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Key Decision:	No
Report Track:	Cabinet: 17/07/14

**CABINET
17 JULY, 2014
SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PROTECTION
POLICY**

1 Purpose of Report

1.1 To consider the revised Safeguarding Children and Vulnerable Adults Protection Policy (Appendix 1) and to recommend its adoption to Council.

2 Recommendations

2.1 That Cabinet consider the revised Safeguarding Children and Vulnerable Adults Protection Policy (Appendix 1) and recommend to Council its adoption.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council's existing policy has been reviewed and revised to ensure that it is in line with current legislation, statutory guidance and inter-agency procedures.
- 3.2 This review has been undertaken with other district councils across Staffordshire as part of the Staffordshire Safeguarding Children's Board – District Councils Sub-Group which consists of the 8 district councils in Staffordshire; the result of which is a revised joint policy aimed at providing local synergy and improved clarity for practitioners.
- 3.3 Where appropriate this policy has been amended to include this Council's policies and procedures.

4 Relationship to Corporate Priorities

- 4.1 The revision of the Safeguarding Children and Vulnerable Adults Protection Policy ensures the Council meets its legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults from abuse and harm. This report supports the Council's Corporate priorities by ensuring that services delivering those priorities are compliant.

5 Report Detail

- 5.1 All children ¹and vulnerable adults² have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.
- 5.2 Cannock Chase District Council has a legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults.
- 5.3 The Council will aim to comply with its duties by:
- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
 - Raising the awareness of the duty of care responsibilities relating to children and vulnerable adults throughout the Council.
 - Promoting and implementing appropriate procedures to safeguard the wellbeing of children and vulnerable adults to protect them from harm.
 - Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
 - Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and to also minimise any risks to themselves.
 - Responding promptly to any suspicions or allegations of misconduct or abuse of children or vulnerable adults in line with the Staffordshire Safeguarding Children Board's (SSCB) Inter-Agency Procedures for Safeguarding Children and Promoting their Welfare and Staffordshire and

¹ 'Children' for the purposes of these guidelines are defined as those aged under 18 years

² A vulnerable adult can be anyone who is 18 years old or over, who has a physical or sensory impairment, a learning disability, or a mental health problem and may be unable to protect themselves from harm or abuse. Many frail or confused older people are especially vulnerable. As defined by the [Staffordshire and Stoke on Trent Adult Safeguarding Partnership](#)

Stoke-on-Trent Adult Safeguarding Partnership's (SSAP) policies and procedures and statutory responsibilities required by DBS.

- Requiring staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Children and Vulnerable Adults Policy and Procedures, codes of conduct and associated procedures.
- Reviewing and evaluating this Policy and Procedure on an annual basis or in line with best practice, changing legislation, organisational requirements and service delivery.
- Ensuring representatives of the Council who have contact with children or vulnerable adults are subject to safer recruitment procedures. This is also applicable for when the council is working in partnership with other private, voluntary or contracted organisations and employees.

5.4 The purpose of this Safeguarding Children and Vulnerable Adults Protection Policy is to set out how the Council, its employees, elected members, workers/volunteers and partners should work together to safeguard and promote the welfare of children and vulnerable adults.

5.5 It is important for everyone responsible for service provision to children and vulnerable adults and their families and carers to fully understand their individual and organisational responsibilities.

“Safeguarding children and vulnerable adults is everyone’s responsibility”

5.6 The key message of the revised policy is the role of managers, employees, members, workers and volunteers to report concerns (child protection or vulnerable adults) to the Council's Designated Officers or First Response Team.

5.7 The vision for promoting this policy is that:

“Everyone understands how to recognise signs of abuse or neglect and knows how to report it and to whom.”

5.8 The Council's existing policy has been revised and developed in partnership with the Staffordshire Safeguarding Children's Board – District Councils Sub-Group which consists of the 8 district councils in Staffordshire, the result of which is the attached policy at Appendix 1.

5.9 Once the policy has been adopted by Council briefing sessions and/or training sessions will be made available where considered appropriate to managers, employees, elected members and volunteers and included in new staff and member inductions.

5.10 The policy together with information about safeguarding issues and how to report concerns will be made available on the internet and intranet as well as posters and other promotional materials.

6 Implications**6.1 Financial**

The primary area where there may be financial implications arising from the revision of this policy will be in relation to any identified refresher training/briefing sessions. Any such requirements will be met from within existing corporate budgets.

6.2 Legal

The legal implications are set out in the report and policy.

6.3 Human Resources

Information on safeguarding is already provided through employee inductions and included in job descriptions as a key requirement. Recruitment procedures include the use of DBS for checking criminal records where the duties of the post fall within the current legislative framework and appropriate records are maintained on the Council's HR Database.

The implementation of this revised policy will require refresher training and HR Services will work closely with the Head of Commissioning to develop an appropriate training programme.

A risk assessment approach is taken to the employment of ex-offenders and DBS policy is under review.

6.4 Section 17 (Crime Prevention)

There are no specific crime prevention implications.

6.5 Human Rights Act

There are no specific Human Rights Act implications.

6.6 Data Protection

The revised policy supports Data Protection procedures and requirements and complements the Council's Data Protection Policy.

The 'One Staffordshire Information Sharing Protocol' must be referenced when considering any form of data exchange where an individual's information is part of that exchange.

Training for relevant staff must be undertaken in all cases where staff are to be dealing with personal information. Training for relevant staff is covered in the induction process for all employees and additional training is referred to where necessary.

6.7 Risk Management

This revised policy together with other associated policies and procedures provides a standardised means of identifying, reporting and recording safeguarding concerns which will assist the Council in addressing this risk area.

6.8 Equality & Diversity

An Equality and Diversity Impact Assessment has been completed and identified that there are no negative impacts on the service, employees, service users and those who share a protected characteristic. The Policy provides a consistent approach to the prevention, identification and reporting of concerns of abuse of children and vulnerable adults across all of the protected characteristics.

6.9 Best Value

None

7 Appendices to the Report

Appendix 1	Safeguarding Children and Vulnerable Adults Protection Policy
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Previous Consideration

Background Papers

Equality and Diversity Impact Assessment – 4th June 2014
Draft Children, Young People and Vulnerable Adults Protection Policy – Cabinet 17th December 2009



Safeguarding Children and Vulnerable Adults Protection Policy



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Section 1

1.1 Introduction

All children¹ and vulnerable adults² have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

Cannock Chase District Council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council. We believe that safeguarding is everybody's responsibility.

The purpose of this policy and its associated procedures is to help protect all children and vulnerable adults including those living in our communities placed in our care within our services and to protect **Cannock Chase District Council**, its employees, elected members and volunteers.

1.2 Policy Statement and Scope

The scope of this policy is to understand the Council's legislative framework, to outline the procedures to be followed and to identify the relevant contacts in relation to safeguarding children and vulnerable adults. The policy covers Safeguarding Children and Vulnerable Adults Protection.

Cannock Chase District Council has a legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults.

We will aim to comply with our duties by:

- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
- Raising the awareness of the duty of care responsibilities relating to children and vulnerable adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults to protect them from harm.
- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.

¹ 'Children' for the purposes of these guidelines are defined as those aged under 18 years

² A vulnerable adult can be anyone who is 18 years old or over, who has a physical or sensory impairment, a learning disability, or a mental health problem and may be unable to protect themselves from harm or abuse. Many frail or confused older people are especially vulnerable. As defined by the [Staffordshire and Stoke on Trent Adult Safeguarding Partnership](#)

- Recruiting, training, supporting and supervising employees, elected members (Councillors) and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and to also minimise any risks to themselves.
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or vulnerable adults in line with the Staffordshire Safeguarding Children's Board (SSCB) Inter-Agency Procedures for Safeguarding Children and Promoting their Welfare and Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership's (SSAP) policies and procedures.
- Requiring employees, elected members and volunteers to adopt and abide by the Council's Safeguarding Children and Vulnerable Adults Protection Policy and Procedures, codes of conduct and associated procedures.
- Reviewing and evaluating this Policy and Procedure on an annual basis or in line with best practice, changing legislation, organisational requirements and service delivery.
- Ensuring representatives³ of **Cannock Chase District Council** who have contact with children, young people or vulnerable adults are subject to safer recruitment procedures. This is also applicable when the council is working in partnership with other private, voluntary or contracted organisations and employees.

1.3 Principles

This policy and supporting procedures are based on the following principles

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse and harm.
- It is everyone's responsibility to report any concerns about abuse in order that prompt action be taken if required.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

³ Representatives are defined as employees, Agency staff, consultants, Elected Members, Contract staff, volunteers when working on behalf of Cannock Chase District Council and employees of particular organisations delivering services for and on behalf of Cannock Chase District Council

1.4 Supporting Documents/Legislation

This policy should be read in conjunction with a number of additional policies and legislative documents, listed in Appendix A.

The major pieces of legislation and guidance are:

- The Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Public Interest Disclosure Act 1998
- Data Protection Act 1998
- European Convention of Human Rights
- No Secrets 2000
- Working Together to Safeguarding Children 2013
- Mental Capacity Act 2005

- Disclosure and Barring Service (formerly the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)).

- Staffordshire Safeguarding Children Board's Inter-Agency Procedures for Safeguarding Children and Promoting their Welfare

- Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Inter-Agency Procedures

Section 2

Procedure Guide

2.1 Introduction

This set of procedures and guidelines sets out how **Cannock Chase District Council** will implement the Safeguarding Children and Vulnerable Adults Protection Policy. It is to be used by all employees that come into direct contact with those who fall under the definition of the Procedure, or those who are responsible for managing services that affect these individuals or groups.

The procedure guide is intended to be used in conjunction with the policy document, and other supporting individual service procedures. See appendices for detail.

2.2 Definitions used within the Procedure

- The term children or young person is used to refer to anyone under the age of 18 years in accordance with the Children Act 1989.
- All the policies and procedures described within this document refer to vulnerable adults as well as children.
- Vulnerable Adults for the purposes of this procedure are those 18 and above who receive or are in need of community care services and are unable to take care of themselves as defined on Page 3 of this policy.
- The term staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of, delivering a service for or representing the Council.

2.3 Recognition of Abuse including Neglect and Bullying

Important Rule

It is important to remember that many children and vulnerable adults will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death, or the birth of a new baby in the family, relationship problems between parents/carers, etc. However, you should always report anything that causes you to suspect that abuse may be happening in order for appropriate action to be taken to ensure the welfare and safety of children and vulnerable adults.

Recognising Abuse

Recognising abuse is not easy, and it is not the responsibility of council employees, elected members or volunteers to decide whether or not abuse has taken place or if there is significant risk. We do however have a responsibility to act if we think it may be happening.

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

Types and Signs of Abuse

It is generally accepted that there are these types of abuse:

Children and Vulnerable Adults:

Physical, emotional (or psychological), sexual and neglect.

Vulnerable Adults:

Financial, discriminatory and institutional.

Please note that the tabled examples and signs detailed below may also be indicators of other medical factors and may not necessarily confirm abuse and neglect. **These tables are provided as a guide** to help practitioners within their assessment process and the work with children, adults and their families.

PHYSICAL ABUSE	
Examples include	Signs include
<ul style="list-style-type: none"> • Shaking • Pinching • Slapping • Force-feeding • Biting • Burning or Scalding. • Causing needless physical discomfort • Inappropriate restraint • Locking someone in a room 	<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries on any part of the body • Frequent visits to the GP or A&E • An injury inconsistent with the explanation offered • Fear of parents or carers being approached for an explanation • Aggressive behaviour or severe temper outbursts • Flinching when approached • Reluctance to get changed or wearing long sleeves in hot weather • Depression • Withdrawn behaviour or other behaviour change • Running away from home/ residential care • Distrust of adults, particularly those with whom a close relationship would normally be expected

EMOTIONAL/PSYCHOLOGICAL ABUSE

Examples include

- Intimidation and/or threats
- Bullying
- Rejection
- Shouting
- Indifference and the withdrawal of approval
- Denial of choice
- Deprivation of dignity or privacy
- The denial of human and civil rights
- Harassment
- Being made to fear for one's well being

Signs include

- A failure to thrive or grow
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress
- Behaviour change
- Being unable to play or socialise with others
- Fear of making mistakes
- Self harm
- Fear of parent or carer being approached regarding their behaviour
- Confusion

SEXUAL ABUSE

Examples include

- Rape and other sexual offences
- For vulnerable adults, sexual activity including sexual contact and non-sexual contact that the person does not want, to which they have not consented, could not consent, or were pressured into consenting to.
- For vulnerable adults, being denied access to a sexual life
- Being encouraged or enticed to touch the abuser
- Coercing the victim into watching or participating in pornographic videos, photographs, or internet images
- Any sexual relationship that develops where one is in a position of trust, power or authority

Signs include

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy
- Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Nightmares
- Leaving home
- Sexual knowledge which is beyond their age or development age
- Sexual drawings or language
- Bedwetting
- Saying they have secrets they cannot tell anyone about
- Self harm or mutilation, sometimes leading to suicide attempts
- Eating problems such as overeating or anorexia

NEGLECT	
Examples include	Signs include
<ul style="list-style-type: none"> • Withholding help or support necessary to carry out daily living tasks • Ignoring medical and physical care needs • Failing to provide access to health, social or educational support • The withholding of medication, nutrition and heating • Keeping someone in isolation. • Failure to intervene in situations that are dangerous to the vulnerable person Inadequate supervision and guidance – leaving the child to cope alone, abandoning them or leaving them with inappropriate carers and failing to provide appropriate boundaries about behaviours such as under age sex or alcohol. 	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Dirty or 'smelly' • Loss of weight, or being constantly underweight • Inappropriate dress for the weather • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Worsening of health conditions • Pressure sores • Mentioning their being left alone or unsupervised • Sore or extreme nappy rash • Skin infections • Lack of response to stimuli or contact • Poor skin condition(s) • Frozen watchfulness • Anxiety • Distressed • Child moves away from parent under stress • Little or no distress when separated from primary carer • Inappropriate emotional responses • Language delay

Vulnerable adults may experience several other types of abuse as detailed below:

FINANCIAL ABUSE (Vulnerable Adults)	
Examples include	Signs include
<ul style="list-style-type: none"> • Being over charged for services • Being tricked into receiving goods or services that they do not want or need • Inappropriate use, exploitation, or misappropriation of property and/or utilities • Theft • Deception • Fraud 	<ul style="list-style-type: none"> • Lack of basic requirements e.g. food, clothes, shelter • Inability to pay bills. • Unexplained withdrawals from accounts. • Inconsistency between standard of living and income • Reluctance to take up assistance which is needed • Unusual interest by family and

FINANCIAL ABUSE (Vulnerable Adults)

Examples include

- Exploitation or pressure in connection with wills

Signs include

- other people in the person's assets
- Recent changes in deeds
- Power of Attorney obtained when person lacks capacity to make the decision.

DISCRIMINATORY

Examples

- Use of inappropriate "nick names"
- Use derogatory language or terminology
- Enforcing rules or procedures which undermine the individual's well being
- Denial to follow one's religion
- Lack of appropriate food
- Denial of opportunity to develop relationships
- Denial of health care.

Signs

- Being treated unequally from other users in terms of the provision of care, treatment or services
- Being isolated
- Derogatory language and attitude by carers
- Dismissive language by employees
- Hate campaigns by neighbours or others
- Deteriorating health
- Indicators of other forms of abuse

INSTITUTIONAL ABUSE

Examples

- Service users required to 'fit in' excessively to the routine of the service
- More than one individual is being neglected
- Everyone is treated in the same way
- Other forms of abuse on an institutional scale

Signs

- Inflexible daily routines, for example: set bedtimes and/or deliberate waking
- Dirty clothing and bed linen
- Lack of personal clothing and possessions
- Inappropriate use of nursing and medical procedures
- Lack of individualised care plans and failure to comply with care plans
- Inappropriate use of power, control, restriction or confinement
- Failure to access health care, dentistry services etc
- Inappropriate use of medication.
- Misuse of residents' finances or communal finances
- Dangerous moving and handling practices
- Failure to record incidents or concerns

Other types of abuse

Domestic Violence and Abuse

As of 1st March 2013, the Home Office definition of Domestic **violence and abuse** is:

Any incident or pattern of incidents of controlling⁴, coercive⁵ or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse; psychological, physical, sexual, financial and/or emotional

Source: www.homeoffice.gov.uk

In all cases where there is knowledge or suspicion that there exists a **potential** for a child or children to be suffering harm as a result of domestic violence and abuse, then a referral should be made to Children's Social Care via the First Response Team (FRT) who act as the first point of contact for all referrals in relation to the welfare and safety of a child. (See Appendix B Part 1)

Where it is thought that a victim of domestic violence and abuse meets the definition of a vulnerable adult, then an Adult Protection referral should be made to the Contact Centre on **0845 604 2719**. (See Appendix B Part 2)

Hidden Harm

Children may be suffering from the effects of what is known as 'hidden harm' if they live with parents or carers who are misusing drugs or alcohol. Children in these situations may be acting as young carers or they may be subjected to any of the forms of abuse described above.

Forced Marriage

Forced marriage⁶ is a marriage without the full and free consent of both parties. It is a form of domestic violence and an abuse of human rights. In an arranged marriage the family will take the lead in arranging the match but the couples have a choice as to whether to proceed. In forced marriage, one or both spouses do not (or, in the case of some disabled young people and some vulnerable adults, cannot) consent to the marriage and some element of duress is involved.

⁴ Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

⁵ Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

⁶ Research carried out by the then Department for Children, Schools and Families estimated that the national prevalence of reported cases of forced marriage in England was between 5,000 and 8,000, with the youngest victim being 2 years old and the oldest 76 years.

Duress can include physical, psychological, sexual, financial and emotional pressure.

It is important to note that the Mental Capacity Act does **NOT** allow for consent to marry to be given on behalf of a person without capacity to make this decision for themselves.

Human Trafficking

The organised crime of human trafficking into the UK has become an issue of considerable concern to all professionals with responsibility for the care and protection of children and adults. Any form of trafficking humans is an abuse.

Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat of, or use of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability. It also includes the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

It is important to note that some cases involve UK-born people being trafficked within the UK, e.g. people being trafficked from one town to another. The consent of the victim of trafficking is irrelevant where any of the above methods have been used.

Trafficked people may be used for sexual exploitation, agricultural labour including tending plants in illegal cannabis farms and benefit fraud. Children as well as adults are trafficked.

If you have a concern regarding the possible trafficking of a person you should immediately contact the Designated Child, Young Person and Vulnerable Adult Protection Officer(s) ("Designated CYPVA Officers") or make a referral direct to the appropriate team. Practitioners should not do anything which would heighten the risk of harm or abduction to the child or vulnerable adult.

Race and Racism

People from black and minority groups (and their parents or carers) are potentially likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse (unless the victim meets the definition of a vulnerable adult, in which case an appropriate referral should be made) and dealing with it is considered under other specific policies of the Council and the District Community Safety Partnership.

Hate Crime

The Association of Chief Police Officers (ACPO) and the Crown Prosecution Service (CPS) have a nationally agreed definition of Hate Crime. Hate crimes are taken to mean any crime where the perpetrator's hostility or prejudice against an identifiable group of people is a factor in determining who is victimised. This is a broad and inclusive definition. A victim does not have to be a member of the group. In fact, anyone could be a victim of a hate crime.

The Crown Prosecution Service (CPS) and The Association of Chief Police Officers (ACPO) have agreed 5 monitored strands of hate crime as set out below.

A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's:

- disability
- race
- religion or belief
- sexual orientation
- transgender identity

Hate crime can take many forms including:

- physical attacks such as physical assault, damage to property, offensive graffiti and arson
- threat of attack including offensive letters, abusive or obscene telephone calls, groups hanging around to intimidate, and unfounded, malicious complaints
- verbal abuse, insults or harassment - taunting, offensive leaflets and posters, abusive gestures, dumping of rubbish outside homes or through letterboxes, and bullying at school or in the workplace.

If the victim of a Hate Crime meets the definition of a vulnerable adult, an Adult Protection referral should be made to the Staffordshire County Council (Social Care and Health Team – Contact Centre) on **0845 604 2719**.

2.4 Increased Risk - Risks that increase the likelihood of abuse happening

There are certain situations and factors that put people at particular risk of abuse. If one or more of these factors are present, it does not mean that abuse will occur but it will increase the risk:

- Isolation.
- Living in the same household as an abuser.
- A previous history of abuse.
- The existence of financial problems.
- A member of the household experiences emotional or social isolation.
- Inappropriate physical or emotional environment e.g. lack of privacy and/ or personal space.
- Where there has been a change of lifestyle e.g. illness, unemployment or employment.
- Dependence on others for personal and practical care.
- Where a person is dependent on other people to administer money or where several people manage their money.
- Where the vulnerable person exhibits difficult and challenging behaviour.
- The carer has difficulties such as debt, alcohol or mental health problems.
- Poor leadership in care services.
- Unmonitored provision of care e.g. where reviews or inspections do not take place.
- Failure to comply with standard operating policies and procedures.

Increased Risk to Vulnerable Children

There are many issues that may contribute to child abuse, but some factors increase the risk to children and make them more vulnerable to abuse. They can be found in the background of parents, in the environmental situation and in attributes of the child themselves.

Parental factors:

- Parent has a mental illness
- Parent is abusing drugs or alcohol
- Parent has already abused a child
- Pregnancy was not wanted
- Parent has a background of abuse when growing up
- Young, unsupported mother often with low educational attainment
- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has little support
- Parent has a learning difficulty

Environmental factors:

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Domestic violence is present
- A non biological adult (i.e. unrelated) living in the house
- Family is experiencing multiple stresses

Child factors:

- Baby is sickly, colicky or unwanted
- Child has a physical or learning disability
- Child is the product of an abusive relationship
- Lack of attachment between child and parent
- Child resides in care, particularly residential
- Child is excluded from mainstream school
- Child uses drugs/ alcohol

It is possible to limit the situations where the abuse of children and vulnerable adults may occur, by promoting good practice to all employees and elected members. Please see Appendix E

2.5 Responding to Disclosure, Concerns and Allegations

Council employees/ elected members/ volunteers may come across cases of suspected abuse either through direct or indirect contact with children and vulnerable adults, for example, running a holiday activity, or for peripatetic staff visiting homes as part of their day to day work. It is not an employee's/ elected members/ volunteer's responsibility to decide whether or not a child or vulnerable adult has been abused. It is however their responsibility to act **immediately** on any such suspicions and report their concerns and to ensure any relevant information is passed to the appropriate team.

Responding to Disclosure, Concerns and Allegations

If a child or vulnerable adult indicates that he or she is being abused, or information is obtained which raises concern of abuse, it is important to act **immediately**.

It is not the responsibility of a Cannock Chase District Council representative to decide that abuse is occurring or to investigate it, but it is their responsibility to act on any concerns by reporting any suspicions that they have

Responding to Disclosure

Abused children and vulnerable adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or vulnerable adult is saying employees/ elected members/ volunteers are already helping the situation.

The following points are a guide to help employees respond appropriately:

Dos and Don'ts	
Dos	Don'ts
<ul style="list-style-type: none"> • React calmly so as not to frighten them • Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and / or differences in language • Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the Police and/or Social Care Services and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information. • Reassure the child or vulnerable adult that they are right to tell • Explain to them that concerns may 	<ul style="list-style-type: none"> • Dismiss the concern • Panic • Allow your shock or distaste to show • Probe for more information than is offered or ask leading questions • Speculate or make assumptions • Make negative comments about the alleged abuser • Approach the alleged abuser • Make promises or agree to keep secrets • Ask the child, young person, vulnerable adult or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation • Try to investigate the allegations

<p>have to be shared with someone who is in a position to act</p> <ul style="list-style-type: none"> • Make a full written record of what has been disclosed at the earliest opportunity, ensuring that it is in the words of the speaker. Complete an Initial Concerns Form (Appendix C) and ensure that a record of the date and time is included. • Follow the steps set out in Appendix B Part 1 or Part 2 as appropriate. 	<ul style="list-style-type: none"> • Take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral.
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It is the responsibility of the individual employee, elected member or volunteer to take a lead on reporting any concerns to the Designated Child, Young Person and Vulnerable Adult Protection Officers and to assist in any further action required on behalf of the Council.

If any employee, elected member or volunteer has any concerns regarding a child or vulnerable adult who they think is being abused it is important for them to act **immediately**. See Appendix B Part1 (Child) and Part 2 (Vulnerable Adult)

The following steps must be followed: See Appendix B Part 1 (Child) and Part 2 (Vulnerable Adult)

(1) Emergencies

In the case of an emergency where there is evidence of immediate harm then you should:

Step 1 - Phone 999 and report the incident to the Police.

Step 2 – Ensure that the relevant Line Manager, Head of Service and Designated CYPVA Officer are made aware at the earliest opportunity.

Step 3 – Complete “Initial Concerns” Form (Appendix C) and share with Designated CYPVA Officer. The details should include the name and title of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow-up is needed. Note: Staffordshire Police and the FRT have a statutory duty to share information (Children Act 1989, Children Act 2004 and Working Together to Safeguard Children 2006)

***Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation.**

If the immediate danger relates to suspected abuse by a parent/carer, whilst it is desirable to encourage the child or vulnerable adult to remain at the scene only the police have the power to prevent a child or vulnerable person from leaving or being

removed by their parent or carer. Under no circumstances should any employee or representatives of the Council put themselves at risk.

NB It may be that the child or vulnerable adult is unable to express himself or herself verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions. However, where there are concerns about the safety of a disabled child or vulnerable adult, record what has been observed in detail and follow the procedures to report these concerns.

(2) Where you are worried that a child or vulnerable adult is suffering significant harm or abuse or living in circumstances where maltreatment is resulting in a lack of safe & effective care, or causing impairment to health development.

Step 1 – Inform the relevant Line Manager and/or Head of Service except in the following circumstances:

- a) The allegation concerns the supervisor or line manager – in which case inform the relevant Head of Service.
- b) The allegation concerns another member of staff, volunteer or other representative of the Council – in which case inform the relevant Head of Service.
- c) The allegation concerns an Elected Member – in which case inform the relevant Head of Service who will then be responsible for informing the Head of Legal Services and all other relevant individuals as appropriate.

Step 2 – On receipt of information from an employee concerning a disclosure the relevant Line Manager/Head of Service should contact the Designated CYPVA Officer immediately (or as soon as practically possible if out of hours).

Reporting the matter should not be delayed by attempts to obtain further information.

The manager should ensure that the employee reporting the incident is reassured that their concerns will be appropriately addressed and is appropriately supported in what are likely to be stressful and distressing circumstances

Step 3 – The individual reporting the concern should complete an “Initial” Concerns Form (Appendix C) and share with the Designated CYPA Officer or Deputy

The record should include:

- The date and time
- The child or vulnerable adult’s name, address and date of birth
- The nature of the allegation
- A description of any visible injuries
- Observations – e.g. a description of the child or vulnerable adult’s behaviour and physical and emotional state

- What the child or vulnerable adult said and what was said in reply. Please record this as accurately as possible, using their choice of language
- Any action taken as a result of the concerns being raised e.g. who was spoken to and resulting actions. Include names, addresses and telephone numbers
- Sign and date what has been recorded
- Store the information in accordance with relevant procedures, e.g. Data Protection
- Report to and inform your line manager and/or the Council's Designated Child and Vulnerable Adults Protection Officer.

The initial concerns reporting form is available via the Intranet by clicking on **Commissioning** in the Departmental Menu and then following the Safeguarding Links. A hard copy is also available for staff that do not have access to a computer (See Appendix C). Please contact your line manager if you require a hard copy.

Step 4 - Where concerns relate to a child or young person advice must be sought from Staffordshire Children's Social Care's First Response Team based at the MASH on **0800 1313126 (between 8.00 am and 5.30 pm and 4.30 pm on a Friday)** or via a brief e-mail first@staffordshire.gov.uk with your contact details (please note this should not include any confidential details about a child or young person) and explain the need for an urgent response due to a child protection concern.

Outside of 8.00 am and 5.30 pm any concerns relating to a child should be directed to Staffordshire County Council **Emergency Duty Service on 0845 6042886**.

Where the concerns relate to a **vulnerable adult** the Designated CYPVA Officer should seek advice and/or report the matter to the Staffordshire County Council Social Care and Health Team. The contact number for the Social Care and Health Team is **0845 604 2719** and or Out of Hours **0845 604 2886**

Alternatively you can contact Staffordshire Police Central Referral Unit on **101** or dial **999 in an emergency**

The referral must be followed up in writing within 48 hours (the address is written on the referral form).

NB: if the child lives outside of Staffordshire but accesses services within Staffordshire, the referral must be made to the area in which the child resides.

All concerns must be shared with the Lead - Designated Child, Young Person and Vulnerable Adult Protection Officer. If this person is not available, either because they are on annual leave or off sick then any concerns should be discussed with one of the other Designated Officers who will take responsibility for safeguarding when the designated lead is unavailable. (See Contact Information in Appendix I)

Consent

Whilst professionals should in general discuss any concerns with the child and family and where possible seek their agreement to making referrals to Staffordshire Children's Social Care Services, this should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm. The Designated CYPVA Officer (s) will seek consent.

Consent is **not** required for child protection referrals; however you, as the referring professional, would need to inform parents or carers that you are making a referral as stated above, unless by alerting them you could be putting that child or others at risk.

Consent is not required for adult protection referrals; however it is good practice to gain consent if possible. If the vulnerable adult lacks capacity to make a decision to share the information for themselves, a decision can be taken in their best interests about whether this is appropriate.

2.6 Responding to disclosure, concerns or allegations of poor practice or abuse against Cannock Chase Council representatives.

The Council assures all professional and voluntary organisations that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused. For further information please refer to the Council's Confidential Reporting Framework.

Such allegations could emerge in a number of ways, for example:

- Direct observation from an employee that a colleague is perceived to be behaving inappropriately toward a child or vulnerable adult
- Telephone call to the contact centre
- Telephone call or letter or complaint to a manager or other employee of the Council

Where such an allegation/complaint is received against an employee or representative of the Council the details of the allegation/complaint should be passed immediately to the relevant Head of Service/Corporate Director (and Head of Legal Services if the complaint concerns an Elected Member). They, in turn will inform the Designated CYPVA Officer for action.

Where it is believed that the child or vulnerable adult is in immediate danger of harm then the recipient of the disclosure should follow the guidance as described in paragraph 2.5 and as set out in Appendix B Part 1 (Child) or Part 2 (Vulnerable Adult); ensuring that Manager and Designated CYPVA Officer are made aware at the earliest opportunity. An "Initial Concerns Form" should be completed including the name and title of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow-up is needed.

Action to take:

- The relevant Head of Service or Director should inform the Designated CYPVA Officer **and** the Human Resource Manager that an allegation has been made.

Reporting the matter should not be delayed by attempts to obtain further information. In relation to employees immediate consideration will be given to whether a disciplinary investigation will be initiated as a result under the auspices of the Council's disciplinary policy.

- The Designated CYPVA Officer should inform the First Response Team or LADO (Local Authority Designated Officer) as appropriate and consider whether police involvement is necessary.

The LADO is a statutory role in relation to allegations against employees working with children⁷. They provide an 'Initial Discussion' which allows for the giving of advice and guidance relating to the most appropriate way of managing the allegation or concern, and most importantly will help establish what the 'next steps' should be in terms of investigating the matter further.

The LADO will help ensure that, where appropriate, specific activities are initiated (e.g. Child Protection/Police processes) and *consideration* is given to issues such as – notifying the child's parents/carers; suspending the adult; risks to other children; communication with relevant other organisations/bodies; supporting the adult and possible media interest. The LADO will also monitor the progress of an investigation and assist an employer in the taking of any difficult judgments about a person's suitability to remain in the children's workforce.

Internal complaint procedures

Employees

Any investigations of complaints or allegations made against Cannock Chase Council's employees regarding children or vulnerable adults protection matters will be handled by the Human Resources Manager in conjunction with the relevant Head of Service in accordance with the Council's Disciplinary Procedures.

Additionally:

- The Police /First Response Team will also be consulted/informed at any point at which it becomes apparent that a criminal offence may have been committed, so that a full and appropriate investigation can be conducted.
- If appropriate, this policy may be reviewed as a result of the complaint.

Volunteers

The Council is unable to take disciplinary action against volunteers, as they are not 'employees' within the scope of the discipline policy so any allegations concerning volunteers must be referred to the police for investigation. The volunteer should cease to be used whilst the investigation is in progress.

Elected Members (Councillors)

Complaints made against Councillors may be referred to the Standards Committee for investigation and action as appropriate.

Additionally:

⁷ As defined in Working Together 2013, Chapter 2, page 48

- The Police/First Response Team will also be consulted/informed at any point at which it becomes apparent that a criminal offence may have been committed, so that a full and appropriate police investigation can be conducted.
- If appropriate, this policy may be reviewed as a result of the complaint.

Poor practice

If, after careful investigation, the allegation/complaint is clearly about poor practice, HR Services shall arrange for further information, training and supervision for the representative as well as making any recommended changes to the practices and procedures of the service.

The welfare of children, young people and vulnerable adults shall always remain paramount.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child). Where such an allegation is made, the Designated CYPVA Officer at Cannock Chase Council shall follow the procedures as detailed above.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the Protection of Children Act 1999 and the Children Act 2004.

Approach by a potential abuser following Referral

Should an employee be approached by someone who has been identified as a potential abuser on a referral form, then the employee should adopt a 'no comment' approach and contact a Designated CYPVA Officer as soon as possible.

Confidentiality

Efforts shall be made to ensure that confidentiality is maintained for all concerned in accordance with the requirements of the Data Protection Act. However it should be noted that information concerning the allegation may be disclosed in order to co-operate with subsequent police investigations and/or court or tribunal proceedings. Otherwise information will be handled and disseminated on a need to know basis only. Information will be stored in a secure place with access limited to designated individuals.

Reviews – Multi Agency Reviews (MAR), Serious Case Review (SCR) or Domestic Homicide Reviews (DHR)

Where the Council is involved or requested to be involved in such reviews it will respond immediately providing, collecting and securing all relevant and known information as appropriate. The Council is also committed to ensuring that any safeguarding issues are raised with senior managers and that they receive and endorse any reports and deliver any resulting actions as appropriate.

Detailed procedures and guidance relating to the management of allegations against people who work with children are also contained within the following documents:

- Working Together to Safeguarding Children (2013) Chapter 2
- SSCB Inter-Agency Procedures: Section 4A

Support for the Referrer

The Council will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused.

This support may take the form of counselling through the Council's service, moving the person reporting the abuse / potential abuse to another workplace temporarily whilst the incident is investigated. The Council also has a Confidential Reporting Framework (whistle blowing) procedure which a referrer can follow if there are reasons why the standard procedures for dealing with allegations make them feel particularly vulnerable, or if they consider their concerns are not being acted upon appropriately. However, all employees, elected members, volunteers have a duty to safeguard and promote the welfare of children and vulnerable adults and in order to investigate concerns robustly it may not be possible to maintain complete anonymity, but the interests of the referrer will be protected when concerns are raised.

Further guidance available at:

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

<http://preview.staffordshirecares.info/StayingSafeintheCommunity/Stopabuseofadults.aspx>

<http://preview.staffordshirecares.info/StayingSafeintheCommunity/Stopabuseofadults.aspx>

Guidance and Legislation

The Rehabilitation of Offenders Act 1974 – is designed to prevent people being rejected for employment on account of an offence committed in their past. Most people whose convictions are ‘spent’ and who are therefore ‘rehabilitated’ must be treated for all purposes as if his or her conviction had never occurred. A conviction becomes ‘spent’ after the elapse of a defined period of time, allowing a job applicant to be treated for most purposes as if his or her conviction had never occurred. Not all convictions become ‘spent’. Job applicants are, in most cases, permitted to withhold details relating to spent convictions from a prospective employer.

Police Act 1997 – sets out standards in relation to the use of disclosure information provided to registered bodies and provides for a system of certified criminal record checks to be run by the Criminal Records Bureau.

Data Protection Act 1998 – Information about an individual’s actual or alleged criminal offences is regarded as ‘sensitive’ data. This means that any recorded data about the individual’s criminal offences must be held on file only if the individual has expressly consented, or if one of the restricted number of conditions is fulfilled. One of these conditions is where data is necessary in order that the employers can comply with a legal obligation in connection with employment.

The Children Act 1989 – provides legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm. The welfare of the child is paramount.

The Children Act 2004 – Section 11 places a duty on all organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The Act offered the legislative framework for the implementation of the five Every Child Matters principles which are considered to be integral to achieving positive outcomes and life chances for all children and young people from birth into adulthood. These principles are:

- Be healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution Achieving economic wellbeing

Working Together to Safeguard Children 2013, 2010, 2006, 1999 - This statutory guidance revised by the government in 2013 details the roles and responsibilities of all agencies with the aim of promoting effective working together to promote the welfare and safety of children. To view the 2013 Working Together to Safeguard Children statutory guidance please go to; www.education.gov.uk

Inter-agency procedures for safeguarding children and promoting their welfare in Staffordshire are available on line at www.staffssc.org.uk.

The “No Secrets” guidance is available at:

<http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH4008486>

Care Standards Act 2000 – this Act details the statutory responsibility for all agencies to ensure the protection of vulnerable adults. In summary this Act –

- establishes a new, independent regulatory body for social care and private and voluntary healthcare services (“care services”) in England to be known as the National Care Standards Commission;
- provides for an arm of the National Assembly for Wales to be the regulatory body for such services in Wales;
- establishes new, independent Councils to register social care workers, set standards in social care work and regulate the education and training of social workers in England and Wales;
- establishes an office of the Children’s Commissioner for Wales;
- reforms the regulation of child minders and day care provision for young children;
- provides for the Secretary of State to maintain a list of individuals who are considered unsuitable to work with vulnerable adults.

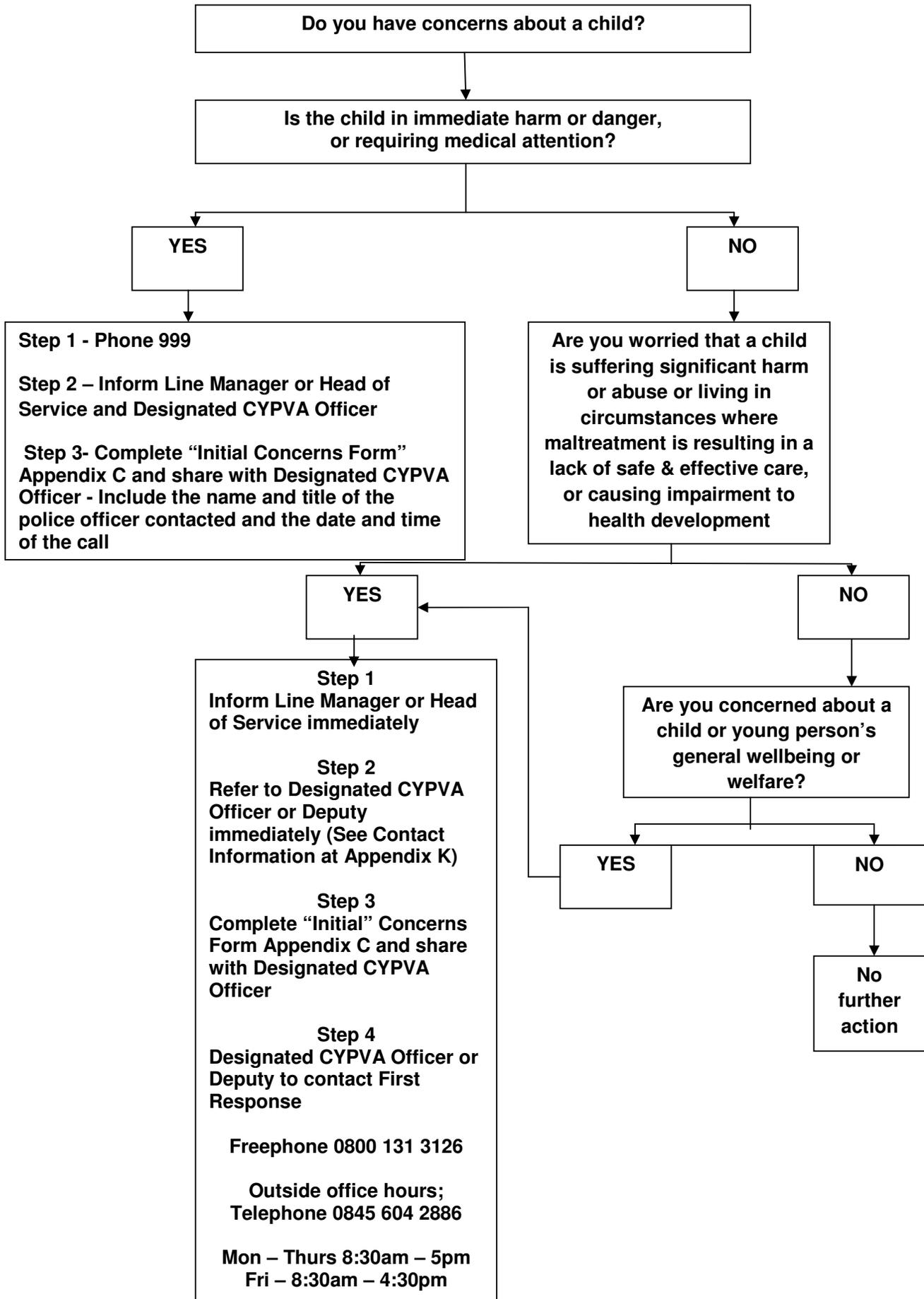
The Mental Capacity Act 2005 - provides a framework to empower and protect people who may lack capacity to make some decisions for themselves. The Act makes clear who can take decisions in which situations, and how they should go about this. Anyone who works with or cares for an adult who lacks capacity must comply with the MCA when making decisions or acting for that person. This applies whether decisions are life changing events or more every day matters and is relevant to adults of any age, regardless of when they lost capacity.

Interagency Procedures for Adult Protection in Staffordshire can be found at

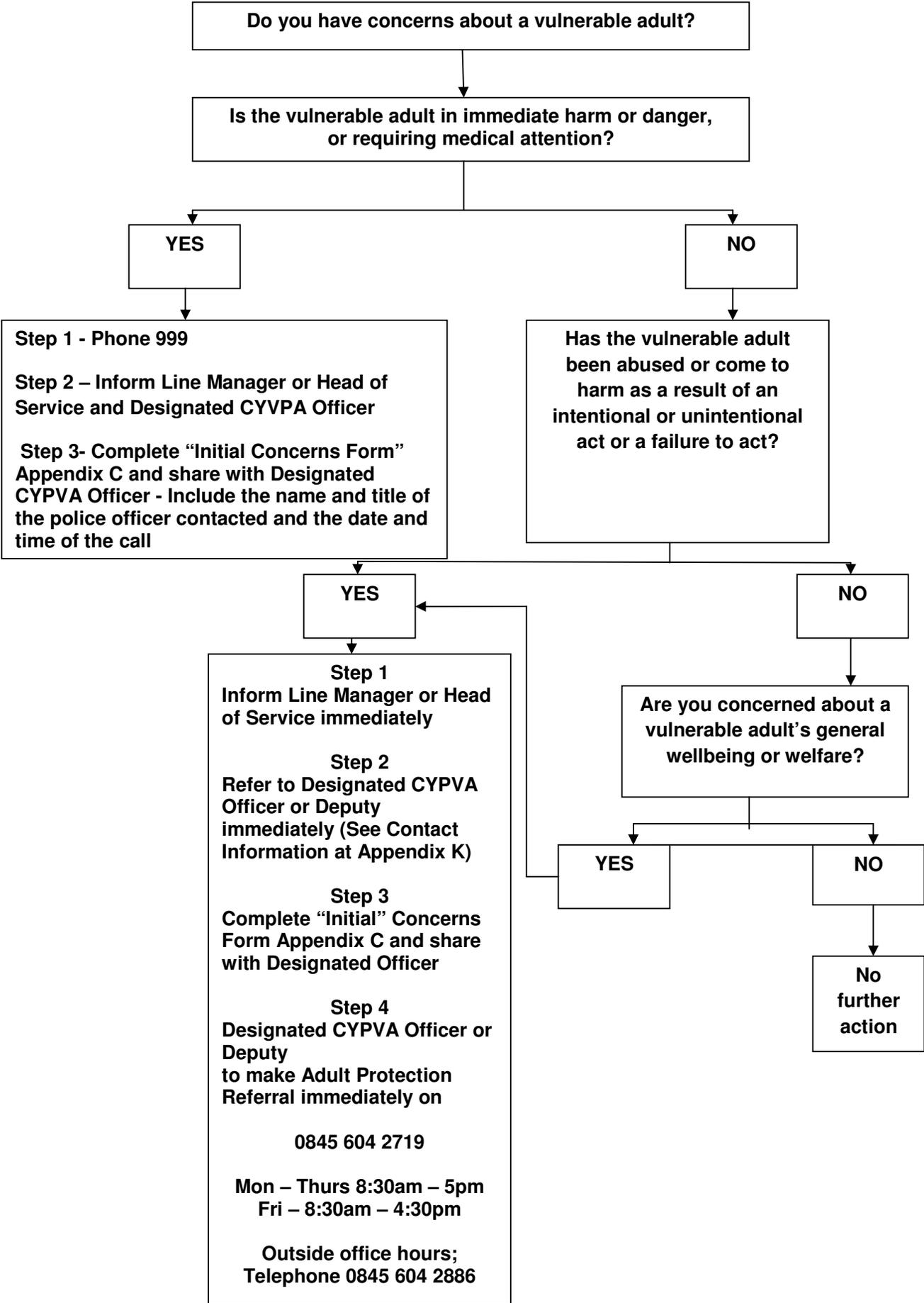
<http://preview.staffordshirecares.info/StayingSafeintheCommunity/Stopabuseofadults.aspx>

There is a wide range of associated legislation and guidance available, see the Office of Public Sector Information for more information (www.opsi.gov.uk)

Appendix B (Part 1)



Appendix B (Part 2)





CONFIDENTIAL

Safeguarding Children and Vulnerable Adults

Initial Concerns Form

This form should be completed and shared with the Designated CYPVA Officer(s)

mikeedmonds@cannockchasedc.gov.uk,
tonymcgovern@cannockchasedc.gov.uk or the Designated Deputy
annebird@cannockchasedc.gov.uk

ABOUT YOU

Your name	
Job title	
Department	
Contact telephone No	
E-mail address	
Date concern raised	
Time concern raised	

ABOUT THE CHILD/VULNERABLE ADULT

Name of child / vulnerable adult you have concerns about	
Address of child / vulnerable adult you have concerns about	
Date of Birth of child/vulnerable adult (if known)	
Name of parent or carer responsible for child /vulnerable adult (if known)	

NATURE OF YOUR CONCERN

(Please include as much detail as possible – Nature of concern, description of visible injuries, observations and what the child or vulnerable adult said)

ACTION YOU HAVE TAKEN

What you have done with the concern? e.g. reported to Police, passed to First Response etc. Include name and contact details of Officer/Social Worker to whom you have reported this matter.	
Signature and Date action taken	
Reference number if applicable	

Please send completed form “In Confidence” to the Designated CYPVA Officer

Date and time concern received	
Actions you have taken	
Reference Number if applicable	
Has the Multi Agency Referral Form (MARF) been completed http://www.staffsscb.org.uk/professionals/procedures/	
Signature and Date	

ROLES AND RESPONSIBILITIES

Cannock Chase District Council has a duty of care to the children and vulnerable adults we provide activities or services for and to make every effort to ensure their safety and enjoyment. The Council has a responsibility to ensure that all employees and others covered by the scope of this policy have a clear understanding of their roles and responsibilities when working with children / vulnerable adults and this is set out below.

Roles and Responsibilities of Elected Members and Leadership Team

To be responsible and accountable for the implementation and monitoring of the Policy.

Leadership Team will ensure that the Policy and Procedures are implemented and embedded in practice within each Directorate.

Roles and Responsibilities of Individuals

To familiarise themselves with the content of the policy and adhere to the procedures set out.

To attend appropriate training in relation to this policy as and when required,

To report any allegations or suspicions of an act of abuse using the "Initial" Concerns Form set out in Appendix C.

NB. It is not the role of the Council to decide whether a child has been abused or not. This is the task of the statutory protection agency which has the legal responsibility. **It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken.**

Specific Roles and Responsibilities

Designated CYPVA Officer and Deputies

Cannock Chase Council has nominated a Lead Designated Children, Young Person and Vulnerable Adult Protection Officer (the 'Lead Designated Officer) to act as a central lead on all matters related to the protection of children, young people and vulnerable adults.

In addition there are two nominated deputies who will fulfil the role of the Lead Designated Officer in his/her absence. ('Deputy Designated Officer')

The role of the Lead Designated Officer (and/or Deputy Designated Officer) will be to:

- Liaise with Leadership Team to maintain and update the corporate “Children, Young People and Vulnerable Adults Protection Policy”.
- Maintain up to date knowledge and understanding of the field of children, young people and vulnerable adult protection, including attendance at training events, seminars where relevant
- Act as the main point of contact for the Council for the protection of children, young people and vulnerable adults – both internally, for members of the public and other external organisations, statutory bodies such as the police and social services.
- Act as the main point of contact for receiving and acting upon concerns or incidents of suspected or actual abuse and undertaking the necessary referrals to the First Response Team or to the Contact Centre and maintaining centralised records of any such referrals.
- Act as a point of contact for employees who want to share and discuss concerns about children, young people or vulnerable adult’s protection or take forward a child, young person or vulnerable adult protection disclosure.
- Ensure that all employees are aware of their responsibilities under the Council’s Safeguarding Children and Vulnerable Adults Protection Policy, commissioning marketing materials and training as appropriate (in conjunction with the HR Manager)
- Provide advice and guidance on matters related to the protection of children, young people and vulnerable adults
- Represent Cannock Chase Council on local children, young people and vulnerable adult protection groups
- Ensure that the corporate governance framework for ensuring the protection of children, young people and vulnerable adults is robust, completing safeguarding audits on a periodic basis
- Promote knowledge of, and interest in, the protection of children, young people and vulnerable adults throughout the Council, in conjunction with the Leadership Team

Role	Post	Contact
Lead Designated Children, Young Person and Vulnerable Adult Protection Officer	Head of Commissioning	01543 464416
Deputy Designated Children, Young Person and Vulnerable Adult Protection Officer	Corporate Director	01543 464347
Deputy Designated Children, Young Person and Vulnerable Adult Protection Officer	Human Resources Manager	01543 464426

Managers

- Are responsible for making sure that all of their employees, volunteers etc are aware of, and understand the importance of this policy and related guidance and that they understand how to comply with it.
- Are responsible for ensuring that their particular service has adequate policies and procedures for safeguarding children, young people and vulnerable adults in accordance with this policy.
- Must make sure that any contractors, agents or other representatives whom they engage to undertake duties on their behalf, which involves working with children or vulnerable adults, understand and comply with both this policy and any local policies and procedures.

Human Resources:

- Will, through the recruitment and selection processes, ensure DBS certification is obtained where the duties of the post qualify for such certification.
- Will ensure that references that refer to the candidates' suitability to work with children, young people or vulnerable adults are taken up for all appropriate posts.
- Will include appropriate training in the Corporate Training Programme and ensure that children, young people and vulnerable adult protection training is part of the induction programme for all new employees with direct access to children or vulnerable adults. (Note: Council employees can access the Safeguarding Children Board Training programme and e-learning modules at www.staffsscb.org.uk)
- Will maintain records related to DBS. This will include records of assessments of posts to determine whether DBS applies and records of DBS checks being undertaken with regard to specific individuals
- Will ensure that DBS information is kept secure and confidential in compliance with the DBS Code of Practice.

All Employees and other representatives of the Council:

- Should be aware of this policy and any local related policies and procedures for their service area.
- Should attend appropriate children and vulnerable adult protection training if their role involves substantial access to children or vulnerable adults.
- Should not begin any unsupervised activity involving substantial access to children or vulnerable adults prior to receiving DBS Certification in accordance with the procedure described in the Employment of Ex Offenders Policy.
- Should be aware of appropriate and inappropriate behaviour for employees in charge of children, young people and vulnerable adults.
- Are expected to act on any suspected or potential case of children or vulnerable adult abuse. Cannock Chase Council will support anyone who, in good faith, reports his or her concerns that a child or vulnerable adult is being abused or is at risk of abuse, even if those concerns prove to be unfounded. Anyone wishing to make a report may use the corporate Confidential Reporting Policy as the mechanism for doing so.

Recruitment and Employment

All reasonable steps will be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. The full procedures relating to recruitment of people working with children and vulnerable adults are set out in detail in the Employment of Ex Offenders Policy.

Advertising Posts

Prior to advertising a post managers will review the job description to identify whether there will be access to children or vulnerable adults. In accordance with the Employment of Ex Offenders policy managers must complete a DBS evaluation form setting out the details of any duties which may justify DBS certification. This form should be forwarded to HR Services along with the “application to fill vacancy” request.

Checks and References

Where, following interview, an applicant is offered appointment to a post qualifying for a DBS certificate the applicant will be required to submit a request for a DBS certificate and supply evidence of their identity. .

Once received the DBS certificate will be reviewed and any issues addressed as describe in the Recruitment of Ex-Offenders Policy.

References will be taken up for all appointments and will ask questions related to a person’s suitability for working with children, young people or adults where such work has been identified as a requirement of the post.

Contractors and Agency Personnel

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come in to contact with children or vulnerable adults should have their own Child, Young Person or Vulnerable Adult Protection Policy or failing this, must comply with the terms of this policy. This includes responsibility for ensuring that workers with substantial access to children, young people or vulnerable adults are subject to the necessary DBS Certification. This includes sub-contracted workers employed through agencies. The contractor must certify that workers in this situation have been subject to DBS certification and are suitable for the work. Where a contract is to be tendered for, the above stipulations should form part of any tender document. Production of the Contractor’s children, young person and vulnerable adult protection policy must form part of any tender submission and must be received and considered satisfactory by the Council prior to any formal engagement. In the event that the Council is not satisfied with the Contractor’s children and

vulnerable adults protection policy, the selected Contractor shall adopt the Council's policy and be required to sign the declaration at Appendix G.

Alternatively for smaller contracts not requiring a tender, a signed declaration must be submitted as shown in Appendix G.

The manager engaging the contractor is responsible for ensuring that the above procedures are adhered to. Further guidance on Contractors and DBS is found in the Employment of Ex Offenders policy.

Cannock Chase Council reserves the right to investigate the validity of any declaration.

Agency Personnel

Managers engaging agency personnel for work, which has been assessed as requiring substantial contact with children and vulnerable adults should seek assurances from the agency that the proposed worker has been subject to an appropriate level of DBS certification.

Volunteers

Where volunteers participate in activities that involve access to children and vulnerable adults such as Volunteering can take part in activities, on behalf of the Council, only if they have a valid DBS certification and are appropriately qualified. Where the use of a volunteer is contemplated the relevant manager should evaluate the anticipated duties to be carried out by the volunteer to determine whether a DBS certificate is required. If a disclosure is required the relevant managers should contact HR Services to initiate the request for a disclosure.

Elected Members (Councillors)

Elected Members (Councillors) should follow the general guidelines contained in this policy in terms of good practice in relation to children and vulnerable adults. Should a Elected Member (Councillor) be invited to undertake involvement in an activity that will involve unsupervised contact with children or vulnerable adults or in setting and determining policy in relation to the welfare of children and vulnerable adults they should contact HR Services for guidance on whether it would be appropriate to undertake a DBS check. Advice will be sought from the Disclosure and Barring Service in these circumstances. Similarly if the normal day-to-day duties of any Elected Member (Councillor) mean that they are undertaking activities covered within the scope of this policy then they will be required to request DBS certification. The duties should be assessed in the same way as for employees.

In circumstances where it is deemed necessary for an Elected Member (Councillor) to request DBS certification and they fail to comply with this requirement, the activity which caused the requirement will not be sanctioned by the Council as a Council duty and the Council will take steps to prevent the activity taking place.

Partner Organisations

When entering into partnership arrangements that have particular focus on services for children or vulnerable adults formal agreements should incorporate appropriate child and vulnerable adult protection arrangements in accordance with the Council's Children and Vulnerable Adult Protection Policy as a minimum standard.

Where employees of other organisations working in partnership with the Council are required to carry out work for or on behalf of the council they must receive the appropriate disclosure check related to the duties of the post. It will be the responsibility of the employing organisation to ensure that such checks are carried out.

Users of Council Premises

External organisations or community groups using the Council's premises for public events targeted at, or incorporating, children, young people or vulnerable adults will be required to certify that any employees or volunteers delivering the function have been appropriately checked for their suitability to work with vulnerable people.

Induction

All Cannock Chase Council workers (employees, regular volunteers) will undergo an induction within three months of appointment in which the children, young people and vulnerable adults protection procedures are fully explained.

Training

Appropriate training will be provided to all Cannock Chase Council employees/volunteers whose duties have been assessed as requiring a DBS Certificate because the normal duties of the post involve work with children and vulnerable adults. The level of training required shall be identified by line managers and HR Services. For new employees, training will be provided as soon as possible after commencement, in all cases within six months.

Level 1 - For Cannock Chase Council representatives who will work with children, young people and vulnerable adults. Training to cover general children and vulnerable adult protection issues and this policy. Refresher training shall take place after any significant change to this policy. Additional specific training may need to be carried out in respect of service level procedures.

Level 3 – Lead Child Protection Officer/Deputy; specific training to cover the role of a Designated CYPVA Officer and detail regarding this policy on children protection issues and this specific role. Update training on a regular basis. Refresher training at least every two years.

Promoting Good Practice with Children and Vulnerable Adults

Code of Conduct for the Protection of Children and Vulnerable Adults

It is possible to limit the situations where the abuse of children and vulnerable adults may occur, by promoting good practice to all staff, elected members and volunteers.

This code of conduct details the type of practice required by all employees, elected members and volunteers when in contact with children or vulnerable adults. Suspicions or allegations of non-compliance of the Code by a member of staff will be dealt with through the Council's Disciplinary Procedure.

Cannock Chase District Council supports and requires the following good practice by employees, members and volunteers when in contact with children and vulnerable adults.

Dos

When working with children and vulnerable adults all parties should:

- Adhere to the children and vulnerable adult's protection policy at all times.
- Treat all children and vulnerable adults equally, with respect and dignity
- Be an excellent role model including not smoking or drinking alcohol in the company of children and vulnerable adults
- Ensure that personal care is delivered in a dignified manner that meets the needs of the individual.
- Involve parents, guardians and carers wherever possible
- Build balanced relationships on mutual trust that empower children and vulnerable adults to share in the decision making process

And, Never

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share overnight accommodation with a child, young person or vulnerable adult except in circumstances where employees are legitimately escorting young people on organised trips in partnership and shared responsibility with social services and other partner agencies.
- Allow or engage in any form of inappropriate touching. The main principles of touching are:
 - It should always be in response to the individual's needs.
 - It should always be appropriate to the individual's age/stage of development.

- It should always be with the individual's permission.
- Physically restrain a child or vulnerable adult, unless the restraint is to:
 - Prevent physical injury to the individual or to another person.
 - Prevent damage to any property.
 - Prevent or stop the child or vulnerable adult committing a criminal offence. (In all circumstances physical restraint must be appropriate or reasonable; otherwise the action could be defined as assault.)
- Allow the use of inappropriate language to go unchallenged.
- Make sexually suggestive comments, even in fun.
- Reduce a child or vulnerable adult to tears as a form of control.
- Allow allegations to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that an individual can do for himself or herself or that a parent or carer can do for them.
- Invite or allow children or vulnerable adults to stay with you at your home.
- Spend time alone with a child or vulnerable adult unless this is a specific requirement of the post (and has been assessed as such). If an employee or representative finds himself or herself in such a situation they should ensure that they can be clearly observed by others or that they have gained the consent of the parent or carer (for example on a home visit if the parent or carer leaves the room for a period of time). It is recognised that Elected Members are likely to have particular difficulties in this area as it may be necessary to visit constituents in their own homes, many of whom may be vulnerable. In these circumstances it is advisable to ascertain whether a friend or relative or neighbour can be present whilst the visit is taking place.
- Leave children or vulnerable adults unattended or with employees who have not been subject to a DBS check

Supporting Documents.

Employees shall work to the Council's or their employing organisation's policies and procedures, including for example:

- Safeguarding Children and Vulnerable Adults Protection policy
- Code of Conduct
- Confidential Reporting Framework (Whistle blowing)
- Safer Recruitment
- Bullying and Harassment
- ICT Security Policy

First Aid and Treatment of Injuries

If a child or vulnerable adult requires first aid or any form of medical attention whilst in the care of an employee, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.

- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and / or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand, and their permission sought before any action is taken
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- A notification of accident form must be completed and signed and passed to the Health and Safety Officer.

For Transporting Children and Vulnerable Adults Away From Home

If it is necessary to provide transport to take children or vulnerable adults away from home or school the following good practice must be followed:

- Where practical request written parental/guardian consent if members of staff are required to transport children or vulnerable adults
- Always tell another member of staff that a child or vulnerable adult is being transported, giving details of the route and the anticipated length of the journey
- Never transport a child or vulnerable adult unaccompanied, other than in exceptional circumstances. Plan pick ups and drop offs to minimise the risk of being alone with a child or vulnerable adult.
- Ensure all vehicles are correctly insured and well maintained.
- Ensure drivers hold current, appropriate driving licenses, and have undergone training as appropriate (e.g. minibus driving, use of wheelchair hoist)
- All reasonable safety measures must be taken, e.g. children in the back seat behind the driver, seatbelts worn and booster seats in place
- Ensure where possible at least one male and one female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and

agree to abide by the Council's Child and Vulnerable Adult Protection Policy and Procedures

- Always plan and prepare a detailed programme of activities and ensure copies are available for other staff and parents/guardians

Use of Contractors

Contractors must comply with the principles set out in:

- The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
- The Department for Education 'Revised guidance on safeguarding children and safer recruitment in education (2010).
- Disclosure and Barring Service (DBS) Checks: Policy and Guidance for service providers and CQC staff (July 2011).

Cannock Chase District Council and its employees, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Service Level Agreements or contracts in place for these contractors should therefore specify this requirement.

Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children or vulnerable adults⁸ and take part in 'regulated activity'⁹ (as defined within the new definition with effect from September 2012) must have an appropriate DBS check.

There are five types of check that are available. Further guidance is provided on the DBS website (www.gov.uk/disclosure-barring-service) to enable employers to establish, which, if any, level of check is required. The checks that are available are:

1. **Enhanced Check for Regulated Activity (Children)** - used when someone is undertaking regulated activity relating to children. This check involves a check of the police national computer, police information and the children's barred list.

⁸ The DBS definition of regulated activity relating to **adults** no longer labels adults as 'vulnerable'. Instead the definition identifies the **activities** which, if any requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity. Further guidance is on the DBS website: www.gov.uk/disclosure-barring-service

⁹ The full definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012). Further information can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143666/eligibility-guidance.pdf

2. **Enhanced Check for Regulated Activity (Adults)** - used when someone is undertaking regulated activity relating to adults. This check involves a check of the police national computer, police information and the adults barred list.
3. **Enhanced Check for Regulated Activity (Children and Adults)** - used when someone is undertaking regulated activity relating to both children and adults. This check involves a check of the police national computer, police information and the children's and adults barred list.
4. **Enhanced DBS Check** - used where someone meets the pre September 2012 definition of regulated activity. This level of check involves a check of the police national computer and police information.
5. **Standard DBS Check** - used primarily for people entering certain professions such as: members of the legal and accountancy professions. Standard DBS checks just involve a check of the police national computer and do not include a check of police information or the children's or adults barred lists.

Where there is potential for contact with children or vulnerable adults it is the responsibility of the manager who is using the services of the contractor (the Client) to check that the correct Disclosure and Barring Service (DBS) check has been satisfactorily completed.

Guidelines on Children and Vulnerable Adults in Publications and on the Internet

Websites and publications provide excellent opportunities to publicise achievements of individuals and provide a showcase for the activities of children and vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk.

The following procedure must be followed to ensure the Council's publications and information on the internet does not place children or vulnerable adults at risk.

- Publications or information on an internet site must never include personal information that could identify the child or vulnerable adult. Any contact information must be directed to the Council or another relevant organisation.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent / guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in provocative pose or in a state of partial undress. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to not individual members. Credit for achievements by an individual child or vulnerable adult are to be restricted to first names only.

- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken when publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.

Guidelines on Use of Photography, Videoing and Filming of Children and Vulnerable Adults – (Including Mobile Phone Technology)

There is evidence that some individuals have used public events as an opportunity to take inappropriate photographs or film footage of children. The following best practice is to be adopted to protect children and vulnerable adults who are being photographed or videoed.

- When commissioning professional photographers or inviting the press to cover Council services, events and activities organisers must ensure that they make expectations clear in relation to child and vulnerable adult protection.
- Organisers must check the credentials of any photographers and organisations used.
- Where possible the consent of the parent/guardian for photographing, videoing and / or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Council.
- An activity or event specific identification badge/sticker must be provided and clearly displayed at all times by the accredited photographers, film and video operators on the day of the activity or event.
- Unsupervised access must not be allowed to children or vulnerable adults or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or vulnerable adult's home.
- It is recommended that the names of children or vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child or vulnerable adult's parent or guardian.
- The Council reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

- The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of an event. The recommended wording is,

“In line with the recommendation in the Councils Safeguarding Children and Vulnerable Adult Protection Policy, the promoters of the event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator’s entry desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter’s conditions.”

Any concerns with photographers or video or film operators are to be reported to the Council’s Designated Child, Young Person and Vulnerable Adult Protection Officer or Deputy and where relevant, the Police.

Parents/Carers use of Photographic and Filming Equipment at Events

It is good practice to inform parents/carers of our expectations of them using their own photographic/filming equipment at events organised by the Council.

- Parents/carers and spectators should register with the organiser their intent to use zoom, close range photography or filming equipment at an event.
- Children, vulnerable adults and parents/carers should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography or filming should be reported to the organiser, or senior member of staff present. It is their responsibility to record the incident on the incident report forms and pass on to the Designated Child, Young Person and Vulnerable Adult Protection officer to take appropriate action.

An example of wording to be displayed at an event or on publicity material prior to the event should follow the lines of:

“In line with Cannock Chase District Council’s Council’s Safeguarding Children and Vulnerable Adults Protection Policy, any person wishing to engage in zoom, close range photography or filming, should register their intent with the event/activity organiser, prior to carrying out any such photography or filming. The organiser reserves the right to refuse any such photography or filming if there are concerns or complaints about its appropriateness”

An example form for use at Events and taking photographs, video material is given at Appendix H.

Best Practice in the recruitment of staff and volunteers

Pre-recruitment

If any form of advertising is used to recruit staff and volunteers, it should reflect:

- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage)
- The Council's open and positive stance on children and vulnerable adult protection.
- The use of the Disclosure and Barring Service procedures to promote safe recruitment and selection processes.

Applicant Information

All applicants, whether for paid or voluntary, full or part-time positions, should complete an application form which should elicit the following information:

- Name, address and National Insurance Number.
- Past career, relevant interests, any gaps in employment and reasons for leaving.
- Relevant experience, educational qualifications, job specific qualifications and training.
- Any criminal record – where the Council is lawfully entitled to request this information
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of , and suitability for, working with children or vulnerable adults where it is a requirement of the job or volunteering role,
- And a willingness to assist in the completion of a DBS check

Checks and References

Staff and volunteers recruited to work in services for children and vulnerable adults must be checked for any possible irregularities (or issues), which may give reason for concern.

A minimum of two references should be taken up, one of which must be the previous employer and if available, at least one should be associated with former work with

children or vulnerable adults. References should include the applicant's suitability to work with children or vulnerable adults where it is a requirement of the job. Where references are given verbally, they must follow a prescribed format and a written record kept.

In accordance with guidance from the Disclosure and Barring Service (DBS) all posts that include regulated activity in relation to children and vulnerable adults will require an appropriate DBS check. These checks will be completed by the Human Resources Team.

If a DBS check highlights an unspent conviction a risk assessment will be carried out to assess the suitability of the applicant to work with children or vulnerable adults. This will be carried out by the line manager and Human Resources Officer.

Interview

Interviews are carried out in line with the Council's Recruitment and Selection procedures. The interview is likely to include questions on how to deal with children and vulnerable adult protection issues.

Induction and Training

Checks are only part of the process to protect children and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concern of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children and vulnerable adults from possible abuse.

The induction and training should include:

- An assessment of the training needs required carried out by the local manager.
- Clarification, agreement and signing up to the Council's Code of Conduct for Employees.
- Clarification, agreement and signing up to the Council's Safeguarding Children and Vulnerable Adult Policy and Procedure.
- Clarification of the expectations, roles and responsibilities of the job or volunteering role.
- As a minimum the Council expects all staff to have undergone formal children and or vulnerable adult training related to their job within 6 months of commencement of employment with the Council. Refresher training will be required every 3 years. This is the responsibility of line managers in services where children and/or vulnerable adults are clients/customers.

Probation, Monitoring and Appraisal

All newly appointed members of staff undergo an agreed period of probation on commencement of their role, other than casual or agency staff.

All members of staff who have contact with children and vulnerable adults will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs and address any issues of poor practice. Line managers should be sensitive to any concerns about poor practice and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

Particular care must be taken to monitor casual and agency staff, whose less frequent employment reduces the opportunities for regular supervision and training and who may therefore be less familiar with policies and procedures.

It is the responsibility of line managers to monitor good practice. This can be done in a number of ways:

- Direct observation of the activity or service
- Staff appraisals, mentoring and providing feedback on performance
- Children's and adults' feedback on the activities or services

Rehabilitation of Offenders

Cannock Chase District Council is committed to the fair treatment of its employees (both paid and voluntary), potential staff or volunteers or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Having a criminal record will not necessarily bar someone from working or volunteering with the Council. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant.

Failure to declare a conviction, caution or pending police action when required to do so, will disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light.



**Self declaration for contractors engaged in work on behalf of
Cannock Chase District Council**

Self declaration for contractors engaged in work on behalf of Cannock Chase District Council
(To be completed by contractors likely to have contact with children or vulnerable adults)
Name of Contractor:
I have read and understood the Council's children, young people and vulnerable adults Protection Policy and agree to abide by the procedures set out in the document. I confirm that I/we hold a current children, young people and vulnerable adults Protection Policy that is available to view on request. (<i>Delete as appropriate</i>) I confirm that all workers engaged by the above named contractor and who are likely to come in to contact with children have been subject to the appropriate level of DBS check as defined by the Disclosure and Barring Service guidance.
Signature:
Name:
Position:
Date:

Photographic Release Permission Form Using Images of Children or Vulnerable Adults



In order that we comply with the Data Protection Act 1998, we need your permission before we take or use any photographs of your child. We will not use the images taken for any purpose other than stated below.



Cannock Chase District Council would like to *take photographs / *make a video recording of the subject for promotional purposes. These images may appear in our printed publications, on video, on our website, used in the press or for all four. (*Please delete as appropriate.)

In relation to the Event / Project :	
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May we use your child's / the vulnerable adult's image:	Delete as appropriate
1. In our printed promotional publications?	Yes / No
2. On the official Cannock Chase District Council Website?	Yes / No
3. For press releases	Yes / No / N/A
4. Record your child's / the Vulnerable adult's image on promotional videos?	Yes / No

- Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies.
- We will not include details or full names (which means first name **and** surname) of any person in an image on our website, on video, for the press or in printed publications, without good reason and we will ask for further consent if we want to do this. For example, we may want to include the full name of a competition prize winner. However, we will not include the full name of a model used in promotional literature.
- All photographs will be taken sensitively and will only contain subjects who are suitably dressed
- Images may be used in future years as re-print runs / promoting past projects etc.

I have read and understood the conditions of this consent form and give permission for images to be taken of my child for the purposes as described.

Full name of Child/Vulnerable Adult

Full name of Parent/Guardian/Representative/Carer

Parent/Consenting Guardian signature

Dated

Cannock Chase District Council will hold and use your data in accordance with the Data Protection Act 1998 and will only use the information as stated above. Your personal information will not be used for any other purpose and will not be passed on for commercial use.

Safeguarding Children and Vulnerable Adult Protection Contact Information

The District Council's Safeguarding Children and Vulnerable Adults Protection Policy is available on the Intranet, or a copy can be provided on request by contacting HR Services

Cannock Chase District Council

The Council's Designated Child, Young Person and Vulnerable Adult Protection Officers are:

Lead - Head of Commissioning – Mike Edmonds - Contact mikeedmonds@cannockchasedc.gov.uk or 01543 464416 or 07977 519185

Deputy - Corporate Director – Tony McGovern - Contact: tonymcgovern@cannockchasedc.gov.uk or 01543 464347 or 07814 393479

Deputy – Human Resources Manager – Anne Bird - Contact annebird@cannockchasedc.gov.uk or 01543 464426

Staffordshire County Council – Vulnerable Children Division – First Response

For all child protection issues contact:

First Response Team 0800 1313126 or firstr@staffordshire.gov.uk

Opening hours: Monday to Thursday – 8.00am to 5.30pm;

Friday – 8.00am to 4.30pm

Outside of these hours, contact the Emergency Duty Service on **0845 604 2886**

Staffordshire County Council - Vulnerable Adults Division – Social Care & Health Team:

For vulnerable adult issues age 18 and over contact:

Staffordshire Social Care and Health 0845 604 2719 or vastaffordshire@staffordshire.gov.uk

Opening hours: Monday to Thursday – 8.00am to 5.30pm;

Friday – 8.00am to 4.30pm

Outside of these hours, contact the Emergency Duty Service on **0845 604 2886**

Alternatively, contact the **Staffordshire Police Central Referrals Unit** on **101** and ask for the **MASH (Multi-Agency Safeguarding Hub)** or mash@staffordshire.pnn.police.uk

The welfare of children and vulnerable adults is our primary concern. All children and vulnerable adults have the right to protection from abuse or exploitation. It is the responsibility of child protection agencies to determine whether or not a child or vulnerable person has been abused.

It is our responsibility to report any concerns we have to the appropriate authority.