



PRCC.17 16/17

Prosperous Communities
Committee

Date: 19th July 2016

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Subject: Safeguarding, Support and Wellbeing Policy 2016 – 2019

Report by:

Chief Operating Officer

Contact Officer:

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Purpose / Summary:

To present the Council's revised safeguarding policy for adoption by Prosperous Communities Committee

RECOMMENDATION(S):

1. That Prosperous Communities Committee formally adopt the Safeguarding, Support & Promoting Wellbeing Policy 2016 – 2019 as the Council's framework for safeguarding communities in West Lindsey
2. Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the chairman of the Prosperous Communities Committee and chairman of JSCC
3. The Prosperous Communities Committee consider nominating an elected member representative to sit on the Corporate Safeguarding Group

IMPLICATIONS

Legal: This revised policy provides a framework to ensure that West Lindsey District Council meets its statutory responsibilities in relation to safeguarding and promoting the wellbeing of:

- Safeguarding children and young people (Children Act, 2004)
- Safeguarding adults at risk (Care Act, 2014)
- Preventing people from being drawn into violent extremism (Prevent Duty, 2015)
- Domestic Abuse (Housing Act 1996, Homelessness Act 2002, Crime & Disorder Act 1998, Coercive Control Law 2015, Ending Violence Against Women and Girls Strategy 2016 – 2020, Protection from Harassment Act 1997)
- Hate Crime and Hate Crime (Equality Act, 2010)

Financial: FIN49/17 None arising from this report

Staffing: This policy applied to every West Lindsey District Council staff member, elected member, volunteer and anybody working for, on behalf of or directly commissioned by the Council.

If anybody to whom this policy applies find for whatever reason that they do not believe they can comply fully with the policy and its associated procedures, they must notify the lead safeguarding officer or safeguarding coordinator immediately.

Equality and Diversity including Human Rights: An Equality Impact Assessment has been undertaken by the corporate safeguarding group and is included as an appendix to this report.

Risk Assessment: The Council has a statutory duty to safeguard children, young people and adults at risk and protect them from abuse or neglect. The risk of non-compliance with statutory requirements would leave the Council open to legal challenge and financial penalties and may expose children, young people and adults who need safeguarding to abuse or neglect.

This policy is supported by procedural guidance, training and awareness, action plan and audit programme. Delivery of objectives and coordination of actions to manage risks is via the corporate safeguarding group. Terms of Reference for the working group have been endorsed by GCLT and are included as an attachment to this report.

Climate Related Risks and Opportunities: N/A

Title and Location of any Background Papers used in the preparation of this report:

Not Applicable

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

Executive Summary

1. Background

- 1.1 West Lindsey District Council has a range of statutory duties that require it to safeguard and promote the wellbeing of communities. Safeguarding encompasses our duties and responsibilities to protect people's health, wellbeing and human rights, supporting them to prevent problems from escalating and enabling them to live free from harm, abuse and neglect
- 1.2 The Council's safeguarding policy has been reviewed by the Corporate Safeguarding Group in response to a number of legislative changes, to ensure that West Lindsey District Council can effectively meet its safeguarding responsibilities. The changes also reflect recommendations made in the 'Vulnerable People Audit' (Internal Audit, 2015)
- 1.3 The Council's safeguarding policy strapline is that 'safeguarding is everyone's business'. A logo has been developed to give the corporate safeguarding work a greater identity.



- 1.4 Safeguarding involves a number of key agencies. Although not an exhaustive list these key agencies would typically include the Police, Children's Services, Adult Social Care, Probation and Health. Our duties do not extend to areas which would be considered the responsibility of our partners but we nonetheless have duties to cooperate and to have effective processes in place.
- 1.5 The policy document provides a reference point for Council staff, elected members, volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council in order to protect anyone from failing to keep people safe. The policy and procedures seek to practical guidance and ensure that the Council plays its full part in safeguarding and promoting the wellbeing of its communities at all times.
- 1.6 Broadly speaking, our safeguarding responsibilities include:
- Having effective safeguarding policies in place
 - Knowing how to identify concerns
 - Having a knowledgeable and capable workforce
 - Referring to partners
 - Working with partners such as the police, social services, health agencies and other local authorities
 - Regular auditing and scrutiny
- 1.7 It is important that a consistent and effective approach is adopted across the Council to ensure we meet our statutory responsibilities, protect the community and protect the reputation of the Council.

2. Policy Overview

2.1 The scope of the safeguarding policy has been expanded to include each of the policy areas which impact on supporting and protecting vulnerable people.

2.2 The combined policy and associated procedures are split into distinct chapters.

- Chapter 1: 'Safeguarding is Everyone's Business'
- Chapter 2: Safeguarding Children & Young People
- Chapter 3: Safeguarding Adults at Risk
- Chapter 4: Domestic Abuse
- Chapter 5: Prevent
- Chapter 6: Hate Crime & Mate Crime

2.3 Throughout the policy, there are links to internal and external guidance and policies and to associated procedures.

2.4 West Lindsey District Council is clear that safeguarding is everyone's business. All individuals to whom this policy and procedures apply must know where and how to access it, have a clear understanding of how, why and who to contact with their concerns and complete appropriate training in order to fulfil their responsibility in being able to identify and respond to wellbeing concerns, abuse or alleged abuse and poor practice.

2.5 This policy will be reviewed on an annual basis, and updated where appropriate, however if a weakness is identified in procedures or national guidelines change, the policy will be reviewed and revised immediately. Any amendments to national or local guidelines and legislation will be recorded within the policy and signed off by the Core Management Team. Staff, Elected Members, volunteers and anyone working for and / or on behalf of the council will be notified of any changes to the policy or associated procedures.

2.6 The safeguarding policy 2016 – 2019 (draft) is included as an attachment to this report.

2.7 An Equality Impact Assessment has been developed in line with the policy in preparation for committee and is included as an attachment to this report.

3. Corporate Safeguarding Working Group

3.1 This policy is supported by procedural guidance, training and awareness action plan and an audit programme (led by the respective safeguarding boards). Delivery of the policy objectives and actions are coordinated by the Corporate Safeguarding Working Group.

3.2 The safeguarding working group has been recently developed and has very quickly gained momentum. Membership of the group is strong and the group has quickly emerged as one that is committed and focussed on delivery. Membership is

currently being reviewed to ensure it is representative of the whole council. Current membership:

- Chief Operating Officer (Safeguarding Lead Officer)
- Home Choices Team Manager (Chair – Safeguarding Coordinator)
- Licensing Team Manager
- Customer Services Team Manager
- Cultural Services Team Manager
- Housing & Communities Team Manager
- Building Control & Local Land Charges Team Manager
- Regulatory Services Team Manager
- People & Organisational Development Team Manager
- Domestic Abuse Coordinator
- Systems Development Officer
- Operational Services Team Manager
- Community Action Officer
- Licensing Assistant

3.3 Terms of reference for the group have been developed and are included as an attachment to this report.



End of Report

Safeguarding, Support and Promoting Wellbeing: Policy and Procedures 2016 - 2019

FINAL DRAFT PENDING APPROVAL



Introduction and Policy Overview

Safeguarding encompasses our duties and responsibilities to protect people's health, wellbeing and human rights, supporting them to prevent problems from escalating and enabling them to live free from harm, abuse and neglect.

West Lindsey District Council has a range of statutory duties to safeguard and promote the wellbeing of communities. This policy will support the Council to protect those who need safeguarding by providing a reference point and guidance for staff, elected members, volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council. It seeks to provide practical guidance and ensure that the Council plays its full part in safeguarding and promoting the wellbeing of its communities at all times.

Safeguarding involves a number of key agencies. Although not an exhaustive list this would typically include Criminal Justice Agencies, Children's Services, Adult Social Care and Health. Our duties do not extend to areas which would be considered the responsibility of our partners but we nonetheless have duties to cooperate and to have effective processes in place.

Broadly speaking, our safeguarding responsibilities include:

- Having effective safeguarding policies and procedures in place
- Knowing how to identify concerns
- Having a knowledgeable and capable workforce
- Referring to partners
- Working with partners such as the police, social services, health agencies and other local authorities
- Regular auditing and scrutiny

It is important that a consistent and effective approach is adopted across the Council to ensure we meet our statutory responsibilities, protect the community and protect the reputation of the Council. This combined policy and its associated procedures are split into distinct chapters:

<u>Chapter 1</u>	Introduction and Policy Overview
<u>Chapter 2</u>	Safeguarding Children and Young People
<u>Chapter 3</u>	Safeguarding Adults at Risk
<u>Chapter 4</u>	Domestic Abuse
<u>Chapter 5</u>	Preventing Violent Extremism
<u>Chapter 6</u>	Hate Crime & Mate Crime

Policy Commitment

This Policy aims to protect:

- Children, young people and adults who need safeguarding, including West Lindsey District Council employees, volunteers, apprentices and students
- People who use our services or are cared for by others who use our services
- People with whom Council staff, elected members, volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council have contact

It aims to:

- Ensure that the Council plays its full role in safeguarding and promoting the health, welfare and wellbeing of children, young people and adults at risk, at all times
- Raise awareness of the duty of care and responsibilities relating to safeguarding throughout the council
- Ensure a person-centred approach which puts people's own needs and wishes first, hears their voice, respects their views and upholds their human rights
- Achieve the best possible outcomes for all individuals, including enabling all children and young people to Stay Safe, Be Healthy, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Wellbeing (Children Act 2004)
- Secure stable relationships with professionals built on trust, with consistent support to meet their individual needs and with all decisions taken in line with the Mental Capacity Act (MCA) 2005
- Ensure that everyone involved gets the support they need before a problem escalates
- Provide a proportionate, timely, supportive, informed and professional response to anyone experiencing abuse or neglect
- Actively encourage good practice amongst and promote wider awareness wherever possible (for example, partner organisations and service user groups)
- Create a safe and healthy environment within all of our services, avoiding situations where abuse or allegations of abuse may occur
- Ensure that we safely recruit, train, supervise and support staff, elected members and volunteers appropriately and in accordance with [Disclosure and Barring Service](#) (DBS) guidance and the Council's DBS Policy

External Links and Information

Safeguarding is complex and wide ranging. Given the breadth and importance of the areas contained within this policy, it cannot and must not be read and taken in isolation. Links to important external procedures and processes are included throughout the document and must be followed. The principal external links are:

- Lincolnshire Safeguarding Children Board (LSCB) Multi Agency Policy & Procedures and Meeting the Needs of Children in Lincolnshire: www.lincolnshire.gov.uk/lscb
- Lincolnshire Safeguarding Adults Board (LSAB) Multi-Agency Policy and Procedures: www.lincolnshire.gov.uk/residents/adult-social-care/asc-manual
- Lincolnshire Multi Agency Domestic Abuse Guidance: www.domesticabuselincolnshire.com
- Lincolnshire Prevent /Channel Process: www.lincs.police.uk/Advice/Counter-Terrorism/Prevent.html
- Hate Crime Information and Guidance: www.stophate.co.uk

Glossary of Terms

Anti-Social Behaviour	ASB	Behaviour causing or likely to cause harassment, alarm and distress
Anti-Social Behaviour Risk Assessment Conference	ASBRAC	Multi-agency risk assessment conference for victims of anti-social behaviour. Targeting high end ASB to protect the most vulnerable
CHANNEL		Multi-agency approach to protect people at risk from radicalisation
CONTEST		The Government's counter terrorism strategy
Customer Service Centre	CSC	Lincolnshire County Council mechanism to make safeguarding referrals or raise safeguarding queries
Domestic Abuse, Stalking & Harassment and Honour Based Violence risk assessment	DASH	Approved risk assessment tool used by professionals to identify risk of domestic abuse and to inform future safety planning and referrals to MARAC http://www.dashriskchecklist.co.uk/
Domestic Abuse Strategic Management Board	DASMB	A multi-agency board focussed on preventing, responding to and reviewing responses to domestic abuse in Lincolnshire. A sub group of the LCSP.
Disclosure and Barring Service	DBS	The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
Independent Domestic Violence Advisor	IDVA	IDVA's support high risk domestic abuse victims at a point of crisis, supporting them to plan appropriate safety management strategies
Independent Sexual Violence Advisor	ISVA	Similar to the role of an IDVA, but supporting victims of sexual violence to access support and safety planning

Lincolnshire Community Safety Partnership	LCSP	A statutory multi-agency board focussed on reducing crime and promoting community safety in Lincolnshire
Lincolnshire Safeguarding Adults Board	LSAB	A statutory multi-agency partnership, comprising of a range of organisations that all have stakeholder interest in the safeguarding adults' agenda. https://www.lincolnshire.gov.uk/lsab
Lincolnshire Safeguarding Children's Board	LSCB	A statutory multi-agency board made up of representatives from the Local Authority, Police, Health Service, Probation Trust, Youth Offending Service, the Voluntary Sector and others. https://www.lincolnshire.gov.uk/lscb
Multi-Agency Risk Assessment Conference	MARAC	Multi agency meetings where information about high risk domestic abuse victims (those at risk of murder or serious harm) is shared to develop a risk focussed, coordinated safety plan to support the victim.
Mental Capacity Act (2015)	MCA	The Mental Capacity Act 2005 covers people in England and Wales who can't make some or all decisions for themselves. The ability to understand and make a decision when it needs to be made is called 'mental capacity'
PREVENT		A key strand of the Government's counter-terrorism strategy. It's main objective is to stop people becoming terrorists or supporting violent extremism
Vulnerable Adult Panel	VAP	A local multi-agency panel to identify and progress housing and support solutions for households with complex needs

Monitoring and Review

Each section of this policy will be reviewed on an annual basis, and updated where appropriate, however if a weakness is identified in procedures or national guidelines change, the policy will be reviewed and revised immediately.

Changes to the policy or associated procedures will be widely communicated through the service leadership team, Corporate Updates and on Minerva / alternative electronic communications. Strategic Leads and Team Managers are expected to ensure the timely and accurate dissemination of information to their teams, supported by the corporate safeguarding group.

Any amendments to national or local guidelines and legislation will be recorded within the policy and signed off by:

- Director or Resources
- Chair of Prosperous Communities Committee
- Chair of Joint Staff Consultative Committee

Version	Reason for change	Amended by: position and date	Approved by: position and date	Published date

Chapter 1: Safeguarding is Everyone's Business

FINAL DRAFT FOR APPROVAL



Safeguarding Responsibilities



Safeguarding is everyone's business. This policy provides practical guidance for anyone working on behalf of the Council who may come into contact with children, young people, vulnerable adults and their families. This policy affects every West Lindsey District Council staff member, Elected Member, volunteer and anyone working on behalf of and / or representing the council.

All individuals to whom this policy and procedures apply must know where and how to access it, have a clear understanding of how, why and who to contact with their concerns and complete appropriate training in order to fulfil their responsibility in being able to identify and respond to wellbeing concerns, abuse or alleged abuse and poor practice. All officers who visit people's homes must be particularly alert to signs of abuse or neglect. All officers must always report and respond to concerns, doing so swiftly to ensure the safety and wellbeing of anyone at risk or suspected of being at risk. All employees should discuss concerns with the appropriate person or organisation as set out throughout this policy and its associated procedures.

It is the responsibility of commissioning managers to ensure that volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council meet these requirements.

IMPORTANT: If anyone subject to this policy finds, for whatever reason, they do not believe that they can fully comply with all requirements they must notify the Safeguarding Lead or Safeguarding Coordinator immediately.

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Michelle Howard, Home Choices Team Manager: Safeguarding Coordinator

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Tel: 01427 676609 (Internal – Ext 609)

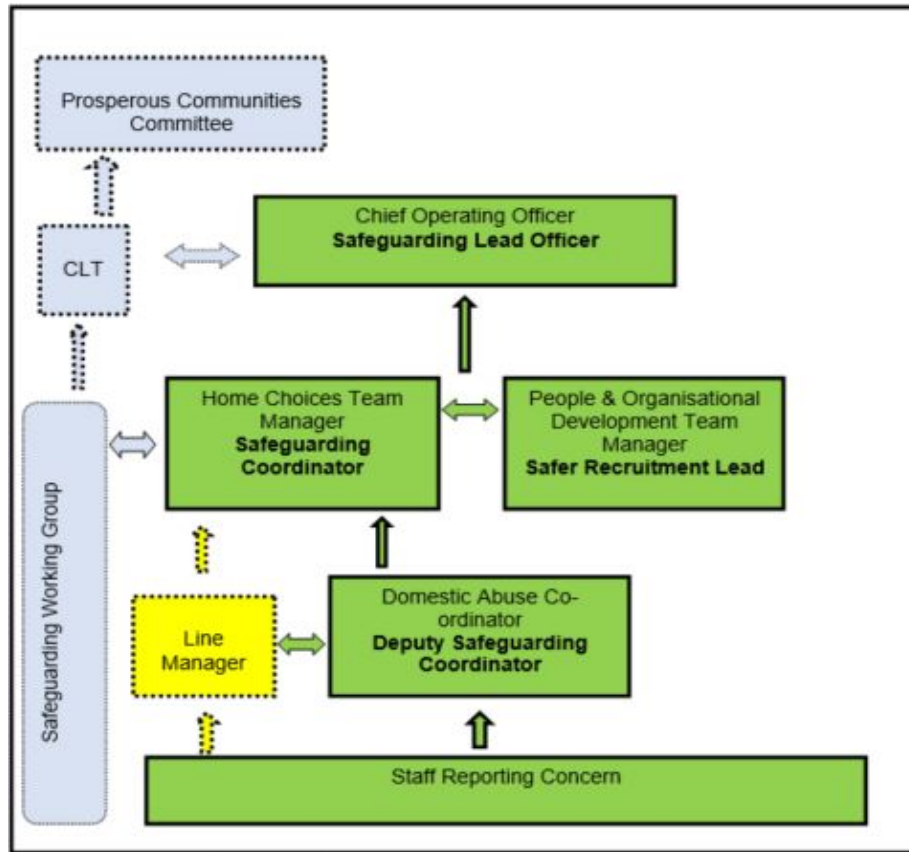
Corporate Safeguarding Structure

Whilst safeguarding is everyone's business, the council has named officers who take specific responsibility for:

- supporting officers to report concerns
- developing and reviewing policies and procedures
- working in partnership with other organisations to develop best practice and shared learning
- providing, coordinating and monitoring training for staff and elected members
- providing training to all new staff and elected members as part of the council's induction process
- ensuring engagement and compliance with audit frameworks
- implementing audit recommendations and changes to legislation

- engaging in serious case reviews and domestic homicide reviews
- hosting a safeguarding working group that is represented by all service areas

The West Lindsey District Council corporate safeguarding structure and corporate roles and responsibilities are set out below:



Corporate Safeguarding Role	Overview of Responsibilities	Corporate Lead Officer(s)
Safeguarding Lead	<p>The safeguarding lead has overall responsibility for safeguarding and will:</p> <ul style="list-style-type: none"> Represent the council on safeguarding matters at an external and strategic level and has overall responsibility for ensuring the council is meeting its safeguarding requirements. Represent the council in the instance of any serious case review or domestic homicide review. Be the council spokesperson in the event of any public / media enquiries 	Chief Operating Officer
Safeguarding Coordinator	<p>The safeguarding coordinator has responsibility for leading and coordinating the Councils safe and effective response to meeting its safeguarding duties and will:</p>	Team Manager, Home Choices

	<p>Represent the council on safeguarding matters at an external and strategic level and is responsible for implementing the safeguarding agenda for the council.</p> <p>Lead on inter-agency arrangements</p> <p>Ensure that the Council's safeguarding policy is up to date; is revised on an annual basis and in response to legislative changes; and that the principles of the policy and procedures are embedded throughout the organisation.</p> <p>Coordinate the Council's Section 11 self-assessment, external audits and associated action plan.</p> <p>Oversee and support safeguarding officers with safeguarding concerns and incident reports for the council.</p> <p>Brief the safeguarding lead officer in relation to any serious incidents dealt with by the council.</p> <p>Represent the council in the instance of any serious case review or domestic homicide review.</p> <p>Be the council spokesperson in the event of any public / media enquiries in the absence of the safeguarding lead officer</p>	
<p>Deputy Safeguarding Coordinator</p>	<p>The deputy safeguarding coordinator has operational responsibility for receiving all safeguarding concerns and incident reports for the council and will:</p> <p>Review incident reports and concerns with the person who reported the incident and advise/support with the action required</p> <p>Decide on the next course of action and deal with any referral that needs to be made</p> <p>Keep a record of every report and actions taken</p> <p>Follow up referrals with LCC / Police</p> <p>Feedback as appropriate to the person who reported the incident</p> <p>Attend case conferences or multi-agency meetings as required</p> <p>Brief the safeguarding coordinator in relation to any incidents they have dealt with</p> <p>Deputise for the safeguarding coordinator as required</p>	<p>Domestic Abuse Coordinator</p>
<p>Safer Recruitment</p>	<p>Employers need to identify candidates who may be unsuitable for certain jobs, especially work that</p>	<p>Team Manager, People and</p>

Lead	<p>involves vulnerable groups including children.</p> <p>The safer recruitment lead will:</p> <p>Ensure that West Lindsey District Council makes safe recruitment decisions in line with the requirements of the Disclosure and Barring Service (DBS).</p> <p>Ensure that the Council's DBS policy (Appendix A) is up to date and reviewed in line with any legislative changes.</p>	Organisational Development
Corporate Safeguarding Group	<p>This group has a pivotal role in ensuring that safeguarding is effectively managed and understood across the organisation and to ensure safeguarding compliance.</p> <p>The group takes responsibility for delivery of the Council's safeguarding action plan. Terms of reference for the group can be found at Appendix B. If you would like to be part of the corporate safeguarding group, please contact a safeguarding champion.</p>	
Safeguarding Champions	<p>Members of the corporate safeguarding group are safeguarding champions for the organisation. For details of current safeguarding champions, please see Appendix C.</p>	
Line Managers and Supervisors	<p>Line managers and supervisors are responsible for increasing safeguarding awareness in their services. Dealing with abuse and neglect can be stressful and distressing and staff can be left feeling concerned about a situation or case they have experienced. Line managers and supervisors will:</p> <p>Support and supervise staff appropriately and ensure that they are well trained and confident</p> <p>Disseminate safeguarding information to teams, supported by the corporate safeguarding group</p> <p>Respond promptly to requests for information regarding specific cases and maintain clear communication with the Safeguarding Coordinator and Deputy Safeguarding Coordinator, and good working relationships with other agencies to address any difficulties between front line staff.</p> <p>Support the review of this policy and its procedures where required.</p> <p>Ensure that all concerns and cases are logged via the Council's safeguarding tracker (either reporting a concern or notifying safeguarding coordinators of assessments and action taken)</p>	

Training and Development

It is essential that everyone to whom the safeguarding policy applies is able to recognise and respond to possible safeguarding risks and issues across all relevant policy areas. The level of training and knowledge required by each person is determined by their role and their level of contact with vulnerable customers - all roles within the organisation have been categorised accordingly.

All training is either delivered in partnership with or endorsed by the respective safeguarding, domestic abuse and prevent boards and strategic groups. Safeguarding training is mandatory. If you are unsure which level of training is relevant to your role or if you have any questions, please contact a safeguarding champion for advice.

Training Group	Definition of Grouping	Primary Delivery Method	Relevant Roles	Examples
Yellow	Roles in infrequent contact with children, young people, vulnerable adults and / or parents / carers who may become aware of possible abuse, neglect or maltreatment	e-learning	All staff, councillors, volunteers, key contractors and consultants	ICT Services Building Control Communications Planning Land Charges Strategic Leads Core Leadership Team
Blue	Roles in infrequent contact with children, young people, vulnerable adults and / or parents / carers who may become aware of possible abuse, neglect or maltreatment within which access to IT and e-learning is a barrier to completion of training.	Face to face		Waste Services
Green	Roles in regular contact or that have	e-	Staff and managers in	Home Choices¹

¹ Housing and Homelessness staff often come into contact with individuals and families in crisis situations and may identify concerns regarding their welfare. Intervening early, working with parents or carers, taking account of the needs of the individuals and taking a multi-agency approach (eg, undertaking joint visits or working with housing providers or families working together) can often prevent situations from deteriorating. Such a response is necessary in every case where staff work with a 16 or 17year old homeless child, a pregnant teenager, a care leaver, or where domestic abuse is suspected. Housing staff also assess the needs of families, including those with disabled children who may need home adaptations to enable them to participate fully in family life and are alert the child's own needs and wishes. Housing staff also work with and assess the needs of adults who vulnerable often due to their circumstances, including older people, those with disabilities, long-term conditions and sensory impairment, those experiencing domestic abuse, those with learning disabilities, mental health needs or who abuse drugs, alcohol or other substances.

	<p>periods of intense but irregular contact with children, young people, vulnerable adults and / or parents / carers who may become aware of possible abuse, neglect or maltreatment.</p> <p>Customer facing, front line services and visiting officers are most likely to come across safeguarding concerns in their day to day roles and will require this enhanced level of awareness.</p>	learning	customer facing services, anyone completing home visits, lead members for committees	<p>Housing Standards & Enforcement²</p> <p>Community Safety³</p> <p>Licensing⁴</p> <p>Customer Services</p> <p>Safeguarding Champions</p> <p>Council Tax Recovery</p> <p>Housing Benefit Visiting Officers</p> <p>Safeguarding Champions</p>
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For further details of training requirements and links please see [Appendix D](#).

Reporting Concerns

Throughout each section of the policy you will see the 'jigsaw' logo. **To report a concern, you can click on this logo anywhere in the policy or on Minerva.** This will enable you to forward your concerns using an online reporting form (safeguarding tracker system) which will be sent automatically to the Safeguarding Coordinators. You will receive a response within 2 working days.



² Part 1 of the Housing Act 2004 requires authorities to take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions. Where a housing officer is carrying out their work, they may become aware of or alert to wider concerns which require an early help or safeguarding response.

³ Community Safety Officers work with children, young people and adults who are the victims or perpetrators of anti-social behaviour or crime, or who live in families involved in anti-social behaviour. They are involved in agreeing multi-agency responses to meeting people's needs and ensuring that they live in a safe environment (for example, through referrals and participation in Early Help and Anti-Social behaviour Risk Assessment Conferences (ASBRAC)). Staff are alert to the signs of abuse or neglect, including the links with Domestic Abuse and Prevent, know how to record and act on their concerns and to make referrals to other agencies as appropriate. Details of their safeguarding activity must be held on the individual's case file and also logged through the Council's safeguarding tracking system

⁴ The Council operates under the Licensing Act 2003 and the Gambling Act 2005. The Licensing Act 2003 requires 'the protection of children from harm' as one of its four licensing objectives. The Council must indicate in its statement of licensing policy the body (responsible authority) it deems to be competent to advise on matters relating to child protection. For WLDC, this is the Lincolnshire Safeguarding Children Board (LSCB). Also, where a premises license authorises the exhibition of films, this must include a condition requiring the admission of children to be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification (BBFC) or the licensing authority. The Licensing service is well placed to raise awareness of abuse and neglect and promote good practice with taxi drivers and owners of licensed premises.

Alternatively, and for staff without ICT access; please telephone the Safeguarding Coordinators on **01427 675199** to report a concern.

If there is an immediate threat:

Take appropriate action if the child, young person or vulnerable adult is in need of urgent attention by reporting the matter to the **LCC Customer Services Centre (CSC)** on:

01522 782111 or emergency out of hours 01522 782333

If all else fails contact the Police on 101 or 999 and report immediately to a Safeguarding Coordinator.

Customer facing, front line services are most likely to come across safeguarding concerns in their day to day roles and should have an enhanced level of awareness. These staff groups / services will be more experienced in engaging with external agencies to report safeguarding concerns and should do so where possible (this should still be logged through the Council's safeguarding tracker system).

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child, young person or vulnerable adult, to their family and any child protection, adult safeguarding or police investigations that may follow.

Informing the parents of a child or young person you have concerns about needs to be dealt with in a sensitive way and should be done in consultation with children's services / police. Any individual under suspicion has the right to be notified about the cause for concern. It is important that the timing of this does not prejudice any investigation.

Recorded information should be stored in a secure place, with access limited to officers named within the corporate safeguarding structure, in line with data protection laws.

If enquiries arise from the public (including parents) or any branch of the media, it is vital that staff, elected members, volunteers and anyone working for / on behalf of the council are briefed as required so that they do not make any comments regarding the situation. The safeguarding lead officer will be the designated spokesperson in the event of any public / media enquiries. In the absence of the safeguarding lead officer, the safeguarding coordinator will be the designated spokesperson. In the absence of both of these officers, the query should be escalated to the Chief Operating Officer or Chief Executive.

The Seven Golden Rules of Information Sharing

The Data Protection Act is not a barrier to sharing information	It provides a framework to ensure that personal information about living persons is shared appropriately
Be open and honest	Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so
Seek advice	If you are in any doubt, seek advice without disclosing the identity of the person where possible
Share with consent	Where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You

	may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case
Consider safety and well-being	Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions
Necessary, proportionate, relevant, accurate, timely and secure	Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely
Keep a record	Keep accurate records of your concerns, your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

Inter-Agency Disputes and Escalation Policies

If you concerned or unhappy with the decisions or action/lack of action of another agency when referring a case or securing their involvement in supporting an individual, issues can be escalated through the Designated Safeguarding Officer or their Deputy who are required to challenge the managers within that partner agency by using the escalation policies set out by the LSCB or LSAB or other overarching body.

Audit and Quality Assurance

As a statutory agency, West Lindsey District Council is subject to a number of internal and external audits and quality assurance mechanisms to ensure compliance and effective practices in each of the areas covered by this policy.

Details of previous and upcoming audits can be found on Minerva. All audit recommendations will be integrated into the Council's corporate safeguarding action plan.

Continuous Improvement

If you feel that we could improve on safeguarding in any way, from changing the way we communicate through to changing the way we work, please speak to a safeguarding champion.

Chapter 2: Safeguarding Children and Young People

FINAL DRAFT PENDING APPROVAL

Introduction

“I don’t directly work with children or young people, so does this policy affect me?”

Yes it does!

This policy chapter applies to all situations within the council’s operation, which could potentially involve children or young people, from children running around in a reception area to home visits where children or young people are present.

Although your work may not directly impact on or relate to children or young people, you have a duty to recognise and respond to child protection situations and concerns appropriately and you must be aware of this policy and its procedures.

Young people (under 18) may also be working within the council’s buildings or services; either as members of staff, or as part of apprenticeships or work experience schemes. All staff must remember that these individuals are children and as such, are protected by this policy and associated procedures.

“Safeguarding children – the action we take to promote the welfare of children to protect them from harm – is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play”

Working Together (2013)

The [Children Act \(2004\)](#) places a duty on key statutory agencies to safeguard and promote the welfare of children. The Act embodies five principles that are key to wellbeing in children and young people:

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

To assist us all in our duty of care of children and young people, this policy and its associated procedures reflect the principles and practices promoted in the most recent Government ‘Working Together’ guidance which sets out key principles of safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

You should always exercise professional curiosity and respectful uncertainty, looking beneath the surface and testing the facts and also their ‘gut feelings’ rather than accepting explanation, however plausible

Understanding Safeguarding Thresholds

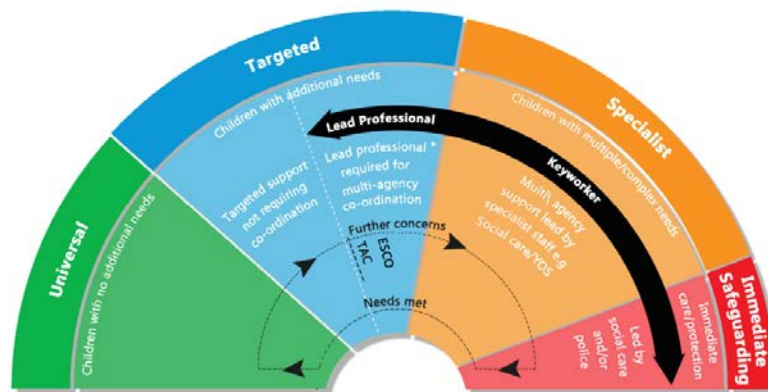
“No single professional can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action”

Working Together (2013)

Children and family needs are constantly changing and at different times in their lives they will have differing levels of involvement from a range of services, from universal, targeted and specialist support services.

It is important that professionals work together effectively to ensure that families experience smooth transition between services and that all services supporting the family remain focused on the needs of the child. It is also critical that all professionals remain aware of their responsibilities in relation to safeguarding and protecting children.

The support and services available to children, young people and families are defined according to their needs at any given time and are set out in the diagram below:



Threshold	Overview	Details
Universal services	For children with no additional needs	<p>Available to all children, young people and families, working with families to promote positive outcomes for everyone, by providing access to education, health services and other positive activities.</p> <p>It is important that all practitioners can identify where children and families would benefit from extra help at an early stage.</p>
Targeted services	For children with additional needs	<p>Children, young people and families who may need support either through a single service or through an integrated multi-agency response.</p> <p>This may be there are signs that without support a child may not</p>

		<p>achieve good outcomes and fulfil their potential.</p> <p>Targeted services are also critical in preventing escalation into specialist services, and will also assist with continuing lower level support once a higher level intervention has been completed.</p>
Specialist services	For children with multiple / complex needs	Families with individual or multiple complex needs, or where a specific disability or condition is diagnosed
Immediate Safeguarding	For immediate care / protection	To protect children and young people at immediate risk. Professionals have a duty to recognise and report safeguarding concerns.

Early Intervention - Early Help

Changes have been made to the ‘front door’ of Children’s Social Care in Lincolnshire with the development of Lincolnshire’s Early Help Offer. Early Help can be simply described as early intervention to ensure that children and families get the support they need before a problem escalates.

“For children who need additional help, every day matters. The actions taken by professionals to meet the needs of the children as early as possible can be critical to their future”

Working Together, 2013

Early Help aims to identify the need for help for children and families as soon as problems start to emerge, or when there is a strong likelihood that problems will emerge in the future. The Early Help offer is available at any point throughout childhood and adolescence. Early Help builds on what is working well and involves action planning for what needs to change and who will take what action, enabling everyone involved to own the solutions.

Other than when there is an immediate risk of serious harm, an Early Help assessment should be completed whenever there is a concern about a child by the person who has contact with them and their family, to identify specific actions with those involved and to determine whether the issue needs further escalation and referral to social care. Where possible, the assessment should be undertaken with the agreement of the child and their parents/ carers. It should involve the child and family as well as all the professionals who are working with them. A safeguarding coordinator will be available to assist with this.

Full details of Lincolnshire’s Early Help Offer can be found [here](#).

Note: Early Help Assessments are NOT an alternative to formal safeguarding referrals.

What is Child Abuse?

There are many ways in which children, young people and vulnerable adults can be harmed. A person may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family, or in an institutional

or community setting. Children and young people may be abused by someone known to them or, more rarely, by a stranger. Children and young people can be subjected to more than one form of abuse at any one time.

Sometimes a child 'fails to thrive' and they do not achieve the expected growth and development for their age. Although there may be a medical cause, the majority of children who fail to thrive have no organic disorders. Failure to thrive often occurs on the overall context of emotional deprivation and neglect; the child not only fails to grow but fails to develop intellectually and emotionally.

Types of Abuse
<p>Physical Abuse: This can include, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or other-wise causing physical harm. Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or failure to act to protect. Physical harm may also be caused when a parent or carer fabricates symptoms or deliberately causes ill health to a child, young person or vulnerable adult.</p>
<p>Emotional Abuse: This is the persistent emotional maltreatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p> <p>Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children or young people. It may also involve causing children or young people to frequently feel frightened or in danger, or the exploitation or corruption of a child or young person. It can include the seeing or hearing of ill-treatment of others, for example through domestic abuse. It may also include the over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction.</p>
<p>Sexual Abuse: This involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative acts such as prostitution, rape, buggery or oral sex or non-penetrative acts such as fondling.</p> <p>Sexual abuse may also include non-contact activities, such as involvement in looking at, or in the production of, pornographic material or watching sexual activities or encouraging them to act in sexually inappropriate ways. Boys and girls can be sexually abused by males and / or females, by adults and / or by other young people.</p> <p>Child Sexual Exploitation (CSE) is a form of sexual abuse that is based on an ongoing exploitative relationship between perpetrator(s) and child/children.</p>
<p>Neglect: Neglect is the persistent failure to meet a child, young person or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of health or development. It may also include neglect of, or unresponsiveness to, a child, young person or vulnerable adult's basic emotional needs. Neglect may:</p> <ul style="list-style-type: none"> • involve a parent or carer failing to provide adequate food, clothing or shelter including exclusion from home or abandonment • involve failing to protect from physical and emotional harm or danger • occur during pregnancy as a result of maternal substance abuse or self-harm (please refer to the Lincolnshire Safeguarding Children Board pre-birth protocol for more information)

Recognising Abuse and Neglect

Recognising child abuse is not easy. It is not your responsibility to decide whether or not child abuse has taken place or if a child or young person is at significant risk. You do however have a responsibility to act if you have concerns and to pass on information.

Many safeguarding concerns arise on a day-to-day basis, and often, they will not develop into abuse or neglect. If you have any concerns or questions, please speak to a safeguarding coordinator as soon as possible.

The role of staff, elected members, volunteers and other working for and / or on behalf of the Council is to help to identify concerns and pass them onto the relevant agency. It is the role of Children's Services, Adults Services and/or the Police to investigate allegations or concerns.

REMEMBER: It is not your job to judge or to investigate, but to inform and share your concerns

Every child and young person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. The table below outlines some physical signs and behavioural indicators that may be associated with a risk of abuse. It is important to remember that many children and young people 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 be other reasons for changes in behaviour, for example; bereavement, the birth of a new baby in the family, relationship problems between parents / carers.

Type of abuse	Physical Indicator	Behavioural Indicator
Physical	<ul style="list-style-type: none"> • Frequent or unexplained bruising, marks or injury • Bruises which reflect hand marks or shapes of articles e.g. belts • Cigarette burns • Bite marks • Unexplained broken or fractured bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent being contacted • Behavioural extremes – aggressive/angry outbursts or withdrawn • Fear of going home • Flinching when approached or touched • Depression • Keeping arms/legs covered • Reluctance to change clothes • Panics in response to pain • Reports injury caused by parents
Emotional	<ul style="list-style-type: none"> • Delays in physical development or progress • Sudden speech disorders • Failure to thrive • Bedwetting and/or diarrhoea • Frequent psychosomatic complaints, headaches, nausea, abdominal pains 	<ul style="list-style-type: none"> • Mental or emotional development lags • Behaviours inappropriate for age • Fear of failure, overly high standards, reluctance to play • Fears consequences of actions, often leading to lying • Extreme withdrawal or aggressiveness, mood swings • Overly compliant, too well-mannered • Excessive neatness and cleanliness • Extreme attention-seeking behaviours • Poor peer relationships • Severe depression, may be suicidal

		<ul style="list-style-type: none"> • Runaway attempts • Violence is a subject for art or writing • Complains of social isolation • Forbidden contact with other children
Sexual	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • Sexually transmitted disease • Vaginal discharge/infection • Frequent unexplained abdominal pains • Discomfort when walking/sitting • Bed wetting • Excessive crying 	<ul style="list-style-type: none"> • Inappropriate sexual behaviour or knowledge for the child's age • Promiscuity • Sudden changes in behaviour • Running away from home • Emotional withdrawal through lack of trust in adults • Unexplained sources of money or 'gifts' • Inappropriate sexually explicit drawings or stories • Bedwetting or soiling • Overeating or anorexia • Sleep disturbances • Secrets which cannot be told • Substance/drug misuse • Reports of assault
Neglect	<ul style="list-style-type: none"> • Constant hunger • Poor hygiene • Weight loss/underweight • Inappropriate dress • Consistent lack of supervision/abandonment • Unattended physical problems or medical needs 	<ul style="list-style-type: none"> • Begging/stealing food • Truancy/late for school • Constantly tired/listless • Regularly alone/unsupervised • Poor relationship with care giver

All children, regardless of background, should be given the same level of support and protection. It is important that you have an understanding and awareness that some children and young people are potentially more vulnerable and may have additional care needs. This could include children, young people and vulnerable adults from families affected by domestic abuse, substance misuse and mental illness as well as those from ethnic minority backgrounds, migrant and travelling communities, those with a disability or learning difficulty, living away from home, unaccompanied asylum seeking children (UASC), children or young people in care or other temporary accommodation, as well as those who are in custody or have run away from home.

Regard should always be given to a child or young person's religion or belief. It should be noted that children with disabilities, migrant children and unaccompanied asylum-seeking children, child victims of trafficking, domestic abuse and bullying may have additional care needs and this should be remembered when considering the behavioural indicators.

Additional guidance is available in the Policy and Procedures Manual of the Lincolnshire Safeguarding Children Board: www.proceduresonline.com/lincolnshirescb

Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people is both a child protection issue and a complex crime involving the exercise of power by perpetrators over those who are vulnerable.

Child Sexual Exploitation is a form of child sexual abuse that is based on an ongoing exploitative relationship between perpetrator(s) and child/children. A child or young person under the age of 18 is sexually exploited when they have received 'something' (eg; food, accommodation, drugs, alcohol, gifts, money) in exchange for sex.

Sexually exploitative relationships are characterised by an imbalance of power and the use of controlling behaviours to keep the child or young person in a dependent position.

A child or young person may not recognise the level of risk or harm that they are exposed to it is particularly important that professionals exercise judgment when assessing a child or young person's circumstances.

You should be aware of the following when considering the risks of a young person experiencing or being at risk of Child Sexual Exploitation:

- Boys and girls are equally vulnerable to being victims of child sexual exploitation
- Coercers and perpetrators are usually adults, of either gender, in a position of power, but can be other children and young people
- Young people may exchange or sell sex as a result of constrained choices such as poverty, isolation and historic abuse
- Parents/carers may be involved in the sexual exploitation of their children, or fail to prevent/protect from it
- Groups of children and young people and multiple perpetrators may be involved
- No child under 13 years or with a learning disability will be assessed as Low Risk if their behaviours indicate involvement in CSE
- Children and young people with additional needs up to and including those aged 24 years require special consideration
- Disclosure of information may take time and evident risks may only emerge during on-going assessment, support and interventions with the young person and/or their family

Grooming: Sexual exploitation usually involves a 'grooming' stage. Grooming describes the variety of methods are used to manipulate and control victims including:

- The giving of gifts or presents;
- The giving of rewards – like mobile phone top-ups or games credits;
- False promises of love and/or affection;
- The supply of alcohol and/or drugs

It is very common for the grooming of children and young people to take place online. Children and young people can make themselves vulnerable through their online activities and abusers are quick to exploit this. Victims may have been persuaded or coerced into posting indecent images or performing sexual acts on webcam. Online grooming can also progress to meeting face to face.

The early stages of the grooming process can be an exciting time for a child or young person; particularly if they are given high status gifts or are taken to parties, pubs, or clubs that they wouldn't normally get into.

Grooming is a way of developing an exclusive bond with the victim. Adolescents are particularly vulnerable to grooming where the abuser deceptively constructs a connection between sought after love or affection. As a result the child or young person will believe that this person is actually their boyfriend or girlfriend – having no prior experience of sex or love

against which to measure the relationship.

Gang Activity: Children and young people associating with or targeted by gang members are at particular risk of being sexually exploited and abused. All agencies working with young people need to ensure that they are working together to prevent young people being drawn into gangs, to support those who have been drawn into the margins of gangs and to protect those who are at immediate risk of harm because of gangs.

Impact of Sexual Exploitation on Children & Families: As a result of the grooming process children and young people will rarely recognise the coercive and abusive nature of the relationship they are involved in and will often prioritise their attachment or loyalty to the offender over their own safety.

The perpetrators of sexual exploitation are not only very skilled at driving a wedge between a child and their family but will also isolate them from their usual friends and support networks. Sexually exploited children also suffer physical, psychological, behavioural, and attitudinal changes, all of which present severe challenges to their parents and carers.

While there is evidence that an unstable home life can increase the vulnerability of child sexual exploitation the grooming process can bring chaos to a formerly 'stable' household.

Further information about child sexual exploitation can be found [here](#).

If you have any concerns that a child or young person is at risk from, or experiencing sexual exploitation, please speak to a safeguarding coordinator for advice and follow the usual steps for reporting concerns.

A safeguarding coordinator will help you to complete a CSE risk assessment and help to determine the next steps. This risk assessment toolkit supports professionals to consider the vulnerability of a child or young person alongside any evidence of exploitative situations and relationships in order to reach a judgement of risk.

In Lincolnshire there is a multi-agency response to Child Sexual Exploitation, known as the SAFE Team – this team will take the lead in the identification, prevention, investigation, and prosecution of cases across the county. The team is made up of officers and staff from Lincolnshire Police, Children's Services, Lincolnshire Community Health Services, Youth Offending, CAMHS, and Barnardos.

Impact of Sustained Abuse and Neglect

The sustained abuse or neglect of children physically, emotionally, or sexually can have long-term effects on the child's health, development and well-being. It can impact significantly on a child's self-esteem, self-image and on their perception of self and of others. The effects can also extend into adult life and lead to difficulties in forming and sustaining positive and close relationships. In some situations it can affect parenting ability and can lead to the perpetration of abuse on others.

The context in which the abuse takes place may also be significant. The interaction between a number of different factors can serve to minimise or increase the likelihood or level of significant harm. Relevant factors will include the individual child's coping and adapting strategies, support from family or social network, the impact and quality of professional interventions and subsequent life events.

Physical Abuse: can lead directly to neurological damage, as well as physical injuries, disability or at the extreme, death. Harm may be caused to children, both by the abuse itself, and by the abuse taking place in a wider family or institutional context of conflict and

aggression. Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems and educational difficulties.

Severe Neglect: associated with major impairment of growth and intellectual development. Persistent neglect can lead to serious impairment of health and development, and long term difficulties with social functioning, relationship and educational progress. Neglect can also result in extreme cases in death.

Sexual Abuse: can lead to disturbed behaviour including self-harm, inappropriate sexualised behaviour and adverse effects which may last into adulthood. The severity of impact is believed to increase the longer the abuse continues, the more extensive the abuse and the older the child. A number of features of sexual abuse have also been linked with the severity of impact, including the extent of premeditation, the degree of threat and coercion, sadism and bizarre or unusual elements. A child's ability to cope with the experience of sexual abuse, once recognised or disclosed, is strengthened by the support of a non-abusive adult or carer who believes the child, helps the child to understand the abuse and is able to offer help and protection.

Emotional Abuse: There is increasing evidence of the adverse long-term consequences for children's development where they have been subject to sustained emotional abuse. Emotional abuse has an important impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy. Underlying emotional abuse may be as important, if not more so, than other more visible forms of abuse in terms of its impact on the child. Domestic abuse, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse.

Significant Harm

The Children Act 1989 introduced **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of the child and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the wellbeing of a child who is suffering, or likely to suffer significant harm

There are no absolute criteria to rely on when judging what constitutes significant harm but considerations should include:

- the severity of ill-treatment
- the degree and the extent of physical harm
- the duration and frequency of abuse and neglect
- the extent of premeditation
- the degree of threat, coercion, sadism

Each of these is associated with more severe effects on the child and/or relatively greater difficulty in being able to overcome their impact. Sometimes a single traumatic event may constitute significant harm, e.g. a violent assault, suffocation or poisoning. More often, suffering significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development.

Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any ill-treatment alongside the families' strengths and supports.

The child's reactions, his or her perceptions, and wishes and feelings should be ascertained and the local authority should give them due consideration, so far as is reasonably practicable and consistent with the child's welfare and having regard to the child's age and understanding.

The following considerations may indicate that further enquiry is needed and should be considered when assessing risks to a child. Some of these considerations have arisen from learning from previous serious case reviews following incidents of significant harm:

- An unexplained delay in seeking treatment that is obviously needed
- An unawareness or denial of any injury, pain or loss of function
- Incompatible explanations offered or several different explanations given for a child's illness or injury
- A child reacting in a way that is inappropriate to his/her age or development
- Reluctance to give information or failure to mention previous known injuries
- Frequent attendances at Accident and Emergency Departments or use of different doctors and Accident and Emergency Departments
- Frequent presentation of minor injuries (which if ignored could lead to a more serious injury)
- Unrealistic expectations/constant complaints about the child
- Alcohol and/or drug misuse or other substance misuse
- A parents request to remove a child from home or indication of difficulties in coping with the child
- Domestic abuse
- Parental mental ill health
- The age of the child and the pressures of caring for a number of children in one household
- Parental conflict about separation and contact with serious threats to harm the children

Responding to Disclosures, Concerns and Allegations

These procedures are intended as a guide to help you understand what action should be taken if you have concerns about, or encounter a case of alleged or suspected child abuse.

Responding to a child or young person making an allegation of abuse: Abused children and young people will only tell people they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying, you are already helping the situation. The following points are a guide to help you respond appropriately

- Stay calm
- **Listen** carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – **do not promise to keep secrets**

- Allow the child or young person to continue at their own pace
- Ask questions for clarification only, and at all times **avoid asking questions** that suggest a particular answer
- Reassure the child or young person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing all the details that you are aware of and what was said using the child or young person's own words, as soon as possible. In your record you should include:
 - The date and time.
 - The child or young person's name, address and date of birth.
 - The nature of the allegation.
 - A description of any visible injuries.
 - Your observations – e.g. a description of the child or young person's behaviour and physical and emotional state.
 - Exactly what the child or young person said and what you said. Record the child or young person's account of what has happened as close as possible.
 - Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers.
 - Sign and date what you have recorded (signature not required with electronic form).
 - Store the information in accordance with relevant procedures, e.g. data protection
- Follow the Council's [online reporting procedures](#) or telephone the safeguarding coordinators on **01427 675199** to report a concern.

Responding to allegations or concerns against a member of staff, Elected Member, volunteer or any other person:

- Take the allegation or concern seriously.
- Consider any allegation or concern to be potentially dangerous to the child or young person.
- Record in writing all the details that you are aware of as soon as possible.
- Follow the Council's [online reporting procedures](#) or telephone the safeguarding officers on **01427 675199** to report a concern.

If an allegation of abuse is made against a member of staff, Elected Member or volunteer, the People and Organisational Development (POD) Team Manager and the Lead Safeguarding Officer must be informed immediately.

The POD Team Manager and Lead Safeguarding Officer (or in their absence, the safeguarding coordinator) will inform the Chief Executive and Local Authority Designated Officer for Allegations (LADO) and consideration will be given to suspending the member of staff from work or moving them to alternative duties not involving contact with children, young people, or adults at risk – in accordance with the Council's Disciplinary Policy and Procedure. If the POD Team Manager or the Lead Safeguarding Officer are the subject of the suspicion/allegation, the report must be made directly to the Chief Operating Officer and Chief Executive.

If it is necessary to conduct an investigation into events surrounding the complaint, this will be conducted in accordance with advice from the Local Authority Designated Officer (LADO), and through the Council's Disciplinary Policy and Procedure, and will include any further procedures as set out by the Lincolnshire Safeguarding Children Board.

The consideration of suspension in such circumstances does not imply guilt but is a neutral course of action, which is designed to ensure that both employees and complainants are protected during the investigation. If any allegation is substantiated and the person is dismissed, resigns or ceases to provide his/her services or the Authority ceases to use the person's services West Lindsey District Council will refer the allegation details directly to the Disclosure and Barring Service (DBS). If circumstances allow that the person remains within the employment of the council following an allegation being substantiated, they would be moved to a role that involved no possible contact with children, young people or adults at risk. In such circumstances the matter would also be referred to the DBS.

If the complaint is against a person other than a member of staff, Elected Member or volunteer i.e. parent, carer, other service user, etc., then a Safeguarding Coordinator must be informed in line with the Council's reporting procedures.

Reporting Concerns

Anybody subject to this policy may witness or be informed of an issue that they feel should be referred to Children's Social Care.

Throughout each section of the policy you will see the 'jigsaw' logo. **To report a concern, you can click on this logo anywhere in the policy or on Minerva.** This will enable you to forward your concerns using an online reporting form (safeguarding tracker system) which will be sent automatically to the Safeguarding Coordinators. You will receive a response within 2 working days.



Alternatively, and for staff without ICT access; please telephone the Safeguarding Officers on **01427 675199** to report a concern.

If there is an immediate threat:

Take appropriate action if the child, young person or vulnerable adult is in need of urgent attention by reporting the matter to the **LCC Customer Services Centre (CSC)** on:

01522 782111 or emergency out of hours 01522 782333

If all else fails contact the Police on 101 or 999 and report immediately to a Safeguarding Coordinator

Customer facing, front line services are most likely to come across safeguarding concerns in their day to day roles and should have an enhanced level of awareness. These staff groups / services will be more experienced in engaging with external agencies to report safeguarding concerns and should do so where possible (this should still be logged through the Council's safeguarding tracker system).

The Council's Safeguarding Coordinator or Deputy Safeguarding Coordinator should, where there is felt to be no immediate risk to the child, be consulted prior to the referral being made. Where it is not possible to do this the same working day, then an appropriate referral should be made to the individual with the concern, supported by their line manager.

Safeguarding referrals do not need consent from the child or their family, but it is best practice to seek this wherever possible.

It is possible that the Council will have allegations referred to them by third parties. For example, neighbours may contact staff to advise that they suspect that the welfare of a child or young person is suffering. Under these circumstances staff should again use the Council's [reporting procedure](#) to advise a Safeguarding Coordinator of the concerns raised. Where anonymous / 3rd party concerns are received by the Council (eg from members of the public) they should be encouraged to ring the customer service centre themselves directly (members of the public can report anonymously). All such concerns must also be reported via the Council's internal reporting mechanism so that that safeguarding coordinator / deputy can also follow up the concerns as far as possible to ensure that they do not go unaddressed, It is therefore vital that anyone receiving such information records as much information as possible.

When a safeguarding referral is made, the referral will be screened to decide on the best course of action. LCC has one working day to decide on the response needed. If a referral meets the threshold for a social work assessment under the Children Act (1989), the referrer will be informed by letter and Social Care colleagues will take the case forward. If the referral does not meet the threshold, the referrer should also be informed of this by letter. At this point, individuals may be advised to consider Early Help support and / or to set up a Team around the Child (TAC) case. In such event, individuals should discuss this with the Safeguarding Coordinator/ Deputy Safeguarding Coordinator or seek advice from the Early Help Advisors regarding their next steps.

REMEMBER: It is not your job to judge or to investigate, but to inform and share your concerns

IMPORTANT: Officers should be aware that in the case of professional referrals relating to child protection, the assumption of the Lincolnshire Children's Safeguarding Board (LSCB) is that the family may be told where the referral has come from by Children's Services officers. Any referral made by an officer of West Lindsey District Council is regarded as a professional referral but can be made in the name of a safeguarding officer.

However you must be aware that if there is a need by Children's Social Care or the Lincolnshire Safeguarding Children Board to open a Child Protection Plan or Serious Case Review you may be called to give evidence. In these instances, you will be supported by a safeguarding officer

Good Practice Guidance

It is possible to limit the situations where the abuse of children, young people or adults may occur. These guidelines aim to promote positive practice and are examples to help to safeguard children, young people and vulnerable adults. They will also protect staff, elected members, volunteers and anyone working for / on behalf of West Lindsey District Council:

- Avoid situations where you and an individual child or young person are alone unobserved
- Children or young people should never be left unattended. For example, it is the parents/carers responsibility to supervise any children in their care whilst they are visiting the council offices and children should not be left unattended within the council offices

- Respect the child or young person and provide a safe and positive environment
- If any form of physical contact is required it should be provided openly and according to appropriate guidelines, i.e. National Governing Body of Sport Guidelines
- If supervision in changing rooms or similar environments is required, ensure you work in pairs and never enter opposite sex changing rooms
- With mixed groups, supervision should be by a male and female member of staff, where possible
- Staff, Elected Members and volunteers must respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity
- Every assessment should reflect the unique characteristics of the child within their family and community context. The Children Act 1989 promotes the view that all children and their parents should be considered as individuals and that family structures, culture, religion, ethnic origins and other characteristics should be respected
- Where appropriate, use a simple Equality Monitoring form for Children and Young People to help you assess how accessible our services are to children and young people
- Staff, Elected Members and volunteers must place the well-being and safety of the child or young person above the development of performance
- If a child or young person is accidentally injured as the result of a staff member, Elected Member or volunteer's actions; seems distressed in any way; appears to be sexually aroused by your actions; misunderstands or misinterprets something you have done, always report such incidents as soon as possible to a Safeguarding Officer and make a written report
- If a child or young person arrives at the activity or service showing any signs or symptoms that give you cause for concern you must act appropriately and follow the safeguarding concern reporting procedures
- Staff must avoid being left alone in a room with a child. This may happen if the adult present is distracted by, for example, a telephone call in another room. Under such circumstances, the member of staff must mention the situation to the adult concerned and if the adult is intent on leaving the member of staff alone with a child, the member of staff must leave the property

You should not:

- Spend unreasonable amounts of time alone with children or young people away from others
- Take children or young people alone on a car journey, however short
- Take children or young people to your home where they will be alone with you
- Arrange to meet children or young people outside an organised activity or service

- Agree to 'look after' or be left in sole charge of children, even for short periods of time, during the course of your duties
- Knowingly visit or enter a property unless in the company of an adult who resides at the property. No member of staff should enter a property where only a child is present. If a child left alone is suspected of being below an age when an adult should supervise him/her, a safeguarding Coordinator should be contacted
- Ask children to leave a message for their guardians and direct contact must be made with the guardian before it can be assumed that a message has been received. Similarly, children should not be asked to interpret for their guardians

If these situations are unavoidable, they should only occur with the full prior knowledge and consent of your line manager and the child or young person's parents/carer

You must **never**:

- Engage in rough physical games including horseplay
- Engage in sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children or young people to use inappropriate language unchallenged, or use it yourself
- Make sexually suggestive comments about or to a child or young person, even in fun
- Let any allegation a child or young person makes be ignored or go unrecorded
- Do things of a personal nature for children and young people that they can do for themselves, e.g. assist with changing
- Share a room with a child or young person (e.g. overnight accommodation)
- Enter areas designated only for the opposite sex without appropriate warning (e.g. cleaning staff for toilets)
- Take a child to the toilet, unless this is an emergency and a second, same sex member of staff is present
- Use a mobile phone, camera or other recording device in any changing area or other single sex location such as toilets (exceptions to this may arise, for example, where a photographic record of vandalism to a changing room is required). In such circumstances customers should be temporarily excluded from the location

Photography and Pornography

There is increasing evidence that some people have used children and young persons' activities and events, as an opportunity to take inappropriate photographs or video footage of

children and young people. Staff, elected members, volunteers and anyone working for and / or on behalf of the council should be vigilant at all times and any person using cameras or videos within West Lindsey District Council services and at events or activities that involve children and young people should be approached and asked to complete a consent form for the use of cameras and other image recorders.

When commissioning professional photographers or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child protection.

- Check credentials of any photographers and organisations used
- Ensure identification is worn at all times, if they do not have their own – provide it
- Do not allow unsupervised access to children or young people or one to one photographic sessions
- Do not allow photographic sessions outside of the activities or services, or at a child or young person's home
- Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events, and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used
- It is recommended that the names of children or young people should not be used in photographs or video footage

FINAL DRAFT PENDING APPROVAL

West Lindsey District Council

Chapter 3: Safeguarding Adults at Risk

FINAL DRAFT PENDING APPROVAL

Safeguarding is Everyone's Business

"I don't directly work with adults at risk so does this policy affect me?"

Yes it does!

The policy chapter applies to all situations within the council's operation, which could potentially involve contact with adults at risk.

This applies to all staff, elected members, volunteers and anyone else working on behalf of and / or representing the council that may come into contact with adults at risk in the course of their work / duties, whether in someone's home, on council premises or in the community. It should be a priority of all of the above to ensure the safety and protection of adults at risk and to fulfil their duty to act in a timely manner for any concern or suspicion that an adult is being, or is at risk of being abused, neglected or exploited.

The Lincolnshire Safeguarding Adults Board (LSAB) is responsible for developing the multi-agency policy and procedures that all relevant organisations in Lincolnshire need to follow. The LSAB policy and procedures that the Council is required to follow can be accessed [here](#).

Introduction

Safeguarding adults requires people and organisations to work together to prevent and stop abuse or neglect, and making sure that the adult's wellbeing is promoted, taking account of their views, wishes, feelings and beliefs in deciding on any action.

"The Care Act 2014 defines safeguarding adults as protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risk and experience of abuse or neglect, whilst at the same time making sure that the adults wellbeing is being promoted"

The aims of adult safeguarding are to:

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

To achieve these aims, it is necessary to:

- ensure that everyone is clear about their roles and responsibilities;
- create strong multi-agency partnerships that provide timely and effective prevention of and responses to abuse or neglect;
- develop a positive learning environment to break down cultures that are risk-averse and seek to scapegoat or blame practitioners;
- enable access to community resources (eg leisure facilities, town centres, community groups) that can reduce social and physical isolation which may increase the risk of abuse or neglect; and

- Clarify how responses to safeguarding concerns arising from poor quality and inadequate service provision should be responded to.

Making Safeguarding Personal

Making Safeguarding Personal is a Department of Health initiative which primarily engages the second Care Act objective which is about **engaging** the person in a **conversation** about how best to respond to their safeguarding situation in a way that enhances their involvement, choice and control as well as improving their quality of life, wellbeing and safety.

People's lives and relationships are complex and they may be ambivalent, unclear or unrealistic about their own circumstances. Being safe is only one of the things people need, and agencies should work with the adult to establish what being safe means to them and how that can be achieved, taking account of their individual well-being.

Statutory safeguarding duties apply to any adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs), and
- Is experiencing, or at risk of, abuse or neglect, and
- As a result of those care and support needs, is unable to protect themselves from either the risk of or the experience of abuse or neglect.

Local authority statutory adult safeguarding duties apply to adults with care and support needs regardless of whether those needs are being met, irrespective of whether the adult lacks mental capacity or not and regardless of setting – other than for prisons and approved premises (bail hostels) and include anyone who:

- is frail due to age, ill-health, physical disability or cognitive impairment, or a combination of these;
- has a learning disability, a physical disability and/or a sensory impairment;
- has mental health needs including dementia or a personality disorder;
- has a long-term illness or condition;
- misuses substances or alcohol;
- is a carer who provides assistance to adults and is subject to abuse;
- is unable to demonstrate the capacity to make a decision

Adult Safeguarding Enquiries

The Care Act 2014 requires that first tier local authorities (in Lincolnshire this is LCC) **must** make enquiries or direct others to do so, whenever abuse or neglect are suspected in relation to an adult and the local authority thinks it necessary to enable it to decide what (if any) action is needed to help and protect the adult.

The scope of that enquiry, who leads it and its nature, and how long it takes will depend on the particular circumstances. It will usually start with asking the adult their view and wishes which will often determine the next steps to take. Everyone involved in an enquiry must focus on improving the adults well-being and work together to that shared aim.

The key objectives of making an enquiry about abuse or neglect are to:

- Establish facts

- Ascertain the adults views and wishes
- Assess the needs of the adult for protection, support and redress and how they might be met
- Protect from abuse and neglect, in accordance with the wishes of the adult.
- Make decisions as to what follow-up action should be taken with regard to the person or organisation responsible for the neglect
- Enable the adult to achieve resolution and recovery.

Alongside this, there are SIX National principles of good practice in safeguarding adults:

Principles of Good Practice in Safeguarding Adults	
Empowerment	<p>People are supported and encouraged to make their own decisions and involved through informed consent.</p> <p><i>"I am asked what outcomes I want from the safeguarding process and these directly inform what happens."</i></p>
Prevention	<p>Action is taken before harm occurs and to prevent a repeat of harm.</p> <p><i>"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."</i></p>
Proportionality	<p>The least intrusive response appropriate to the risk presented.</p> <p><i>"I am sure that the professionals will work in my interests as I see them and will only get involved as much as needed."</i></p>
Protection	<p>People in need are safe and have support and representation.</p> <p><i>"I get help and support to report abuse and neglect. I am helped to take part in the safeguarding process to the extent to which I want."</i></p>
Partnership	<p>Local services work together and with their communities to prevent, detect and report neglect and abuse.</p> <p><i>"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."</i></p>
Accountability	<p>Processes are transparent, consistent, robust and scrutinised.</p> <p><i>"I understand the role of everyone involved in my life and so do they."</i></p>

What are Abuse and Neglect?

There are different types of abuse and neglect and different circumstances in which these can occur. Incidents may be on-off or multiple, may affect one person or many, any may involve an act of abuse or a failure to act. The following types of abuse are defined in an adult safeguarding context:

Type of abuse	Physical examples	Behavioural Indicator
Physical	Hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty	<ul style="list-style-type: none"> • Unexplained or inappropriately explained injuries • Person exhibiting untypical self-harm • Unexplained bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing. Collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body • Unexplained burns on unlikely areas of the body (e.g. soles of the feet, palms of the hands, back), immersion burns (from scalding in hot water/liquid), rope burns, burns from an electrical appliance • Unexplained or inappropriately explained fractures at various stages of healing to any part of the body • Medical problems that go unattended • Sudden and unexplained urinary and/or faecal incontinence • Evidence of over-/under-medication
Sexual	Rape, sexual assault or sexual acts that the adult at risk has not consented to. Including: penetration of any sort, incest, situations where the alleged abuser touches the abused person's body (eg breasts, buttocks, genital area), exposes his or her genitals, coerces the abused person into participating in or looking at pornographic videos or photographs	<ul style="list-style-type: none"> • Person has urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained • Person appears unusually subdued, withdrawn or has poor concentration • Person exhibits significant changes in sexual behaviour or outlook • Person experiences pain, itching or bleeding in the genital/anal area • Underclothing is torn, stained or bloody. • A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant
Psychological	Includes 'emotional abuse'; threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), and isolation or withdrawal from services or support networks	<ul style="list-style-type: none"> • Untypical ambivalence, deference, passivity, resignation • Person appears anxious or withdrawn, especially in the presence of the alleged abuser • Person exhibits low self-esteem • Untypical changes in behaviour (e.g. continence problems, sleep disturbance)

Financial or material abuse	<p>Theft, fraud, internet scams, coercion regarding an adult's finances, in connection with wills, property inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. Financial abuse can occur in isolation but is often present alongside other forms of abuse.</p> <p>Financial abuse can seriously threaten an adult's health and wellbeing. Procedural guidance in the event of financial abuse can be found here⁵.</p>	<ul style="list-style-type: none"> • Change in living conditions • Lack of heating, clothing or food • Inability to pay bills, unexplained shortage of money or withdrawals from an account, or unexplained loss or misplacement of financial documents • The recent addition of authorised signers on a signature card • Sudden or unexpected changes in a will or other financial documents
Neglect and acts of omission	<p>Ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.</p> <p>A failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves</p>	<ul style="list-style-type: none"> • Person has inadequate heating and/or lighting • Person's physical condition/appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing) • Person is malnourished, has sudden or continuous weight loss and/or is dehydrated • Person cannot access appropriate medication or medical care • Person is not afforded appropriate privacy or dignity • Person and/or a carer has inconsistent or reluctant contact with health and social services • Callers/visitors are refused access to the person • Person is exposed to unacceptable risk
Discriminatory abuse	<p>Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes. It also includes not responding to dietary needs and not providing appropriate spiritual support</p>	<p>May not always be obvious and may also be linked to acts of physical abuse and assault, sexual abuse and assault, financial abuse, neglect, psychological abuse and harassment, so all the indicators listed above may apply to discriminatory abuse</p> <p>A person may reject their own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices</p>
Organisational Abuse	<p>Includes neglect or poor care in a person's home or in an institution; eg. A hospital or care home; from isolated incidents to ongoing ill treatment; through</p>	

⁵ Theft and fraud require a police investigation. If the abuse is by someone who has a legal authority to manage the adult's money, the Office of the Public Guardian for deputies and Department for Work and Pensions for appointees should be contacted with the adult's name, address and National Insurance Number.

	neglect or poor practice as a result of an organisations structure, policies, processes and practices
Self-Neglect	A wide range of behaviour involving failing to care for one's personal hygiene, health or surroundings, including hoarding
Modern Slavery	Includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters coerce, deceive and force individuals into abuse, servitude and inhumane treatment.
Female genital mutilation	Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. For more information click here .
Forced marriage	A marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is now a specific offence.
Honour based violence	Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code

Safeguarding is Everyone's Business: It is vital to begin to **establish the facts** at the earliest opportunity (for example, the behaviours that are occurring and the circumstances in which they are happening).

Where a concern, complaint or allegation is raised you must discuss this with a safeguarding coordinator to enable them to facilitate an internal exercise to look for:

- Past incidents
- Concerns
- Risks
- Patterns

You may hear this referred to as 'icrap'

Recognising Abuse and Neglect

Recognising abuse or neglect is not easy. Abuse can happen anywhere: in someone's own home, in a public place, in hospital or in a care home; when an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- Spouses / partners and other family members;
- Friends and acquaintances;
- Neighbours and local residents;
- People who deliberately exploit adults they perceive as vulnerable to abuse;
- Paid staff or professionals; and
- Volunteers and strangers

While targeted fraud or internet scams are often done by strangers, in most cases of abuse, the abuser is known to the adult and in a position to gain their trust or to exert pressure or have power over them.

Anyone can witness or become aware of abuse and neglect. Everyone has a role in identifying when an adult is at risk. The adult may say or do things that provide a clue e.g. making a complaint, calling for an urgent response, voicing a concern, or issues may emerge during a needs assessment. Regardless of how a concern is identified, you must be

vigilant on behalf of those who are unable to protect themselves, knowing what to do and where to get advice.

All adults, regardless of their background, should be given the same level of support and protection. Always give regard to a person's religion or belief. Those with disabilities, of different nationalities, victims of trafficking, domestic abuse and bullying may have additional care needs. Those with autism may be more likely to suffer abuse or neglect.

Personal characteristics of the adult at risk that <u>increase</u> vulnerability may include	Personal characteristics of the adult at risk that <u>decrease</u> vulnerability may include
<ul style="list-style-type: none"> • Not having mental capacity to make decisions about their own safety including fluctuating mental capacity associated with mental illness and other conditions • Communication difficulties • Physical dependency – being dependent on others for personal care and activities of daily life • Low self-esteem • Experience of abuse • Childhood experience of abuse 	<ul style="list-style-type: none"> • Having mental capacity to make decisions about their own safety • Good physical and mental health • Having no communication difficulties or if so, having the right equipment/support • No physical dependency or, if needing help, able to self-direct care • Positive former life experiences • Self-confidence and high self-esteem
Social/situational factors that <u>increase</u> the risk of abuse may include	Social/situational factors that <u>decrease</u> the risk of abuse may include
<ul style="list-style-type: none"> • Being cared for in a care setting, i.e. more or less dependent on others • Not receiving the right amount or the right kind of care • Isolation and social exclusion • Stigma and discrimination • Lack of access to information and support • Being the focus of anti-social behaviour 	<ul style="list-style-type: none"> • Good family relationships • Active social life and a circle of friends • Able to participate in the wider community • Good knowledge and access to a range of community facilities • Remaining independent and active • Access to sources of relevant information

Carers and Safeguarding

Sometimes a carer (e.g.; family member or friend) may:

- Witness or speak up about abuse or neglect;
- Experience intentional or unintentional harm from the adult they care for or from Professionals and organisations they are in contact with; or,
- Unintentionally or intentionally harm or neglect the adult they support.

The needs of the carer **and** the adult they care for must be considered, including:

- Whether a carer's assessment is needed to explore their individual needs; and whether or not joint assessment is appropriate in each individual case;
- Whether the carer and/or the adult they care for need independent advocacy;
- the risk factors that may increase the likelihood of abuse or neglect occurring;
- Whether a change in circumstance changes the risk of abuse or neglect. A change in circumstance should trigger a review of any care and support plan;
- Where abuse or neglect may be unintentional, whether the carer is struggling, and needs support or help (without losing the focus on safeguarding the adult);
- Where abuse or neglect is deliberately intended to cause harm, whether immediate steps are needed to protect the adult and/or whether a criminal investigation by the police is needed

Whenever a carer speaks up about abuse or neglect, it is essential that they are listened to and, where appropriate, a safeguarding enquiry is undertaken.

People Alleged to be Responsible for Abuse and Neglect

Sometimes the person alleged to have carried out the abuse has care and support needs themselves and/or is unable to understand the significance of questions put to them or their replies. They have a right to support from an 'appropriate' adult if they are questioned in relation to a suspected crime under the Police and Criminal Evidence Act 1984 (PACE). Victims of crime and witnesses may also require the support of an 'appropriate' adult. If those alleged to be responsible for abuse lack capacity, they are entitled to the help of an Independent Mental Capacity Advocate.

Consent

It is always essential in safeguarding to consider whether the adult at risk is capable of giving informed consent in all aspects of their life. If they are able, their consent should be sought.

If, after discussion with the adult at risk who has mental capacity, they refuse any intervention, their wishes will be respected *unless*:

- there is an aspect of *public interest* (e.g. not acting will put other adults or children at risk)
- there is a *duty of care on a particular agency* to intervene (for example the police if a crime has been or may be committed)

Mental Capacity, Consent to Refer

The Mental Capacity Act 2005 provides the legal framework around capacity. Capacity is the ability to make a particular decision or take a particular action at the time the decision or action needs to be taken.

The Act, which applies to everyone over the age of 16, sets out FIVE statutory principles:

1. Always assume a person has capacity to make their own decisions unless it is established that they lack capacity;

2. All practicable steps to help the person decide must have been taken without success;
3. A person must not be treated as lacking capacity and being unable to make a decision merely because they make an unwise decision;
4. Any action taken or decision made on behalf of a person who lacks capacity must be in their “best interests”. A record of the action or decision and the reasons for it must be made;
5. An act or decision on behalf of a person who lacks capacity must aim to be the least restrictive of their rights and freedom of action.

Assessing capacity involves a two stage test:

1. Is there an impairment of or disturbance in the functioning of the person’s mind or brain?
2. If so, is the impairment or disturbance sufficient that the person lacks the capacity to make that particular decision? A person is unable to make a decision if they cannot:
 - Understand “relevant information” (e.g. the nature of the decision, why it is needed, the likely effects of deciding one way or another or of making no decision), or
 - Retain the information in their mind, or
 - Use or weigh that information in the process of making the decision, or
 - Communicate their decision to others.

Capacity may vary as a result of illness, injury, medication or other circumstances. Staff will need to use their professional judgement and seek guidance from the Safeguarding Coordinators or Adult Social Care in order to help adults to manage risk and give them control of making their own decisions.

If you have concerns about the mental capacity of an adult, please refer to a safeguarding coordinator who will assist you to complete a mental capacity assessment tool to help determine next steps.

It is important to note that just because someone is old, frail or has a disability, this does mean that they are inevitably ‘at risk’. A person with a disability who has mental capacity to make decisions about their own safety may be perfectly able to make informed choices and protect themselves from harm. It is equally important to note that people with capacity can also be vulnerable. Further guidance is provided later in this policy.

It is vital to try and decide whether an adult has the mental capacity to make decisions about their own safety or to give informed consent about:

- a referral being made,
- the actions that may follow under multi-agency policy and procedures,
- their own safety, including an understanding of the potential for longer-term harm as well as immediate effects, and
- what action they need to take to protect themselves from future harm.

If the person **has** mental capacity, always seek their consent to make a referral.

If you are concerned that the person **does not have** mental capacity, a referral or further action may still be needed. Always do this in the person's best interests. If there is time, without causing undue delay, seek advice from a Safeguarding Coordinator. If a decision is needed quickly, make it, recording actions and decisions and the reasons for these.

Advocacy

If there is concern that an adult is at risk of abuse or neglect requires an advocate to help them to understand and make decisions, the County Council has a duty to consider whether the adult requires an Independent advocate to represent and support the adult in the enquiry.

There are two distinct types of advocacy, instructed and non-instructed:

- Instructed advocates take their instructions from the person they are representing. For example, they will only attend meetings or express views with the permission of that person.
- Non-instructed advocates work with people who lack the capacity to make decisions about how the advocate should represent them. Non-instructed advocates independently decide how best to represent the adult

Responding to an adult at risk who is making a disclosure

- Stay calm
- Speak to them in a private and safe place. It is essential that the person alleged to have caused harm is not present
- **Listen** carefully to what they are telling you – stay calm, and get as clear a picture as you can. Avoid asking too many questions at this stage, unless for clarification
- Let them talk at their own pace
- Do not give promises of complete confidentiality – **do not promise to keep secrets**
Explain that you have a duty to tell a designated safeguarding officer and that the adult at risk's concerns may be shared with other professionals who could have a part to play in protecting them
- Reassure the adult at risk that they have done the right thing in telling you
- Reassure the adult at risk that they will be involved in decisions about what will happen
- Explain that you will try to take steps to prevent them from further abuse or neglect
- If they have specific communication needs provide support and information in a way that it most appropriate to them
- Do not be judgmental
- Do not jump to conclusions
- Record in writing all the details that you are aware of and what was said, using the person's own words, as soon as possible. In your record you should include:
 - The date and time
 - The person's name, address and date of birth
 - The nature of the allegation
 - A description of any visible injuries
 - Your observations – e.g. a description of the person's behaviour and physical and emotional state
 - Exactly what the person said and what you said. Record the person's account of what has happened as soon as possible

- Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers
- Sign and date what you have recorded (signature not required with electronic form)
- Store the information in accordance with relevant procedures, e.g. data protection
- Report to relevant person's – follow the Council's reporting procedures or, in an emergency contact Adult Social Care and/or the Police

Responding to allegations or concerns against a member of staff, Elected Member, volunteer or any other person

- Take the allegation or concern seriously
- Consider any allegation or concern to be potentially dangerous to the person
- Record in writing all the details that you are aware of as soon as possible

If an allegation of abuse is made against a member of staff, Elected Member or volunteer, the People and Organisational Development (POD) Team Manager and the Lead Safeguarding Officer must be informed immediately. The POD Team Manager and Lead Safeguarding Officer (or in their absence, the safeguarding coordinator) will inform the Chief Executive and the Local Authority Designated Officer for Allegations (LADO) and consideration will be given to suspending the member of staff from work or moving them to alternative duties not involving contact with and adults at risk – in accordance with the Council's Disciplinary Policy and Procedure. If the POD Team Manager or the Lead Safeguarding Officer are the subject of the suspicion/allegation, the report must be made directly to the Chief Operating Officer and Chief Executive.

If the complaint is against a person other than a member of staff, Elected Member or volunteer i.e. parent, carer, other service user, then a Safeguarding Officer must be informed in line with the Council's reporting procedures.

Reporting Concerns

Anybody subject to this policy may witness or be informed of an issue that they feel should be referred to Adult Social Care.

The first priority must always be to ensure the safety and wellbeing of the adult. The adult should experience the safeguarding process as empowering and supportive. Practitioners should, wherever practicable, seek the consent of the adult before taking action. However, there may be circumstances when consent cannot be obtained because the adult lacks capacity to give it, but it is in their best interests to undertake an enquiry. Whether or not the adult has capacity to consent, action may need to be taken if:

- Others are or will be put at risk if nothing is done
- It is in the public interest to take action because a criminal offence has occurred

If anyone to whom this policy applies thinks an adult is being abused or if you are worried that their safety is at risk, you should report your concerns to the safeguarding officer or safeguarding coordinator using the Council's internal reporting mechanism.

If you have a reasonable suspicion (for example, reasons to suspect that an adult with care and support needs is experiencing or is at risk of abuse or neglect then you must gather as much

information as possible.

This will enable safeguarding coordinators to carry out an internal check of the council's previous dealings with them (this is known as an 'icrap') A safeguarding officer will assist to pass the concerns on to Adult Social Care.

Throughout each section of the policy you will see the 'jigsaw' logo. **To report a concern, you can click on this logo anywhere in the policy or on Minerva.** This will enable you to forward your concerns using an online reporting form (safeguarding tracker system) which will be sent automatically to the Safeguarding Coordinators. You will receive a response within 2 working days.



Alternatively, and for staff without ICT access; please telephone the Safeguarding Officers on **01427 675199** to report a concern.

If there is an immediate threat:

Take appropriate action if the adult at risk is in need of urgent attention by reporting the matter to the **Adult Social Care Customer Service Centre (CSC)** on:

01522 782155 or emergency out of hours **01522 782333**

The CSC will contact the Police Protection Unit.

If all else fails contact the Police on 101 or 999 and report immediately to the Councils Safeguarding Officer

Customer facing, front line services are most likely to come across safeguarding concerns in their day to day roles and should have an enhanced level of awareness. These staff groups / services will be more experienced in engaging with external agencies to report safeguarding concerns and should do so where possible (this should still be logged through the Council's safeguarding tracker system).

If you believe a crime has been committed and there an immediate risk of danger, you should telephone the Police on 999. If you believe a crime has been committed but there is no immediate danger, you should call 101 to report your concerns.

When an adult safeguarding referral is made, Lincolnshire County Council will apply the six objectives of the safeguarding enquiry to the discussions with colleagues and although the local authority is the lead agency for making enquiries, it may require others to undertake them.

The specific circumstances will often determine who the right person to begin an enquiry is. Statutory guidance sets out that in many cases a professional who already knows the adult will be the best person; for example, this could be a housing support worker or community safety officer.

It is possible that the Council will have allegations referred to them by third parties. For example, neighbours may contact staff to advise that they suspect that the welfare of an adult at risk is suffering. Under these circumstances staff should again follow the online [reporting procedure](#) to advise a Safeguarding Officer of the concerns raised.

IMPORTANT RULE: It is not your job to judge or to investigate, but to inform and share your concerns

IMPORTANT: Officers should be aware that in the case of professional referrals relating to an adult at risk, the assumption of the Safeguarding Adults Team of Lincolnshire County Council is that adult at risk may be told where the referral has come from. Any referral made by an officer of West Lindsey District Council is regarded as a professional referral but can be made in the name of a safeguarding officer.

IMPORTANT: However you must be aware that if there is a need by Adult Social Care or the Lincolnshire Safeguarding Adults Board to open an Adult Protection Plan or Serious Case Review you may be called to give evidence. In this instance, you will be supported by a safeguarding coordinator.

Record Keeping

Good record keeping is essential. Whenever a complaint or allegation is made, all agencies should keep clear and accurate records will all relevant records into a file to record all action taken.

Always and as soon as possible, make a factual record of everything that happened, was said and was seen, including:

- The date and time, and the person's name, address and date of birth.
- The nature of the allegation or incident and, if possible, the name, address, date of birth, employer of the person alleged to have caused the harm.
- Factual observations e.g. Any visible injuries, the person's behaviour / physical / emotional state, etc.
- Exactly what they said, using their own words, and exactly what you said.
- Their consent to share the information.
- All actions you took e.g. who you spoke to and all resulting actions so far. Include names, addresses and telephone numbers wherever possible.
- Sign and date your record and store the information securely.

Where there is a file for the individual, the record should be stored on their file.

Reporting to the Police

The police take any crime against an adult at risk seriously, and will investigate it thoroughly, professionally and compassionately. The police work very closely with partner agencies to ensure effective information sharing, risk assessment and decision-making takes place every time an incident of abuse is reported.

There are now special measures that can be put into place to help vulnerable people through the court process. These measures have allowed many people, who may once have been denied access to the criminal justice system, the opportunity to give their evidence in court. The police will discuss these special measures with victims at the earliest stage possible in the investigation

Acting to protect the adult at risk and deal with immediate needs

In an emergency, or if there is an immediate concern for the person's safety or wellbeing:

- **call 999** for an ambulance if they are injured and/or for the Police if you suspect a crime has been committed
- inform the appropriate LCC Customer Service Centre (CSC).
- take steps to ensure they are not in immediate danger (without risk to yourself).
- avoid disturbing evidence: can you secure the scene e.g. lock the door?
- consider the risk to any other adults or children.
- support the person to contact the police themselves if a crime has been or may have been committed.
- provide reassurance, whilst being clear that you need to report the issue.

And, as soon as possible after the emergency has been resolved:

- Record exactly what happened on the relevant **Safeguarding Referral Form**
- Notify the Designated Safeguarding Officer and their Deputy.
- Ensure that your record is signed, dated and securely stored.

If a person is at risk of significant harm, or if they have made a disclosure or a direct or indirect allegation about a person or organisation outside WLDC, including a relative, carer or employee of that organisation:

- Take the allegation or concern seriously.
- Speak to them in a private and safe place.
- Make sure they are and feel safe and know what is happening.
- Ensure that the person alleged to have caused harm is not present.
- **Ask for consent to share the information** (although you may not need consent if there is significant harm, it is still good practice).
- Record the details on the relevant **Safeguarding Referral Form**, using their own words
- As soon as possible, contact LCC's Customer Service Centre who will tell you what to do next. Write this down.
- Notify the Designated Safeguarding Officer and their Deputy.
- Ensure that your record is signed, dated and securely stored.

If someone makes allegations against a member of Council staff, elected member, volunteer, key contractor, consultant or directly commissioned provider acting on behalf of the Council, regardless of your role or status or theirs, **YOU MUST ALWAYS ACT!**

What Happens when you Report Abuse or Neglect?

The Care Act 2014 requires Lincolnshire County Council (LCC) to undertake **enquiries**, or to cause others (potentially including appropriate West Lindsey District Council staff) to do so, if they reasonably suspect an adult who meets the criteria is, or is at risk of, being abused or neglected. The purpose of an enquiry is to decide whether LCC or any other agency should do something to help and protect the adult. The adult should always be involved from the start of the enquiry unless that would increase the risk of abuse. If they have severe difficulty in being involved, and if there is no one appropriate to support them, LCC must arrange for an independent advocate to represent them. The objectives of an enquiry into abuse or neglect are to:

- establish the facts;
- ascertain the adult's views and wishes;
- assess the need for protection, support, redress, and how this might be met;
- protect the adult from the abuse and neglect, in line with their wishes;
- make decisions about further action against the person or organisation causing the abuse or neglect; and
- enable the adult to achieve resolution and recovery.

The first priority is always to ensure the safety and well-being of the adult.

The process should be empowering and supportive. Wherever practicable, the consent of the adult will be sought before taking action but action may need to be taken if others are or will be put at risk if nothing is done, or if it is in the public interest because a criminal offence has occurred. Complex cases need to involve a social worker: for example, if abuse or neglect is suspected within a family. In other cases, a professional who already knows the adult or who has specific knowledge may be better placed to do an enquiry e.g. health professionals for medical issues or housing officers for housing issues. If LCC asks another agency to make the enquiry, they must set timescales and what action will follow if this is not done.

On completion of the enquiry, the outcome should be notified to LCC who must determine with the adult what, if any, further action is needed, agreeing an action plan, to be recorded on their care plan. Agencies must agree:

- what steps are to be taken to assure their safety in future;
- the provision of any support, treatment or therapy including on-going advocacy;
- any modifications to the way services are provided;
- how to support the adult through any action they take to seek justice or redress;
- any on-going risk management strategy as appropriate; and,
- any action to be taken regarding the person or organisation causing the concern.

Further action could include disciplinary or criminal investigations, supporting the person through mediation, developing safeguarding plans, or securing fuller assessments by health and social care agencies. It is LCC's responsibility to determine what further action is necessary, in consultation with the person themselves. A criminal investigation takes priority over all other enquiries but a multi-agency approach will be agreed to ensure that the interests and wishes of the adult will be considered throughout, even if they do not wish to give evidence or support a prosecution. The welfare of the adult and others, including children, requires continued risk assessment to ensure the outcome is in their interests and enhances their wellbeing.

Chapter 4: Domestic Abuse

FINAL DRAFT PENDING APPROVAL

Safeguarding is Everyone's Business

"I don't directly work with children, families or adults at risk of domestic abuse so does this policy affect me?"

Yes it does!

Introduction

Domestic Abuse involves the misuse of power and is based on a range of control tactics including physical, sexual, psychological, social, economic abuse or neglect of an individual. Forced Marriage and so called 'honour based' crimes are also forms of domestic abuse. Largely hidden behind closed doors it leaves the victims feeling isolated and powerless.

Sometimes you will hear the phrase domestic abuse, sometimes domestic violence. They mean the same thing. Domestic abuse encompasses a range of abusive behaviours which are used by an abusive partner (or ex-partner) to maintain power and control over you. Domestic abuse is not just a disagreement. It can also affect anyone, regardless of age, social background, gender, religion, sexual preference or ethnicity.

There are many different types of abusive behaviour. It should be recognised that abuse is an ongoing pattern of behaviour, which often escalates over a period of time.

- Physical violence
- Psychological abuse
- Sexual abuse
- Emotional abuse
- Financial abuse
- Stalking or harassment
- Coercive or Controlling Behaviour

Domestic Abuse is defined as:

'Any incident or pattern of incidents of controlling, coercive 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'

Home Office, 2013

Domestic Abuse has a significant impact on individuals, families and our communities. Nationally, nearly 1 million women experience at least one incident of domestic abuse each year. 1 in 10 men report they have experienced domestic abuse and at least 750,000 children a year witness domestic abuse. It is likely many of us are affected whether through intimate partnerships, family members, friends or our colleagues at work.

[The Ending Violence against Women and Girls Strategy \(2016-2020\)](#) outlines the need for a multi-agency response focussing on high risk victims with a commitment to preventative

work. In recognising that men and boys are also victims of domestic abuse as well as playing an important role in challenging attitudes and beliefs.

The [Lincolnshire Community Safety Partnership \(LCSP\)](#) has continued to focus on domestic abuse as one of its priorities. Reporting to the LCSP, the Lincolnshire Domestic Abuse Strategic Management Board (the Board) takes responsibility for delivering activity aimed at reducing domestic abuse. We do this by working in partnership to create an environment where domestic abuse is not tolerated and to reduce the impact on victims in Lincolnshire. The Domestic Abuse Delivery Group (DADG) reports to the Board with an extensive membership including senior practitioners from statutory and voluntary agencies.

A Lincolnshire Domestic Abuse Strategy (2016 – 2020) is currently in development. Developed in consultation with partner agencies, elected members and with victims and survivors of domestic abuse across Lincolnshire, it will set the vision and direction for tackling domestic abuse in Lincolnshire.

Please note that all work in this area for West Lindsey District Council aligns closely with:

- Lincolnshire Domestic Abuse Strategy and associated policies
- Lincolnshire Community Safety Partnership (LCSP) and associated policies



What is Domestic Abuse?

Domestic abuse encompasses a range of abusive behaviours which are used by an abusive partner (or ex-partner) to maintain power and control over a victim.

Domestic abuse is not just a disagreement. It can also affect anyone, regardless of age, social background, gender, religion, sexual preference or ethnicity. Abusive behaviour may occur in a variety of relationships: married, separated, divorced, living together, dating, heterosexual, gay or lesbian, child on parent abuse and elder abuse.

Sometimes you will hear the phrase domestic abuse, sometimes domestic violence. They mean the same thing.

Domestic abuse is a pattern of behaviours, some causing physical injury, others not, some criminal, others not, but all potentially emotionally damaging. Frequently, domestic abuse includes threats of violence, threats of suicide, or threats to take the children from the abused person.

It may also include breaking objects, hurting pets, abusive language, sexual abuse, driving recklessly to endanger or scare the abused person, isolating family members from others, and controlling access to money, cars and other personal belongings.



NOTE: The goal of an abusive person is to establish and maintain control over the person they are in or have been in a relationship with. Domestic abuse is a pattern of behaviour whose effects, without intervention, will become more destructive and sometimes even life threatening over time.

Who can Experience Domestic Abuse?

Domestic Abuse does not have any boundaries. Anyone can experience domestic abuse regardless of gender, race, ethnicity or religious group, class, disability or lifestyle. Domestic abuse also affects children, who are witness to the abuse.

Domestic abuse can take place in heterosexual, lesbian, gay, bi-sexual and transgender relationships.

Types of Abuse

Recognising domestic abuse is not easy. There are many different types and examples of abusive behaviour. The table below details some of the types of abuse that may be present in an abusive relationship however it is important to note that the list below is not exhaustive.

It should be recognised that abuse is an ongoing pattern of behaviour, which will escalate over a period of time. The goal of an abusive person is to establish and maintain control over the person they are in or have been in a relationship with. Domestic abuse is a pattern of behaviour whose effects, without intervention, will become more destructive and sometimes even life threatening over time.

Category of Abuse	Examples
Psychological/Emotional	<p>Intimidation, insulting, isolating a person from friends and family, criticising.</p> <p>Denying abuse, treating them as inferior, threatening to harm children or take them away, forced marriage.</p> <p>Swearing, undermining confidence, making racist remarks, making a person feel unattractive, calling them stupid or useless, eroding their independence, threatening suicide if the person leaves them</p>
Physical	<p>Shaking, smacking, punching, kicking presence of finger or bite marks, starving, tying up, stabbing, suffocation, throwing things, using objects as weapons, female genital mutilation, 'honour based violence'.</p> <p>Physical effects are often on areas of the</p>

	body that are covered and hidden
Sexual	Forced sex, forced prostitution, ignoring religious prohibitions about sex, refusal to practice safe sex, sexual insults, sexually transmitted diseases, preventing breastfeeding
Financial	Not letting a person work, undermining their efforts to find work or study, refusing to give them money, asking for an explanation of how every penny is spent, making them beg for money, gambling, not paying bills
Controlling or Coercive Behaviour	<p>A purposeful pattern of behaviour which takes place over time in order for one individual to exert power, control or coercion over another.</p> <p>Controlling behaviour: 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.</p> <p>Coercive behaviour: a continuing 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.</p> <p>This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.</p> <p>For more information click here.</p>

New Legislation:

The Serious Crime Act (2015) made Controlling and Coercive Behaviour whilst in a relationship a criminal offence.

The new offence closes a gap in the law around patterns of controlling or coercive behaviour in an ongoing relationship between intimate partners or family members. The offence carries a maximum sentence of 5 years imprisonment, fine, or both.

Why do People Stay in Abusive Relationships?



IMPORTANT: Never judge a person for not leaving an abusive relationship, support them regardless of their decision and advise them how to keep safe while living with domestic abuse and when they are ready to move enable them to do it safely

IMPORTANT: It is not your job to judge or to investigate, but to inform and share your concerns

Making a decision to leave a violent and abusive partner is not easy. For practical safety planning information, please see [Appendix E](#).

There are a number of reasons that people do not leave an abusive relationship. It is important to understand some of these reasons.

The information below sets out some of the reasons that a victim may feel unable to leave. Please note that the list below is not exhaustive:

Fear of further violence: Leaving may end the relationship but it doesn't always end the abuse. Many victims of abuse are tracked down and further abused when they leave, often for weeks and months afterwards. Research suggests that about half of all women murdered by their partners have left or were in the process of leaving when they were killed

Lack of knowledge and access to help: Despite increased awareness about domestic abuse, many victims don't know how to take advantage of their legal and housing rights. Even if they are aware of these services, some may experience problems due to language difficulties, inappropriate responses from service providers, living in isolated areas or a lack of funds

Economic dependence: If a victim is working, he/she may lose their job due to needing time off work, moving too far away or staying off work so they can't be found there. For other victims, becoming a single parent may mean working is no longer possible; others may face months of legal wrangling over property and other financial matters

Staying because of the children: Many abused victims think they should stay in their relationship for the sake of their children

Social isolation: Most victims experiencing domestic abuse are extremely isolated either because their partners have deliberately tried to isolate them from sources of support including family and friends or because they are too ashamed or afraid to tell anyone. Or if they have, the responses have been unhelpful and judgmental

Emotional dependence: Conflicting feelings of fear, shame, bewilderment, care for the abuser, hope that things will improve, a commitment to the relationship but not the abuse, often contribute to a victim staying in an abusive situation

Lack of confidence: After living with an abusive partner, the self-esteem of most victims has been eroded to the point where they no longer have confidence in themselves, including their ability to survive alone, and may believe that there are no other options

Cultural reasons: Many victims and abusers have been brought up to believe that real fulfillment comes from being a husband/wife and mother/father or that divorce is wrong and may even be encouraged to stay in the relationship by family members or religious leaders

For further information and support, please visit www.domesticabuselincolnshire.com

Responding to Concerns, Allegations and Disclosures

Disclosing domestic abuse is not easy. It is vital that the procedures in this section are understood and applied consistently by all staff, elected members, volunteers and anyone working for and / or on behalf of West Lindsey District Council.

- At all times the person who has experienced Domestic Abuse must be dealt with in confidence. This is important to maximise the confidence that the individual has confidence in the colleague/manager/practitioner and the organisation
- At all times take steps to protect the victim, accept their perception of the danger they are in and listen appropriately
- Permission must be sought to share information. Information should never be discussed with other members of the public and should only be shared with colleagues where it is appropriate (e.g. the [MARAC](#) process)
- A risk assessment (known as a DASH) should be used in all cases and its' use explained to the victim – **a domestic abuse trained officer will assist you to complete the risk assessment, or may complete this with the victim**
- Concerns about the welfare of any children will take precedence over issues of confidentiality and be over-ridden by Child Protection procedures
- Ensure that at all times the victim is aware of organisational procedures and any action you are taking. Records should be kept of all interviews. This may be important for later evidential purposes. Use the client's exact words to record the abuse. Be as precise e.g. "my husband hit me with a cricket bat" rather than "client has been abused"
- Do not insist on joint sessions with the victim and the perpetrator or that they should seek legal remedies if they do not wish to do so
- If the victim concerned does not want to leave yet, it does not mean they will never leave, nor that they do not require ongoing and continual support

Clare's Law - Domestic Violence Disclosure Scheme: The Domestic Violence Disclosure Scheme gives members of the public a 'right to ask' Police where they have a concern that their partner may pose a risk to them or where they are concerned that the partner of a member of their family or a friend may pose a risk to that individual.

If an application is made under the scheme, Police and partner agencies will carry out checks and if they show that the partner has a record of abusive offences, or there is other information to indicate that there may be a risk from the partner, the Police will consider sharing this information. For more information please click [here](#).

Reporting Concerns


Any officer, in the course of their duties, may witness or be informed of an issue that they feel should be referred to a domestic abuse trained officer. This can be done using the councils standard reporting procedure or by contacting a domestic abuse champion. If

officers are confident to do so, following a discussion with a domestic abuse champion they should complete a DASH risk assessment. Officers completing a risk assessment should discuss the outcome with a domestic abuse champion.

For all other referrals – please follow the [council's reporting procedures](#) and a risk assessment will be completed by a safeguarding officer or another domestic abuse trained officer.

It is possible that the Council will have allegations referred to them by third parties. For example, neighbours may contact staff to advise that they suspect that somebody is at risk of or is experiencing domestic abuse. Under these circumstances staff should again follow the council's [online reporting procedure](#).

Alternatively, and for staff without ICT access; please telephone a Safeguarding Coordinator on 01427 675199 to report a concern.

	<p>If there is an immediate threat:</p> <p>Contact Lincolnshire Police on 101 or 999 and report immediately to the Councils Safeguarding Officer</p>
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West Lindsey District Council – Domestic Abuse Champions

A number of West Lindsey District Council officers have received extensive training regarding domestic abuse awareness, risk assessment, target hardening and support, refuge accommodation and safety planning. If you are concerned about domestic abuse and would like further advice or information you can contact any of the people listed below:

Domestic Abuse Champions

Emma Waters (Domestic Abuse Coordinator)

Rachel Parkin (Senior Home Choices Officer)

Paula Clarke (Home Choices Advisor)

Michelle Howard (Home Choices Team Manager)

AWAITING APPROVAL

West Lindsey District Council

Chapter 5: Preventing Violent Extremism (Prevent)

Safeguarding is EVERYONE's business

You have a role to play in Preventing Violent Extremism

Overview of Prevent

PREVENT is a key strand of the Government's counter-terrorism strategy, CONTEST. Its main objective is to stop people becoming terrorists or supporting violent extremism.

In Lincolnshire, we aim to empower all communities and to stand up to the small minority who support violent extremism

Lincolnshire Prevent Strategy (2015)

Although there is no specific threat to Lincolnshire, West Lindsey District Council has an important role to play in identifying and preventing people from becoming radicalised into extremist violence. This role is an important part of the Prevent Duty which became a statutory duty for organisations including Local Authorities, in 2015.

PREVENT has three specific objectives:

1. **IDEOLOGY & IDEOLOGUES** - To challenge the ideology that supports terrorism and those that support it
2. **INDIVIDUALS** - To prevent vulnerable people from being involved in or supporting Terrorism
3. **INSTITUTIONS** - To support sectors & institutions where there are risks of radicalisation

Prevent is a multi-agency strategy and not solely a Police initiative. It is important everyone works together to disrupt those who promote violent extremism and identify people who are vulnerable to being recruited by terrorists, so the police and other agencies can offer them support.

Prevent operates in the non-criminal space. This means that individuals who are referred to Prevent can be supported to move away from terrorism, rather than being criminalised. This multi-agency process is called 'Channel'.

It is important to note that Prevent applies to violent extremism across all groups. Tackling radicalisation relies, to a certain extent, on the vast majority of people who reject violent extremism and are determined to challenge it.

Prevent is **not** about spying on people or stigmatising and criminalising individuals and communities. It is about working with communities to identify individuals who may be susceptible to being drawn toward a path of violent extremism. Our aim is to provide support to such individuals to divert them away from violent extremism before they commit any criminal acts

The key aim of the Prevent strategy in Lincolnshire, is 'to help local authorities, police, community safety partnerships and other partners and partnerships to develop and implement effective actions, which make their communities safer. This will reduce the risk from terrorism and violent extremism, so that the people of Lincolnshire can go about their business freely and with confidence'

Experience has shown that results are best achieved through:

- Partnership working and community engagement
- Understanding the challenge and its context
- Developing an effective action plan
- Managing risk
- Tracking progress and evaluating success
- Sharing learning

PREVENT is included within West Lindsey District Council's safeguarding remit. Through awareness and partnership working, PREVENT seeks to safeguard and support vulnerable individuals and protect communities.

You can find further information about the PREVENT duty for England and Wales [here](#).

Overview of Channel

CHANNEL is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk from radicalisation

CHANNEL is about safeguarding children and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality occurs

CHANNEL uses existing collaboration between local authorities, statutory partners, the police and the local community to:

- Identify individuals at risk of being drawn into terrorism.
- Assess the nature and extent of that risk.
- Develop the most appropriate support plan for the individuals concerned.

KEY WORDS AND DEFINITIONS

- ❖ **'Extremism'** is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for the death of members of our armed forces, whether in this country or overseas
- ❖ **'Interventions'** are projects intended to divert people who are being drawn into terrorist activity. Interventions can include mentoring, counselling, theological support, encouraging civic engagement, developing support networks (family and peer structures) or providing mainstream services (education, employment, health, finance or housing)
- ❖ **'Non-Violent Extremism'** is extremism, as defined above, which is not accompanied by violence
- ❖ **'Prevention'** in the context of this work means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation
- ❖ **'Radicalisation'** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- ❖ **'Safeguarding'** in this context, is the process of protecting vulnerable people from crime, abuse or from being drawn into terrorist related activity
- ❖ **'Terrorism'** (UK definition as given in the Terrorism Act 2000) is defined as an action that endangers or causes serious violence to a person/people; causes serious damage

to property; or seriously interferes with or disrupts an electronic system. The use or threat must be designed to influence the Government or to intimidate the public and is made for the purposes of advancing a political, religious or ideological cause

- ❖ **'Terrorist Related Offences'** are those (such as murder) which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism
- ❖ **'Vulnerability'** in this context describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within Prevent the word describes factors and characteristics associated with being susceptible to radicalisation

Reporting Concerns

Anybody subject to this policy may witness or be informed of an issue that they feel should be referred to Prevent or to the Police. A safeguarding coordinator will help you to determine the next steps and to make a referral to Prevent or to the Police if required.

To report a concern, you can click on this logo anywhere in the policy or on Minerva. This will enable you to forward your concerns using an online reporting form (safeguarding tracker system) which will be sent automatically to the Safeguarding Coordinators. You will receive a response within 2 working days.



Alternatively, and for staff without ICT access; please telephone the Safeguarding Officers on **01427 675199** to report a concern.

If there is an immediate threat please contact the Police on 101 or 999 and report immediately to a Safeguarding Coordinator.

Customer facing, front line services are most likely to come across safeguarding concerns in their day to day roles and should have an enhanced level of awareness. These staff groups / services will be more experienced in engaging with external agencies to report safeguarding concerns and should do so where possible (this should still be logged through the Council's safeguarding tracker system).

PENDING APPROVAL

West Lindsey District Council

Chapter 6: Hate Crime & Mate Crime

FINAL DRAFT

Safeguarding is EVERYONE's business

You have a role to play in recognising and preventing Hate Crime and Mate Crime

Introduction

This chapter sets out the policy for identifying, reporting and dealing with hate and mate crime in West Lindsey.

This policy and the commitments made are made in the context of the Equality Act, which requires public authorities to consider how they can take action to eliminate discrimination, advance equality of opportunity and foster good relations in the community. A key part of this is the correct identification and handling of hate and mate crime.

Hate crime can affect all communities, both urban and rural, and it is important that employees are aware of hate crime issues and what to do when hate crime is identified, and to be aware of hate crime issues in areas of the District where they may not expect to find it. Further, mate crime is a growing area of concern, and one which is not yet widely recognised, but is prevalent in all areas of society. Employee awareness is a key part of tackling the problem, and working in partnership to prevent and stop mate crime will be part of this policy.

Definitions

Hate Crime	<p>A hate crime or hate incident is any crime or incident which is perceived by the victim or any other person to be motivated by hostility or prejudice based on a person's actual or perceived social group.</p> <p>There are common social groups who encounter such prejudice or hostility, and therefore the focus within this policy is on the following strands:</p> <ul style="list-style-type: none"> • Disability • Race • Religion or belief • Sexual Orientation • Transgender <p>However it is worth noting that hate crime can be based on any identifying factor, or a combination of two or more factors.</p>
Mate Crime	<p>There is currently no formally agreed definition of mate crime however the below is an accepted description:</p> <p><i>'When a person is harmed or taken advantage of by someone they thought was their friend. It is more common with people with learning disabilities and mental health conditions but not exclusive.'</i></p> <p>Those with substance misuse issues can also be more at risk</p>

Recognising Hate or Mate Crime

A hate crime or incident can encompass a large number of actions, directed at a particular person or more generally at a group of people, for the sole reason of their inclusion, or perceived inclusion, in one of the social groups mentioned above. These can include:

- physical attacks
- verbal abuse
- offensive graffiti
- harassment
- damage to property
- exclusion from a group or community

It can be any activity directed at a person or group because of their social group. Usually hate crimes and incidents are easy to recognise for both the victim and observers, due to type of language used, or person targeted. However, not all attacks on minority social

groups are because of hate, they may just be randomly targeted, and this must be considered.

Mate crime can be more difficult to recognise, as often the victim thinks the perpetrator is their friend and may not perceive themselves as a victim, or what is happening to them as wrong.

Mate crime may include:

- financial abuse e.g. visiting when the victim has just got their benefit and 'borrowing' money; going out for a drink and getting the victim to buy all the drinks
- physical abuse; making a joke of physical abuse, making it part of a 'game'
- emotional abuse; distancing the victim from their family or other support, manipulating them in to doing things they normally wouldn't
- sexual abuse; coercion in to prostitution, exploitation by their 'friend'

Mate crime can be very subjective, and it is important to consider the vulnerability of the victim, the incidents occurring and any known background of the alleged perpetrator when dealing with mate crime. If you are unsure, please seek advice from a safeguarding officer.

Indicators of a victim of mate crime may be:

- lack of money shortly after payday
- withdrawal from services or family
- over reliance on a new friend
- changes in behaviour or mood
- making excuses for the behaviour or actions of a friend

Those subject to hate crime may be more at risk of early extremist tendencies, or those perpetrating may be exhibiting extremist views. In such cases the Prevent chapter of this policy should be referred to, which will give guidance on who to contact and go to for advice.

The Local Picture

Overall in Lincolnshire (and consistent with the national picture), race is by far the highest factor for hate crime, followed by disability. Police statistics on hate crime in West Lindsey (provided by Community Safety Team) are detailed below:

	2014/15	2015/16
Disability	7	10
Sexual Orientation	0	2
Race	20	13
Religion	1	1
Transphobic	0	1
Total	28	27

It is well known that hate crime and incidents are underreported nationally, so the above, while giving an indication of the problem faced, may not give the whole picture.

There are currently no statistics for mate crime, as often this type of incident is not identified, not reported, or can't be classed as a crime. However, we know from case studies that the impact of mate crime can be high, with a number of deaths being caused in some instances.

To ensure we do not see serious consequences in our areas it is important that we raise the profile of mate crime, and use this policy to inform, guide and protect.

Responding to a Report of Hate or Mate Crime

Report made to council officer or elected member: As part of the Lincolnshire ASB Partnership, West Lindsey District Council is signed up to the Hate Crime Strategy for the county which is currently being developed. Under the strategy, it has been agreed that all partners in Lincolnshire will use Stop Hate UK as its third party reporting centre.

The process below should be followed (this can be seen in flow chart at [Appendix F](#))

1. Take notes of the allegation made
2. Encourage the person to report the hate or mate crime directly to the police or Stop Hate UK
3. If the victim does not wish to make the report themselves, contact Stop Hate UK to report the hate or mate crime as a third party. If you are an elected member or a WLDC officer who is not a caseworker please then inform the safeguarding team of the report and action taken
4. Safeguarding to consider additional factors such as ASB, DA, HBV or Prevent. Where these factors are found the case should be referred to the relevant team and the policies relating to those areas followed
5. Make any necessary referrals arising from the above risk assessments
6. Offer the victim a support package including named contact and victim support case worker. Assess support needs on a case by case basis which may include referral to substance misuse services or adult social care.

Where a council officer or elected member is alleged to be perpetrating hate or mate crime: If an allegation is made against a member of staff or Elected Member, the People and Organisational Development (POD) Team Manager and the Lead Safeguarding Officer must be informed immediately. The POD Team Manager and Lead Safeguarding Officer (or in their absence, the safeguarding coordinator) will inform the Chief Executive and the Local Authority Designated Officer for Allegations (LADO) and consideration will be given to suspending the member of staff from work or moving them to alternative duties. If the POD Team Manager or the Lead Safeguarding Officer are the subject of the suspicion/allegation, the report must be made directly to the Chief Operating Officer and Chief Executive.

If it is necessary to conduct an investigation into events surrounding the complaint, this will be conducted in accordance with advice from the Local Authority Designated Officer (LADO), and through the Council's Disciplinary Policy and Procedure.

The consideration of suspension in such circumstances does not imply guilt but is a neutral course of action, which is designed to ensure that both employees and complainants are protected during the investigation. If any allegation is substantiated and the person is dismissed, resigns or ceases to provide his/her services or the Authority ceases to use the person's services West Lindsey District Council will refer the allegation details directly to the Disclosure and Barring Service (DBS). If circumstances allow that the person remains within

the employment of the council following an allegation being substantiated, they would be moved to a role that involved no possible contact with children, young people or adults at risk. In such circumstances the matter would also be referred to the DBS. A referral form and associated guidance can be obtained from Human Resources.

Where a council officer or elected member is experiencing hate or mate crime: Staff welfare is a key concern for the council. If a staff member is a victim of hate or mate crime they will be offered the same support as a member of the public reporting to us, plus any extra support the council can offer such as the Employee Assist programme and close management support.

If the person perpetrating the hate or mate crime is an employee or member, the same process as described in item b) will be followed, with serious consideration given to suspension to allow for proper investigation and to safeguard the welfare of staff, guided by the councils Disciplinary Policy and Procedure.

Training will be provided to ensure that staff not only know how to respond to a report of hate or mate crime, but also so that they are aware of the assistance they can get from the organisation.

Reporting Concerns about Hate or Mate Crime

Anybody subject to this policy may witness or be informed of a hate crime or mate crime incident.

To report a concern, you can click on this logo anywhere in the policy or on Minerva. This will enable you to forward your concerns using an online reporting form (safeguarding tracker system) which will be sent automatically to the Safeguarding Coordinators. You will receive a response within 2 working days.



Alternatively, and for staff without ICT access; please telephone the Safeguarding Officers on **01427 675199** to report a concern.

There are alternative reporting methods for hate crime and mate crime. If you report via these methods, you must notify a safeguarding coordinator via the safeguarding tracker system.

Reporting to the Police: Hate crimes are just that – a crime. Reporting a hate crime to the police is always the preferred choice so that accurate data can be captured and the incident dealt with appropriately. There is still a perception that hate crimes will not be taken seriously, and this leads to huge under reporting. A recent report into transgender hate incidents suggested that victims did not know where to go for help as they felt embarrassed to go to the police, and did not believe any action would be taken or that nothing would be done. The perception and knowledge of hate crime in the police has improved hugely in recent years and victims can be reassured that their complaint will be dealt with, and that they will be treated with dignity.

Third party reporting centres: Where a victim or witness to an incident will not go to the police in person, third party reporting centres can be used. There are various third party

reporting centres which can be accessed in person, by phone or on the internet. Once contacted, the centre can then report an incident to the police on behalf of the victim or concerned person, provide advice and support and signpost to other agencies as appropriate.

Third party reporting provides a safe and confidential environment, with an agency that the individual may have more trust in. Some third party reporting centres also have specialists in languages and law.

West Lindsey District Council is a named third party reporting centre, however we are signed up to the county hate crime partnership which funds Stop Hate UK, a third party reporting centre in its own right. While keeping our own status as a third party reporting centre, the organisation will use the county funded centre as its primary referral agency to ensure countywide consistency, and to ensure front line staff are not required to take on a role which they are not trained or prepared for. Use of Stop Hate UK will also reduce the administration burden within West Lindsey District Council for recording and reporting data.

Stop Hate UK: Stop Hate UK is a national organisation which works to raise the profile of and challenge all forms of hate crime and discrimination. Stop Hate UK is currently funded to operate as a specialist third party reporting centre in Lincolnshire. WLDCs website has a link to Stop Hate UKs www.stophateuk.org.

Stop Hate UK provide anonymous data on reporting to give a wider picture of hate crime nationally and locally.

West Lindsey District Council – Commitment to Tackling Hate & Mate Crime

County Partnership Approach: Lincolnshire Community Safety Partnership (LCSP) selected Hate Crime as one of its priorities in early 2015, and will be putting a focus on the issue over the next two years. As part of this a county wide delivery group has been established, with members from all seven district councils, registered social landlords, the police and other key partners meeting on a quarterly basis, and establishing and delivering an action plan. Initial work over the first year has been to scope the level of the issue, including number of incidents and type of incident; from this a county analyst is collating incident data and sending it to the partnership monthly. Another achievement of the group has been to secure funding for Stop Hate UK for a further year.

A WLDC officer sits on this group as part of our commitment to tackling hate crime. Mate crime is also covered by this group, and work is developing to raise the profile of and tackle the issue.

The hate crime delivery group reports to and is monitored by the county Anti-Social Behaviour Strategic Management Board (ASB SMB), which itself feeds back in to the LCSP. WLDC has officer attendance at both meetings.

Hate and Mate Crime Charter: A 'Lincolnshire Hate and Mate Crime' charter has been developed. This sets out 10 standards that agencies should aim to meet to ensure compliance. WLDC intends to adopt this charter and take all steps to fully meet all 10 standards. The 10 standards are set out below:

1.	That the agency I represent will promote awareness and understanding of Hate Crime and Mate Crime and its impact on victims and communities – both internally and externally.
2.	Hate Crime and Mate Crime material is displayed by the agency/department I

	represent in different languages relevant to local communities and is also available in alternative formats such as large print. Information about Hate Crime and Mate Crime is included on respective agencies websites with links to the Lincolnshire Police and Stop Hate UK websites.
3.	That the agency I represent has a process in place to effectively identify Hate Incidents/Crime and Mate Crime.
4.	That there is an effective policy/protocol or guidance in place detailing how the agency/department will respond to both Hate Crime and Mate Crime.
5.	The agency I represent is committed to working in partnership to tackle Hate Crime and Mate Crime.
6.	That there is full commitment by the agency I represent to manage risk around hate crime.
7.	Ensure appropriate referral/signposting pathways are in place for victims of Hate Crime and Mate Crime.
8.	That staff who require Hate Crime and Mate Crime training have been identified and receive role appropriate training.
9.	That there is regular attendance and participation at the Anti-Social Behaviour Strategic Management Board and Hate Crime Delivery Group from my agency.
10.	The agency has a policy that includes staff experiencing or perpetrating Hate Crime and Mate Crime.

The charter uses a traffic light system for self-assessment against each standard, with the aim of scoring green in all areas. This policy is a first step toward that goal. A full copy of the charter with the Councils current position can be found at [Appendix G](#).

Training: Face to face training will be delivered by a specialist agency and is integrated into the Council's safeguarding training plan.

Publicity and language: WLDC commits to ensuring information on hate and mate crime is made available on the website and in public spaces, to allow residents to find out more about the issues, including how and where to report. We will endeavour to identify the key languages prominent in our communities and provide information in those languages wherever possible.

Information sharing: West Lindsey District Council is signed up to the Lincolnshire Community Safety Partnership Information Sharing Agreement allowing full sharing of information between signatories, within the constraints of the Data Protection Act. West Lindsey District Council is also signed up to specific Information Sharing Agreements referring to MARAC, ASBRAC, Sentinel and IOM.

Appendices **TO BE ADDED AFTER COMMITTEE APPROVAL**

Appendix	
A	Disclosure and Barring Policy
B	Corporate Safeguarding Group Terms of Reference
C	Safeguarding Champions
D	Safeguarding Training Programme
E	Domestic Abuse Safety Planning
F	Domestic Abuse Charter
G	Reporting hate crime and mate crime flow chart
I	Hate Crime Charter

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If you would like a copy of this in large, clear print, audio, Braille or in another language, please telephone
01427 676676

Guildhall, Marshall's Yard
Gainsborough, Lincolnshire DN21 2NA

Tel: 01427 676676

www.west-Lindsey.gov.uk

FINAL DRAFT PENDING APPROVAL

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT

<p>Name, brief description and objectives of policy, procedure, function?</p>	<p>The Council has a range of statutory responsibilities to safeguard and promote the wellbeing of communities. Safeguarding encompasses our duties and responsibilities to protect people's health, wellbeing and human rights, supporting them to prevent problems from escalating and enabling them to live free from abuse and neglect.</p> <p>Broadly speaking, our safeguarding responsibilities include:</p> <ul style="list-style-type: none"> • Having effective safeguarding policies in place • Knowing how to identify concerns • Having a knowledgeable and capable workforce • Referring to partners • Working with partners such as the police, social services, health agencies and other local authorities • Regular auditing and scrutiny <p>One of the outcomes of the Safeguarding Policy is to ensure that WLDC is striving to do all that it reasonably can to demonstrate continuous improvement in relation to safeguarding.</p>
<p>Have you consulted on the policy, Procedure, function and, if so, what were the outcomes?</p>	<p>Consultation has taken place with members of SMT, JSCC, Multi Agency Safeguarding Group and the Safeguarding Board. – No major concerns identified to date.</p>
<p>What barriers may these individuals or groups face, and how can you promote equality (where possible)?</p>	
<p>Gender</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Age</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Disability</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Race</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Religion or Belief</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Sexual Orientation</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>
<p>Gender Reassignment</p>	<p>There is no evidence that this policy would impact on people in any way because of this characteristic.</p>

Pregnancy, Maternity and Paternity	There is no evidence that this policy would impact on people in any way because of this characteristic.
Marriage and Civil Partnership	There is no evidence that this policy would impact on people in any way because of this characteristic.
Rural Isolation	There is no evidence that this policy would impact on people in any way because of this characteristic.
Socio-economic factors	There is no evidence that this policy would impact on people in any way because of this characteristic.
Other (e.g. those with dependants/caring responsibilities, asylum seeker and refugee communities, children in the care system, etc)	There is no evidence that this policy would impact on people in any way because of this characteristic.
Is there any evidence or research that demonstrates why some individuals or groups are, or are not, affected	None identified.
If there is a potential adverse impact, please state why and whether this is justifiable	None identified, all cases referred are judged upon their own merits.
Outcome of EIA	No major change needed <input checked="" type="checkbox"/> Adjust the policy/proposal <input type="checkbox"/> Adverse impact but continue <input type="checkbox"/> Stop and remove the policy/proposal <input type="checkbox"/>
How will you monitor your policy, procedure, function to ensure there is no adverse effect on the protected characteristics (e.g. gender, age, etc) in the future?	The policy is a live document which will be reviewed by the safeguarding group periodically along with the audit process also.



WLDC Corporate Safeguarding Group

Terms of Reference

Overall Objectives

The Council has a range of statutory responsibilities to safeguard and promote the wellbeing of communities. Safeguarding encompasses our duties and responsibilities to protect people's health, wellbeing and human rights, supporting them to prevent problems from escalating and enabling them to live free from abuse and neglect.

The corporate safeguarding group has a pivotal role in ensuring that safeguarding is effectively managed across the organisation and to ensure compliance in respect of the following areas:

- Safeguarding children and young people (Children Act, 2004)
- Safeguarding adults at risk (Care Act, 2014)
- Preventing people from being drawn into violent extremism (Prevent Duty, 2015)
- Domestic Abuse (Housing Act 1996, Homelessness Act 2002, Crime & Disorder Act 1998, Coercive Control Law 2015, Ending Violence Against Women and Girls Strategy 2016 – 2020, Protection from Harassment Act 1997)
- Hate Crime and Mate Crime (Equality Act, 2010)

The group will coordinate the activity of West Lindsey District Council for the purposes of safeguarding and promoting the welfare of vulnerable groups across the Council.

Broadly speaking, our safeguarding responsibilities include:

- Having effective safeguarding policies in place
- Knowing how to identify concerns
- Having a knowledgeable and capable workforce
- Referring to partners
- Working with partners such as the police, social services, health agencies and other local authorities
- Regular auditing and scrutiny

The group will have a strong brand and corporate identity. It will ensure that the council maintains a corporate focus on safeguarding and achieves the profile it requires to ensure safe and effective delivery of safeguarding responsibilities across the organisation.

Membership

Membership will be representative of all areas and levels of the Council. Each service (or group of services) will nominate at least one representative.

Staff with corporate safeguarding roles and managers of customer facing services will be core members of the group.

Members of the group will act as safeguarding champions for their own service area and will take responsibility for disseminating relevant information throughout their respective service areas.

Members of the group will undertake an enhanced level of safeguarding training.

Members of the group will maintain confidentiality of case specific information at all times

Meeting Frequency

Meetings will be held six weekly. Urgent business may require additional meetings.

Functions and Responsibilities

The corporate safeguarding group will be chaired by the Safeguarding Coordinator. In the absence of the safeguarding coordinator, an alternative chair will be agreed.

Minutes of the meetings will be uploaded onto Minerva and will be available a minimum of 5 days before the next working group meeting.

An annual report will be produced for SLT, GCLT and Prosperous Communities Committee.

Safeguarding will be a standing agenda item at each SLT meeting. A verbal update on the work of the group and any emerging safeguarding issues will be given at each SLT by a member of the corporate safeguarding group.

The key functions of the corporate safeguarding group are to:

- Coordinate and monitor the delivery of safeguarding training across the authority
- Coordinate delivery of and maintain the corporate safeguarding action plan and audit requirements
- Review performance including progress and delivery measures and escalate any emerging risks to GCLT
- Receive and review reports on progress of safeguarding matters, audits and service delivery matters
- Produce an annual report to SLT, GCLT and Prosperous Communities Committee
- Escalate specific risk issues or items requiring additional corporate consideration to SLT and an exceptions basis

- Receive and consider information and actions from relevant external meetings as required including:
 - Lincolnshire Safeguarding Adults Board (LSAB)
 - Safeguarding Children's Board (LSCB)
 - Prevent Steering Group
 - Domestic Abuse Strategic Management Board
 - Anti-Social Behaviour Strategic Management Board
- Develop, review and maintain relevant internal safeguarding policy and procedures
- Contribute to the review of relevant documents and policy areas to ensure compliance with safeguarding requirements including (but not limited to)
 - Officer code of conduct
 - Complaints
 - Whistle blowing
 - Recruitment – job descriptions, job adverts, DBS checks
- Work in co-operation with our partners and ensure that contractors, commissioned services and partners using West Lindsey District Councils buildings and office space demonstrate compliance with safeguarding requirements
- Support service and business planning across the authority to ensure that safeguarding responsibilities are understood and reflected in individual staff and service objectives
- Oversee and promote internal communications in relation to safeguarding
- Link with the Corporate Health and Safety Group
- Engage in any other activity that facilitates, or is conducive to, the achievement of safeguarding objectives

“Safeguarding is Everyone’s Business”