



Hinckley & Bosworth
Borough Council

APPENDIX 2

Hinckley and Bosworth Borough Council's Children and Young Person's Safeguarding Policy and Procedures

Formal review date: September 2025

Important: Please remember that it is not up to you to decide if abuse towards a child or young person has taken place; that is the role of Social Care Services, the Police or other relevant agency. It is however your responsibility to report any concerns to a Designated Safeguarding Officer.

We (Hinckley & Bosworth Borough Council) have a legal responsibility to respond to any issues that may concern us, even if they do not involve our staff or services.



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Guide for dealing with concerns relating to a child or young person

If a member of staff, elected member or volunteer has concerns about a child or young person (this could be something you have heard, seen, or been told) see item 1.2 for safeguarding definitions or if a child or young person or their carer has disclosed information relating to safeguarding to you:

- Stay calm
- If child or young person is present reassure them
- Do not make promises of confidentiality or outcome
- Keep questions to a minimum, avoid 'leading' questions

Is the child or young person in need of the emergency services?

- If no, complete internal Safeguarding Incident Reporting Form ([Safeguarding - Safeguarding incident](#)) recording all details given, following the reporting procedure. Contact your Designated Safeguarding Officer (See pg.5 for list of DSO's).
- **If yes, call the emergency services on 999 and inform the call handler that the concern relates to safeguarding of a child or young person.** Complete Safeguarding Incident Reporting Form ([Safeguarding - Safeguarding incident](#)) recording all details given, following the reporting procedure, including actions taken and incident number given by emergency service.

Designated Safeguarding Officer (DSO) to decide and action:

- Does the concern meet safeguarding thresholds/should it be referred using the safeguarding processes?
- If not, are there any other sources of support that the child/family could be signposted/referred into?

Out of office hours contact:

- Children's Social Care/First Response Children's Duty Team: 0116 305 0005 (24-hour phone line).
- Leicestershire Police: 101 if you think a crime has been committed but there is no immediate danger or 999 if a crime is being committed or if a child is in immediate danger.
- Emergency Services including Ambulance: telephone 999 in the event of a medical emergency.

Who are the Designated Safeguarding Officers for concerns relating to children and young people?

In the first instance report to Safeguarding using the generic safeguarding e-mail. If you would like to talk any concerns through, or need any support in filling in the form, you can contact any of the Designated Safeguarding Officers (DSOs). It may be easier for you to email safeguarding@hinckley-bosworth.gov.uk to request the duty DSO to contact you.

- **Rachel Burgess**, Community Safety and Safeguarding Manager, 01455 255746
- **Jodine Legg**, Senior Safeguarding Officer, 01455 255674, 07866 812746
- **Lindsay Orton**, Wellbeing Development Manager, 01455 255805 or 07779 717812
- **Madeline Shellard**, Head of Housing, 01455 255746 or 07946196028
- **Amie Carroll**, ASB and Tenancy Manager, 01455 255 665
- **Laura Blain**, Customer Services Manager, 01455 255987, 07966 236823
- **Denise Courtney**, Deputy Customer Services Manager, 01455 255921
- **Jonathan Jesson**, Health Improvement Officer, 01455 255875, 07884 312231
- **Samantha Wright**, Technical Officer- Pollution, 01455 255658, 07976 828319
- **Steve Reeves**, Housing Repairs Helpdesk Team Leader, 07787 009456, 01455 255927
- **Giles Rawdon**, Environmental Health Officer (Pollution), 01455 255684, 07966 200851
- **Sharon Stacey**, Director (Community Services), 01455 255636 or 07966 200692

If the safeguarding concern is out of hours, ask for advice from:

- First Response Children's Duty Team: 0116 305 0005
- NSPCC action help line: 0808 800 5000
- Leicestershire Police child abuse investigation unit and referral team: 101

Speak to one of the directors:

- **Sharon Stacey**, Director (Community Services), 01455 255636 or 07966 200692
- **Julie Kenny**, Director (Corporate Services) on 01455 255985 or 07966 131272

Always follow the reporting procedure back to the Designated Safeguarding Officers keeping them informed of any actions or updates.

If you feel that there is an immediate risk, always contact the emergency services on 999.

1.0 Introduction

Nothing is more important than Children's welfare (Working Together 2018).

What does 'safeguarding' mean?

The government guidance on Working Together to Safeguard Children 2018, defines safeguarding children and promoting their welfare as:

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

Who is this policy for?

This policy is for you if you are a member of Hinckley & Bosworth Borough Council staff, an elected member, a volunteer or anyone working on behalf of, delivering a service for or representing the council.

It is important to be aware that Hinckley & Bosworth Borough Council has both a moral and legal obligation to ensure the duty of care for children across all its services. Council staff may come across cases of suspected abuse either through direct contact with children, for example, running a sports or community event, observing a child or family in the council reception area or as staff visiting homes as part of their day-to-day work. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in services organised by the council.

What does this policy cover?

The policy will provide you with the information you need regarding actions to take if you suspect or are told about abuse and what will happen next. This may be the tool that helps you to save a child's life.

While it is not our job to establish whether or not abuse is taking place, it is our responsibility to report any concerns we have over the welfare of children or young people. This duty extends to the identification of abuse, poor practice by internal members/staff of the council, as well as allegations brought to the attention of the council by a member of the public/community.

This policy outlines that your primary concern is to ensure that you record relevant information and pass it on to the Designated Safeguarding Officer's as quickly as possible, so that they can discuss any action or referral to the relevant authority. Remember to contact the emergency services without delay if necessary.

Safeguarding Children

This policy has been developed in accordance with the following legislation and procedures:

The legal obligations concerning children and young people are underpinned by Section 11 of the Children Act 2004 including as amended by the Children and Social Work Act, 2017. Further guidance is available from Working Together to Safeguard Children, 2018.

Hinckley & Bosworth Borough Council is a statutory agency of the Leicestershire and Rutland Safeguarding Children Partnership (LRSCP). This policy document is based on guidance. For more information go to <https://lrsb.org.uk/lrscp>

1.1 Policy Statement

Hinckley & Bosworth Borough Council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children, safeguard their well-being and protect them from abuse. We aim to do this by:

- Respecting and promoting the rights, wishes and feelings of children and young people.
- Raising the awareness of the duty of care responsibilities relating to children and young people throughout the council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and young people to protect them from harm.
- Ensuring all staff receive safeguarding training at a relevant level as set by the Leicestershire and Rutland Safeguarding Partnership.
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and young people from abuse, and minimise risk to themselves.
- Ensuring that relevant commissioned services are compliant with safeguarding expectations as set out by the Local Safeguarding Children Partnership.
- Responding to any allegations of misconduct or abuse of children or young people in line with this Policy and Guidance and Local Safeguarding Children Partnership guidance; as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to adopt and abide by the council's Children and Young People Safeguarding Policy and Guidance.
- Formally reviewing this Policy and Procedures document every 3 years, alongside refreshing this Policy on an annual basis to ensure accuracy.

1.2 Definitions

This policy and these procedures are based on the following definitions:

- The term child, or young person is used to refer to anyone under the age of 18 years
- The term parent is used as a generic term to represent parent, carers and guardians
- The terms staff, elected members and volunteers is used to refer to employees, borough councillors, volunteers and anyone working on behalf of, delivering a service for, or representing the council including commissioned services
- Children and young people are vulnerable to abuse from adults or from other children or young people

There are four broad types of child abuse: physical abuse, emotional abuse, sexual abuse and neglect. Full definitions of these can be found in the Leicestershire and Rutland Safeguarding Partnership Procedures available from <http://lrsb.org.uk/>

Local Safeguarding Children Boards have an important role in monitoring the effectiveness of partner agencies and are key to improving multi-agency working as well as supporting and enabling partner organisations to adapt their practice and become more effective in safeguarding children. The Leicestershire and Rutland Safeguarding Children Partnership Board maintain a raft of policies, procedures and guidance, all partner agencies are signed up to these and they are regularly updated. Procedures and guidance relating to assessing need and safeguarding in specific circumstances, for example, Child Sexual Exploitation and safeguarding disabled children are all provided on the website: <https://lrsb.proceduresonline.com/contents.html>

The Leicestershire and Rutland Safeguarding Children Partnership Board will also conduct and publish Serious Case Reviews and associated findings/ recommendations after a child has been seriously harmed or died. Collectively, this is the practice guidance that informs the actions of Designated Safeguarding Officers (DSOs).

1.3 Principles

Children Act 2004

Section 11 of the Children Act 2004 places a duty on:

- Local authorities and district councils that provide Children's and other types of services, including children's and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services
- A range of organisations and individuals to ensure their functions, and any services that they contract out to others are discharged having regard to the need to safeguarding and promote the welfare of children

This means that:

- The welfare of children and young people is the primary concern
- All children and young people have the right to protection from abuse
- Local agencies, including those in universal services and those providing services to adults with children, should understand their role in identifying emerging problems and sharing information with other professionals to support early identification and assessment (Working Together, 2018)
- It is everyone's responsibility to report any concerns about abuse
- Professionals working in universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need (Working Together, 2018)
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the GDPR, Data Protection Act 2018.
- We are audited on this part of the Children Act, 2004 annually

1.4 Support for members of staff, elected members or volunteers raising concerns

In the event of having a concern, you may choose to talk to a Designated Safeguarding Officer (DSO) and/or complete the online form which can be accessed via the intranet in 'Top Tasks'.

When a member of staff, an elected member or a volunteer raises concerns with their Designated Safeguarding Officer (DSO), the DSO will ensure that:

- The procedures are followed appropriately in consultation with Social Care Services and in line with Local Safeguarding Children's Partnership procedures
- The appropriate agencies, or any other parties, are informed
- Information is recorded and stored appropriately in regard to GDPR regulation, Data Protection Act, 2018 guidance.
- Members of staff involved, where they indicate that they require support, are signposted in line with the Council's employee wellbeing policies. This includes access to a confidential counselling service. Support and signposting will primarily be carried out by the person's line manager.

1.5 Additional considerations when concerns relate to an internal employee/member of the council, for example, staff, contractors, volunteers, and elected Members

It can be very worrying to have concerns about a child's safety or welfare that relate to the conduct of a colleague. The local authority recognises that this can involve additional stress for those reporting concerns. Full support will be given in line with the local authority Whistleblowing Policy which ensures that mechanisms are in place to ensure staff are confident that concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services. Contact HR for more information and a copy of the Whistleblowing Policy.

Where you have concerns about a colleague, the reporting procedures should be followed in exactly the same manner as outlined above. You may need to have regard to which Designated Safeguarding Officer (and manager if you wish) it is appropriate to report your concerns to.

You can report to:

- Your line manager
- Human Resources

You must report to:

- A Designated Safeguarding Officer ([Safeguarding - Safeguarding incident](#)- a list of DSO's can also be found here).

Remember that the safety of the child is paramount.

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to your line manager, and you can ask a Designated Safeguarding Officer for guidance about appropriate action. Managers wishing to seek further advice can refer to the Local Safeguarding Children's Partnership Procedures available from: [leicester-safeguarding-partnership-board-arrangements-update-2020-v002.pdf \(lcitylscb.org\)](#).

Where an allegation is made against an elected member this should be referred to a Designated Safeguarding Officer who will then engage the Monitoring Officer or Deputy Monitoring Officer who has responsibility to address Member Code of Conduct related issues ([Codes of Conduct | Hinckley & Bosworth Borough Council \(hinckley-bosworth.gov.uk\)](#)).

Any allegation or concern regarding a member of staff, officer or volunteer involving conduct towards a child or young person should be referred to the Designated Safeguarding Officer who will then engage Human Resources. Human Resources has the responsibility to refer to the designated officer or team of officers for the management and oversight of allegations against people that work with children based at the appropriate Social Care Department (Leicestershire County Council for Hinckley and Bosworth residents). This role used to be referred to as the Local Authority Designated Officer (LADO), they will:

- Provide advice and guidance to employers and voluntary organisations
- Liaise with the police
- Monitor the progress of all cases to ensure that they are dealt with quickly and consistently

[Leicestershire and Rutland Safeguarding Partnerships Business Office - L.A.D.O. \(Local Authority Designated Officer\) \(lrsb.org.uk\)](#).

1.6 Confidentiality and information sharing

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children and young people. Information should be handled and disseminated on a need-to-know basis only. Your line manager and the Designated Safeguarding Officer will guide you as to who needs to know information about the case.

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion. The person should be informed that the member of staff will at the very least, have to disclose the conversation to the line manager and depending on the severity of the information may be disclosed to Social Care Services or the police.

When it comes to reporting safeguarding concerns, however they arise, the General Data Protection Regulation (GDPR) under the Data Protection Act ,2018, does not prevent or limit the sharing of information for the purposes of keeping Children and Young people safe. It allows DSOs to share information without consent or if it is not possible to gain consent or it cannot reasonably expect that a practitioner gains consent or if to gain consent would/could put the child at risk of harm.

Remember - The welfare of the child is paramount

2.0 Reporting and managing incidents and concerns

It is our duty as Officers, Members or Volunteers of Hinckley & Bosworth Borough Council to report any concerns we may have concerning the safeguarding or welfare of a child or family.

The process on how to respond to concerns is detailed below.

2.1 Responding to suspicions

You are not expected to investigate suspicions or concerns, other agencies are trained to do this.

If you have a concern about the safety or welfare of a child or young person:

- Note the concerns and your reasons for being concerned including your professional opinion of the situation using the incident reporting form
- You may choose to see your line manager
- Report to the safeguarding team
- Maintain confidentiality (Section 1.6)

Do not undertake further investigations.

When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child or young person, the parent or carer should not be contacted about the

allegation of abuse. Social Care Services and/or the police will do this at an appropriate time.

2.2 Responding to disclosure

Abused children and young people are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying you are already helping the situation. It is key that you reassure the person that they were right to tell and to not make promises to keep secrets. The guidelines accompanying this policy contain a more detailed guide to help you respond appropriately.

Remember the 5 R's- Recognise, Respond, Report, Record & Refer.

2.3 Incident Reporting Form

You need to fill in an Incident Report Form for all concerns, suspicions and disclosures relating to the safeguarding of children and young people. These need to be done as soon as is practicable to ensure all the facts are recorded. Do not delay when reporting concerns as a child's welfare or safety may be imminently at risk.

The online reporting form can be accessed via the 'top tasks' button on the intranet.

When you have to fill in a form, please include all relevant facts about you, about the incident and about the people involved. Please talk to a Designated Safeguarding Officer for advice and guidance.

2.4 Types of investigation

There may be circumstances where you could be involved in an investigation as a result of an incident or concern. You will receive full support from HR and from your line manager should this happen. Designated Safeguarding Officers will also be available for help, information, and advice.

2.5 Support for staff

If an allegation is made towards another member of staff, full support will be given in line with the Local Authority Whistleblowing policy. Contact HR for more information and a copy of the policy.

For other support please see the wellbeing support pages on the intranet.

3.0 Systems and structures

Districts and boroughs in Leicestershire have developed systems and structures to report, refer and record safeguarding concerns for internal use and in line with the Local Safeguarding Children Board procedures for multi-agency working which can be found at: [Leicestershire and Rutland Safeguarding Partnerships Business Office - Leicestershire and Rutland Safeguarding Children Partnership \(Irsb.org.uk\)](#)

For more information contact the Lead Professional Officer (see 3.2).

3.1 Key Contacts

A full list of Designated Safeguarding Officers can be found on the Safeguarding section of the Hinckley and Bosworth Borough Council intranet: [Safeguarding - Home](#).

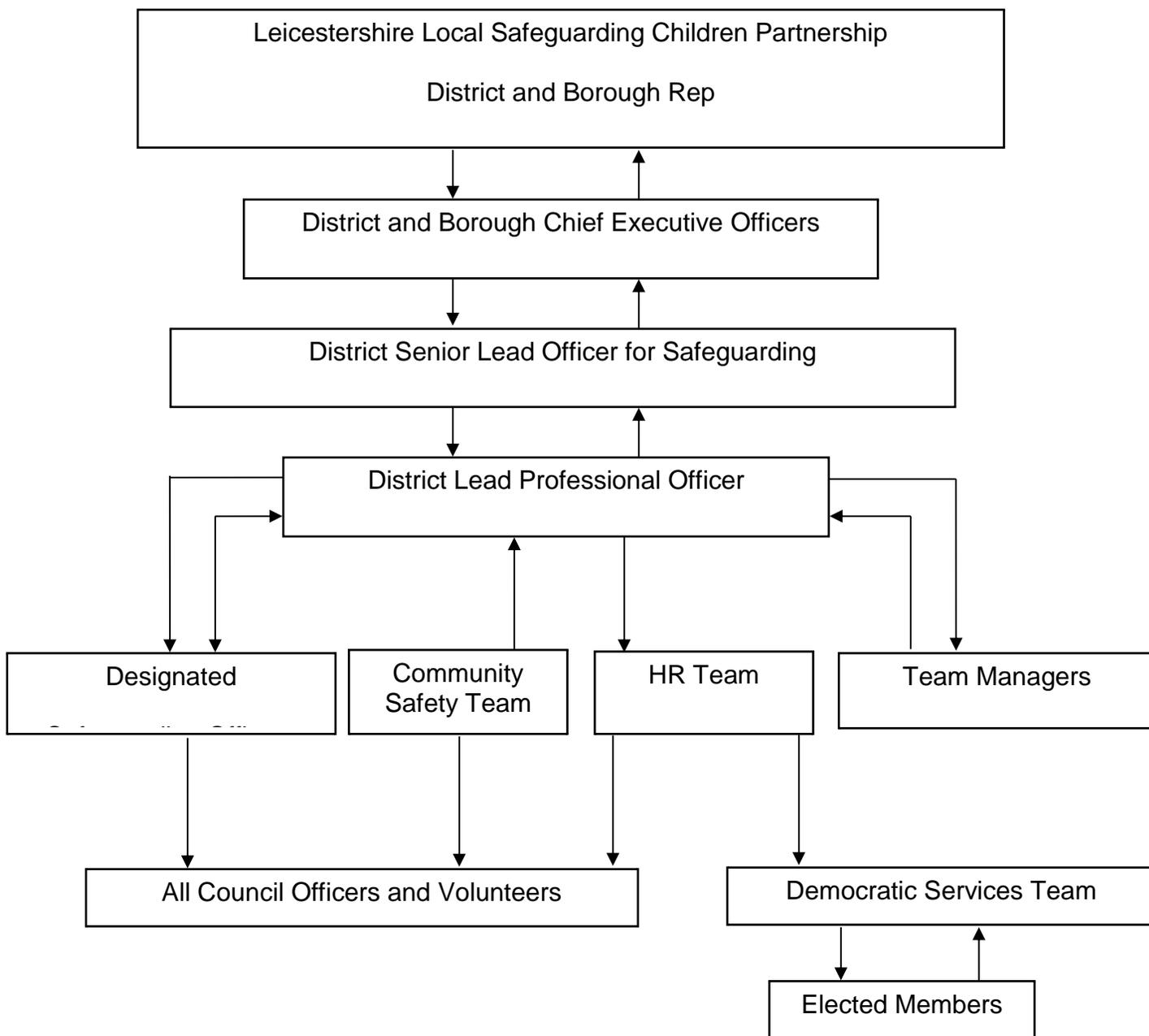
External key contacts:

- Social Care Services - First Response Children's Duty Team 24-hour phone line: 0116 305 0005
- Emergency services: 999
- Leicestershire police: 101 (if you think a crime has been committed but there is no immediate danger)
- Leicestershire Police Child Abuse Investigation Unit (CAIU): 0116 248 5500, email: childreferralteam@leicestershire.pnn.police.uk (please note that this is not for direct initial reporting. Can be used for advice.)
- Local Authority Designated Officer or LADO- responsible for the referral of allegations against those who work with children : <http://Irsb.org.uk/lado-local-authority-designated>, 0116 305 4141
- NSPCC Childline (for persons under 18 years): 0800 1111, www.childline.org.uk
- NSPCC Advice Line (for adults who are concerned about a child): 0808 800 5000 or text 88858, Hearing impaired: 18001 0808 800 5000
- www.nspcc.org.uk

3.2 Leicestershire structure and contacts

Leicestershire and Rutland Safeguarding Children Board Safeguarding communication and accountability structure

Leicestershire and Rutland Safeguarding Children Partnership Communication and Accountability Flow Chart



3.3 What is the role of the Designated Safeguarding Officers?

All suspicions, concerns and disclosures must be reported immediately to a Designated Safeguarding Officer (DSO). A full list of Designated Safeguarding Officers can be found on the Safeguarding section of the Hinckley & Bosworth Borough Council intranet: [Safeguarding - Home](#).

They have the responsibility to:

- Receive information from staff, volunteers and others who have concerns, and support them to record them, using appropriate forms and procedures
- Ensure that the procedures for reporting concerns are followed appropriately in consultation with Social Care services and in line with Local Safeguarding Children's Partnership (LSCP)
- Ensure that the appropriate agencies are informed
- Ensuring that HR are alerted and included in any issues that may result in staff being reported to the Independent Safeguarding Authority
- Ensure that information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them when they ask for it
- Receive the appropriate training

3.4 What is the role of the Lead Professional?

To:

- Ensure that Incident Report Forms and copies of the policy and procedures are available
- Ensure that arrangements are made to identify staff that require training in safeguarding issues within the organisation
- Map training needs
- Ensure that all staff have access to relevant level training
- Develop and review policies
- Manage incident forms
- Retain an overview of all incidents reported
- Report to senior lead officer
- Support staff in the organisation when they request it
- Ensure partnerships are in place
- Embed LSCP and Safeguarding Adult Board (SAB) competency framework (did we get bottom of where we are in terms of this ?)
- Co-ordinate relevant LSCP responsibilities

3.5 What is the role of the Senior Lead Officer?

To:

- Work with Lead professional
- Represent the council on formal investigations into allegations of abuse led by Social Care Services (unless it is appropriate for the member of staff reporting the concerns or the DSO that dealt with the report to do so)
- Check and challenge structures
- Drive safeguarding agenda to Senior Management Team and Chief Executive
- Ensure communication strands are strong
- Ensure members are appropriately informed

Appendix 1- Promoting good practice with children

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and vulnerable adults in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue.

As a matter of course:

- Always put the welfare of the children before any other agenda
- Provide a good role model of behavior when delivering an activity
- Maintain correct statutory staff to child ratios
- Always have a register of children in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not let them leave with anyone else without checking with a parent first
- If working with children without parents present, an appropriate consent form should be filled in by parents detailing emergency contacts and medical issues
- If children are old enough to make their own way home after a session this should be clarified on the consent form
- Treat all children equally with respect and dignity using positive communication
- Stay vigilant for the safety of all children around you, not just the ones immediately in your care
- If you have to physically touch a child, for example, for swimming lessons, gymnastic coaching, restraint and so on, then do so with consideration, never touch intimate areas and always tell the child what you are going to do
- Always wear appropriate clothing when working with children, that is to say, dress according to the duties to be undertaken in a manner befitting the responsible care of children. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the council must be worn at all times
- Ensure a code of behaviour is established at the start of each session so that everyone knows what is expected of them and what is acceptable. If you have to discipline a child, then do so in a positive constructive manner making sure that the child knows it is the behaviour and not the child that is not welcome
- Use appropriate language and explanations. (It is not always what is said but how it is said that can be of concern and of great importance)

Practice that is not acceptable:

- Allowing inappropriate language of all parties to go unchallenged
- Transporting children should never be undertaken by just one member of staff, there should always be two adults within your selected mode of transport
- Making sexually suggestive comments to or around a child
- Engaging in rough physical or sexually provocative play with a child
- Allowing or engaging in inappropriate touching
- Inviting or allowing a child to stay in your home
- Taking children to your home, for however short a time

- Performing personal care for someone which they can do themselves or that you are not trained to do
- Forming inappropriate relationships with children in your care. Please note: Remember this legally means a child up to 18 years of age
- Allowing allegations made by a child to go unchallenged, unrecorded, or unacted upon

Please note – some situations may require an amendment to good practice regulations. This should be done in advance and checked with a Designated Safeguarding Officer (DSO) or with HR and the young person if possible, to ensure that it is appropriate for the situation.

Responding to a disclosure of abuse

Abused children and young people are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

What to do if a child or young person discloses information to you:

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions
- Reassure the person that they were right to tell and do not make promises of confidentiality
- Be open and honest, explain to them that you will have to share your concerns with the Designated Safeguarding Officer
- Immediately record all details in writing, using the child or young person's own words
- As soon as possible fill out the Incident Reporting Form, available on the intranet again including all the details that you are aware of and what was said using the child or young person's own words. Attach your original notes to the Incident Reporting Form and give these to an appropriate Designated Safeguarding Officer

The person receiving the disclosure should not:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets

- Say what might happen as a result of the disclosure

First Aid and Treatment of Injuries

If a child requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised first aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the child in language that they understand and their permission sought before any action is taken
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's interests and on professional advice not to
- A notification of Accident Form must be completed and signed and passed to the Health and Safety Officer- [Health, safety and welfare - Home](#).

Transporting Children

If it is necessary to provide transport or take children and vulnerable adults in a car the following good practice must be followed:

- Members of staff are not specifically required to transport young people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so. The use of a competent, professional driver should always be considered as a preferred option, where reasonable and practical
- You should only transport a child/children where there are two members of staff/adults present in the selected mode of transport
- Ensure where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by the council's Safeguarding Policy and Procedures
- In addition to this, where practical, request written parental/guardian consent
- Members of staff should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver or accompanying staff and potential risks have been identified, a risk assessment should be produced.
- Ensure that the vehicle used to transport children and young people is legal and roadworthy and complies with the council's requirements that those using a vehicle for work purposes have a valid driving licence and up to date car tax, MOT and insurance
- It is the driver's responsibility to ensure that every child travelling in his/her car is properly restrained (see Table 2 below). The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars, vans and other goods vehicles must travel in the correct child restraint for their weight with very few exceptions.

Use of Contractors

Hinckley & Bosworth Borough Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the council are monitored appropriately. Any contractor or sub-contractor engaged by the council in areas where workers are likely to come into contact with children should have their own equivalent Safeguarding Policy, or failing this, comply with the terms of this policy.

Where there is potential for contact (including direct contact) with children or adults, guidance has been produced, outlining safeguarding provisions required within Hinckley & Bosworth Borough Council Contracts. These can be accessed via the Procurement Team. Three key distinctions have been made of contracted provisions in terms of safeguarding requirements. The Lead Officer procuring in consultation with the Service Manager procuring is responsible for ensuring that any contract makes proper provision for the safeguarding of adults and children. The Lead Officer and Service Manager procuring must seek advice from a Hinckley & Bosworth Borough Council Designated Safeguarding Officer, if the contracted work either:

Tier 1: Involves direct contact with children, young people or vulnerable adults

Or

Tier 2: The work to be contracted take place in, or overlooks, an area which children, young people or vulnerable adults regularly use

Or

Tier 3: The work involves access to data about children, young people, and vulnerable adults

In either circumstance, safeguarding measures must be detailed within the Request for Quotation or Invitation to Tender (as appropriate) that require the contractor to make appropriate and proportionate provision of the protection of vulnerable adults and children.

Photographic and video consent guidelines

There is increasing concern, not just nationally but worldwide, about the use of the internet to abuse and exploit children. Computer technology, including web cams and mobile phones, is being used in the production and widespread distribution of images and pseudo images of the abuse of children, from babies to teenagers.

As an individual wishing to take photographs (employee/ member/volunteer)

Due to the potential misuse of photographic and video/camera/mobile phone data the following procedures are to be implemented in permitting photography to take place or video/digital and so forth cameras to be used in certain situations. This is particularly relevant where young children may be the subjects, for example, parks and play areas, sport and recreation settings, events and community gatherings.

There are a number of public buildings which may include swimming pools, sports centres and the like that have a clearly defined policy of not allowing the taking of photographs under any circumstances.

Always ensure that you are aware of the policy underpinning the taking of and use of material within the building/open spaces that you intend to take images within. Some operators exercise a no use policy particularly in swimming pools and changing areas. This should include mobile phone usage.

In addition to any policy operated at the premises or facility there are a number of requirements that are identified through this policy for your own safety and that of the public. As an employee of Hinckley & Bosworth Borough Council you are required to enforce these.

Photos taken by Hinckley & Bosworth Borough Council will be kept and stored on file for up to two years.

Always ensure that you:

- Obtain permission prior to using any media equipment or other device to take pictures whilst on their premises or facility checking out any in place policy
- Permission must be in written form, given by an authorised and designated person who is aware of the reasons for the taking of the images and how they are to be used. (See Appendix 6 for sample Photography Permission form)
- Take images of crowds that show general images and do not focus in upon any one person or child without permission
- Try to keep children's faces obscure and away from direct identification where at all possible. (Even if permission is given by the premises/facility operator that child or parent or guardian will be happy to consent for their child to be photographed)
- Cross-reference the photographs with a code and not names and addresses, and never keep stored images with names and addresses attached or together
- Make it clear to the parent or guardian who you are – show your security badge, why you are taking the photos and their use, how they will be stored, making it clear that the photos will not be used for any other business other than that of the promotion of the council or by the use of any third party
- Abide by parental wishes. If a parent or guardian does not wish their child or to be shown in an image, then this wish must be undertaken
- Report any unauthorised taking of images to the facility/building operator or your manager immediately
- Report any suspected misuse of/stolen images to a Designated Safeguarding Officer immediately
- Ensure that all web images have the consent of parent and guardians for the reason they are being used
- Ensure CD's and portable files/photographs are kept within secured and lockable cabinets, preferable in a central designation, with a booking in and out system if on a central loaned system
- Images are not passed electronically to a third party who has not been identified to the parent or guardian as a third party involved in the original usage of the material
- Images are not passed to any other family member or friend of the child and vulnerable adults. (The photographs belong to the photographer/media producer who has full responsibility for the welfare and wellbeing of the images and their protection)
- Only use images of children in suitable dress to reduce the risk of inappropriate use. (With sports such as swimming - the content of the photograph should focus on the activity not on a particular child or vulnerable adult and should avoid full face and body shots. (So for example shots of children in a pool would be appropriate or if on poolside from the waist or shoulder up)
- If unsure ask for guidance from a Designated Safeguarding Officer

You never, under any circumstances take lone photographs or images of a child at the facility or at their home without written consent.

As an operator of a facility/building or an event coordinator: -

You must always ensure that:

A policy is in place that covers and identifies the facility or building that replicates the requirements within this policy.

Signage is displayed in a clear and accessible place as to the requirement of visitors and users. Clearly state how someone needs to get permission to take images.

You provide a sign for stating that under the facilities Child Safeguarding Policy and for the protection of data, all users must ask permission to take images on the premises.

The sign should clearly state what will happen if any unauthorised images are taken via media equipment (including mobile phones). For example, a request will be made for all unauthorised images to be removed immediately. If this request is refused then the facility Manager will be notified, who reserves the right to call the police to attend to either remove any materials or confiscate the equipment according to their assessment.

In such cases the Designated Safeguarding Officer should be notified as soon as is practical of the incident and of the outcome.

Ensure that all staff adheres with the policy requirements and are briefed on how to approach and enforce the policy for victors and users.

Ensure members of staff understand the authorisation procedures, which should be in writing and who can give authorisation to a person to take any images in site.

Ensure there is a visible list of areas where photographic and recording equipment including mobile phones is forbidden under all circumstances, for example,

All changing areas including:

- Swimming pool
- Sports facilities
- Team changing facilities
- Health
- Sauna areas
- Sun bed
- Fitness suite and gyms
- Toilet areas
- Play scheme facilities

If parents or other spectators are intending to take photographs or images at an event, they should also be made aware of your expectations:

- Spectators should be asked to register at an event if they wish to use photographic equipment
- Participants and parents should be informed that if they have concerns, they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern

Commissioning photography

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to the safeguarding of child.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform users, participants, parents/guardians that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at the home of child

Recruitment, employment and deployment

Comprehensive policies and guidance regarding recruitment, employment and deployment including Disclosure and Barring Checks can be found on the HR Policies intranet site.

Appendix 2- Domestic Abuse

Every person has a right to be safe from abuse and fear of abuse. We believe that:

- Domestic abuse is unacceptable
- Violence, or any form of control, in relationships is an abuse of power as well as likely to be a criminal offence
- Anyone experiencing domestic abuse should be supported and protected from further abuse
- Hinckley & Bosworth Borough Council has a duty to accommodate vulnerable people fleeing from domestic abuse

What is Domestic Abuse?

Domestic Abuse is defined as 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. The abuse can encompass, but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial/economic
- Emotional

Anyone can be a victim of domestic abuse. It can happen in all kinds of relationships, regardless of age, race, sex, sexuality, disability, wealth, gender identity, and lifestyle. Children are considered to be primary victims of domestic abuse, where they are exposed to any of the above behaviour either directly or indirectly under S3 of the [Domestic Abuse Act, 2021](#).

Your Responsibility

If you become aware of any incidents of domestic abuse, you should follow the processes outlined on the flowchart. If there is an immediate risk to someone's safety, you should call the police without delay. If not an emergency, it is important that a Domestic Abuse, Stalking and Honour-based violence (DASH) risk assessment is completed by a trained member of staff, please contact the DSO team if you are unsure. This process is referred to in this document as a DASH risk assessment. Adult, children and young people safeguarding procedures must also be followed. Do not make promises regarding confidentiality. Do not ask questions about domestic abuse in front of any partner, third party or family member as this may put the survivor at increased risk.

Please refer to the following websites for further information:

DASH RIC- [LSCP | DASH \(Domestic Abuse, Stalking and Honour Based Violence\) and RIC \(Risk Identification Checklist\) \(lcitylscb.org\)](#)

HBBC Domestic Abuse Outreach Service- [Domestic abuse | Hinckley & Bosworth Borough Council \(hinckley-bosworth.gov.uk\)](#)

FreeVa- [FreeVA Support – Free from Violence & Abuse](#)

SafeLives- www.safelives.org.uk

Refuge- [Refuge Against Domestic Violence - Help for women & children.](#)

Appendix 3- PREVENT

What is Prevent and How to Get Help

What is the Prevent Duty?

Prevent is a statutory duty for specified agencies, including the council, NHS Trusts, schools, and the police; it is aimed at combating extremism and creating a safe and secure county. The programme is managed by the council's Community Safety Team and has been developed in response to the Counter Terrorism and Security Act (2015), and the Government's Prevent Strategy - a national counter extremism programme aimed at stopping people from becoming violent extremists or supporting extremism, both violent and non-violent.

Leicestershire and Rutland's Prevent Strategy is aimed at preventing violent and non-violent extremism but is also very much about protecting our communities and supporting vulnerable people who may be targeted by extremists trying to recruit or radicalise them. There is no single profile of a person who may be vulnerable to grooming by extremists, and the PREVENT programme relies on community support and information to identify and safeguard people.

Advice and Support

Concerned about a young person or adult?

If you are concerned that someone you know, or have come across, is at risk of being exploited for extremist purposes, then a safeguarding form should be submitted outlining all concerns:

[Safeguarding - Safeguarding incident](#)

Further info:

LLRSCB: [sg_ch_extremism.pdf \(proceduresonline.com\)](#)

Gov.uk: [Prevent duty guidance - GOV.UK \(www.gov.uk\)](#)

Appendix 4- Child Exploitation

Child exploitation is a form of abuse. Potential victims can be exploited for criminal or sexual purposes, including forced labour and domestic servitude.

As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation, and the influences of extremism leading to radicalisation.

Child Criminal Exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. (Home Office, 2018)

Currently there is no statutory definition for Child Criminal Exploitation. However, it is covered within the Modern Slavery Act 2015 which sets out the offences of slavery, servitude and forced and compulsory labour, and human trafficking.

Children may be forced to work in cannabis factories, move drugs, money or weapons, launder money through their bank accounts or carry out crimes of theft or violence, particularly against other young people.

Child Sexual Exploitation is a form of sexual abuse. It can happen to boys and young men as well as girls and young women. Victims are manipulated or forced into taking part in a sexual act. Local authorities have a duty to ensure that the needs of all children and young people who are involved in, or are at risk of, being sexually exploited, are assessed and that appropriate multi-agency engagement and interventions are undertaken.

If you suspect or become aware of any incidents of child exploitation or are concerned about a young person, you should follow safeguarding procedure and report your concerns via incident reporting form:

[Safeguarding - Safeguarding incident](#)

For further information refer to LLR Procedures **[Child Exploitation, CSE and Assessment of Risk Outside the Home \(Contextual Safeguarding\)](#)**

Appendix 5- Example Consent Form

All information will be treated in strict confidence

Event: Activity

Date:

Name of child

Date of birth:

Home Address:

Home Telephone Number:

Mobile Telephone Number:

Medical conditions (if any) asthma, diabetes, allergies:

- I confirm that my son/daughter/ is in good health and I give consent for my son/daughter to participate in the above event/activity
- I consent to any emergency treatment required by my son/daughter during the course of the event/activity
- I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Hinckley & Bosworth Borough Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).
- The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the council using the information, which you have supplied in the manner stated above.

Name of Parent/Guardian

Signature

Date

Consent Form for the use of cameras and other image recorders

Venue/area:

Ref no:

Description of equipment:

Surname:

Forenames:

Address:

Tel No: Mobile tel no:

Fax no: E-mail address:

Name(s) of the subject(s)

1

2

3

4

5

6

Relationship of the photographer and subject(s)

Reason for taking photographs and/or uses the images are being, or are intended to be put to (that is to say: family record/advertising and so forth)

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed:

Date:

Authorised by:

Date

Position held:

Under the Data Protection Act 2018 & in compliance with GDPR regulations the information that you have provided will be used only for the purposes monitoring camera and image recorder use and will be destroyed within recommended time periods.