity and youth violence
- Radicalisation.

Children (individuals under 18) are particularly vulnerable to falling victim to modern slavery and its various forms of exploitation, please see modern slavery section under 'What is adult abuse or neglect?'

Child Exploitation - Hampshire SCP

What is child sexual exploitation (CSE)?

Child sexual exploitation is a form of child sexual abuse that is based on an ongoing exploitative relationship between perpetrator and child. A child or young person under the age of 18 is sexually exploited when they have received 'something' (e.g. food, accommodation, drugs, alcohol, gifts, money) in exchange for sex. Sexually exploitative relationships are characterised by an imbalance of power and the use of controlling behaviours to keep the child or young person in a dependent position. Such relationships are often preceded by "grooming" where the perpetrator establishes an exclusive bond with the victim.

A Child Exploitation Risk Assessment Framework form (CERAF) is available in Hampshire. Guidance will be provided to the appropriate staff members on the use of this form. **CERAF HIPS 2025 v7.doc**

Child Sexual Exploitation - Hampshire SCP

What is child criminal exploitation (CCE)?

Child Criminal Exploitation is a child who receives something as a result of completing a task of a criminal nature i.e. food, accommodation, drugs, alcohol, affection, money and gifts. It occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal exploitation of children is broader than just county lines (drug trafficking) and includes for instance children forced to work on cannabis farms or to commit theft. **Child Criminal Exploitation - Hampshire SCP**

Missing, exploited and trafficked (MET)

A key priority in Hampshire is for agencies to work together to identify and prevent children and young people from becoming Missing, Exploited or Trafficked. Council staff should be aware of this issue.

A strategy on Child Exploitation (2023-2026) has been prepared by the Hampshire Safeguarding Children Partnership which can be accessed at the link below.

[HIPS Child Exploitation Strategy 2023-26 \(005\).pdf](#)

Indications that a child is being abused

The following is a list of physical and behavioural indications that a child or young person is being abused.

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow.
- Sudden speech disorders.
- Difficulties in making friends.
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.
- Loss of weight.
- Inappropriate dress for the conditions.

This list is by no means definitive and it is important to remember that there may be other reasons for changes in behaviour.

Disabled children

The Disability Discrimination Act 2005 defines a disabled person as someone who has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.”

It is important that council officers recognise when they are having contact with a disabled child. Children with disabilities have exactly the same rights to be safe from abuse and neglect and to achieve their potential as non-disabled children.

Disabled children may be especially vulnerable to abuse for a number of reasons, for example:

- Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children
- Their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour
- They have impaired capacity to resist or avoid abuse
- They may have speech, language and communication needs which may make it difficult to tell others what is happening
- They often do not have access to someone they can trust to disclose that they have been abused
- They are especially vulnerable to bullying and intimidation
- Looked after disabled children are not only vulnerable to the same factors that exist for all children living away from home but are particularly susceptible to possible abuse because of their additional dependency on residential and hospital staff for day-to-day physical care needs.

The council implemented a reasonable adjustment policy for customers during 2025. The purpose of the policy is to ensure that the council recognises, responds and records customers' vulnerabilities and disabilities, to understand better when their need becomes a right and that we will record all vulnerabilities and disabilities at the point that the customer discloses them to us. This includes making appointments, visits and documents accessible for those clients.

Reasonable_adjustment_policy_for_customers_-_May_2025.docx

Hampshire Safeguarding Children Partnership (HSCP)

The Council must cooperate with Hampshire County Council and, in particular, the Hampshire Safeguarding Children's Partnership in relation to child safeguarding Toolkits have been developed for professionals to better understand and respond to safeguarding concerns covering various areas mentioned above.

Toolkits – Hampshire SCP

Safeguarding adults

What is safeguarding adults?

The Care Act 2014 creates a legal framework for how Hampshire County Council and its partners (which include the council) should work together to protect adults with care and support needs to keep them safe from abuse or neglect.

The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- support them in making choices and having control about how they want to live;
- focus on improving life for the adults concerned;
- raise public awareness so that communities play their part in preventing, identifying and responding to abuse and neglect;
- provide accessible information so people understand the types of abuse, how to stay safe and how to raise a concern about someone's safety or well-being;

and

- address what has caused the abuse or neglect.

The Care Act 2014 principles of safeguarding

The Care Act 2014’s Six Principles of Safeguarding underpin all adult safeguarding work. These are as follows:

EMPOWERMENT	<p>Presumption of person led decisions and informed consent.</p> <p>Adults are encouraged to make their own decisions and are provided with support and information.</p>
PREVENTION	<p>It is better to take action before harm occurs.</p> <p>Strategies are developed to prevent abuse and neglect that promote resilience and self-determination.</p>
PROPORTIONATE	<p>A proportionate and least intrusive response is made balanced with the level of risk.</p>
PROTECTION	<p>Support and representation for those in greatest need.</p> <p>Adults are offered ways to protect themselves, and there is a coordinated response to adult safeguarding.</p>
PARTNERSHIP	<p>Local solutions through services working with their communities.</p> <p>Local solutions through services working together within their communities.</p>
ACCOUNTABLE	<p>Accountability and transparency in delivering a safeguarding response.</p>

Principles of Mental Capacity Act 2025

Section 1 of the Mental Capacity Act 2005 sets out five key principles:

PRINCIPLE 1	a presumption of capacity - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise.
PRINCIPLE 2	the right for individuals to be supported to make their own decisions - people must be given all appropriate help before anyone concludes that they cannot make their own decisions.
PRINCIPLE 3	a person is not to be treated as unable to make a decision merely because they make what might be seen as eccentric or unwise decisions.
PRINCIPLE 4	best interests - anything done for or on behalf of an adult who lacks capacity must be in their best interests.
PRINCIPLE 5	least restrictive intervention – before the act is done or decision made, regard must be had to whether the purpose for which it is needed can be effectively achieved in a way that is less restrictive of the adults rights and freedom of action.

Which adults need safeguarding?

An adult is a person who is aged 18 years or over.

Statutory safeguarding duties apply to any adult who:

- has needs for care and support; and
- is experiencing, or at risk of, abuse or neglect, and
- 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.

What is adult abuse or neglect?

There are different types of abuse and neglect and different circumstances in which these occur. Incidents may be one-off or multiple, may affect one person or many, and may involve an act of abuse or neglect or a failure to act.

Physical abuse

Hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual abuse

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse

Theft, fraud, scams, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission

Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, withholding the necessities of life such as medication, adequate nutrition and heating.

Discriminatory abuse (hate crime)

Racism, sexism or acts based on a person's disability, age or sexual orientation. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.

Domestic abuse

Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence. See pages 18-22 for further information.

Organisational abuse

Neglect and poor care practice within a care setting such as a hospital or care home or in relation to care provided in someone's own home ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes and practices within a care setting.

Modern slavery

Encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

What is Modern Slavery/ Human Trafficking - Hampshire SCP

Self-neglect

Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

Recognising abuse and neglect

Abuse can happen anywhere: in someone's own home, in a public place, in hospital or in a care home; when an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- spouses / partners and other family members;
- friends and acquaintances;
- neighbours and local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals; and
- volunteers and strangers.

The adult may say or do things that provide a clue e.g. making a complaint, calling for an urgent response, voicing a concern, or issues may emerge during the course of dealings with the adult.

Hampshire Safeguarding Adults Board (HSAB)

The Council must cooperate with Hampshire County Council and, in particular, the Hampshire Safeguarding Adults Board in relation to adult safeguarding. The HSAB provides practical guidance, resources and more information is available on the website below.

<http://www.hampshiresab.org.uk/>

Domestic abuse

What is domestic abuse?

The **Domestic Abuse Act 2021** definition of domestic violence and abuse is:

Behaviour of a person towards another person is “domestic abuse” if:

- a) persons are each aged 16 or over and are personally connected to each other (i.e. partner, family relation or previous partner), and
- b) the behaviour is abusive.

Behaviour is “abusive” if it consists of any of the following:

- a) physical or sexual abuse;
- b) violent or threatening behaviour;
- c) controlling or coercive behaviour;
- d) economic abuse
- e) psychological, emotional or other abuse;

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

Controlling behaviour is defined as ‘a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.’

Coercive behaviour is defined as ‘an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.’

Threatening behaviour includes threats of violence, threats of suicide or threats to take the children from the abused person.

Economic abuse (including financial) means any behaviour that has a substantial adverse effect on an individual’s ability to:

- a) acquire, use or maintain money or other property, or
- b) obtain goods or services.

Domestic abuse can be an isolated incident or it can form part of an ongoing pattern which escalates over time, becoming more destructive and life-threatening. Different types of abuse may occur at different times or in combination: Domestic abuse can be both physically and emotionally damaging for the victim and their family.

The Domestic Abuse Act 2021 recognises children as victims in their own right. The fear, control and harm they see, hear or experience has deep and lasting impacts on their wellbeing, relationships, education and future.

Online & digital abuse can happen over long periods and escalates over time. It can include behaviours such as monitoring of social media profiles or emails, abuse over social media such as Facebook, sharing intimate photos or videos without consent, using GPS locators or spyware.

Domestic Abuse - Hampshire SCP

Who experiences domestic abuse?

Domestic abuse is hard to quantify accurately as it can occur behind closed doors. Contributing factors can be victims maybe too frightened, fearful, embarrassed or may financially or emotionally dependent on the perpetrator. These can prevent a victim from reporting what is happening or add to fear they will not be believed or safeguarded after their disclosure.

Domestic abuse affects people of all ages, social background, gender, religion, sexual preference or ethnicity, in a range of relationships: married, separated, divorced, living together, dating, heterosexual, gay or lesbian, and includes child on parent abuse, sibling abuse and elder abuse.

Domestic abuse affects children who witness the abuse and may require safeguarding action to be taken.

Partnership working & NFDC responsibilities

The Safer New Forest Partnership (SNFP) is committed to highlighting and raising awareness of domestic abuse to victims, perpetrators and organisations delivering or providing front line services. Domestic abuse remains a priority for the SNFP with NFDC Community Safety chairing the local Domestic Abuse Forum. NFDC also recognises devastating impact domestic abuse has on the individual and their family and have implemented a **domestic abuse strategy 2025-2030**.

In addition to the mandatory safeguarding training for all NFDC staff, additional modules on identifying and responding to domestic abuse are provided to front line practitioners, providing clear and defined pathways for support.

To ensure the council operates and delivers services using best practice, we are committed partners of the Hampshire Safeguarding Children's Partnership and Hampshire Safeguarding Adults Board, undertaking Section 11 audits annually which are moderated by the respective boards.

As a tier 2 authority we work collaboratively with our HCC commissioned services and commissioners regarding the provision of refuge accommodation, one to one support and group sessions, as well as joint initiatives across geographical areas.

To ensure the client's needs and wishes remain central to support, we provide access to the sanctuary scheme which enhances physical security measures to a home or the perimeter of the home, at no cost to the client, which aims to reduce risk, enabling the client to remain living in their home, which is often important for clients in taking control of their situations.

Where remaining in the client's home is not possible our Housing Options service ensures they are provided with access to alternative accommodation to remove them from potential harm. Clients are fully supported with access to specialist services and, long term, with safe and secure accommodation with no loss or detriment to existing rights, as defined by the Domestic Abuse Act, where appropriate.

The Housing Options team and Tenancy Management Officers receive dedicated training to identify the signs of domestic abuse, respond sensitively and empathically, and to carry out risk assessments to inform referrals and next steps.

To support departments across the council and clients who may be experiencing domestic abuse, NFDC have employed a domestic abuse advocate through the Stop Domestic Abuse.

Responding to domestic abuse

It is not the Council's role to decide whether or not abuse has occurred, but if council staff, contractors or Members notice anything of concern this should be reported to the Designated Safeguarding Officer or the Deputy (who is also the council's Single Point of Contact for domestic abuse concerns). Contractors should report the concern to their contract administrator in the first instance.

In some circumstances the DASH (Domestic Abuse, Stalking, Harassment and Honour Based Violence) Risk Assessment tool should be used to identify the level of risk and actions needed. Guidance will be provided to the appropriate staff members on the use of this form. Training is also available through the Hampshire Safeguarding Children's Partnership.

Event : VIRTUAL-HSCP---An-Introduction-to-Risk-Assessment-and-the-DASH-Risk-Indicator-Checklist - 26731

[Dash for IDVAs FINAL_0.pdf \(safelives.org.uk\)](#)

Support for employees

If any member of council staff requires support for personal domestic abuse issues they can access the **NFDC Staff Domestic Abuse Policy and Guidance** available on Forestnet. They can also contact the council's independent and confidential **Employee Assistance Programme**

Support services available locally

Stop Domestic Abuse Hampshire is the integrated service providing support to women, men and children affected by domestic abuse across Hampshire. This covers the New Forest Area.

Telephone number: 03300 165112

www.stopdomesticabuse.uk

Email: info@stopdomesticabuse.uk

The Hampton Trust delivers domestic abuse perpetrator programmes within the criminal justice system, using a range of community-based interventions for families experiencing domestic abuse. Clients living in Hampshire are able to access services via a referral from another agency such as Children's Services or by self-referring.

Telephone number: 02380 009898

<https://hamptontrust.org.uk/>

Or:

<https://www.hants.gov.uk/socialcareandhealth/domesticabuse>

Prevent

What is Prevent?

In accordance with the Counterterrorism and Security Act 2015 the council must, in the exercise of its functions, have “due regard to the need to prevent people from being drawn into terrorism”.

The revised Prevent duty guidance, published by the Government in 2021, is part of the national counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need “to prevent people from being drawn into terrorism”.

What is terrorism?

The Prevent strategy applies to all forms of terrorism and non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists then exploit. Preventing people becoming terrorists or supporting terrorism requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups.

The Terrorism Act 2000 defines terrorism as the use or threat of action that endangers or causes:

- serious violence against a person;
- serious damage to property
- endangers a person’s life, other than that of the person committing the action
- creates a serious risk to the health or safety of the public or a section of the public, or
- is designed seriously to interfere with or seriously to disrupt an electronic system.

The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

The Prevent strategy defines extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It also includes calls for the death of members of the armed forces.

Prevent - Hampshire SCP

What is the council's role?

The council is required to:

- Train staff to have an understanding of Prevent and raise awareness so that a relevant change in behaviour observed by council staff is not ignored.
- Ensure that council owned venues and publicly available resources are not used by extremists to disseminate views.
- Ensure organisations the council works with are not engaged in extremism.
- Report any concerns to the Hampshire Multi Agency Safeguarding Hub <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/mash> .
- Co-operate with the Channel Panel which is a multi-agency support model used to help address issues when they have been identified.

Reporting concerns

Council staff, contractors or Members may be in a position where they notice a change of behaviour in someone, or notice alarming behaviour, which may indicate that a person is being drawn into an extremist way of thinking.

Concerns that someone is promoting terrorism or otherwise may be involved in violent or non-violent extremism, or about someone who may be vulnerable to being drawn into such activity, must be reported directly to the council's Designated Safeguarding Officer (or the deputy) as quickly as possible who will implement the county referral procedure.

Contractors should report the concern to their contract administrator in the first instance.

In an emergency please dial 999 or call the Anti-Terrorism Hotline on 0800 789 321.

Safeguarding procedure

Reporting procedure

All council staff, contractors and Members must ensure that they are aware of the council's reporting procedures and are familiar with which members of council staff are responsible for safeguarding issues (as outlined on page 29)

For council staff, all concerns relating to safeguarding of children, young people and adults at risk should be reported using the appropriate online referral form which can be found on Forestnet on the front page under the quick links, safeguarding.

These reports are submitted directly to Hampshire County Council's Adult or Children's Services for review.

You must inform the safeguarding team following the submission of a safeguarding concern by emailing safernewforest@nfdc.gov.uk

Adult Services Concern Report:

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact/professional-referral>

Children's Services Report (Inter-Agency Referral Form):

[Inter-Agency Referral Form](#)

It is important that detailed and specific information is included on the safeguarding concern report.

Process

OBSERVE

(What is the concern?)

- Council staff, contractors or Members may observe a potential safeguarding concern in the course of their duties (relating to a child, young person, adult at risk, domestic abuse or potential terrorist activity).
- A safeguarding concern may also be disclosed to a member of council staff, contractors or Members. If a safeguarding concern is disclosed, the recipient of the information should:
 - Stay calm.
 - Active listening.
 - Reassure the person that they are being taken seriously and have done the right thing to tell someone.
 - Be clear that others will be informed.
 - Listen carefully.
 - Avoid jumping to conclusions.
 - Only ask questions for clarification.
 - Let the person talk at their own pace. If they have specific communication needs, provide support and information in a way that is most appropriate to them.
 - Record information as soon as possible to ensure accurate information is collated.

If the incident or disclosure is considered severe, such as an immediate threat to life or serious harm, the member of Council staff should call the police on 999.

DISCUSS & DECIDE

Discuss with line manager or safeguarding team and agree on appropriate

- The member of council staff should immediately inform their line manager of the safeguarding concern. The line manager may need to assist the member of council staff with producing the written record.
- If further support is needed, contact should be made with the Designated Safeguarding Officer (or the deputy).
- Decide on appropriate action i.e. support internally, hold a multi-agency meeting or submit an online safeguarding concern report.
- In cases of allegations against council staff, contractors, or Members section 11 of this policy contains further guidance.
- Members should contact the council's Designated Safeguarding Officer (or the deputy) to outline the concern.
- Contractors should contact their contract administrator to outline the concern. Further advice can be sought from the council's Designated Safeguarding Officer (or the deputy) as required.

REPORT

i.e. Adult/Children Services, Police

- Council staff, with the assistance of their line manager as appropriate, should complete the appropriate safeguarding concern report available on **Forestnet**.
- In the case of concerns raised by Members, the Safeguarding Officer (or the deputy) where appropriate and required, will complete the safeguarding concern report.
- In the case of concerns raised by contractors, the contract administrator should complete the appropriate safeguarding concern report.

- Where a safeguarding concern report is completed, the safeguarding team must be alerted (officers names under 'roles & responsibilities').
- Clear and concise recording, including as much information as possible:
 - The date and time of the incident or disclosure.
 - The name, address and date of birth of the person considered to be at risk.
 - The nature of the allegation or incident and, if possible, the name, address and date of birth of any person alleged to have caused the harm.
 - Factual observations e.g. any visible injuries, the person's behavior, physical, emotional state etc.
 - A record of exactly what was said by all parties.
 - Whether there was consent for the information to be shared.
 - All action that was taken.
 - The record should be signed and dated and stored securely and with restricted access in accordance with the council's Data Protection and Records Management Policies.
- Clear and concise records must also be kept where a decision **not** to report is taken setting out the reason for this decision.
- The council must comply with the Data Protection legislation and act in accordance with its Data Protection Policy whenever it is processing people's personal data. However, the Data Protection legislation is not a barrier to sharing information and does not change the council's safeguarding duties. The Data Protection legislation is there to ensure that personal data is managed in an appropriate way. Consent is one of the lawful bases that can be used for the sharing of personal data. However, the council may share information without consent if there is another lawful basis to do so, such as where safety may be at risk. If you are unsure, please contact the Designated Safeguarding Lead Officer.

- When submitting a referral for a child or young person, it may not be appropriate to disclose this intention to the child or adult with care as this may increase any risk of harm. Staff should seek advice from the councils lead and deputy safeguarding officer prior to completion.

ACTION

For the safeguarding team

- The Designated Safeguarding Officer (and the deputy) will monitor all safeguarding concern reports and identify if any action is required by council staff as part of service delivery. **You must** inform the safeguarding team following the submission of a safeguarding concern by emailing safer.newforest@nfdc.gov.uk
- The Designated Safeguarding Officer will monitor such action and ensure it is carried out.

Should any employee feel they require support following their involvement with a safeguarding concern, they can speak in confidence to their line manager or contact the council's independent counselling service, **Employee Assistance Programme**

Roles and responsibilities

Responsibility

Responsibility for this policy lies at all levels of the council. All council staff, contractors and Members should read and understand this policy and the reporting procedures.

Safeguarding leads

Designated Safeguarding Lead Officer and Point of Contact for Domestic Abuse Concerns: Nikki Swift – Community Safety Manager

Designated Deputy Safeguarding Lead Officer and Single Point of Contact for Domestic Abuse Concerns: Sarah Jennings – Community Safety Officer

Service Manager for Safeguarding, Domestic Abuse and Prevent Terrorism:

Brian Byrne – Service Manager, Community Safety & Support

Designated Lead for Employee Allegations: Heleana Aylett – Service Manager for Human Resources

Monitoring Officer for Member Allegations: Matt Wisdom – Assistant Director Strategy and Engagement

Safeguarding Leads are contactable internally using the Microsoft Teams facility or via email.

Designated safeguarding officers

The Designated Safeguarding Officer and the deputy have the following responsibilities:

- To provide advice and information relating to safeguarding concerns.
- To ensure the council's safeguarding policies and procedures are up to date and compliant with legislation and statutory guidance.
- To ensure appropriate training is available for employees, Members, and volunteers.
- To work with the Human Resources and ICT Services in the discharge of their safeguarding duties.
- To work and cooperate with the Hampshire Safeguarding Children Partnership and the Hampshire Safeguarding Adults Board as appropriate and engage with the Safeguarding Officers across the District.

Executive management team

The council's Executive Management Team is responsible at a strategic level for ensuring that the council complies with its safeguarding duties. They will receive reports annually on the discharge of those duties from the Service Manager for Community Safety & Support. Their support is fundamental to the success of the Council in fulfilling its safeguarding responsibilities.

Service managers

Each Service Manager has a responsibility to ensure their practices and procedures take account of the council's commitment to safeguarding.

Each Service Manager is responsible for the following:

- Making sure all members of staff within their service are aware of this safeguarding policy and reporting procedures.
- Identifying those services and posts which are likely to have an involvement with children or adults at risk.
- Ensuring that members of staff whose duties involve contact with children and adults at risk are screened at the appropriate level and are appropriately qualified/ trained to be working with these groups.
- Ensuring that all members of staff in their service receive training appropriate to their role in accordance with the criteria of this policy.
- Ensuring that all contractors engaged with their service are subject to contractual arrangements which include appropriate provisions relating to safeguarding.
- Making sure the appropriate safeguarding concern reports submitted by their service are accurate and sufficiently detailed.
- Where members of staff in their service interact with children, young people and adults at risk ensuring robust risk assessments are undertaken.

Line managers

Line Managers should supervise and support members of staff to discharge their employment duties in a way which has regard to the council's safeguarding responsibilities.

If an allegation or incident is reported to a line manager they must confirm that the staff member has made a record of all observations and discussions to date.

If appropriate, the line manager should support the staff member with making a written record and in completing a timely safeguarding concern report. The line manager may need to complete this on the member of staff's behalf. The line manager can seek further clarification or advice from the council's Designated Safeguarding Officer or their deputy.

All supervisory staff have access to elearning 'Safeguarding Supervision' course through the Hampshire Safeguarding Children's Partnership to ensure that safeguarding supervisory practice is reflective, constructive and holds service users at the centre of the discussions.

Elected members

Members are responsible for ensuring that they are familiar with this safeguarding policy and reporting procedures and they act in compliance with it in the performance of their role.

Members have a high level of interaction with members of the public and are just as likely as other council staff to witness or have disclosed to them incidents of abuse. Members should report any safeguarding concerns directly to the Designated Safeguarding Officer (or the deputy).

Members are also responsible for ensuring they attend training which is offered.

Human resources service

Human Resources as a service, play a key role in safeguarding. Including the following responsibilities:

- Working with Service Managers in maintaining a record of those posts that are likely to work with children, young people or adults at risk and identifying the level of involvement and the appropriate level of screening required.
- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.
- Ensuring that all safeguarding and Disclosing Barring Service checks are carried out at the level required in respect of every role identified involving contact with children, young people and adults at risk.
- Incorporating appropriate statements into the job descriptions for all safeguarding leads and new members of staff outline their safeguarding responsibilities.
- Making sure all members of staff have an identified line manager.

- Ensuring induction procedures are adhered to for all staff who are likely to have contact with children, young people and adults at risk.
- Maintaining a record of staff training.
- Enhance the process for meaningful and regular conversations between managers and employees through our **Growth and Goals framework**. These discussions should align with the employee's role profile and operational responsibilities. Where case management and safeguarding are involved, ensure safeguarding supervision is recorded. All managers will receive mandatory training to support this process.
- Supporting Service Managers in dealing with allegations of abuse or lack of care by Council staff.

Referring information about individuals who may pose a risk to the Disclosure and Barring Service.

ICT service

The ICT Service plays a key role in ensuring the council adheres to the ICT Security and Information Governance policy, specifically in relation to online safety complying with its safeguarding and prevent duties.

All council staff

All Council staff should:

- Act appropriately when dealing with children, young people or adults at risk.
- Keep a clear record of discussions, events and observations relating to safeguarding matters.
- Discuss concerns with line managers.
- Report any concerns about abuse or neglect using the appropriate safeguarding concern report.
- Ensure the information on the safeguarding concern report is comprehensive, accurate and up to date.
- React to serious concerns by calling emergency services.

Allegations against council staff

Concerning behaviour

It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about a council employee, Member or contractor's relationship with a child, young person or adult at risk, particularly if they have:

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

In line with the Prevent duty, council staff must also remain vigilant to the possibility that another staff member may be at risk of being drawn into promoting terrorism or otherwise may be involved in violent or non-violent extremism.

Whistle blowing

It is acknowledged that it may be very difficult for a member of staff to report that a colleague has potentially behaved inappropriately towards a child, young person or adult at risk. The council will fully support and protect any member of staff or Member who, in good faith, reports concerns 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.

The Whistle Blowing policy is specifically intended to promote honesty and openness and 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.

Whistle blowing policy

Process

The process for reporting as outlined below should be followed. It is important that in relation to an allegation against a member of staff the following steps are also taken at the stage:

INFORM

- At the very initial stage of informing a manager, if the concern relates to a member of staff's line manager, they should report it to the Service Manager immediately, or if that is their line manager, directly to the Designated Safeguarding Officer (or the deputy) without discussion with the line manager.
- Where an allegation relates to any employee this should be referred to the Designated Safeguarding Officer (or the deputy) and the Designated Lead for Employee Allegations. In the very early stages advice must be sought from the Designated Safeguarding Officer (or the deputy) 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.
- Where an allegation is made against a Member this should be referred to the Designated Safeguarding Officer (or the deputy) and the council's Monitoring Officer.
- In the case of an allegation being made about the Designated Safeguarding Officer (or the deputy) this should be reported to the Service Manager for Community Safety & Support.
- Where allegations are about the poor practice of staff members rather than abuse, this should always be communicated to the Designated Safeguarding Officer (or the deputy) for guidance and appropriate action.

Types of investigation

Where there are allegations of abuse or concerns about poor practice regarding a member of council staff or an elected Member there may be three strands of investigation:

1. Child/adult at risk safeguarding investigation (externally led by Hampshire County Council Child or Adult Services).
2. Criminal investigation (externally led by the Hampshire Constabulary).
3. A disciplinary or misconduct investigation (internally led by the Council).

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.

The Human Resources Service will be responsible for any disciplinary or misconduct investigations and normal employment procedures will apply.

The Monitoring Officer will be responsible for investigating allegations against a Member in accordance with the normal procedures for complaints against a Member for failure to comply with the members' Code of Conduct.

If someone is removed from working with a child, young person, or adult at risk because it is considered that they pose a risk of harm the Disclosure Barring Service will be notified.

Referral to Hampshire County Council (LADO)

In relation to allegations against members of staff and Members, it will be the responsibility of the Designated Safeguarding Officer (or the deputy), in consultation with the Designated Lead for Employee Allegations or the Monitoring Officer, to make any required additional referral to Hampshire County Council.

In relation to children and young adults this will be to the Local Authority Designated Officer for Hampshire County Council (LADO). The LADO is responsible for providing advice, support and signposting for all children's safeguarding issues where an allegation is made against a member of council staff, an elected member or volunteer. The LADO can detail the allegations process, including advising whether or not immediate suspension of the person concerned should be initiated.

[Allegations against adults in the children's workforce | Children and Families | Hampshire County Council](#)

In relation to adults, contact should be made with Hampshire County Council directly via Adults Services.

Minimising risk to staff

It is essential that all council staff, contractors and Members 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 adult at risk protection processes.

Staff should act in accordance with this policy and all other relevant council policies in the performance of their duties.

Recruitment, selection and other business

Procedures

All council staff members will be appointed in accordance with the council's recruitment and selection procedures.

Disclosure Barring Service (DBS) checks

Each post should undergo a risk assessment to determine the nature and extent of access to children, young people or adults at risk. A list of roles that receive enhanced checks can be viewed in the **DBS policy**.

The appropriate level of Disclosure Barring Service check will then be carried out in accordance with current legislation.

Each job description will clearly state the level of Disclosure Barring Service check required and this will be included in the job advertisement and forms part of their contract on employment.

Selection requirements

In addition to the appropriate Disclosure Barring Service checks, all new members of staff who will work with children, young people or adults at risk will:

- Undergo an interview which will include appropriate questions relevant to safeguarding.
- Have their identity confirmed from official documentation.
- Be required to provide two satisfactory references.
- Have their work history relating to children, young people or adults at risk (as appropriate) explored.
- Be subject to a probationary period of employment.

Contractors and third parties

Contractors that are involved in areas where workers come or are likely to come into contact with children, young people or adults at risk must be subject to contractual arrangements which include appropriate provisions relating to safeguarding. Where such services are tendered this aspect must be included in the tender specification and form part of the assessment criteria.

These organisations must ensure that the correct DBS checks have been carried out for all relevant workers and provide staff with appropriate safeguarding training.

Funding and grants

Where organisations and groups that work with children or adults at risk apply to the council for grant or funding assistance, the award of the grant or funding will be subject to an appropriate and proportionate scrutiny of the organisation or groups' safeguarding and Prevent practices.

Hiring facilities to others

Any hirer who provides activities for children, young people or vulnerable adults is required to adhere to current safeguarding legislation and guidance including **Martyn's Law**. Steps must be taken on hiring out any council facilities, to ensure that the hirer will not be using those facilities for the promotion of extremist views. This will be a condition of hire.

Photography and use of photographic equipment

If any member of staff is organising an event or meeting and would like to take photos or record a video of activities which might involve children, young people or adults at risk, advice should be sought from the Communications team.

Training

The council's commitment

The council recognises that it has a commitment to ensure that all staff have a clear understanding of their roles and responsibilities when working with children, young people or adults at risk. The training process will help staff to:

- Be able to recognise the different signs of abuse, and what appropriate course of action should be taken in these circumstances.
- Have an understanding of the potential risks to themselves, and ensure good practice is adhered to at all times.
- Recognise signs of improper behaviour from other staff, and take appropriate action.
- Have an awareness of Prevent and the referral pathway to report concerns.

The council will ensure all staff receive an appropriate level of training. This will be based on a tiered approach, depending on the degree to which the post holder is engaged with children, young people and adults at risk.

The training will be delivered as a rolling programme.

Levels of training

Training will be delivered at the following levels:

Level 1 - This is an eLearning module for all council staff to complete as part of their induction into the council. This is the basic level training and the emphasis is on how and what employees should do if they have any concerns for the welfare of a child, young person or adult at risk. This module will also outline the council's Prevent duties and cover basic domestic abuse awareness. This training should be refreshed every three years.

Level 2 - Staff will be identified for level 2 training by their Service Managers. This is an enhanced classroom based training for all Service Managers, visiting officers and members of staff from services that have significant contact (directly or indirectly) with children, young people or adults at risk.

Human Resources advisory staff should also attend this level of training to enable them to adequately support members of staff.

In addition, audit staff who have responsibilities for carrying out safeguarding audits should attend level 2 training.

All line managers of staff within the level 2 training criteria should also attend this level of training.

This training will build on the level 1 training. It should be refreshed every two years.

Level 3 – Relevant multi agency specialist training will be undertaken by employees directly employed in safeguarding.

If anyone is unsure about which level of training is appropriate to a post they should contact the Designated Safeguarding Officer (or the deputy).

Special arrangements for services

Particular services which hold regular service days will receive safeguarding training during these sessions. Staff who attend these sessions will not be required to attend the level 2 classroom based training.

The Executive Management Team will receive a training session every 3 years.

Members will be trained every two years following their election to the council and mid-way through each four-year term.

Information sharing

Confidentiality

The council must consider confidentiality in the performance of its duties. However, the right of a child, young person or adult at risk to be protected from harm is paramount and confidentiality may be overridden in circumstances where abuse is suspected.

However, where an allegation is made, and whilst it is being investigated, every effort should be made to ensure confidentiality is maintained for all concerned. Information should only be shared on a “need to know” basis.

Sharing information

The council must comply with the Data Protection legislation and act in accordance with its **Data Protection policy**.

Data Protection legislation is defined earlier in the policy.

However, it is acknowledged that the sharing information is essential to safeguard those at risk of abuse, neglect and exploitation. The appropriate use of safeguarding concern reports will not be considered a breach of the data protection rights of the individual concerned.

The council is party to a number of information sharing protocols and this overrides the need for confidentiality in respect of the relevant statutory authorities as long as all activity is properly recorded.

Any queries regarding the sharing of safeguarding information with an external agency should be discussed with the Designated Safeguarding Officer (or the deputy) or the Information Governance and Complaints department.

Safeguarding boards

Case Reviews

Case reviews are coordinated by either the Hampshire Safeguarding Children's Partnership or the Hampshire Safeguarding Adults Board, as appropriate, when a child or adult at risk dies or has been subject to serious abuse or neglect and there is reasonable cause for concern about how any agency with relevant functions worked together to safeguard that person.

These reviews look at all aspects of the contact of each agency (potentially including the council) with the individual, family or care provider when a serious incident occurs. This includes any contact with services offered by the council.

If requested, the council may be required to prepare an Internal Management Review which should include a chronology and written account of each Services' involvement with the person concerned. If the council receives notification that an Internal Management Review is required all files, written or electronic information relation to that person must be secured and access must be given to the Designated Safeguarding Officer (or the deputy).

Case reviews are published on the Hampshire Safeguarding Adults Board and Hampshire Safeguarding Children's Partnership to assist with the sharing of learning outcomes. The Safeguarding Lead shares these case reviews with appropriate NFDC managers and employees.

Learning & Reviews - Hampshire SCP

[Safeguarding Adult Reviews | Hampshire Safeguarding Adults Board \(hampshiresab.org.uk\)](https://hampshiresab.org.uk)

Information requests

The council is under a duty to provide information requested to either the Safeguarding Children Partnership or the Hampshire Safeguarding Adults Board provided certain criteria is met. Any request for information from the Boards should be directed to the Designated Safeguarding Officer (or the deputy).

Domestic abuse related death reviews (DARDR)

In accordance with the Domestic Violence, Crime and Victims Act 2004 a review of the circumstances in which the death of a person aged 16 or over has resulted from violence, abuse or neglect by a relative, a household member or someone the person has been in an intimate relationship with. must be undertaken. The local Community Safety Partnership is responsible for determining if this criteria has been met. The purpose of this review is to review the circumstances leading to death, consider where responses can be reviewed for the future and identify any best practice to share.

The review is undertaken by a review panel of representatives from relevant local agencies with an independent author. However, as with case reviews, the council may be required to undertake an Individual Management Report relating to each Services' involvement with the all relevant individuals. **Search DHRs: Search the Domestic Homicide Review Library – GOV.UK (homicide-review.homeoffice.gov.uk)**

Other useful contacts and sources of information

In an emergency, such as an immediate threat to life or serious harm, the member of Council staff should call the police on 999.

Concerns about a child

To report your concerns or to talk to a duty social worker regarding child protection call HantsDirect (Children's Services):

0300 555 1384 (office hours)

0300 555 1373 (out of hours)

Professionals Line 01329 225379

Children's Services

Concerns about an adult at risk

To report your concerns or to talk to a duty social worker regarding vulnerable adults call HantsDirect (Adult Services):

0300 555 1386 (office hours)

0300 555 1373 (out of hours)

Adult Services

Other useful contacts

- Police (emergency): 999
- Police (non emergency): 101

Report a crime | Hampshire Constabulary

- Hampshire Safeguarding Adults Board

Hampshire Safeguarding Adults Board | Working together to safeguard adults at risk (hampshiresab.org.uk)

- Hampshire Safeguarding Children's Partnership

Hampshire Safeguarding Children Partnership (hampshirescp.org.uk)

- NSPCC Child Protection Helpline: 0800 800 5000 www.nspcc.org.uk
- ChildLine: 0800 1111 www.childline.org.uk
- Hourglass (Safer Ageing, Stopping Abuse) helpline: 0808 8088141
Hourglass (wearehourglass.org)
- Respond (for people with learning difficulties): 020 7383 0700
www.respond.org.uk
- Women's Aid (the key national charity in England for women and children experiencing physical, sexual or emotional abuse in their homes): **Home - Women's Aid (womensaid.org.uk)**
- Refuge (domestic violence help for women and children advocacy, housing and community outreach): www.refuge.org.uk

- Yellow Door, Southampton (provides a range of integrated, specialist services to those who are at risk of or who have been affected by an unwanted sexual experience): <https://www.yellowdoor.org.uk/about-us>
- Respect (a confidential and anonymous help for anyone concerned about their violence and/or abuse towards a partner or ex-partner). <http://www.respectphoneline.org.uk>
- Mankind (help for men experiencing domestic abuse): <https://mankind.org.uk/>
- Hampshire County Council Preventing terrorism and radicalisation within our communities. [Prevent | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/prevent)
- Hampshire Modern Slavery Partnership. [Modern Slavery Partnership - Hampshire Police and Crime Commissioner \(hampshire-pcc.gov.uk\)](https://www.hampshire-pcc.gov.uk/modern-slavery-partnership)
- National Referral Mechanism. [National referral mechanism guidance: adult \(England and Wales\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/national-referral-mechanism-adult)
- Crimestoppers. [Independent UK charity taking crime information anonymously | Crimestoppers \(crimestoppers-uk.org\)](https://www.crimestoppers-uk.org/)

Useful employee contacts

- **Employee Support Line** (Employee Assistance Programme provides proactive, practical information and emotional support to help employees to manage and reduce the impact of all of life's events, both at home and at work)
- NFDC Wellbeing Champions (Mental Health First Aid is just like physical first aid - it's being the first point of contact.) Our Wellbeing Champions have all qualified from a national training course. They have a good understanding of different mental health conditions and the impact of these; they can recognise signs and symptoms of mental health conditions and they are able to listen non-judgementally, give initial information and detail appropriate support to you. You may approach a Wellbeing Champion for information and initial support, or they may approach you if they are concerned about you).
Wellbeing

The Safeguarding section on Forestnet will also contain other useful information.