

**Brentwood Borough Council and  
Rochford District Council**

# **Safeguarding Policy and Procedures**

For Children, Young People and Adults with Care  
and Support Needs

2023-2026



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## Foreword

Brentwood Borough Council and Rochford District Council recognize that safeguarding is ‘everyone’s responsibility’ and this Safeguarding Policy aims to outline the responsibilities of both authorities to ensure there is an overarching approach to safeguarding that it is embedded within all of our services.

It is important that all staff, elected members, volunteers, grant funded organisations and those delivering contracts on behalf of the Council, understand their roles and responsibilities and what to do if there is a concern about a child, young person or adult with care and support needs.

It has been developed utilising Government legislation, best practice and guidance from local authorities, the Essex Safeguarding Children’s and Adult’s Boards and related policies from Brentwood Borough Council and Rochford District Council.

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*Leader Brentwood  
Borough Council*

*Leader Rochford District  
Council*

*Jonathan Stephenson,  
Chief Executive Officer  
Brentwood Borough Council and  
Rochford District Council*

## Section A – Policy

### 1. Introduction

Children and adults have the right to participate and be safe in the services provided for them regardless of age, race, disability, culture or gender or any other protected characteristic. This includes a right to protection from abuse, neglect and any form of exploitation.

Brentwood Borough Council and Rochford District Council carries out its safeguarding responsibilities by ensuring that the needs and interests of children and adults are considered by all members of staff, including Council employees,

elected Members, contractors, agency staff, volunteers, suppliers or consultants of Brentwood Borough Council and when making decisions in relation to service provision.

This Policy runs in conjunction with the Council's Whistleblowing Policy, Safer Recruitment Procedures and Staff and Elected Members Codes of Conduct.

This Policy and all related documents are available in hard copy and alternative formats on request.

## **2. Policy statement**

Brentwood Borough Council (BBC) and Rochford District Council (RDC) provides a wide range of services and facilities. This policy aims to ensure that an overarching approach to safeguarding covers all services. BBC and RDC will promote the welfare and protection of children and adults within all services by:

- Respecting the rights, wishes, feelings and privacy of children and adults.
- Raising awareness among Council employees, elected Members, contractors, agency staff, volunteers, suppliers, consultants etc. of their safeguarding duty
- Taking seriously and responding appropriately and promptly to all concerns, incidents and allegations.
- Providing training appropriate to the level of involvement with children and adults to ensure that everyone understands the different forms abuse as well as their roles and responsibilities under the Council's Codes of Conduct and the Safeguarding Policy.
- Ensuring that everyone knows how to record and report safeguarding concerns, incidents or allegations.
- Requiring organisations that the Councils contracts to provide the Council with services, to have appropriate safeguarding procedures and training in place and adopt this policy.

- Ensuring that unsuitable people are prevented from working with children and adults through each Council's Safer Recruitment Procedure.
- Not tolerating harassment of any Council employees, elected Members, contractors, agency staff, volunteers, suppliers, consultants or children/adults who raise concerns of abuse.
- Preventing abuse by promoting good practice, creating a safe and healthy environment and avoiding situations where abuse or allegations of abuse occur.
- In order to stay at the forefront of safeguarding, Brentwood Borough Council and Rochford District Council are committed to reviewing its safeguarding policies and procedures every three years unless there are significant changes in legislation or operational updates in the interim.

### **This Policy:**

- a) Links to other BBC and RDC policies including Code of Conduct, Recruitment, Equality, Diversity and Inclusion, Procurement, Diversity and Inclusion, Information Management and Whistleblowing.
- b) Is inclusive of all adults with care and support needs, and children and young people irrespective of their age, race, ethnicity, religion, disability, sex or sexual orientation; and
- c) Will be reviewed every three years, although it may be reviewed more frequently if there are significant operational or legislative changes in the interim.

### **Scope**

This policy applies to all services within the scope of Brentwood Borough Council and Rochford District Council. In addition to employees and elected Members, it also applies to organisations delivering services on behalf of each Council, including contractors, agency staff, volunteers, suppliers, consultants, and grant funded organisations.

Definitions of terms are found in **Appendix 1**.

### 3. Safeguarding responsibilities

In Essex, safeguarding children and adults is an inter-agency responsibility involving the city/borough/district councils, Essex County Council, the Essex Safeguarding Children's Board, the Essex Safeguarding Adult's Board, Police and Health representatives.

#### 3.1 Essex County Council

Essex County Council has responsibilities as the Children's Services Authority and the Social Services Authority for Essex. As part of Brentwood Borough Council and Rochford District Council procedures, the Strategic Safeguarding Lead, Operational Safeguarding Lead, or a Designated Safeguarding Reporting Officer will report safeguarding concerns, incidents and allegations to Essex Social Care or to the Police. The relevant officers at Essex County Council will then be responsible for coordinating any investigation.

#### 3.2 Essex Safeguarding Boards

**The Essex Safeguarding Children's Board (ESCB)** acts as a mechanism for agreeing how relevant organisations in Essex co-operate to safeguard and promote the welfare of children and young people. There are five organisations in Essex who are jointly responsible by law for the partnership arrangements for keeping children safe. These are Essex County Council, Essex Police and the three Integrated Care Boards covering the County of Essex. These are known as the Statutory Partners and they have identified relevant agencies which are legally required to cooperate with local safeguarding arrangements, including Education, Essex Council for Voluntary Youth Services (ECVYS), District, City & Borough Councils, Office of Police, Fire & Crime Commissioner, National Probation Service, Community Rehabilitation Company.

The Statutory Partners (the decision makers) elected for the ESCB Executive Board to be chaired by an Independent Chair who provides a strong independent voice,



ensuring that the ESCB operates effectively in promoting the safeguarding, wellbeing and interests of children and young people in Essex.

**For more information visit [www.escb.co.uk](http://www.escb.co.uk)**

**The Essex Safeguarding Adults Board (ESAB)** is a statutory organisation that is committed to protecting an adult's right to live in safety, free from abuse and neglect. It is committed to ensuring that it has access to the views of adults with care and support needs as well as those that work with them. It collaborates with wider strategic partnerships in Essex to ensure that where the safeguarding responsibilities spread across the various organisations, there is a clear understanding of where responsibility lies or there is a robust joined-up approach.

**For more information visit [www.essexsab.org.uk](http://www.essexsab.org.uk)**

As part of the Council's commitment to robust safeguarding provision, Chelmsford City Council through its Safeguarding Lead has a board member on both the ESCB and the ESAB representing the other District, Borough, and City authorities.

### **3.3 Community Safety Partnerships**

Under the Crime and Disorder Act 1998, Community Safety Partnerships (CSPs) are required to work together in formulating and implementing strategies to tackle local crime and disorder and reduce reoffending in the area and to have in place a partnership plan setting out their priorities.

To ensure that the partnership is proactive and well informed the CSP's carry out an annual Strategic Intelligence Assessment to review existing priorities and identify any new or emerging priorities that the partnership should focus on.

The CSPs will have due regard to safeguarding and works with the Police and other agencies to ensure protection of the most vulnerable. The Community Safety Partnerships work on joint safety awareness and support programmes for local children and adults with care and support needs

### **3.4 The role of Brentwood Borough Council and Rochford District Council**

### **3.4.1 Children and young people**

The Children's Act 2004 places a statutory obligation on Borough/District Councils that they have in place, suitable arrangement for safeguarding and to promote the welfare of children (either directly or via their families) who may access or use Council services. In summary, the Act requires the Council to ensure that:

- a) Its functions are discharged with due regard to the need to safeguard and promote the welfare of children; and
- b) Through working with others, arrangements are put in place to safeguard and promote the welfare of children.

Statutory guidance defines a child as anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, is in Foster Care or is in an Adoptive placement does not change their entitlements to services or protection (Working Together to Safeguard Children 2018).

It is the responsibility of all employees (see scope page 6) and elected members to adhere to best practice, participate in relevant training and report any concerns, incidents or allegations to a designated person in accordance with the reporting procedure set out in this policy.

### **3.4.2 Adults with Care and Support Needs**

BBC and RDC have a duty under Section 42 of the Care Act 2014, to make enquiries relating to anybody aged 18 or over where it has reasonable cause to suspect that the adult in its area (whether or not ordinarily resident there) has

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

The Care Act 2014 changed the terminology from ‘vulnerable adult’ to ‘adults with care and support needs’ and under Section 42 of the Care Act 2014, there are three additional criteria an adult must meet before a safeguarding concern is raised (see (a), (b) and (c) above).

Safeguarding adults is different from safeguarding children in many ways. A main difference is that adults with mental capacity have the right to make their own decisions and should be asked for consent, where it is safe to do so and prior to anyone raising a safeguarding concern.

In addition to their responsibilities for reporting safeguarding issues, all employees and elected Members should work to prevent safeguarding concerns arising by following the ‘Safe Working Practices’ guidelines found in **Appendix 8**. All external organisations and contractors providing services to the Council are required to comply with the Council’s Safeguarding Children, Young People and Adults with Care and Support needs and, where relevant, have their own policy, procedures and training in place.

### 3.5 Specific Officer and Councillor roles at BBC and RDC

Whilst safeguarding is everyone’s responsibility, there are several specific safeguarding roles within Brentwood Borough Council and Rochford District Council. The following briefly sets out the responsibilities of different safeguarding roles within the Council (see Appendix 2 for the safeguarding structure chart and relevant officer contact details).

Role	Responsibility
<b>Strategic Safeguarding Lead</b>	This position is held by the Director for Communities and Health who holds overall accountability for Safeguarding Children and Adults with care and support needs.
<b>Operational Safeguarding Lead</b>	The Operational Safeguarding Lead supports the Strategic Safeguarding Lead in carry out their duties. The Operational Safeguarding Lead decides if safeguarding concerns/incidents are

	referred following discussions with the Designated Safeguarding Reporting Officers
<b>Corporate Safeguarding Group</b>	<p>These officers promote awareness of the Safeguarding Policy with their relevant teams, and in addition their duties include:</p> <ul style="list-style-type: none"> <li>• Provide advice in relation to safeguarding concerns</li> <li>• Champion safeguarding within the relevant service area</li> <li>• Disseminate information from the Operational Safeguarding Lead to their respective teams</li> <li>• Share any safeguarding concerns/issues/best practice</li> </ul>
<b>Corporate Leadership Team (CLT)</b>	<p>The leadership Team (with support and advice from the Strategic Safeguarding and Operational Safeguarding leads will:</p> <ul style="list-style-type: none"> <li>• Encourage, embed and maintain the best safeguarding practice across all directorates and services to ensure continuous improvement and compliance with national and local policies</li> <li>• Discuss safeguarding issues regularly at their meetings and ensure that their teams have regular team meetings at which safeguarding matters can be raised</li> <li>• Ensure that the safeguarding of children and adults with care and support needs are considered in strategies, plan and services</li> <li>• Ensure all future contracts include safeguarding provision in line with this policy and make current contractors aware of this policy</li> <li>• Ensure that safeguarding requirements are set out for organisations making grant applications for services involving Children, Young People and Adults with Care and Support Needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Support staff on all aspects of Safeguarding and ensure procedures are adhered to as set out in this Policy.</li> <li>• Ensure all staff complete the appropriate safeguarding training</li> <li>• Ensure any safeguarding actions arising from Section 11 Audits or Serious Case or Domestic Homicide Reviews are carried out by the relevant team members</li> </ul>
<b>Safeguarding Member Champion</b>	This position is held by leader of both Councils who champions Safeguarding responsibilities to all Councillors and undertake Safeguarding Training when requested. That members adhere to the Policy and that if a safeguarding concern relates to a Councillor then that is referred to the Monitoring Officer, or if illegal activity, reported to the relevant authorities and may face criminal investigation.
<b>HR Manager</b>	Acts as the first point of contact for reporting safeguarding allegations against staff. In this instance, 'staff' refers to Council employees, elected Members, contractors, agency staff, suppliers or consultants of Brentwood Borough Council and Rochford District Council.
<b>HR Services</b>	HR will follow the Safer Recruitment Procedures and ensure that all appropriate checks are made with staff working with Children and Adults with care and support needs. This includes administering DBS checks and updating training records.
<b>Monitoring Officer</b>	This position is held by the Director of People and Governance with statutory responsibility for handling complaints made about a Councillors' conduct. They are also the named senior officer for Whistleblowing (allegations against staff, or suspected wrongdoing or malpractice that they reasonably believe is in the public interest.)

<p><b>Managers and supervisors</b></p>	<p>Managers and supervisors are responsible for complying with the requirements of the Safeguarding Policy and Procedures. They need to ensure that it is understood by staff working within their areas and that reporting procedures are followed.</p> <p>When recruiting a new staff member, managers and supervisors need to indicate the correct safeguarding level when completing the request to fill a vacancy form and subsequently apply the correct safeguarding induction process, including checking that the appropriate training has been booked. They need to liaise with HR regarding Safer Recruitment and DBS checks</p>
<p><b>All Staff</b></p>	<p>'Staff' refers to Council employees, elected Members, contractors, agency staff, volunteers, suppliers or consultants of Brentwood Borough Council and Rochford District Council.</p> <p>All staff need to follow best practice, participate in relevant training and report any concerns, incidents or allegations</p>
<p><b>Suppliers and Contractors</b></p>	<p>Any suppliers or contractors must agree to comply with the Council's Safeguarding Policy and where relevant have their own procedures and training arrangements in place.</p>

### 3.5.1 Corporate Safeguarding Group

The Corporate Safeguarding Group (CSG) consists of representatives with safeguarding responsibilities from Brentwood Borough Council and Rochford District Council. The CSG meets biannually and is responsible for implementing and progressing any safeguarding action plans. A yearly report will be presented to the Corporate Leadership Team as well as any significant issues as they occur. The Group is overseen by the Strategic Safeguarding Lead.

### 3.5.2 Human Resources

Human resources will:

- Ensure the effective implementation of the Safer Recruitment Policy and Induction and that all staff employed to work with Children and Adults with Care and Support Needs are subject to appropriate external checks including Disclosure and Barring, prior to employment
- Hold a database of all posts within the authority, the level and type of safeguarding training required for each of these and run reports from their database as to which post holders have/have not attended safeguarding training sessions, within the required timeframes set by the Operational Safeguarding Lead.
- Ensure that relevant policies and procedures are in place and kept up to date e.g. Safer Recruitment, Whistleblowing, Disciplinary Procedures and Code of Conduct and Grievance procedures
- Support managers in the use of these policies;
- Make a contribution to the safeguarding audits as directed by the Operational Safeguarding Lead.

### **3.5.3 Safeguarding allegation(s) made against a member of staff**

The Council takes seriously any allegations or complaints about the conduct of staff (this will also include elected Members, apprentices, work experience and volunteers) in respect of their contact with Children, young people and adults with care and support needs.

- All Allegations or complaints received by the Council will be investigated fully, and where applicable action will be taken against the accused member of staff using the Council's Disciplinary Procedures.
- If deemed necessary, the accused person will be suspended whilst the investigation takes place. The decision to suspend lies ultimately with the Chief Executive and the Strategic Safeguarding Lead.
- Support will be provided for any member of staff subject to the allegation as indicated in the Disciplinary Policy.

- In the event of an allegation made against a member of staff, both Council's will follow the SET procedures and will involve the Local Authority Designated Officer (LADO) who is employed by Essex County Council, with regard to a child, young person or adult with care and support needs.

### 3.6 Council services that positively support Safeguarding

#### 3.6.1 Housing

BBC and RDC have a legal duty to provide temporary accommodation to individuals who status and circumstances meet certain criteria as defined by statute. Housing Officers complete a detailed Housing Options form with applicants, and this helps to identify needs and vulnerabilities and assists in the process of safeguarding children and adults.

Housing Officers may need to refer families or individuals to Essex Social Care, particularly in the following circumstances:

Persons Affected	Reason for contacting Essex Social Care
<b>Homeless 16-17year old</b>	A 16- or 17-year-old may be referred to Essex Social Care for assessment to determine if they are a child in need with a duty owed to them by Essex Social Care.
<b>Intentionally homeless household with children</b>	If a household with children is found to be intentionally homeless, Essex Social Care (Family Operations Hub) should be advised in writing so they can ascertain whether a duty is owed under the Children's Act 1989 (Date check)
<b>Persons/family seeking refuge from Domestic Abuse</b>	The single point of contact for domestic abuse support and refuge provision is the County provider i.e. Compass. Officers will work in



	partnership with this provider to ensure the right advice and safety measures are given and put in place.
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### **3.6.2 Community Safety**

At Brentwood the Community safety team are responsible for dealing with Anti-Social behaviour, working with the Community Safety Partnership, CCTV and projects and initiatives to make residents feel safe and secure.

### **3.6.3 Environmental Health Services**

In addition to responsibilities in respect of food hygiene and nutrition, Environmental Health Officers inspecting conditions in private rented accommodation and local businesses may become aware of situations that could adversely impact on children and adults with care and support needs such as hoarding or signs of neglect.

### **3.5.4 Licensing**

The Council also plays a key role as a licensing authority, with one of the four Licensing objectives in the Act, being ‘protection of children from harm.’

### **3.6.5 Financial Services/Benefits**

With the administration of benefits payments and Council Tax, the Council’s Financial Services help to ensure that children and adults with care and support needs are protected from the effects of poverty and family income is maximized. Officers visiting people’s homes or people speaking to people on the phone as part of their daily work can also identify a range of safeguarding including situations of domestic abuse.

### **3.6.6 Contact Centre/Customer Services**

The first point of contact for a lot of residents is the Council’s Contact Centre/Customer Services and they can support residents to the right support that is available to them.

### 3.6.7 Community Services

.Community Services provide a variety of services from community events, working with volunteers and grant funding organisations and community initiatives.

### 3.7 South Essex Stay Safe Group

The South Essex Stay Safe Group consists of representatives from a range of agencies including NHS, Essex Social Services, Police, Probation, Education, Voluntary Sector and District Councils. This group is responsible for developing an action plan to improve safeguarding practice across the South Essex area and for considering actions to address emerging issues. The Operational Safeguarding Officer represents Brentwood Borough Council and Rochford District Council at these meetings.

## 4. Types of Abuse

Although some Council employees, elected Members, contractors, agency staff, volunteers, suppliers or consultants of Brentwood Borough Council and Rochford will have limited direct contact with children and adults, it is important they are aware of the potential indicators of abuse and what to do if they have concerns.

Responsibilities under this policy are limited to reporting any concerns, incidents or allegations, it is not the responsibility of those representing the Council to investigate or to make any judgment on the allegations. These will be investigated by the Police or Essex Social Care Direct. There are four categories of abuse relating to children and ten for adults, as defined within the Children’s Act 1989 and Care Act 2014 which are set out below. There are also specialized support services set up for specific areas of safeguarding such as Domestic Abuse, Honour Based Abuse and Female Genital Mutilation. More detail can be found in **Appendix 3**.

Types of abuse - Children (Source: SET Procedures 2019)	Types of Abuse – Adults (Source: Care Act 2014)
1. Physical Abuse	1. Physical Abuse

<ul style="list-style-type: none"> <li>2. Emotional Abuse</li> <li>3. Sexual Abuse</li> <li>4. Neglect</li> </ul>	<ul style="list-style-type: none"> <li>2. Domestic Abuse including Honour Based Abuse</li> <li>3. Sexual Abuse</li> <li>4. Psychological Abuse</li> <li>5. Financial Abuse</li> <li>6. Modern Slavery/Human Trafficking</li> <li>7. Discriminatory Abuse</li> <li>8. Organisational Abuse</li> <li>9. Neglect and acts of Omission</li> <li>10. Self-Neglect</li> </ul>
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Abuse will usually fall into one or more categories. Details of the physical and behavioural indicators for each category can be found in **Appendix 6**.

## 5. Safeguarding requirements for specific circumstances

### 5.1 Grant applicants

Safeguarding policies and procedures are required from all grant funded organisations and satisfactory DBS checks for relevant employees and volunteers are also required of any organisations working with children and adults who seek funding from Brentwood Borough Council or Rochford District Council. This information will be requested at the application stage and applications will not be processed without the relevant documentation being provided.

As a minimum, any organisation receiving funding from the Council will be expected to have a statement of policy and procedure regarding safeguarding, in place and understood by employees, volunteers and which is available to service users. This applies to all organisations the Councils award grants to, irrespective of whether the grant has been awarded through the official grant application process.

Commissioned/contracted or grant funded organisations with minimal contact with children or adults may wish to adopt the Council's policy and procedures if deemed suitable.

## **5.2 Hirers of Council Facilities**

It is the responsibility of any independent sports clubs, theatre groups and other organisations which hire out and use facilities operated by or on behalf of Brentwood Borough Council or Rochford District Council, to have their own safeguarding policy and procedures in place. All activities that involve participation of children, young people and/or adults with care and support needs are approved on the understanding that the Hirer is aware of their responsibility and confirm they have appropriate safeguarding procedures in place.

Furthermore, they must ensure that all employees or volunteers who have significant, regular or unsupervised contact with children, young people and adults with care and support needs have had a satisfactory DBS check as a condition of hire. For further information on DBS requirements see **Appendix 4**.

## **5.3 Use of contractors and suppliers**

Brentwood Borough Council and Rochford District Council will take reasonable steps to ensure that contractors and suppliers doing work on behalf of the Council are monitored appropriately. Brentwood Borough Council and Rochford District Council have specific safeguarding pages for Contractors/Suppliers to refer to for more information.

### **[Link to procurement webpage for BBC and RDC](#)**

Brentwood Borough Council and Rochford District Council are required to ensure that contractors and suppliers are aware of and use the Council's Combined Safeguarding Policy for Children, Young People and Adults.

Certain suppliers, whilst undertaking a council contract, may come into contact with or be in the vicinity of children, young people and adults with care and support needs. Therefore, they must be aware of and comply with the reporting procedures

and safe working practices contained in the Council's Safeguarding Policy. They must also ensure that their staff are DBS checked and trained appropriately, where relevant.

## **5.4 Volunteers**

This policy applies equally to volunteers (including apprentices, work experience students, interns) and they will therefore be expected to comply with any code of conduct that is imposed on members of staff in relation to their dealings with children and adults with care and support needs.

Where possible, work experience students and those under the age of 18 should not be alone with anybody over the age of 18.

If a work experience student/apprentice under the age of 18 are taken out on site, carry out the existing arrangements for assessing and managing risks to young people. The key to a safe site visit being good supervision, advanced planning and the avoidance of problems. Where there is a member of staff with day-to-day responsibility for work experience student/apprentice as part of their job description, a DBS enhanced check will be required.

## **5.5 Licensing**

Brentwood Borough Council and Rochford District Council are responsible for a wide range of licensing functions. Protecting children from harm is a licensing objective that the Councils are legally obliged to consider, in particular when licensing premises under the Licensing Act 2003 or the Gambling Act 2005. For more information, please refer to each authorities Licensing Policy, Hackney Carriage and Private Hire Policy and Gambling Policy, available online at

**[Insert link to BBC and RDC Licensing webpages](#)**

## **5.6 Safeguarding practices**

### **5.6.1 Training**

All staff and elected members working with children and adults with care and support needs should undertake the appropriate level of safeguarding training as decided by the Operational Safeguarding Lead. All training will be in line with ESCB and ESAB SET Standards.

### **5.6.2 Health and Safety**

Brentwood Borough Council and Rochford District Council enforces health and safety in some workplaces including shops, restaurants warehouses, and premises providing consumer services or leisure facilities. Employers in these premises are obliged to carry out risk assessments, including for the employment of young people. Whilst undertaking their duties, officers of the two Councils may examine such risk assessments with a view to determining their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', Brentwood Borough Council and Rochford District Council will report this activity to Essex Social Care Direct.

### **5.6.3 Safer Recruitment**

It is known that some individuals will actively seek employment or voluntary work with children in order to harm them. People who work with children and/or adults with care and support needs, whether it is in a voluntary capacity or not, have a role to play in protecting them from harm, safeguarding their welfare as well as preventing their abuse.

BBC and RDC have safer recruitment policies which must be followed for all relevant staff appointments. For more information staff recruiting to posts should contact HR.

All employees have a duty of care to draw attention to bad or poor practice in the workplace. This includes practice that may be abusive and/or neglectful. Members of staff who work with children and adults with care and support needs have an individual responsibility to raise concerns with someone who have responsibility to take action.

### **5.6.4 Online Safety**

Children and Adults with care and support needs can be vulnerable to exploitation and abuse through the medium of Information and communication technology (ICT). It is important that officers are alert to potential risks children may be exposed to, and that steps have been taken to mitigate the risk of this occurring, with specific reference to:

- Content – e.g. exposure to age appropriate material, inaccurate or misleading information, socially unacceptable

### **5.6.5 Photography/Filmed Images taken by Members of the Public**

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees, volunteers and contracted service providers should always be vigilant to ensure that misuse of photography does not occur. Whilst the Data Protect Act does not prevent individuals from taking photographs or videos, the Council has a shared responsibility for the protect and safety of children and adults with care and support needs using its facilities.

The Council does not wish to restrict photography in its parks and open spaces and in any event would be unable to require third parties taking photographs to seek permission. However, anyone found to be taking photographs which are intrusive or inappropriate will be asked to cease doing so immediately and will be reported to the Police and the Council's Operational Safeguarding through the Safeguarding reporting procedure.

### **5.6.6 Event Photography/Filmed Images for the Council's Publicity purposes**

All photography by either Council's employees or on behalf of the Brentwood Borough Council and Rochford District Council, must be made in accordance with the Council's Photographic Policy. Clear signage should be displayed at your event that photography will be taken and individuals need to make themselves known if they do not wish to have their photograph taken.

Written consent must be obtained before anyone working for or on behalf of the Council takes a photograph of or films a child, young person or adult. Usually this will be in the form of the Council's Image Consent Form. Staff will be identifiable and will ask for consent. When commissioning professional photographers, or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child protection. The following steps should be taken when professional photographers or the press are invited to events:

- Check the credentials of any photographers and organisations used,
- Ensure identification is always worn,
- Do not allow unsupervised access to children or adults
- Do not allow photographic sessions outside of the activities or services,
- Ensure that the names of children or adults are not used in photographs or footage, unless the express permission of the parent/carer of the child, young person or adult has been given.

### **5.6.7 Internet and social media**

The open nature of the internet including the numerous social media sites provides an easy method for people to commit abuse online. The following reporting processes are in place for reporting online abuse:

- For staff experiencing abuse from another member of staff this will be reported to HR via your line manager and the perpetrator will be subject to the Council's Disciplinary procedure.
- If a member of staff is experiencing abuse from a member of the public, then this will be reported via the normal safeguarding route and an online form completed and dealt with by the safeguarding team.
- If a member of the public is experiencing abuse, then this will be reported via the normal safeguarding route and the most appropriate course of action would be identified – this could include reporting to the police as a hate crime for example.



Social networking sites can leave Council staff vulnerable to allegations if they fail to observe a few simple precautions. The below guidelines are intended as general advice on how to avoid social media putting you in a position where your actions may be misconstrued or give rise to a safeguarding concern.

Please be aware that children and adults or their parents and carers may be able to view your social media profile and could, if they find any posts offensive, complain to the Council. It is important therefore that your privacy settings and the way that you conduct yourself on social media are appropriate as a representative of the Council.

#### **5.6.8 Conduct on social networking sites**

- You should not accept friend requests from (or send friend requests to) a child, young person, adult (or their parent/carer) who you are in contact with as a result of your council employment.
- All social media engagement on behalf of the Council should take place via an approved site and not via personal accounts. You should not, outside of formal channels, engage in online discussion with any child, young person or adult (or their parent/carer) who you are in contact with as a result of your council employment.
- Do not post any comments about, or pictures of, children or adults (or their parents/carers) who you are in contact with as a result of your Council employment.
- Be aware that other users could tag you in an inappropriate post or photograph. If you find inappropriate references to yourself on social media you should de-tag yourself and contact the user to ask for it to be removed.

#### **5.6.9 Privacy and security**

To ensure that social media does not compromise your professional position please ensure that your privacy settings are set correctly. At a minimum, it is recommended that security levels are set to 'friends only' for Facebook (and the equivalent settings for other social media websites).

You should proactively update your privacy settings whenever a social media provider changes its settings.

Online conduct should not differ from offline conduct in terms of respect for others. When using personal social networking sites always remember that everything you say is a matter of public record and could be viewed more widely than you intend. Any content found to breach existing policies may result in disciplinary action.

### 5.6.10 Work experience and volunteers

Brentwood Borough Council and Rochford District Council offers work experience or volunteering opportunities to many young people each year. Managers should ensure that employees and volunteers are aware of the Safe Working Practice Guidelines (**Appendix 8**).

## 6. Safeguarding training

### 6.1 Employee training

Whenever Brentwood Borough Council and Rochford District Council recruits' employees it will ensure that they are well informed, trained, supervised and supported so that they understand safeguarding and their responsibilities; that staff recognise the various types and indicators of abuse and have knowledge of internal reporting procedures.

Training will happen by the following process:

Training levels	Training	Who requires this training?
Group 1	Safeguarding Children, Young People and Adults Induction Booklet. To be completed prior to starting, then refreshed every 3 years.	All staff
Group 2	As above, plus: Safeguarding Children, Young People and Adults e-Learning module To be completed within one month of starting, then refreshed every 3 years.	BBC and RDC staff who are in regular contact or have periods of intense but irregular

		contact, with children and adults.
Group 3	Role of the Designated Lead for Safeguarding Children and Adults	Safeguarding Lead, Deputy Leads and Designated Safeguarding Reporting Officers

## 6.2 Induction

Line Managers will need to ensure that they complete the induction process with any new starters. If managers are unsure. then contact HR.

## 6.3 Ongoing training needs

Line managers and Human Resources will be primarily responsible for assessing what safeguarding training individual officers require and monitored by the Corporate Safeguarding Group.

The training interventions are cumulative, and some employees are required to complete all of them. If staff have any doubts about what safeguarding training they require, they can ask their line manager or contact HR.

## 6.4 Training administration

Safeguarding training for staff will be monitored by HR. They will be responsible for notifying staff and managers of staff that have outstanding training, including refresher training that is required every 3 years.

For any department employing casual staff, then the line managers are responsible for ensuring that staff attend relevant safeguarding training in a timely manner. HR will provide information on any outstanding training to both staff and their manager.

## 6.5 Safer recruitment

Brentwood Borough Council and Rochford District Council do not directly deliver Children’s Services and therefore scope for working directly with children or with

adults with care and support needs is limited. However, it is important that both Councils take all reasonable steps to prevent unsuitable people working with vulnerable groups. For all new employees, confirmation of employment will be dependent on satisfactory checks.

Managers and Human Resources are responsible for risk assessing all job descriptions to identify which are likely to involve regular and/or substantial unsupervised contact with children and adults.

The Disclosure and Barring Service (DBS) formed from 1st December 2012 when The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA), was amalgamated to form one department, as a result of the Protection of Freedoms Act (2012). This service allows the Council to check whether there have been any updates since the date of an existing DBS check, as a DBS check has no official expiry date. Such a process should only be used in those few instances where employees and volunteers have substantial or regular and unsupervised contact with children and adults and in accordance with the Council's procedure for rechecks. Referrals of concern must still be made to the Independent Safeguarding Authority (ISA). For more information on the requirement of DBS checks see **Appendix 4**.

For more information on the Council's safe recruitment practices, please contact HR.

## **7. Audit, Quality Assurance and Review**

### **7.1 Safeguarding Board Audits**

'Working Together to Safeguard Children 2018' states that Local Multi-Agency Safeguarding Partnerships/Boards have a statutory duty to assess how well, and to what level, its partners are fulfilling their obligations to safeguard and promote the welfare of children under Section 11 of the Children Act 2004. This requirement is carried out through a regular cycle of auditing of partners' safeguarding effectiveness.

As part of the Essex Safeguarding Adult Board's remit in ensuring that there are effective safeguarding arrangements in Essex it is important that it can audit and monitor how robust the arrangements are that local agencies, organisations, and service providers have in place.

Brentwood Borough Council and Rochford District Council, partakes in both the ESCB and ESAB audits to assess our current compliance and use it to develop an improvement plan.

## **7.2 Quality assurance and improvement**

Although this policy only requires a three- year review, service improvement is a continuous process. The Corporate Safeguarding Group should liaise with the Operational Safeguarding Lead to provide feedback to any officer who has made a safeguarding report. Officers who attend external safeguarding meetings or training should report any recommendations or best practice to other safeguarding officers at the Corporate Safeguarding Group meetings.

## **7.3 Review mechanism**

Responsibility for updating this policy lies primarily with the Director of Community and Health as the Strategic Safeguarding Lead and the Corporate Manager for Community, Leisure and Health in conjunction with the Corporate Safeguarding Group. The policy will be reviewed every three years unless there are significant legislative changes.

## **7.4 Compliance**

As part of the policy review it is important that an assessment is made of its effectiveness. Therefore, to inform the annual policy review, a survey should be undertaken to assess staff awareness and adherence to the safeguarding policies and procedures.

## **8. Other relevant policies**

The Safeguarding Policy and Procedures is linked to a number of other Council policies as well as national legislation and guidance. For more information please refer to **Appendix 10** or visit both Council's intranet.

### **8.1 Whistleblowing Policy**

This procedure is intended to supplement, rather than to replace, the existing procedures whereby employees of the Council and other persons may raise complaints or matters of concern with the Council. It may also be followed where reports are made of safeguarding allegations against staff, of suspected wrongdoing or malpractice that they reasonably believe is in the public interest

### **8.2 HR Policies**

There are a number of HR Policies that are linked to safeguarding such as Safer Recruitment, Disciplinary Procedures, Code of Conduct etc. This policy sets out support those employees who may be experiencing their own safeguarding issues such as Domestic Abuse to raise awareness of its implications and its effect within the workplace.

### **8.3 Equality, Diversity and Inclusion**

BBC and RDC is committed to meeting the requirements of its Public Sector Equality Duty and to ensure this Policy covers the whole community, but in particular children, young people and adults with care and support needs. Within the Policy there are specific areas of abuse which may affect some sections of the community more than others such as Honour Based Abuse and Female Genital Mutilation.

### **8.4 Information Security**

BBC and RDC are committed to ensure that all information it has is stored securely, remains confidential and not shared with third parties in regard to safeguarding. All staff need to comply with the Data Protection Act and the relevant Privacy Policies.

## Section B – Reporting Procedures

The SET (Southend, Essex, and Thurrock) safeguarding guidelines outlines the basic safeguarding procedures which should be followed by all local authorities in Essex. For reference, the guidelines for safeguarding children can be viewed at: SET Safeguarding and Child Protection Procedures ([www.escb.co.uk](http://www.escb.co.uk)) and the equivalents for safeguarding adults are available at: SET Safeguarding Adults Guidelines. (esab)

Brentwood Borough Council and Rochford District Council have used these guidelines to form their own procedures for handling safeguarding issues internally.

The following procedure outlines the steps that all staff, councillors, volunteers, casuals and contractors should take when they become aware of a safeguarding concern, incident or allegation.

In addition to the procedures below, the Council's Housing Service may need to make a referral to Essex Social Care in relation to:

- Homeless 16 - 17year olds; and
- Homeless households with children or a pregnant woman who are in receipt of a negative decision under homelessness legislation

### 9. Internal Safeguarding Reporting Procedure for all staff, Elected Members, contractors, casuals and volunteers

Stage 1	Gather Information
1	An employee, councillors, contractor, casual or volunteer notices a possible safeguarding concern, witnesses an incident or is made aware of an allegation.

2	If the above occurs, stay calm and try to obtain another witness to your conversation with the child, young person or adult involved in the event, if it does not compromise the situation.
3	Listen carefully to what is said and allow the child, young person or adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.
4	Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do NOT promise to keep secrets.
5	After you have obtained as much relevant information as possible complete a Concern/Incident/Allegation (CIA) Form
6	Submit the CIA form online. Casual members of staff are advised to contact their line manager first to discuss the concerns and contractors should contact their contract manager who may complete the CIA form on their behalf
7	The Corporate Safeguarding Group will be notified by email that the case has been submitted and the person submitting will also receive a confirmation email and reference number. If you need any help in completing the form, please contact one of the Corporate Safeguarding Group.
<b>Stage 2</b>	<b>Action</b>
1	One of the Corporate Safeguarding Group accepts the new case and completes the second stage of the process online within one working day of the incident being reported. One of the Corporate Safeguarding Group will discuss the case with the Operational Safeguarding Lead or another member of the Corporate Safeguarding Group to decide the best course of action, i.e. whether to: <ul style="list-style-type: none"> <li>• refer the case to either Essex Social Care Direct, Essex Police or other support service</li> <li>• keep the case open and investigate further</li> <li>• decide not to refer the case</li> </ul>
<b>Stage 3</b>	<b>Referral</b>
1	The Operational Safeguarding Lead or relevant member of the Corporate Safeguarding Group will either make the referral by phone to Essex Social Care Direct, Essex Police or other support service and/or submit a SETSAF Form (for adults) or a Request for Support Form (for children). The Operational Safeguarding Lead will record all actions as case notes and attach any relevant documentation



Stage 4	Case Closed
1	If it is decided that the case will not be referred further, the Reporting Officer must record the reason for not doing so.
2	All case notes and information will be stored on the secure Safeguarding TEAMS site. The case will remain open and visible to the Corporate Safeguarding Group until it has been agreed that the case should be closed.
3	Finally, the person who made the initial report is informed whether the case has been referred and/or what action has been taken.

**IMPORTANT**

If you think the child, young person or adult IS IN immediate danger you must call 999 and then contact a Safeguarding Lead/Deputy, directly, as soon as possible. The normal safeguarding procedure can then be followed from submitting the CIA form onwards.

If the concern, incident or allegation is in relation to an employee, councillor, contractor, casual or volunteer you need to contact the HR Services Manager and Safeguarding Lead/Deputy as soon as possible.

Alternatively, you can report via the Whistleblowing procedure outlined in the Whistleblowing Policy (available on the Intranet in the HR Documents Section).

**Out of hours working**

If a Member, employee, contractor or volunteer is concerned about an incident or allegation of abuse outside office hours and the person is NOT deemed to be in immediate danger, they should speak to their line manager. The line manager may make the decision to contact either the Safeguarding Lead or one of the Corporate Safeguarding Group as follows

Kim Anderson, Operational Safeguarding Lead, BBC and RDC

Nichola Mann, HR Manager

Kelly Redston, Community and Health, RDC

Steven Greener – Licensing, RDC

Paul Adams – Licensing, BBC

Johnathan Woodhams, Community Safety, BBC

Andy Parkman, Community Safety, RDC

Andrew Paddon. Environmental Health, RDC

David Carter/Chris Breen, Environmental Health, BBC

Angela Abbott, Housing, BBC

Janette Hurrell, Housing RDC

If the child, young person or adult is in immediate danger, please contact Essex Social Care Direct 'Out of Office Hours' Line on 0345 606 1212 or if the incident is considered severe, immediately call the police on 999. A CIA form should be completed as soon as possible afterwards

**Confidentiality**

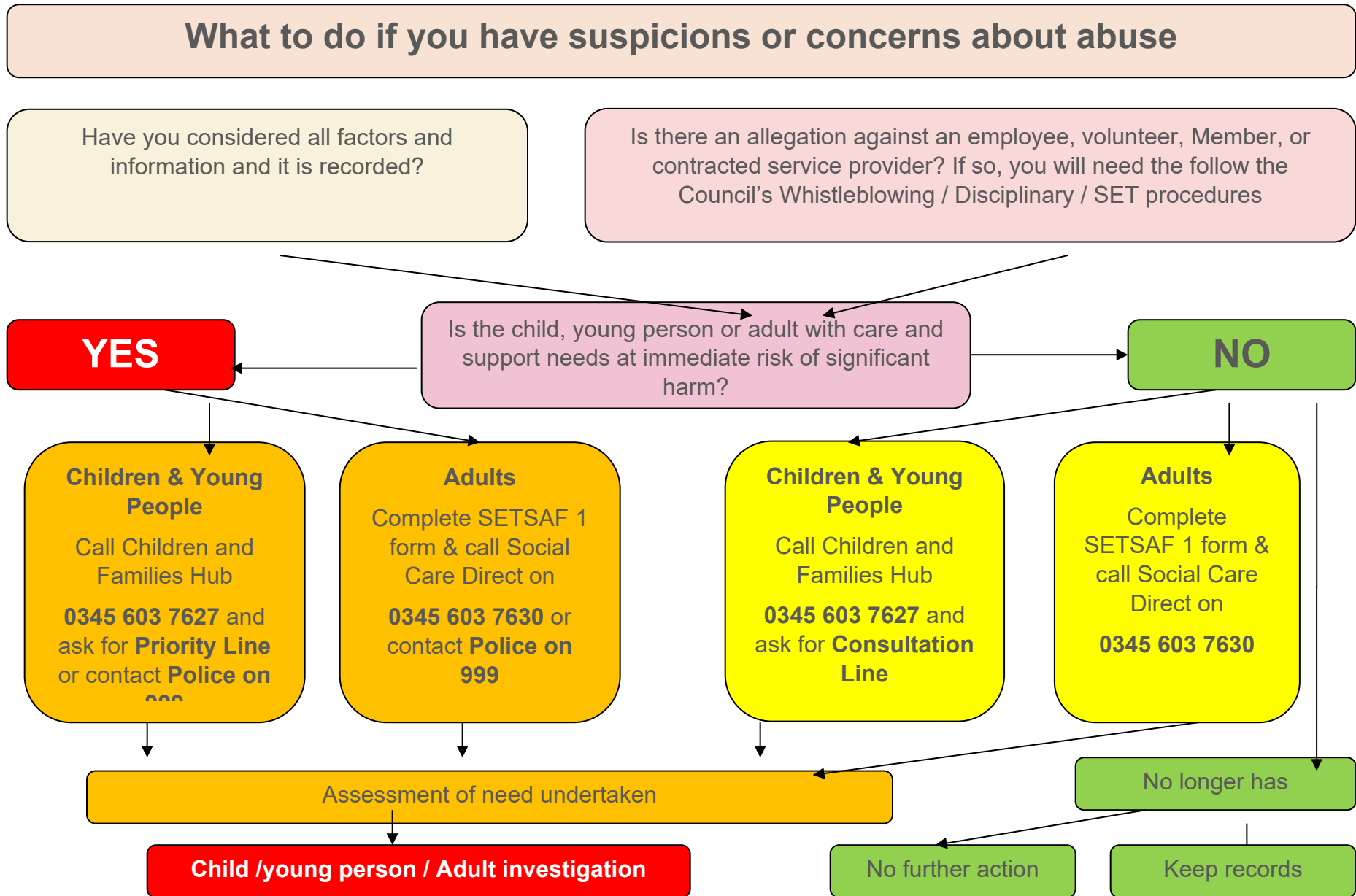
Staff must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from Brentwood Borough Council or Rochford District Council, other than their line manager, the Operational Safeguarding Lead or the Corporate Safeguarding Group
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency, other than as part of a formal investigation.
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child, young person or adult without the express permission of the person with overall responsibility for the investigation.

This does not exclude the employee from the need or right to consult with a solicitor, trade union representative or other bona fide legal adviser.

The following section sets out the external referral process in respect of safeguarding concerns.

## 10. Reporting Procedure Flowchart



## Appendix 1: Definitions

Term	Definition
<b>Child</b>	The term 'child' refers to anyone under 18 years of age (i.e. not yet reached their 18th birthday)
<b>Young Person</b>	The term 'young person' refers to any child aged 16 or 17 years of age
<b>Adult</b>	The term 'adult' refers to any person aged 18 years or over. According to the Care Act (2014), Local Authority safeguarding duties apply to any adult who: <ul style="list-style-type: none"> <li>• Has needs for care and support (whether or not the local authority is meeting any of those needs) and;</li> <li>• Is experiencing, or at risk of, abuse or neglect; and;</li> <li>• 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. This applies even if the adult may be receiving what may be thought of as a "children" or "young people's" service. Councils will have a duty to make enquiries about allegations of abuse against adults at risk of abuse where they meet the above criteria. The term 'adult at risk' is interchangeable with the term 'adult with care and support needs' throughout this document</li> </ul>
<b>Abuse</b>	Is a violation of an individual's human and civil rights by any person or persons. Abuse may consist of a single act or a repeated act. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when an individual is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm, or exploitation of, the person subjected to it.
<b>Harm</b>	The Children Act 1989 defines 'harm' as 'ill-treatment or the impairment of health or development, including for example impairment suffered from seeing or hearing the ill-treatment of another.
<b>Parents</b>	This term is used in its broadest sense to include parents, carers and guardians.

<p><b>Safeguarding Adults</b></p>	<p>“Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities. Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them.</p>
<p><b>Safeguarding Children</b></p>	<p>Safeguarding is defined in <i>Working Together to Safeguard Children</i> (2018) as:</p> <ul style="list-style-type: none"> <li>• protecting children from maltreatment</li> <li>• preventing impairment of children’s health and development</li> <li>• ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and</li> <li>• taking action to enable all children to have the best outcomes</li> </ul> <p>For children who need additional help, everyday matters. Academic research is consistent in underlining the damage to children from delaying intervention. The actions taken by professionals to meet the needs of these children as early as possible can be critical to their future. Children are best protected when professional are clear about what is required of them individually and how they need to work together</p>
<p><b>Adult with care and Support needs</b></p>	<p>A person who is aged over the age of 18 that requires care and support needs to take care of themselves, or are unable to protect themselves against significant harm or exploitation. They may be more at risk of abuse.</p>
<p><b>Children and young People</b></p>	<p>The Children's Act 1989 states the legal definition of a child is ‘a person under the age of 18.’ This also includes pre-birth. Child Abuse is any form of physical, emotional, sexual mistreatment, neglect or lack of care that leads to injury or harm of a child or young person.</p>
<p><b>Child Abuse</b></p>	<p>Is any form of physical, emotional or sexual mistreatment or lack of care (omission) that leads to injury or harm. There are four main types of child abuse: physical abuse, sexual abuse, emotional abuse and</p>

	neglect (NSPCC, 2011).
<b>Child Sexual Exploitation</b>	Involves children and young people receiving something for example – accommodation, drugs, affection, as a result of them performing sexual activities, or having others perform sexual activities on them.
<b>Coercive behaviour</b>	Is an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim. This definition also includes so called 'honour' based violence, Female Genital Mutilation (FGM) and Forced Marriage. Victims are not confined to one gender or ethnic group.
<b>Controlling behaviour</b>	Is a range of acts designed to make a person subordinate and/or dependent on their abuser by isolating them from sources of support, exploiting their resources and capacities for personal gain. It deprives them of the means needed for independence, resistance and escape and regulates their everyday behaviour.
<b>Disclosure and Barring Service (DBS)</b>	DBS checks are required in roles where 'regulated' activity is undertaken. Please refer to Appendix X for more details on regulated activity.
<b>Domestic Violence</b>	Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 years or over who are or have been intimate partners or family members regardless of gender or sexuality.
<b>Emotional or psychological Abuse</b>	Includes verbal abuse, psychological abuse, threats, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, isolation or withdrawal from services or supportive networks.
<b>Female Genital Mutilation (FGM)</b>	A term used to describe procedures that include partial or total removal of the external female genital organs, such as female circumcision, excision or infibulations. This collective term also covers injury to the female genitalia for cultural or non-medical reason.
<b>Financial or</b>	Includes theft, fraud, exploitation, pressure in connection with wills,

<b>Material Abuse</b>	property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
<b>Forced Marriage</b>	The act of physically, emotionally, psychologically or financially pressurising someone to marry against their will. Forced marriages can occur in this country and abroad, and differ significantly from arranged marriages, which are entered into freely by both people, despite their families taking a lead role in the choice of partner.
<b>Grooming</b>	Grooming is when a person builds a relationship with a child, young person or an adult who is at risk, so they can abuse them and manipulate them into doing things. Grooming is manipulative behaviour that the abuser uses to gain access to a potential victim, coerce them to agree to the abuse, and reduce the risk of being caught.
<b>Hate Crime or Discriminatory Abuse</b>	A term to describe a criminal offence committed against a person motivated by hate or prejudice against their: Race, colour, ethnic origin and nationality; religion or faith; gender or gender identity; sexual orientation, disability and learning difficulties; and Mental Health
<b>Honour based Abuse (HBA)</b>	Refers to crimes committed against a person as punishment for breaking an 'honour code', usually imposed by a family or community
<b>Human Trafficking</b>	<p>Also Known as <b>Modern Slavery</b>, human Trafficking involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. This can occur either from one country to another or even within the same country, county or town. There is no typical victim and some victim's do not understand that they have been exploited and are entitled to help and support. Key indicators that someone may be a victim of trafficking might include:</p> <ul style="list-style-type: none"> <li>• The person's passport, identification or travel documents are being held by someone else.</li> <li>• The person appears to have been 'coached' or told what to say in certain circumstances and he or she allows others to speak on</li> </ul>

	<p>their behalf.</p> <ul style="list-style-type: none"> <li>• The person must pay a facilitator back for travel costs through working or providing services</li> <li>• They are living in accommodation with multiple people where conditions are cramped and poor</li> <li>• They receive little or no payment for their work</li> <li>• The person does not appear to have freedom of movement</li> <li>• The person regularly appears withdrawn, timid or frightened</li> <li>• The person has been physically or emotionally harmed or deprived of food, water, sleep, medical care or other life necessities</li> <li>• A child or other young person who is not in school or any other form of education or training</li> </ul>
<p><b>Institutional (Organisational) Abuse</b></p>	<p>Involves the collective failure of an organisation to provide an appropriate and professional service to children or adult with care and support needs adults. It can be seen or detected in processes, attitudes and behaviour that amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping. It includes a failure to</p> <p>ensure the necessary safeguards are in place to protect vulnerable adults or children and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care. Abuse is not always malicious or intentional and may occur when someone believes, mistakenly that they are acting in the best interests of the child or vulnerable adult.</p>
<p><b>Modern Slavery</b></p>	<p>See Human Trafficking above</p>



<p><b>Neglect (including acts of omission)</b></p>	<p>Includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, food, drink and heating.</p>
<p><b>Physical Abuse</b></p>	<p>Includes hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint</p>
<p><b>PREVENT</b></p>	<p>Part of the UK's counter-terrorism strategy and consists of four strands</p> <ul style="list-style-type: none"> <li>• Prevent – to stop people becoming terrorists or supporting violent extremists</li> <li>• Pursue – to stop terrorist attacks</li> <li>• Protect – to strengthen our overall protection against terrorist attacks</li> <li>• Prepare – where we cannot stop an attack, to mitigate its impact</li> </ul>
<p><b>Self-neglect</b></p>	<p>Wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding</p>
<p><b>Sexual Abuse</b></p>	<p>Includes rape and sexual assault, or sexual acts to which the child or adult with care and support needs has not consented, or could not consent, or where pressure was applied to secure their consent</p>

## **Appendix 2 Brentwood Borough Council and Rochford District Council Safeguarding Structure and Contacts**

### **Strategic Safeguarding Lead**

**Tracey Lilley, Director of Community and Health**

T: 01277 312500

E: [tracey.lilley@brentwood.rochford.gov.uk](mailto:tracey.lilley@brentwood.rochford.gov.uk)

### **Operational Safeguarding Lead**

**Kim Anderson, Corporate Manager Community, Leisure and Health**

T: 01277 312634

E: [kim.anderson@brentwood.gov.uk](mailto:kim.anderson@brentwood.gov.uk)

### **Corporate Safeguarding Group**

Please see details of Officers on page 33 (these will regularly reviewed and updated)

## **Appendix 3- Specific areas of Safeguarding**

### **Child Exploitation**

#### **Child Sexual Exploitation (CSE)**

Child Sexual Exploitation is a form of sexual abuse whereby young people under the age of 18 years old receive 'something' (food accommodation, drugs, alcohol, cigarettes, affection, gifts, money) in exchange for performing, and/or others performing on them, sexual activities.

It can happen to any young person from any background and affects boys and young men as well as girls and young women. It can occur without physical contact and without their immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones.

There are 3 important and recognisable elements of child sexual exploitation:

- Children are 'groomed' and there is power, and control held by the perpetrator/s
- An 'exchange' (such as gift, food, money, drugs etc.) is present, this could be to a third party and not always to the child themselves
- Sexual acts or the exchange of sexual images

#### **Child Criminal Exploitation (CCE)**

There is no statutory definition for Child Criminal Exploitation. CCE is common in county lines and occurs where there is an individual or group takes advantage of an imbalance of power to coerce, control, manipulate to deceive a child or young person under the age of 18 years old.

Young people may receive something such as food, gifts or money for completing a criminal task for others. It often occurs without the child's immediate recognition, with them believing they are in control of the situation. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

### **Modern Slavery (including Human Trafficking)**

Modern Slavery comprises slavery, servitude, forced and compulsory labour and human trafficking. The common factors are that a victim is, or is intended to be, used or exploited for someone else's (usually financial) gain, without respect for their human rights.

Under the Modern Slavery Act 2015 Brentwood Borough Council and Rochford District Council as a first responder and as local authorities have the following duties:

- Duty of enquiry - identification and referral of victims
- Duty to safeguard – support victims through housing/homelessness services where possible
- Duty to notify the Home Office of any individual who we believe is a suspected victim of modern slavery or human trafficking (MS1 form for non-consenting adults who do not want to go through the NRM process)
- Make appropriate referrals to the National Referral Mechanism (NRM) for all children and consenting adults
- Ensure the supply chains we procure are free from modern slavery and publish a Modern Slavery transparency statement
- Community Safety and disruption activities

### **Honour Based Abuse (including FGM and FM)**

Honour Based Abuse (HBA) is an international term used by many cultures for justification of abuse and violence. It is a crime or incident committed in order to protect or defend the family or community 'honour'. HBA occurs when perpetrators believe a relative or other individual has shamed or damaged a family's or community's honour or reputation and that the only way to redeem the damaged honour is to punish and/or kill the individual.

HBA often goes hand in hand with forced marriage, although this is not always the case. Honour crimes and forced marriages are already covered by the law and can involve a range of criminal offences.

HBA is often the collective term used to include Female Genital Mutilation and Forced Marriage.

### **National Counter Terrorism and PREVENT Duty**

The PREVENT strategy, published by the Government in 2011, is part of the overall 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.

The Strategy has four workstreams:

- **Prevent:** to stop people becoming terrorists or supporting terrorism
- **Pursue:** to stop terrorist attacks
- **Protect:** to strengthen our protection against terrorist attack
- **Prepare:** where an attack cannot be stopped, to mitigate its impact

The objectives of the Prevent workstream are to

- respond to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views.
- provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- works with a wide range of sectors (including education, criminal justice, faith, charities, online and health) where there are risks of radicalisation that we need to deal with

### **Reporting:**

If you have a concern about a child, young person or adult that you think is linked to any of the topics above then you need follow the internal safeguarding reporting process.

Always dial 999 in the event of an emergency.

If you would like to some advice on any of these topics you can speak to one of the designated points of contact for Brentwood Borough Council and Rochford District Council set out on page 33.

## Appendix 4: Disclosure and Barring Scheme (DBS) requirements

If you have submitted an application form for a criminal record check through DBS following a request from a current or prospective employer/voluntary organisation but are unsure that the position you have applied for is eligible for a criminal record check, you can contact the DBS to investigate.

Please send an email to DBS customer services with the title **Application eligibility enquiry – urgent** giving your full name, date of birth, the name of organisation who asked you to get or provide a DBS certificate, details of the position applied for, and the form application number as well as the reasons why you are unsure that your position is eligible.

To carry out a full investigation into the eligibility of your position, we may have to contact the organisation concerned to ask them to explain their reasons for requiring you to submit a DBS application. If you provide your consent, we can refer to your specific application to enable us to discuss the eligibility issue with the organisation. However, we can also contact the organisation to discuss the submitted application without reference to your enquiry if you would prefer.

You have the right to request the DBS to prevent the processing of your application under the Data Protection Act 1998, principle 6 “*Personal Data should be processed in accordance with an individual’s rights*”. However, we cannot guarantee that we will be able to stop the application before it is issued as it may have already have reached the certificate printing stage

### Using the annex

This annex has been designed for use in conjunction with legislation.

We use the numbers in the annex as a reference point for dealing with enquiries about eligibility. If your organisation is contacted to confirm eligibility for a position, you **must** provide full details of the job role and explain how the relevant legislation

supports the eligibility of the position applied for. It is not sufficient to provide the reference number without supporting evidence.

<b>Positions, Professions, Employment, Offices and Works included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b>	<b>Ref No</b>
Any work defined as regulated activity relating to children within the meaning of Schedule 4 Part 1 of the Safeguarding Vulnerable Groups Act 2006	01
Any work defined as “work with children” in regulation 5C of the Police Act 1997 (Criminal Records) Regulations 2002	02
Any work defined as regulated activity relating to adults within the meaning of Schedule 4 Part 2 of the Safeguarding Vulnerable Groups Act 2006	03
Any work defined as “work with adults” in regulation 5B of the Police Act 1997 (Criminal Records) Regulations 2002	04
Any office or employment which is concerned with: <ul style="list-style-type: none"> <li>• the provision of care services to vulnerable adults; or</li> <li>• the representation of, or advocacy services for, vulnerable adults by a service that has been approved by the Secretary of State or created under any enactment;</li> </ul> and which is of such a kind as to enable a person, in the course of his normal duties, to have access to vulnerable adults in receipt of such services	05
Any work in a further education institution or 16 to 19 Academy where the normal duties of that work involve regular contact with children	06
Health care professional (regulated by a body mentioned in subsection (3) of section 25 of the National Health Service Reform and Health Care Professions Act 2002) – on entry into the profession only	07
Barrister (in England and Wales), solicitor – on entry into the profession only	08

Chartered accountant, certified accountant – on entry into the profession only	09
Veterinary surgeon – on entry into the profession only	10
Actuary – on entry into the profession only	11
Registered foreign lawyer – on entry into the profession only	12
Chartered Legal Executive or other Chartered Institute of Legal Executive (CILEx) authorised person – on entry into the profession only	13
Judicial appointments	14
The Director of Public Prosecutions and any office or employment in the Crown Prosecution Service	15
Designated officers for: <ul style="list-style-type: none"> <li>• magistrates' courts</li> <li>• justices of the peace</li> <li>• local justice areas</li> <li>• justices' clerks</li> <li>• assistants to justices' clerks</li> </ul>	16
Persons employed for the purposes of assisting constables of a Police Force established under any enactment	17
Any employment within the precincts of: <ul style="list-style-type: none"> <li>• a prison</li> <li>• a remand centre</li> <li>• a removal centre</li> <li>• a short term holding facility</li> <li>• a detention centre</li> <li>• a Borstal institution</li> </ul>	18



## Appendix 5: Useful Contacts for support, advice and signposting

Organisation	Contact details
<b>Essex Social Care Direct - Referral and Enquiries</b>	<p><b>Children’s Social Care</b></p> <p>Tel: 0345 603 7627 – ask for either the ‘Consultation Line’ or ‘Priority Line’</p> <p>The consultation phone line will provide advice and guidance for professionals. The priority line is available for professionals to refer concerns where children may be at immediate risk of significant harm.</p> <p>(Mon–Thu, 8.45am to 5.30pm, Fri 8.45am to 4.30pm)</p> <p><b>OUT OF HOURS:</b></p> <p>Tel: 0345 606 1212 (emergency duty team)</p> <p>If a child or young person is in immediate danger, call 999.</p>
	<p><b>Adult Social Care</b></p> <p>Telephone: 0345 603 7630</p> <p>(Mon-Thu, 8:45am to 5pm, Fri 8:45am to 4:30pm)</p> <p><b>OUT OF HOURS:</b></p> <p>Tel: 0345 606 1212 (emergency duty team)</p> <p>You can also email the Adult Social Care team: <a href="mailto:socialcaredirect@essex.gov.uk">socialcaredirect@essex.gov.uk</a></p>
<b>Essex Police</b>	Central switchboard 101 Emergency 999
<b>Essex Safeguarding Children Board</b>	<p>Tel (general enquiries): 0333 013 8936</p> <p>Tel (training enquiries): 0333 013 8937</p> <p>Email (general): <a href="mailto:escb@essex.gov.uk">escb@essex.gov.uk</a></p> <p>Email (training): <a href="mailto:escb.training@essex.gov.uk">escb.training@essex.gov.uk</a></p> <p>Web: <a href="http://www.escb.co.uk">www.escb.co.uk</a></p>

	Address: Essex Safeguarding Children Board, Room C228, County Hall, Chelmsford CM1 1QH
<b>Essex Safeguarding Adults Board</b>	<p>Tel (general): 03330 131019</p> <p>Tel (training): 03330 139913</p> <p>Email (general): ESAB@essex.gov.uk</p> <p>Email (training): ESAB.training@essex.gov.uk</p> <p>Web: www.essexsab.org.uk</p> <p>Address: ESAB Support Team, E3 (zone 1), County Hall, Chelmsford, Essex, CM1 1QH</p>
<b>Childline</b>	Tel: 0800 1111 Web: www.childline.org.uk
<b>NSPCC (including Child Trafficking Advice Centre)</b>	The NSPCC prevents abuse, helps rebuilds children’s lives and supports families. Tel: 0808 800 5000 Web: www.nspcc.org.uk
<b>Protect (formerly Public Concern at Work) - Whistleblowing advice line</b>	<p>Tel (advice line): 0203 1172 520 (Option 1*)</p> <p>Email: whistle@protect-advice.org.uk</p> <p>Web: <a href="http://www.pcaw.org.uk">www.pcaw.org.uk</a></p>
<b>Early Help and Advice Hub (Family Solutions)</b>	0845 603 7627 (ask specifically for the Early Help and Advice Hub)
<b>Crimestoppers (anonymous)</b>	Tel: 0800 555 111 www./crimestoppers-uk.org
<b>‘Stop the Traffik’</b>	<p>The Metropolitan Police hotline for victims or to report suspected trafficking</p> <p>Tel: 0800 783 2589 (24-hour hotline)</p>
<b>AskSAL – Safeguarding Adults Line</b>	AskSAL is a helpline designed to give advice to people of Essex who are concerned about themselves or

	somebody they know <a href="http://www.asksal.org.uk">www.asksal.org.uk</a> or 08452 6666 63
<b>Age UK</b>	Provide services and support at a national and local level to inspire, enable and support older people <a href="https://www.ageuk.org.uk">https://www.ageuk.org.uk</a>
<b>Ann Craft Trust</b>	Acting against the abuse of children and adults with learning disabilities. It is a UK based organisation working with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk of abuse. They also provide advice and information to parents and carers who may have concerns about someone that they are supporting <a href="http://www.anncrafttrust.org">www.anncrafttrust.org</a>
<b>Women's Aid</b>	Women's Aid is a key national charity working to end Domestic violence against women and children. They support a network of over 500 domestic and sexual violence services across the UK, <a href="http://www.womensaid.org.uk">www.womensaid.org.uk</a>
<b>Victim Support</b>	Victim Support is the independent charity that helps people to cope with the effects of crime with free and confidential support and information to help people deal with their experiences <a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>
<b>Respond</b>	Organisation providing services to people with a learning disability who have experienced sexual abuse. <a href="http://www.respond.org.uk">www.respond.org.uk</a>
<b>POPAN</b>	POPAN helps people who have been abused by health or social care professionals and seeks to prevent future abuse. <a href="http://www.popan.org.uk">www.popan.org.uk</a>
<b>PAVA</b>	PAVA organizes a network of Adult Protection staff throughout the UK. <a href="http://www.pavauk.org">www.pavauk.org</a>

<b>MENCAP</b>	Is a leading learning disability charity, working with people with a learning disability and their families and carers. <a href="http://www.mencap.org.uk">www.mencap.org.uk</a>
<b>Independent Safeguarding Authority (ISA)</b>	The Independent Safeguarding Authority (ISA) has been created to prevent unsuitable people from working with children and vulnerable adults. <a href="http://www.isa-gov.org.uk">www.isa-gov.org.uk</a>
<b>Voice UK</b>	National charity supporting people with learning disabilities who have experienced crime or abuse. It also supports families, carers and professionals
<b>Thurrock and Brentwood Mind</b>	Local charity for people with mental health problems providing services and support to people in the community and in hospital. <a href="https://thurrockandbrentwoodmind.org.uk">https://thurrockandbrentwoodmind.org.uk</a>
<b>Get Safe Online</b>	An online resource providing practical advice in regard internet safety. <a href="http://www.getsafeonline.org">www.getsafeonline.org</a>
<b>Compass</b>	Provides health and wellbeing services for children, young people and their families including mental health. <a href="http://www.compass.uk.org">www.compass.uk.org</a>
<b>SETDAB</b>	This is the Southend, Essex and Thurrock domestic abuse partnership website, providing advice and information on services for those affected by domestic abuse. <a href="http://www.setdab.org">www.setdab.org</a>
<b>Hourglass</b>	Their mission is to end the harm, abuse and exploitation of older people in the UK. <a href="http://www.wearehourglass.org">www.wearehourglass.org</a> .
<b>Salvation Army</b>	<a href="http://www.salvationarmy.org.uk">www.salvationarmy.org.uk</a>
<b>Modern Slavery helpline</b>	<a href="http://www.modernslaveryhelpline.org">www.modernslaveryhelpline.org</a>
<b>Essex Police - PREVENT</b>	<a href="http://www.essex.police.uk/advice/advice-and-information/t/prevent/prevent/">www.essex.police.uk/advice/advice-and-information/t/prevent/prevent/</a>
<b>Let's Talk About It</b>	For advice and support about sexual health <a href="http://www.letstalkaboutit.nhs.uk">www.letstalkaboutit.nhs.uk</a>
<b>SERICC</b>	Rape and sexual assault service <a href="http://www.sericc.org.uk">www.sericc.org.uk</a>

## Appendix 6: Signs and Indicators of Abuse

<b>Emotional or Psychological Abuse</b>	
Affects Children, young people and adults with care and support needs and includes: Acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to individuals. This may also be present in other forms of abuse	
<b>Physical Indicators and signs</b>	<b>Behaviour Indicators</b>
<ul style="list-style-type: none"> <li>• Threats of harm or abandonment</li> <li>• Humiliation, shaming or ridicule</li> <li>• Harassment, bullying, intimidation</li> <li>• Control or coercion</li> <li>• Deprivation of choice or privacy</li> <li>• Deliberate social isolation</li> <li>• Infantilisation – treating an adult like a child</li> </ul>	<ul style="list-style-type: none"> <li>• Disturbed sleep or tendency to withdraw to a room or to bed</li> <li>• Loss of appetite or overeating especially at inappropriate times</li> <li>• Anxiety, confusion or general resignation</li> <li>• Extreme submissiveness or dependency in contrast to known capacity</li> <li>• Sharp changes in behaviour in the presence of certain persons</li> <li>• Excessive or inappropriate craving for attention Self-abusive behaviour – self mutilation, head banging, hand biting</li> <li>• Loss of weight without apparent loss of appetite Loss of confidence</li> </ul>

<b>Sexual Abuse</b>	
Affects Children, young people and adults with care and support needs and includes: direct or indirect involvement	
<b>Physical indicators and signs</b>	<b>Behaviour Indicator</b>
<ul style="list-style-type: none"> <li>• Rape</li> <li>• Indecent assault</li> <li>• Exposure to inappropriate sexual behaviour or images/material</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained and uncharacteristic changes in behaviour</li> <li>• New tendency to withdraw and spend time in isolation</li> <li>• Recent development of openly sexual behaviour/language</li> <li>• Deliberate self-harm</li> <li>• Incontinence/bed wetting</li> <li>• Irregular or disturbed sleep patterns Difficulty/discomfort in walking and unexplained soreness around the genital area</li> <li>• Repeated urinary tract infections</li> </ul>

	<ul style="list-style-type: none"> <li>• Bruising or bleeding in the genital or rectal area</li> <li>• Excessive washing</li> <li>• Unexplained “love bites”</li> <li>• Stained or torn underclothing especially with blood or semen</li> <li>• Sexually transmitted disease</li> <li>• Pregnancy</li> </ul>
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<b>Physical Abuse</b>	
Affects Children, young people and adults with care and support needs and includes: the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.	
Physical indicators and signs	Behaviour Indicator
<ul style="list-style-type: none"> <li>• An inflicted physical injury, which is not satisfactorily explained</li> <li>• An injury where there is knowledge or suspicion that it was inflicted intentionally or through lack of care</li> <li>• Assaults on the body including hitting, slapping, pushing, kicking resulting in injuries such as burns, abrasions, fractures, dislocation, welts, wounds or marks of physical restraint</li> <li>• Misuse of medication or medical process e.g. catheterisation</li> <li>• Inappropriate restraint or inappropriate actions or inactions</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple bruising that is inconsistent with the explanation given</li> <li>• Cowering and flinching</li> <li>• Bruises or marks resulting from a slap or kick</li> <li>• Abrasions, especially to neck, wrists and/or ankles</li> <li>• Unexplained burns</li> <li>• Scalds, especially with a well-defined edge from immersion in water</li> <li>• Hair loss in one area, scalp sore to touch</li> <li>• Frequent minor accidents without seeking medical help</li> <li>• Unusually sleepy or docile</li> <li>• Unexplained fractures</li> <li>• Frequent “hopping” from one GP to another or from one care agency to another Untypical self-harm, emotional distress, low self esteem</li> </ul>

<b>Neglect and acts of omission</b>	
Affects Children, young people and adults with care and support needs and includes: the ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s)	
<b>Physical indicators and signs</b>	<b>Behaviour Indicator</b>
<ul style="list-style-type: none"> <li>• Failure of a person who has responsibility, charge, care or custody of a vulnerable person to provide access to appropriate health, social care or educational services (unintentional or deliberate)</li> <li>• Withholding necessities of life, including nutrition, medication, heating, shelter (Unintentional or deliberate)</li> <li>• The failure to intervene in behaviour which is dangerous to the vulnerable adult or to others Repeated incidences of poor care e.g. poor moving and handling – see also institutional abuse.</li> </ul>	<ul style="list-style-type: none"> <li>• Poor hygiene and cleanliness of a person who has assistance with their personal care</li> <li>• Unkempt or unsuitable clothing for the weather conditions/environment</li> <li>• Untreated illness or condition or repeated infections</li> <li>• Dehydration, weight loss, malnutrition Repeated/unexplained falls or trips Unexplained or untreated pressure ulcers or other sores</li> <li>• Inadequate heating or lighting available Incontinence issues not addressed - e.g. odour on clothes and/or furnishings</li> <li>• Clear failure to ensure the taking of medication appropriately</li> <li>• Inconsistent or reluctant contact with health or social care agencies</li> <li>• Withholding of appropriate devices such as hearing aids, glasses etc.</li> </ul>

<b>Financial</b>	
Affects adults with care and support needs and includes: unauthorised, fraudulent obtaining and improper use of funds, property or any resources of an adult with care and support needs	
<b>Physical indicators and signs</b>	<b>Behaviour Indicator</b>
<ul style="list-style-type: none"> <li>• The misuse or misappropriation of property, possessions or benefits</li> <li>• Theft, fraud, exploitation</li> <li>• Pressure in connection with wills, property or inheritance or financial transactions extortion of money, property and possessions by threat, coercion or fraudulent means</li> <li>• Refusal to let the vulnerable person have access to their own money, property or possessions</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained or sudden inability to pay bills</li> <li>• Unexplained or sudden withdrawal of money from accounts</li> <li>• Personal possessions of value go missing without explanation</li> <li>• Contrast between known income and actual living conditions</li> <li>• Someone responsible for paying bills, buying food, etc., is not doing so</li> <li>• Unusual interest by a relative, friend or neighbour, etc. in financial assets especially if little real concern is shown in other matters</li> <li>• Next of kin insists on informal arrangements re: financial affairs despite being advised re: Court of Protection, etc.</li> <li>• Where services are refused under pressure from potential beneficiaries</li> <li>• Unusual purchases unrelated to the known interests of the vulnerable people</li> </ul>



<b>Discriminatory Abuse</b>	
Affects adults with care and support needs and exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals	
<b>Physical indicators and signs</b>	<b>Behaviour Indicator</b>
<ul style="list-style-type: none"> <li>• Unequal treatment</li> <li>• Verbal abuse</li> <li>• Inappropriate use of language Harassment</li> <li>• Exclusion</li> <li>• It includes discrimination on the basis of race, gender, age, sexuality, disability or religion</li> </ul>	<ul style="list-style-type: none"> <li>• The adult is subjected to racist, sexist/gender or homophobic abuse</li> <li>• The adult is subject to abuse relating to their age, illness or disability</li> <li>• Not meeting cultural or religious needs Imposing unwanted political, cultural, religious beliefs</li> <li>• Acts or comments motivated to harm and damage, including incitement of others to commit abuse based on difference</li> <li>• Lack of effective communication provision – e.g. interpreters, BSL, etc.</li> </ul>

<b>Institutional or organizational abuse</b>	
Affects adults with care and support needs and occurs where the culture of the organisation (such as a care home) places emphasis on the running of the establishment and the needs of the staff above the needs and care of the vulnerable person	
<b>Physical indicators and signs</b>	<b>Behaviour Indicator</b>
<ul style="list-style-type: none"> <li>• Abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of or inappropriate care plans – not regularly reviewed</li> <li>• Contact with the outside world not encouraged Few visitors or notification required before visiting Visiting restricted, not accounting for individuals preferences or allowing privacy on visits</li> <li>• Little opportunity for outside activities</li> <li>• Routines of “care” engineered for the convenience of staff</li> <li>• No choice or flexibility re: getting up or going to bed</li> <li>• Lack of choice or consultation about meals or opportunities for snacks and drinks</li> <li>• Lack of consultation, involvement, preparation, discussion when medical or personal care tasks carried out</li> <li>• Lack of privacy e.g. not knocking before staff enter bedrooms</li> <li>• Lack of privacy when carrying out personal care tasks</li> <li>• Unusually subdued behaviour</li> <li>• Residents keep out of the way of staff</li> <li>• Care of personal clothing lacking, dressed in other clothes, given others spectacles, teeth, or hearing aids</li> <li>• Strong smell of urine – bed linen or clothes not changed appropriately</li> <li>• Chairs/tables positioned to restrict movement Inappropriate use of medicines or nursing procedures to make clients easier to manage rather than for bona-fide health needs</li> <li>• Not allowing views or opinions to be expressed Loss of rights as a citizen e.g. denying opportunity to vote</li> <li>• Poor moving and handling practice</li> </ul>

## Appendix 7: Information Sharing and Retention

In the course of carrying out its various functions and activities the Brentwood Borough Council and Rochford District Council collects and generates a wide range of data/information which is recorded in different forms of document (for example; letters, invoices, emails, photographs, voice recordings, plans/drawings, registers, contracts/deeds, financial records, application forms, video).

The Councils have developed a policy which refers to the retention and disposal needs for both paper and electronically stored documents/records, including digital 'media'. The purpose of this policy is to ensure that the Council handles its data appropriately by enabling its staff and Members with the necessary information to manage their information in line with Council policies and relevant legislations.

### **In regard to Safeguarding the following will apply:**

- **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- **Share WITH CONSENT where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent places a child, young person or adult at risk of significant harm. You will need to base your judgement on the facts of the case.
- **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions. Where possible, CONSENT SHOULD BE

SOUGHT BEFORE SHARING INFORMATION. However, CONSENT to share information SHOULD NOT BE SOUGHT from the individual or their family if doing so would:

- place a person (the individual, family member, yourself or a third party) at increased risk of significant harm (if a child), or serious harm (if an adult); or
  - prejudice the prevention, detection or prosecution of a serious crime; or
  - lead to an unjustified delay in making enquiries about allegations of significant harm to a child or serious harm to an adult.
- **Necessary, proportionate, relevant, accurate, timely and secure:**  
Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely. When sharing information, also bear in mind the Council's Safeguarding Privacy Notice.
  - **Keep a record of your decision and the reasons** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

Brentwood Borough Council and Rochford District Council adopts the Safeguarding Information Sharing Protocol in conjunction with the SET (Southend, Essex, Thurrock) safeguarding guidelines. The Protocol sets out the details of sharing information in accordance with the principles defined in the Whole Essex Information Sharing Framework (WEISF).

## Appendix 8: Safe working practices

Guidelines for conduct when working/having contact with Children, Young People and Adults

In addition to the Employee and Member Codes of Conduct/ Protocols, the following guidelines should be followed by Members, employees, volunteers and contracted service providers who have contact with children, young people or adults with care and support needs.

You should:

- Always ensure you can be seen and observed publicly when working with children, young people and adults with care and support needs and avoid situations where you would be alone with them.
- Children, young people and adults have a right to privacy, respect and dignity. Respect the child, young person or adults, provide a safe and positive environment and treat them equally in the context of any activity.
- You must put the wellbeing and safety of the child, young person or adult before what you are trying to achieve with them such as the development of their performance. In other words, you may have to cease the planned activity if carrying on would undermine their well-being or safety.
- If a child, young person or adult with care and support needs is accidentally injured as the result of your actions or failure to act or arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined in the policy and always report such incidents as soon as possible to your line manager and the Designated Safeguarding Reporting Officer and make a written report.
- Ensure that recognised agencies such as schools, youth clubs or sports clubs are used to communicate and engage with children.
- Make sure that when undertaking visits to these places you agree in advance with the agency that an employee will remain in the room with you at all times.

You should not:

- Spend unreasonable amounts of time alone with children, young people and adults with care and support needs, in particular when taking children, young people or adults on car journeys, no matter how short.
- Take children, young people and adults with care and support needs to your home or any other place away from Council or agency premises where they will be alone with you. However, if it is necessary for young people to go on site visits as part of their work experience, the officer in charge must write to parents in advance to ask for their permission and explain why it is necessary.
- Add or accept young people you work with or come into contact with, on social networking sites (e.g. Facebook and Twitter, etc.)
- Arrange to meet or approach children, young people or adults with care and support needs outside an organised activity or service.

You should never:

- Leave children, young people or adults with care and support needs unattended.
- Engage in rough physical games including horseplay.
- Engage in sexually provocative games or allow, encourage or engage in inappropriate touching of any form.
- Make sexually suggestive comments about or to a child, young person or adult.
- Allow children, young people and adults with care and support needs to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or adult makes about you or others.
- Do things of a personal nature for children, young people and adults with care and support needs that they can do for themselves e.g. assist with changing. It may sometimes be necessary to assist them, particularly if they are very young or are disabled. In such a situation, these tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should try to have someone else present and inform the parents/carers as soon as is reasonably possible.

- Share a changing room with a child, young person or adult with care and support needs.
- Enter areas designated only for the opposite sex. The only exception is where you are providing cleaning services and then you should wait until the room is vacant.
- Use the internet or any other electronic or telephone device to access child pornography sites.

### **Warning**

Brentwood Borough Council and Rochford District Council takes their responsibility very seriously. Employees who breach the guidelines above will face investigation and may face disciplinary action where appropriate, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity.

Volunteers and contracted service providers in breach of the above the guidelines will have their services terminated with immediate effect. Where there is evidence of illegal activity, they will be reported to the relevant authorities and may face criminal investigation.

If a safeguarding issue occurs in which Member is alleged to have acted inappropriately, the Designated Safeguarding Reporting Officer informed of the breach should contact the HR Manager who will immediately contact the Safeguarding Lead and the Monitoring Officer. Where there is evidence of illegal activity, the Member will be reported to the relevant authorities and may face criminal investigation. In addition to these legal sanctions there may be grounds for a complaint to be made under the Code of Conduct for Councillors.

## **Appendix 9: Terms and conditions of purchase – Suppliers**

The Supplier acknowledges that the Council has legal responsibilities regarding the safeguarding of children, young people and adults at risk under current legislation (including the Safeguarding of Vulnerable Groups Act 2006 ('SVGA')) and is also required to comply with various codes of practice and other guidelines (together the 'Safeguarding Obligation') and agrees to provide all assistance reasonably required by the Council to enable the Council to comply with the Safeguarding Obligation and shall not do any act that would cause the Council to be in breach of any provision set out in or referred to in the Safeguarding Obligation.

The Supplier acknowledges that it may also have legal responsibilities regarding the safeguarding of children, young people and adults with care and support needs and agrees to comply with those responsibilities.

The Supplier agrees that it will:

- Comply with the Council's 'Combined Safeguarding Policy for Children, Young People and Adults', which is updated from time to time and is available at [www.brentwood.gov.uk/safeguarding](http://www.brentwood.gov.uk/safeguarding) and [www.rochford.gov.uk/safeguarding](http://www.rochford.gov.uk/safeguarding) shall ensure that at all times it is familiar with and complies with the reporting procedures for suspected abuse, as set out in the policy.
- Ensure that adequate staff training is provided as appropriate.
- To the extent that it is discharging a service for the Council which would be regulated or affected by the Safeguarding Obligation observe and perform the Safeguarding Obligation.
- Notify the Council immediately of any breach of or departure from the Safeguarding Obligation.

The Supplier further agrees that it will:



- Ensure that all individuals engaged in a Regulated Activity under the SVGA will be subject to a valid enhanced disclosure check through the Disclosure and Barring Service; and
- Monitor the level and validity of the checks under this clause for each member of staff; and
- Not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity under the SVGA or who may otherwise present a risk to service users and or children and/or adults.

## Appendix 10: Relevant Safeguarding legislation

The following legislation and guidance underpin the safeguarding policy and aim to ensure that children and adults are protected from harm.

<b>Legislation and date</b>	<b>Detail</b>
<b>SET Safeguarding and Child Protection Procedures 2022</b>	The SET (Southend, Essex, and Thurrock) safeguarding guidelines outline the basic safeguarding procedures which should be followed by all local authorities in Essex.
<b>Domestic Abuse Act 2021</b>	Updated the definition of Domestic Abuse, recognizing it relates to a range of abusive behaviour - physical, sexual, violent or threatening, psychological, emotional and coercive or controlling acts are now recognized as criminal abuse.
<b>SET Safeguarding Adults Guidelines 2019</b>	Set out clearly how concerns about adults at risk of abuse will be managed within the framework set out in the Care Act (2014) and associated statutory guidance.
<b>Working Together to Safeguard Children 2018</b>	This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children, and how practitioners should conduct the assessment of children.
<b>Keeping Children Safe in Education 2019</b>	Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. The guidance includes everyone under the age of 18.
<b>Data Protection Act 2018</b>	Provides a comprehensive framework for data protection and stronger sanctions for malpractice. It sets new standards for protecting general data, in accordance with the General Data Protection Regulation (GDPR), giving people more control over use of their data, and providing them with new rights to move or delete personal data

<p><b>Working Together 2018</b></p>	<p>Working Together 2018 set out the new Multi-Agency Safeguarding Arrangements (MASA) that all local authority areas had to have in place by the end of September 2019 to replace the previous Local Safeguarding Children Boards (LSCBs).</p>
<p><b>Homelessness Reduction Act 2017</b></p>	<p>Housing Authorities are required to refer persons with dependent children who are ineligible for homelessness assistance or are homeless or threatened with homelessness intentionally to local authority children's social care, as long as the person consents. If unable to obtain consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.</p>
<p><b>Children and Social Work Act 2017</b></p>	<p>Intended to improve support for looked after children and care leavers, promote the welfare and safeguarding of children, and make provisions about the regulation of social workers.</p>
<p><b>Sexual Communication with a Child Act 2017</b></p>	<p>Groomers aged 18years or over face up to 2 years in prison if they target children (under16) through mobile phones and social media</p>
<p><b>Criminal Justice and Courts Act 2015/16</b></p>	<p>Length of sentencing is reviewed each year</p>
<p><b>Counter Terrorism and Security Act 2015</b></p>	<p>Enhances the ability of operational agencies to monitor and control actions of those that pose a threat</p>
<p><b>Care Act 2014</b></p>	<p>Outlines the responsibility of local authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect; and the obligation to create Safeguarding Adults Boards (SABs) in every area in order to bring together the key</p>

	local partners to focus on safeguarding strategy and practice.
<b>Anti-Social Behaviour, Crime and Policing Act 2014</b>	Part 9 strengthens the arrangements for protecting the public from sexual harm and violence provided for in Part 2 of the Sexual Offences Act 2003 and Part 7 of the Criminal Justice and Immigration Act 2008 respectively. This part also introduces a new power to tackle Child Sexual Exploitation at hotels and strengthens existing powers to close premises used for such purposes. Part 10 outlines forced marriage as a criminal offence in England and Wales, punished by up to seven years imprisonment. It also applies to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
<b>Children and Families Act 2014</b>	The Act makes changes to help children get adopted faster if adoption is the right thing for them. It will help children who are in the care of the council to do better at school. It will make changes to help the family courts work better for children. It will make changes to help children and young people who have a disability or special educational needs at school. It will also change the way the Children's Commissioner works for children.
<b>Protection of Freedoms Act 2012</b>	Established the Disclosure and Barring Service (merging the functions previously carried out by the Criminal Records Bureau and the Independent Safeguarding Authority). The Disclosure and Barring Service process requests for criminal records checks; decide whether to place or remove an individual from a barred list; place or remove a person from the children's or adults barred lists for England, Wales and Northern Ireland.
<b>Equality Act 2010</b>	The Act protects people from discrimination in the workplace and in wider society
<b>Deprivation of Liberty Safeguards 2008</b>	Guidance for authorising the deprivation of liberty in hospital and care homes of individuals who lack mental capacity to consent to treatment or care they may need.

<p><b>Safeguarding Vulnerable Groups Act 2006</b></p>	<p>Provides the legislative framework for a vetting and barring scheme for people who work with children and adults with care and support needs.</p> <p>Created the Independent Safeguarding Authority (ISA), which aims to prevent unsuitable people working with children and adults with care and support needs. It includes social care services, as well as health, education, housing support and supporting people services.</p>
<p><b>Mental Capacity Act 2005</b></p>	<p>Provides a statutory framework to empower and protect those (aged 16 and over) who may lack mental capacity to make decisions for themselves; and establishes a framework for making decisions on their behalf. It puts arrangements in place for advocacy support and best-interest decision-making.</p>
<p><b>Domestic Violence, Crime and Victims Act 2004</b></p>	<p>Reforms on domestic violence and introduced a new offence of causing or allowing the death of a child or vulnerable adult</p>
<p><b>Children’s Act 2004 (1989)</b></p>	<p>Places a statutory duty on local authorities to consider the need to safeguard and promote the welfare of children across all of their services.</p> <p>(2004) Section 10 – Outlines the duty to promote inter-agency co-operation between named agencies (including district councils). There is a reciprocal duty on those agencies to co-operate with the Child Support Agency (CSA) in budget pooling – a key provision that underpins children’s trusts arrangements</p> <p>(2004) Section 11 places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children.</p>

	<p>(1989) Section 17 – Children In Need: The Local Authority has a general duty to safeguard and promote the welfare of children within their area who are in need and to promote the upbringing of such children by their families.</p> <p>(1989) Section 47 – Children At Risk: The Local Authority shall make enquiries where there is reasonable cause to suspect that a child or young person living in the area is suffering or is likely to suffer significant harm.</p>
<p><b>Licensing Act 2003</b></p>	<p>Including selling alcohol to children, licensing of premises and taxis.</p>
<p><b>Female Genital Mutilation Act 2003</b></p>	<p>Made FGM illegal in this country. It is an offence to, undertake the operation (except on specific medical grounds), assist a girl to mutilate her own genitalia, and assist a non-UK national or UK national to undertake FGM of a UK national outside the UK (except on specific medical grounds).</p>
<p><b>Sexual Offences Act 2003</b></p>	<p>Outlines that sexual activity with a child under 13 is never acceptable and that regardless of circumstances children of this age can never legally give their consent. Any sexual intercourse with a child under 13 will be treated as rape.</p> <p>Creates a new offence of meeting a child following sexual grooming. This made it a crime to befriend a child on the internet or by other means and meet or intend to meet the child with the intention of abusing them.</p> <p>Outlines ‘abuse of a position of trust’ and protects vulnerable 16 and 17 year olds by prohibiting sexual contact between adults and children under 18 in schools, colleges and residential care.</p>

<p><b>Homelessness Act 2002</b></p>	<p>It is a requirement for the Council to refer homeless people with dependent children who are ineligible for homelessness assistance or who are intentionally homeless to Children’s Social Care, but only if the person consents. If unable to consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm</p>
<p><b>Care Standards Act 2000</b></p>	<p>Sets out a regulatory framework and standards for services people might receive. This applies to regulated services such as residential care, domiciliary care or adult placement schemes.</p> <p>Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers from working with adults at risk.</p>
<p><b>Human Rights Act 1998</b></p>	<p>Sets out the fundamental rights and freedoms that everyone in the UK is entitled to.</p>
<p><b>Public Interest Disclosure Act 1998</b></p>	<p>The Act protects workers from detrimental treatment for victimisation from their employer if, in the public interest, they blow the whistle on wrongdoing.</p>