

Below is the Council's Safeguarding Policy with revisions highlighted in bold italics, and referenced within both the contents page and the 'version control' pages at the end of the document.



Safeguarding Policy

Colchester Borough Council

Version 4 - See end of this document for "Version Control"

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INTRODUCTION

Children, and adults with needs for care and support, have the right to participate and be safe in accessing services provided for them. Colchester Borough Council is committed to carrying out its responsibilities by ensuring that their needs and interests are considered by councillors, employees and contractors in the provision of services and in its decision-making.

POLICY STATEMENT

The purpose of the policy is to help the Council meet its legal duty to “safeguard and promote the welfare of children”, and to discharge its legal obligations towards adults with needs for care and support. Colchester Borough Council performs various functions and delivers a wide range of services. This Policy aims to ensure that all of its activities take place within this context.

The Council will safeguard and promote the welfare of children and adults with needs for care and support by:

- Respecting the rights, wishes, feelings and privacy of children and adults
- Ensuring that all staff understand the different forms abuse can take and how to identify them
- Responding appropriately and promptly to concerns reported
- Ensuring that employees understand the Council’s Safeguarding Policy
- Ensuring that employees know how to record and report safeguarding concerns, Incidents or allegations
- Taking any concern made by a councillor, employee, contractor, child or adult seriously and sensitively
- Ensuring that contracted/commissioned and grant-funded services have safeguarding policies and procedures consistent with the Council’s commitment to the protection of children and adults.
- Please see Appendix 4 for the ‘Policy statement and procedure template’ which organisations are free to use and must comply with as a minimum to receive funding from the Council.
- Ensuring that training appropriate to the level of involvement with children and adults with needs for care and support is available for all employees.
- Responding to any allegations appropriately and implementing the appropriate disciplinary and appeals procedures.
- Implementing effective procedures for recording and reporting to the Council any allegations, incidents or suspicions of abuse.
- Ensuring that all councillors and employees adhere to all appropriate safe working practices when working with children and adults with needs for care and support (see Appendix 7).
- Encouraging safeguarding best practice both within the Council and within the borough of Colchester
- Not tolerating harassment of any councillor, employee, contractor or child or adult with needs for care and support who raises concerns of abuse

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- Ensuring that unsuitable people are prevented from working with children and ‘adults with needs for care and support’ through its ‘Safer Recruitment Procedure.’

This policy applies to all services within the scope of Colchester Borough Council. In addition to all internal provision of services, it also applies to: Outside hirers; Outside organisations delivering services involving children or adults with needs for care and support on behalf of the Council; Contractors and Grant-funded organisations.

DEFINITIONS

A “child” refers to the legal definition in UK law being anyone under the age of 18 years.

An “adult with needs for care and support” largely replaces the pre-Care Act 2014 term ‘vulnerable adult’.

This reflects the local authority’s new safeguarding duties that apply in relation to an adult who:

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),***
- (b) is experiencing, or is at risk of, abuse or neglect, and.***
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it..***

NB: A person who “has needs for care and support” may be vulnerable for many different reasons including due to a physical, learning or mental health disability, someone affected by domestic abuse, someone elderly and frail - or someone with a drug or alcohol addiction.

In this document the term “member” is interchangeable with “councillor”.

This policy is inclusive of all children and adults with ‘needs for care and support’, irrespective of their age, race or ethnicity, religion, disability, sex or sexual orientation.

MONITORING AND REVIEW MECHANISMS

Monitoring mechanisms include: External (Section 11) audits; internal audits; recording of staff training at different levels; reporting to the Council’s Senior Management Team and Leadership Team; Special Case Reviews, Serious Case Reviews, Domestic Homicide Reviews and Serious Adult Reviews; and positive engagement with Essex Safeguarding Boards, including the sharing of best practice and membership of communication and strategic groups within their

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structures. The policy will be substantially reviewed every three years although it may be subject to minor corrections or operational updates in the interim.

Colchester Borough Council is committed to safeguarding in the supervision process. The Council's SMART performance management system, with year end appraisals of staff performance objectives, helps to ensure safer supervision.

ROLE OF THE ESSEX SAFEGUARDING BOARDS

Essex Safeguarding Children's Board (ESCB) is a statutory multi-agency organisation. The organisation brings together agencies who work to safeguard and promote the welfare of children. Under Section 13 of The Children Act 2004, each children's services authority in England must establish a Local Safeguarding Children's Board (LSCB).

The objective of the LSCB is to co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children in the area of the authority by which it is established. Colchester Borough Council is committed to maintaining an effective working relationship with the ESCB to help achieve its mutual aims in respect of child safeguarding.

Essex Safeguarding Adults Board (ESAB) is an Inter-agency forum for agreeing how the different services and professional groups should cooperate to safeguard adults across Essex and for making sure that arrangements work effectively to identify abuse or inadequate care, help vulnerable people and plan and implement joint preventative strategies.

The ESAB was placed on a statutory footing by the Care Act 2014.

The ESAB aims to raise awareness and promote the welfare of adults with needs for care and support by the development of an effective cooperative involving people from a wide range of public and voluntary services and other organisations. Colchester Borough Council is committed to maintaining an effective working relationship with the ECAB to help achieve its mutual aims in respect of the safeguarding of adults with needs for care and support.

SAFEGUARDING RESPONSIBILITIES

Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles that individuals hold within Colchester Borough Council.

The following is a guide as to the safeguarding roles within the Council:

Chief Executive – Overall accountability regarding safeguarding

Delegated Safeguarding Lead – Senior Officer providing a lead on safeguarding within Colchester Borough Council.

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Safeguarding Co-ordinator – Works with the Delegated Lead to ensure the effective implementation of the Safeguarding Policy; works to: assess and reduce risks in relation to safeguarding; raise awareness of safeguarding issues amongst staff; establish and maintain effective multi-agency working; identify and provide for staff training needs.

Strategic People and Performance Manager – Works to ensure that stringent recruitment procedures are in place and that appropriate checks are made on staff working with children and vulnerable adults. This includes administering Disclosure and Barring Service (DBS) checks and ensuring that DBS referrals are made if appropriate. Also acts as the first point of call for staff reporting safeguarding allegations made against employees.

Managers - Ensure that 'safe' recruitment is in place for all job roles that involve working with children; Carry out the correct safeguarding induction process for all new staff including booking the appropriate training; Ensure that all staff within their remit are made aware of this policy.

Designated Safeguarding Officers – Have a sound working knowledge of the Safeguarding Policy, relevant legislation and guidance; Follow correct reporting procedures to Essex Police and Essex County Council; Maintain proper records; Report safeguarding training needs to the Safeguarding Co-ordinator; Act as a Safeguarding Champion within the relevant service or service area - helping to raise awareness and disseminate best practice.

Employees and volunteers - Know how to access the Council's Safeguarding Policy; Take concerns about abuse or neglect seriously; Know the ten main types of abuse and neglect and how to recognise them; Participate in safeguarding training or development opportunities; Report to HR any criminal action that could affect their position in post. Employees should alert a Designated Officer if they become aware of a safeguarding concern whereas volunteers should alert their volunteer manager.

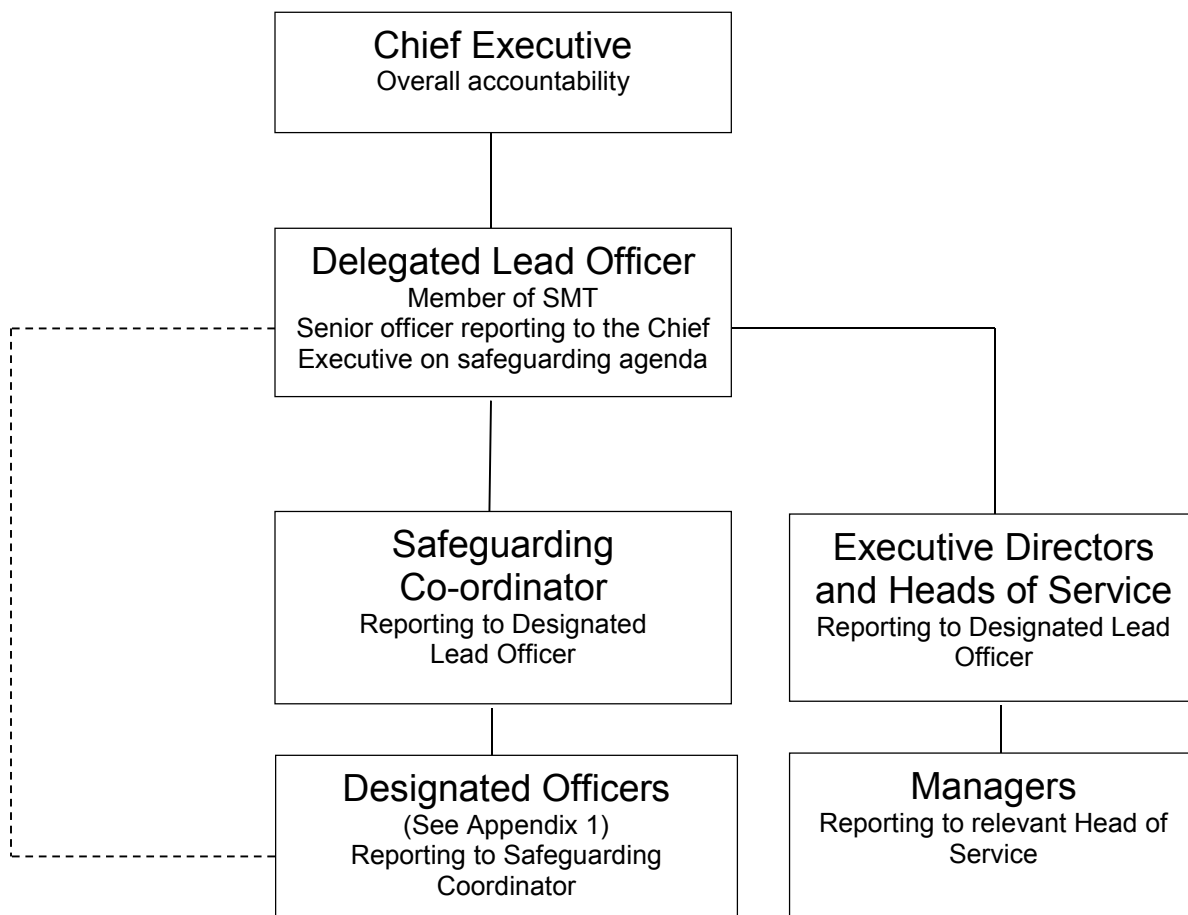
Councillors - *Take into account the Council's legal duties in respect of children and 'adults at risk' when making decisions; Take concerns about abuse or neglect seriously; Report any concerns about abuse or neglect to Safeguarding Co-ordinator or Delegated Lead; Engage in relevant member development opportunities; Assist in advancing awareness around Safeguarding issues; Help to minimise and manage safeguarding risks.*

Outside organisations, contractors and hirers – When delivering services for or involving children or adults at risk on behalf of Colchester Borough Council, outside organisations, contractors and hirers must comply with Colchester Borough Council's Safeguarding Policy and, where relevant, have their own policy and procedures in place.

COUNCILLORS

Councillors are required to adhere to the Policy. If they do not, there may be grounds for reporting their behaviour to the Government Committee, which may require an investigation under the Councillor Code of Conduct. If a safeguarding issue occurs relating to a Councillor, the Designated Officer informed of the breach should contact the Monitoring Officer immediately. Where there is evidence of illegal activity, the councillor will be reported to the relevant authorities and may face criminal investigation. Annual awareness training will be offered to councillors.

LINES OF ACCOUNTABILITY FOR SAFEGUARDING



RECOGNISING POTENTIAL ABUSE

Even though many councillors, employees and contractors have limited contact with children and with adults with needs for care and support as part of their duties and responsibilities for Colchester Borough Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they

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have concerns. There are ten main types of abuse: Physical; Psychological or Emotional; Sexual; Neglect; Self-neglect; Organisational; Discriminatory; Financial or Material; Modern Slavery; and Domestic Abuse. It is not the responsibility of any councillor, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the councillor or employee is to refer the case to the appropriate person, not to investigate or make a judgement.

RESPONDING TO A CONCERN (ABOUT A CHILD OR ‘ADULT WITH NEEDS FOR CARE AND SUPPORT’)

Where a member of staff is concerned about the person’s immediate safety (s)he should:

- Call the Police on **999**
- Call an Ambulance on 999 if the person needs urgent medical assistance.

In the case of a concern about a child

Where a member of staff has concerns that a child is being harmed or neglected, or is at risk of this, he should:

- Alert the Designated Officer. (A complete list is available on the Hub). Should the individual team/ service Designated Officer(s) be unavailable an alternative Designated Officer should be contacted. The Designated Officer should support the member of staff in making an appropriate referral. ***A CBC volunteer should alert his or her volunteer manager who should follow the procedure above.***
- ***In the case of a child that needs immediate protection, the Designated Officer should call 0345 603 7627 (the Family Operations Hub) and request a ‘Priority’ response. A formal referral should also be made by completing the FORS (Family Operations Request for Services) form, which should be securely emailed to FOH@essex.gcsx.gov.uk***
- ***Where it is not believed that there is an immediate risk of harm, the Designated Officer should call the same number 0345 603 7627 but request the ‘Family Operations Line’ in order to raise a concern or seek advice. Unless directed otherwise, a formal referral via FORS should also be completed and emailed as above. The emergency duty out-of-hours service can be contacted on 0345 606 1212. Further instructions on how to refer can be found here.***
- ***NB: The parents’ consent should be sought before sharing personal information or data with the Family Operations Hub - unless this could place the child at risk of significant harm.***

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In the case of a concern about an ‘adult with needs for care and support’

Where a member of staff has concerns that an ‘adult with needs for care and support’ is being harmed or neglected, or is at risk of this, he should:

- Alert the Designated Officer. (A complete list is available on the Hub). Should the individual team/ service Designated Officer(s) be unavailable an alternative Designated Officer should be contacted. The Designated Officer should support the member of staff in making an appropriate referral. ***A CBC volunteer should alert his or her volunteer manager who should follow the procedure above.***
- ***The Designated Officer should call 0345 603 7630 (Adult Social Care) to raise the concern. Unless directed otherwise, a formal referral should also be made by completing the SETSAF1 form which should be securely emailed to essexsocialcare@essex.GCSX.gov.uk. The emergency duty out-of-hours service can be contacted on 0300 123 0778.***
- *NB: The adult’s consent should be sought before sharing personal information or data with Adult Social Care - unless this could place the adult at serious risk.*

The Safeguarding Co-ordinator should always be made aware of all contacts or formal referrals.

WHEN THE CHILD OR ADULT (WITH NEEDS FOR CARE AND SUPPORT) LIVES OUTSIDE ESSEX

Where the usual place of residence of the child or adult with needs for care and support is outside Essex, then the local authority with responsibility for Social Care in that area should be contacted. All child and adult safeguarding boards for local authorities within the UK have websites which include the relevant contact details for Social Care services. These can be identified using the dedicated search engine www.LGsearch.net. Where the usual place of residence is outside the UK or unknown, the Police should be contacted. In the case of concerns about a child or adult with needs for care and support is usually resident in Suffolk the number to call is **0808 800 4005**.

WHEN A MEMBER OF STAFF OR VOLUNTEER IS IMPLICATED IN ABUSE

- If the conduct of a member of staff is implicated in the abuse of a child or ‘adult with needs for care and support’, details should be passed to the CBC Delegated Lead or Strategic People and Performance Manager.

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- The Strategic People and Performance Manager should telephone the LADO (Local Authority Designated Officer) on 03330 139 797 (in regard to a child) or 0845 603 7634 (in the case of an 'adult with needs for care and support').
- The member of staff may be suspended from all duties or relevant duties with immediate effect pending investigations.
- These allegations could potentially result in any of the following types of investigation: Criminal; Child protection; and Disciplinary or misconduct.

OUTSIDE NORMAL OFFICE HOURS

Where a member of staff is implicated it may not always be possible to contact the Delegated Lead or Strategic People and Performance Manager. In such cases, it may be necessary for the relevant service/duty manager to suspend the member of staff and advise the LADO (via the telephone number above) where this is necessary to guarantee appropriate levels of protection. If the Duty Manager is unsure about the correct course of action after receiving the allegation then (s)he may call the CBC Monitoring Centre via 282222 and ask to speak to the acting 'First Call Officer'. This officer will then be able to clarify the best course of action at that stage. These recommended actions should be followed and the details of the discussion documented for future reference.

DATA PROTECTION

All copies of Referral Forms to the Family Operations Hub and Essex Social Care should be retained by the Safeguarding Coordinator in a secure location to ensure confidentiality. This information will be retained in accordance with data protection periods. No other copies should be kept.

CONFIDENTIALITY

Employees have a duty to share information relating to suspected abuse with Essex Social Care and Essex Police.

Employees must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from Colchester Borough Council other than with their line manager, a Designated Officer, the Safeguarding Co-ordinator, the Safeguarding Lead or the Strategic People and Performance Manager.
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency (excluding Essex Social Care and Essex Police), other than as part of a referral or investigation,
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child,

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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.

RECORDING INFORMATION

Staff should make a note of the information gained about possible abuse or neglect at the time that it becomes known, or as soon as possible afterwards. It should be passed promptly to the Designated Officer who will retain the information securely in a dedicated area of the network. Other copies should not be kept.

As much relevant information as possible should be recorded including:

- ***the name, address and date of birth of the person the member of staff is concerned about***
- ***the nature and date of the incident or concern***
- ***GP contact details where known***
- ***the member of staff's name and contact details***

It should also be confirmed whether consent to share information has been sought and obtained. See below.

CONSENT

With regard to a child

Consent to share information about abuse or neglect should always be sought from the parent unless knowledge of the referral could place the child at greater risk. For example, this might be the case where the parent is alleged to have caused, or have been complicit in, the abuse. Consent may be verbal.

Where the child could be at risk of "significant harm", the Council has a duty to share information even when consent has been denied.

(Harm is defined as ill-treatment or impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another. Development can be physical, intellectual, emotional, social or behavioural; health can be physical or mental; Ill-treatment includes sexual abuse and forms of ill-treatment which are not physical.)

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The Designated Officer may discuss the circumstances of a possible referral with the Family Operations Hub without disclosing personal information or data in order to gain advice on the issue of consent.

Personal information or data can always be shared with the Police where a serious crime may have been committed.

With regard to an ‘adult at risk’

Consent to share information about abuse or neglect should always be sought unless knowledge of the referral could place the adult at greater risk. Information about abuse or neglect, however, can still be shared even where consent has been denied where:

- *the person lacks mental capacity*
- *there is a public interest (eg another adult could be put at risk of harm)*
- *there is a duty of care (eg a crime has been or may be committed)*

The Designated Officer may discuss the circumstances of a possible referral with the Social Care Direct without disclosing personal information or data, in order to gain advice on the issue of consent.

MENTAL CAPACITY

The Mental Capacity Act 2005 aims to protect people who cannot make decisions for themselves, whether these are day-to-day decisions, or major decisions such as where to live. People may be unable to make decisions for themselves for many reasons including mental health, learning disabilities or dementia.

The Act’s Five Core Principles are:

- *a person must be assumed to have capacity unless established otherwise by way of an assessment*
- *a person should be supported as much as possible to make a decision for themselves*
- *a person is not to be treated as unable to make a decision merely because they make an unwise decision*
- *any decision made on behalf of someone who lacks capacity must be made in the person's best interests*
- *whatever action is taken on someone's behalf must be the least restrictive option*

Staff who work with people who may have a mental disability, condition or trauma, need to know about the Mental Capacity Act. Line managers need

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to ensure that staff access suitable training. Information and forms can be accessed on the Essex County Council website.

NB: Deprivation of Liberty Safeguards (known as “DOLS”) exist to provide a legal framework around the deprivation of liberty within a hospital or care home setting. Further information can be accessed on the Essex County Council website.

HOMELESSNESS

Colchester Borough Council owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. This function is delegated to Colchester Borough Homes which is an ALMO (Arms Length Management Organisation) owned by the Council. Its officers may need to refer families or individuals to Essex Social Care outside of the safeguarding processes outlined on page 8.

Persons affected	Reason for contacting Essex Social Care
Homeless 16-17 year olds	A 16 or 17 year old may be referred to Essex Social Care for assessment to determine if they are a child in need with a duty owed to them by Essex Social Care.
Intentionally homeless household with children	If a household with children is found to be intentionally homeless, Essex Social Care Direct should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989.

Colchester Borough Homes only places children or adults with needs for care and support into 'Bed and Breakfast' or temporary accommodation in an emergency and as a last resort. Officers complete a detailed Housing Options form with applicants. This helps to identify needs and vulnerabilities, and assists in the process of safeguarding both children and adults with needs for care and support.

USE OF CONTRACTORS

Colchester Borough Council will take reasonable care that contractors doing work on its behalf are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children or 'adults with needs for care and support' should have its own equivalent safeguarding children and adults at risk policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract.

Where contact with children and adults with needs for care and support is a necessary part of the contracted service, it is the responsibility of the manager who is using the services of the contractor to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate.

GRANT APPLICATIONS

Safeguarding policies and procedures are required from all grant funded organisations. In addition, satisfactory DBS checks may be required from appropriate individuals working with children and vulnerable adults which seek funding from the Council. (Such requirements are subject to relevant legislation including the 'regulated activity' criteria contained within the Protection of Freedoms Act 2012). 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 policy and procedure regarding safeguarding, in place and understood by employees and volunteers, and available to service users.

This applies to all organisations the Council awards grants to, irrespective of how the grant has been awarded. An example policy to use is included in Appendix 4. Commissioned/contracted or grant-funded organisations with minimal contact with children, young people, adults with needs for care and support or 'vulnerable adults' (for DBS purposes) may wish to adopt the Council's policy if deemed suitable.

LICENSING

The Council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the Council is legally obliged to consider as part of its licensing function, in particular when licensing premises under the Licensing Act 2003 or the Gambling Act 2005.

HEALTH AND SAFETY

Where the Council inspects premises to discharge its legal responsibilities in this area, employers may be obliged to carry out risk assessments, including for the employment of young people. As part of the inspection process, officers may examine such risk assessments to determine their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', the Council will report this to Essex Social Care Direct.

PHOTOGRAPHY AND PORNOGRAPHY

It is an unfortunate fact that some people have used children's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees and contractors should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of the Council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian, before the activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the Council will ensure that expectations are made clear in relation to child protection.

There are some easy steps to take:

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1. Check credentials of any photographers and organisations used.
2. Ensure identification is worn at all times.
3. Do not allow unsupervised access to children or adults with needs for care and support including through one-to-one photographic sessions.
4. Do not allow photographic sessions outside of the activities or services, or at a child's home.
5. The names of children or adults with needs for care and support should not be used in photographs or footage, unless with the express permission of the parent/carer of the child, young person or adult.

Council employees should contact the Communications Team for advice and a copy of the Media Consent Form before the activity commences.

CHILD SEXUAL EXPLOITATION (CSE)

The sexual exploitation of children exploitative situations, contexts and relationships where the child (or a third person or persons) receives 'something' (for example, food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and or others performing on them, sexual activities.

Child sexual exploitation can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and /or economic or other resources.

The UN Convention on the Rights of the Child, article 34 states 'governments must protect children from sexual abuse and exploitation'. Section 11 of the Children Act 2004 places a duty on key organisations to ensure that they work together to improve the wellbeing of children. There are six main 'models' of CSE:

- ***Inappropriate Relationship Model***
- ***Organised / Network & Trafficking Model***
- ***Gangs and Group Model***
- ***Peer on Peer Model***
- ***Older Adult 'Boyfriend' Model***
- ***On-Line Grooming Model***

The Council is committed to play its full part in tackling CSE which includes reporting concerns and increasing awareness. It endorses the ESCB statement that this problem "cannot be dealt with by individual organisations working alone and that a multi-disciplinary commitment is required to tackle and respond to CSE".

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Further information on CSE models and Essex-wide operational arrangements for both CSE and Missing Children are detailed within the ESCB document Essex CSE and Missing Arrangements.

Staff responsibility

Staff with concerns about a specific child being at risk of CSE should speak to a Designated Safeguarding Officer for their service. He or she will assist the member of staff in making a referral to the Family Operations Hub. If a child is at immediate risk of harm the Police should always be called on 999.

Where a member of staff has general (as opposed to person specific) concerns, for example in regard to a suspected CSE "hotspot", then the Police may be contacted on csett@essex.pnn.police.uk. In this case, please copy in the Equality and Safeguarding Co-ordinator so that a central record is retained. .

Further information about CSE can be found on the Essex Police and ESCB websites.

DOMESTIC ABUSE

The Council adopts the Government's definition of domestic abuse as being:

"Any incident or pattern of incidents of controlling, coercive, 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."

Such abuse can encompass, but is not limited to:

- *Psychological*
- *Physical*
- *Sexual*
- *Financial*
- *Emotional*
- *Controlling behaviour*

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

Survivors/victims may be affected by domestic abuse in a number of ways:

- *Loss of opportunity*

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- *Isolation from family/friends*
- *Loss of income or work*
- *Homelessness*
- *Emotional/psychological effects such as experiences of anxiety,*
- *Depression or lowered sense of self-worth*
- *Poor health*
- *Physical injury or ongoing impairment*
- *Death*

The effects of domestic abuse on survivors/victims include the direct effects on them and their relationships with other people, particularly their children.

Domestic abuse or violence is a crime and should be reported to the Police. The duty to share information for the prevention, or detection, of a crime overrules the usual principles of Data Protection (as per s.29 of the Act)

What staff should do if they become aware of domestic abuse or violence:

- *In an emergency call 999.*
- *If less urgent, call 101 - or contact the Essex Police 'Domestic Abuse and Safeguarding Team' direct on 012076 717834*
- *Alternatively any concerns can be passed to CRU-PPenquiries@essex.pnn.police.uk which is monitored between 8.00am and 10.00pm 7 days a week.*
- *In addition to any of the above, staff should contact a Designated Officer who will advise on making a referral to the Family Operations Hub (if the concern is about a child) or Adult Social Care (if the concern is about an adult).*
- *Survivors/victims can also contact the Police direct on 0800 358 0351.*

HONOUR BASED ABUSE

Honour Based Abuse 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'. Honour Based Abuse is often the collective term used to include Female Genital Mutilation and Forced Marriage.

Forced Marriage

A forced marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot)

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consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) includes procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. FGM is internationally recognised as a violation of the human rights of girls and women.

The Female Genital Mutilation Act 2003:

- *makes it illegal to practice FGM in the UK*
- *makes it illegal to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country*
- *makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad*
- *has a penalty of up to 14 years in prison and, or, a fine*

Suspensions may arise in a number of ways that a child is being prepared for FGM to take place abroad. These include knowing that the family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday, arranging vaccinations or planning absence from school. The child may also talk about a 'special procedure/ceremony' that is going to take place. Girls are at particular risk of FGM during summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM.

Further information and resources on FGM are available on this page of the ESCB website.

Where staff have concerns that a child may be a possible or potential victim of Forced Marriage or FGM, this should be raised with a Designated Safeguarding Officer via the existing procedures outlined above in respect of 'Raising a safeguarding concern' involving contact with the Family Operations Hub or Adult Social Care. The Designated Safeguarding Officer will also ensure that the Police is contacted where a criminal offence is suspected.

MODERN SLAVERY

The Modern Slavery Act 2015 is intended to provide law enforcement agencies with stronger legal tools to stamp out modern slavery, ensuring that the perpetrators receive suitably severe punishment, while enhancing the protection of, and support for, victims.

Modern Slavery is estimated to be one of the world's most profitable criminal activities. An assessment published in 2014 conducted by the Home Office estimates that there are between 10,000 and 13,000 victims in the UK. Sexual exploitation is the most common form of modern slavery currently reported by potential victims in the UK, followed by labour exploitation, forced criminal exploitation and domestic servitude.

Where staff have concerns about a child or adult suffering abuse related to any form of modern slavery, this should be raised with a Designated Safeguarding Officer via the existing procedures outlined above in respect of 'Raising a safeguarding concern' involving contact with the Family Operations Hub or Adult Social Care.

In addition the Council has a specific legal duty under the Act relating to the functions of the Independent Anti-Slavery Commissioner whose role is to act in the interests of victims and potential victims by ensuring that the law enforcement response to modern slavery is coordinated. All local authorities have a duty to co-operate with the Commissioner as per section 43(1). The Council is committed to increasing awareness of Modern Slavery for all staff through its safeguarding training programme.

PREVENT

Section 26 of the Counter Terrorism and Security Act 2015 places a new duty upon local authorities including district councils to have "due regard to the need to prevent people from being drawn into terrorism".

The PREVENT Strategy has three objectives, to:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it*
- Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support; and*
- Work with sectors and institutions where there are risks of radicalisation that we need to address*

It includes all forms of violent terrorism and non-violent extremism - including Islamist and far-right supremacist forms. 'Extremism' is defined as "vocal or active opposition to fundamental British values, including

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democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.”

As directed by statutory guidance, concerns about individuals being drawn into terrorism should be raised by Designated Safeguarding Officers via the existing procedures outlined above in respect of ‘Raising a safeguarding concern’ involving contact with the Family Operations Hub or Adult Social Care.

Prevent should not involve covert activity against communities or individuals, but should involve the sharing of personal information to ensure that a person at risk of radicalisation is given appropriate support. Following a referral as above, support may be co-ordinated by the local CHANNEL Panel.

Working principles include the need for proportionality and the principle of consent (unless seeking this could put a person at risk). The Council’s approach is consistent with existing safeguarding processes to include secure record keeping in accordance with the Data Protection Act.

The Safer Colchester Partnership has agreed a Prevent Strategy and Action Plan. The Strategy is published on the Council’s website and appears here in the appendices.

SAFEGUARDING TRAINING

Whenever Colchester Borough Council recruits employees it will ensure that they are well informed, trained, supervised and supported so that they are less likely to become involved in actions that may cause harm to children or ‘adults with needs for care and support’, or be misunderstood.

The level to which individual employee training is required is determined in accordance with the training guidance issued by Essex Safeguarding Children Board and Essex Safeguarding Adults Board.

All new employees and councillors are made familiar with their responsibilities in regard to the safeguarding of children and adults with needs for care and support. Staff are required to complete a safeguarding awareness course, either by e-learning, or by following a paper equivalent (where staff do not have network access).

Safeguarding Training at Colchester Borough Council	
Who requires this training	Level of training required
All staff.	Level 1 - All staff are required to complete safeguarding e-learning

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	<p>awareness - or a combined paper equivalent for those without e-learning access which requires staff signature.</p> <p>This training should be refreshed at least every 3 years.</p>
Members of the workforce who work “predominantly” with children, young people, adults with needs for care and support and/or their parents/carers – for example Sports Coaches.	<p>Level 2 – Safeguarding Board approved external training is delivered to staff identified by internal audit.</p> <p>This training should be refreshed every 3 years.</p>
Designated Officers	Designated Officer training – Safeguarding Board approved external training should be accessed by such officers at least every 3 years .
Strategic and Operational Safeguarding Leads	Safeguarding Leads training – is provided by the ESCB and ESAB and should be accessed at least every 3 years.
Customer facing ‘front line’ officers	Officers and their managers will be contacted when they are identified as requiring PREVENT (counter-terrorism) or other safeguarding related training.

Councillors will be invited to attend annual safeguarding sessions to update their knowledge and provide an opportunity to review best practice and experiences.

SAFE RECRUITMENT

Colchester Borough Council is committed to taking all reasonable steps to prevent unsuitable people working with children and ‘vulnerable adults’ (The term vulnerable adults has been retained in respect to Disclosure and Barring.).

All job descriptions are risk assessed within the organisation to identify which jobs are likely to involve regular and/or substantial unsupervised contact with children and vulnerable adults. For all new employees, confirmation of employment will be dependent on satisfactory checks where appropriate.

Disclosure and Barring Service (DBS) checks are sought where employees and volunteers have substantial or regular or unsupervised contact with children, young people or vulnerable adults as part of their duties or responsibilities for or on behalf of the organisation. Checking activity will be consistent with relevant

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legislation, especially the 'regulated activity' criteria contained within the Protection of Freedoms Act 2012.

DBS checks only guarantee that the person concerned does not have a relevant criminal conviction up to the date that the certificate is issued.

Please see Appendix 10 for a link to the Council's 'Manager's Guide to Recruitment'. Appendix VII of the Manager's Guide includes a checklist which managers are required to adhere to as part of the process to ensure safe recruitment.

WORK EXPERIENCE / INTERNS

Colchester Borough Council may offer work experience placements across the organisation to a number of young people each year. This is beneficial to both the young person and to the Council. When the organisation offers a work experience placement, managers have a responsibility for their health, safety and welfare. Under health and safety law, these students will be regarded as employees.

WHISTLEBLOWING

Whistleblowing is defined by the charity Public Concern at Work to mean:

'A disclosure of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the workplace, be it of the employer or of its employees.'

In Safeguarding, as in all areas, the Council is committed to the highest possible standards of openness, probity, accountability and honesty. Should an employee, councillor or volunteer have serious concerns about any aspect of the Council's work, he or she is encouraged to come forward to voice those concerns without fear of victimisation or disadvantage.

Concerns should be raised with the Monitoring Officer or the Section 151 Officer. Further information can be found within the Council's Whistleblowing Policy, which is published on its website.

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APPENDIX 1: CURRENT ROLES

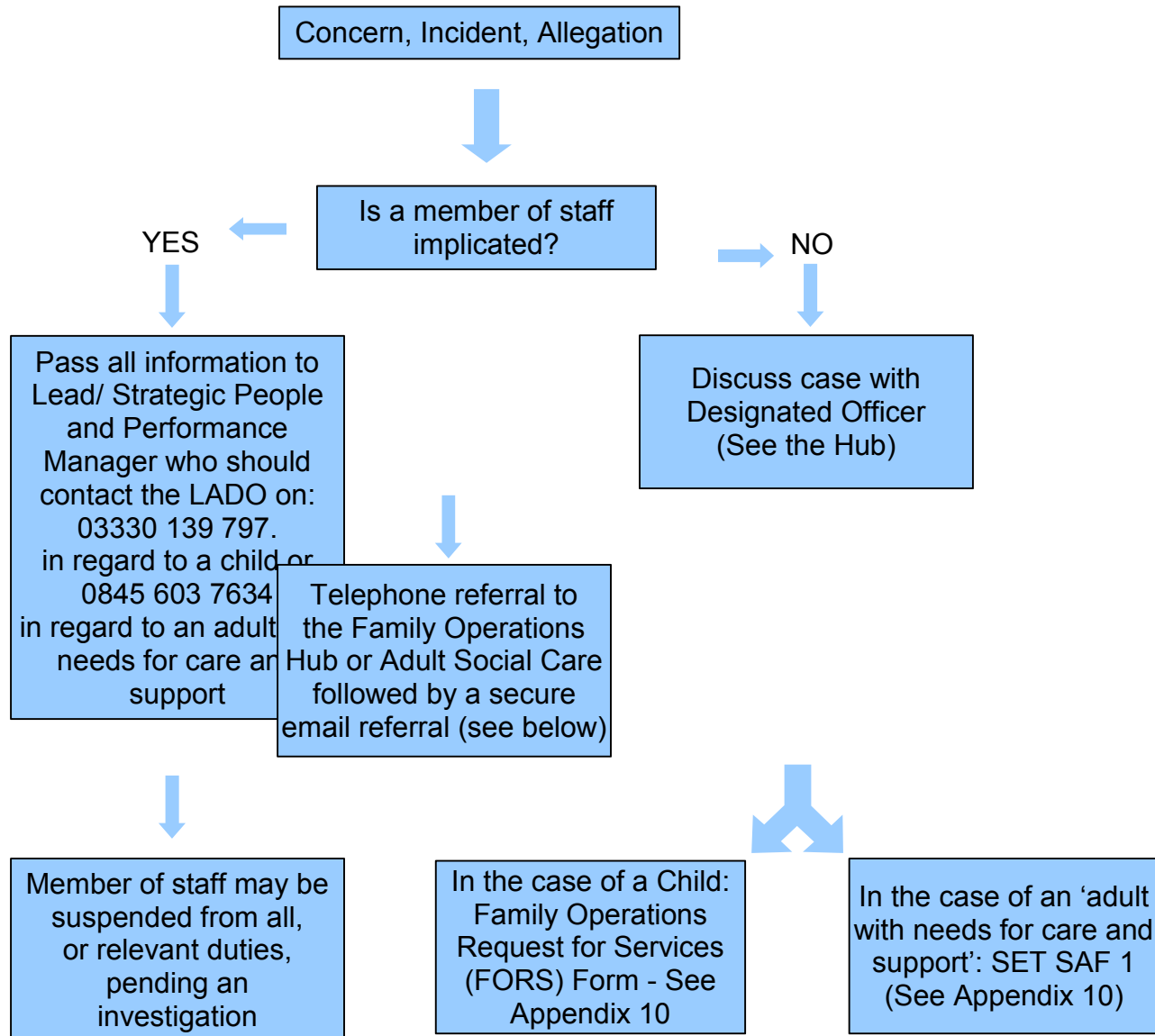
Key staff with responsibilities for Safeguarding

Delegated Lead Officer	Lucie Breadman
Strategic People and Performance Manager	Jessica Douglas
Safeguarding Co-ordinator	Andrew Harley

Designated Safeguarding Officers

Colchester Borough Council staff and councillors can access a full list of Designated Safeguarding Officers on the staff intranet.

APPENDIX 2: PROCEDURE FLOWCHART



999 – Requiring an emergency response to anyone’s immediate safety
0345 603 7627 – *Either request a ‘Priority’ response (for a child requiring immediate protection) or request the ‘Family Operations Line’*
0345 606 1212 - *Emergency duty out-of-hours service (children)*

0345 603 7630 - *Concern about an ‘adult with needs for care and support’*
0300 123 0778 - *Emergency out of hours service (adults)*

The completed FORS form should be securely emailed to FOH@essex.gcsx.gov.uk; the completed SETSAF1 should be securely emailed to **essexsocialcare@essex.GCSX.gov.uk**.

APPENDIX 3: TYPES OF ABUSE

There are ten main types of abuse. The table below includes key physical and behavioural indicators that staff should look out for:

Type of Abuse	Physical Indicator	Behaviour Indicator
Physical	<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries • Bruises which reflect hand marks • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent being contacted • Aggressive or angry outburst • Running away • Fear of going home • Flinching • Depression • Keeping arms/legs covered • Reluctance to change clothes • Withdrawn behaviour
Psychological	<ul style="list-style-type: none"> • Developmentally delayed • Sudden speech disorders • Loss of appetite / loss of weight • Disturbed Sleep 	<ul style="list-style-type: none"> • Neurotic behaviour e.g. hair twisting, rocking • Unable to play/take part • Fear of making mistakes • Sudden speech disorders • Self harm or mutilation • Fear of parents being contacted
Neglect and Self Neglect	<ul style="list-style-type: none"> • Constant hunger, stealing food • Unkempt state • Weight loss/underweight • Inappropriate dress • Untreated physical illnesses • Constantly tired 	<ul style="list-style-type: none"> • Truancy/late for school • Withholding of 'necessaries', eg nutrition, medication, healthcare, social stimulation • Withholding assistance to use toilet, keep clean, warm and comfortable • Disregarding one's personal hygiene, health or surroundings
Sexual	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • STIs • Vaginal discharge/ infection 	<ul style="list-style-type: none"> • Sudden change in behaviour • Nightmares • Unexplained sources of money • Sexual drawings/ language • Bedwetting • Self-harming behaviours

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	<ul style="list-style-type: none"> • Stomach pains • Discomfort when walking/ sitting • Pregnancy 	<ul style="list-style-type: none"> • Secrets which cannot be told to anyone • Behaving beyond their age
Financial or Material	<ul style="list-style-type: none"> • Stealing money • Prevention of necessary care options 	<ul style="list-style-type: none"> • Never having money for activities, snacks or treats • Unexplained or sudden inability to pay bills • Personal possessions of value go missing from home without explanation • Pressure or misappropriation of property, wills, bank accounts, benefits or assets
Discriminatory	<ul style="list-style-type: none"> • Ignoring dietary requirements 	<ul style="list-style-type: none"> • Direct or indirect discrimination based on race, gender, culture, disability, sexuality, religion, belief or values • Omitting services or activities based on preconceived ideas about someone's age or condition
Organisational	<ul style="list-style-type: none"> • Poor care planning • Inflexible routines • Lack of privacy 	<ul style="list-style-type: none"> • The routine/ practice or management that is not responsive to or respectful to the individuals served • Little opportunity for outside activities
Domestic Abuse	<ul style="list-style-type: none"> • Signs of psychological, physical, sexual and financial abuse • Female Genital Mutilation • Forced marriage. 	<ul style="list-style-type: none"> • Being prevented from seeing family/friends or attending college/work/appointments • Being followed or continually being asked where they are • Feeling scared of others, • Being threatened personally or threats against other family/friends • Being prevented from leaving the home; withholding finances, • Being forced to do something unwanted for their partner.
Modern Slavery	<ul style="list-style-type: none"> • Signs of physical or psychological abuse • May appear malnourished or unkempt, or appear withdrawn 	<ul style="list-style-type: none"> • Signs of isolation • Being prevented from travelling freely or going out on their own • Appearing to be under the control or influence of others • Appearing to be unfamiliar with their neighbourhood or where they work

APPENDIX 4: POLICY STATEMENT AND PROCEDURE TEMPLATE

(Name of organisation working with or on behalf of Colchester Borough Council) explicitly agrees to the following Statement of Policy and Procedures in regard to Safeguarding:

We are committed to safeguarding children (those under 18) and ‘adults with needs for care and support’, and protecting them from abuse when they are engaged in services organised and provided by us. We will act in the best interest of the child or adult at all times, and will proactively seek to promote their welfare and protection.

We confirm that we will follow Southend Essex Thurrock (SET) Safeguarding Guidelines.

We will ensure that unsuitable people are prevented from working with children and ‘vulnerable adults’ through using safe recruitment and selection processes. This will involve DBS (Disclosure and Barring Service) ‘checks’, where appropriate.

We will take any concern made by a service user, employee, volunteer or child/adult seriously and sensitively, and will not tolerate harassment of a person who raises concerns.

We confirm that we have at least one Designated Safeguarding Officer responsible for raising concerns about abuse or suspected abuse towards a child or adult with needs for care and support with Essex County Council and the Police, as appropriate.

We acknowledge our responsibility to contact Essex County Council promptly if we become aware of concerns about a Child or Adult with needs for care and support. We confirm that we will contact the Local Authority Designated Officer (LADO) in cases of concerns or allegations about a member of staff or volunteer.

We confirm that those raising a concern will be made aware that it will be shared with appropriate people but will be treated in confidence as far as possible. Staff and volunteers will not discuss the concern except with the Designated Safeguarding Officer, the Council’s Safeguarding Co-ordinator, or an agent of the responsible authority investigating the concern (Essex County Council or Essex Police). We agree to make referrals, and retain records, securely and appropriately in accordance with relevant legislation.

We understand that it is our responsibility to access and monitor appropriate training for staff and volunteers in respect of safeguarding, details of which can be provided by the Local Safeguarding Boards.

APPENDIX 5: SAFEGUARDING LEGISLATION

The following legislation and guidance underpin the safeguarding policy and aim to ensure that children and ‘adults with needs for care and support’ are protected from harm.

Included below is a list of legislative acts that empower and compel organisations to ensure that adequate safeguarding measures for children are in place.

Legislation	Description
The United Nations Convention on the Rights of the Child 1989	The Convention on the Rights of the Child was adopted by the UK in full in 2008. It was the first legally binding international instrument to incorporate the full range of human rights—civil, cultural, economic, political and social rights. In 1989, world leaders decided that children needed a special convention just for them because people under 18 years old often need special care and protection. The leaders also wanted to make sure that the world recognised that children have human rights too.
Children Act 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. Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils). There is a reciprocal duty on those agencies to co-operate with the Child Support Agency (CSA) in budget pooling – a key provision that underpins children's trust arrangements. Section 13 requires each local authority to be a statutory partner of the Local Safeguarding Children Board. Section 17 entitles district councils to be consulted on the CSA's Children and Young People's Plan (CYPP).
The Apprenticeships, Skills, Children and Learning Act 2009	Section 9 makes amendments to the Children Act 2004, specifically regarding the establishment of Children's Trust Boards. The Children's Trust comprises: <ul style="list-style-type: none"> a) the local authority including all constituent services that impact on children and families, such as housing, b) named statutory 'relevant partners' – this includes district councils, c) any other partners the local authority considers appropriate.

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	The 'relevant partners' are placed under a duty to cooperate in the making of arrangements to improve wellbeing and have a power to pool budgets and share other resources.
The Human Rights Act 1998	Sets out the rights of children and families to challenge what they perceive to be an infringement of their human rights.
Protection of Children Act 1999	Sets out the framework to enable employers to check on the suitability of employees to work with children. This act builds on the Police Act (1997), which set up the Criminal Records Bureau.
The Sexual Offences (Amendment) Act 2000	Introduces the concept of 'abuse of trust,' whereby adults could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the younger person is above the age of consent (16-18 in the case of child protection).
The Sexual Offences Act 2003	This replaced the Sex Offenders Act (1997). This incorporated 50 new offences, including a new 'Grooming' offence. Offences also include the use of the internet in child abuse and abuse of positions of trust. It also includes a new definition of rape.
Care Standards Act 2000	The Care Standards Act 2000 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. Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers from working with vulnerable adults. This sets out a regulatory framework and standards for services people might receive. This applies to regulated services, including care in a care home, domiciliary care and adult placement schemes (now referred to as Shared Lives).
Mental Capacity Act 2005	Made it an offence to neglect or deliberately ill-treat a person who lacks capacity. It put arrangements in place for advocacy support and best-interest decision-making.
Safeguarding Vulnerable Groups Act 2006	Created the Independent Safeguarding Authority (ISA) ¹ , which aims to prevent unsuitable people working with children and vulnerable adults. It includes social care services, as well as health, education, housing support and supporting people services.

¹ In December 2012, the Disclosure and Barring Service (DBS) merged the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

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<p>Every Child Matters, the Government's vision for children's services (no longer in force, yet the principles remain key cross cutting priorities)</p>	<p>This set out 5 key outcomes - be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing. District councils contribute to these outcomes in a variety of ways including:</p> <ul style="list-style-type: none"> • Housing – for example: preventing homelessness, providing supported accommodation for young parents and care leavers, re-housing families fleeing domestic abuse, supported accommodation for vulnerable adults, adaptations to properties etc. • Planning – for example: providing appropriate play facilities in new housing developments, making road safety schemes child-friendly. • Culture, leisure and learning opportunities – for example: provision of local leisure centres, art, crèche and playgroup facilities, museums, theatres. • Environmental health services – for example: promoting the health of children and adults, particularly in relation to food hygiene and nutrition.
<p>Protection of Freedoms Act 2012</p>	<p>Part 5 of the Protection of Freedoms Act 2012 covers the reduction in scope of the definition of regulated activity, new services provided by the Disclosure and Barring Service (DBS), and disregarding convictions and cautions for consensual gay sex.</p> <p>The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). For the purposes of Disclosure and Barring, the term 'vulnerable adult' has been retained.</p>
<p>Care Act 2014</p>	<p><i>The Act changes the definition of adult safeguarding. This reflects the local authority's new safeguarding duties that apply in relation to an adult who:</i></p> <ul style="list-style-type: none"> • <i>(a) has needs for care and support (whether or not the authority is meeting any of those needs),</i> • <i>(b) is experiencing, or is at risk of, abuse or neglect, and.</i> • <i>(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</i> <p><i>The Act also:</i></p> <ul style="list-style-type: none"> • <i>Places the adult at risk at the centre of the decision-making process.</i> • <i>Places Local Safeguarding Adults Boards on a statutory footing</i>

APPENDIX 6: MODERN SLAVERY - TRANSPARENCY STATEMENT 2015/16

This statement sets out Colchester Borough Council's actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business, and its supply chains. This statement relates to actions and activities during the financial year 1 April 2015 to 31 March 2016. As part of Local Government, the Council recognises that it has a responsibility to take a robust approach to slavery and human trafficking. In addition to the Council's responsibility as an employer, it also acknowledges its duty as a Borough Council to notify the Secretary of State of suspected victims of slavery or human trafficking as introduced by section 52 of the Modern Slavery Act 2015. The Council is committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking. The below sets out practices already in place at the Council and any committed actions set for 2016/17 in response to the introduction of the Modern Slavery Act.

Section 54 of the Modern Slavery Act states that the employer's slavery and human trafficking statement might include information on:

- its structure, business and supply chains;***
- its policies in relation to slavery and human trafficking;***
- its due diligence processes in relation to slavery and human trafficking in its business and supply chains;***
- the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps that it has taken to assess and manage that risk;***
- its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate; and***
- the training about slavery and human trafficking available to its staff.***

This statement has been approved by the Council's Senior Management Team and the Portfolio Holder for Business, Leisure and Opportunities. It will be reviewed and updated as part of the Council's annual policy review of Safeguarding.

**Annie Feltham
Portfolio Holder for Business, Leisure and Opportunities
August 2016**

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Structure and Business

Colchester Borough Council is a local authority which provides a wide range of statutory and discretionary services for its residents, businesses, visitors and partners. Its structure is shown on its website [here](#).

Colchester has a rapidly growing population and economy. Over the next 15 years the borough is anticipated to experience one of the fastest growth rates within the county, with population rising from around 180,000 to 208,000 by 2030.

The Council's [Strategic Plan 2015-18](#) includes supporting our residents, businesses and staff. The four words that we feel sum up what we want to achieve for the borough are:

- *Vibrant - promoting our heritage and working hard to shape our future.*
- *Prosperous – generating opportunities for growth and supporting infrastructure.*
- *Thriving - attracting business and selling Colchester as a destination.*
- *Welcoming - a place where people can grow and be proud to live.*

The Council's [People Strategy 2015-18](#) has three themes: Customer, Business and Culture. It is reviewed every three years (and its associated action plan annually) so that it stays relevant. The Strategy is supported by other policies, available on the Human Resources (HR) section of the Council's intranet, which are also regularly reviewed.

Supply Chains

From April 2016, all tender processes will require bidders to provide confirmation that they are compliant with the Act. In addition, before being added to the finance system, all new suppliers will have provided confirmation of compliance.

[Procurement Strategy 2015-17](#)

The Council procures goods and services from various suppliers and this is governed by our procurement strategy.

Policies

The Council reviews its policies and procedures on an ongoing basis to ensure they remain compliant and fit for purpose. The following policies

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and procedures are considered to be key in meeting the requirements of the Modern Slavery Act.

Safeguarding

The Council embraces its responsibility to develop, implement and monitor policies and procedures to safeguard the welfare of children and ‘adults at risk’. The Council has a comprehensive Safeguarding Policy which all staff and councillors are expected to read and work within. The Council works within multi-agency partnerships to protect and safeguard people.

Recruitment

The Council’s recruitment processes are transparent and reviewed regularly. They include robust procedures for vetting new employees, which ensures they are able to confirm their identities and qualifications, and they are paid directly into an appropriate, personal bank account. To comply with the Asylum, Immigration and Nationality Act 2006, all prospective employees are asked to supply evidence of their eligibility to work in the UK. References are also requested and followed up.

Agency Workers

The Council uses only reputable employment agencies to source labour and verifies the practices of any new agency it is using before accepting workers from that agency.

Pay

The Council operates a Job Evaluation Scheme to ensure that all employees are paid fairly and equitably. As part of its commitment to being a good employer, the Council has paid the Living Wage or more to its employees since 2013. The Council became an accredited Living Wage Employer in February 2016, meaning that this will be extended to relevant contracted staff as those contracts come up for renewal.

Employee Code of Conduct

The Council’s Employee Code of Conduct makes clear to employees the actions and behaviours expected of them when representing the Council. The Council strives to maintain the highest standards of employee conduct and ethical behaviour and breaches are investigated.

Whistleblowing

The Council encourages all its employees, customers and other business partners to report any concerns related to the direct activities or the supply chains of the Council. The Council's whistleblowing procedure is designed to make it easy for employees to make disclosures, without fear of retaliation.

Councillors (Members)

Members' Code of Conduct and Ethical Framework

The Council expects all Councillors to demonstrate the highest standards of conduct and behaviour. All Councillors are required to abide by a formal Code of Conduct. Breaches are investigated by the Monitoring Officer. The Ethical Framework within the Council's Constitution sets out further details.

Councillors' Declarations of Interests

The Council requires all Councillors to record and declare personal and prejudicial interests.

Partnerships

The Council works in partnership with a wide range of agencies to prevent abuse and neglect, to detect and report occurrences and to support victims. This includes Essex County Council and the Local Safeguarding Boards. It also leads the Safer Colchester Partnership (SCP). Audits are carried out for the Essex Safeguarding Children Board and Essex Safeguarding Adults Board on an annual basis. This includes appropriate reference to Modern Slavery and human trafficking.

Contractors and Service Providers

The Council requires its key contractors to have safeguarding policies, procedures and training in place in addition to providing confirmation of compliance with the Act.

Training

Staff

The Council has a programme of mandatory training that all employees must complete. It enables officers in community-facing

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roles to identify and know how to report suspected incidents of abuse and neglect, including modern slavery and trafficking. Information on Modern Slavery was included within Designated Officer training in 2015, and was incorporated into updated safeguarding awareness training for all staff in July 2016.

Councillors' Training

Induction material on Equality and Diversity and Safeguarding is provided to councillors on election, and face to face training is available on an annual basis.

APPENDIX 7: SAFER COLCHESTER PARTNERSHIP PREVENT STRATEGY 2016-19

Contents

- **Introduction**
- **Responsibility and Governance**
- **Local Context**
- **Community Partnership Working**
- **Aims and Objectives**
- **Delivering the Strategy**
- **Reporting Concerns**
- **Sources of Further Information**

Introduction

This Strategy has been commissioned by Colchester Borough Council's Director of Partnerships for the Safer Colchester Partnership (SCP). Community Safety Partnerships (formerly Crime and Disorder Reduction Partnerships (CDRPs)) were established by the Crime and Disorder Act 1998 in order to reduce crime and protect vulnerable groups. The SCP is made up of the Council and its local partners including Essex Police, Fire and Rescue, Probation and Health.

The Colchester Prevent Strategy sets out the Partnership's strategic aims over the next three years, but may be amended during this timeframe. A separate Action Plan sets out its objectives and how these will be met.

Sec 26 of the Counter Terrorism and Security Act 2015 ("the Act") places a duty upon local authorities including district councils to have "due regard to the need to prevent people from being drawn into terrorism." Preventing people from being drawn into terrorism is part of a range of activities already undertaken by local authorities. The legislation seeks to improve consistency and spread best practice. Effective partnership working is key to Colchester Borough Council meeting its duties. The duty builds upon the PREVENT Strategy published in 2011. Prevent is part of the Government's overall counter-terrorism strategy, CONTEST, which aims to reduce the risk to the United Kingdom from international terrorism 'so that people can go about their lives freely and with confidence.' These forms of terrorism include:

- ***Far Right extremists***
- ***Al-Qaida influenced groups***
- ***Environmental Extremists***
- ***Animal Rights Extremists***

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‘Contest’ consists of the following four strands:

<i>Pursue</i>	<i>to stop terrorist attacks</i>
<i>Protect</i>	<i>to strengthen our overall protection against terrorist attacks</i>
<i>Prepare</i>	<i>where an attack cannot be stopped, to mitigate its impact</i>
<i>Prevent</i>	<i>to stop people becoming terrorists or supporting terrorism</i>

The Prevent Strategy has three objectives, to:

- 1. Respond to the ideological challenge of terrorism and the threat we face from those who promote it*
- 2. Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support; and*
- 3. Work with sectors and institutions where there are risks of radicalisation that we need to address*

Statutory Guidance to accompany the new duty was issued in April 2015 and has been used to draft this Strategy.

It is the responsibility of all SCP agencies to ensure that, where relevant, their policies, procedures and processes reflect this Strategy and its accompanying Action Plan.

Responsibility and Governance

The Safer Colchester Partnership (SCP) is led by a Responsible Authorities Strategic Group (RASG) which consists of Chief Officers representing statutory partners and organisations that are well placed to help reduce crime and protect vulnerable groups. It aims to achieve sustainable solutions following the identification of local needs and priorities. The Council’s strategic and overall lead on Prevent falls to both Lucie Breadman (as Head of Community Services) and Pam Donnelly (Director of Partnerships). The operational lead is provided by Andrew Harley (Equality and Safeguarding Co-ordinator) who liaises with Sonia Carr (Senior Community Safety Officer).

Local context

The population of Colchester is 180,420 (mid 2014 estimation) and is projected to grow by 8% by 2022, reaching 195,000. An estimated 39,770 young people were living in the borough in 2014 (those aged 18 years or younger), which accounts for approximately 22% of the total Colchester

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population, which is the same as that for Essex and for the UK. Those aged 65 or over accounted for 17% of the total Colchester population which compares with 20% for Essex and 18% for the UK.

The unemployment rate for over 16 year olds in the borough was estimated to be 5.9% , which is less than the England average of 7.2% and the Essex average of 6.3%.

The Black or Minority Ethnic (BME) Community amounted to 8% of the Borough's population in 2011. This compares with 14% for England and Wales and 5.6% for Essex. The largest BME group in the Borough is Asian or British Asian. In 2014 there was a 17.3 rate of migrant workers registered to work in Colchester. This is higher than the rate for Essex which is 9.8 but lower than the rate for England and Wales which is 20.2. The five highest nationalities of non UK residents registered to work in the borough in 2012 were Polish (1770), Indian (990), Chinese (880), Lithuanian (570) and Filipino (480). Census data confirms that 94.2% of people living in Colchester spoke English as their first language. The next most spoken first languages were Chinese, Polish, Arabic, Nepalese, Filipino, Greek, Lithuanian, Romanian and French.

58% of the Borough's population identified themselves as being Christian and 31% as having 'no religion'. 0.6% identified as Buddhist; 0.7% as Hindu; 0.2% as Jewish; 1.6% as Muslim; and 0.1% as Sikh. Places of worship within the borough include more than 100 Christian churches, a Buddhist Centre, a Jewish Synagogue and two Mosques (on Priory Street and at the University of Essex).

The health of people in Colchester is varied compared with the England average. The rate of hospital stays related to alcohol-related harm was 495, which is lower than the average for England. According to the 2015 Public Health Profile 16.3% of children in Colchester are living in poverty. The 2015 Public Health Profile does not provide values for Essex or the UK. However, according to the March 2015 update of 'Child poverty in Essex' (a review of the drivers of child poverty now, and children growing up to be poor adults), there are fewer children living in poverty in Essex (16.1%) than the national average (20.1%). The average IMD score for Colchester is 16.9 which compares with 17.1 for Essex.

The Colchester campus of the University of Essex is two miles from the centre of Colchester. The university is home to more than 10,500 students belonging to more than 130 different nationalities. Colchester Institute is a provider of vocational education in Colchester, Braintree and Clacton. The Borough is also home to 18 schools that provide secondary education.

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No obvious community tensions were reported in Colchester based on the 2012/13 Residents' Survey results. 79% of respondents answered that they are satisfied with Colchester as a place to live, compared with the national average of 82%. Also, 60% of respondents reported they feel safe outside after dark and 62% feel that they belong in their local neighbourhood."

Colchester has 62 Police recorded crimes per 1000 of the population which compares with 53 for the 'most similar group average'. In common with Essex and UK data, there has been an increase in recorded crime since March 2015.

Community Partnership Working

The Safer Colchester Partnership is well placed to work with Colchester Borough Council to deliver the Prevent Strategy and to continue to help keep vulnerable people safe. Partnership initiatives have included its 'Day of Action' and 'Night of Action' events, as well as its Domestic Abuse Awareness campaigns. It also funds Colchester's 'SOS Bus' project which provides practical and medical help and advice to young people who are vulnerable. The Council works with its local partners by chairing and hosting a range of groups including the Essex Migrant Agencies Forum and the Young Person's Housing Forum. Colchester takes part in the 'Keep Safe' Scheme which helps ensure that people with a learning disability feel safe and confident outside their home. The Community Initiatives Team co-ordinated two 'Crucial Crew' events in 2014, designed to increase safety awareness. The Council's 'Zone Wardens' are active in the community in helping to support children and vulnerable people, including those with disabilities.

Aims and Objectives

This Strategy has the same objectives as the national Prevent Strategy, namely to:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it*
- Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support; and*
- Work with sectors and institutions where there are risks of radicalisation that we need to address*

This Strategy is designed to address all forms of terrorism but continue to prioritise according to local knowledge. The allocation of resources will be proportionate to the threats faced.

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The accompanying Action Plan takes into account the local context and the CTLP (Counter Terrorism Local Profile) to establish operational priorities. Its purpose is to identify, prioritise and facilitate delivery of projects, activities or specific interventions to reduce the risk of people being drawn into terrorism.

Delivering the Strategy

Evidence suggests that there is neither an obvious profile of a person who is likely to become involved in a terrorist related activity, nor a single indicator of when a person might move to support extremism. It is the case that anyone may be susceptible to radicalisation, and vulnerable individuals are particularly at risk.

Indicators of concern that staff may observe or identify in the behaviour of individuals may include:

- *Graffiti symbols, writing or artwork promoting violent extremist messages or images*
- *Voicing radical ideology or the use of extremist or hateful terms to exclude others or incite violence*
- *The accessing of violent extremist material online, including social networking sites*
- *Individuals taking photos of shopping areas or trying to gain access to secure areas or buildings*
- *Parental/family reports of changes in behaviour or actions*

Vulnerable individuals can be exploited in many different ways as a result of face to face contact, or indirectly through the internet, social networking or other media. Radicalisation is a process, and there is no single route or pathway to radicalisation. Access to extremist material is often through leaflets and local contacts although the internet plays an increasingly important role in the communication of extremist views. It provides a platform for extremists to promote their cause and encourage debate, and is a swift and effective mechanism for disseminating propaganda.

Reporting Concerns

Partner agencies should raise concerns about individuals being drawn into terrorism via their child and adults with needs for care and support safeguarding procedures. Concerns about possible criminal activity may be passed to Essex Police via prevent@essex.pnn.police.uk, the national anti-terrorist reporting line on 0800 789321 or via Essex Police on 0300 333 4444. It is important that partner agencies pass on concerns no matter how insignificant they may appear. There is no 'typical' person

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who could be immediately identified as a possible suspect planning a terrorist attack or trying to radicalise others.

Where an employee expresses views, distributes material, uses or directs others to extremist websites or promotes terrorism, partner agencies should follow their procedures in respect of managing allegations in the workforce.

APPENDIX 8: SAFE WORKING PRACTICES

Guidelines for conduct when working/having contact with children and ‘adults with needs for care and support’

It is best practice for councillors, employees and contractors who have contact with children and adults with needs for care and support to follow these guidelines:

- When working with children and adults with needs for care and support, always be open to scrutiny and avoid situations where an employee, volunteer or service provider is alone and unobserved.
- Children and adults with needs for care and support have a right to privacy, respect and dignity. Respect the individual and be sure to provide a safe and positive environment.
- All children and adults with needs for care and support should be treated equally in the context of any activity.
- Councillors, employees and contractors must put the wellbeing and safety of the child or adult with needs for care and support before the development of performance.
- Always report incidents as soon as possible to a line manager and a Designated Safeguarding Officer (and make a written report) if a child or ‘adult with needs for care and support’:
 - is accidentally injured as the result of action taken
 - seems distressed in any way as a result of action taken
 - appears to be sexually aroused by, or misunderstands or misinterprets something you have done
- If a child or adult with needs for care and support arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined above in the Safeguarding Policy.
- When administering first aid, employees should ensure that another adult is present where possible, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

NEVER:

- Take children or adults with needs for care and support to your home where they will be alone with you.
- Engage in rough physical games including horseplay.
- Engage in sexually provocative games.
- Allow, encourage or engage in inappropriate touching of any form.
- Allow children or adults with needs for care and support to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Make sexually suggestive comments about, or to, a child or adult with needs for care and support, even in fun.

NEVER (CONTINUED)

- Allow an allegation about a child or an adult with needs for care and support to be ignored or go unrecorded.
- Do things of a personal nature for children or adults with needs for care and support *that they can do for themselves*, such as assisting with changing. Such 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 endeavour to have someone else present and inform the parents/carers as soon as is reasonably possible. In such situations it is important that all employees treat the child or adult with the utmost discretion.
- Share a room with a child or adult with needs for care and support
- Enter areas designated only for the opposite sex.
- Use the internet or any other electronic or telephone device to access pornography sites.

APPENDIX 9: MISSING AND UNCOLLECTED CHILDREN

Missing children

- When a member of staff becomes aware that a child has gone missing, the supervisor and manager should be informed immediately.
- The manager will inform reception and all other operational staff. Reception staff will be responsible for watching the entrance and exits.
- The supervisor will begin a thorough search of the building, using all supernumerary staff. This will be carried out in a calm manner.
- If the child has not been found after five minutes, the child's parents will be informed (if they are not already aware)
- If the child has not been found after fifteen minutes, the police will be informed.
- The search will continue with as many staff as are available (whilst safety of other children is maintained) until the police arrive and advise further action accordingly.
- The manager should liaise with the Safeguarding Co-ordinator and/or the Safeguarding Lead in regard to communication with the police and the parents.
- When the situation has been resolved, a thorough risk assessment of the circumstances surrounding the incident should be carried out, with safeguards being implemented where possible or necessary to prevent the situation from occurring again.
- All relevant agencies will be informed and a comprehensive record of the incident will be kept confidentially.

Uncollected children

- Every effort will be made to contact a parent/carer using the details supplied on the booking form.
- The children will be supervised at all times whilst waiting for their parent/carer to arrive.
- Under no circumstances will a member of staff take the child home.
- If a child's parents/carers cannot be contacted by staff after one hour, the manager or Designated Safeguarding Officer will contact the Family Operations Hub for advice, which should be followed.
- The child will remain under the care of staff until the parent/carer arrives or until Essex Social Care takes over responsibility for the child.
- Staff must continue to try and contact the parent/carers throughout this process.
- All events must be clearly recorded by all relevant staff as well as the Safeguarding Co-ordinator and duty manager. This record will be kept confidentially by the Safeguarding Co-ordinator.

APPENDIX 10: CHILD TRAFFICKING SIGNS AND INDICATORS

Signs that a child may have been trafficked:

There are a number of circumstances that could indicate that a child may have been trafficked to the UK and may still be in the control of the trafficker or the receiving adults. These include situations in which the child:

- Does not appear to have money but does have a mobile phone
- Is driven around by an older male or 'boyfriend'
- Is withdrawn and refuses to talk
- Shows signs of sexual behaviour or language
- Shows signs of physical or sexual abuse and/or has contracted a sexually transmitted disease
- Has a history with missing links and unexplained moves
- Is required to earn a minimum amount of money every day
- Works in various locations
- Has limited freedom of movement
- Appears to be missing for periods.

Or situations where the child:

- Is known to beg for money
- Is being care for by adults who are not parents. The quality of the relationship between the child and the carers is not good
- The presentation of a trafficked child is usually very different from other children living in the same household
- Has not been registered with or attended a GP practice
- Has not been enrolled in school
- Has to pay off an exorbitant debt, perhaps for the travel costs, before being able to have control of earnings
- Hands over a large part of earnings to another person
- Is excessively afraid of being deported
- Has had their journey or visas arranged by someone other than family
- Does not have possession of their own travel documents
- Is unable to confirm who is going to have responsibility for her/him
- Has entered the country illegally.

NB: The United Kingdom Human Trafficking Centre (UKHTC) is a multi-agency organisation led by the Serious Organised Crime Agency (SOCA). Its role is to provide a central point of expertise and coordination to combat human trafficking. More information and contact details for support from UKHTC are on its website - [The United Kingdom Human Trafficking Centre \(UKHTC\)](#)

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APPENDIX 11: FORMS AND LINKS FOR STAFF

FORS (Family Operations Request for Support) Form – for use in the case of a concern about a child

SETSAF1 - Safeguarding Adults Form – for use in the case of a concern about an 'adult with needs for care and support'

SET (Southend Essex Thurrock) Procedures

Media Consent Form – Colchester and Ipswich Museums Service - Photography

Whistleblowing Policy Statement

Code of Conduct

Managers Guide to Recruitment

Information Sharing Protocol

Designated Safeguarding Officers

Public Concern at Work: Provides free confidential advice on how to raise a concern about malpractice at work. Tel: 020 7404 6609 <http://www.pcaw.co.uk/>

Essex Police Prevent

GOV.UK Counter-terrorism policy

Safeguarding Co-ordinator: Colchester Borough Council
Tel: 01206 282880, Email: andrew.harley@colchester.gov.uk

APPENDIX 12: USEFUL WEBSITES

- **Essex Safeguarding Children Board** – A multi-agency organisation which works to bring together agencies who work to safeguard and promote the welfare of children.
 - <http://www.escb.co.uk>
- **Essex Safeguarding Adults Board** – An inter-agency forum for agreeing how the different services and professional groups should cooperate to safeguard adults with needs for care and support across Essex.
 - <http://dnn.essex.gov.uk/esab/Home.aspx>
- **Suffolk Safeguarding Children Board:**
<http://suffolksafeguardingchildrenboard.onesuffolk.net/>
- **Suffolk Safeguarding Adult Board:**
<http://www.suffolkas.org/>
- **Essex Police**
 - Non emergency number – 101
 - Emergency – 999.
- **NSPCC Child Protection Helpline** – Tel: 0808 800 5000
 - www.nspcc.org.uk
- **Disclosure and Barring Service** - The DBS merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).
 - Tel: 0870 9090 811 (checks) or 01325 953795 (referrals/barring)
 - <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>
- **Ask SAL:** The Ask SAL helpline is a partnership project between the Southend, Essex and Thurrock Safeguarding Adults Boards and Essex County Council. Individuals can use this helpline to report if they see, hear or suspect that an adult with needs for care and support is being abused.
 - Ask SAL helpline – Tel: 08452 66 66 63
 - <http://www.asksal.org.uk/>
- **Child Protection in Sport Unit:** Sports organisations can seek advice on child protection issues from the Child Protection in Sport Unit: (CPSU) which has been established as a partnership between the NSPCC and Sport England. CPSU / NSPCC provide advice and assistance on developing codes of practice and child protection procedures to sporting organisations.
 - Tel: 0116 234 7278/ Email: cpsu@nspcc.org.uk
 - http://www.nspcc.org.uk/Inform/cpsu/cpsu_wda57648.html

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Title :	Safeguarding Policy
Status :	Approved March 2013
Consultation :	Senior Management Team Leadership Team
Approved By :	Full Council
Approval Date :	20 March 2013
EQIA :	See website www.colchester.gov.uk or <u>click here</u>
Review Frequency :	Every three years
Next Review :	Autumn 2016
Amendments to policy	<p>Version 2 – August 2015</p> <p>Minor updates</p> <p>Version 3 – March 2016</p> <p>Reference to vulnerable adult has been changed to ‘adult with needs for care and support’ in line with Safeguarding Boards guidance following the Care Act 2014.</p> <p>New ‘FORS’ form for raising a concern about a child has replaced ECC999 and is reflected in changes to the ‘Procedure Flowchart’ within the appendices. .</p> <p>New information has been included on CSE, Domestic Abuse, HBA, Modern Slavery and PREVENT- in line with Safeguarding Boards guidance.</p> <p>Contact details for use “where a member of staff is implicated in abuse” have been updated.</p> <p>‘Safeguarding legislation’ has been updated within the appendices.</p>

	SAFEGUARDING POLICY VERSION CONTROL Page 2
Amendments to policy	<p>Version 4 – October 2016</p> <p><i>Correct procedures for volunteers have been incorporated into the policy.</i></p> <p><i>Safeguarding responsibilities have been clarified</i></p> <p><i>New sections have been added on recording information, consent and mental capacity.</i></p> <p><i>Additional rows have been added to the table on safeguarding training.</i></p> <p><i>A new section has been added on Whistleblowing</i></p> <p><i>A new appendix has been added: Modern Slavery Transparency Statement</i></p>