

RYEDALE
DISTRICT
COUNCIL



Safeguarding Children and Adults At Risk Policy and Procedures

Sept 2015
VERSION 2.7

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Version History			
Version	Revision	Reviewer	Date
1.0	New Policy and Procedure	Marie-Ann Jackson	23 Oct 2010
1.1	Nominated Named Senior Officer changed Codes of Conduct added	Marie-Ann Jackson	3 Dec 2010
1.2	Photography Consent Form	Marie-Ann Jackson	6 Dec 2010
1.3	Taxi Drivers Code of Conduct	Beckie Bennett	25 Jan 2011
2.0	Final Version for Publication following adoption by Council – 10 March 2011	Marie-Ann Jackson	11 Mar 2011
2.1	Nominated Senior Officer name change	Rachael FoxEvans	January 2013
2.2			Feb 2013
2.3	LADO name change Addition of Prevent Agenda (App 1)		April 2013
2.4	Policy Revision	Rachael Fox Evans	July 2014
2.5	New Policy and procedure	Sandra Rees	March 2015
2.6	Inclusion of Care Act	Sandra Rees	July 2015
2.7	Further updates relating to changes in policy.	Kim Robertshaw	Sept 2015

1.0 POLICY STATEMENT

1.1 At a policy level District Councils are expected to be able to demonstrate:

- senior management commitment to the importance of safeguarding and promoting the welfare of children, young people and adults at risk
- a clear statement of the Council's responsibilities towards children, young people and adults at risk, available for staff, members, volunteers, elected members, contracted services and the public
- a clear line of accountability within the organisation for reporting safeguarding concerns
- service development that takes account of the need to safeguard and promote welfare – and is informed by the views of children, young people, families and adults at risk
- safer recruitment procedures
- training on safeguarding and promoting the welfare of children, young people and adults at risk available for all members, staff and volunteers commensurate with the level of their contact with children, young people and vulnerable adults. For example, housing professionals were the first to make contact with Victoria Climbié.
- clear protocols on safe working practice known to members, staff and volunteers
- 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 adults at risk.
- safeguarding policies and procedures of contracted services and grant funded organisations are regularly monitored.
- effective inter-agency working to safeguard and promote the welfare of children, young people and adults at risk.
- effective information sharing
- the voice of children, young people and adults at risk is heard in service planning, decision-making and service delivery.
- The Council will work in partnership with Scarborough Borough Council and Scarborough Borough Council Community Safety and Safeguarding Manager will assist in reviewing policy and ensuring good practice across the partnership.

1.2 Through this policy the Council:

- a. recognises that all children and adults, irrespective of their age, class, religion, culture, disability, gender, ethnicity, sexual orientation, nationality, family, dependency, marital or economic status have a right to protection from abuse, and acknowledges its shared responsibility for safeguarding and promoting the welfare of children and adults at risk. The Council will therefore adopt a zero tolerance approach to abuse and will work to ensure that its policies and practices are consistent with agreed local multi-agency procedures and meet the organisations' legal obligations.
- b. makes a commitment to promoting good practice and enhancing safeguarding of children and adults at risk, and will contribute positively to improving outcomes for these groups through the development and delivery of its services.

- c. recognises its duty, under Section 11 of the Children Act 2004, to ensure that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children.
 - d. Accepts its responsibility to work with partners to seek to ensure that adults at risk of abuse receive protection and support.
 - e. Recognises the principle of wellbeing under the Care Act 2014.
- 1.3 The Council places reliance upon a range of policies and procedures which contribute to safeguard and promote the welfare of children and adults at risk. These reflect legislative requirements, professional and governing body standards and requirements, and good practice. A list of relevant policies is shown in Appendix C.
- 1.4 To meet its commitments to safeguarding the Council will:
- a. Contribute to partnership arrangements including representation on the following;
 - North Yorkshire Safeguarding Children Board
 - Scarborough, Whitby and Ryedale Children's Safeguarding & Strategy Groups
 - North Yorkshire and City of York Safeguarding Adults Board
 - Scarborough, Whitby and Ryedale Local Safeguarding Adults Group
 - Multi-Agency Public Protection Arrangements
 - Multi Agency Risk Assessment Conferences
 - b. Implement processes that meet the requirements of the North Yorkshire Multi-agency Safeguarding Adults and Safeguarding Children Policies & Procedures.
 - c. Ensure that all allegations, disclosures or suspicions of abuse are dealt with appropriately, and that where possible the person being abused is supported.
 - d. Apply safer recruitment and selection practices that comply with the Protection of Children and Vulnerable Adults (NI) Order 2003, Safeguarding Vulnerable Groups Act 2006, and guidelines issued by the Department of Health, Social Services and Public Safety.
 - e. Ensure that individuals working for the Council with access to children or adults at risk undertake safeguarding and health and safety training, and are subject to supervision standards appropriate to their role and specific to the needs of children and adults at risk.
 - f. Ensure that all people acting, or providing services on behalf of the Council understand and accept their responsibility with regard to safeguarding and promoting the welfare of children and adults at risk.
 - g. Ensure that all employees, Elected Members and others associated with the delivery of Council services are aware of the Safeguarding Policy and Procedure and receive appropriate training.

- h. Staff adhere to the Mental Capacity Act 2005 and Code of Practice where an adult at risk lacks mental capacity in relation to decisions within this procedure.
- i. Co-operate with Child Death, Serious Case Reviews and Homicide Reviews where these are linked to any area of the Council's responsibility, in accordance with locally agreed arrangements.
- j. Monitor and review the Safeguarding Policy and Procedure every three years to ensure they are effective and remain consistent with locally agreed inter-agency procedures.

2.0 GUIDANCE FOR STAFF & PROCEDURES

2.1 Background, Roles and Responsibilities

Many District Council services contribute to improving outcomes for children and adults at risk, and the Council provides services for, and works with children, adults at risk, their families and carers in a variety of settings, including:

Community facilities, services and events	Early years and childcare provision	Sport, culture and leisure services	Environmental health	Play facilities	Commissioning/contracting services
Community Safety and Crime Reduction	Licensing	Planning	Housing, homelessness and related support services	Customer First	Community Development and Regeneration Services

2.2 Section 11 Duty

North Yorkshire County Council (NYCC) is the lead authority with responsibility to safeguard children and adults at risk but District Councils have a statutory duty, (under Section 11 of the Children's Act 2004), to make arrangements to ensure its functions safeguard and promote the welfare of children. District Councils also have a responsibility to work with partners to ensure that adults at risk of abuse receive protection and support.

2.3 To safeguard and promote the welfare of children and adults at risk at the Council:

- a. The Chief Executive will take responsibility to ensure the Council fulfils its statutory duties, in accordance with NYCC policy and procedures.
- b. The Corporate Director will take corporate responsibility to ensure the Council's Safeguarding Arrangements are implemented.
- c. The Human Resources Manager will ensure that recruitment procedures are in line with this policy and that appropriate training is provided.
- d. The Council will nominate a Designated Officer responsible for safeguarding and promoting the welfare of children and adults at risk throughout the council.

- e. Senior Managers will monitor action to safeguard and promote the welfare of children and adults at risk within their service.
- f. All members of staff will carry out their duties in a way that safeguards and promotes the welfare of children and adults at risk in line with this policy.
- g. They must also act in a way that protects them from wrongful allegations of abuse and bring matters of concern to the attention of the Designated Safeguarding Officer.
- h. Under the Criminal Justice Act 2003 the Council has a duty to co-operate with Multi-Agency Public Protection Arrangements for managing those identified as presenting a risk, or potential risk, of harm to others.
- i. The Council is committed to these arrangements, with the designated safeguarding officer acting as lead officer.

2.4 A Flow Chart illustrating the line of accountability for safeguarding is at Appendix D. A table setting out roles and responsibilities is at Appendix E.

3.0 CHILDREN AND YOUNG PEOPLE

3.1 Categories of Abuse

3.2 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example via the internet. They may be abused by an adult or adults, or another child or children.

3.3 Research and anecdotal evidence indicates that children who may be perceived as 'different', e.g. disabled children, children from minority ethnic groups or cultures and children with differing sexual orientations, are more vulnerable to abuse. It is therefore vital that all agencies promote equality of opportunity and anti-discriminatory practice. Failure to do so may expose particular children to significant harm.

3.4 The following definitions are based on those set out in *“Working Together to Safeguard Children”* (HM Government 2015)

3.5 Physical Abuse

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

3.6 Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3.7 Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

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

Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. A child under the age of 13 is not legally able to consent to any sexual activity and therefore this would constitute rape under Section 5 of the Sexual Offences Act 2003.

3.8 Neglect

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.9 What to Do If You Are Worried About a Child

3.10 Professionals in all agencies have a responsibility to refer a child to Children's Social Care when it is believed or suspected that a child:

- Has suffered significant harm and /or;
- Is likely to suffer significant harm and/or;
- Has developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent).

3.11 Referrers should have the opportunity to discuss their concerns with a qualified social worker.

There is now an Assistant Team Manager from Children's Social Care based within the Contact Centre. Referrers will be asked about their concerns and they should raise any family concerns they hold as well as those directly involving the child. Such concerns may be due to domestic abuse, mental illness, substance misuse and/or learning disability.

If as a result of the consultation Children's Social Care conclude that a referral is required, then the referrer should comply by making the referral without delay.

3.12 Talking to Parents/Carers

3.13 In most cases it is good practice to be open and honest at the outset with parents/carers about concerns and any action that the Council intends to take. Where a referral is to be made the line manager or designated safeguarding officer should make all reasonable efforts to ensure parents/carers are informed. However, an inability to inform parents/carers should not prevent a referral being made. Consideration should be given to not informing them when a child expresses a wish that their parents are not informed at this stage.

3.14 There are cases where it would not be good practice for the line manager or designated safeguarding officer to discuss concerns with parents/carers before referral.

3.15 In these cases arrangements for discussing the concerns with the parents/carers should be agreed in advance with Social Care and/or the Police. Concerns must not usually be discussed with parents/carers before referral where:

- a. discussion would put a child at risk of significant harm
- b. discussion would impede a Police investigation or social work enquiry
- c. sexual abuse is suspected
- d. organised or multiple abuse is suspected
- e. the fabrication of an illness is suspected

- f. to contact parents/carers would place you or others at risk
- g. it is not possible to contact parents/carers without causing undue delay in making the referral.

3.16 In each case the line manager must make a reasoned judgement. In the absence of the line manager, or where further guidance is needed, contact should be made with the designated safeguarding officer or Children's Social Care.

3.17 Disclosures

3.18 If a child/young person tells you they have been abused you must:

- Listen and do not promise confidentiality
- Keep calm, reassure and do not ask leading questions
- Allow the child to finish and tell them what you will do next
- Make an immediate record of what the child has said, using their own words, record dates and times and sign
- Reassure them that they have done nothing wrong in telling you.
- Inform your line manager without delay, who will obtain guidance from the Assistant Team Manager from Children's Social Care.
- If your line manager is unavailable contact the designated safeguarding officer. If that person is not available contact Children's Social Care direct (numbers below)
- If the referral is out of hours then you will need to inform the Emergency Duty Team (number below)
- If you are making the referral direct in the absence of the line manager or designated safeguarding officer then follow the procedure at 3.25.
- You need to follow the referral up in writing within 48 hours to CSC and pass a copy of the referral to the line manager and designated safeguarding officer

3.19 Do Not:

- Dismiss the concern
- Panic
- Allow your shock or distaste to show
- Probe for more information than is offered
- Make promises you cannot keep, such as agreeing not to tell anyone else
- Speculate or make assumptions
- Approach the alleged abuser
- Make negative comments about the accused person
- Attempt to investigate the concern
- Discuss with anyone other than the line manager, designated safeguarding officer or appropriate officers from NYCC Social Care or the Police

3.20 Abuse Requiring an Immediate Response

- If medical attention is required then contact the emergency services on 999
- Inform your line manager or designated safeguarding officer without delay

- If your line manager and designated safeguarding officer is unavailable contact children's social care direct and /or Police (numbers below)
- If the referral is out of hours then you will need to inform the Emergency Duty Team (number below)
- If you are making the referral direct in the absence of the line manager or designated safeguarding officer then follow the procedure at 3.25.
- You need to follow the referral up in writing within 48 hours to CSC and pass a copy of the referral to the Designated Safeguarding Officer (Housing Manager).

3.21 The line manager must consider if it is safe for the alleged victim to return home to a potentially abusive situation, (seeking advice from NYCC Social Care or Police where required).

3.22 Where there is any doubt about the safety of the child if they were to return home to a potentially abusive situation, the line manager must inform NYCC Social Care and/or the Police of their concerns. Managers in the Police or CSC agencies will then advise about how to proceed to ensure the immediate well- being of the child.

3.23 What you should do if you have concerns about a child:

- Determine whether you suspect the child to be in immediate danger of harm and if so respond as outlined above in section 3.17.
- If you feel the child appears not to be in immediate danger of harm you must still inform your service unit manager without delay.

3.24 Unclear situations

If it is unclear as to whether abuse or neglect is taking place you should discuss your concerns with your line manager who may seek advice from the designated safeguarding officer or Assistant Team Manager from Children's Social Care.

3.25 Reporting Concerns to Children's Social Care

3.26 In making a referral you should:

- a. clearly identify yourself (acting on behalf of Ryedale District Council) and provide contact details
- b. provide as much basic family information as possible, clearly stating the name of the child, the parents/carers and any other children known to be in the household, the dates of birth and addresses and any previous addresses known
- c. give details of any special needs or communication needs of either the child, or any family member
- d. state why they feel the child is suffering, or is likely to suffer, significant harm
- e. share their knowledge and involvement of the child(ren), and family
- f. share their knowledge of any other agency involved
- g. indicate the child's knowledge of the referral and their expectations

- h. ensure a written record is made of their concerns and actions by ensuring the completion of a Child Protection Report (Appendix H) and providing a copy to the Designated Safeguarding Officer
- i. follow up your referral in writing to Children's Social Care within 48 hours.

3.27 The line manager and/or designated safeguarding officer is entitled to:

- a. receive an understanding from North Yorkshire County Council Social Care representative of what will happen next
- b. be given the name of a contact person within North Yorkshire County Council Social Care who will be dealing with the referral
- c. receive information on the outcome of the referral within 7 days.

3.28 Sometimes, following a referral, Council managers could be involved in the assessment and management process led by North Yorkshire County Council Social Care. They could be invited to take part in any Strategy Meeting or to attend an Initial Child Protection Conference. Where there are criminal investigation staff and managers could be required to co-operate with the Police. In all these circumstances sufficient time will be given to prepare and attend these meetings and individuals will be provided with the necessary support and guidance from line management and/or the designated safeguarding officer during the process.

Contact Details to Make a Referral

- Referrals to Customer Service Centre contact in office hours (0845 034 9410)
- Referrals to Children's Social Care out of hours must be made to Emergency Duty Team on 0845 034 9417
- Referrals to Police if emergency contact 999
- Referrals to the Police for advice only - contact the Protecting Vulnerable Persons Unit on 01723 509888
- Written documentation to support the telephone referrals (within 48 hours)

A diagram setting out reporting arrangements is at Appendix G.

4.0 ADULTS AT RISK

4.1 This section outlines what should happen if somebody has concerns about the safety and welfare of an adult at risk.

4.2 Everyone who works with adults at risk has a duty to share their concerns, even if the adult at risk asks them not to. It is always good practice to inform adults at risk of this duty.

4.3 Categories of Abuse

4.4 Care Act 2014 Sect 42

The safeguarding duties apply to an adult who:

Has needs for care and support (whether or not the local authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those needs, is unable to himself or herself against the abuse or neglect or the risk of it.

Within this policy, an adult at risk is someone who falls within this description. An adult at risk may therefore be a person who, for example:

- is an older person who is frail due to ill health, physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is an unpaid carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse
- lacks mental capacity to make particular decisions and is in need of care and support

This list is not exhaustive.

- 4.5 For the purposes of Safeguarding Adults work, data recording and monitoring, abuse is categorised under the following headings, although it must be noted that more than one can happen at the same time and that this list is not exhaustive:

Physical: Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual abuse – including 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 – including 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 – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern slavery - encompasses 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.

Hate Crime – HATE crime is any criminal offence committed against a person or property that is motivated by an offenders hatred of someone because of their:

- Difference
- Disability
- Race
- Religion or belief
- Sexual orientation
- Transgender identity

Hate Crime is linked to discriminatory abuse.

Mate Crime – MATE crime is when someone appears to befriend a person, but in fact begins to exploit, hurt or harm them. This can include sexual abuse, forced prostitution, financial exploitation, forced labour, physical abuse or even murder.

This type of abuse particularly affects people with learning disabilities and mental health problems. But this does not mean that it cannot happen to other adults at risk. Living in isolation can make people more vulnerable to these "fake friends".

Mate crime comes under Hate crime and **must** be reported to the Police.

Safeguarding will include some cases of the above. It is important to note that it will only be if the criteria set out at Care Act 2014 section 42.1 are met (i.e. must have needs for care and support) before the issue is considered as a safeguarding concern.

4.6 Principals of Safeguarding

The policy and procedure is founded on the following safeguarding principles and values that govern how the safeguarding adults procedure should be implemented.

Principle 1 Empowerment

Adults should be in control of their lives and consent is needed for decisions and actions designed to protect them. If someone has mental capacity and can make own decisions they must be supported to maintain control and professional support their decision making. Where they lack capacity, the principles of the MCA must be followed.

Principle 2 Protection

The safeguarding adults procedures provide a framework by which adults can be supported to protect themselves from abuse or be protected where they lack mental capacity to protect themselves.

Principle 3 - Prevention

The primary goal is to prevent abuse and we all have a role to play in this.

Prevention is associated with a broad range of responsibilities and initiatives; each associated with making safeguarding adults a core responsibility within the context of providing high quality services and support.

Principle 4 - Proportionality

There is a responsibility to ensure that responses to safeguarding concerns are proportional to assessed risk and the nature of the allegation/concern. Decisions need to take into account the principles of empowerment and protection.

Principle 5 - Partnerships

Partnership means working together to prevent and respond effectively to concerns of abuse and incidents. Partnerships involves working with relatives, friends, informal carers and other representatives including advocates as partners to achieve positive outcomes for the adult at risk. Working effectively together and supporting the adult at risk to make informed decisions about identified risks of harm and helping them access sources of support that keeps them safe.

Principle 6 - Accountability

This principle involves transparency and decision making that can be accounted for. Each individual and organisation must fulfil their duty of care, making informed defensible decisions with clear lines of accountability. Organisation and staff (including volunteers) must understand what is expected of them, recognise and act on their responsibilities and accept collective responsibility for safeguarding arrangements.

4.7 Raising a Concern

- The action of reporting concerns and allegations of abuse or neglect to the multi-agency safeguarding adults contact point.

4.8 What to do if you are Worried about an Adult at Risk

- When you become aware of abuse or neglect, you should make sure that emergency assistance, where required, is summoned and that your concerns are reported to your line manager or designated safeguarding officer who are known as the responders.
- Any information given directly by the adult concerned should be listened to and recorded carefully, using the person's own words.
- Clarify the bare facts of the reported abuse or grounds for suspicion; do not ask leading questions e.g. suggesting names of who may have perpetrated abuse if the person does not disclose it.
- If an adult at risk makes an allegation to you asking that you keep it confidential, you should inform the person that you will respect their right to confidentiality as far as you are able to, but, that you are not able to keep the matter secret.
- Do not take any actions which might alert the alleged perpetrator.
- Record all factual evidence accurately and complete an alert form at (Appendix I).
- Never prevent or persuade another person from raising concerns, suspicions or presenting evidence.

- Be aware of the possible need for forensic evidence. Ensure that evidence is not contaminated.
- Don't share information about the incident without agreeing this with your line manager or designated safeguarding officer or in their absence NYCC Social Care or Police.
- If you are making the referral direct in the absence of the line manager or designated safeguarding officer then follow the procedure at 4.11.
- You need to follow the referral up in writing within 48 hours to NYCC Social Care and pass a copy of the referral to the Designated Safeguarding Officer.

4.9 Abuse Requiring an Immediate Response

- If medical attention is required then contact the emergency services on 999
- Inform your line manager and designated safeguarding officer without delay

4.10 The line manager must consider if it is safe for the alleged victim to return home to a potentially abusive situation, seeking advice from the designated safeguarding officer and/or NYCC Social Care and/or Police where required. On a rare occasion it might be necessary for NYCC Social Care and/or the Police to discuss putting into effect safety measures for the victim so that they do not return home

4.11 The Referral Process

The officer will complete the adult alert/referral form if not already completed (Appendix I). These can be obtained from www.northyorks.gov.uk/safeguarding and should be send to:

North Yorkshire County Council
 Customer Services Centre
 County hall
 Racecourse Lane
 Northallerton
 North Yorkshire
 DL7 8AD

A copy of the referral should be sent to the Designated Safeguarding Officer.

Contact details to make a referral

- North Yorkshire County Council Customer Services Centre on 0845 034 9410
- Out of hours to Emergency Duty Team on 0845 034 9417
- Referrals to Police if emergency contact 999
- A copy of the referral to the Designated Safeguarding Officer

4.12 The line manager or designated safeguarding officer is entitled to:

- a. receive an understanding from North Yorkshire County Council Social Care representative of what will happen next
- b. be given the name of a contact person within North Yorkshire County Council Social Care who will be dealing with the referral

c. receive information on the outcome of the referral within 7 days.

4.13 Staff must actively contribute and participate within safeguarding Formal Enquiries carried out under the Multi-Agency Safeguarding Adults Policy and Procedure Staff should work in partnership with other agencies to ensure the safeguarding planning needs of the adult at risk are met.

5.0 SUPPORT AND WELFARE FOR STAFF

5.1 Sometimes, following a referral, Council staff, volunteers and elected members may be involved in the assessment and management process led by North Yorkshire County Council Social Care. They may be invited to take part in any Strategy Meeting or to attend an Initial Case Conference or Safeguarding Adults Review. Where there is a criminal investigation staff may be required to co-operate with the Police.

5.2 In all these circumstances staff, volunteers and elected members will be offered sufficient time to prepare and attend these meetings with the support of their line manager.

5.3 They will also receive appropriate senior management support and the designated safeguarding officer will continue to provide support and guidance as required/appropriate.

5.4 It is recognised by Ryedale District Council that dealing with safeguarding issues is not easy and staff, volunteers and elected members may need support to deal with any issues, concerns and feelings this may raise for them personally. Occupational Health and Counselling Services are available to staff. Requests for this support should be made to your line manager or the designated safeguarding officer.

6.0 OTHER SAFEGUARDING CONFERENCES

6.1 **Multi Agency Risk Assessment Conferences (MARAC)** – are for high risk victims of domestic abuse. MARAC meetings combine up to date risk assessment information with assessment of the victims needs and links this to the most appropriate services for all those directly involved in domestic abuse, including children and young people, wider family members and the perpetrator. The MARAC protocol signed up by SBC can be found on the North Yorkshire Safeguarding Children Board website www.safeguardingchildren.co.uk. The Protecting Vulnerable Persons Unit within North Yorkshire Police and/or designated safeguarding officer will support staff with this process.

6.2 **Multi Agency Public Protection Arrangements (MAPPA)** provides a framework for the assessment and management of risk posed by sexual and violent offenders. The Housing Services Manager will be the Council representative at MAPPA. Information from MAPPA will be kept on secure system.

7.0 RECRUITMENT, EMPLOYMENT AND TRAINING

7.1 All recruitment and human resource issues will be managed in line with Ryedale District Council's policies and procedures to ensure safe practice and develop an

environment where the risk of abuse is managed. This will include code of conduct, robust arrangements for Data Barring Services and whistle-blowing.

- 7.2 The Council will provide appropriate awareness and training opportunities for staff, volunteers and members to equip them to carry out their responsibilities effectively. This will include general awareness, service-specific and specialist training as appropriate, and will link into the training framework developed through the North Yorkshire Safeguarding Boards.
- 7.3 All staff will be made aware of the Council's arrangements for safeguarding and promoting the welfare of children and adults at risk and their responsibilities at the induction stage

8.0 ALLEGATIONS AGAINST STAFF, ELECTED MEMBERS AND VOLUNTEERS

- 8.1 All allegations of abuse made against members of staff, volunteers and members who work with children or adults at risk will be managed in line with the Council's employment policies and procedures.
- 8.2 These procedures apply to a wide range of allegations, including those that indicate a person may be unsuitable to work with children or adults at risk in their present position, or in any capacity. They are, therefore, to be followed in respect of allegations that a person who works with children and/or adults at risk has:
- Behaved in a way that has harmed, or may have harmed a child or adult at risk
 - Possibly committed a criminal offence against, or related to, a child or adult at risk
 - Behaved towards a child, children or adult at risk in a way that indicates they are unsuitable to work with children.
- 8.3 Where you have concerns about a colleague, you should report these concerns to the Human Resources Manager or their named deputy, who will manage the allegations in line with the agreed policy.

The Human Resources Manager will discuss allegations against staff, volunteers or elected members with the NYCC Local Authority Designated Officer (LADO). The purpose of this discussion is to consider the nature, content and context of the allegation and to agree what further action, if any, is necessary.

This may include:

- a. Child / adult at risk safeguarding investigation- this will assess whether the child/adult is in need of protection or in need of services – led by NYCC Social Care.
- b. Criminal investigation – led by North Yorkshire Police
- c. A disciplinary investigation in line with SBC disciplinary procedures.
- d. No further action.

In the first two instances Social Care and/or Police will lead on any investigations.

8.4 Human Resources will notify the Data Barring Services where -

- RDC have permanently removed a member of staff, volunteer or elected member from regulated activity
- RDC thinks that the person has either:
 - Engaged in relevant conduct or
 - Satisfied the harm test or
 - Received a caution for, or been convicted of, a relevant offence
- For most cases, the Data Barring Service only has the power to bar a person who **is, has been** or **might in future** engage in regulated activity

The Corporate Director will act as the Named Senior Manager to provide high-level support to the Human Resources Manager in handling any allegations of abuse made against members of staff or volunteers in line with the current RDC policy.

9.0 PHOTOGRAPHY, FILM AND MEDIA

9.1 The Council will take appropriate action to protect children and young people from the inappropriate use of photographic images.

Whilst it is accepted that the majority of the photographs taken by or on behalf of the Council will be anonymous group shots in public places, it should be remembered, however, that photographs can be used as a means of identifying children and young people especially when they are accompanied with personal information. This information can make children vulnerable e.g. to an individual who may wish to groom that child for abuse. The content of an image can be adapted for inappropriate use and there is evidence of adapted material finding its way on to child pornography sites. Staff, members and volunteers should be vigilant at all times regarding the use of cameras, camera phones or videos at events, which involve children and young people. Council officers will act on all concerns of any child, young person or carers regarding inappropriate use of photographic equipment/images.

9.3 For any event an officer will be identified who has responsibility for:

- Communicating that photographers may be in attendance at an event
- Ensuring that so far as it is practicable to do so, where photographs are to be taken, there is a registration process for the event which includes provision permitting consent for the use of images taken at the event. Such process must allow individuals to opt out of consent whilst still registering for the event.
- Ensuring that consent/registration forms and images are stored safely and any future use of images seeks further permissions from child and parents/carers for their use at a later date.
- Where parents/carers have agreed to photography, providing a mechanism to identify those children who may be photographed, such as a badge or marker. A simple form is available to copy in Appendix J.

- Where publicity in relation to an event includes photographs of a child all efforts are taken to minimise the use of information that may lead to the identification of the child unless it is necessary to do so.

10.0 LICENSING

10.1 The Council, as the Licensing Authority, has a duty of care to children and vulnerable adults who use Taxi or Private Hire transport that is licensed by the Council. We recognise that all children and adults at risk have a right to be safe and protected from abuse and harm. We take seriously our duty to safeguard and protect children and adults at risk and will take all reasonable steps to ensure that the operators and drivers of Taxi and Private Hire vehicles and any other licence holders pose no threat to children or persons at risk.

The Council has the power to refuse, revoke or suspend licences after convictions for various offences, or failure to comply with the relevant provisions of The Local Government (Miscellaneous Provisions) Act, 1976, Part 11, or any other reasonable cause. The power to refuse, suspend or revoke with immediate effect where it appears in the interests of public safety was introduced by the Road Safety Act 2006.

The Council has a Taxi/Private Hire Policy that determines our procedure for dealing with applications. This includes provisions to ensure that the safety of children and adults at risk is safeguarded.

These provisions provide that:

- All drivers on first application are required to undertake a Criminal Records Bureau (CRB) check and every 3 years thereafter on renewal applications.
- Any application that returns a negative safeguarding related CRB disclosure will be refused a license.
- The licensee has a right of appeal to the Council's Licensing Committee and the Magistrate's Court.

All licensed drivers must comply with the Council's "Code of Conduct for Hackney Carriage and Private Hire Drivers" (Appendix 7). Any breaches of this code will be taken seriously and could result in the license being suspended or revoked.

Where the Licensing Authority receives a complaint regarding the moral, physical, sexual harm or neglect of a child or adult at risk the license holder will be contacted and where the matter is considered to be a serious breach of the Code of Conduct the Licensing Authority will issue a precautionary suspension of the license pending an investigation by the appropriate authority. The license holder will be advised that an allegation into his/her professional conduct has been received.

The allegation will be reported to the Designated Safeguarding Officer or their relevant Deputy Officer who will ensure that all the appropriate actions are taken in line with the Council's Safeguarding Procedures both in regard to the subject of the alleged abuse and the perpetrator.

All allegations will be referred to the Police and/or the Local Authority Designated Officer at NYCC (LADO) and/or the Police Authority Designated Officer (PADO) by the Council's Designated Safeguarding Officer or their relevant Deputy Officer.

Following the investigation a decision will be made regarding any further action to be taken which could include the revocation of the license and/or criminal proceedings.

11.0 LEISURE SERVICES

- 11.1 Children and young people and adults at risk are users of the leisure services, including parks, swimming pools, leisure centres and theatres. Leisure services also organise courses for young children.
- 11.2 Any leisure facility which young people attend provides an environment in which staff need to be vigilant to protect children and adults at risk from abuse. Such risks can arise from unsupervised access to children and adults at risk, however, there is also an opportunity to protect where indicators of abuse are noted (i.e. bruises on a child coupled with observed inappropriate parental chastisement in a swimming pool, bullying of an adult with learning disabilities by a carer etc).
- 11.3 Leisure facilities are operated on the Council's behalf by Everyone Active (Sports and Leisure Ltd). The company have a Safeguarding Policy.

12.0 HOUSING AUTHORITIES AND HOMELESS SERVICES

- 12.1 Housing and homelessness services in local authorities and others at the front line such as environmental health organisations are subject to the section 11 duties set out in paragraph 2.2 of this document.
- 12.2 Professionals working in these services may become aware of conditions that could have an adverse impact on children. Under Part 1 of the Housing Act 2004, authorities must take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions.
- 12.3 Housing authorities also have an important role to play in safeguarding vulnerable young people, including young people who are pregnant or leaving care.

13.0 COMMISSIONED SERVICES

13.1 Working with Contractors and Partner Organisations

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, young people or adults at risk should have their own Safeguarding Children, Young People and Adults At Risk Policy or, failing this, must comply with the terms of this policy. Any policy must include requirements which ensure that workers with the potential to come into contact with children, young people or adults at risk are subject to the necessary data barring checks. In any contract let by the Council, the Council must make provision allowing for the investigation, report and/or inspection of any agency/organisation acting on or behalf of them where there is a cause for concern in relation to safeguarding.

- 13.2 This requirement must form part of any service level agreement, contract or license.

13.3 Letting of Facilities/Events

Where facilities are let to external groups or events organised, which involve children, young people or adults at risk when parents/carers are not present, the Council will include provision within its conditions of hire requiring:

- include within their risk register for the event consideration of the management of risks related to safeguarding children
- public liability insurance (£5 million minimum)
- either agreement to work within the expectations of this policy unless the event organiser has in place an alternate suitable safeguarding children, young people and adults at risk policy
- retain a register for the recording of medical information or special needs
- ensure staff who will have significant unsupervised involvement with children and young people over the course of the event have data barring checks where appropriate for the role they are undertaking.

14.0 SAFE MANAGEMENT OF THE USE OF ELECTRONIC MEDIA

14.1 Children and young people can be abused in their homes, community settings, and educational settings through the use of digital technology by adults, other children or strangers. We therefore have to raise awareness and educate those involved in a child's/young person's welfare and development about the dangers that children/young people can face in the online world. For many children / young people in North Yorkshire, the online 'virtual' world is as real to them as the 'real' world; however the digital world needs to be seen in the same context as the real world in that it also has dark alleys and dangerous places which children and others would be unwise to venture into. Children / Young people do not always recognise the inherent dangers of the internet and often do not understand that online behaviour may have offline consequences. Despite this, digital technologies can offer children and young people opportunities to learn and develop, communicate, be creative and be entertained.

14.2 It is not possible to completely control use of internet, gaming, and social media and a risk management approach is therefore required.

14.3 Children and young people must be encouraged to develop as responsible online citizens. Such citizens will recognise their responsibility to keep themselves and their peers safe online as well as accepting the responsibility they have to present themselves as positive role models. It is only through the development of a sense of online responsibility that the safety and well-being of today's children and young people can be ensured.

The District Council working together with the North Yorkshire Safeguarding Board have established a team of E Safety Ambassadors who are able to provide training and guidance in relation to E Safety to those whose work brings them into contact with young people.

Where as a consequence of the Local Authority's decisions children or young people are provided with access to electronic media, a risk assessment should be undertaken to determine whether safeguards should be considered.

This should take regard of the County wide E Safety Strategy, procedures and training provided by the Safeguarding Board Ambassadors.

Ryedale District Council does not have its own E Safety Ambassador further information can be sought from Scarborough Borough Council.

15.0 SEXUAL EXPLOITATION AND TRAFFICKING

15.1 The sexual exploitation of children can involve exploitative situations, contexts and relationships where young people (or a third person or persons) receive "something" (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities.

It can occur through the use of technology without the child's immediate recognition; e.g., being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Everyone should be alert to the possibility that a child for whom they have concerns may be sexually exploited. They should discuss their concerns with their service unit manager or designated safeguarding officer or children's social care if they are concerned that a child falls into the following categories.

Category 1 (at risk): a vulnerable child who is at risk of being targeted and groomed for sexual exploitation;

Response required - In a case where there are indications that a child is at risk of being groomed for abuse through sexual exploitation, staff, volunteers, members should consult their Line Manager or Designated Safeguarding Officer.

Category 2 (medium risk): a child who is targeted for opportunistic abuse through the exchange of sex for attention, accommodation, food, gifts and drugs. The likelihood of coercion and control is significant;

Response required - Where a child is considered to be at medium risk of sexual exploitation, a referral should be made to Children's Social Care following the procedure at section 3.

Category 3 (high risk): a child, whose sexual exploitation is habitual, often self-defined and where coercion/control is implicit.

Response required - Where a child is considered to be at high risk of sexual exploitation, a referral should be made to Children's Social Care following the procedure at section 3.

These categories include situations where:

- A child is at immediate risk of significant harm and has other additional vulnerabilities;
- The sexual exploitation may be being facilitated by a child's parent;
- The sexual exploitation may be facilitated by a child's parent failing to protect;
- A related or unrelated adult in a position of trust or responsibility to a child may be organising or encouraging the sexual exploitation.

15.2 Trafficking

Trafficking is defined as 'the recruitment, transportation, transfer, harboring or receipt of children by means of threat, force or coercion for the purpose of sexual or commercial sexual exploitation or domestic servitude'

A number of factors identified may indicate that a child or young person has been trafficked. In all such cases the first priority is to ensure the safety of the child or young person

15.3 Indicators

- The child or young person may present as unaccompanied;
- Child or young person may go missing;
- Multi use of the same address may indicate that this is a sorting house;
- Contracts, consent and financial inducement with parents may become apparent;
- The child or young person may hint at threats to family in their country of origin;
- Talk of financial bonds and the withholding of documents;
- Befriending of a vulnerable child or young person;
- False hopes of improvement in their lives;

If any suspicions are raised that a child or young person is being trafficked, or at risk of this, immediate action to safeguard the child or young person is required.

Staff, volunteers and members should consult their Line Manager or Designated Safeguarding Officer.

The Line Manager and/or Designated Safeguarding Officer will undertake urgent liaison with the Police.

In the absence of a Line Manager the Designated Safeguarding Officer a referral should be made to Children's Social Care following the procedure at section 3.

16.0 PREVENT

- 16.1 Prevent is one of the four main strands of the government's counter terrorist strategy, CONTEST. Prevent has five main objectives, objective 3 of which is "Supporting vulnerable individuals who are being targeted and recruited to the cause of violent extremism."

The Prevent strategy promotes a multi-agency approach which emphasises the need to recognise the vulnerability of children, young people and vulnerable adults to radicalisation, work to safeguard those at risk, and work together to provide the skills, understanding and support to children and young people to make critical choices and develop strategies to resist the narratives of extremists and exploitative relationships.

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups.

There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas.

The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame.

No research has identified a definitive list of indicators which would show that someone is vulnerable to radicalisation to violent extremism. People can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members groups and organisations or, increasingly, through the internet.

This can put a person at risk of being drawn into criminal activity and has the potential to cause significant harm. Potential diagnostic indicators identified in the Channel Guidance include:

- use of inappropriate language,
- possession of violent extremist literature,
- behavioural changes,
- the expression of extremist views,
- advocating violent actions and means,
- association with known extremists,
- seeking to recruit others to an extremist ideology.

If any suspicions are raised about individuals who may be vulnerable to being drawn into terrorism or at risk of this, immediate action to safeguard the child or young person is required.

Staff, volunteers and members should consult their Service Unit Manager or Designated Safeguarding Officer who will report this to the Police.

The Police will refer it to the most appropriate of the multi-agency arrangements.

17.0 CONFIDENTIALITY AND STORAGE OF INFORMATION

- 17.1 The identity, information and/or suspicions about the welfare of a child or adult at risk should be treated in strictest confidence and discussed only with your line manager or designated safeguarding officer, appropriate NYCC Social Care Officers or the Police. In sharing information with NYCC Social Care or the Police the welfare of the child, young person or adult at risk is paramount and overrides all other considerations regarding the sharing of information.

- 17.2 Any confidential notes, records, written complaints or allegations, should be forwarded as soon as possible to Designated Safeguarding Officer in a sealed envelope marked "*Private and Confidential (Addressee Only)*".
- 17.3 The Designated Safeguarding Office officer is responsible for maintaining accurate secure records of all concerns received, and action taken in response, including ensuring the completion of the Child Protection Incident Reporting Form and Safeguarding Adults Alert/Referral Form.
- 17.4 The Human Resources Manager is responsible for keeping secure records of all allegations of abuse against staff and volunteers, and management action taken.
- 17.5 Access to the secure records will be given to service unit manager level and above and to the designated Safeguarding Officer and line manager.

DEFINITIONS/GLOSSARY

TERM	MEANING
Adult & Children's Social Care	North Yorkshire County Council. Further details and multi agency procedures can be obtained at www.safeguardingchildren.co.uk and www.northyorks.gov.uk/safeguarding
Child/Children/Young Person	Anyone under the age of 18
Data Barring Service	The DBS is a national organisation conducting checks to enable an assessment to be made on the suitability of a person to care for or work with children or vulnerable adults.
Designated Safeguarding Officer	The council employee with overall responsibility for overseeing the Safeguarding Policy and Procedures. In the absence of the Designated Safeguarding Officer, the Deputy Chief Executive will take on this role.
Employees/Member of staff	Those employed by the Council, whether permanent or temporary. This includes paid and voluntary staff, and also elected Councillors.
North Yorkshire Local Safeguarding Children's Board (NYLSCB)	The Children Act 2004 required each local authority to establish a Local Safeguarding Children Board (LSCB). The North Yorkshire Safeguarding Children Board (NYSCB) is the key statutory mechanism for agreeing how relevant organisations in North Yorkshire will cooperate to safeguard and promote the welfare of children in the county, and for ensuring the effectiveness of their arrangements for safeguarding.
North Yorkshire Safeguarding Adults Board (NYSAB)	The North Yorkshire Safeguarding Adults Board (NYSAB) oversees multi-agency work on safeguarding vulnerable adults.
Parent	Generic term to include birth parents, stepparents and carers. The term will specify parental responsibility where necessary.
Safeguarding	The process of protecting from abuse, neglect or maltreatment, preventing impairment of health and development, and ensuring the provision of safe and effective care to enable optimum life chances and successfully progression to adulthood with independence.
Adult At Risk	An adult who has needs for care and support (whether or not the local authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect; and as a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.
Multi Agency Risk Assessment Conferences (MARAC).	Are for high risk victims of domestic abuse.
Multi Agency Public Protection Arrangements (MAPPA)	Provide a framework for the assessment and management of risk posed by sexual and violent offenders.

LEGISLATIVE FRAMEWORK

Children Act 1989 Children Act 2004

Section 10 requires each Local Authority (i.e. Children's Services Authority) to make arrangements to promote co-operation between the Authority, each of the Authority's relevant partners (including District Councils) and such other persons or bodies working with children in the Local Authority area as the Authority considers appropriate. The arrangements are to be made with a view to improving the wellbeing of children in the Authority's area that includes protection from harm or neglect alongside other outcomes. This section is the legislative basis for Children's Trust arrangements.

Section 11 requires a range of organisations (including District Councils) to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

Section 13 requires each Children's Services Authority to establish a Local Safeguarding Children Board. It also requires a range of organisations (including District Councils) to take part in Local Safeguarding Children Boards.

Section 17(10) states that a child shall be taken to be in need if:

- a. He is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority under this Part.
- b. His health or development is likely to be significantly impaired, or further impaired, without the provision for him of such services, or
- c. He is disabled.

There are two specific duties on District Councils to co-operate in the interests of children in need.

Section 27 provides that a Children's Services Authority may request help from any local authority in exercising the local authority's functions under Part 3 of the Act. Part 3 places a duty on local authorities to provide support and services for children in need. The authority whose help is requested in these circumstances has a duty to comply with the request, provided it is compatible with its other duties and functions.

Section 47 places a duty on any local authority to help a Local Authority (i.e. Children's Services Authority) with its enquiries in cases where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

POLICIES AND PROCEDURES SUPPORTING SAFEGUARDING
--

Human Resources Policies, Procedures and Regulations including:

- Code of Conduct
- Disciplinary Procedure and Rules
- Disclosure Policy and Procedure
- Employment of Ex-Offenders
- Equality Statement and Equality Scheme
- Grievance Policy and Procedure
- Harassment and Bullying Policy
- Recruitment and Selection – Code of Practice (including CRB procedure)
- References – Guidance on providing and obtaining References

Health & Safety Policies, Procedures and Regulations including:

- Risk Assessments:
- New and Expectant Mothers
- Young People at Work
- Accident Reporting
- Corporate Policy Statement
- Personal Safety
- Guidance on Young People at Work

Whistleblowing Policy

Complaints Procedure

Corporate Customer Care Policy and Procedure

Data Protection Policy, Procedure and Guidance

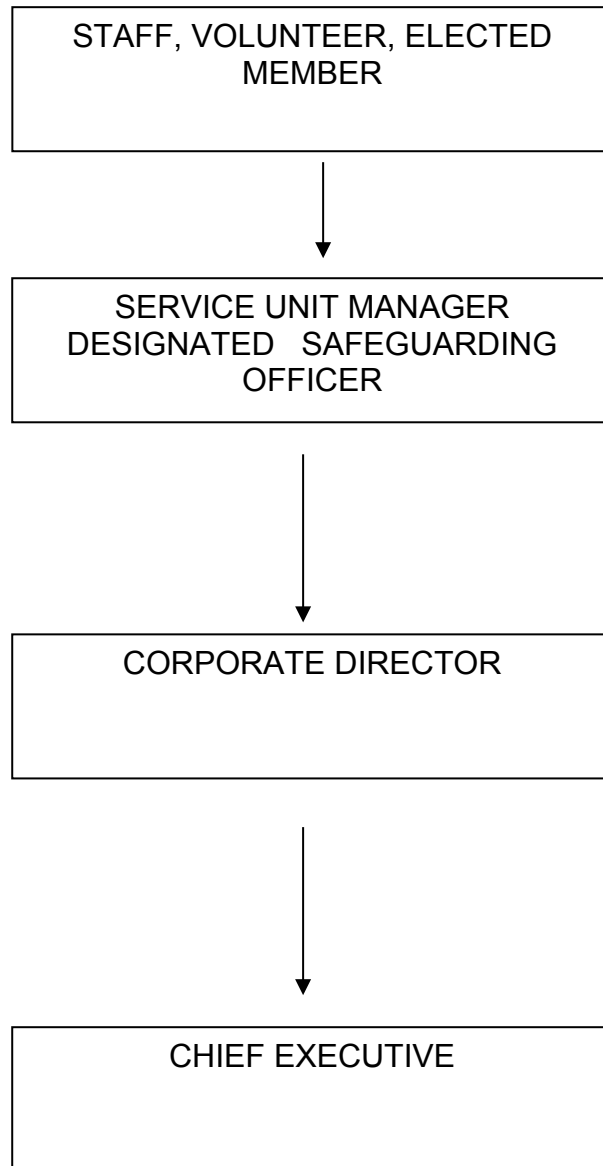
ICT User Policy

Licensing Policy

Multi Agency Risk Assessment Conference Protocol

Service-specific policies and procedures

ACCOUNTABILITY AND MANAGEMENT FOR SAFEGUARDING



ROLES AND RESPONSIBILITIES

Chief Executive	<ul style="list-style-type: none"> • Ensures the Council fulfils its statutory duties
Corporate Director	<ul style="list-style-type: none"> • Safeguarding overall Lead for the Council • Endorses Safeguarding Arrangements
Heads of Service	<ul style="list-style-type: none"> • Ensures Safeguarding Arrangements are implemented
Safeguarding Panel	<ul style="list-style-type: none"> • Agrees Corporate Safeguarding priorities and actions • Supports Designated Safeguarding Officer • Leads and co-ordinates safeguarding work throughout the District Council. • Maintains and updates the Council's Safeguarding Policy providing quality assurance checks.
Designated Safeguarding Officer	<ul style="list-style-type: none"> • Acts as Designated Safeguarding Officer. • Represents the Council on Locality Safeguarding Forums and ensures appropriate links to NY Children and Adults Safeguarding Boards. • Acts as point of contact for raising safeguarding concerns within the Council in the absence of the relevant Service Unit Manager. • Ensures that appropriate action is taken in response to concerns raised, and that lines of responsibility are clear. • Provides advice and support to Service Unit Managers, staff and elected members where necessary. • Provides a central secure record system of all reported safeguarding concerns, allegations or suspicions.
Human Resources Manager	<ul style="list-style-type: none"> • Acts as Named Senior Manager in relation to allegations of abuse against staff and volunteers
Service Unit Managers	<ul style="list-style-type: none"> • Ensures the Council's Safeguarding Policy is followed in managing all safeguarding concerns, allegations or suspicions. • Collects details of allegations, suspicions or concerns from staff within their service area. • Acts as a point of contact for staff within their service area for raising safeguarding concerns. • Ensures that appropriate action is taken in response to concerns raised, and that lines of responsibility are clear. • Seeks advice from, and liaises with, safeguarding agencies where required. • Makes appropriate referral to safeguarding agencies and ensure referrals are followed up. • Refers any allegations of abuse against staff and volunteers to the Named Senior Officer (Human Resources Manager, or deputy). • Ensures accurate and secure records of all safeguarding concerns, allegations or suspicions reported to them and ensure completion of the appropriate referral forms. • Ensures secure records of all safeguarding concerns, allegations or suspicions are sent to the Designated Safeguarding Officer. • Monitor action to safeguard and promote welfare of children and adults at risk within their areas of responsibility • Ensure delivery of safe services and safe working practices
All those involved in developing and delivering services	<ul style="list-style-type: none"> • Deliver services with regard to safeguarding and promoting the welfare of children and adults at risk • Raise any safeguarding issues, concerns or allegations as set out in the policy.

CODE OF CONDUCT FOR SAFEGUARDING

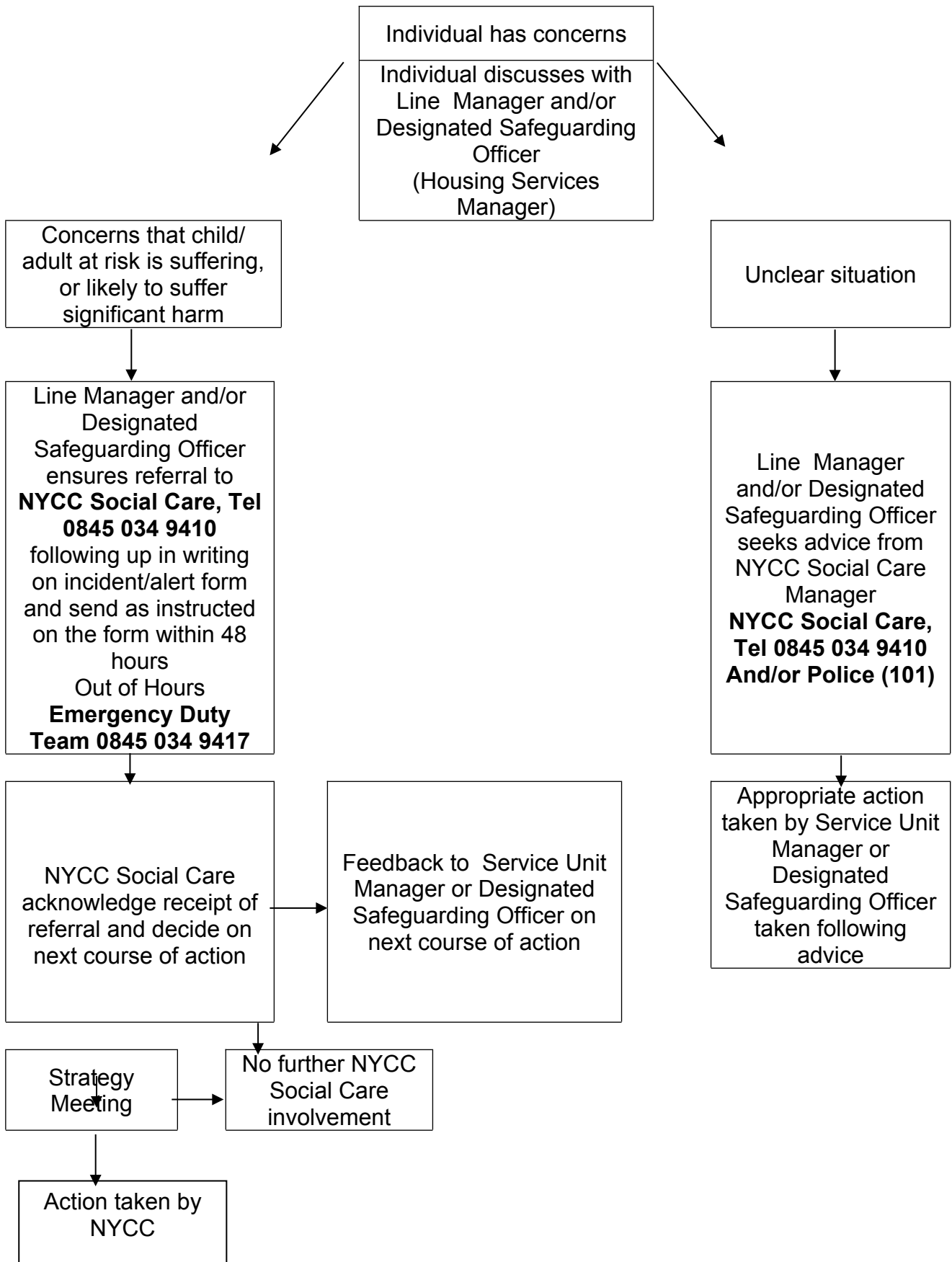
DO

- Treat all children and adults at risk fairly and with respect.
- Be aware of the procedures for reporting concerns and how to contact the Designated Safeguarding Officer.
- Be aware that physical contact with a child or adult at risk may be misinterpreted. There may be occasions when this is unavoidable, such as comfort at times of distress, or physical touch in sport (*see NGB Guidelines*). In all such cases contact should only take place with the consent of the child or vulnerable adult.
- Respect the right of a child or adult at risk to personal privacy.
- Make others (for example your line manager) aware if you find yourself the subject of inappropriate affection or attention from a child or adult at risk.
- Report to the Designated Safeguarding Officer any safeguarding concerns including allegations or suspicions of abuse.

DO NOT

- Spend time alone with children or adults, away from others. Meetings with individuals should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
- Take children or adults at risk alone in a car, however short the journey. Where this is unavoidable it should be with full knowledge and consent of the parents/carer and the manager responsible for the service/activity.
- Meet children or adults at risk outside of organised activities, unless it is with the knowledge and written consent of the parents/carer and the manager responsible for the service/activity.
- Start an investigation or question anyone after an allegation or concern regarding abuse has been raised. You should just record the facts and report these to the Service Unit Manager and/or Designated Safeguarding Officer.
- Allow any allegations made to go without being reported and addressed, or either trivialise or exaggerate abuse issues.
- Make promises to keep any disclosure confidential from relevant authorities.
- Show favouritism to any one, or threaten/carry out any form of physical punishment.
- Never:
 - Initiate or engage in sexually provocative conversations or activity
 - Allow the use of inappropriate language to go unchallenged
 - Do things of a personal and intimate nature that individuals can do for themselves.

REPORTING ARRANGEMENTS



CHILD PROTECTION INCIDENT REPORTING FORM

CHILD PROTECTION INCIDENT REPORTING FORM	
Date of Report:	
Site / Service:	
Name of person making the report:	
Role / Position:	
Contact details:	
Telephone (Work):	
(Mobile):	
(Home):	
Email:	
Name of Child(ren):	Date of Birth:
	Date of Birth:
	Date of Birth:
	Date of Birth:
Address:	
Name of Parent (s)/ Guardian(s):	
Contact details:	
Telephone (Work):	
(Mobile):	
(Home):	
Email:	
Details of any special needs or communication needs of child and/or parent / guardian:	

(Please turn over to complete the form)

Details of Incident / Disclosure / Observation

Please give an accurate record of the incident / disclosure / observation that has lead you to make this report in as much detail as possible.

- **Why do you feel the child is suffering, or is likely to suffer, significant harm**
- **Share your knowledge and involvement of the child(ren)**
- **Share your knowledge of any other agency involved**
- **Indicate the child's parent/guardian's knowledge of the referral and their expectations**

If you have made a referral by telephone follow this up in writing within 48 hours.

Date of Incident/Disclosure/Observation:

Time:

Details of what took place: (please continue on a separate sheet if required)

Signed:

Date:

**North Yorkshire Safeguarding Adults Board
Inter-agency Safeguarding Adults Concerns Form**

STRICTLY CONFIDENTIAL

This form should be completed in accordance with the Multi-Agency Policy and Procedures which can be found at www.nypartnerships.org.uk/sab

You should complete this form with as much detail as possible. Lack of access to the necessary information should NOT delay reporting the alert.

You should first contact North Yorkshire County Council Customer Services Centre on **01609 780780**.

You should then send the completed form as a confidential document to: North Yorkshire County Council, Customer Services Centre, County Hall, Racecourse Lane, Northallerton, North Yorkshire DL7 8AD. Fax number: 01609 532009

The form can also be e-mailed to social.care@northyorks.gov.uk or using the secure e-mail address social.care@northyorks.gcsx.gov.uk with 'Safeguarding adults concern' as the subject.

REMEMBER: If you suspect that someone is being abused and they are in **immediate** danger you should ring the Police on **999**.

Date of the concern:

PART A

1 Tell us about the adult at risk that you are concerned about:
(please complete as much of this as is known – if not known put N/K)

Name:

Gender:

Home address:

Telephone No:

Age:

Date of Birth:

Ethnic Origin/Nationality:

Religion:

Primary support needs of the adult at risk (refer to guidance notes):

Is the adult at risk aware of the safeguarding concern? Yes No

If No, why not?

Is the adult at risk involved with any other agencies? Yes No Not Known

If Yes, please provide details:

2 Tell us about the main contact for the adult at risk

Name:	
Relationship to adult at risk:	
Are they the relative/carer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are they aware that this concern has been raised? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact address:	Telephone No:
	Mobile No:
	Email:
County:	Postcode:
Are they willing to be contacted? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/>	

3a Tell us about the concern (s) being raised

Location of alleged incident/concern (please give details):	Date and Time of alleged incident/concern:
	Date:
	Time:
Type of location (refer to guidance)	

What type of abuse is suspected? (Tick all that apply):

<input type="checkbox"/> Neglect	<input type="checkbox"/> Psychological	<input type="checkbox"/> Financial & material	<input type="checkbox"/> Physical	<input type="checkbox"/> Sexual
<input type="checkbox"/> Discriminatory	<input type="checkbox"/> Organisational	<input type="checkbox"/> Modern slavery	<input type="checkbox"/> Self-neglect	<input type="checkbox"/> Domestic abuse

And do you consider this abuse is also:

<input type="checkbox"/> Hate Crime	<input type="checkbox"/> Sexual exploitation
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3a Tell us about the alleged incident/concern(s) being raised - continued

Factual details of the alleged incident/concern:

*This should be **concise** and include a clear factual outline of the concern being raised with details of times, dates, people and places where appropriate.*

Remember to:-

Describe what happened;

Make it clear what is fact and what is opinion;

Record whether there were any witnesses to the incident; who they were and how they can be contacted.

(Please continue on a separate sheet if required)

3b Tell us what actions have been taken to reduce the risk of harm or abuse to the adult at risk.

Tell us what actions have been taken to ensure the safety of the adult at risk.

Where is the adult at risk now? (Include where they are in relation to the person alleged to have caused harm)

Is anyone else at risk of abuse? Yes No Not Known

If so give name(s) and details

In your opinion, does the adult at risk have the mental capacity to understand the risks within this safeguarding concern?

Yes No Not Known

If you are concerned about the welfare of the adult at risk have you contacted their GP or the ambulance service? Yes No

If No, why not

If you think that a crime has been committed have Police been contacted? Yes
No

If Yes, what was the outcome?

If No, why not?

Who did you speak to?

What was the Police Crime/Ref No?

Who else has been informed of this concern?

4 Details of person(s) alleged to have caused harm (if known)
(please complete as much of this as is known and continue on a separate sheet if more than one is involved)

Name:	
Address:	
Occupation/Position/Title/Organisation:	
Date of Birth:	Gender:
What is the relationship of the person alleged to have caused harm to the adult at risk? (please see list of options at the end of this form)	
Does the adult at risk know the person alleged to have caused harm? Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>	
Is the person alleged to have caused harm a person with care and support needs? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/>	
Is the person alleged to have caused harm the main family carer? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/>	
Is the person alleged to have caused harm aware of this alert? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known <input type="checkbox"/> <i>If yes, what is their response, and are there any hazards to be aware of?</i>	

5 Details of person raising the concern

Name:	Job title (if applicable):
Organisation (if applicable):	Type of organisation: (delete those that do not apply) Health/Housing/District Council/NYCC/ Other/Police/Private /Voluntary
Contact address:	Telephone No: Mobile No: Email:
County:	Postcode:
Relationship to the adult at risk: (please see list of options at the end of this form)	
Who raised the concern with you?	
Date completed:	

Guidance Notes for completing this form

Section 1 - Primary Support Reasons: Please enter one of the following:-

Physical support	Mental Health support
Sensory support	Social support
Support with memory and cognition	No support reason
Learning Disability support	Not known

Section 3a - Location of alleged incident/concern: Please enter one or more of the following:

Residential care	Hospital
Nursing care	Community service
Own Home	Other

Section 4 - Details of person alleged to have caused harm

Please enter one or more of the following:-

Social Care Support or Service Provider - public sector
Social Care Support or Service Provider - private sector
Social Care Support or Service Provider - voluntary (3rd sector)
Relative / Family Carer
Individual - known but not related
Individual – unknown/stranger
Primary Health Care staff
Secondary Health Care staff
Community Health Care staff
Social Care Staff - care management & assessment
Police
Regulator, e.g. Care Quality Commission
Other public sector staff
Other private sector staff
Other voluntary

Section 5 – Details of the person raising the concern: Please enter one of the following:-

Domiciliary Care Staff	Self Referral
Residential Care Staff	Family member
Day Care Staff	Friend/neighbour
Social Worker/Care Manager	Other service user
Self -Directed Care Staff	Care Quality Commission
Other Social Care Staff	Housing
NHS - Primary/Community Health Staff	Education/Training/Workplace Establishment
NHS - Secondary Health Staff	Police
NHS - Mental Health Staff	Other

USEFUL CONTACTS

RYEDALE DISTRICT COUNCIL

Any Safeguarding concerns, allegations and suspicions

Designated Safeguarding Officer:
Kim Robertshaw
Housing Services Manager
Ext 383

Deputy Safeguarding Officer
Beckie Bennett
Head of Environment, Streetscene & Facilities
Ext 249

Allegations of abuse against staff and volunteers

Phil Long
Corporate Director
Ext 461

Denise Hewitt
Human Resources Manager
Ext 394

NORTH YORKSHIRE COUNTY COUNCIL

Customer Service Centre:
01904 780780

Email: social.care@northyorks.gov.uk

For general questions and enquiries about safeguarding, please contact the safeguarding adults team: safeguardingadultsteam.enquiries@northyorks.gov.uk

Please note this e-mail address is NOT for reporting abuse or making referrals.

Local Authority Designated Officer (LADO) for North Yorkshire

Contact via: Customer Service Centre: 0845 0349410

NORTH YORKSHIRE POLICE

Child Abuse Investigation Team	101
MASH Multi Agency Safeguarding Hub	101

NATIONAL ORGANISATIONS

NSPCC Child Protection Helpline:	0808 8005000
Childline:	0800 1111
Care Quality Commission:	0300 0616161
Action on Elder Abuse:	0808 8088141
Victim Support:	0808 1689111
The Samaritans	0845 7909090
Help The Aged	0207 2781114
Domestic Abuse Services	01723 365609
Women's Aid Nationally	0808 2000247
Age Concern	0800 009966
Shelterline	0808 8004444
