

# **Uttlesford District Council**

## **Safeguarding Children, Young People and Adults Policy and Reporting Procedure**

June 2024

## **Development of Policy**

The Policy and supporting schedules have been developed utilising best practice, guidance for local authorities, the Essex Safeguarding Children and Adults Boards, current legislation relevant to safeguarding and related policies provided by Uttlesford District Council.

## **Authorisation of Policy**

The Strategic Director of Housing and Communities and Safeguarding Lead Officer have responsibility and endorse the adoption and implementation of the Safeguarding Policy. Delegated responsibilities rest with Safeguarding Deputy Leads and the Internal Safeguarding Steering Group.

This Retention and Disposal Schedule is authorised by:

Strategic Director of Environment, Housing, Health, and Communities

## **Review of Policy**

This policy will be reviewed every two years. The next review date will be June 2026. The policy will also be updated as required by changes to legislation, or at the direction of ECC.

## **Compliance of Policy**

The schedules and implementation of this policy will be measured through the Internal Safeguarding Steering Group using the action plans from the Essex Safeguarding Children and Adults Board audits. Actions will be reported to the Corporate Management Team and prioritised following each audit report.

## **Documentation**

Document Owner: Community Partnership Manager - Deputy Safeguarding Lead

Document Author: Safeguarding Officer.

**Disclaimer:** This printed version may not be the current version. A current version may be obtained in the required format from the Uttlesford District Council Intranet at: [Safeguarding Policy 2019 Version 1 \(uttlesford.gov.uk\)](https://www.uttlesford.gov.uk)

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# Contents

## Section A – Policy

<b>1. Introduction</b>	<b>4-6</b>
<ul style="list-style-type: none"><li>• Policy statement</li><li>• Scope</li><li>• Definitions</li></ul>	
<b>2. Safeguarding responsibilities</b>	<b>7-9</b>
<ul style="list-style-type: none"><li>• Essex County Council</li><li>• Essex Safeguarding Boards</li><li>• Uttlesford District Council</li><li>• Internal Safeguarding Group</li><li>• District, Borough &amp; City Council Safeguarding Leads Meeting</li><li>• The West-Essex Stay Safe Group</li><li>• The West-Essex Children’s Partnership Group</li></ul>	
<b>3. Types of abuse</b>	<b>10</b>
<b>4. Safeguarding requirements for specific circumstances</b>	<b>10-13</b>
<ul style="list-style-type: none"><li>• Grant applicants</li><li>• Hirers of Council Facilities</li><li>• Use of Contractor and Suppliers</li><li>• Health and Safety</li><li>• Licensing</li><li>• Photography</li><li>• Internet &amp; Social Media</li><li>• Work experience</li></ul>	
<b>5. Safeguarding training</b>	<b>13-14</b>
<ul style="list-style-type: none"><li>• Employee training</li><li>• Induction</li><li>• Ongoing training needs</li><li>• Casual staff</li><li>• Training administration</li></ul>	
<b>6. Safer recruitment</b>	<b>15</b>
<b>7. Audit, quality assurance and review</b>	<b>15-16</b>
<ul style="list-style-type: none"><li>• Review mechanism</li><li>• Compliance</li><li>• Quality assurance and improvement</li></ul>	

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- Safeguarding Board Audits

## **8. Other relevant policies** **16**

- Whistleblowing Procedure
- Domestic Abuse Workplace Policy
- Equality Policy

## **Section B – Reporting procedures**

### **9. Internal Safeguarding Reporting Procedure** **17-19**

### **10. Internal Reporting Procedure Flowchart** **20**

## **APPENDICES** **21-37**

Appendix 1: UDC Safeguarding Structure and Contacts **21**

Appendix 2: Specific Areas of Safeguarding **22-24**

- Child Exploitation
- Modern Slavery and Human Trafficking
- Honour Based Abuse
- PREVENT

Appendix 3: Useful Contacts **25-26**

- Social Care
- Essex Police
- Other

Appendix 4: Signs and Indicators of Abuse **27-30**

Appendix 5: Information Sharing and Retention **31**

Appendix 6: Safe Working Practices **32-34**

Appendix 7: Terms and Conditions of Purchase – Suppliers **35**

Appendix 8: Safeguarding Legislation **36-37**

## **Version History** **38**

Safeguarding Policy and Procedure 2019

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# Section A – Policy

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## 1. Introduction

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Uttlesford District Council is committed to the safeguarding of vulnerable people. This policy outlines our approach to ensuring that the people we work with and provide services to are able to live a life free from harm, exploitation, and abuse, have their rights protected and live in an environment where they can achieve their full potential.

The Council recognises the key role it plays within the district, and when working with other agencies, to protect the wellbeing of residents, including, where appropriate, having regard to their views, wishes, feelings and beliefs. We will be proactive in encouraging and supporting local public services and partner agencies to adopt the same approach in safeguarding children and adults.

This document is supported by staff safeguarding training and Councillor Briefings. This policy runs in parallel with the Council's Whistleblowing Policy and Procedure and Safer Recruitment Procedure.

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

### Policy statement

The purpose of this policy is to outline the council's approach to safeguarding children and adults and promoting their welfare. It provides a framework for the procedures which the council has adopted to ensure that we deliver on our commitment in a consistent way across the organisation by:

- Respecting the rights, wishes, feelings and privacy of children and adults.
- Raising awareness to Council employees, elected Members, contractors, suppliers commissioned services and volunteers of their safeguarding duty.
- Responding appropriately and promptly to all concerns, incidents, and allegations.
- Providing training and briefings appropriate to the level of involvement with children and adults, outlining the different forms of abuse as well as their roles and responsibilities under the Council's Codes of Conduct and the Safeguarding Policy.
- Ensuring that Council staff report and record safeguarding concerns in line with procedure.
- Requiring organisations that are contracted to deliver services on the Council's behalf have appropriate safeguarding procedures and training in place which reflect this policy.
- Taking reasonable steps to ensure that all Council staff working with children and adults are safe to do so via the Council's Safer Recruitment Procedure.
- Not tolerating harassment of any Council employees, elected Members, contractors, suppliers commissioned services and volunteers or children/adults who raise concerns of abuse.
- Preventing abuse by promoting good practice, creating a safe and healthy environment, and avoiding situations where abuse or allegations of abuse occur.
- Keeping abreast of any legislative changes, Uttlesford District Council is committed to reviewing its safeguarding policies and procedures at least on a two-yearly basis.

## Scope

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

## Definitions

### Child

The term 'child' refers to anyone under 18 years of age (not yet reached their 18th birthday)

### Young Person

The term 'young person' refers to any child aged 16 or 17 years of age.

### Adult

The term 'adult' refers to any person aged 18 years or over. According to the Care Act (2014), Local Authority safeguarding duties apply to any adult who:

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

This applies even if the adult may be receiving a "child" or "young people's" service.

Councils will have a duty to refer or make enquiries about allegations of abuse against adults at risk of abuse where they meet the above criteria. The term 'adult at risk' is interchangeable with the term 'adult with care and support needs' throughout this document.

### Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect or omission, or it may occur when a vulnerable person is persuaded to enter in to a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. (No Secrets DH 2000)

### Harm

The Children Act 1989 defines 'harm' as 'ill-treatment or the impairment of health or development,

including for example impairment suffered from seeing or hearing the ill-treatment of another.

## **Parents**

This term is used in its broadest sense to include parents, carers, and guardians.

## **Safeguarding Adults**

“Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.

Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In such circumstances, local services must work together to identify those at risk and take steps to protect them.

## **Safeguarding Children**

Safeguarding is defined in *Working Together to Safeguard Children (2023)* as:

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

Child protection includes safeguarding and promoting the welfare of children. It is defined for the purpose of this guidance as any activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online. Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families’ lives.

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## 2. Safeguarding responsibilities

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Safeguarding children and adults are an inter-agency responsibility involving the city/borough/district councils, Essex County Council, the Essex Safeguarding Children Board and the Essex Safeguarding Adults Board.

### Essex County Council

Essex County Council has the responsibility for the Children's Services Authority and the Social Services Authority for Essex. The Safeguarding Lead, Deputy Lead, Safeguarding Officer and staff will report safeguarding concerns, incidents and allegations to Essex Social Services. The relevant officers at Essex County Council will then be responsible for coordinating any investigation.

### Essex Safeguarding Boards

The **Essex Safeguarding Children Board (ESCB)** is a statutory body which acts as a mechanism for agreeing how relevant organisations in Essex co-operate to safeguard and promote the welfare of children and young people. There are seven organisations in Essex who are jointly responsible by law for the partnership arrangements for keeping children safe. These are Essex County Council, Essex Police and five of the seven Clinical Commissioning Groups covering the County of Essex, known as the Statutory Partners, who also work alongside representatives from Education services, Probation, City, Borough and District Councils, NHS Trusts and Providers and the Voluntary and Faith Groups sector. They also work closely with the Southend and Thurrock Safeguarding Children Boards who maintain their own independent multi-agency safeguarding arrangements.



Website address: [www.escb.co.uk](http://www.escb.co.uk)



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

Website address: [www.essexsab.org.uk](http://www.essexsab.org.uk)



## Uttlesford District Council

It is the responsibility of all employees and elected members to adhere to best practice, participate in relevant training and report any safeguarding concerns, incidents, or allegations in accordance with the reporting procedure set out in this policy.

In addition to their responsibilities for reporting safeguarding issues, all employees and elected Members should work to prevent safeguarding concerns arising by following the 'Safe Working Practices' guidelines [Appendix 6]. All external organisations and contractors providing services to the Council are required to comply with Uttlesford District Council's Safeguarding Children, Young People and Adults Policy and, where relevant, have their own policy, procedures, and training in place.

Whilst safeguarding is everyone's responsibility, there are several specific safeguarding roles within Uttlesford District Council. The following briefly sets out the responsibilities of different safeguarding roles within the Council (see Appendix 1 for the safeguarding structure chart and relevant officer contact details).

Role	Responsibilities
<b>Safeguarding Lead</b>	This position is held by the Director of Housing, Health and Communities who holds overall accountability for Safeguarding Children and Adults with care and support needs.
<b>Safeguarding Deputy Lead</b>	The Deputy Lead supports the Safeguarding Lead in carrying out their duties. The Safeguarding Deputy Lead decides if Safeguarding Concerns/Incidents/Allegations are referred, following discussions with the Safeguarding Officer.
<b>Safeguarding Officer</b>	This officer receives reports of safeguarding concerns or incidents and discusses these with the Deputy Lead and if required the Safeguarding Lead.  This officer oversees the safeguarding reporting processes, including audits submitted to the Essex Safeguarding Boards and coordinates the Internal Safeguarding Steering Group alongside the Safeguarding Deputy Leads.
<b>Safeguarding Member Champion</b>	This position is held by the Portfolio member for Communities and Wellbeing who champions Safeguarding issues to all Councillors.
<b>HR Services Manager</b>	Acts as the first point of contact for reporting safeguarding allegations against staff. In this instance, 'staff' refers to Council employees, elected Members, contractors, agency staff, suppliers, or consultants of Uttlesford District Council.
<b>HR</b>	Human Resources follows the Safer Recruitment Procedure and ensures that appropriate checks are made on staff working with Children and Adults with care and support needs. This includes administrating DBS checks and updating training records.

<b>Monitoring Officer</b>	This position is held by the Head of Legal, who is the senior officer with the statutory responsibility for handling complaints made about Councillor conduct.
<b>Managers and supervisors</b>	<p>Managers and supervisors are responsible for complying with the requirements of the Safeguarding Policy. They need to ensure that it is understood by staff working within their areas and that the reporting procedures are followed.</p> <p>When recruiting a new staff member, managers, and supervisors are to ensure their new staff have completed the initial online e-learning package and attend the 'in person' staff safeguarding training every three years. The Safeguarding Officer will monitor the completion of safeguarding training and ensure HR are kept up to date for staff records.</p> <p>Staff need to be able to raise concerns and feel supported in their safeguarding role, and this should be regularly discussed during regular 1 to 1 meetings, Personal Performance Appraisals, and team meetings, where relevant.</p>
<b>All Staff</b>	<p>'Staff' refers to Council employees, elected Members, contractors, agency staff, volunteers, suppliers, or consultants of Uttlesford District Council.</p> <p>All Staff need to follow best practice, participate in relevant training, and report any safeguarding concerns, incidents or allegations in accordance with current procedures.</p>
<b>Suppliers and Contractors</b>	Must agree to comply with Uttlesford District Council's Safeguarding Policy and where relevant have their own procedures and training arrangements in place as approved by UDC.

## West-Essex Stay Safe Group

The West-Essex Stay Safe Group; Uttlesford, Epping Forest and Harlow, consists of representatives from the NHS, Essex Social Services, Police, Probation, Education, Voluntary Sector and District Councils. This group is responsible for developing an action plan to improve safeguarding practice across the West-Essex area and for considering actions to address emerging issues. The Safeguarding Officer represents Uttlesford District Council at these meetings.

## West-Essex Children's Partnership Group

The West Essex Children's Partnership Board brings partner agencies from across the system covering West Essex, together at a local level and is underpinned by the duty outlined in the Children's Act 2004, to improve the outcomes for local children, young people, and families through multi-agency collaborative working.

The Partnership Board reports to the Essex County Children's Partnership Board. It undertakes its activity within the framework of the Strategic Essex County Children and Young People's Plan , [Children and young people's plan | Essex County Council](#) which reflects the relevant Health and Wellbeing Plan Priorities for children, young people, and families. Partners across West Essex attend this meeting including District Councils. A member of the Safeguarding Team represents Uttlesford District Council.

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### 3. Types of abuse

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Although some Council employees, elected Members, contractors, suppliers commissioned services and volunteers of Uttlesford District Council may have limited direct contact with children and adults, it is important they are aware of the potential indicators of abuse and what to do if they have concerns. Responsibilities under this policy are limited to reporting any concerns, incidents, or allegations, it is not the responsibility of those representing the Council to investigate or judge allegations.

There are four categories of abuse relating to children and ten for adults, as defined within the Children's Act 1989 and Care Act 2014:

<b>Types of abuse - Children (Source: SET Procedures 2022)</b>	<b>Types of abuse - Adults (Source: Care Act 2014)</b>
<ol style="list-style-type: none"><li>1. Physical Abuse</li><li>2. Emotional Abuse</li><li>3. Sexual Abuse</li><li>4. Neglect</li></ol>	<ol style="list-style-type: none"><li>1. Physical Abuse</li><li>2. Domestic Abuse incl. Honour Based Abuse</li><li>3. Sexual Abuse</li><li>4. Psychological Abuse</li><li>5. Financial Abuse</li><li>6. Modern Slavery/Human Trafficking</li><li>7. Discriminatory Abuse</li><li>8. Organisational Abuse</li><li>9. Neglect and acts of Omission</li><li>10. Self-Neglect</li></ol>

Abuse will usually fall into one or more categories. Details of the physical and behavioural indicators for each category can be found in a table in Appendix 4.

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### 4. Safeguarding requirements for specific circumstances

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#### Grant applicants

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

As a minimum, any organisation receiving funding from the Council will be expected to have a statement of safeguarding policy and procedure and that its employees and volunteers have undertaken safeguarding training. This applies to all organisations the Council awards grants to, irrespective of whether the grant has been awarded through the official grant application process.

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

## Hirers of council facilities

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

## Use of contractors and suppliers

Uttlesford District Council will take reasonable steps to ensure that contractors and suppliers doing work on behalf of the Council are monitored appropriately.

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

All suppliers taking part in Uttlesford District Council's procurement process must state whether they are a relevant commercial organisation, as defined by section 54 of the Modern Slavery Act 2015 ("the Act"). If they are, they are required to confirm their compliance with the annual reporting requirements contained within Section 54 of the Act. Failure to meet these requirements is treated as grounds for mandatory exclusion.

Where a company is successful in the tender process, they will be provided with a link to our Safeguarding Policy and our Modern Slavery Statement by the relevant service manager responsible for the contract.

Where a contract award below 50K has not been managed by our procurement support team at Uttlesford District Council, it will be the responsibility of the Service Manager who awarded the contract to ensure that the supplier confirms their compliance, where relevant, with section 54 of the Modern Slavery Act 2015 ("the Act"). It is also the responsibility of the awarding manager that all suppliers are provided with a link to our safeguarding policies and statements.

Certain suppliers, whilst undertaking a council contract, may come into contact with or be in the vicinity of children, young people and adults with care and support needs. Therefore, they must be aware of and comply with the reporting procedures and safe working practices contained in the Council's Safeguarding Policy. They must also ensure that their staff are DBS checked and trained appropriately, where relevant.

## Health and safety

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

## Licensing

Uttlesford District Council is responsible for a wide range of licensing functions. Protecting children from harm is a licensing objective that the Council is legally obliged to consider, in particular when licensing premises under the Licensing Act 2003 or the Gambling Act 2005. For more information, please refer to the Uttlesford District Council's Licensing Act 2003 - Statement of Licensing Policy, Guidelines Relating to the Relevance of Convictions, and Gambling Act 2005 Policy, available online [UDC Licensing Policy](#)

## Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees, volunteers and contracted service providers should always be vigilant to ensure that misuse of photography does not occur.

All photography by Council employees or on behalf of the Council must be made in accordance with the Government guidelines. Written consent must be obtained before anyone working for or on behalf of the Council takes a photograph of or films a child, young person, or adult. This should be in the form of the Council's Filming and Consent Form, found on the staff Intranet.

When commissioning professional photographers, or inviting the press to cover Council services, events, and activities Council employees are required to ensure that they their expectations clear in relation to child protection. The following steps will be taken when professional photographers or the press are invited to events:

1. The credentials of any photographers and organisations will be verified.
2. The carrying of ID will be ensured.
3. Unsupervised access to children or adults will not be allowed.
4. Photographic sessions outside of the agreed activities or services will be forbidden.
5. The names of children or adults will not be used in photographs or footage, unless the express permission of the parent/carer of the child, young person or adult has been given.

## Internet and social media

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

1. For staff experiencing abuse from another member of staff this will be reported to HR via the line manager, or other appropriate member of staff, and the perpetrator will be subject to UDC's disciplinary procedure.
2. If a member of staff is experiencing abuse from a member of the public, then this will be reported via the normal safeguarding route and an online concerns form completed and dealt with by the Safeguarding Team: [Report a safeguarding concern - Uttlesford District Council](#).

3. If a member of the public is experiencing abuse, then this will be reported via the normal safeguarding route and the agency who receives the referral will determine the next course of action.

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

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

### Conduct on social networking sites

- Employees should never accept friend requests from (or send friend requests to) a child, young person, adult (or their parent/carer) as a result of their council employment.
- All social media engagement on behalf of the Council should take place via an approved site and not via personal accounts. Employees should not, outside of formal channels, engage in online discussion with any child, young person, or adult (or their parent/carer) who they are in contact with, because of council employment.
- Employees must not post any comments about, or pictures of, children or adults (or their parents/carers) who they are in contact with, because of their Council employment.
- Employees must be aware that other users could tag employees in an inappropriate post or photograph. If employees find inappropriate references to them on social media, they should de-tag themselves and contact the provider to ask for it to be removed. If this is not done, or if it continues to happen, employees should be escalated to a line manager.

### Privacy and security

- To ensure that social media does not compromise employees' professional position, they must ensure that privacy settings are set correctly. At a minimum, it is recommended that security levels are set to 'friends only' for Facebook (and the equivalent settings for other social media websites).
- Employees should proactively update your privacy settings whenever a social media provider changes its settings.

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

### **Work experience**

Uttlesford District Council offers work experience to many young people each year. Managers should ensure that employees are aware of the Safe Working Practice Guidelines (Appendix 6).

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## 5. Safeguarding training

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### Employee training

When Uttlesford District Council recruits' employees it will ensure that they are well informed, trained, supervised, and supported so that they understand safeguarding and their responsibilities; including recognising the various types and indicators of abuse and clearly understand internal reporting procedures.

The following training will be provided:

Training Levels	Training	Who requires this training
Group 1	Safeguarding Children, Young People and Adults Basic Awareness e-Learning modules and in-person training. The e-learning module is to be completed within one month of starting their employment, and the in-person training at the next available date. In-house refresher training every three years.	All UDC staff and elected Members, except for depot staff: Little Canfield, Walpole Meadows, will receive in-house toolbox training.
Group 2	Role of the Designated Lead and Safeguarding Officer for Safeguarding Children and Adults to attend the Essex Safeguarding Training for Leads, Level 3, every three years in person.	Safeguarding Lead, Deputy Lead and Safeguarding Officer.

### Induction

All new starters are expected to familiarise themselves with UDC's safeguarding Induction Booklet. A copy of this booklet is included as a Key Document within the pre-starter reading.

### Ongoing training needs

The Safeguarding Officer and Human Resources will be primarily responsible for assessing what safeguarding training individual officers require.

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

### Training for Casual Staff

All staff members have access to the safeguarding induction booklet at the facility in which they work. Those without a Council login can access a hard copy via their line manager.

The ESAB and ESCB e-learning modules can be accessed online and those without access to a computer should have an area where they are able to access one for training. Should a member of



staff leave and return within a 3-year period, they will not be required to undertake the training again unless major changes to the Council's safeguarding policies and procedures have been made.

## **Training administration**

Safeguarding training for staff will be monitored by the Safeguarding Officer and HR. The Safeguarding Lead will be responsible for notifying staff and managers of staff that have outstanding training; including any refresher training that is required every 3 years. CMT will be notified of staff who have failed to complete the training in the required time frame.

Individual Council-run departments with casual staff, e.g. The Museum, are responsible for ensuring their staff attend relevant safeguarding training in a timely manner.

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## **6. Safer recruitment**

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Uttlesford District Council is not a Children's or Adult's Services Authority and therefore scope for working directly with children or with adults is limited. However, it is important that the Council takes all reasonable steps to prevent unsuitable people working with vulnerable groups. For all new employees, confirmation of employment will be dependent on satisfactory checks.

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

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

For more information on the Council's safe recruitment practices, please refer to the following pages and documents: [UDC Safer Recruitment Policy](#).

In addition, all job application packs will expressly state Uttlesford District Council's commitment to safer recruitment and safeguarding generally.

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## **7. Audit, quality assurance and review**

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### **Review mechanism**

Responsibility for updating this policy lies primarily with the Safeguarding Officer in conjunction with the Internal Safeguarding Steering Group. The policy will be reviewed biennially and between biennial reviews, make any necessary changes required by legislation or policy that they are made aware of.



## Quality assurance and improvement

Although this policy requires a biennial review, service improvement is a continuous process. The Safeguarding Officer should liaise with the Safeguarding Lead to provide feedback to any officer who has made a safeguarding report. The officer who attends external safeguarding meetings or training should report any recommendations or best practice to members of the Safeguarding Team at the Internal Safeguarding Group meetings.

## Safeguarding Board Audits

'Working Together to Safeguard Children 2023' states that Local Multi-Agency Safeguarding Partnerships/Boards have a statutory duty to assess how well, and to what level, its partners are fulfilling their obligations to safeguard and promote the welfare of children under Section 11 of the Children Act 2004. This requirement is carried out through a regular cycle of auditing of partners' safeguarding effectiveness.

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

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

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## 8. Other relevant policies

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Uttlesford District Council has other separate policies that sit alongside its Safeguarding Policy. These are available on the intranet.

### Whistleblowing Procedure

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

[HRP 61 Whistleblowing Policy](#)

### Domestic Abuse Workplace Policy

This policy sets out what the Council hopes to achieve in relation to domestic abuse as a local employer. The aim is to support those employees who are experiencing domestic abuse, raise awareness of its implications and its effect within the workplace and set out what we may be able to do if employees are perpetrators of domestic abuse.

[HRP 32 Domestic Abuse Policy](#)

## Equality Policy

The council is committed to equality of opportunity in our approach to service delivery, employment and being a community leader. We are committed to identifying, understanding and eliminating all barriers that prevent access to services, information and employment.

We are committed to ensuring that our equality information is as up to date as possible and will be reviewing it on a regular basis to include new data.

[Equality Policy](#)

## Section B – Reporting procedures

The SET (Southend, Essex, and Thurrock) safeguarding guidelines outline the basic safeguarding procedures which should be followed by all local authorities in Essex. For reference, the guidelines for safeguarding children can be viewed at: [SET Safeguarding and Child Protection Procedures 2022](#) and the equivalents for safeguarding adults are available at: [SET Safeguarding Adults Procedures 2024](#). The Council has used these guidelines to form our own procedures for handling safeguarding issues internally.

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

In addition to the procedures below, the Housing Options Team may need to make a referral to Essex Social Care in relation to:

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

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

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#### Stage 1

- 1.1 An employee, councillors, contractor, casual or volunteer notices a possible safeguarding concern, witnesses an incident, or is made aware of an allegation.
- 1.2 If the above occurs, stay calm and try to obtain another witness to your conversation with the child, young person or adult involved in the event, if it does not compromise the situation.
- 1.3 Whilst talking to the child, young person, or adult, or as soon as possible after, complete a **Safeguarding Concern form** to capture as much detail as possible regarding the occurrence. This form is available via the intranet.
- 1.4 Listen carefully to what is said and allow the child, young person, or adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.
- 1.5 Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do NOT promise to keep secrets.
- 1.6 Submit the concerns form online. Casual members of staff and councillors are advised to contact their duty or line manager first to discuss the concerns and contractors should contact their contract manager who should contact the Safeguarding Team.

## Stage 2

2.1 The Safeguarding Officer accepts the new case and completes the second stage of the process online **within one working day** of the incident being reported. The Safeguarding Officer will discuss the case with the Safeguarding Lead or a Deputy Lead to decide the best course of action, i.e. whether to:

- refer the case to either Essex Social Care Direct, Essex Police or other support service.
- keep the case open and investigate further.
- decide not to refer the case.

## Stage 3

### Referral

3.1 The Safeguarding Officer will either make the referral by phone to Essex Social Care Direct, Essex Police or other support service and/or submit a SETSAF Form (for adults) or a Request for Support Form (for children).

3.2 The online Safeguarding database is updated by the Safeguarding Officer to show the case has been referred.

3.3 The Safeguarding Officer records all actions as case notes and attaches any relevant documentation.

### Case closed

3.4 If it is decided that the case will not be referred further, the Safeguarding Officer must record the reason for not doing so on the Safeguarding Concerns Platform.

### Other

3.5 All case notes and information will be stored on the secure Safeguarding Concerns Platform. The case will remain open and visible to all members of the Safeguarding Team until it has been agreed that the case should be closed.

3.6 Finally, the person who made the initial report is informed whether the case has been referred.

## **IMPORTANT**

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

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

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

## **Out of hours working**

If a member, employee, contractor, or volunteer is concerned about an incident or allegation of abuse outside office hours and the person is NOT deemed to be in immediate danger, they should speak to their line manager during office hours or outside office hours. The line manager may make the decision to contact either the Safeguarding Team:

Safeguarding Lead – 01799 510510

Deputy Safeguarding Lead – 01799 510510

Safeguarding Officer – 01799 510510

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

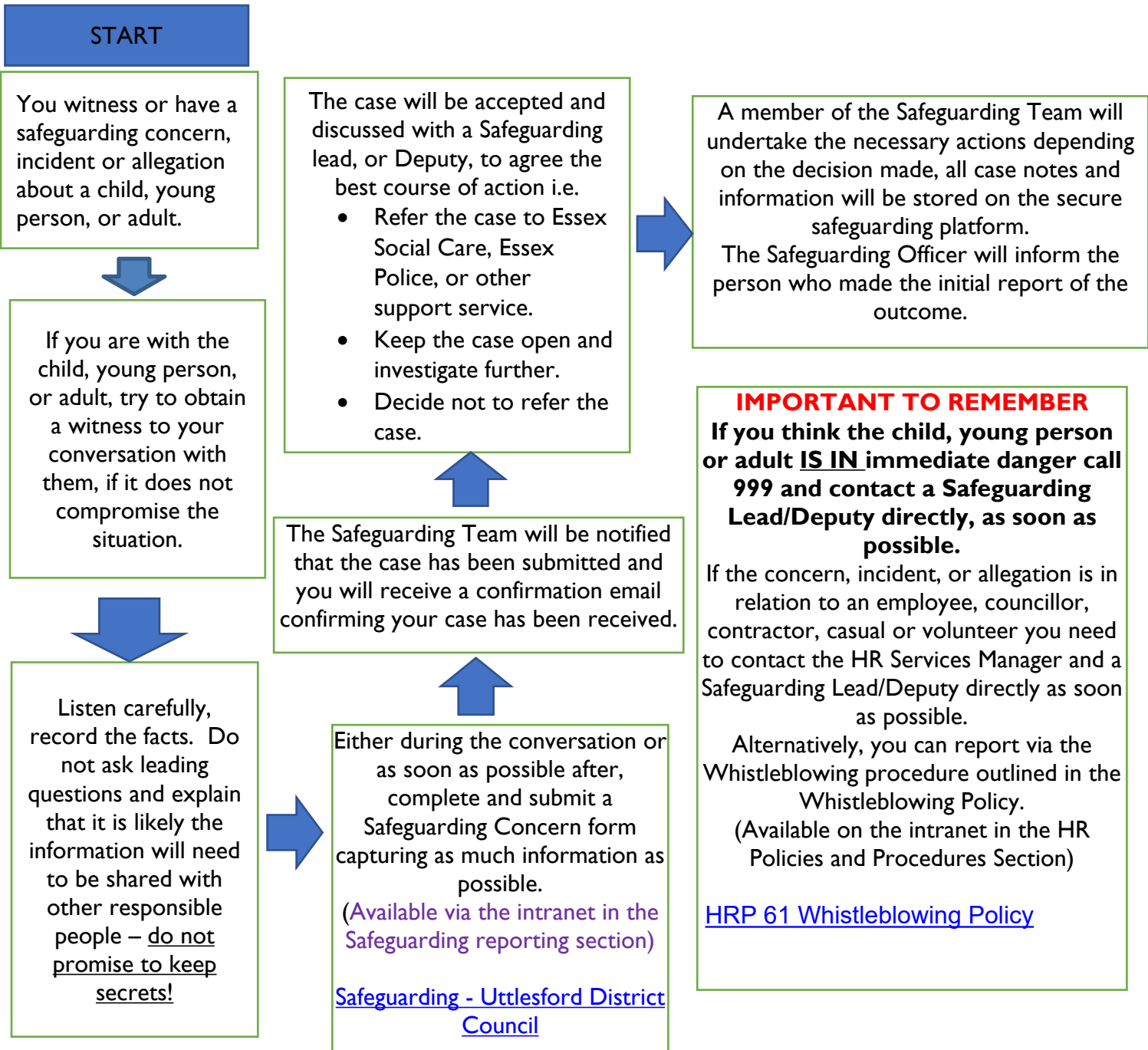
## **Confidentiality**

Staff must not:

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

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

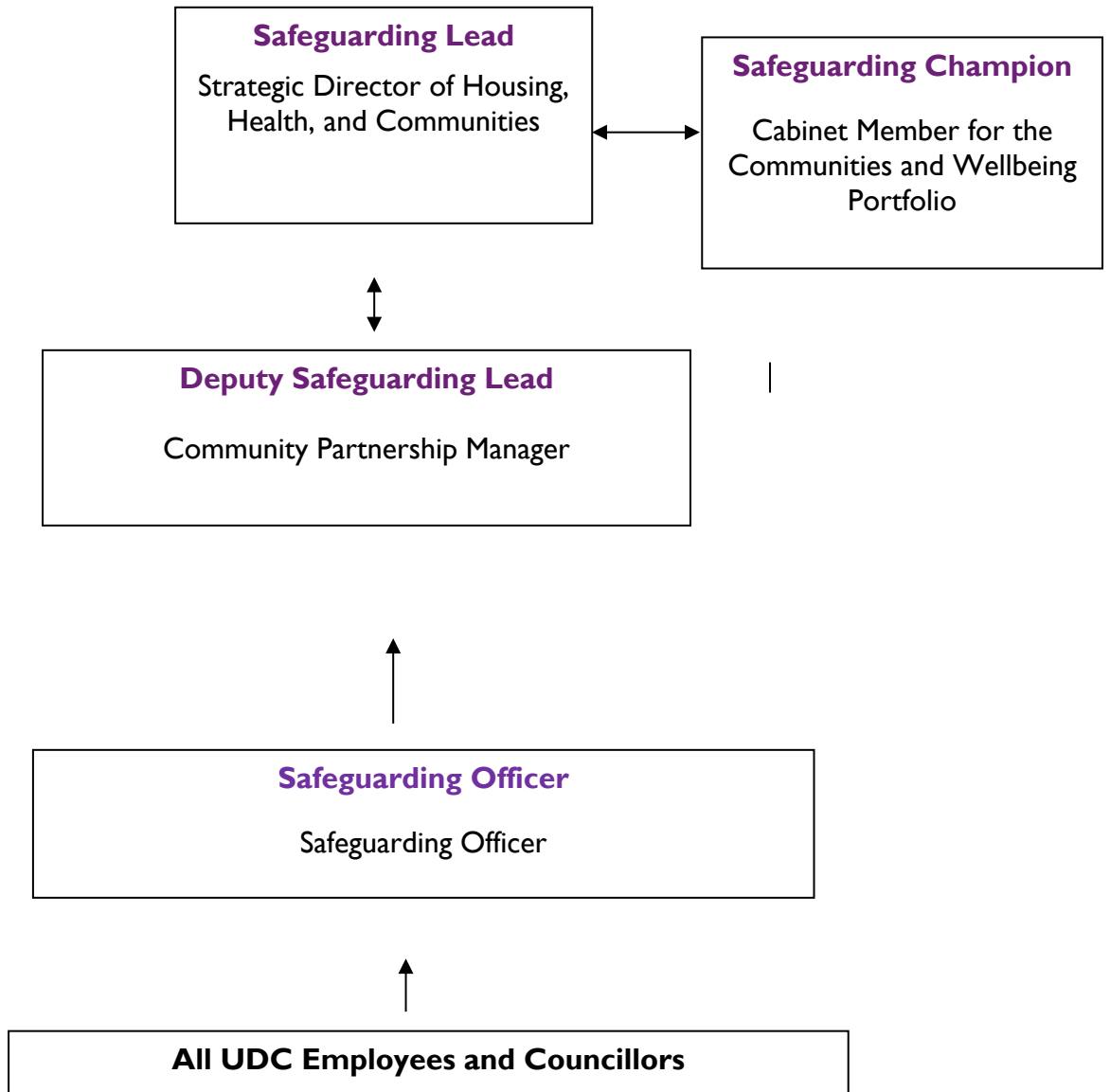
## 10. Internal reporting procedure flowchart



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**Appendix 1: UDC safeguarding structure and contacts**

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## Appendix 2 – Specific areas of safeguarding

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### Child exploitation

#### Child Sexual Exploitation (CSE)

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

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

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

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

#### Child Criminal Exploitation (CCE)

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

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

#### Modern Slavery (including Human Trafficking)

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

Under the Modern Slavery Act 2015 Uttlesford District Council as a first responder and local authority has the following duties:

- Duty of enquiry - identification and referral of victims



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

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

Honour Based Abuse (HBA) is an international term used by many cultures for justification of abuse and violence. It is a crime or incident committed in order to protect or defend the family or community 'honour'.

HBA occurs when perpetrators believe a relative or other individual has shamed or damaged a family's or community's honour or reputation and that the only way to redeem the damaged honour is to punish and/or kill the individual.

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

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

### **PREVENT (counterterrorism)**

The PREVENT strategy, published by the Government in 2011 and updated by the PREVENT duty guidance 2023, is part of the overall counter-terrorism strategy, CONTEST. The aim of the PREVENT strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

Aims of PREVENT:

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

### **Reporting**

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

Always dial 999 in the event of an emergency.

If you would like some advice on any of these topics, you can contact CSC and they will direct you to the relevant member of staff within the Safeguarding Team.

Tel: 01799 510510

Email: [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk)

## Appendix 3: Useful contacts

### Social care referral and enquiries

Children's Social Care	<p>Tel: <b>0345 603 7627</b> – ask for either the 'Consultation Line' or 'Priority Line'</p> <p><i>The consultation phone line will provide advice and guidance for professionals. The priority line is available for professionals to refer concerns where children may be at immediate risk of significant harm.</i></p> <p><i>(Mon–Thu, 8.45am to 5.30pm, Fri 8.45am to 4.30pm)</i></p> <p><b>OUT OF HOURS:</b></p> <p>Tel: <b>0345 606 1212</b> (emergency duty team)</p> <p><u>If a child or young person is in immediate danger, call 999.</u></p>
Adult Social Care	<p>Telephone: <b>0345 603 7630</b></p> <p><i>(Mon–Thu, 8:45am to 5pm, Fri 8:45am to 4:30pm)</i></p> <p><b>OUT OF HOURS:</b></p> <p>Tel: <b>0345 606 1212</b> (emergency duty team)</p> <p>You can also email the Adult Social Care team: <a href="mailto:socialcaredirect@essex.gov.uk">socialcaredirect@essex.gov.uk</a></p>

### Essex Police

Central switchboard	101
Emergency	999

### Other

Essex Safeguarding Children Board	<p>Tel (general enquiries): 0333 013 8936</p> <p>Tel (training enquiries): 0333 013 8937</p> <p>Email (general): <a href="mailto:escb@essex.gov.uk">escb@essex.gov.uk</a></p>
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	<p>Email (training): <a href="mailto:escb.training@essex.gov.uk">escb.training@essex.gov.uk</a></p> <p>Web: <a href="http://www.escb.co.uk">www.escb.co.uk</a></p> <p>Address: Essex Safeguarding Children Board, Room C228, County Hall, Chelmsford CM1 1QH</p>
Essex Safeguarding Adults Board	<p>Tel (general): 03330 131019</p> <p>Tel (training): 03330 139913</p> <p>Email (general): <a href="mailto:ESAB@essex.gov.uk">ESAB@essex.gov.uk</a></p> <p>Email (training): <a href="mailto:ESAB.training@essex.gov.uk">ESAB.training@essex.gov.uk</a></p> <p>Web: <a href="http://www.essexsab.org.uk">www.essexsab.org.uk</a></p> <p>Address: ESAB Support Team, E3 (zone 1), County Hall, Chelmsford, Essex, CM1 1QH</p>
Childline	<p>Tel: 0800 1111</p> <p>Web: <a href="http://www.childline.org.uk">www.childline.org.uk</a></p>
NSPCC (including Child Trafficking Advice Centre)	<p>Tel: 0808 800 5000</p> <p>Web: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p>
Protect (formerly Public Concern at Work)	<p>Tel (advice line): 0203 1172 520 (Option 1*)</p> <p>Email: <a href="mailto:MAILTO:WHISTLE@PCAW.ORG.UK">MAILTO:WHISTLE@PCAW.ORG.UK</a> <a href="mailto:whistle@protect-advice.org.uk">whistle@protect-advice.org.uk</a></p> <p>Web: <a href="http://Protect-Speak up stop harm - Protect - Speak up stop harm (protect-advice.org.uk)">Protect - Speak up stop harm - Protect - Speak up stop harm (protect-advice.org.uk)</a></p>
Crimestoppers (anonymous)	<p>Tel: 0800 555 111</p> <p>Web: <a href="https://crimestoppers-uk.org">https://crimestoppers-uk.org</a></p>
'Stop the Traffik' (The Metropolitan Police hotline for victims or to report suspected trafficking)	<p>Tel: 0800 783 2589 (24 hour hotline)</p>

## Appendix 4: Signs and Indicators of Abuse

Type of Abuse	Examples	Signs/Indicators
<b>Physical</b>	<p>Rough or inappropriate handling</p> <p>Hitting, shaking, throwing, kicking</p> <p>Poisoning</p> <p>Burning/scalding</p> <p>Suffocating/drowning</p> <p>Force-feeding</p> <p>Restraint or inappropriate physical sanctions</p> <p>Misuse of medication or refusing treatment</p> <p>Female Genital Mutilation</p> <p>Fabricated or induced illness</p>	<p>Unexplained injuries</p> <p>Unusual bruising or abrasions</p> <p>Burns and scalds e.g. cigarette burn</p> <p>Bite marks</p> <p>Hair loss from one area of scalp/sore patches</p> <p>Cowering and flinching</p> <p>Unusually Sleepy or docile</p> <p>Fear of making mistakes/parent being contacted</p> <p>Wearing long sleeves in hot weather</p>
<b>Emotional (Children)/Psychological (Adults)</b>	<p>Verbal abuse</p> <p>Bullying (including online)</p> <p>Insulting, humiliating, ridiculing, blaming</p> <p>Harassment</p> <p>Intimidation/controlling behaviour/coercion</p> <p>Over-protection/social isolation</p> <p>Ignoring</p> <p>Exploitation and corruption</p> <p>Conveying to the individual that they are worthless/unloved</p> <p>Imposing age or developmentally inappropriate expectations on children</p> <p>Seeing or hearing the ill-treatment of another</p> <p>Withdrawal of services or support networks (adults)</p>	<p>Disturbed sleep</p> <p>Changes in behaviour, especially in front of particular people</p> <p>Self-abuse e.g. self-harm</p> <p>General resignation, withdrawal or isolation</p> <p>Extreme submissiveness or dependency</p> <p>Constantly seeks to please; fear of making mistakes or seeking attention</p> <p>Fear of parents being contacted (Children)</p> <p>Low self-esteem; negative statements about self, aggressive or cruel to others.</p> <p>Poor peer relationships</p> <p>Failure to thrive i.e. falter in growth (Children)</p> <p>Developmentally delayed e.g. speech disorders (Children)</p> <p>Anxious</p> <p>Obsessions or phobias</p>
<b>Sexual</b>	<p>Sexual acts the person hasn't consented to or was pressurised into consenting to</p> <p>Touching inappropriately</p> <p>Indecent exposure</p> <p>Sexual Harassment</p> <p>Non-contact activities such as taking photographs, filming, being forced to watch pornography</p> <p>Online grooming</p> <p>Using inappropriate language</p>	<p>Incontinence/bed wetting</p> <p>Repeated urinary tract infections</p> <p>Bruising, bleeding, pain, itchiness, or unexplained soreness around genital area</p> <p>Sexually Transmitted Diseases</p> <p>Pregnancy</p> <p>Torn or blood on underclothes</p> <p>Apparent fear of one person or group of people</p> <p>Allegations made by child</p>

		<p>Inappropriate knowledge including use of language/inappropriate behaviour</p> <p>Overeating, anorexia, self-mutilation, suicidal</p> <p>Prostitution or indiscriminate choice of sexual partners</p> <p>Excessive washing</p>
<p><b>Neglect and acts of omission</b></p>	<p>Failure to:</p> <p>Provide a child with adequate food, clothing, shelter, and supervision</p> <p>Ensure access to appropriate medical care or treatment</p> <p>Respond to basic emotional, social, health care and educational needs</p> <p>Safeguard and protect from harm or abuse.</p> <p>Also, includes:</p> <p>Withholding of 'necessaries', e.g., nutrition, medication, healthcare, social stimulation</p> <p>Behaviour of the parents and carers which have significant impact on children, such as domestic abuse.</p> <p>Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties.</p>	<p>Untreated medical conditions</p> <p>Inappropriate dress</p> <p>Constantly tired</p> <p>Dehydration/weight loss/malnutrition/constant hunger/frequent diarrhoea/clinically obese</p> <p>Unwashed, unkempt, smells</p> <p>Poor home environment e.g. unhygienic/hazardous</p> <p>Listless, apathetic</p> <p>Anxious attachment, aggression, indiscriminate friendliness</p> <p>Late/missed appointments/school or regularly forgotten to be picked up</p> <p>Poor self-esteem</p> <p>Few friends</p> <p>Inconsistent or reluctant contact with health or social care agencies</p> <p>Lack of safety equipment being used following recommendation.</p>
<p><b>Domestic Abuse</b> (Includes: Honour Based Abuse, Forced Marriage, Female Genital Mutilation) (Adults only)</p> <p><b>See Appendix 2 for further information on HBA</b></p>	<p>Domestic abuse is 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.</p> <p>Honour Based Abuse -used to justify abuse/ violence.</p> <p>A Forced Marriage is when one or both parties do not consent to the marriage.</p> <p>Female Genital Mutilation (FGM) is female circumcision for cultural or non-therapeutic reason.</p>	<p>Excessive jealousy</p> <p>Isolation</p> <p>Controlling behaviours</p> <p>Child contact/custody problems</p> <p>Verbal abuse</p> <p>Damaging possessions</p> <p>Absence from school/college/work</p> <p>Excessive parental restriction and control</p> <p>Self -harm, suicide, or depression.</p> <p>Difficulty walking</p> <p>Female members of the family have undergone FGM</p>

<p><b>Financial</b> (Adults only)</p>	<p>The unauthorised, fraudulent obtaining and improper use of funds, property etc., including: Theft, fraud Coercion or misappropriation on property, wills, bank accounts, benefits, or assets Internet scamming Rogue traders Refusal to let the vulnerable person have access to their own money, property or possessions</p>	<p>Sudden inability to pay bills Someone has taken responsibility for paying bills, but not doing so Work on property not completed or costing excessive amounts Unexplained loss of money or personal possessions Arrears and debts Stealing No money for activities, transport, snacks Prevention of necessary care options</p>
<p><b>Modern Slavery</b> <b>(Including Human Trafficking)</b> (Adults only)</p> <p><b>See Appendix 2</b></p>	<p>The Act - Recruitment, transportation, transfer, or harboring. The Means - Threat or use of force, deception, abuse of power or vulnerability. For the purpose of exploitation - Includes sexual exploitation, forced labour, slavery and the removal of organs or body tissue.</p>	<p>Very little or no pay Works excessively long and/or unusual hours Owes a large debt and is unable to pay it off Poor physical health Is not allowed or able to speak for themselves Not in control of own money, no financial records or ID documents</p>
<p><b>Discriminatory</b> (Adults only)</p>	<p>It includes discrimination/slurs on the basis of race, gender, gender identity, age, disability, sexual orientation, or religion, examples of which are: Harassment Hate crime Unequal treatment Verbal/physical abuse/assault Inappropriate use of language Exclusion</p>	<p>Name calling Stereotyping Omitting services or activities based on preconceived ideas about someone's age or condition Ignoring dietary requirements Not meeting cultural or religious needs or imposing unwanted beliefs Lack of communication provision e.g., interpreters Incitements of others to commit abuse</p>
<p><b>Organisational</b> (Adults only)</p>	<p>Neglect or poor practice as a result of structure, policies, processes and practices within an organisation Can be one-off incidents or ongoing Imposing rigid and insensitive routines Unskilled, intrusive or invasive interventions An environment allowing inadequate privacy or physical comfort</p>	<p>Poor care planning Inflexible routines Poor staff morale, high turnover and sickness rate Insufficient staff training and staff development Repeated incidents – not learning over time Ignoring or not responding to complaints Little opportunity for outside activities Lack of privacy Few visitors/staff insistent on notification before visits Often described as “thoughtless” practice or “we always do it this way” or</p>

		"this is how we do it here"
<b>Self-Neglect</b> (Adults only)	Wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding	Malnourishment Dehydration Confusion Inappropriate clothing Under or over medication Skin sores Poor hygiene



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## **Appendix 5: Information sharing and retention**

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

Safeguarding Concern Forms completed online and progress notes regarding each case are retained on a secure database called the Safeguarding Concerns Database. This database is accessible on a permissions basis by members of the Safeguarding Team only.

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

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## Appendix 6: Safe working practices

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

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

#### You must:

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

#### You must not:

- Spend unreasonable amounts of time alone with children, young people and adults with care and support needs, in particular when taking children, young people or adults on car journeys, no matter how short.
- Take children, young people and adults with care and support needs to your home or any other place away from Council or agency premises where they will be alone with you. However, if it is necessary for young people to go on site visits as part of their work experience, the officer in charge must write to parents in advance to ask for their permission and explain why it is necessary.

- Add or accept young people you work with or come into contact with, on social networking sites (e.g., Facebook and Twitter, etc.)
- Arrange to meet or approach children, young people or adults with care and support needs outside an organised activity or service.

You must never:

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

Warning

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

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

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

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## Appendix 7: Terms and conditions of purchase – suppliers

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

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

The Supplier agrees that it will:

- Comply with the Council's 'Combined Safeguarding Policy for Children, Young People and Adults', which is updated from time to time and is available on the Uttlesford District Council's website and shall always ensure that it is familiar with and complies with the reporting procedures for suspected abuse, as set out in the policy.
- Ensure that adequate staff training is provided as appropriate.
- To the extent that it is discharging a service for the Council which would be regulated or affected by the Safeguarding Obligation observe and perform the Safeguarding Obligation.
- Notify the Council immediately of any breach of or departure from the Safeguarding Obligation.

The Supplier further agrees that it will:

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

## Appendix 8: Safeguarding legislation

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

Legislation	Description
<a href="#">SET Safeguarding and Child Protection Procedures</a>	The SET (Southend, Essex, and Thurrock) safeguarding guidelines outline the basic safeguarding procedures which should be followed by all local authorities in Essex.
<a href="#">Working Together to Safeguard Children</a>	<p>This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children, and how practitioners should conduct the assessment of children.</p> <p>Working Together 2023 set out the new Multi-Agency Safeguarding Arrangements (MASA) that all local authority areas had to have in place by the end of September 2019 to replace the previous Local Safeguarding Children Boards (LSCBs).</p>
<a href="#">Children Act 1989</a> <a href="#">Children Act 2004</a>	<p>Places a statutory duty on local authorities to consider the need to safeguard and promote the welfare of children across all of their services.</p> <p>(2004) Section 11 places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children.</p> <p>(1989) Section 17 – Children In Need: The Local Authority has a general duty to safeguard and promote the welfare of children within their area who are in need and to promote the upbringing of such children by their families.</p> <p>(1989) Section 47 – Children At Risk: The Local Authority shall make enquiries where there is reasonable cause to suspect that a child or young person living in the area is suffering or is likely to suffer significant harm.</p>
<a href="#">Care Act 2014</a>	Outlines the responsibility of local authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect; and the obligation to create Safeguarding Adults Boards (SABs) in every area in order to bring together the key local partners to focus on safeguarding strategy and practice.
<a href="#">SET Safeguarding Adults Guidelines 2024</a>	Set out clearly how concerns about adults at risk of abuse will be managed within the framework set out in the Care Act (2014) and associated statutory guidance.
<a href="#">Mental Capacity Act 2005</a>	Provides a statutory framework to empower and protect those (aged 16 and over) who may lack mental capacity to make decisions for themselves; and establishes a framework for making decisions on their behalf. It puts arrangements in place for advocacy support and best-interest decision-making.

<a href="#">Care Standards Act 2000</a>	<p>Sets out a regulatory framework and standards for services people might receive. This applies to regulated services such as residential care, domiciliary care or adult placement schemes.</p> <p>Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers from working with adults at risk.</p>
<a href="#">Protection of Freedoms Act 2012</a>	<p>Established the Disclosure and Barring Service (merging the functions previously carried out by the Criminal Records Bureau and the Independent Safeguarding Authority). The Disclosure and Barring Service process requests for criminal records checks; decide whether to place or remove an individual from a barred list; place or remove a person from the children's or adults barred lists for England, Wales and Northern Ireland.</p>
<a href="#">Children and Social Work Act 2017</a>	<p>Intended to improve support for looked after children and care leavers, promote the welfare and safeguarding of children, and make provisions about the regulation of social workers.</p>
<a href="#">Safeguarding Vulnerable Groups Act 2006</a>	<p>Provides the legislative framework for a vetting and barring scheme for people who work with children and adults with care and support needs.</p> <p>Created the Independent Safeguarding Authority (ISA), which aims to prevent unsuitable people working with children and adults with care and support needs. It includes social care services, as well as health, education, housing support and supporting people services.</p>
<a href="#">Anti-Social Behaviour, Crime and Policing Act 2014</a>	<p>Outlines forced marriage as a criminal offence in England and Wales, punished by up to seven years imprisonment. It also applies to UK nationals overseas who are at risk of becoming the victim of a forced marriage.</p>
<a href="#">Sexual Offences Act 2003</a>	<p>Outlines that sexual activity with a child under 13 is never acceptable and that regardless of circumstances children of this age can never legally give their consent. Any sexual intercourse with a child under 13 will be treated as rape.</p> <p>Creates a new offence of meeting a child following sexual grooming. This made it a crime to befriend a child on the internet or by other means and meet or intend to meet the child with the intention of abusing them.</p> <p>Outlines 'abuse of a position of trust' and protects vulnerable 16- and 17-year-olds by prohibiting sexual contact between adults and children under 18 in schools, colleges and residential care.</p>
<a href="#">Female Genital Mutilation Act 2003</a>	<p>Made FGM illegal in this country. It is an offence to, undertake the operation (except on specific medical grounds), assist a girl to mutilate her own genitalia, and assist a non-UK national or UK national to undertake FGM of a UK national outside the UK (except on specific medical grounds).</p>
<a href="#">Homelessness Act 2002</a>  <a href="#">Homelessness Reduction Act 2017</a>	<p>Housing Authorities are required to refer persons with dependent children who are ineligible for homelessness assistance or are homeless or threatened with homelessness intentionally to local authority children's social care, as long as the person consents. If unable to obtain consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.</p>
<a href="#">Human Rights Act 1998</a>	<p>Sets out the fundamental rights and freedoms that everyone in the UK is entitled to.</p>

<a href="#">Domestic Abuse Act 2021</a>	<p>The act will: create a statutory definition of domestic abuse, emphasising that domestic abuse is not just physical violence, but can also be emotional, controlling, or coercive, and economic abuse. establish in law the office of Domestic Abuse Commissioner and set out the Commissioner's functions and powers.</p>
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## Version history

Version number	Date of changes	Changes made	Authorised by
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