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Hinckley & Bosworth
Borough Council

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive

Date: 07 February 2023

**To: Members of the Ethical Governance and
Personnel Committee**

Cllr R Webber-Jones (Chairman)	Cllr MA Cook
Cllr SL Bray (Vice-Chairman)	Cllr A Furlong
Cllr RG Allen	Cllr L Hodgkins
Cllr DC Bill MBE	Cllr LJP O'Shea
Cllr MB Cartwright	

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE** in the De Montfort Suite, Hinckley Hub on **WEDNESDAY, 15 FEBRUARY 2023** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Manager

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- *There are two escape routes from the Council Chamber – at the side and rear. Leave via the door closest to you.*
- Proceed to **Willowbank Road car park**, accessed from Rugby Road then Willowbank Road.
- **Do not** use the lifts.
- **Do not** stop to collect belongings.

Recording of meetings

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Members of the public, members of the press and councillors are hereby informed that, in attending the meeting, you may be captured on film. If you have a particular problem with this, please contact us so we can discuss how we may accommodate you at the meeting.

Use of mobile phones

To minimise disturbance to others attending the meeting, please switch off your phone or other mobile device or turn it onto silent or vibrate mode.

Thank you

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE - 15 FEBRUARY 2023

A G E N D A

1. **APOLOGIES AND SUBSTITUTIONS**
2. **MINUTES OF PREVIOUS MEETING (Pages 1 - 2)**

To confirm the minutes of the previous meeting.
3. **ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES**

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. **DECLARATIONS OF INTEREST**

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. **QUESTIONS**

To hear any questions received in accordance with Council Procedure Rule 12.
6. **DOMESTIC ABUSE WORKPLACE POLICY AND PROCEDURE 2022-25 (Pages 3 - 16)**

To present the policy and procedure for approval.
7. **ADULT AND CHILDREN AND YOUNG PERSON'S SAFEGUARDING POLICIES 2022-25 (Pages 17 - 80)**

To present the policies for approval.
8. **ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY**
9. **MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED**

To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 10 of Schedule 12A of the 1972 Act.
10. **COMPLAINTS UPDATE**

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE

12 OCTOBER 2022 AT 6.30 PM

PRESENT: Cllr R Webber-Jones - Chairman
Cllr SL Bray – Vice-Chairman
Cllr RG Allen, Cllr DC Bill MBE, Cllr MB Cartwright, Cllr MA Cook,
Cllr L Hodgkins and Cllr RB Roberts (for Cllr LJP O'Shea)

Officers in attendance: Julie Kenny and Rebecca Owen

165. **Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillors Furlong and O'Shea, with the substitution of Councillor Roberts for Councillor O'Shea authorised in accordance with council procedure rule 10.

166. **Minutes of previous meeting**

It was moved by Councillor Allen, seconded by Councillor Bray and

RESOLVED – the minutes of the meeting held on 3 August be confirmed and signed by the chairman.

167. **Declarations of interest**

No interests were declared.

168. **Hybrid Working**

The committee considered the hybrid working policy and the right to request flexible working policy. Members were pleased to see the continued focus on the customer regardless of working arrangements.

Some concern was expressed that, with a move to online meetings, officers would have no respite between meetings that they would previously have had when travelling to face to face appointments. In response it was stated that this was not an expectation of officers, but a diary management issue.

It was suggested that more staff may work from the offices in winter to reduce heating and lighting costs at home but that there was capacity within the offices for a number of staff to do so.

In response to a question from a member, members were assured that officers could answer calls from home in the same way as they could in the office via their usual office numbers and that any issues with not being able to contact some teams should be reported.

It was moved by Councillor Bray and seconded by Councillor Cartwright that the policies be approved, but with a review of the hybrid working policy after twelve months.

RESOLVED –

- (i) The hybrid working policy be approved with a review after twelve months;
- (ii) The right to request flexible working police be approved.

169. Corporate complaints 2021-22

Members received the annual update in relation to corporate complaints. Members highlighted that, given the number of residents in the borough using council services, 232 complaints was a very low number and they asked that consideration be given to whether it would be possible to capture that in future reports. It was moved by Councillor Bray, seconded by Councillor Cartwright and

RESOLVED – the report be endorsed.

170. Matters from which the public may be excluded

On the motion of Councillor Bill seconded by Councillor Roberts, it was

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 1 and 10 of Part I of Schedule 12A of that Act.

171. Complaints update

Members were updated on complaint 2021/26 which was subject to a hearing at the previous meeting. Members were reminded that the resolution had been to ask the subject member to apologise to the complainant and to undertake training on the code of conduct and, should they not comply, the parish council would be asked to consider removing the councillor from any positions of responsibility. It was reported that the subject member had refused to apologise and had not undertaken training, and subsequently the parish council had considered whether to remove the member from positions of responsibility but had resolved to support the subject member and to not remove them.

The committee suggested that the matter be brought back to the committee in light of the failure to comply to allow consideration of whether the complaint be made public, given that failure to comply with recommendations was, in itself, a breach of the code of conduct.

(The Meeting closed at 7.08 pm)

CHAIRMAN



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Ethical Governance and Personnel Committee

15 February 2023

Wards affected: all wards

Domestic Abuse Workplace Policy and Procedure 2022-25

Report of Director (Community Services)

1. Purpose of report

- 1.1 To present for approval the updated Domestic Abuse Workplace Policy and Procedure 2022-25. (Appendix 1)

2. Recommendation

- 2.1 That the policy and procedure is approved.

3. Background to the report

- 3.1 Employment is vital to earn an income and financial security helps maintain social connections which help with maintaining a person's health and wellbeing. For individuals experiencing domestic abuse, the workplace itself can also be a place of safety and respite from the abuser, and a place where they can make the arrangements they need and contact specialist services.
- 3.2 Domestic abuse not only impacts on the well-being of victims, but it affects the financial strength and success of the organisations for which they work. Seventy-five per cent of those experiencing domestic abuse are targeted at work and it is often possible for perpetrators to use workplace resources such as phones, email and other means to threaten, harass or abuse their current or former partner (CAADV (Corporate Alliance against Domestic Violence)2012).
- 3.3 The Domestic Abuse Act 2021 aims to protect those persons who experience domestic abuse and to strengthen measures to deal with those who bring about domestic abuse. The Domestic Abuse Act 2021 statutory definition of domestic abuse is 'the behaviour of one person towards another where: both people are

aged 16 or over and are personally connected to each other and the behaviour is abusive’.

- 3.4 The council’s current and first Domestic Abuse Workplace Policy and Procedure was approved in 2017 by the council’s Ethical Governance and Personnel Committee.
- 3.5 The new Domestic Abuse Policy and Procedure 2022-25 (Appendix 1) is based on best practise policies from other organisations held by the Domestic Abuse Housing Alliance (DAHA), advice and guidance from experts within DAHA and Public Health alongside best practise policy researched via the council’s HR department. Revisions also reflect legislative changes, in particular the Domestic Abuse Act 2021, and changes to domestic abuse support and partner agencies.
- 3.6 This policy and procedure is for all staff.
- 3.7 The policy and procedure supports Hinckley and Bosworth Borough Council’s commitment to tackling domestic abuse within the workplace and its commitment to ensure the safety of its employees.
- 3.8 The policy and procedure aims to be a practical guide to employees and managers on how to effectively respond to domestic abuse within the workplace and how to support employees affected by domestic abuse.
- 3.9 The policy and procedure, on approval, will continue to be supported by a relevant training programme for employees and managers.
- 3.10 Within the policy and procedure the importance of using specialist services to support employees is stressed.
- 3.11 Consultation on the updated policy and procedure has taken place with the council’s safeguarding team, the council’s domestic abuse outreach team, HR, Public Health, SLT, Domestic Abuse Housing Alliance (DAHA) and the recognised trade unions. Any comments received have been considered and incorporated as appropriate.
- 3.12 The main changes of note to the policy include:
 - relevant updates to legislative information
 - updates and additions to contacts and support pathways
 - inclusion of relevant hyperlinks for further information and direct access to other documentation
 - addition of further perpetrator guidance
 - a section on employer and employee duties
- 3.13 The policy and procedure will be formally reviewed again in 2025 alongside being refreshed annually to ensure accuracy.

3.14 A robust domestic abuse training programme for staff and managers will support these policies.

4. Exemptions in accordance with the Access to Information procedure rules

4.1 The report is to be taken in open session.

5. Financial implications [CS]

5.1 None arising directly from this report. The training programme will be met from existing budgets.

6. Legal implications [MR]

6.1 Set out in the report.

7. Corporate Plan implications

7.1 This report relates to priority ambitions of Hinckley and Bosworth Borough Council's Corporate Plan 2022-25, namely:

People: helping people to stay healthy and protected from harm.

8. Consultation

8.1 The policy and procedure has been subject to full consultation with the council's safeguarding team, the council's domestic abuse outreach team, HR, Public Health, SLT, Domestic Abuse Housing Alliance (DAHA) and the recognised trade unions.

9. Risk implications

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 No risks identified.

10. Knowing your community – equality and rural implications

10.1 The policy and procedure is for all staff.

10.2 The policy and procedure aims to support and protect all staff who are affected by domestic abuse irrespective of their age, culture, disability,

gender, gender identity, language, racial origin, socio-economic status, religious belief, marital status, pregnancy or maternity and/ or sexual orientation.

11. Climate implications

11.1 Work will be delivered to limit carbon impact where possible, for example using virtual methods of engagement and paperless systems.

12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications
- ICT implications
- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications
- Voluntary sector

Background papers:

Appendix 1 – Domestic Abuse Workplace Policy and Procedure 2022-25

On approval the documents will be available on the council's intranet

Contact officer: Rachel Burgess 01455 255746
Executive member: Councillor S Bray
Councillor M Mullaney



Hinckley & Bosworth
Borough Council

Domestic Abuse Workplace Policy and Procedure

Hinckley and Bosworth Borough
Council

December 2022
Review date: December 2025

1.0 Introduction - Domestic Abuse and the Workplace

It is important to promote the understanding that everyone has the right to a life free from abuse in any form. Domestic abuse is wholly unacceptable and inexcusable behaviour, and responsibility for domestic abuse lies with the perpetrator. Hinckley and Bosworth Borough Council strives to create a working environment that promotes the view that abuse against people is unacceptable.

2.0 Definition

Domestic abuse is any incident of threatening behaviour, violence, or abuse (psychological, physical, sexual, economic, or emotional) between adults who are, or have been, intimate partners or family members, regardless of gender or sexuality.

For the purposes of this policy, the definition of “domestic abuse” is as defined in the Domestic Abuse Act 2021. The full definition is provided at Appendix A or can be viewed at [Domestic Abuse Act 2021 \(legislation.gov.uk\)](https://legislation.gov.uk/ukpga/2021/32/section/1)

3.0 Employers' and Employees' Duties

3.1 Employers' Duties

- Employers have a duty of care for the health, safety and wellbeing of their staff and are in a strong position to create a safe and supportive workplace environment.
- Domestic abuse is everyone's business. As an employer, Hinckley and Bosworth Borough Council has a responsibility to promote awareness around domestic abuse through campaigns, training and to support the early identification of domestic abuse to prevent escalation and save lives.
- Employers also risk directly/indirectly discriminating against individuals if they do not put adequate support measures and adjustments in place.

3.2 Employees' Duties

- Employees with whom information is shared in relation to domestic abuse must keep this information strictly confidential except for safeguarding concerns.
- Employees must treat their fellow colleagues with dignity and respect, and not make assumptions about what other employees are experiencing.

4.0 Policy

a) Providing information / creating awareness

The council intends to publish, maintain, and post in locations of high visibility, a list of resources for victims/survivors and perpetrators of domestic abuse. The council will make available relevant information, resources and campaigns produced by Leicestershire County Council in different languages.

b) Providing support to victims/survivors

The council intends to make support available to employees involved in or impacted by domestic abuse. The council will provide support through our Managers, HR, and Employee Assistance Programme and other areas of the council as appropriate. Managers will be encouraged to signpost to specialist services with consent of the victim/survivor for specialist domestic abuse support. There will also be council Domestic Abuse Champions in place with an enhanced level of training available to support staff. Where safeguarding referrals are required, the council will follow their safeguarding policies which can be found on the intranet at [Safeguarding Policies and procedures](#)

c) Providing support to perpetrators

It is recognised that perpetrators of domestic abuse may wish to seek help voluntarily. The council intends to provide signposting to support.

d) Providing training to managers

The council will develop a programme of training for staff to raise awareness of domestic abuse and understanding of this policy and guidance.

Managers will be trained to:

- Better identify if an employee is experiencing domestic abuse.
- Provide support and signposting
- Discuss ways to help the person stay safe in the workplace
- Understand that they are not counsellors. Counselling is to be left to trained professionals and no one should attempt to act in place of a domestic abuse expert or counsellor. The best thing a manager can do is to refer the person to the appropriate domestic abuse resources.

e) Perpetrators: Domestic abuse perpetrated by staff will not be condoned nor will it be treated as a purely private matter. Staff should be aware that domestic abuse is a serious matter which can lead to criminal convictions. Misconduct outside of work may lead to disciplinary action being taken against a member of staff, as such conduct may undermine the confidence and trust the organisation has in them. However, the council recognises that it has a role in encouraging and supporting perpetrators to address violent and abusive behaviour of all kinds.

f) Scope of policy: Applies to all council staff

5.0 Procedure

5.1 A Guide for Employees

a) Anti-Discrimination

The council will not discriminate against anyone who has been subjected to domestic abuse, in terms of their existing employment or career development.

The council is aware that domestic abuse victims may, because of their experience, encounter challenges in the work environment such as chronic absenteeism or lower productivity. When addressing performance and safety issues, the council will make reasonable efforts to consider all aspects of the employee's situation and / or safety problems.

b) Absence options for employees experiencing domestic abuse

The council will make every effort to assist an employee experiencing domestic abuse. If an employee needs to be absent from work due to domestic abuse, the length of the absence will be determined by the individual's situation through collaboration with the employee and their manager and a Human Resources representative. This will be linked with the Council's Attendance Management Framework and/ or the Absence Management Policy – non sickness related.

c) Safety at work

The council undertakes to ensure the safety of its employees. The council will actively provide support to employees to try and minimise the risk to their safety while at work, if they make it known to us that they are experiencing domestic abuse.

d) Providing support for employees

The council intends to make support available to employees affected by domestic abuse. The council will provide support through our managers, HR and Employee Assistance Programme and other areas as appropriate. Employees can also refer to the council's Safeguarding Policies and procedures

For the role of managers supporting employees disclosing domestic abuse, please refer to paragraph 5.2.b below

5.2 A Guide for Managers

a) Anti-Discrimination

The council is aware that domestic abuse victims may, because of their abuse, encounter challenges in the work environment such as chronic absenteeism or lower

productivity. When addressing performance and safety issues, the council will make reasonable efforts to consider all aspects of the employee's situation and / or safety problems.

b) Providing support for employees

Managers, and HR role is to:

- Be available and approachable for those employees experiencing domestic abuse
- Listen, reassure and support all individuals experiencing abuse, no matter their background and work with those who are having difficulty accessing support.
- Keep information confidential (subject to the requirements of child and adult protection-see council safeguarding policies)
- Respond in a sensitive and non-judgemental manner
- Discuss the specific steps that can be taken to help the employee stay safe in the workplace
- Ensure the employee is aware of the options available to them
- Encourage the employee to seek the advice of other relevant agencies

c) Training managers to identify and respond appropriately

Managers will be trained to:

- Identify if an employee is experiencing domestic abuse
- Provide initial support
- Offer referrals, such as MARAC (Multi Agency Risk Assessment Conference), safeguarding, referrals to the Jenkins centre or the dedicated domestic abuse Services and other agencies listed within Appendix B
- Discuss ways to help the person stay safe in the workplace
- Understand that they are not counsellors. Counselling is to be left to trained professionals and no one should attempt to act in place of a domestic abuse expert or counsellor.

Appendix B gives options for signposting survivors/victims and perpetrators and advice for professionals.

5.3 Perpetrators

If a member of staff discloses perpetrating domestic abuse, the police should be informed as should HR so that the disciplinary policy or other internal procedures can be considered. However, the member of staff will be provided with information about the services and support available to them (see Appendix B for support guidance for victims/survivors and perpetrators). This procedure can be applicable in cases where a member of staff has:

- Behaved in a way that has harmed or threatened their partner
- Possibly committed a criminal offence against their partner
- Had an allegation of domestic abuse made against them
- Presented concerns about their behaviour within an intimate relationship

The council will ensure:

- Allegations will be dealt with fairly and in way that provides support for the person who is the subject of the allegation or disclosure
- All staff will receive guidance and support
- Investigations will be sufficiently independent
- The accused member of staff will be:
 - Treated fairly and honestly
 - Helped to understand the concerns expressed and processes involved
 - Kept informed of the progress and outcome of any investigation and the implications for any disciplinary process

5.4 Victims and perpetrators working for the council

In cases where both the victim/survivor and perpetrator of domestic abuse work for the council; appropriate action will be taken to reduce the risk of harm to the victim/survivor. In addition to following the council's disciplinary procedures for the perpetrator, action may need to be taken to ensure that the victim and perpetrator do not come into contact in the workplace. Action may also need to be taken to minimise the potential for the perpetrator to use their position or work resources to find out details about the whereabouts of the victim. This may include a change of duties or withdrawing the perpetrators access to certain computer programs. For employees who are also tenants of the council, relevant action with regards to their housing tenancy will be taken in line with our housing tenancy policy. Further advice can be sought from HR and our disciplinary and grievance policy can be found at [Disciplinary and Grievance Policy](#)

Appendix A – DEFINITION OF DOMESTIC ABUSE (DA ACT 2021):

(1) This section defines “domestic abuse” for the purposes of this Act.

(2) Behaviour of a person (“A”) towards another person (“B”) is “domestic abuse” if—

- (a) A and B are each aged 16 or over and are personally connected to each other, and
- (b) the behaviour is abusive.

(3) Behaviour is “abusive” if it consists of any of the following—

- (a) physical or sexual abuse;
- (b) violent or threatening behaviour;
- (c) controlling or coercive behaviour;
- (d) economic abuse (see subsection (4));
- (e) psychological, emotional or other abuse;

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

(4) “Economic abuse” means any behaviour that has a substantial adverse effect on B’s ability to—

- (a) acquire, use or maintain money or other property, or
- (b) obtain goods or services.

(5) For the purposes of this Act A’s behaviour may be behaviour “towards” B despite the fact that it consists of conduct directed at another person (for example, B’s child).

(6) References in this Act to being abusive towards another person are to be read in accordance with this section.

(7) For the meaning of “personally connected”, see section 2.

2 Definition of “personally connected”

(1) For the purposes of this Act, two people are “personally connected” to each other if any of the following applies—

- (a) they are, or have been, married to each other;
- (b) they are, or have been, civil partners of each other;
- (c) they have agreed to marry one another (whether or not the agreement has been terminated);
- (d) they have entered into a civil partnership agreement (whether or not the agreement has been terminated);

(e)they are, or have been, in an intimate personal relationship with each other;

(f)they each have, or there has been a time when they each have had, a parental relationship in relation to the same child (see subsection (2));

(g)they are relatives.

(2)For the purposes of subsection (1)(f) a person has a parental relationship in relation to a child if—

(a)the person is a parent of the child, or

(b)the person has parental responsibility for the child.

(3)In this section—

- “child” means a person under the age of 18 years;
- “civil partnership agreement” has the meaning given by section 73 of the Civil Partnership Act 2004;
- “parental responsibility” has the same meaning as in the Children Act 1989 (see section 3 of that Act);
- “relative” has the meaning given by section 63(1) of the Family Law Act 1996.

3Children as victims of domestic abuse

(1)This section applies where behaviour of a person (“A”) towards another person (“B”) is domestic abuse.

(2)Any reference in this Act to a victim of domestic abuse includes a reference to a child who—

(a)sees or hears, or experiences the effects of, the abuse, and

(b)is related to A or B.

(3)A child is related to a person for the purposes of subsection (2) if—

(a)the person is a parent of, or has parental responsibility for, the child, or

(b)the child and the person are relatives.

(4)In this section—

- “child” means a person under the age of 18 years;
- “parental responsibility” has the same meaning as in the Children Act 1989 (see section 3 of that Act);
- “relative” has the meaning given by section 63(1) of the Family Law Act 1996.

Appendix B - Support agencies for survivors/victims and perpetrators

Victims:

It will be an individual's choice as to whether they would like to access the council's domestic abuse outreach service or another countywide/ national service. Below are some options of services that the victim or professionals could access for support:

- Freephone National Domestic Violence Helpline, run in partnership between *Women's Aid* and *Refuge* 0808 200 0247
- Hinckley and Bosworth Borough Council's domestic abuse outreach service. call 079660202181 - for women aged 16+ suffering from intimate partner abuse.
- FreeVa Helpline and Engagement Service, Freeva Sexual Violence Support Service, Living Without Abuse Locality Service and Leicestershire Safe Accommodation Support Service (provided by Women's Aid Leics Ltd) Male and female service aged 13+ for victims of domestic abuse and /or sexual violence. Victims can call 0808 802 0028 for support
- GALOP for those within the LGBTQ+ Communities experiencing Domestic Abuse 0800 999 5428
- The Traveller Movement for those within the GRT community experiencing Domestic Abuse 0754 1637 795
- Panagher for those within the BAME community experiencing Domestic Abuse 0800 055 6519
- ManKind for male victims of Domestic Abuse 01823 334244
- Men's Advice Line, helpline 0808 801 0327, calls to the helpline are free from landlines and mobile phones within the UK and do not appear on itemised bills. Email info@mensadviceline.org.uk, website www.mensadviceline.org.uk
- Employee Assistance Programme available 24 hours a day, 365 days per year. Free phone 0800 0280199, Website <http://www.healthassuredeap.com/>

Perpetrators:

For more information on what help is available for perpetrators contact **Respect** on 0846 122 8609. The Respect phone line provides information and advice to perpetrators of domestic violence, to professionals wanting information and to the friends and family (including partners) of perpetrators who want more information on what help is available for perpetrators.
www.respect.uk.net

Additionally, the Jenkins Centre works with people who are abusive and violent in their relationships to help them change their behaviour. The centre works with people living in Leicester, Leicestershire and Rutland and can be contacted on 0116 254 0101.

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Ethical Governance and Personnel Committee

15 February 2023

Wards affected: all wards

Adult and Children and Young Person's Safeguarding Policies 2022-25

Report of Director (Community Services)

1. Purpose of report

- 1.1 To present for approval the updated Adult and Children and Young Person's Safeguarding Policies. (Appendix 1 and 2)

2. Recommendation

- 2.1 That the policies are approved.

3. Background to the report

- 3.1 Hinckley & Bosworth Borough Council has both a moral and legal obligation to ensure the duty of care for children, young people and adults with care and support needs who are at risk of abuse or neglect across all its services. The council has a legal duty under the following legislation:

- 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.
- Under Section 42 of the Care Act 2014, the local authority has a duty to make enquiries itself or cause others to make enquiries in cases where it has reasonable cause to suspect that an adult with care and support needs is at risk of abuse or neglect.

- 3.2 The council has current Adult and Children and Young Person's Safeguarding Policies that have been in place since 2019. The policies set out the

framework for responding to safeguarding concerns about a child, young person, or adult at risk.

- 3.3 The current Adult and Children and Young Person's Safeguarding Policies have been reviewed and any relevant updates and amendments made. The updated policies are provided at Appendix 1 and 2 and will cover the period 2022-2025.
- 3.4 The policies set out the framework for responding to safeguarding concerns about a child, young person, or adult at risk. The policies are aimed at Hinckley & Bosworth Borough Council staff, elected members, volunteers or anyone working on behalf of, delivering a service for or representing the council.
- 3.5 The updated policies have been cross referenced against other Leicestershire district policies to ensure we are working in a consistent way across the county area and to help identify any gaps or opportunities for our policies.
- 3.6 Consultation on the updated policies has taken place with the safeguarding team, HR, HBBC officer lead for Prevent and the recognised trade unions. Any comments received have been considered and incorporated as appropriate.
- 3.7 The main changes of note to the policies include:
 - relevant updates to legislative information
 - updates to contacts and support pathways
 - inclusion of relevant hyperlinks for further information and direct access to other documentation
 - addition of an appendix on exploitation in Children and Young Person's Policy and Adult Policy
 - addition of an appendix on the mental health pathway in the Adult Policy
- 3.8 The policies will be formally reviewed again in 2025 alongside being refreshed annually to ensure accuracy.
- 3.9 A robust safeguarding training programme for staff and members is in place to support these policies.
- 3.10 The council has effective safeguarding structures in place to support these policies.

4. Exemptions in accordance with the Access to Information procedure rules

- 4.1 The report is to be taken in open session.

5. Financial implications [CS]

- 5.1 None arising directly from this report

6. Legal implications [ST]

6.1 None

7. Corporate Plan implications

7.1 This report relates to priority ambitions of Hinckley and Bosworth Borough Council's Corporate Plan 2022-25, namely:

People: helping people to stay healthy and protected from harm.

8. Consultation

8.1 Both policies have been subject to full consultation with the safeguarding team, HR, and the recognised trade unions.

9. Risk implications

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 No risks identified.

10. Knowing your community – equality and rural implications

10.1 The policies provide guidance for safeguarding all residents of the borough.

10.2 The policies aim to protect all individuals from harm irrespective of their age, culture, disability, gender, gender identity, language, racial origin, socio-economic status, religious belief, marital status, pregnancy or maternity and/or sexual orientation.

11. Climate implications

11.1 Work will be delivered to limit carbon impact where possible, for example using virtual methods of engagement and paperless systems.

12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications

- ICT implications
 - Asset management implications
 - Procurement implications
 - Human resources implications
 - Planning implications
 - Data protection implications
 - Voluntary sector
-

Background papers: Appendix 1 – Hinckley and Bosworth Borough Council Adult Safeguarding Policy
Appendix 2 Hinckley and Bosworth Borough Council Child Safeguarding Policy
On approval the documents will be available on www.hinckley-bosworth.gov.uk

Contact officer: Rachel Burgess 01455 255746
Executive member: Councillor S Bray
Councillor M Mullaney



Hinckley & Bosworth
Borough Council

APPENDIX 1

Hinckley and Bosworth Borough Council's Adult Safeguarding Policy and Procedures

Review Date September 2025

Important: Remember it is not up to you to decide if abuse has taken place, that is the role of Social Care Services, the Police or other relevant agency, BUT it is up to you to report ANY concerns to a Designated Safeguarding Officer (DSO).

We have a legal responsibility to respond to any issues that may concern us even if they don't involve our staff or services.

Refer to the Safeguarding Guidelines which complement this Safeguarding Policy.

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Guide for dealing with concerns relating to adults at risk

If a member of staff, elected member or volunteer has concerns about an adult at risk of harm (this could be something you have heard, seen, or been told, see section 1 for safeguarding definitions) or if an adult or their carer has disclosed information relating to safeguarding to you:

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

Is the adult in question 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 (DSO) (See pg.5 for list of DSOs).
- **If yes, call the emergency services on 999 and inform the call handler that the concern relates to safeguarding of an adult at risk.** 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 to decide and action:

- Is the report relating to safeguarding?
- Is the report relating to a concern for welfare?

Out of Hours Contacts:

- Leicestershire County Council Adult Social Care: 0116 305 0004 or 0116 255 1606 (out of hours duty)
- 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 an adult is in immediate danger.
- Emergency Services including Ambulance: telephone 999 in the event of a medical emergency.
- Mental Health Advice & Support: NHS 111
- Central Access Point (Urgent Mental Health Support 24/7) on 0808 800 3302

Who are the Designated Safeguarding Officers?

If you would like to talk any concerns through or need any support in filling in the safeguarding incident 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 all DSOs are unavailable or out of hours ask for advice from:

Adult Social Care: 0116 305 0004 or 0116 255 1606 (out of hours)

Police: 101

Speak to one of the directors:

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

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

Legislative context

To support a multi-agency approach, Hinckley & Bosworth Borough Council (HBBC) has produced this safeguarding policy in order to acknowledge its duty to protect adults with care and support needs (see below) as part of delivering services to the local and wider community.

Care Act 2014

The Care Act 2014 came into effect on 1st April 2015 and unites a number of different acts into one single legislative framework for adults with care and support needs. 'Care and Support Statutory Guidance' is published by the Department of Health and Social Care, and Chapter 14 provides guidance on safeguarding. It requires any organisation which comes into contact with adults at risk to have adult safeguarding policies and procedures.

The responsibilities for partners highlighted in the Care Act 2014 are:

- Promoting individual wellbeing
- Preventing people's care and support needs from becoming more serious
- Promoting integration of care and support with health services
- Providing information and advice
- Promoting diversity and equality in the provision of services
- Co-operating generally with its relevant partners such as other local councils, the NHS and Police
- Co-operating in specific cases with other local authorities and their relevant partners.

Duty to make enquires

Under Section 42 of the Care Act, a local authority (Leicestershire County Council) has a duty to make enquiries itself or cause others to make enquiries in cases where it has reasonable cause to suspect that an adult:

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

The local authority has a duty to cooperate with each of their relevant partners (including district councils); those partners must also cooperate with the local authority in the exercise of their functions relevant to care and support including those to protect adults.

Throughout this policy the term 'adults with care and support needs' is used. This is in order to reflect the language embedded within the Care Act 2014. A care and support need could be a person:

- With learning disabilities
- With physical disabilities
- With sensory disabilities
- With mental ill health
- Who are frail due to their age
- With dementia
- With brain injuries
- With substance misuse issues

A care and support need is valid whether or not this need is currently being met. It includes things such as getting out of bed, washing, dressing, cooking, emotional support, seeing friends or being part of the community.

Whether an adult has care and support needs can determine whether a concern is safeguarding or a concern for welfare. Staff and elected members do not need to determine whether an adult has care and support needs or whether abuse is taking place; the DSO's or Adult Social Care will deal with this.

1.1 Who is this policy for?

This policy is for you as a member of Hinckley and 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 and Bosworth Borough Council has both a moral and legal obligation to ensure the duty of care for adults across its services. Staff may come across cases of suspected abuse, or have concerns for welfare, either through direct contact with an adult, for example, staff visiting homes as part of their day-to-day work, or through indirect referrals or via other information. We are committed to ensuring that all adults with care and support needs are protected and kept safe from harm whilst engaged in services provided by the council.

What does this policy cover?

The policy equips you with the information you need regarding what actions to take if you have a cause for concern or if you suspect or are told about abuse, and what will happen next. This may be the tool that helps you to save an adult's life.

Whilst it is not our job to establish whether or not abuse and/or neglect is taking place, it is our responsibility to report any concerns we have over the welfare of an adult and to co-operate in any multi-agency investigations as appropriate. This expectation 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 a Designated Safeguarding Officer (DSO) without delay**, so that they can discuss any action or referral to the relevant authority. Remember to contact the emergency services if necessary.

This policy has been developed in accordance with the Care Act 2014 and The Department of Health and Social Care 'Care and Support Statutory Guidance'. Hinckley and Bosworth Borough Council is a partner of the Leicestershire and Rutland Safeguarding Adult Board (SAB). This policy document is based on SAB guidance. For more information go to <http://lrsb.org.uk/adults>

1.2 Policy statement

Hinckley and Bosworth Borough Council accepts responsibility, as a local provider of community services, to implement a policy that provides clearly defined procedures for alerting, reporting, and referring of concerns in relation to the protection of adults with care and support needs, in order to safeguard their wellbeing and protect them from abuse when they are engaged in services organised and provided by the council.

We aim to do this by:

- Respecting and promoting the rights, wishes and feelings of adults with care and support needs
- Raising the awareness of the duty of care responsibilities relating to adults with care and support needs throughout the council
- Responding to concerns for the welfare of an adult
- Promoting and implementing appropriate procedures to safeguard the well-being of adults with care and support needs to protect them from harm
- 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 adults with care and support needs from abuse, and minimise risk to themselves
- Responding to any allegations of misconduct or abuse of adults with care and support needs in line with this policy and Leicester, Leicestershire and Rutland Multi-agency Policy and Procedures 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 Adults Safeguarding Policy and Procedures
- Formally reviewing this Policy and Procedures document every 3 years, but refreshing this Policy on an annual basis to ensure accuracy.

1.3 Definitions

Safeguarding duties apply to an adult who:

- Is 18 years old and over
- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

What constitutes abuse:

For the purpose of this policy and the term abuse is defined as:

- A violation of an individual's human and civil rights by any other person or persons which may result in significant harm (significant harm is not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also the impairment of, or an avoidable deterioration in, physical or mental health, and the impairment of physical, intellectual, emotional, social or behavioural development).

Abuse may be:

- A single act or repeated acts;
- An act of neglect or a failure to act;
- Multiple acts (for example, an adult may be neglected and financially abused)

Abuse is about the misuse of the power and control that one person has over another. Where there is dependency, there is a possibility of abuse or neglect unless adequate safeguards are put in place. Intent is not necessarily an issue at the point of deciding whether an act or a failure to act is abuse; it is the impact of the act on the person and the harm or risk of harm to that individual. Acts of abuse may constitute a criminal offence.

There are a number of broad types of adult abuse: physical abuse, emotional abuse, sexual abuse, neglect, self-neglect (this is the exception to the definition of abuse whereby it is perpetrated by another person or persons), financial abuse and institutional or organisational abuse. Definitions of these can be found on the Leicestershire and Rutland Safeguarding Adults Board website at www.lradultsafeguarding.co.uk/abuse/

Safeguarding Adults Boards (SABs) 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 adults. The Leicestershire and Rutland Safeguarding Adults 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 process and assessing need and thresholds for intervention are available on the Safeguarding Adults Board website <https://www.lradultsafeguarding.co.uk/contents/>

SABs also conduct and publish Serious Adult Reviews (SARs) and associated findings/recommendations after an adult has been seriously harmed or died. Collectively, this is the practice guidance that informs the actions of DSOs.

Concern for welfare:

The term **safeguarding** directly relates to a situation where abuse is taking place by a third party. Officers may, however, be concerned about the welfare of an adult where there is no abuse, e.g. if an adult is living in surroundings that are unsuitable or unsafe, if there are concerns around self-harming, substance misuse or mental health. The concern should be reported to a Designated Safeguarding Officer who will work with you or signpost you to pass on the information to the appropriate agency as a concern for welfare.

1.4 Principles

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

- All adults with care and support needs have the right to live their lives free from abuse of any description
- All agencies and individuals that have contact with adults with care and support needs have a duty to protect them from abuse
- Where abuse is reported or suspected by any person, in any agency, the response will be prompt and in line with multi-agency procedures
- The welfare of adults with care and support needs is the primary concern
- All adults with care and support needs, irrespective of their age, culture, disability, gender, gender identity, language, racial origin, socio-economic status, religious belief, marital status, pregnancy or maternity and/ or sexual orientation have the right to protection from abuse
- It is everyone's responsibility to report any concerns about abuse
- 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 Data Protection Act 1998 and the General Data Protection Regulation (GDPR)
- The terms staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of, delivering a service for, or representing the council.

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

In the event of having a concern, you may choose to talk to your line manager in the first instance, who will support you to report your concerns to an appropriate Designated Safeguarding Officer (DSO).

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

- The procedures are followed appropriately in consultation with Adult Social Care Services and SAB procedures
- The officer raising concerns has informed other agencies and staff members where appropriate
- Information is recorded and stored in line with procedure & GDPR & Data Protection (2018) legislation & policy.
- Staff involved who indicate that they need support are aware of support available in line with the council's employee wellbeing policies. This includes access to a confidential counselling service

1.6 Additional considerations when concerns relate to an internal employee/member of the council, staff, contractors, volunteers and elected members

It can be very worrying to have concerns about an adult'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 make certain that 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 elsewhere in this policy. 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

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the Designated Safeguarding Officer for guidance and appropriately actioned.

In the event of having a concern you must talk to a Designated Safeguarding Officer, who will support you to report your concerns to HR. Alternatively you can take your concerns directly to an HR officer. If your concern is regarding a Designated Safeguarding Officer, you can speak to any other Designated Safeguarding Officer who will respond in accordance with advice from HR and the Whistleblowing Policy.

Hinckley & Bosworth Borough Council recognises that when safeguarding concerns relate to a colleague's conduct that this can involve additional stress to reporters. We will fully support and protect all staff/members who, in good faith (without malicious intent),

report his or her concern about a colleague's practice or the possibility that an adult in need of safeguarding may be being abused.

If the concerns involve an elected member, this should be reported to the Monitoring Officer or Deputy Monitoring Officer who has responsibility to address Member Code of Conduct issues.

Any allegation or concern regarding a member of staff, officer or volunteer involving conduct towards an adult should be referred to the Designated Safeguarding Officer who will then engage Human Resources and the People in Position of Trust (PiPoT) process will be followed. Full guidance on managing allegations against [People in Positions of Trust](#) (PiPoT) is available on the LLR Adults Safeguarding Board Website or via hyperlink.

1.7 Confidentiality and consent

Every effort should be made to ensure that confidentiality is maintained for all concerned in the protection of adults with care and support needs. Information should be handled and disseminated on a need to know basis only. 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 a Designated Safeguarding Officer and depending on the severity of the information may be disclosed to Leicestershire County Council Adult Social Care and/or the Police.

All staff should aim to gain consent to share information when they identify a safeguarding concern but should be mindful of situations where to do so would place an adult at increased risk of harm.

Information may be shared with relevant agencies without consent only if a Designated Safeguarding Officer has reason to believe that others may also be at risk of harm or if the person has questionable mental capacity to consent to a referral about the area of their life to which the concern relates. In this case a request for a Mental Capacity Assessment will need to be made to Adult Social Care.

In instances where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion if it is safe to do so. There may be occasions where an adult in need of safeguarding expresses a wish for concerns not to be pursued. It is important, however, that concerns are shared appropriately within the organisation in order to ensure the safety of the person and others at possible risk of harm. This means talking to your manager and/ or a Designated Safeguarding Officer within the Borough Council as appropriate.

Decisions about what information is shared and with which external agencies will be taken by DSOs on a case by case basis. It is important to remember that:

- Confidentiality must not be confused with secrecy
- Staff that witness abuse, have abuse disclosed to them or identify a concern for welfare should do their utmost to obtain informed consent to report this to an external agency by the adult/s but, if this is not possible and other adults are at risk of abuse or neglect, it may be necessary to override the requirement
- It is inappropriate for agencies to give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations when other people may be at risk.

Consent is the voluntary and continuing permission of the person to the intervention based on an adequate knowledge of the purpose, nature, likely effects and risks of that intervention, including the likelihood of its success and any alternatives to it.

Mental capacity is the ability to make a decision. Capacity can vary over time and by the decision to be made. The inability to make a decision could be caused by a variety of permanent or temporary conditions. The Mental Capacity Act (2005) requires an assumption that an adult (aged 16 or over) has full legal capacity to make decisions unless it can be shown that they lack capacity to make a decision for themselves at the time the decision needs to be made.

Unwise decisions do not necessarily indicate lack of capacity. If you suspect that an adult may not have capacity to make a decision about an area of their life and may therefore not be able to make an informed decision, you should inform the DSO of this so that they can ask Adult Social Care to undertake a Capacity Assessment.

2.0 Procedures

This section contains internal and external procedures for officers dealing with concerns regarding the safeguarding of adults or concerns for welfare.

2.1 Reporting your concerns

You are not expected to investigate suspicions or concerns relating to abuse further than your professional role would require, other agencies are trained to do this.

If you have a concern about the safety or welfare of an adult:

- Note the concerns and your reasons for being concerned using the safeguarding incident reporting form ([Safeguarding - Safeguarding incident](#)), this can also be found under 'top tasks' on the HBBC intranet.
- Report to an appropriate Designated Safeguarding Officer via safeguarding@hinckley-bosworth.gov.uk
- If the Designated Safeguarding Officer decides to alert an external agency they may require you to do or support them with this
- Maintain confidentiality

Ask questions appropriate to your role and/or an open question to attempt to clarify whether there is a plausible explanation that lowers your concern level ('Oh dear, that

looks sore what's happened here?') but do not undertake further investigations. **Be curious.**

When there are ongoing concerns regarding a family member or carer in relation to the alleged abuse of an adult, the family member or carer should not be contacted about the allegation of abuse. Adult Social Care and/or the Police will do this at an appropriate time. You must, however, ensure that the environment for the adults with care and support needs, and any other adults that may become a risk, are made safe by contacting the most appropriate agency or a DSO.

2.2 Responding to disclosure

Abused adults 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 adult 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 Safeguarding incident reporting form

You need to fill in a Safeguarding Incident Report Form ([Safeguarding - Safeguarding incident](#)) for all concerns, suspicions and disclosures relating to the protection of an adult in need of safeguarding. This needs to be done as soon as is practical to ensure all the facts are recorded accurately and services can be implemented.

If you have reason 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 if necessary, via safeguarding@hinckley-bosworth.gov.uk.

2.4 Types of investigation and vulnerable adult risk management process

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.

Another process where you may be required to remain involved in the process of putting support in place for the adult at risk is the Vulnerable Adult Risk Management process (VARM). The VARM process is a useful tool which can be used to facilitate working with adults who are at risk of significant harm or death as a result of self-neglect and the adult is refusing to engage with services. It provides a coordinated multi-agency response to protect those most at risk and ensure significant issues are appropriately addressed. Any agency can instigate a VARM.

The following factors must ALL be present:

- The adult is considered to be at significant risk of harm or death as a result of self-neglect
- The adult is considered to have a need for care and support
- The adult has the mental capacity to understand the risks they are placing themselves in

Self-neglect can be any of the following:

- The inability to care for one's self and/or one's environment, including hoarding
- A refusal of essential services

Use of the VARM may also be considered where a person has experienced abuse by a third party but has refused to engage in a safeguarding enquiry.

Full VARM guidance is available on the LLR Safeguarding Adults Board Multi-Agency Policy and Procedures website [VARM guidance](#), or you can speak to a Designated Safeguarding Officer.

2.5 Support for staff

If an allegation is made towards another member of staff, full support will be given in line with the HBBC [Whistleblowing policy](#). Contact HR for more information.

For other support please see the [wellbeing support pages](#) on the intranet or Health Assured our employee assistance programme to provide health and wellbeing support to all HBBC staff and immediate family* 24 hours a day, 7 days a week, 365 days a year contact **0800 028 0199**.

2.6 Domestic Abuse

What is Domestic Abuse?

Domestic abuse is a form of abuse which impacts adults and can be complex. It can consist of any of the following: physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour; economic abuse, psychological or emotional abuse.

Some of this complexity has been recognised within the new Domestic Abuse Act 2021. The Domestic Abuse Act 2021 aims to protect those persons who experience domestic abuse and to strengthen measures to deal with those who bring about domestic violence. The new 2021 statutory definition of domestic abuse is 'the behaviour of one person towards another where: both people are aged 16 or over and are personally connected to each other and the behaviour is abusive'.

Under the Act local authorities have a new duty to provide support to victims of domestic abuse and their children in refuges and other safe accommodation. In addition, all eligible homeless victims of domestic abuse automatically have 'priority need' for homelessness assistance.

It is important for staff to be familiar with signs of domestic abuse, and to know how to respond to disclosures or concerns appropriately. The council has an e-learning module on domestic abuse which is mandatory for all staff to complete.

Domestic Abuse & Safeguarding

When reporting incidents of domestic abuse, you should follow the council's safeguarding procedures.

Please consider that for employee's we have a separate [Domestic Abuse Workplace Policy](#).

If you become aware of any incidents of domestic abuse, you should follow the internal HBBC Safeguarding Process. 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 [SafeLives CAADA \(DASH\) risk](#) assessment is completed by a trained member of staff. 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 victim at increased risk.

Domestic Abuse Support Services

➤ **Hinckley & Bosworth Domestic Abuse Outreach Service:**

Online referral form: [Domestic abuse | Hinckley & Bosworth Borough Council \(hinckley-bosworth.gov.uk\)](#)

The Hinckley & Bosworth Domestic Abuse Outreach Service now have an online referral form that can be completed by survivors or by a professional working with a survivor that requires support.

Hinckley and Bosworth Borough Council Domestic Abuse Outreach Service offers free confidential advice, help, emotional/practical support and/or advocacy to women who have or are experiencing Domestic Abuse in the Hinckley and Bosworth area.

If you would like any further information or to discuss a situation, please contact the HBBC Domestic Abuse Service on: 07966 202181 or via the main switchboard number on 01455 238141 asking for the Domestic Abuse Outreach Service.

Email: DomesticAbuseOutreachService@hinckley-bosworth.gov.uk

Alternatively, the County Domestic Abuse Service is via [FREEVA](#): 0808 802 0028

Or [Refuge](tel:08082000247): 0808 2000 247

2.7 Prevent

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 Prevent lead alongside the Safeguarding Team & pathway 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 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, you should fill in an online Safeguarding Incident Reporting Form ([Safeguarding - Safeguarding incident](#)) via the HBBC intranet outlining your concerns.

Please see Appendix 3 for more information.

2.8 Mental Health Pathway

When considering concerns around adults & their mental health, it is important for the safeguarding process to be followed should you believe that the person could be at risk.

Hinckley & Bosworth Borough Council Safeguarding Team has created a Mental Health Pathway for officers to follow. (Please see Appendix 2 for further information)

2.9 Adult Exploitation

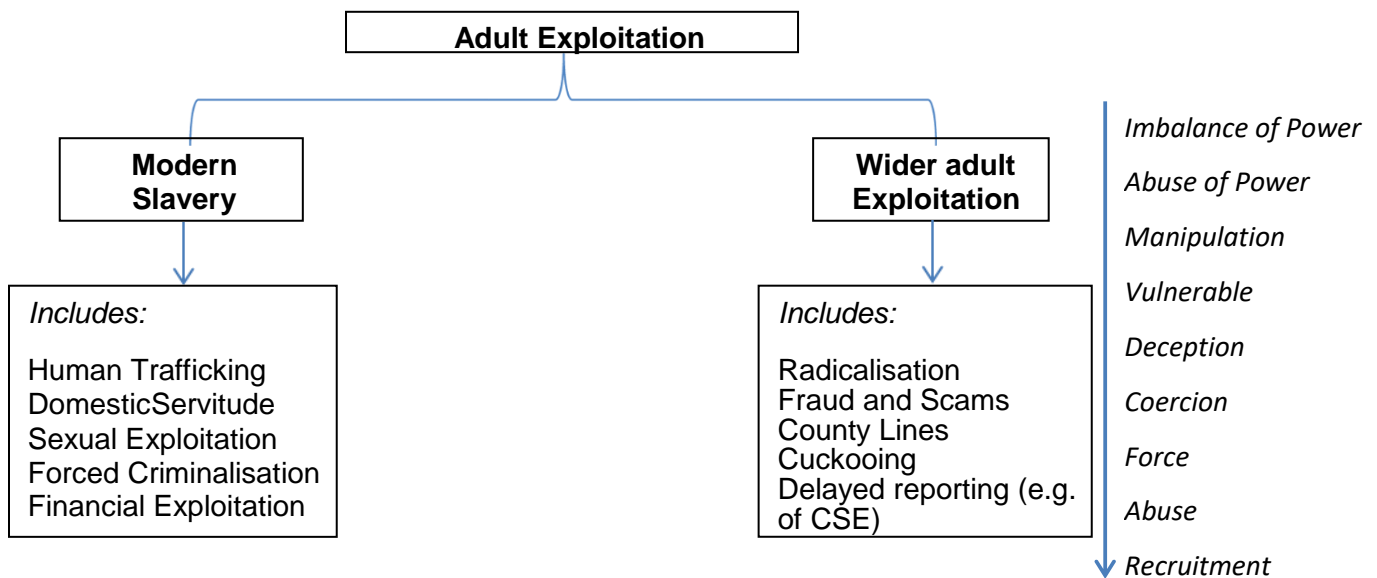
What is Adult Exploitation & how should we safeguard?

- (i) *The action or fact of treating someone unfairly in order to benefit from their work.*
- (ii) *The fact of making use of a situation to gain unfair advantage for oneself*
([Oxford Dictionary](#))

When considering incidents or reports of adult exploitation you should follow the council's safeguarding procedures.

If you become aware of any incidents of adult exploitation, you should follow the internal HBBC Safeguarding Process. If there is an immediate risk to someone's safety, you should call the Police without delay.

Examples of Adult Exploitation:



Modern Slavery: Is an umbrella term for activities that involve one person keeping another person in compelled service (Home Office 2016). The Modern Slavery Act (2015) includes: forced labour, forced criminality, sexual exploitation, forced marriage and domestic servitude.

Someone is in slavery if they are:

- Forced to work through mental or physical threat
- Owned or controlled by an “employer”, usually through mental or physical abuse or the threat of abuse.
- Dehumanised, treated like a commodity or bought and sold as “property”.
- Physically constrained or have restrictions placed on his/her freedom.

Human Trafficking/Labour Exploitation: Human trafficking involves recruitment, harbouring or transporting people into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will.

Domestic Servitude: Can involve adults (or child) victims being forced to work in private households performing tasks such as childcare and housekeeping for little or no pay and/or abusive conditions.

Sexual Exploitation: This includes adults trafficked as part of the sex trade.

Forced Criminalisation: Involves adult (or child) victims, who are forced to commit a range of crimes, including counterfeit DVD selling, bag snatching, ATM theft, pick-pocketing, forced begging and cannabis growing.

Financial Exploitation: Refers to illegal or improper use of a person's funds, property, or assets by a trusted person. This frequently occurs without the explicit knowledge or consent of a senior or disabled adult. Assets are commonly taken via forms of deception, coercion, harassment, duress, and threats.

Forced Marriage: Where one or both parties do not wish to get married but are forced to by others. People forced into marriage may be tricked into going abroad, physically threatened and/or emotionally blackmailed.

Radicalisation: The 'grooming' or 'recruitment' process by which a person comes to support terrorism and forms of extremism leading to terrorism. (Further information found in 2.7- Prevent)

Fraud and Scams: Predominantly involves money or transactions that involve financial loss to the victim performed by a dishonest individual, group, or company.

County Lines: Involves drug lines operated by a telephone line, sending dealers to sell in smaller towns, rural and coastal areas. Many gangs form a secure base in people's homes and force assistance by using violence or exploiting an addiction to drugs.

Cuckooing: Involves a drug dealer or other criminal befriending an individual who lives on their own. Like a cuckoo, the offender moves in, takes over the property, and turns it into a drug den or other criminal base.

Delayed Reporting (e.g. of CSE): Children and young people who are sexually abused or exploited often find it difficult to report their ordeal at the time the incident occurred (for example due to a fear of not being believed). Some allegations of sexual abuse and/or exploitation are reported a considerable period of time after the abuse took place.

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 Safeguarding Adult Board procedures for multi-agency working which can be found at <http://www.lradultsafeguarding.co.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 site of the Hinckley and Bosworth Borough Council [Safeguarding](#) intranet page or on page 5 of this Policy.

External Agencies

Remember, if you make a report to an external agency; speak to a HBBC Designated Safeguarding Officer (safeguarding@hinckley-bosworth.gov.uk) at the first opportunity.

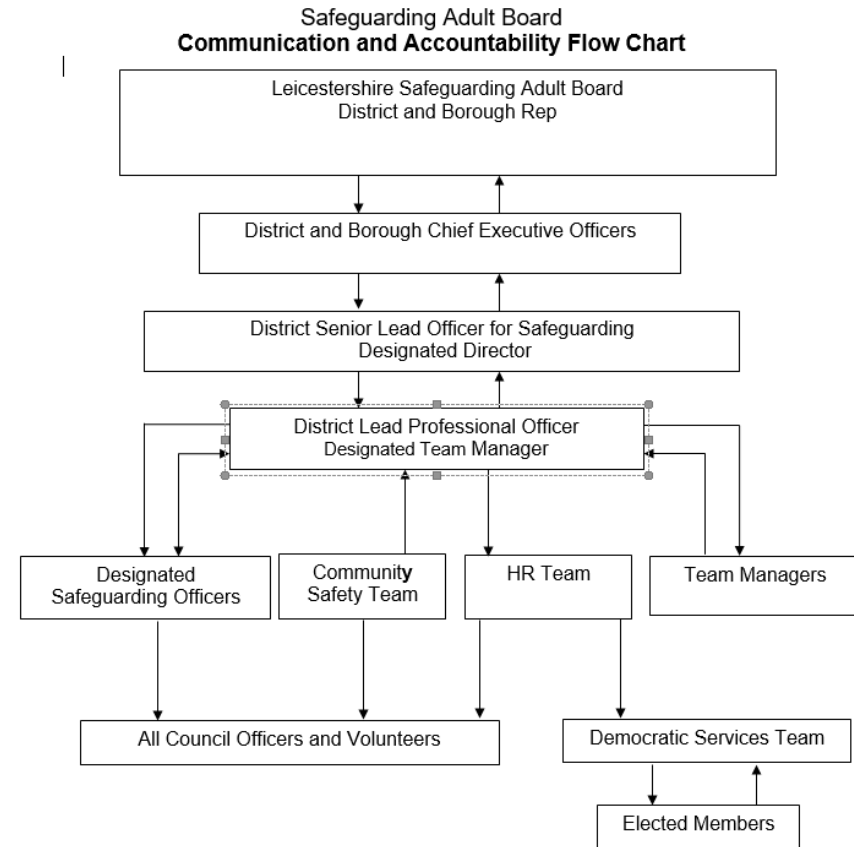
Keep all updates for DSO case file to be kept centrally for our internal records.

- Leicestershire County Council Adult Social Care: 0116 305 0004 or 0116 255 1606 (out of hours duty)
- 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 an adult at risk is in immediate danger.
- Emergency Services including Ambulance: telephone 999 in the event of a medical emergency.
- Mental Health Advice & Support: NHS 111
- [Central Access Point](#) (Urgent Mental Health Support) on 0808 800 3302
- [First Contact Plus](#) Tel: 0116 305 4286, Email: firstcontact@leics.gov.uk
- The Allegations Against Professionals at Leicestershire County Council - <https://www.lradultsafeguarding.co.uk/managing-allegations-against-people-in-positions-of-trust-pipot>.
- Leicestershire County Domestic Abuse Service is via [FREEVA](#): 0808 802 00284

- [Refuge](#): 0808 2000 247

3.2 Leicestershire structure and key safeguarding roles

Local Safeguarding Adults Board communication and accountability structure



3.3 What is the role of the Designated Safeguarding Officers?

All safeguarding suspicions, concerns and disclosures must be reported immediately to a Designated Safeguarding Officer (DSO). A full list of Designated Safeguarding Officers can be found [here](#) or on page 5 of this policy.

They have the responsibility to:

- Receive information from staff, volunteers and others who have concerns, and 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 SAB procedures
- 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 Designated Officer?

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 support is requested
- Ensure partnerships are in place
- Embed LSCB and SAB competency framework
- Co-ordinate relevant LSCB 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
- 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- HBBC Guidelines for the protection of adults with care and support needs

These HBBC Safeguarding Guidelines should be read in conjunction with the Safeguarding Adults Policy

1. Recognising abuse

There are a number of broad types of adult abuse: physical abuse, emotional abuse, sexual abuse, neglect, self-neglect (this is the exception to the definition of abuse whereby it is perpetrated by another person or persons), financial abuse and institutional or organisational abuse. Definitions of these can be found on the Leicestershire Safeguarding Adults Board website at <http://lrsb.org.uk/what-is-adult-abuse> and <http://www.lradultsafeguarding.co.uk/abuse/>

2. Safeguarding Adults Board procedures and guidance

The Leicestershire and Rutland Safeguarding Adults 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 process and assessing need and thresholds for intervention are available on the Safeguarding Adults Board website <http://lrsb.proceduresonline.com/chapters/contents.html>

3. Standards of Practice

3.1 Promoting good practice

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of 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.

- Always put the welfare of the adult before any other agenda, i.e. finishing a project, deadlines etc
- Provide a good role model of behaviour
- Treat all adults equally with respect and dignity using positive constructive encouragement
- Stay vigilant for the safety of all adults with care and support needs around you, not just the ones immediately in your care
- If you have to physically touch an adult in need of safeguarding i.e. for restraint, assisting in and out of vehicles etc, then do so with consideration, never touch intimate areas and always tell the person what you are going to do
- Always wear appropriate clothing when working with an adult. E.g. dress according to the duties to be undertaken in a manner befitting the responsible care. 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

- Always have a register of adults in your charge, for example on outings from sheltered schemes
- 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 challenge unacceptable behaviour with an adult then do so in a positive constructive manner making sure that the client knows it is the behaviour and not the adult 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)

3.2 Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Transporting an adult with care and support needs on your own should be avoided. However if this required you must ensure you are accompanied by another member of staff and/or contact appropriate emergency service
- If an adult is upset or needs first aid then take them to one side but do not enclose yourself in a room
- Making sexually suggestive comments
- Engaging in rough physical or sexually provocative play
- Allowing or engaging in inappropriate touching
- Inviting or allowing an adult with care and support needs to stay in your home
- Performing personal care for someone which they can do themselves or that you are not trained to or authorised to undertake
- Sharing a room with an adult with care and support needs in residential based activities
- Allowing allegations made by adult to go unchallenged, unrecorded or un-acted upon
- Giving home or mobile number to an adult with care or support needs or obtaining their mobile phone number unless this is an agreed part of the service/ activity being delivered

In addition - It is against the law (Sexual Offences Act 2003) to form inappropriate relationships with an adult in need of safeguarding in your care. E.g. abusing your position of trust.

NB – some situations may require an amendment to good practice regulations. This should be done in advance and checked with a DSO or with HR, and the adult/s if possible, to ensure that it is appropriate for the situation.

3.3 Responding to a disclosure of abuse

Adults 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 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 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 secrecy
- Be open and honest, explain to them that you will have to share your concerns with the Designated Safeguarding Officer
- Ask for the adult's consent to share the concerns with professionals outside of your own agency. Explain why this is important in the situation i.e. for their safety and/ or for the safety of others, so that you can get the guidance you need to respond appropriately. Remember that with adults, consent is needed to disclose concerns outside of our organisation and the action that the Designated Safeguarding Officers can take may be limited without it
- Immediately record all details in writing, using the person's own words
- As soon as possible fill out the Safeguarding Incident Reporting Form, available on the intranet under top tasks again including all the details that you are aware of and what was said using the 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 to show
- Probe for more information than is comfortably offered or is within the remit of your professional role – 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

4 First Aid and Treatment of Injuries

If the adult 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 adult, 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 adult's carers/parents must be informed of any injury and any action taken as soon as possible where it is appropriate and safe to do so.
- A notification of Accident Form must be completed and signed and passed to the Health and Safety Officer

5 Transporting Adults

If it is necessary to provide transport or take adults with care and support needs in a car the following good practice must be followed:

- Staff are not specifically required to transport 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 an adult with care and support needs 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 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/carer consent
- Members of staff should discuss any proposals for transporting 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 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 people is legal and roadworthy and complies with the council's requirements that those using a vehicle for work purposes have a valid driving license and up to date car tax, MOT and insurance

6 Use of Contractors

Hinckley and 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 adults with care and support needs 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 and 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.

- Tier 1: Involves direct contact with children, young people or adults
- Tier 2: The work to be contracted take place in, or overlooks, an area which children, young people or adults regularly use
- Tier 3: The work involves access to data about children, young people and adults

In all circumstances, 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 adults and children.

7 Photographic and video consent guidelines

HBBC Photographic Consent Guidelines for images and video to be used in marketing, social media and the media have been developed by the Communications Team and can be found on the HR Policies intranet site.

8 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- HBBC Mental Health Pathway

HBBC poor mental health process & suicide prevention pathway

Responding to a direct threat of suicide

Recognise the direct threat as a cry for help. Threatening suicide and having intention can be a way of voicing hopeless feelings and the desire on the part of the person to end the pain they are feeling. Respond with urgency to help.

1- Find out where the person is if you are not actually with the person when they make the threat. Establish their exact location. Please note down their contact number and any other details.

2- Explain to the person that you are duty-bound to report the threat to the police who will then take the appropriate action to ensure they are safe.

3- Contact Leicestershire Police and report the suicide threat. To do this call 101. IF YOU FEEL THE PERSON IS AT IMMEDIATE RISK OF HARM RING 999.

4- If appropriate, stay with (or on the phone with) the person until the Police arrive.

5- Complete a safeguarding form: Safeguarding - Safeguarding incident

6- It's preferable to undertake the previous actions at the earliest opportunity and to capture these actions when completing a safeguarding referral form.

7- Inform your line manager. Should you feel you need to talk to someone about this incident your line manager can arrange this in conjunction with Human Resources.

8- Update your own department case files about this incident.

Indirect threats, self harm and poor mental health

1- If someone mentions poor mental health concerns, thoughts of suicide without direct intended action (i.e. "If you don't do what I want I might as well kill myself") or current self-harming actions, please enquire if the resident is in touch with their GP- if they are please ask when the last time they had contact with their GP was and if they would consider calling their GP Practice again and informing them of their current feelings or situation.

2- If the person cannot do this, please ask if we could do this on their behalf with their consent and gain GP details including location & telephone number if they know it.

3- It is also good practice to offer the Central Access Point number- 0116 295 3060 for urgent mental health/crisis support, there are further resources/services below.

4- In emergency situations where the person is at risk of serious or imminent harm, please try to take as many details as possible and call emergency services (999).

5- Once you have gathered this information, please submit a safeguarding form and detail all actions above you have taken to mitigate the risk for the person.

HBBC Signposting for Mental Health Support

Struggling with mental health and need help?

If you or someone you know is struggling, or you want to talk about mental health, please reach out. You're not alone and support is available.

Urgent help:

Call 999 or go to A&E if:	someone's life is at risk or you do not feel able to keep yourself, or somebody else safe
Call NHS 111 or ask for an urgent GP appointment if:	you need help urgently for your mental health, but its not an emergency or you are struggling to cope
Call Central Access Point on 0808 800 3302	for urgent NHS mental health support

Hinckley & Bosworth
Borough Council

Listening and support services:

- Turning Point Crisis House - call 0808 800 3302 - wellbeing.turning-point.co.uk/Leicestershire
- Samaritans - call 116 123
- Vita Minds - call 0330 094 5595 - www.vitahealthgroup.co.uk
- SANEline - call 0300 304 7000 - www.sane.org.uk
- Life Links - call 0800 0234 575 - www.rfifelinks.co.uk
- LAMP (Leicestershire Action for Mental Health Project) - call 0116 255 6286 - www.lampadvocacy.co.uk
- The Tomorrow Project - call 07784 389 802 - www.tomorrowproject.org.uk
- POPYRUS - call 0800 068 4141 - papyrus-uk.org/
- Turning Point Substance Misuse Service - call 0330 303 6000
- CALM (Campaign Against living miserably) - call 0800 58 58 58 - www.thecalmzone.net
- Switch Board - call 0300 330 0630 - switchboard.lgbt
- The Mix - call 0808 808 4994 - www.themix.org.uk
- Silver Line - call 0800 4 70 80 90
- NHS Veterans' Mental Health Transition, intervention & liaison service - call 0300 323 0137

Appendix 3- PREVENT duty protocol

Legislation

Section 29 of the Counter-Terrorism and Security Act 2015 places a statutory duty on specified authorities including County and District/Borough Councils, the Police, Health, and Schools to have “due regard to the need to prevent people from being drawn into terrorism”. We call this process Radicalisation.

What is Radicalisation?

Radicalisation is the process of being drawn into extremism which may lead to terrorist activities.

This can be recognised by seeing either vocal or active opposition to the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. We also include the calls for the death of members of our armed forces.

Spotting Radicalisation?

Radicalisation indicators vary significantly but may include more than one of the following factors:

- **Low self esteem**
- **Increased amount of time online**
- **Withdrawn**
- **Change in clothing style (military)**
- **Anger**
- **Verbal expressions that indicate extremist views**
- **May have recently returned from a conflict zone**
- **Accessing extremist materials**
- **Visually showing logos or text that relate to extremist groups**
- **Unhealthy interest in previous terror attacks**

Your Responsibility

If you suspect or become aware that someone may be developing extremist views or being radicalised, you should follow either our adult or children and young people’s safeguarding procedures and complete a safeguarding referral form **without delay**. Do not make promises regarding confidentiality. The form will be sent to a HBBC Designated Safeguarding Officer who will take appropriate action. If you feel that an attack is imminent, please call 999 before making your referral.

Further information

Please refer to the Leicestershire & Rutland Safeguarding Adults Board guidelines: [Radicalisation – LLR Policies & Procedures](#)



Hinckley & Bosworth
Borough Council

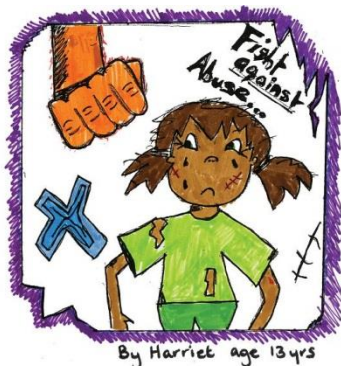
APPENDIX 2

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](#).

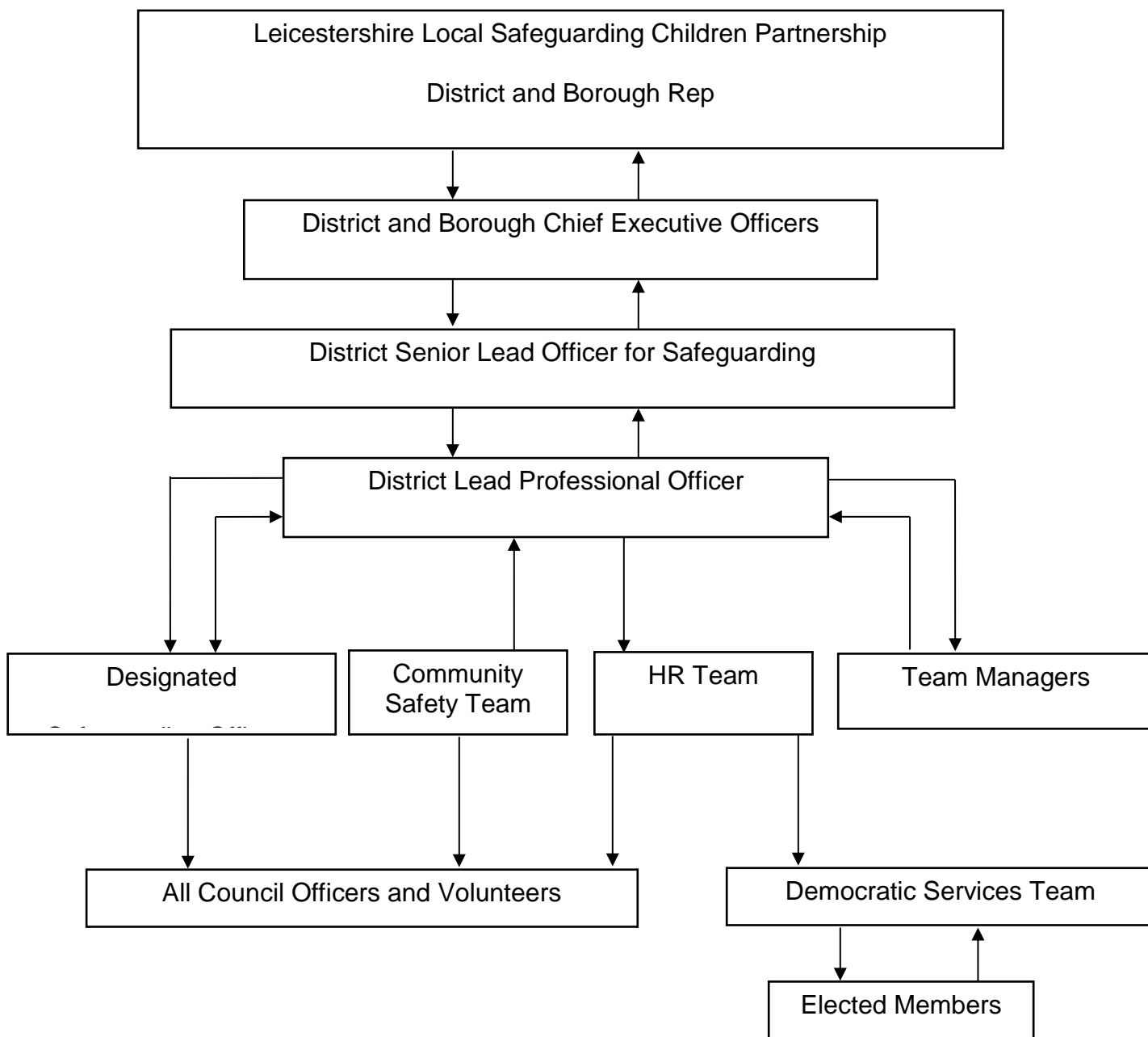
External key contacts:

- 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 \(hinckley-bosworth.gov.uk\)](https://www.hinckley-bosworth.gov.uk/domestic-abuse)

FreeVa- [FreeVA Support – Free from Violence & Abuse](https://www.freeva.org.uk)

SafeLives- www.safelives.org.uk

Refuge- [Refuge Against Domestic Violence - Help for women & children.](https://www.refuge.org.uk)

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 \(proceduresonline.com\)](https://www.proceduresonline.com/sg_ch_extremism.pdf)

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

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.

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