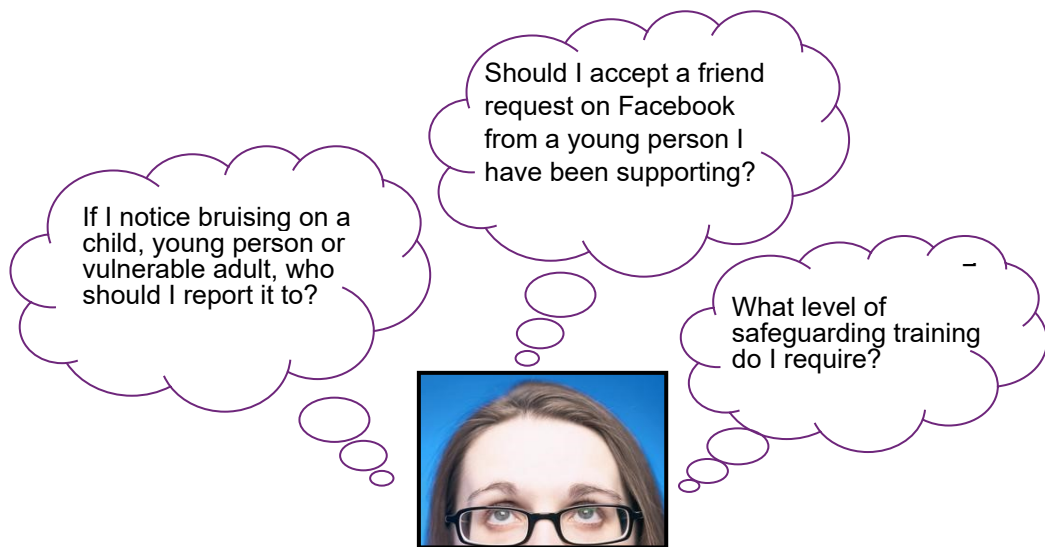




Safeguarding Children, Young People and Vulnerable Adults Induction Booklet

Section 1: Introduction



Uttlesford District Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. All staff must keep their eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all.

Failure to report suspected abuse could result in disciplinary action, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity. Most of all, it could end in the death of a child, young person or vulnerable adult.

After reading this booklet you will know:

- the different types of abuse
- how to recognise and report safeguarding concerns, incidents, and allegations.
- who to contact if you have any questions.
- the safeguarding arrangements at Uttlesford District Council.
- how to work safely with children, young people & vulnerable adults.
- what level of safeguarding training you require

Definitions

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 into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. (No Secrets DH 2000).

Types of abuse

Children and young people	Vulnerable adults
Physical Abuse Emotional Abuse Sexual Abuse Neglect	Physical Abuse Domestic Abuse (incl. Honour Based Abuse) Sexual Abuse Psychological Abuse Financial Abuse Modern Slavery/Human Trafficking Discriminatory Abuse Organisational Abuse Neglect and acts of Omission Self-Neglect

Child - under the age of 18 years old (i.e., not yet reached their 18th birthday).

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

Safeguarding adults - 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 children - defined in Working Together to Safeguard Children (2018) as:

- Protecting children from maltreatment.
- Preventing impairment of children’s health and 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.

Young person - any child aged 16 or 17 years of age.

Vulnerable adult - 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 is receiving what may be thought of as a “child” or “young person’s” service.

Councils will have a duty to make enquiries about allegations of abuse against adults at risk of abuse where they meet the above criteria.

The Care Act (2014) does not use the term ‘Vulnerable Adult’, however for the purpose of this Safeguarding Policy we will use the term ‘Vulnerable Adult’ to describe an adult who meets the above criteria.

Section 2: Training

All staff in the council must attend the in-person Safeguarding training, at the next available date after their employment date and should complete the e-learning packages within the first month of starting. Depot staff will have in-person training bespoke to their role. If you have any questions about training, ask your line manager or contact the Safeguarding Officer on 01799 510528. Further information can be found on the Intranet:

[Safeguarding Uttlesford District Council](#)

Training Levels	Training	Who requires this training
Group 1	Safeguarding Children, Young People and Adults Basic Awareness e-Learning modules and in-person training.	All UDC staff and members, except for depot staff: depot staff 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.

Section 3: Safe working

Guidelines for conduct when working/having contact with children, young people and vulnerable adults

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

You should

- Always ensure you can be seen and observed publicly when working with children, young people and vulnerable adults and avoid situations where you would be alone with them.
- Children, young people and vulnerable adults have a right to privacy, respect and dignity. Respect the child, young person, or vulnerable adult, provide a safe and positive environment and treat them equally in the context of any activity.
- You must put the well-being and safety of the child, young person, or vulnerable 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 vulnerable adult 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 a member of 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 should not

- Spend unreasonable amounts of time alone with children, young people, and vulnerable adults, in particular when taking children, young people or vulnerable adults on car journeys, no matter how short.
- Take children, young people and vulnerable adults 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 encounter on any social networking sites, such as Facebook, Instagram, or X, as examples.
- Arrange to meet or approach children, young people or vulnerable adults outside an organised activity or service.

You should never

- Leave children, young people, or vulnerable adults 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 vulnerable adult.
- Allow children, young people and vulnerable adults to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or vulnerable adult makes about you or others.
- Do things of a personal nature for children, young people, and vulnerable adults 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 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 vulnerable adult.
- Enter areas designated only for another sex other than your own. 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.

Section 4: Reporting suspected abuse

Reporting a safeguarding concern if the child, young person or vulnerable adult is NOT thought to be in immediate danger

- STEP 1:** An employee, elected Member, contractor, or volunteer notices a possible safeguarding concern, witnesses an incident, or is made aware of an allegation. Stay calm and try to obtain another witness to your conversation with the child, young person, or vulnerable adult, if it does not compromise the situation.
- STEP 2:** Whilst talking to the child, young person, or vulnerable adult, or soon after, complete the safeguarding concerns form to capture as much detail as possible regarding the occurrence. This form is available via information included on the Safeguarding page on the staff intranet or report it to your line manager for them to submit it on your behalf.
- STEP 3:** Listen carefully to what is said and allow the child, young person, or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.
- STEP 4:** Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do not promise to keep secrets.
- STEP 5:** Submit the safeguarding form online [Safeguarding - Uttlesford District Council](#). The Safeguarding team will be notified that the case has been submitted and you will receive a confirmation email. If you need any help in completing the form, please contact one of the members of the Safeguarding team using the contact details on page 11.

STEP 6: The Safeguarding team will accept the case and complete the process online within one working day of the case being reported. The Safeguarding team will then discuss the case and decide whether to:

- Refer the case to Essex Social Care Direct, Essex Police or other appropriate support service.
- Keep the case open and investigate further.
- After consideration, decide not to refer the case.

Reporting a safeguarding concern if the child, young person, or vulnerable adult is thought to be in immediate danger

STEP 1: An employee, elected Member, contractor, or volunteer notices a serious safeguarding concern, which could indicate that the child, young person, or vulnerable adult is in immediate danger OR they witness a violent incident. Stay calm and try to obtain another witness to your conversation with the child, young person, or vulnerable adult, if it does not compromise the situation. If the incident is considered severe, **immediately call the police on 999.**

STEP 2: Whilst talking to the child, young person, or vulnerable adult, or soon after, complete the safeguarding concern form to capture as much detail as possible regarding the occurrence. This form is available on the Safeguarding page of the intranet.

STEP 3: Listen carefully to what is said and allow the child, young person, or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.

STEP 4: Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people – do not promise to keep secrets.

STEP 5: Submit the safeguarding concern form online. Casual workers are advised to contact their duty or line manager first and contractors should contact their contract manager who should contact the Safeguarding team. Please note that depot staff are advised to contact their duty or line manager first, who will complete the safeguarding form on their behalf.

STEP 6: Immediately phone or meet with a member of the Safeguarding team on the same day the concern or incident is noticed. Use the contact details on page 11.

STEP 7: The Safeguarding Team will then decide whether to refer the case or not. As the individual who initially reported the case, you will be informed of the decision made.

If you need help in completing the form, please contact one of the Safeguarding team.

Safeguarding Officer	Number	Email
Safeguarding Officer Fleur Brookes	01799 510510	fbrookes@uttlesford.gov.uk
Safeguarding Leads	Number	Email
(Lead) Director, Housing Health, and Communities Simone Russell	01799 510510	srussell@uttlesford.gov.uk
(Deputy) Communities Health and Wellbeing Manager Carla Claydon	01799 510510	cclaydon@uttlesford.gov.uk

Out of hours arrangements

If there are concerns about an incident or allegation of abuse outside office hours and it is not possible to speak to a member of the Safeguarding team, staff should contact the Safeguarding team on the next working day.

If the concern is about a child or young person and they are at immediate risk of significant harm, then call the Children and Families Hub on 0345 603 7627 and ask for the 'Priority Line'. If out of hours, telephone 0345 606 1212 or 999 or 999 if they are at immediate risk.

If the concern is about an adult, then call 0345 603 7630. If out of hours, telephone 0300 123 0778.

[Children and Families Hub](#)

Reporting safeguarding allegations made against members of staff or a councillor

STEP 1: A complaint or allegation is made that an employee/worker/contractor/ volunteer/councillor has:

- behaved in a way that has harmed, or may have harmed, a child or vulnerable adult • possibly committed a criminal offence against, or related to, a child or vulnerable adult.
- behaved towards a child, young person or vulnerable adult in a way that indicates s/he may be unsuitable to work with vulnerable individuals.

If the above occurs face to face, stay calm and try to obtain another witness to your conversation with the person reporting that allegation.

STEP 2: Listen carefully to what is said and allow the person making the allegation to talk at their own pace. Only ask questions for clarification and do not ask leading questions. Find an appropriate opportunity to explain that the information will need to be shared with other responsible people – do not promise to keep secrets.

STEP 3: Whilst talking to the person making the allegation, or soon after, complete the safeguarding concern form to capture as much detail as possible regarding the incident. This form is available via the Safeguarding page on the intranet and select the relevant tick box within the form to indicate that the case relates to an internal member of staff / Councillor: [Safeguarding - Uttlesford District Council](#).

STEP 4: Once the safeguarding form has been submitted online, an email notification will be generated and sent to the Safeguarding Lead and Deputy only, who will then notify the Human Resources Manager. If an allegation is made against a Councillor, the Monitoring Officer will be notified by the Safeguarding Lead and involved in any discussions.

STEP 5: If the allegation is made in writing, then the employee that receives the letter must immediately contact the HR Manager on 01799 510510 to report the allegation and ensure they are given all related materials.

STEP 6: Any internal safeguarding allegations will be treated in the strictest confidence and kept separate from all cases relating to members of the staff.

Section 5: Types of abuse

The table below defines the types of abuse and gives examples. Think about how you might notice if someone is being abused in this way.

**applicable to adults only*

Physical abuse: non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.

- Rough or inappropriate handling.
- Hitting, shaking, throwing, kicking.
- Poisoning.
- Burning/scalding.
- Suffocating/drowning.
- Force-feeding.
- Restraint or inappropriate, physical sanctions.
- Misuse of medication or refusing treatment.
- Female Genital Mutilation.
- Fabricated or induced illness.

Sexual abuse: direct or indirect involvement in sexual activity without consent. This could also be the inability to consent, pressured or induced to consent or take part.

- Sexual acts the person hasn't consented to or was pressurised into consenting to.
- Touching inappropriately.
- Indecent exposure.
- Sexual Harassment.
- Non-contact activities such as taking photographs, filming, being forced to watch pornography.
- Online grooming.
- Using inappropriate language in front of the individual.

Emotional (Children)/Psychological (Adults): acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to individuals.

- Verbal abuse.
- Bullying (including online).
- Insulting, humiliating, ridiculing, blaming.
- Harassment.
- Intimidation/controlling behaviour/coercion.
- Over-protection/social isolation.
- Ignoring.
- Exploitation and corruption.
- Conveying to the individual that they are worthless/unloved.
- Imposing age or developmentally inappropriate expectations on children.
- Seeing or hearing the ill-treatment of another.
- Withdrawal of services or support networks (adults).

Neglect and acts of omission

Failure to:

- Provide with adequate food, clothing, shelter, and supervision.
- Ensure access to appropriate medical care or treatment.
- Respond to basic emotional, social, health care and educational needs.
- Safeguard and protect from harm or abuse.

Also includes:

- Withholding of 'necessaries', e.g., nutrition, medication, healthcare, social stimulation.
- Behaviour of the parents and carers which have significant impact on children, such as domestic abuse.

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties.

***Discriminatory Abuse-** a misuse of power that denies mainstream opportunities to some groups or individuals.

It includes discrimination or offensive comments on the basis of race, gender, gender identity, age, disability, sexual orientation, or religion, examples of which are:

- Harassment.
- Hate crime/incident.
- Unequal treatment.
- Verbal/physical abuse/assault.
- Inappropriate use of language.
- Exclusion.

***Organisational Abuse** - occurs where the culture of the organisation (e.g. a care home) puts emphasis on the running of the establishment and the needs of the staff above the needs and care of the vulnerable person.

- 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.

* **Self-neglect**—Self-neglect is characterised as the behaviour of a person that threatens his/her own personal health or safety

Wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Domestic abuse: Includes Honour Based Abuse, Forced Marriage, Female Genital Mutilation

- 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.
- Honour Based Abuse -used to justify abuse/ violence.
- A Forced Marriage is when one or both parties do not consent to the marriage.
- Female Genital Mutilation (FGM) is female circumcision for cultural or non-therapeutic reason.

***Financial:** unauthorised, fraudulent obtaining and improper use of funds, property etc.

- 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.

Modern Slavery: including Human Trafficking

- The Act - Recruitment, transportation, transfer, or harbouring.
- 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.

Section 5: Roles and responsibilities

Role	Responsibilities
Safeguarding Lead	This position is held by the Strategic Director of Housing, Health, and Communities. The CEO/CMT holds overall accountability for safeguarding.
Safeguarding Deputy Lead	The Deputy Lead supports the Safeguarding Lead in carrying out their duties and through discussions with the safeguarding officer they decide whether referrals are made to Essex County Council.
Safeguarding Officer	<p>This Officer receives reports of safeguarding concerns, incidents or allegations and discusses these with the Deputy Lead or the Safeguarding Lead. This officer also arranges the safeguarding training for all staff and liaises with HR when necessary.</p> <p>This Officer oversees the safeguarding reporting processes daily and in addition the audits submitted to the Essex Safeguarding Boards. They work alongside the deputy lead to coordinate the safeguarding policy.</p>
Safeguarding Member Champion	This position is held by the Cabinet Member for Communities who champions all safeguarding issues to Councillors.
HR Services Manager	The HR Manager 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.

HR Team	Human Resources follow the Safer Recruitment Procedure and ensure that appropriate checks are made on staff working with Children and Vulnerable Adults. This includes administrating DBS checks, coordinating training (including face to face and e-learning) and updating training records in iTrent.
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Role	Responsibilities
Monitoring Officer	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.
Managers and supervisors	<p>Managers and supervisors are responsible for ensuring their employees in their services comply 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 need to indicate the correct safeguarding level and subsequently apply the correct safeguarding induction process, including checking that the appropriate training has been booked. They need to communicate with HR regarding Safer Recruitment and DBS checks.</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>

All Staff	<p>'Staff' refers to Council employees, elected Members, contractors, agency staff, volunteers, suppliers or consultants of Chelmsford City Council.</p> <p>All Staff need to follow best practice, participate in relevant training and report any concerns, incidents or allegations. Safeguarding reports made by staff cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the person who made the referral may be required as a prosecution witness.</p>
Suppliers and Contractors	<p>Must agree to comply with Uttlesford District's Council's Safeguarding Policy and where relevant have their procedures and training arrangements in place.</p>
Whistle-blowing	<p>The Director of Finance and Corporate Services is the lead officer for Whistleblowing (allegations against staff, of suspected wrongdoing or malpractice that they reasonably believe is in the public interest)</p>

Certain members of staff also hold lead roles for specific safeguarding areas, as detailed in the table below.

	Definition
Child Sexual Exploitation (CSE)	<p>CSE involves children and young people receiving something - for example, accommodation, drugs, affection - as a result of them performing sexual activities, or having others perform sexual activities on them.</p> <p>Lead officer: Safeguarding Officer Tel: 01799 510510</p>
Domestic Abuse	<p>Domestic abuse consists of 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>Lead officer: Safeguarding Officer Tel: 01799 510510</p>

<p>Hate Crime (HC)</p>	<p>Hate crime is a term used to describe an offence committed against a person because of hate or prejudice.</p> <p>Lead officer: Community Development Officer Tel: 01799 510510</p>
<p>Honour Based Abuse</p>	<p>HBA refers to crimes committed against a person as punishment for breaking an 'honour code', usually imposed by a family or community. Including Female Genital Mutilation (FGM) and Forced Marriage.</p> <p>FGM is a term used to describe procedures that include the partial or total removal of the external female genital organs, such as female circumcision, excision, or infibulation for a cultural or non-medical reason.</p> <p>Forced marriage is the act of physically, emotionally, psychologically, or financially pressurising someone to marry against their will. It is now illegal in this country for parents to force their children to marry; punishable by up to seven years in prison.</p> <p>Lead officer: Safeguarding Officer Tel: 01799 510510</p>
<p>Modern Slavery—inc. Human Trafficking</p>	<p>Also known as 'modern slavery', human trafficking involves the recruitment, transportation, transfer, harbouring or receipt of people who are exploited for various criminal purposes.</p> <p>Lead officers: Community Safety Officer / Safeguarding Officer Community Safety Officer Tel: 01799 510510 Safeguarding Officer Tel: 01799 510510</p>
<p>Prevent (counterterrorism)</p>	<p>A prevent strategy is being drawn up in order to address all forms of terrorism but will continue to be prioritised according to the threat posed to our national security.</p> <p>Lead officer: Community Safety Officer Tel: 01799 510510</p>

For more information, please see the full version of the Combined Safeguarding Policy for Children, Young People and Vulnerable Adults, which is available on the Intranet.

Section 6: Useful contacts

Essex Children's Social Care Direct

Normal telephone enquiries and referrals (Children and Families Hub) 0345 603 7627—ask for either the Consultation Line or Priority Line
Out of hours—0345 606 1212—ask for the Priority Line
FOH@essex.gcsx.gov.uk

Essex Adult's Social Care Direct

Normal telephone enquiries and referrals (Vulnerable Adults) 0345 603 7630
Out of hours—0345 606 1212 (general public) or 0300 123 0778—statutory agencies
essexsocialcare@essex.gcsx.gov.uk

Essex Police

Central switchboard 101
Emergency 999

Other

Essex Safeguarding Children Board www.escb.co.uk – 0333013 8936
Essex Safeguarding Adults Board www.essexsab.org – 03330 131 019
Childline www.childline.org.uk – 0800 111
NSPCC www.nspcc.org.uk – 0808 800 5000

Protect (*formerly Public Concern at
Work—whistle blowing advice line*)

www.pcaw.co.uk – 020 3117 2520