

Kirklees Council

Cross Council Safeguarding People Policy

‘Safeguarding is Everyone’s Business’

**A commitment towards
Safeguarding Children, Young People and Adults at
Risk**

October 2019

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1. Executive Summary

As a Council, Kirklees believes that every child and adult has a right to live safe from harm and risk of abuse and/or neglect. The council acknowledges its role and responsibilities to provide definitive guidance for staff, Councillors and partners in order to protect and inform the diverse communities we serve.

The key message of the Corporate Safeguarding Policy is that **Safeguarding is everybody's business in every service within the Council**. Whilst those who work directly with vulnerable children and adults in social care, and their managers, are the lead officers for dealing with concerns that individuals may be at risk of abuse and/or neglect, everyone who works for Kirklees Council has a **duty of care** to safeguard, prevent, and report these harms no matter their role.

What is safeguarding?

Safeguarding relates to all children, young people and adults, not just those already known to services.

Safeguarding and promoting the welfare of children and young people is defined as the following under [Working Together to Safeguard Children 2018](#) :

- protecting children and young people from maltreatment
- preventing impairment of children and young people's health or development
- ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children and young people to have the best outcomes.

Safeguarding adults duties apply as per [the Care Act 2014](#) when an adult (person aged 18 or over);

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

What is meant by abuse, harm and neglect?

Abuse is the umbrella term relating to many types of behaviours and activities which cause harm. Whilst the policy references certain abuses which relate to children and adults separately, it is recognised that most abuses can affect people regardless of age.

Abuse can refer to:

This policy will be monitored and reviewed where appropriate by the Corporate Safeguarding Oversight Group

- Sexual abuse including:
 - Sexual exploitation
 - Sexual exploitation online
 - Grooming
 - Abuse of trust by a person in authority (teachers, child minders etc.)
- Emotional/psychological abuse
- Physical abuse
- Neglect and acts of omission
- Exploitation/trafficking/modern slavery
- Honour based violence including:
 - Female genital mutilation (FGM)
 - Forced marriage
- Financial/material abuse
- Abuse of rights/discriminatory abuse
- Domestic violence and abuse including witnessing domestic violence and abuse
- Criminal exploitation

Some forms of harm are not defined as abuse but can still have a significant effect on safety and wellbeing, such as:

- Bullying
- Harassment
- Self-harm
- Drug, alcohol and substance misuse
- Radicalisation

Neglect

Neglect of children relates to the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect as it relates to adults includes the ignoring of medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and housing.

Adults can also self-neglect. Self-neglect is defined as lack of self-care to an extent that it threatens personal health and safety:

- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid harm as a result of self-neglect
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

How to report a safeguarding concern

If you have an immediate concern for someone or suspect someone is in immediate danger, contact the police directly on 999.

If you think a child in Kirklees is being abused or mistreated, or you have concerns about a child's well-being please contact:

Childrens Service Duty and Advice Team **01484 414960**

Emergency Duty Team (**Out of Hours**) **01484 414933**

If you are concerned about an adult's wellbeing, whether this be through abuse or neglect, please contact:

Gateway to Care **01484 414933 (24 hours)**

Emergency Duty Team (**Out of Hours**) **01484 414933**

gatewaytocare@kirklees.gov.uk

If you are in any doubt about reporting your concerns, don't think 'What if I'm wrong?' think 'What if I'm right?'

2. Introduction

Kirklees Council supports that everyone has the right to live in safety, free from abuse and neglect.

Abuse, neglect and self-neglect can take place anywhere, at any time and be carried out by anyone. It is important, therefore, that all Council employees, elected members, commissioners and volunteers are aware of their moral and legal obligations to protect children, young people and adults at risk and what to do if they have a concern.

Safeguarding is everyone's responsibility regardless of whether or not we have direct contact with children, young people and/or adult at risk as defined by our job role.

This document will act as a statement to enable all Council employees including those who are not directly involved in safeguarding, to understand their role and responsibilities when they have a safeguarding concern, how to report it and where to find additional information.

Council employees who **are** directly involved in safeguarding as part of their work, are expected to respond to concerns as defined by their role and/or the statutory duties of the Council as their employer. Additional training should inform the response in conjunction with any other safeguarding procedures, which give additional detailed information.

All managers are responsible for ensuring that they are fully conversant with their responsibilities as outlined in this policy and that those they manage are equally aware and briefed.

It is collectively recognised that there is a need to safeguard those who are at risk of, as well as those who experience abuse. Safeguarding is defined as;

“To protect against something undesirable with an appropriate measure...”
(Oxford English Dictionary, 2018)

In the context of our cross council safeguarding policy we are talking about:

“Protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.”
(Care Quality Commission, 2016)

All staff and volunteers have a duty to take appropriate action and inform their manager about any concerns of possible abuse or neglect, without delay.

2.1 Policy review

This policy will be governed by legislation and practical concern, with a 3 year review cycle aligned to the [Joint Multi-Agency Safeguarding Adults Policy and Procedures](#).

This policy will be monitored and reviewed where appropriate by the Corporate Safeguarding Oversight Group

3. Safeguarding Children and Young People

3.1 Definition of children and young people

The term child or children will be used throughout the policy, this covers the terms 'children' and 'young people' as a child is defined as:

“Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection”.

(Working together to safeguard children 2018, Glossary section p103)

3.2 Definition of safeguarding children and young people

The key points in defining the safeguarding of children and young people are:

- ***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 and***
- ***taking action to enable all children to have the best outcomes***

Within the act of safeguarding children, 'child protection' also applies which is defined as: ***Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.***

(Working together to safeguard children 2018, Glossary section p103)

3.3 The definition of the abuse of a child is:

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children”.

(Working together to safeguard children 2018, Glossary section p103)

Abuse of a child falls into the following 4 areas (further information and examples of each can be found in [Appendix A](#)):

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

3.4 Legislation: Safeguarding Children and Young People

This policy will be monitored and reviewed where appropriate by the Corporate Safeguarding Oversight Group

The legislation stating the responsibilities for the safeguarding of children and young people are found within the Children Acts 1989 and 2004 as amended by the Children and Social Work Act 2017; The Education Act 2002 and 2011 and Working Together to Safeguard Children, 2018.

Section 11 of the Children Act 2004, places duties on each local authority in England to ensure each of their functions have regard to the safeguarding of Children in their area and promotion of welfare. This also includes functions commissioned outside the local authority provision.

The same Section 11 duties also apply to a number of public bodies in England including Clinical Commissioning Groups; the local policing body; probation services and NHS Foundation Trusts. This ensures a consistent approach to the welfare and safeguarding of children when Council employees are working with public sector partner organisations.

Kirklees Safeguarding Children Partnership (KSCP)

In March 2016 the Government accepted the recommendations of the Wood Report 2015 which summarised the findings of a national review of Local Safeguarding Children Boards (LSCBs). The recommendations in the report led to a change in legislation to the Children and Social Work Act 2017 and Working Together to Safeguard Children, removing the statutory requirement of Local Authorities to have a Local Safeguarding Children Board.

As a result three key agencies now collectively hold new statutory responsibilities for safeguarding; namely the Local Authority, Health and the Police.

Working Together to Safeguard Children 2018 placed a duty on the three agencies to work together and define the local Multi-Agency Safeguarding Arrangements. It also placed a duty on other agencies to co-operate with the new arrangements.

The Kirklees Safeguarding Children Partnership (KSCP) is the body that replaces the Kirklees Safeguarding Children Board and will work with all agencies to safeguard and promote the welfare of children and young people in Kirklees. Further detail can be found at the [KSCP website](#).

2.5 Safeguarding Children and Adults

Communities Board

Section 5 of the Crime and Disorder Act 1998 and subsequent legislative amendments places a statutory duty on a number of responsible authorities to work in partnership to reduce crime and disorder. Known as Community Safety Partnerships (CSPs) the act defines CSPs as “An alliance of organisations which generate strategies and policies, implement actions and interventions concerning crime and disorder within their partnership area”. In Kirklees the CSP is known as the **Communities Board** and also brings together the partnership arrangements to develop cohesive communities.

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Statutory obligations of the Communities Board

- Develop a **Partnership Plan** and deliver the outcomes of the Partnership Plan across the communities of Kirklees. This also includes monitoring progress
- Analyse a wide range of data, including crime levels and patterns, in order to identify priorities in an annual **strategic assessment**
- Produce a strategy to **reduce re-offending**
- Have overview and responsibility for **domestic homicide reviews**.
- Engage and consult with the local **community** about priorities and progress in achieving them
- set up protocols and systems for **sharing information**
- To have a crime and disorder **scrutiny committee** with the power to review and scrutinise decisions made and action taken by the CSP.
- To **assess value for money** of partnership activities.

Communities Board strategic commitments

The Communities Partnership Plan 2018 – 2021 identifies four priorities/ themes:

- Preventing and Reducing Crime
- Tackling Anti-Social Behaviour (ASB)
- Protecting people from serious harm
- Improving Place

For more information on Safer Kirklees visit

<https://www.kirklees.gov.uk/you-kmc/partners/communitySafety/index.aspx>

2.6 Safeguarding concern for a child or young person

All Council staff and volunteers who have a safeguarding concern should, where appropriate speak to their line manager/ volunteer coordinator about the concern. You should also follow:

- any specialised training undertaken;
- [the West Yorkshire consortium online safeguarding children procedures](#) (Children and Young People);
- any other procedure/s as prescribed by the service.

If you think a child in Kirklees is being abused or mistreated or you have concerns about a child's well-being you should call and speak to someone at one of the following numbers:

- Kirklees Children's Services Duty and Advice Team (D&A) 01484 414960 or email: DutyandAdvice@kirklees.gcsx.gov.uk
- Kirklees Emergency Duty Service 01484 414933 (outside office hours)
- If you have an **immediate** concern for a child or young person, contact the police directly using 999.

If you are in any doubt about reporting your concerns don't think 'What if I'm wrong?' think 'What if I'm right?'

Further information can be found at the [Kirklees Safeguarding Children Partnership website](#)

All calls about safeguarding concerns for a child are treated seriously. You will be asked where the child lives and who looks after the child. Enquires will be made immediately. If it is found that a child is being abused or is at risk of significant harm professionals will work together with the family to ensure that the child can be protected.

2.7 The Schools and Colleges Safeguarding and Child Protection Policy

The [Schools and Colleges Safeguarding and Child Protection Policy](#) is a model policy which Headteachers can adopt and bespoke to their own schools. The policy was revised this year (2019) in line with government legislation and guidance to protect children from harm. Every school has a statutory responsibility to recognise and respond to children that may be at risk of abuse or neglect, these concerns should be raised with the Local Authority by following the information and pathways included in the policy. The policy ensures that abuse and harm is recognised and responded to as quickly as possible and the pathways make it clearer for schools and colleges to seek help and support as soon as a concern is raised.

3 Safeguarding Adults at Risk

3.1 Definition of 'adult at risk'

The Care Act 2014 defines an 'adult at risk' as someone 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*

3.2 Definition of 'safeguarding adults at risk'

The Care Act 2014 defines adult safeguarding as:

"...protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances." (Care Act 2014 Statutory Guidance, 2018, para 14.7).

3.3 The abuse of an adult at risk falls into the following areas (further information and examples of each can be found in [Appendix B](#)):

- Physical abuse
- Domestic Violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern Slavery
- Discriminatory abuse
- Organisational abuse
- Neglect
- Self-neglect

This list is not exhaustive and ***"Local Authorities should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered"***

(Care and Support Statutory Guidance, update Feb 2018. para 14.17)

3.4 Legislation: Safeguarding Adults at Risk

Section 42 of the Care Act 2014 sets out the statutory responsibility to safeguard adults. The Act refers to safeguarding an 'adult at risk' as defined in Section 3.2 of this policy.

Statutory responsibilities for local authorities regarding adult safeguarding apply equally to those adults with care and support needs, regardless of whether those needs are being met. The duties also apply regardless of whether the adult is assessed as meeting current eligibility for social care, lacks mental capacity or not, and also regardless of setting (with exception to prisons and approved premises).

The local authority must make whatever enquiries it thinks is necessary if it believes an adult is experiencing or at risk of abuse or neglect; to enable it to decide whether any action should be taken in the adult's case and if so what action and by who. The organisation should promote the adult's wellbeing in their safeguarding arrangements and the **six principles of Safeguarding** also underpin this; informing how professionals and others should work with adults:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

In addition to the six principles, it is important that the safeguarding concern and any enquiry focuses on '**Making Safeguarding Personal**' (**MSP**). This concept allows the concern to be person-centred and outcome led as well as empowering the adult at risk and encouraging choice and involvement.

3.5 Kirklees Safeguarding Adults Board (KSAB)

Section 43 of the Care Act 2014 prescribes that all local authorities in England must establish a Local Safeguarding Adults Board in its area. The fundamental priority is to protect adults at risk from abuse as defined in Section 42 of the Act, by coordinating and ensuring the effectiveness of each of its members.

The Local Safeguarding Adults Board must also arrange for reviews to take place for any cases within its area where an adult at risk dies or has experienced serious neglect or abuse, and there is concern that agencies could have worked more effectively to protect the adult.

There are three statutory partners for the local safeguarding Adults Board (as per the Care Act 2014): the local authority; Clinical Commissioning Groups and the Police. In addition, the board can opt to invite representatives from other appropriate agencies to join.

Further information can be found at the [Kirklees Safeguarding Adults Board website](#).

3.6 Safeguarding concern for an adult at risk

All Council staff and volunteers who have a safeguarding concern should, where appropriate speak to their line manager/ volunteer coordinator about the concern. You should also follow:

- any specialised training undertaken;
- the [Joint Multi-Agency Safeguarding Adults Policy and Procedures](#)

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- any other procedure/s as prescribed by the service.

If you are concerned that an adult at risk living in Kirklees is being abused, you need to use one of the following contact methods:

- Telephone: 01484 414933 (24 hours a day)
- Email: secure.gatewaytocare@kirklees.gcsx.gov.uk
- Report in person at:
Civic Centre 3, Market Street, Huddersfield, HD1 2TG or
Walsh Building, Town Hall Way, Dewsbury, WF12 8EQ

Further information can be found on the ['report abuse or neglect of an adult at risk' webpage](#).

All safeguarding concerns will be taken seriously; enquiries will be made about your concerns and discussions will take place with colleagues in the police if it is a criminal matter. In addition, the wishes of the adult at risk will be considered as part of the enquiry and support will be put into place to achieve the changes they want to be made (wherever possible) including developing a plan with the adult at risk to keep them safe in the future. Full information can be found on the ['report abuse or neglect of an adult at risk' webpage](#).

Ensure you make your line manager aware as soon as possible of any concerns and confirm what, when and how you have reported them. Your manager will then be able to support you further as necessary with this.

Additional information on how to identify abuse, report concerns and general information about safeguarding adults at risk can be found at the [Kirklees Safeguarding Adults Board website](#)

4 How, where and by who does abuse take place?

4.1 Who is affected by abuse?

Abuse can affect anyone. If you suspect abuse is taking place against a child, young person or adult at risk, you should follow the procedures set out in this policy.

Contact to the police on 999 (if the victim is in immediate danger) or 101 (if there is no immediate threat to the victim).

4.2 Who abuses and where does it happen?

The abuse and neglect of a child, young person or adult at risk can be carried out by anyone and could happen anywhere – there are no prescriptive rules for this.

Examples of potential abusers are:

- Parents
- Siblings
- spouses/partners
- other family members
- neighbours
- friends (including other children)
- acquaintances
- local residents
- people who deliberately exploit adults
- paid staff or professionals and volunteers
- strangers (including via the internet)

Abuse can take place anywhere, including the person's own home or institutions such as schools/colleges/care homes/hospitals.

5 Responsibilities for safeguarding

5.1 Responsibilities

As abuse can take place anywhere, at any time and by anyone, it is important that we are all aware of the signs of abuse and what our responsibilities are.

REMEMBER: 'Safeguarding is Everyone's Business'

5.2 All staff and volunteers

Everyone working within the Council (or volunteering) has responsibilities towards Safeguarding and should:

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- be familiar with this document;
- know how to raise a concern;
- be familiar with any additional responsibilities they may have depending on their job role;
- undertake any additional training required of them as per their own service.

5.2.1 Information Sharing

Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding. Information should therefore be shared effectively and efficiently in respect of issues that may affect the safety and welfare of children, young people and adults

Wherever possible you should aim to gain consent to share information but should be mindful of situations where to do so would place a child, young person or adult at risk at increased risk of harm. Information may be shared without consent if you have reason to believe that there is good reason to do so.

Please refer to the Council's [GDPR and Safeguarding Policy](#) along with your relevant service information sharing protocols for further guidance

5.2.2 Confidentiality

All information received will be treated in confidence and only be shared on a “need to know” basis. All correspondence and information relating to any safeguarding matter must be handled in strict confidence.

Detailed information regarding concerns about a child, young person or adult at risk must not be shared with colleagues, other than with a line manager for the purpose of deciding what action should be taken in relation to such concerns.

5.3 The Chief Executive

The Chief Executive holds the overall responsibility for ensuring Kirklees Council has adequate and effective safeguarding arrangements in place for children, young people and adults at risk. These include appropriate reporting mechanisms; policies and procedures and training, ensuring that any statutory requirements are met.

5.4 The Director for Children's Services/ Designated Lead Member for Children's Services

As per the Children Act 2004 (section 18 (7) and 19 (2)), Local authorities in England must appoint a Director of Children's Services (DCS) and ensure the designation of a Lead Member for Children's Services (LMCS). The DCS has professional responsibility for the leadership, strategy and effectiveness of local authority children's services. The LMCS, as a member of the Council, has political responsibility for the leadership, strategy and effectiveness of local authority children's services.

The DCS and LMCS should ensure that effective arrangements are in place to protect children and young people from harm.

5.5 Strategic Director for Adults and Health (Director for Adult Social Services)

The above role includes the responsibilities held by the role known in the Care Act 2014 as 'Director for Adult Social Services' and has a leadership and challenge role in relation to safeguarding. The key elements to the role are the promotion of a person-centred culture and early intervention, prevention and partnership working, to find proactive solutions to safeguarding.

5.6 Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) deals with safeguarding concerns which relate to a person who works with children or young people within a statutory or voluntary organisation. The LADO will then manage any enquiries appropriately and ensure that information is appropriately shared with relevant agencies, dependent on the nature of the enquiry.

5.7 Principal Social Worker (Adults)

The Principal Social Worker is the professional lead for social work with adult services. The role leads on ensuring the quality and consistency of social work practice including in relation to safeguarding. The person in the role is expected to have a broad understanding of Safeguarding of adults at risk and of 'Making Safeguarding Personal' principles.

5.8 Principal Social Worker (Children)

The Principal Social Worker is the professional lead for social work with Children's services. The role leads on ensuring the quality and consistency of social work practice including safeguarding.

5.9 Elected Members

In addition to the responsibilities set out in 4.3.1, the Elected Members are the leaders within their wards and therefore have a crucial role in engaging the public in Safeguarding and responding to any concerns they are made aware of. They also act as an additional level of scrutiny on service commissioners and providers and Council policy.

5.10 Commissioners

Commissioners should gain assurances from their contracted providers around the quality and safety of their organisations and that any safeguarding policies and procedures in place are being adhered to and reviewed appropriately. They also need to ensure that mechanisms are in place to bring providers to account where any safeguarding concerns arise.

Commissioners should also work closely with Ofsted or the Care Quality Commission to ensure any data sharing practices are being followed to safeguard the children, young people and adults at risk being supported by the providers.

5.11 Safer Recruitment and Retention

All statutory and public organisations which employ staff and/or volunteers to work with or provide services for children and adults at risk have a duty to safeguard and promote the child's or adult's welfare. This includes ensuring that safe recruitment and selection procedures are in place to deter, reject or identify people who might abuse or are otherwise unsuitable to work with them.

Organisations should have in place safe recruitment practices and ongoing safe working practices for individuals who work regularly with children and adults at risk, including policies on when to obtain a criminal record check.

Ensuring that safeguarding and promoting the welfare of people is an integral factor in human resources management is an essential part of creating safe environments for people. Safer practice in recruitment means thinking about safeguarding at every stage of the process.

To ensure that those involved in recruiting and selecting staff are able to successfully test the candidates' ability and experience against a clearly defined person specification, each organisation must offer them:

Specific training in respect of safer recruitment and selection

Any organisation commissioned to provide services to children and adults at risk must be required as part of the commissioning process to comply with the safe recruitment and selection procedures set out within the Safer Recruitment Policy, and any service level agreement or contract must contain a safeguarding statement which clarifies the standards expected. This must include a requirement that the organisation must not sub-contract to any personnel who have not been part of a safe recruitment process.

Where private or voluntary organisations come into contact with or offer services to children and adults at risk otherwise than under contract with a statutory or public body, in recognition of their commitment to safeguard and promote the welfare of children, they should as a matter of good practice take account of this procedure and follow it as far as possible, although not under a statutory obligation to do so.

5.12 Disclosure and Barring Service (DBS)

As part of the 'safer recruitment' principles, Kirklees Council ensures that appropriate Disclosure and Barring Service (DBS) checks are carried out.

The Council is committed to the safeguarding of those accessing our services and has a statutory duty of care towards vulnerable groups, including, within the community under the Safeguarding Vulnerable Groups Act 2006 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales)

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Orders 2013 and 2014. However, it is also important to understand that only relevant information about an individual should be requested. Provisions set out in the Protection of Freedoms Act 2012, the Data Protection Act 1998, the DBS Code of Practice and the Human Rights Act 1998 aim to protect and individual's civil liberties.

5.13 Training

All staff and volunteers will participate in safeguarding training. The level of training that they receive will be appropriate and proportionate to their role and depend upon the level of contact they have with children, young people and adults at risk. For those who need a higher level of training- this will be provided as part of their role.

6 Other reporting procedures

6.1 Whistleblowing

If you have concerns about another employee, elected member or volunteer within the Council, you may want to raise the concern in a different way. Whistleblowing is the term used when a worker reports a concern which is in the public interest. Further information on this can be found at: <https://www.gov.uk/whistleblowing>

The Council has its own [Whistleblowing procedure](#) which covers all areas of concerns, not just safeguarding. Initially you should speak with your line manager to address the concern or approach your Assistant Director. If you are unable to speak with anyone in your service, there is a dedicated Service Director for whistleblowing as detailed in the policy.

If you still feel unable to speak with someone directly, you need to contact the dedicated whistleblowing answerphone: 01484 225030 or email: whistleblowing@kirklees.gov.uk

6.1.1 Whistleblowing and the Care Quality Commission (CQC)

If you work in a service regulated by the Care Quality Commission (CQC) and have concerns about the care being provided, ideally you should report this via the procedure in section 3.6 or 6.1, but you can also report your concern/s directly to the CQC. A short [leaflet](#) has been produced by the Care Quality Commission which gives an overview of the process.

6.2 Other areas of abuse:

6.2.1 Domestic Abuse (including forced marriage)

Further support and information relating to Domestic Abuse can be found at the ['It's never ok!' webpage](#). There is also a section on this website relating to the issue of [Forced Marriage](#) and how to spot the signs.

6.2.2 Hate Crime

This policy will be monitored and reviewed where appropriate by the Corporate Safeguarding Oversight Group

Details on what hate crimes (or hate incidents) are and how to report these can be found at the [‘Hate incident reporting’](#) webpage.

6.2.3 Child Sexual Exploitation (CSE)

Details on the referral process within Kirklees can be found on the dedicated [Child Sexual Exploitation webpage](#) within the Kirklees Safeguarding Children Board website.

6.2.4 Female Genital Mutilation (FGM)

A mandatory duty to report Female Genital Mutilation (FGM) was introduced as part of the Serious Crime Act 2015. Details on FGM, support information and how to report can be found at the dedicated [FGM webpage](#) within the Kirklees Safeguarding Children Board website.

6.2.5 Prevent and Channel

Prevent is part of the National Prevent Strategy, published by the government in 2011. It is part of the UKs overall counter-terrorism strategy known as [CONTEST](#). Channel is a multi-agency approach to safeguarding, supporting and protecting children, young people and vulnerable adults at risk of radicalisation, extremism or terrorist related activity.

Further information and ways to raise concerns can be found at the [Prevent and Channel webpage](#).

Contact the Kirklees Prevent Hub on 01924 483747 or email prevent@kirklees.gcsx.gov.uk or follow on twitter [@Kirkleesprevent](https://twitter.com/Kirkleesprevent)

6.2.6 Modern Slavery

Modern Slavery is an umbrella term, encompassing human trafficking, slavery, servitude and forced labour. It is a hidden crime and victims include adults and children. Potential Victims are controlled, may be transported a short distance or across continents to be forced into jobs they do not want to do. The Modern Slavery Act 2015 places a duty on local authorities to report details of suspected cases of modern slavery to the National crime Agency.

For advice on reporting or to discuss concerns around modern slavery and human trafficking in Kirklees contact Safer Kirklees on 01484 221000 or email safer@kirklees.gov.uk

Further information can be found on the [modern slavery webpage](#).

Appendix A

Abuse of children – definitions of the 4 types of abuse of children and young people (taken from [Working together to safeguard children 2018](#), Glossary section p103)

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| Physical abuse | A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. |
| Emotional abuse | <p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development.</p> <p>It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.</p> <p>It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p> |
| Sexual abuse | <p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.</p> <p>The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p> |
| Child sexual exploitation | Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. |

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| Neglect | <p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment); • protect a child from physical and emotional harm or danger; • ensure adequate supervision (including the use of inadequate caregivers); or |
| County Lines | <p>As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.</p> |
| Child criminal exploitation | <p>As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.</p> |

Appendix B

Abuse of adults at risk – definitions of the types of abuse of adults at risk ([Joint Multi-Agency Safeguarding Adults Policy and Procedures](#))

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| Discriminatory abuse | Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse. |
| Domestic abuse | Examples of domestic abuse include Psychological; Physical; Sexual; Financial; Emotional abuse; as well as so called 'honour' based violence, forced marriage and female genital mutilation. The Home Office (March 2013) defines domestic abuse as: "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been intimate partners or family members regardless of gender or sexuality". |
| Financial or material abuse | Theft, fraud, internet scamming, postal and doorstep scams, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits are all forms of financial abuse and are more often than not targeted at adults at risk. The adult at risk can be persuaded to part with large sums of money and in some cases their life savings. These instances should be reported to the local police service and local authority Trading Standards Services for investigation. Financial abuse can have serious effects including loss of income and independence and harm to health, including mental health. Where the abuse is perpetrated by someone who has the authority to manage an adult's money, the relevant body should be informed, e.g. the Office of the Public Guardian for deputies and attorneys and DWP for appointees. |
| Modern slavery | <p>Slavery, servitude and forced or compulsory labour. A person commits an offence if:</p> <ul style="list-style-type: none"> • The person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude; or • The person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour. <p>There are many different characteristics that distinguish slavery</p> |
| Neglect and acts of omission | Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the |

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| | person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves. |
| Organisational abuse | Is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights. |
| Physical abuse | Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions. Restraint Unlawful or inappropriate use of restraint or physical interventions. In extreme circumstances unlawful or inappropriate use of restraint may constitute a criminal offence. Someone is using restraint if they use force, or threaten to use force, to make |
| Psychological abuse | Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. |
| Sexual abuse | Examples of sexual abuse include rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. Sexual abuse is not confined to issues of consent the following factors should also be considered: <ul style="list-style-type: none"> • Any sexual relationship or inappropriate sexualised behaviour between a member of staff and service user should lead to disciplinary proceedings; • A sexual act between a care worker and service user with a mental disorder is also a criminal offence under section 38-42 of the Sexual Offences Act. |