

Safeguarding guidance

for the Voluntary, Community and Faith Sector in Kirklees



Kirklees
**Safeguarding
Adults
Board**


Kirklees **Safeguarding Children Board**
www.kirkleessafeguardingchildren.com

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COUNCIL

Safeguarding guidance for the Voluntary, Community and Faith Sector in Kirklees

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Foreword

Why is Safeguarding so important?

It gives us both great pleasure to introduce the “Safeguarding guidance for Voluntary, Community and Faith Sector in Kirklees” to you. We are in no doubt that this guidance will be a valuable source of advice for a wide range of organisations across the Kirklees district.

This guidance, written jointly by the Kirklees Safeguarding Adults Board (KSAB) and Kirklees Safeguarding Children Board (KSCB), seeks to join up all safeguarding information and provide the voluntary, community and faith sector with a single coherent document to support their safeguarding practice.

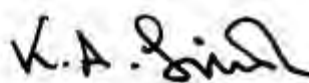
Those who work in the voluntary, community and faith sector are committed, knowledgeable professionals and it is our intention to both acknowledge and support those individuals with the vital work they do in safeguarding both children and adults at risk living in Kirklees.

This guidance is part of that support; as well as information and points to consider for your organisation there are several appendices with model policies and useful contacts. KSCB and KSAB have joined together to provide safeguarding training sessions for the sector and also workshops to support organisations drawing up their safeguarding policies for the first time or updating their existing ones.

We are, however, mindful that many people who work in this sector do so in their own time and therefore often do not have the time to access training and such information. It is hoped that in providing this guidance and other resources, such as e-learning courses, we will make safeguarding work as accessible as possible regardless of the size of the organisation and ensure that all voluntary, community and faith organisations in Kirklees are a safe place for children, adults at risk and their families.’



Bron Sanders
Independent Chair of Kirklees Safeguarding Children Board



Keith Smith
Chair of Kirklees Safeguarding Adults Board
Assistant Director Commissioning and Health Partnerships

What is Safeguarding?

Safeguarding refers to the protection of children, young people and adults at risk from abuse or neglect.

A **child** is a child before their birth (i.e. during pregnancy) and until their 18th birthday.

An **adult at risk** is someone over 18 who is not able to care for or protect themselves from harm and exploitation. It might be because of their age, mental or physical incapacity, sensory loss, or physical or learning disabilities.

It might be someone who is usually able to manage, but is unable to do so because of an accident or illness. They also may be unable to protect themselves from harm or exploitation.

All adults should be able to live their lives free from fear and harm. Some may find it hard to get the help and support they need to stop the abuse.

In accordance with the **Mental Capacity Act (2005)**, public agencies work from the presumption that an adult has capacity to make their own decisions, unless the person's apparent understanding of a situation gives rise to doubt. It is the right of adults who have capacity to make their own choices, irrespective of how wise we might consider that decision to be.

However, where:

- A crime is suspected or;
- Allegations involve a member of staff, paid carer or volunteer

then relevant agencies must be informed and allegations must be investigated whether the alleged victim is willing to take an active part in the process or not.

There are seven categories of abuse; 1 to 4 applies to both adults and children, 5 to 7 primarily apply to adults.

1. Physical abuse
2. Neglect
3. Sexual abuse
4. Psychological/Emotional abuse
5. Financial abuse
6. Institutional abuse
7. Discriminatory abuse

For more information visit www.kirklees.gov.uk/safeguarding or www.kirkleessafeguardingchildren.com

Section 1 Designated Safeguarding Officer role

- 1.1 It is recommended that at least one person in your organisation is a 'Designated Safeguarding Officer' otherwise known as the 'Alerting Manager'. Ideally it should be someone with authority in the group such as a manager or team leader. Due to their key role in safeguarding children and/or adults it is recommended that this is a paid member of staff where possible, that they have an enhanced Disclosure and Barring Service (DBS) check and at least two references are followed up. You may wish to consider appointing a deputy in case of sickness or leave. If there is only one person in your organisation then you have responsibility for safeguarding and will in effect be the designated safeguarding officer.
- 1.2 The designated safeguarding officer has the following responsibilities:
- They are a point of contact for all staff and volunteers to go to (this may also need to be out of hours, so staff and volunteers should always know how to contact them);
 - They have a higher level of safeguarding training and knowledge than the rest of the staff and volunteers (see recommended training in [section 4](#));
 - They assess information from staff and make decisions about if to notify Children's Social Care/Gateway to care, or if other courses of action are more appropriate, for example the completion of an Early Help Assessment (EHA) in the case of children;
 - They make formal referrals to Children's Social Care/Gateway to care;
 - They make sure that concerns are logged and stored securely (a sample Safeguarding Concerns Log is included in [Appendix 1](#));
 - They have joint responsibility with the management committee to make sure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated;
 - They are responsible for promoting a safe environment for children and adults;
 - They know the contact details of relevant statutory agencies e.g. Children's Social Care, Gateway to care, Police, Local Safeguarding Children/Adults Board, and the Local Authority Designated Officer (LADO) for allegations against staff where children are or might be at risk.
- 1.3 **It is not the responsibility of the designated safeguarding officer to decide whether or not a child or adult has been abused** - that is the responsibility of statutory agencies such as Children's Social Care, Gateway to care or the Police. However, keeping children and adults safe is everybody's business and all staff should know who to go to and how to report suspected abuse and neglect.

KSCB and KSAB have produced wallet cards and posters as a quick reference of action to take when there are concerns about someone. It is recommended that wallet cards are given to all staff and volunteers. Copies can be requested from the KSCB office by telephone 01484 225161, or by email KSCB.Admin@kirklees.gov.uk or from the Safeguarding Adults Partnership Team on 01484 221000 or by email protection@kirklees.gov.uk

Section 2 Writing a Safeguarding Policy

- 2.1 Having a written policy makes it clear what your organisation expects from its staff and volunteers and how it expects them to fulfil their safeguarding responsibilities. A sample Safeguarding Policy is provided in [Appendix 1](#), however, **it is not enough to simply copy the name of your organisation into the document and print it out.** Each organisation is different and some parts of the policy may not be relevant, equally you may work with particular groups or in situations which require further guidance, such as overnight stays or taking part in adventurous activities. So you will need to adapt the policy to suit the specific needs of your group.
- 2.2 To help you understand your safeguarding role and responsibilities we suggest:
- Reading through this guidance and relevant supplementary information ([see Appendix 5](#))
 - In the case of children we recommend all staff and volunteers complete basic safeguarding children training, such as the KSCB on-line course 'An Awareness of Child Abuse and Neglect'. Go to the KSCB website at www.kirkleessafeguardingchildren.com and click on the link to the Course Management System. The course is free and takes around 45 minutes to complete.
 - In the case of adults we expect that at least two people on the Management Committee will either attend classroom based training or will complete online training which can be found at <http://kirklees.learningpool.com> You need to click on Sign up Here, provide a few details and then you will be directed to the course.
 - Having a team or management committee meeting to discuss the particular needs of your group; does the model policy meet all your requirements?
 - Have you had any safeguarding incidents? Near misses? Are there issues your staff or volunteers are particularly anxious about dealing with, even if they have so far not arisen?
 - Write your policy together, if all members of the group are involved it will be more relevant to them and the work they are doing.
 - Where possible involve people who use your services/attend your group including the views of children. Ask for their opinions and suggestions. Again this makes the policy more relevant, but also advertises the fact that you are taking safeguarding seriously and that your organisation is a safe place to be.
 - After the policy has been written make sure all members of staff and volunteers have a copy, have read and understand it and make sure that copies are available for parents and/or carers should they wish to see it.
 - It is essential that all staff and volunteers understand what they must do if they have safeguarding concerns.
 - Your safeguarding policy should be an active document that is used and is useful to your organisation. It is good practice to regularly review the policy and keep it up-to-date with any local or national changes.

Section 3 Safer Recruitment

Disclosure and Barring Service (DBS) checks (formerly CRB) alone do not ensure that prospective staff and volunteers are safe to work with children or adults.

- 3.1 Research has shown that individuals who wish to harm and abuse children and young people will deliberately take up careers or activities where they can gain access to children and young people. Voluntary organisations are particularly at risk from such individuals who seek voluntary work with children in the belief that scrutiny of their past, their motivations, or their conduct, whilst volunteering will be less rigorous than in paid employment with a statutory agency.
- 3.2 You may also feel that you know individuals in the local community you would wish to employ, who you believe would never hurt somebody. But sadly this may not be the case. It is important you follow a proper recruitment process for all staff and volunteers.
- 3.3 You will need to use a range of methods throughout your recruitment and selection process to minimise the risk of employing someone who is a risk to children or adults at risk. These should be formally written down in a safer recruitment procedure to make sure anyone involved with the recruitment or selection of staff or volunteers is familiar with them. A sample Safer Recruitment and Induction Policy is provided in [Appendix 2](#). Managers should also refer to chapter 6.1 of the West Yorkshire Consortium Safeguarding Children Procedures 'Safe Recruitment, Selection and Supervision of Staff'. Groups can also access the KSCB training course "Safer Recruitment for the Voluntary and Community Sector"- details are on the KSCB website at <http://www.kirkleessafeguardingchildren.co.uk/course-brochure.html>
- 3.4 It is best practice that a safer recruitment procedure should include:
 - A statement in your advert about your commitment to safeguarding children and/or adults at risk;
 - A role description that clarifies responsibilities;
 - Completion of an application form;
 - Checks on identity and work history;
 - Checking of two references;
 - An interview;
 - A DBS check.
- 3.5 It is essential you make sure no individual starts employment or voluntary work with children or adults at risk until identity, references and DBS checks have been completed.
- 3.6 Remember that the best way to ensure the on-going safety of children and adults at risk in your care is to continually support, guide and supervise your staff and volunteers.

Disclosure and Barring Service (DBS) checks

- 3.7 DBS (Disclosure and Barring Service) checks are a check that an employer/organisation can do on a potential employee or volunteer to see if they have any criminal convictions that impact on their suitability to undertake the role they have applied for. These were formerly known as CRB checks.
- 3.8 **A clear DBS check does not necessarily mean that someone is suitable to work with children or adults at risk; you will still need to try and assess this.**
- 3.9 There are three types of DBS checks:
- **standard check** - details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions
 - **enhanced check** - the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for
 - **enhanced with a barred list check:**
 - child barred list information is only available for those individuals taking part in regulated activity with children and a small number of posts as listed in the Police Act regulations, for example prospective adoptive parents
 - adult barred list is only available for those individuals taking part in regulated activity with adults and a small number of posts as listed in the Police Act regulations
 - child and adult barred list is only available for those individuals taking part in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations
 - [adult first](#) - an individual can be checked against the DBS adult barred list while waiting for the full criminal record check to be completed
- 3.10 Anyone working or volunteering with children and adults at risk should have a standard DBS check; anyone having unsupervised contact with children or adults at risk should have an enhanced DBS check. It is also recommended that managers and the designated safeguarding officer have enhanced DBS checks regardless of whether or not they have unsupervised contact with children or adults at risk.

Applying for DBS checks

- 3.11 Only registered organisations can apply for DBS checks. For details about how to become a registered organisation visit www.gov.uk/disclosure-barring-service-check
- 3.12 Small organisations can apply for their DBS checks using a registered 'umbrella organisation'. An umbrella organisation is a registered body that provides non-registered organisations with access to the DBS services.

If your organisation will need less than 100 checks per year you should use the services of an umbrella organisation. A list of umbrella organisations can be found at <https://dbs-ub-directory.homeoffice.gov.uk>

- 3.13 Kirklees Council is registered as an umbrella organisation. If you wish to use this service you can request an application form from Kirklees Professional Services on 01484 221000 or by emailing dbs@kirklees.gov.uk
- 3.14 The Disclosure and Barring Service recommends that each umbrella organisation develops a written agreement between them and their customers, which clearly sets out the expectations and responsibilities of each party.
- 3.15 A DBS check usually costs £44 for a paid member of staff. If you are applying through an umbrella organisation there may also be a small administrative charge on top. Checks on unpaid workers (volunteers) are free.

Barred List checks

- 3.16 In addition to a standard or Enhanced DBS check some posts may need to be checked against the barred list. Eligibility to check this list depends on whether the post holder will undertake any “regulated activity”. The definitions on what is a regulated activity have recently changed and can be found at <http://media.education.gov.uk/assets/files/pdf/r/regulated%20activity%20children%20full%20information%20ewni%20final%202012-06-01.pdf>
- 3.17 **It is an offence to employ someone in a role working with children or vulnerable adults knowing that they have been barred from doing so.**
- 3.18 If you employ someone as a worker or volunteer and you are concerned about their suitability to work with children or vulnerable adults see the Managing allegations section of this guidance for information on what action take.

Recent changes to the Disclosure and Barring Service

- 3.19 In addition to CRB’s changing their name to DBS and the change of definition of regulated activity there have also been the following changes:
- The Independent Safeguarding Authority merging with the CRB Service to become the Disclosure and Barring Service
 - DBS checks are now portable (so a new one does not need to be sought for every new role)
 - On-line update service. This enables employers to receive updated information on an employee’s DBS check without having to apply for a new one.
 - The employee or volunteer now receives the DBS check not the employer or organisation. The employee or volunteer must then take the DBS check to the employer for checking.

For more information on the Disclosure and Barring Service visit www.gov.uk/dbs

Section 4 Managing Staff / Volunteers

Induction

- 4.1 Developing a good induction programme for your staff and volunteers ensures that all staff have a base knowledge of the core values of the organisation and that staff are clear about their role and responsibilities as soon as possible. This includes their duty to act if they are concerned about a child or adult's welfare. Your induction programme is an opportunity for you to introduce your staff and volunteers to your safeguarding policy and other relevant policies and procedures, including the name and contact details of your designated safeguarding officer.
- 4.2 Induction is also a time when you can identify any specific training needs staff and volunteers may have and develop a plan to address them. It is recommended that you include completion of KSCB's or KSAB's on-line 'Basic Awareness' training course in an induction programme. This will make sure that everyone is aware of the signs and symptoms of abuse and what to do if they are worried about a child or adult at risk. It also ensures that all staff and volunteers are aware of the KSCB/KSAB website and the additional guidance and information it provides.
- 4.3 You may want to supplement your induction programme with initiatives such as work shadowing, a buddy system and a staff handbook which includes the policies and procedures for your organisation and provides staff and volunteers with a point of reference.

Observation

- 4.4 Only by observing your staff and volunteers doing their work can you gain a full understanding of how well they do their job and whether there are any issues with their interaction with children, adults at risk and/or parents or carers, for example their ability to manage children's behaviour or whether they are working in accordance with your health and safety policy. Observations can be fed back in supervision sessions, recorded, and an action plan drawn up to address any issues that have been noted.

Supervision and Appraisals

- 4.5 It is good practice to make sure all staff and volunteers have access to supervision. Supervision is a regular meeting between a staff member or volunteer and their manager and can include a discussion of:
 - How the staff member/volunteer feels their work is progressing including any training needs;
 - The emotional impact their work may be having on them;
 - A chance for the staff member/volunteer to discuss any parts of their work that they are finding troubling or difficult, including particular individuals or families they are working with;
 - A chance for the manager to highlight any concerns about the staff member/volunteers' practice and work needed to address this;
 - Progress on appraisal targets;
 - Positive feedback on things they have done well or improved.

- 4.6 An annual appraisal may be carried out to review the staff member or volunteers' work with the organisation, what they have done well, anything they need to improve, and goals for the future.
- 4.7 Having good quality, regular supervision and appraisals shows that you are interested in investing in your staff, both paid and unpaid, and are committed to developing their practice. Skilled, knowledgeable and confident staff are vital in helping to ensure that children and adults at risk are safe.

Training

- 4.8 It is essential that all your staff and volunteers are adequately trained and confident in their safeguarding responsibilities. Your organisation should have a clear plan of what training it expects different members of staff or volunteers to complete and check that this has been done. It is also good practice to discuss training they have taken part in and how that person feels they may need to alter their practice as a result.
- 4.9 KSCB and KSAB recommend that all your staff and volunteers complete some basic e-learning. Those working with children need to complete Level 1 'An Awareness of Child Abuse and Neglect'. To access the course follow the link from the KSCB home page at www.kirkleessafeguardingchildren.com. For people working with adults the e-learning package can be found at <http://kirklees.learningpool.com>. If you feel your organisation requires more than the e-learning course, or your staff cannot access the course, we may be able to provide a classroom-based course instead. Please contact the KSCB Learning and Development Officers at KSCB.admin@kirklees.gov.uk to discuss.
- 4.10 At least one person in your organisation (your designated safeguarding officer) should also complete the KSCB one day classroom-based course 'Working Together to Safeguard Children'. This course includes information about safeguarding children procedures in Kirklees and the child protection process including how to make a referral.
- 4.11 Depending on the level of involvement of your staff in the lives of children, families and adults at risk you may also wish to consider undertaking further training on specific safeguarding issues.

KSCB provides a range of training courses and events details of which can be found at <http://www.kirkleessafeguardingchildren.co.uk/course-brochure.html>.

The KSAB training strategy and details all available training is available on the Kirklees website. This includes training such as Safer Recruitment and the Mental Capacity Act (2005). The strategy can be found at <http://www.kirklees.gov.uk/community/careSupport/keepingSafe/pdf/safeguardingTrainingStrategy.pdf>

- 4.12 All KSCB and KSAB multi-agency training is free for voluntary and community organisations.

4.13 It is recommended that the manager/employer consider undertaking training in 'Safer Recruitment in the Voluntary and Community Sector' and 'Managing Allegations against Staff' when working with children or 'The Role of the Alerting Manager' when working with adults at risk. These courses have a specific safeguarding focus and are not a substitute for general HR / recruitment training.

4.14 Best practice suggests that the **minimum** safeguarding training requirements for your organisation are as follows:

Children	Who?	How delivered?
Course title		
An Awareness of Child Abuse and Neglect	All staff	E-learning course accessed through KSCB website
Working Together to Safeguard Children	Designated safeguarding officer	Multi-agency classroom based course – apply via KSCB website
Courses on specific safeguarding issues as appropriate, for example Safer Recruitment.	Designated safeguarding officer / manager	Multi-agency classroom based course – apply via KSCB website

Adults	Who?	How delivered?
Visit www.kirklees.gov.uk/safeguarding for comprehensive information	Any interested member of staff/volunteer	Information is publicly available on the Kirklees Council Website
Level 1 Basic safeguarding adults awareness course	At least 2 members of the management committee	E-learning course accessed through http://kirklees.learningpool.com or classroom based training
Role of the Alerting Manager	Designated Safeguarding Officer	Classroom based

4.15 Your organisation may also wish to undertake training in the completion of an Early Help Assessment (formerly referred to as a CAF or Common Assessment Framework). The Early Help process aims to respond to the additional needs of children where they do not meet the level for safeguarding intervention. It uses a standard assessment form, a multi-agency approach and works with the consent and co-operation of parents in order to co-ordinate services to address a child's additional needs.

For all Early Help queries including any training needs contact the Early Help Access Team on 01484 456823 or email EarlyHelpAccessTeam@kirklees.gov.uk

Code of conduct

- 4.16 A written code of conduct sets out the expectations you have of your staff and volunteers about how they should behave to one another and to their service users (including children and young people). Having a code of conduct formally written down means there is no room for misinterpretation or misunderstanding about acceptable behaviour.
- 4.17 A code of conduct should include:
- A statement on the use of alcohol, drugs and tobacco;
 - Clear guidelines on what is appropriate physical contact between staff and volunteers and the person they are working with within the parameters of a given activity. You may wish to include a statement on the prohibition of physical chastisement, sexual contact or rough play;
 - Social relationships between staff and volunteers and the person they are working with;
 - Use of racist, discriminatory, sexualised or derogatory language;
 - Giving or receiving of gifts or favours;
 - Being alone with a child or adult at risk (including giving lifts in your own car);
 - Supervision of children or adults at risk when they are in changing rooms or staying overnight;
 - Positive statements about listening to and involving the child or adult at risk in decision making wherever possible;
 - Consequences for staff and volunteers if the code were to be broken
- 4.18 When writing a code of conduct avoid making it into a long list of negative things that people should avoid, try to word it so that it is a positive statement about how staff and volunteers should behave. You should also keep an incident book to log any concerns about a breach of the code, and any action taken to address concerns. This will help to identify any patterns of concerning behaviour.

Organisations working with adults at risk should have governing documents and relevant policies and procedures which cover staff and volunteer conduct. Organisations would also be expected to have an involvement policy or statement detailing how they will involve service users in decision making and planning.

Complaints, Compliments and Whistleblowing

- 4.19 All children, young people and adults at risk, their parents or carers and staff or volunteers have a right to complain or compliment your service and this should be actively communicated to all. In addition staff should be clear on what they should do if they have concerns about a colleagues' practice or behaviour.

- 4.20 The campaign 'See Me and Care' focuses on dignity issues for older people and other groups of people who may be vulnerable, for example people with learning or physical disabilities that rely on care and support from health and social care workers. For more information visit www.kirklees.gov.uk/seemeandcare
- 4.21 A complaints policy should clearly set out:
- How a complaint can be made and to whom;
 - What action will be taken to investigate and resolve the complaint;
 - What the person making the complaint should do if they are not happy with the outcome.
- 4.22 A compliments policy should make clear:
- Where a compliment should be directed (i.e. to the individual concerned or their line manager);
 - What gifts or value of gifts are acceptable to give to an individual staff member or volunteer;
 - What gifts or value of gifts is acceptable to give to the organisation;
 - What alternatives there are if someone wishes to make a sizeable donation, for example, where the organisation is not a registered charity.
- 4.23 A whistleblowing policy is different from a complaints policy in that it is specifically for staff or volunteers who have a specific concern about another staff member, volunteer, or managers practice or behaviour. A whistleblowing policy should include:
- A statement about the values of the organisation in protecting any person wishing to 'blow the whistle';
 - How to 'blow the whistle';
 - What to do if the concern is about a manager;
 - What the process of addressing concerns is;
 - What the person with the concern should do if they do not feel the matter is being dealt with correctly.

Managing allegations

- 4.24 All organisations that work with children and adults at risk should have a procedure for allegations made against staff. The procedure should be followed when an allegation is made that a member of staff or volunteer has:
- Behaved inappropriately towards a child and adult at risk in a way that has harmed or may have harmed them; or
 - Committed or possibly committed a criminal offence against a child/adult at risk or related to a child/adult at risk; or
 - Behaved in a way towards a child or adults at risk that indicates that they are unsuitable to work with them.
- 4.25 All local authorities have a Local Authority Designated Officer (LADO) whose role it is to give guidance and advice to all employers, including the voluntary sector, where allegations have been made against staff relating to children. The LADO liaises with the police and makes sure issues are dealt with as swiftly and as fairly as possible.

The LADO only undertakes work in relation to children. Where an allegation has been made against a member of staff relating to an adult at risk, this must be reported to Gateway to care on 01484 414933.

4.26 You should make sure that your organisation understands the process for managing allegations against staff and communicates this to all staff and volunteers. A flowchart showing the process can be found in [Appendix 4](#). This process must be followed even if you terminate their contract or they resign.

4.27 KSCB provides training for managers on 'Managing Allegations' as part of the "Safeguarding Skills for Managers" course. The course is free and can be accessed at www.kirkleessafeguardingchildren.com

KSAB runs a course called 'The Role of the Alerting Manager' Further information and booking details can be found at:

<http://www.kirklees.gov.uk/community/careSupport/keepingSafe/pdf/safeguardingTrainingStrategy.pdf>

4.28 Action to be taken where there are allegations against staff are included in the sample Safeguarding Policy in [Appendix 1](#).

4.29 Managers should also refer to chapter 6.2 of the West Yorkshire Consortium Safeguarding Children Procedures 'Allegations against Persons who work with Children'. This can be found on the KSCB website www.kirkleessafeguardingchildren.com

4.30 Where the allegation against staff relates to adults at risk Managers/Management Committee members should read section 9.4 of the West Yorkshire Multi-Agency Safeguarding Adults Policy and Procedures. www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingAdultPolicyProcedures.pdf

Section 5 Behaviour Management

Behaviour Management can be a challenge when working with children and with some groups of adults at risk. Not understanding how to appropriately deal with challenging behaviour can lead to dangerous and abusive practice by staff and volunteers. Some good practice tips for effectively and safely managing behaviour are as follows:

For Children:

Be clear and positive:

Explain fully what you want children to do in positive terms. Tell them what you want them to do, not what not to do. For example; “Come and sit in your place” rather than “Stop running around”

Ignore poor behaviour, reward good behaviour:

Children will sometimes try to seek attention using bad behaviour, by ignoring this and focusing attention on those children who are behaving well can result in poorly behaving children improving their behaviour and attention level. Make sure that good behaviour is rewarded. Rewards can include; a smile, a good word, a comment on the work done, stickers, a certificate, a note to parents, and so on.

Be consistent:

Make sure that you are clear about what is allowed and not allowed day to day, pupil to pupil. Don't have “favourites” as this can cause resentment between children and result in poor behaviour.

Be a role model:

In order for children to learn good behaviour they need to see adults demonstrating it. Be polite, to them and other adults. Be fair to all children and be kind and calm. If something or someone upsets you, keep your temper and don't react.

Criticise the behaviour, not the child:

Never call a child a name such as stupid, naughty or lazy. If you have to reprimand a child “It is hurtful and unkind to hit someone” is better than “You are a naughty, bad boy for hitting someone” or “If you finish another exercise you will earn a sticker” rather than “You should have done more work, you are lazy”.

Be patient:

Some children learn at different rates, or need additional support. Some children have Special Educational Needs. Be mindful of this when working with them and don't compare them to other children who have grasped something more quickly than them.

Give children the opportunity to make amends:

Once reprimanded, some children may need to be prompted that they need to apologise for their poor behaviour, or be given ideas about how to behave better next time.

Remind children regularly of the rules:

Reinforcing what is expected of children and what is poor behaviour helps children to remember how to behave well. You may want to ask children to come up with their own behaviour rules, make a poster out of these and put them on the wall.

Section 6 Health and Safety and Accident Prevention

- 6.1 Under health and safety legislation all employers of five or more people have a legal 'duty of care' to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees whilst they are at work.
- 6.2 You will need to draw up a policy and procedures in relation to health and safety to ensure that safety issues are addressed and that the risk of unintentional / accidental injuries to children and adults at risk are reduced to a minimum.
- 6.3 Health and safety procedures should cover the following:
- The building / venue for your group is a safe environment and complies with legislation in relation to fire safety, insurance, and disabled access including any venues that are used for trips etc;
 - Any risks associated with your work with children and adults at risk and how these are addressed and managed;
 - Activities are properly planned, organised, age/disability appropriate and use qualified instructors where this is appropriate;
 - All equipment, including electrical and electronic, equipment is safety checked appropriately;
 - All staff and volunteers are appropriately trained, for example in first aid;
 - All children and adults at risk are appropriately supervised;
 - Any transportation used is safe and complies with all legislation in relation to MOT, road tax, car seats, insurance etc;
 - Ensuring relevant information on a child's medical conditions, allergies and details of GP is gained;
 - What to do in the event of an emergency such as taking a child to hospital, contacting parents etc.
- 6.4 The Health and Safety Executive website provides further information on risk assessment and management that is easy to follow and implement. Go to: <http://www.hse.gov.uk/risk/fivesteps.htm>
- 6.5 KSCB provides free e-learning on "Child Accident Prevention" which also includes some information on Health and Safety which you may find useful. This e-learning can be accessed through the training course management system of the KSCB website www.kirkleessafeguardingchildren.com

Section 7 Safeguarding and disability

The Equality Act 2010 makes it unlawful to discriminate against anyone, adult or child, with a disability.

A person is considered to have a disability if they:

- (a) have a physical or mental impairment, and
- (b) the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Discrimination against a person with disability can occur in one of two ways:

1. Treating them “less favourably” than other people
2. Failing to make “reasonable adjustments” that enable people with a disability to overcome a “substantial disadvantage” when compared to other people.

Research has shown that both children and adults with a disability are more at risk of abuse and neglect. This is believed to be for a number of reasons:

- Fewer outside contacts
- Impaired capacity to resist, avoid or escape from abuse
- Struggle to communicate to others about the abuse they are experiencing
- Frightened to complain for fear of loss of services
- Especially vulnerable to bullying and intimidation
- Receive intimate care, such as assistance with washing, toileting and dressing, possibly from multiple carers

As well as the usual indicators of abuse and neglect you should also be alert to:

- Signs of force feeding
- Unjustified or excessive physical restraint
- Rough-handling
- Invasive procedures which have not been consented to by the child or adult
- Failure by carers to follow instructions for medical care, such as, giving of medication, attendance at hospital appointments
- Failure to address poorly fitting equipment such as wheelchairs or hoists
- Misappropriation of the child or adults finances i.e. spending money intended for support of the disabled person on other items

It is good practice to consider additional training and having specific policies in the following areas when working with people with disability:

- Intimate care
- Inclusion strategies
- Anti-bullying policies
- Behaviour management
- Consent to treatment

Section 8 E-Safety and Digital Technologies

- 8.1 There are many different ways that someone can access the internet. Even if your setting does not have computers with internet access you may wish to consider having an e-safety policy that can cover the use of other technologies, such as mobile phones and cameras.
- 8.2 An e-safety policy should include the following:
- Why your setting uses the internet;
 - Acceptable use guidelines for staff / volunteers and children; including use of social networking sites
 - Incident response for issues such as grooming, cyberbullying, access of inappropriate material;
 - Use of personal mobile phones and / or cameras during work time;
 - Security of confidential information;
 - How your organisation intends to block inappropriate websites, protect against viruses, use of passwords etc;
 - If your organisation has its own website who has editorial responsibility for the content.
- 8.3 KSCB classroom based training on e-safety can be accessed at www.kirkleessafeguardingchildren.com
- 8.4 KSAB have developed guidance on how to use social media responsibly <http://www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingSocialMedia.pdf>
- 8.5 Kirklees Council has developed considerable resources and support for schools on e-safety, many of which can be adapted to other settings. For further information go to <http://www2.kirklees.gov.uk/childrenandfamilies/learning/esafety.aspx>

Section 9 Further support from the Kirklees Safeguarding Children Board (KSCB) and Kirklees Safeguarding Adults Board (KSAB)

Voluntary, Community and Faith Sector Workstream

- 9.1 KSCB has a Voluntary, Community and Faith Sector (VCFS) Workstream which meets regularly to discuss safeguarding issues facing the sector and how issues can be effectively addressed. Workstream members can be contacted for safeguarding advice, their details can be found on the KSCB website www.kirkleessafeguardingchildren.com. The chair of the workstream represents the sector on the Kirklees Safeguarding Children Board.
- 9.2 The workstream organises an annual event on safeguarding issues, supports the sector in completing a self-check on their safeguarding procedures, ensures relevant free training for the VCFS is provided and enables sharing of good practice to be disseminated.

West Yorkshire Consortium Safeguarding Children Procedures

- 9.3 Detailed Safeguarding Children Procedures for all agencies, whether statutory, voluntary or private, can be accessed through the KSCB website. The procedures have been agreed with neighbouring Safeguarding Children Boards in West Yorkshire. The procedures are updated regularly and are only available electronically. The direct link to the procedures is: <http://www.proceduresonline.com/westyorksrb/>

West Yorkshire Multi-Agency Safeguarding Adults Policy and Procedure

- 9.4 Detailed Safeguarding Adults Procedures for all agencies, whether statutory, voluntary or private, can be accessed through the KSAB website. The procedures have been agreed with neighbouring Safeguarding Adult Boards in West Yorkshire. The procedures were last updated in April 2013. The direct link to the procedures is: www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingAdultPolicyProcedures.pdf

Posters and wallet cards for all staff and volunteers

- 9.5 Posters and wallet cards summarising what to do if you are concerned about a child in Kirklees can be obtained by contacting the KSCB office on 01484 225161. These can be distributed to staff and volunteers and displayed in your setting to help keep safeguarding a priority.
KSCB website www.kirkleessafeguardingchildren.com

Posters and wallet cards are also available summarising what to do if you are concerned about an adult at risk in Kirklees. These can be obtained from the Safeguarding Adults Partnership Team on 01484 22100. These can be distributed to staff and volunteers and displayed in your setting to help keep safeguarding a priority.

KSAB website: www.kirklees.gov.uk/safeguarding

- 9.6 The KSCB website provides information about the Safeguarding Board, their annual report and business plan, as well as safeguarding news and issues and useful links. It provides access to the West Yorkshire Consortium Safeguarding Children Procedures, details of all KSCB training courses and events, and resources for safeguarding children work. The website contains pages specifically for children and young people, parents and carers, and further guidance on what to do when there are concerns about a child. There is also a section specifically for the voluntary, community and faith sector where a copy of this guidance, the safeguarding checklist for the VCFS and other resources are available.

The KSAB website provides information about the Safeguarding Board, what 'safeguarding adults' means, how to identify and report abuse and links to the Safeguarding Adults newsletter. The KSAB runs regular network events covering topical issues. To be kept up to date with network event dates, sign up to the Network Circulation list by emailing learning.matters@kirklees.gov.uk

Below are some additional links to other useful documents and sources of information.

<http://www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/dignityInCare.aspx>

<http://www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingReportIt.pdf>

<http://www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingReportItEasyRead.pdf>

<http://www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/seeMeCareWalletCard.pdf>

It also provides access to the West Yorkshire Multi-Agency Safeguarding Adults Policy and Procedure and the KSAB training strategy.

KSCB and KSAB contacts

- 9.7 Staff employed by the Kirklees Safeguarding Children Board are available to assist with any queries relating to children and young people. Contact the unit on 01484 225161 or by email at KSCB.Admin@kirklees.gov.uk

Staff employed by the Kirklees Safeguarding Adults Board can be contacted on 01484 221000 or protection@kirklees.gov.uk

Section 10 APPENDICES

Appendix 1 - Safeguarding Policy Template

Please note: This sample policy is for guidance only. There is a shorter version of this policy available on the www.kirkleessafeguardingchildren.com and www.kirklees.gov.uk/safeguarding which is suitable for smaller organisations with a turnover of £25,000 per year or less.

It is considered best practice for one person from your management committee / organisation to attend a safeguarding training course before a policy for your group is written and implemented.

It is not sufficient to simply add the name of your organisation to this template. It will need to be tailored towards the specific needs of your organisation.

Principles

1. **[Name of organisation]** is committed to the safeguarding of all children, young people and adults at risk with whom it has contact.
2. Everyone involved in the care of children, young people and adults at risk has a responsibility for the protection of those individuals from harm. It is also essential that we honour the trust of those who allow us to care for their children, young people and adults at risk.
3. There is a duty placed on public agencies under the Human Rights Act (1998) to intervene to protect the rights of citizens. Also the Children Act (1989) makes it clear that the welfare of the child is paramount and that everyone involved in the care of children has a responsibility to protect those children from harm.
4. In order to protect everyone from potential and actual abuse it is necessary for all staff and volunteers to have an understanding of the issues involved and that appropriate procedures are in place that are shared and understood by all concerned.
5. **[Name of organisation]'s** safeguarding policy arises from the following principles:
 - The welfare of the child, young person or adult at risk is paramount;
 - Everyone, regardless of age, gender, disability or ethnic origin has a right to be protected from all forms of harm, abuse, neglect and exploitation;
 - It is not your responsibility as members of **[name of organisation]** to decide whether or not abuse is occurring, but **it is** your responsibility to act on any concerns and do something about it.

Objectives

6. The key objectives of this policy are:
 - To explain the responsibilities [name of organisation] and its staff, volunteers, management committee members and trustees have in respect of safeguarding children and adults at risk.
 - To provide staff, volunteers, management committee members and trustees with an overview of child and adult safeguarding.
 - To provide a clear procedure that will be implemented where a child or adult at risk safeguarding issue arises.

Definitions

7. A child is a child before their birth (i.e. during pregnancy) and until their 18th birthday.
8. An adult at risk is any adult who needs community care services because of mental or other disability, age or illness and who are, or may be, unable to take care of themselves against harm or exploitation. The term replaces “vulnerable adult” and “alleged victim”.

Identifying abuse and what to do if abuse is suspected

It is considered best practice for all staff and volunteers of any organisation that has contact with children, young people, their families and adults at risk to complete the appropriate training outlined in [section 4](#).

9. The term ‘abuse’ is used to describe various ways that someone can be harmed or mistreated.
10. Abuse can happen anywhere and at any time, but research indicates that the perpetrators of abuse are likely to be known and trusted by the child or young person. For adults at risk evidence suggests that the perpetrators of abuse are often professional carers or other adults at risk.
11. Child abuse is split into four categories - physical, neglect, sexual and emotional. Abuse of adults at risk is split into seven categories, it includes the four used for children but includes three further categories; financial, institutional and discriminatory. The definitions of these different types of abuse are as follows:

Physical abuse

This may involve hitting, kicking, shaking, throwing, squeezing, suffocating, drowning, burning or biting the child or adult at risk. Giving a child alcohol is also a form of physical abuse. Giving a child or adult at risk (against their free and informed consent) drugs, poison or overmedicated using prescribed medications are also forms of physical abuse. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect

Neglect is the persistent failure to meet a child's or an adult at risk's basic physical and psychological needs. This may include the failure to meet basic needs, like food, shelter, warm clothing or medical attention.

Neglect of children may occur before their birth (i.e. during pregnancy) as a result of substance misuse and is also the failure to provide adequate supervision (including leaving children with inappropriate carers).

Sexual abuse

Sexual abuse involves forcing or enticing a child or adult at risk to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Activities may involve penetrative and non-penetrative acts or non-contact activities such as forcing a child or adult at risk to look at, or take part in the production of pornographic materials.

For children it can also include encouraging them to behave in sexually inappropriate ways. Sexual abuse includes grooming a child in preparation for abuse, for example, via the internet.

Emotional abuse

For children emotional abuse is the persistent emotional ill-treatment of a child, such as to cause severe adverse effects on that child's emotional development. This may involve a lack of love and affection, telling a child they are worthless, serious bullying or being constantly shouted at. Emotional abuse also occurs when the child is valued only insofar as they meet the needs of another person, when the child is overprotected and unable to explore and learn on their own, or when they witness the ill-treatment or abuse of another (including domestic violence, or animal cruelty). Other examples are serious bullying, including cyber bullying, making fun of what the child says or how they communicate.

For adults at risk emotional, sometimes called psychological, abuse can include the threats of harm or abandonment, blaming or controlling behaviour or enforced isolation.

Financial abuse

This type of abuse is used for abuse of adults at risk only, however if you think that a child is being abused financially you should report this in the usual way.

Financial abuse is when an adult at risk is exploited for financial gain. This can include theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Institutional abuse

Again this type of abuse is used for abuse of adults at risk only, however if you think that a child is experiencing this type of abuse you should report this in the usual way and also consider contacting the Local Authority Designated Officer (see section on managing allegations).

Institutional abuse occurs when the routines, systems and regimes of an institution result in poor or inadequate standards of care and poor practice which affects the whole setting and denies, restricts or curtails the dignity, privacy, choice, independence or fulfillment of adults at risk. Decisions will be taken because they are in the best interests of the staff or institution not in the best interests of the adult at risk.

Discriminatory abuse

Discriminatory abuse is behaviour that makes or sees a distinction between people as a basis for prejudice or unfair treatment. This can include racism, sexism, homophobia, disabilism and not respecting individuals' right to worship.

12. Possible signs of abuse include:
- Unexplained or suspicious injuries such as bruising, cuts, or burns, particularly if situated on a part of the body not normally prone to such injuries, or the explanation of the cause of the injury is ill-fitting.
 - A disclosure of abuse, or description of what appears to be an abusive act by a child or adult at risk.
 - Someone else (child or adult) expresses concern about the welfare of another child or adult at risk.
 - Unexplained change in behaviour, such as withdrawal or sudden outbursts of temper.
 - Inappropriate sexual awareness or sexually explicit behaviour.
 - Distrust of a particular individual, particularly those with whom a close relationship would normally be expected.
 - Difficulty in making friends.
 - Eating disorders, depression, self-harm or suicide attempts.
 - Deterioration in health or appearance including loss of weight.
 - Unexplained loss of money or material goods (financial abuse)
 - Unexplained possession of money or goods such as mobile phones (child sexual exploitation)
 - Fear or anxiety

This is not an exhaustive list of possible indicators of abuse

What to do if abuse is suspected

13. If any member of [Name of organisation] suspects abuse is taking place they should immediately inform the designated safeguarding champion [insert name and contact details] who will decide whether or not to take the matter further. A log of the concern must be kept ([see sample concerns log](#)).

14. If it is felt that further investigation is required in order to keep a child safe then the matter must be referred to Kirklees Children’s Social Care. Children’s Social Care may be contacted at any time for advice and consultation. In the event of a referral to Children’s Social Care all relevant information must be shared, including copies of correspondence, log of previous concerns and notes of any conversations with the child, their family or other staff.
15. If it is felt that further investigation is required in order to keep an adult at risk safe then the matter must be referred to Gateway to care. Gateway to care may be contacted at any time for advice and consultation. In the event of a referral to Gateway to care all relevant information must be shared, including copies of correspondence, log of previous concerns and notes of any conversations with the adult at risk, their family or other staff.
16. **The Data Protection Act is not a barrier to information sharing where doing so is necessary to safeguard children or an adult at risk.**
17. In the event that the designated safeguarding champion is not available or contactable this should not delay action being taken to protect a child or adult at risk. Any member of [Name of organisation] may contact Children’s Social Care or Gateway to care directly to raise their concerns.

Children’s Social Care	Gateway to care
01924 326097	01484 414933
01924 326076	
01924 431429	
Out of hours – 01484 414933	

18. **If there are any concerns about the immediate safety of a child or an adult at risk then the police must be contacted on 999 without delay.**

Allegations against staff

19. Any suspicion that a child, or an adult at risk, has been abused by a member of staff or a volunteer must be reported to the designated safeguarding champion otherwise known as the Alerting Manager, who will take such steps as considered necessary to ensure the safety of the child or adult at risk in question and any other child who may be at risk.
20. The designated safeguarding officer will refer the allegation to Children’s Social Care or Gateway to care who may involve the police, or will refer directly to the police if out-of-hours.

21. For abuse (or allegations of abuse) of children, Children's Social Care and the designated safeguarding champion will liaise with the Local Authority Designated Officer (LADO) whose responsibility it is to:
- Provide advice and guidance;
 - Liaise with the police and other agencies;
 - Provide assistance in discussions regarding suspension and referral to the Disclosure and Barring Service.

The LADO in Kirklees is Phil Holmes who can be contacted on 01484 226748 or 07973 490746 or by email phil.holmes@kirklees.gov.uk

22. The parents or carers of the child or adult at risk will be contacted as soon as possible following advice from Children's Social Care / Gateway to care and/or the police.
23. If the designated safeguarding officer (safeguarding champion) is the subject of the suspicion/allegation, the concern must be made directly to Children's Social Care or Gateway to care.
24. Where there is a complaint against a member of staff there may be three types of investigation:
- A criminal investigation
 - A child protection / safeguarding adult investigation
 - A disciplinary or misconduct investigation

Internal enquiries and suspension

25. The *designated safeguarding champion* will make an immediate decision about whether any individual suspected of abuse should be temporarily suspended pending further police and Social Care enquiries.
26. Where an individual is suspended it is advised that other employees / volunteers should have no contact with them until enquires have concluded.
27. Irrespective of the findings of Social Care or police enquiries the *organisation* will assess all individual cases to decide whether a member of staff or volunteer can be reinstated. The welfare of the child or adult at risk should remain of paramount importance throughout.

Capacity

28. **N.B.** The following section applies only to adults. As a general rule children cannot be assessed for capacity under the Mental Capacity Act (2005) except in specific circumstances. (For more information on this you must access [appropriate training](#)).
29. In accordance with the Mental Capacity Act (2005), public agencies work from a presumption that an adult has capacity to make their own decisions unless a person's apparent comprehension of a situation gives rise to doubt. It is the right of adults who have capacity to make their own choices, irrespective of how wise we might consider that decision to be.

However, where:

- A crime is suspected or;
- Allegations involve a member of staff, paid carer or volunteer, or;
- There is a risk of significant harm to that person or any other adult at risk

then relevant agencies must be informed and allegations must be investigated whether the alleged victim is willing to take an active part in the process or not.

30. Where adults lack the capacity to safeguard themselves, other people will need to make those decisions, and to ensure that this is done appropriately you may wish to ask the following agencies to support you:

Social Services (Adults)	Gateway to care 01484 414933
Police	Vulnerable Victims Team 01924 206309 or 01924 206349
Community Partnerships	01484 225142

Record keeping

31. Any records kept in relation to safeguarding concerns for a child or an adult at risk must be kept securely and confidentially in an agreed place. Records must be factual, accurate and clearly written in black ink or typed, with a legible date, time and signature.

Additional related policies

32. All members of [Name of organisation] will receive a copy of this policy and undergo training as part of their induction to the organisation. **You may wish to specify here what training is required by different staff members / volunteers / management committee members.**
33. [Name of organisation] also has policies on the following related topics which all staff and volunteers must be familiar with:
- Safer Recruitment
 - Disciplinary / Grievance
 - Health and Safety
 - Complaints and Compliments
 - Whistleblowing
 - Code of Conduct

34. This policy has been formally agreed and adopted by the management committee of [Name of Organisation] at a meeting on [date]. This policy will be reviewed [frequency] by the management committee who are also responsible for the implementation of this policy.

Signed:

Name:

Position:

Date:

Review Date: It is considered best practice that this Safeguarding Policy is reviewed at least annually.

Sample Safeguarding Concerns Log

Name of person:	Date of birth:
Date of completing form:	Time of completing form:
Your name:	Your position:
Your signature:	Your organisation:
Reasons for recording incident:	
Record the following as factually as possible:	
Who:	

What:

Where:

When:

Offer an opinion where relevant (how and why this may have happened):

Substantiate the opinion. Make a note of any actions taken, including the names and role of anyone to whom information was passed.

Appendix 2 - Sample Safer Recruitment Policy, including Induction of Staff / Volunteers

This policy applies to anyone responsible for recruiting and inducting staff and volunteers in [Name of group/organisation] and all who participate in short listing and interview panels.

Principles

[Name of group/organisation]:

- is committed to promoting the welfare of children, young people and adults at risk and keeping them safe;
- is committed to equality, valuing diversity and working inclusively across all of our activities;
- aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

Purpose of this policy:

- to recruit the best people available to join our workforce;
- to take all reasonable steps to prevent unsuitable people from joining our organisation;
- to recruit and manage our staff and volunteers in a way that complies with legislation designed to combat inequality and discrimination;
- to do all we can to achieve and maintain a diverse workforce;
- to ensure that our recruitment and selection processes are consistent and transparent;
- to ensure candidates are judged to be competent before we make them an offer of a job;
- to ensure that new members of staff and volunteers are given a proper induction.

By implementing this policy [Name of group/organisation] recognises that:

- our workforce is our most important resource;
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them;
- children, young people and adults at risk benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds;
- new staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

[Name of group/organisation] recruits and inducts its workforce by:

- advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds;
- providing an application pack with relevant information for anybody who expresses an interest in an advertised job;
- ensuring that all applications for both paid and volunteer positions are made using our standard application form;
- involving more than one person to shortlist applicants for interview;
- having at least two people conducting a face-to-face interview with anyone we may want to appoint;
- incorporating the views and perspectives of children and adults at risk into the recruitment and selection process whenever appropriate;
- obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates;
- carrying out DBS checks and any other necessary vetting procedures for each member of staff or volunteer working with children and adults at risk, in line with DBS and other official guidelines;
- providing a three-month induction for all new staff and volunteers;
- ensuring that all staff are made aware, during their induction period, of how to keep children and or adults at risk safe in our organisation;
- appointing all staff and volunteers on a trial period initially, with a review before they are confirmed in post;
- using the list of processes below to ensure a consistent procedure for recruitment and induction.

Recruitment and induction process:

1. Need for recruitment identified.
2. Vacancy advertised in appropriate media.
3. All applications reviewed.
4. Shortlist created of suitable applicants.
5. Interview questions and tests agreed.
6. Chosen applicants invited to interview.
7. Interviews conducted; every applicant's identity and qualifications verified.
8. Preferred applicant selected.
9. Provisional offer of job made, depending on references and DBS processes being completed satisfactorily.
10. Any confidential information submitted by the candidate is considered and discussed with the candidate.
11. Take up of references and checks completed.

12. Are all issues arising from the references, checks and self-disclosed information resolved?
Yes - confirm the offer on a trial period of six months.
No - withdraw the job offer.
13. Start date agreed; formal contract drawn up and sent to applicant.
14. Induction period planned.
15. New staff member starts and induction programme followed through.
16. Progress reviewed after a maximum of three months.
17. After six months, are you satisfied with their progress?
Yes - confirm new staff member in post.
Not completely - extend the trial period for a maximum of three further months and agree a further support package.
No, progress has been highly unsatisfactory - end the contract at this point.
18. After nine months, are you still unsatisfied with the new recruit's progress?
Yes - end contract at this point.
No - confirm new staff member in post.

[Name of organisation] are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: (date)

Signed:

Position:

Date:

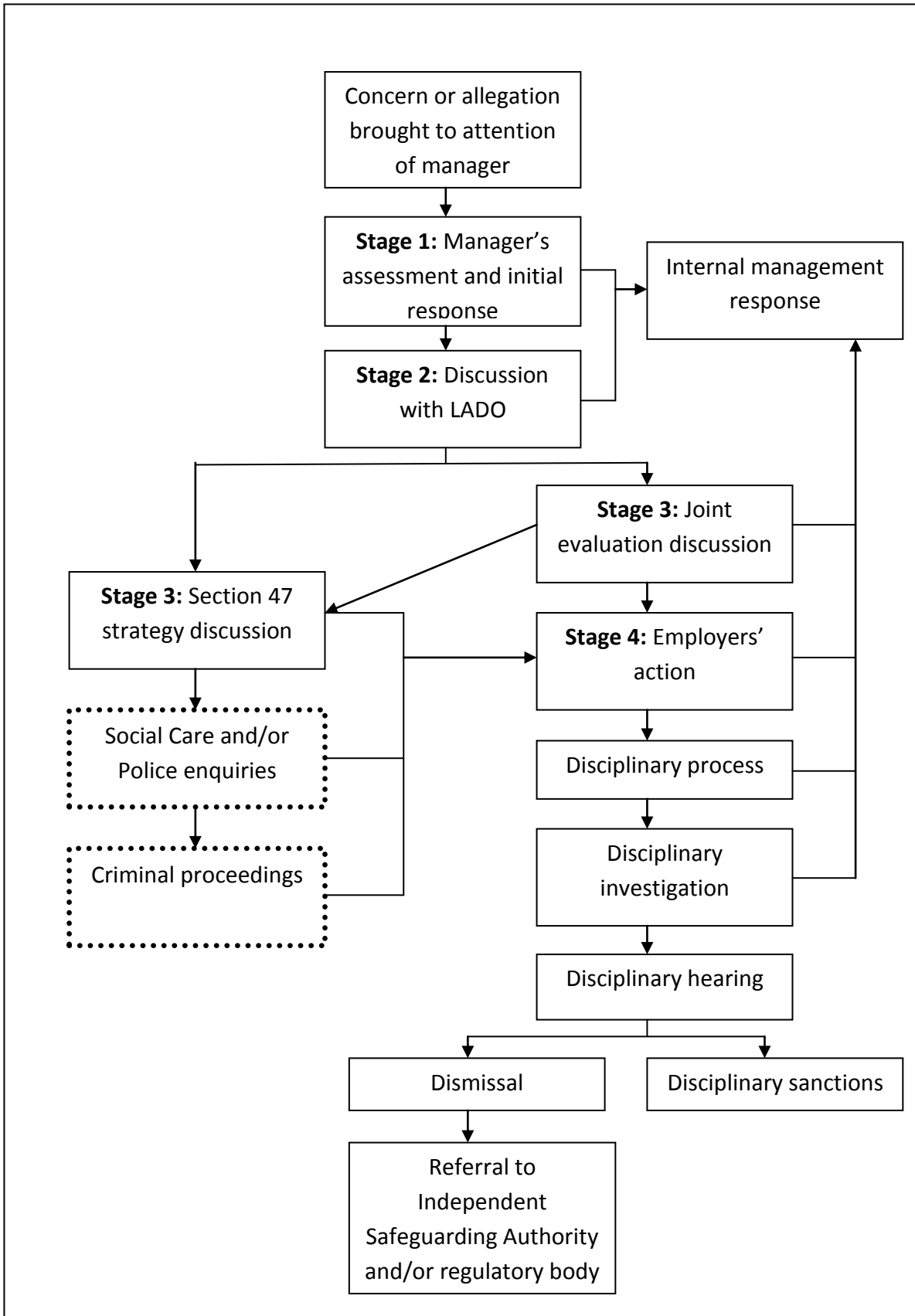
Review Date: It is recommended that the policy is reviewed annually.

Appendix 3 - Types of Abuse, Indicators and Effects (children)

Abuse Type	Definition	Indicators	Effects
Emotional Abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p> <p>It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.</p> <p>It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child though it may occur alone.</p>	<p>Changes in mood Changes in behaviour Anxiety Tearfulness Self-depreciation Shy Seeking attention</p>	<p>Impacts on child's mental health, behaviour and self-esteem Impacts on parental attachment which in turn impacts on emotional wellbeing and ability to form lasting, healthy relationships throughout life</p>
Neglect	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<p>Unclean, unwashed, body odour Left unsupervised, particularly late at night or for long periods of time Tiredness Inappropriate clothing for weather Unclean clothing Medical issues not attended to Malnourished</p>	<p>Can effect growth and development of brain. Long term impact on relationships, educational attainment and social functioning. Children can die as a result of neglect</p>

Physical	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	Physical injuries not consistent with accidental harm Differing accounts from child / parent regarding physical injuries Injuries which have not received medical attention Lack of reasonable explanation for injuries Bruises or burns which appear to have been made by an implement (e.g. belt or iron) Flinching Aggressive behaviour Disclosure from a child of physical abuse	Physical injuries, disability and in extreme circumstances death Emotional and behavioural problems including increased aggression Socialisation problems and poor educational attainment
Sexual Abuse	Sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.	Age inappropriate sexual knowledge Sexualised drawing or behaviour Eating disorders Self-harming Repeated urinary infections and stomach complaints Bruising or injury to the genital area	Impact on long term emotional wellbeing and functioning. Depression / self – harm / suicide Loss of self-esteem

Appendix 4 - Managing Allegations Flowchart - Children



Adults

For the Alerting manager flowchart, please see section 9.4.1 (page 55) of the West Yorkshire Multi-Agency Safeguarding Adults Policy and Procedures.

<http://www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingAdultPolicyProcedures.pdf>

Appendix 5 - Useful Contacts

General

Kirklees Safeguarding Children Board

Somerset Buildings

10 Church Street

Huddersfield

HD1 1DD

Kscb.admin@kirklees.gov.uk

www.kirkleessafeguardingchildren.com

Kirklees Safeguarding Adults Board

Kirkgate Buildings,

Byram Street,

Huddersfield,

HD1 1BY

protection@kirklees.gov.uk

www.kirklees.gov.uk/safeguarding

Charity Commission

<http://www.charity-commission.gov.uk/>

Social Care Institute for Excellence (SCIE)

www.scie.org.uk

NSPCC

The NSPCC helps end cruelty to children in the UK in a range of different ways, by providing the ChildLine service directly to children and young people, through research, training, advice and campaigning and through direct services to children and families.

www.nspcc.org.uk

NSPCC advice for Child Protection in Sport – Has useful video clips and guidance specifically for the sports sector

http://www.nspcc.org.uk/inform/cpsu/cpsu_wda57648.html

Barnardo's

As one of the UK's leading children's charities, Barnardo's works directly with over 100,000 children, young people and their families every year. Barnardo's run a vast range of projects across the UK, including counselling for children who have been abused, fostering and adoption services, vocational training and disability inclusion groups.

<http://www.barnardos.org.uk/resources.htm>

Safe Network

Provides safeguarding information related to activities outside the home – from after school art clubs to weekend reading groups. Provides advice, resources and free training for the voluntary and community sector.

<http://www.safenetwork.org.uk>

http://www.safenetwork.org.uk/resources/are_they_safe/Pages/default.aspx for the free resource pack for voluntary organisations

Action on Elder Abuse

Works to protect, and prevent the abuse of, vulnerable older adults and other adults at a risk of abuse.

www.elderabuse.org.uk

National Council for Voluntary Youth Services

Established in 1936, the National Council for Voluntary Youth Services is a diverse network of over 280 national organisations and regional and local networks that work with and for young people. Its mission is to work with members from voluntary and community organisations to build thriving communities and sustainable networks that help all young people achieve their potential.

www.ncvys.org.uk/Safeguarding

St Anne's Community Service

St Anne's provides a wide range of support to a diverse range of people. They also provide training in Challenging Behaviour which is accredited by BILD (British Institute of Learning Disabilities)

www.st-annes.org.uk

DBS check umbrella organisations

Kirklees Council

Kirklees Professional Services

Civic Centre 3

Market Street

Huddersfield

HD1 2YZ

Email: dbs@kirklees.gov.uk

Disclosure and Barring Service

General Queries – 0870 9090811 or email customerservices@dbs.gsi.gov.uk

Referrals to the barred list – 01325 953795

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Health and Safety

Health and Safety Executive

0845 3450055 www.hse.gov.uk

A free leaflet 'Five steps to risk assessment' can be downloaded from the website:

<http://www.hse.gov.uk/pubns/indg163.pdf>

Royal Society for the Prevention of Accidents

Promotes safety and the prevention of accidents at work, at leisure, on the road, in the home and through safety education. Has a section on child safety, provides training, information and advice.

0121 2482000 www.rospa.com

Child Accident Prevention Trust

The UK's leading charity working to reduce the number of children and young people killed, disabled or seriously injured in accidents.

www.capt.org.uk/

E-Safety

Thinkuknow

For e-safety resources and advice for children, parents and people working with children and young people.

<http://www.thinkuknow.co.uk/>

Support for Faith Organisations

Churches' Child Protection Advisory Service

CCPAS has been advising on safeguarding since 1983. It focuses upon giving rigorous, professional and compassionate advice and support to places of worship and individuals on how best to safeguard children and adults.

<http://www.ccpas.co.uk/>

Catholic Safeguarding Advisory Service

Responsible for driving and supporting improvements in practice. Its primary role is one of co-ordination, advice and support in respect of the wider job of safeguarding children, young people and vulnerable adults.

www.csas.uk.net/

Roshni

Organisation based in Scotland working to improve child protection practice across faith and minority ethnic communities. Supports a number of projects in this area with useful links and guidance

www.roshni.org.uk

Diocese of Wakefield

For the Anglican churches in Kirklees. Useful guidance and resources including guidance for parish child protection officers and posters to display in churches.

<http://www.wakefield.anglican.org/safe>

Acknowledgements

- KSCB Voluntary Sector Workstream members
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- The Voluntary Sector Link Team

References

- Kirklees Safeguarding Children Board Procedures and Guidance
- Guidance for Safer Working Practices for Adults who work with Children and Young People DCSF (Jan 2009)
- Covell, J and Crabtree, H (2008) Safe and Sound
- Cordingley, D (2009) Developing Effective Safeguarding Standards and Practice within the Voluntary and Community Sector in Bradford District
- Safe Communities Toolkit (2009) NSPCC
www.safenetwork.org.uk
- West Yorkshire Multi-Agency Safeguarding Adults Policy and Procedure

Full document

www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingAdultPolicyProcedures.pdf

Summary

www.kirklees.gov.uk/community/yourneighbourhood/crimeSafety/pdf/safeguardingAdultPolicyProcSummary.pdf

- Summaries for Carers

Carers Guide to the Kirklees Safeguarding Adults Board Multi Agency Policy

Carers Summary Guide to the Kirklees Safeguarding Adults Board Multi Agency

Safeguarding guidance

for the Voluntary, Community and Faith
Sector in Kirklees

Useful contacts

For health and social care information contact Gateway to care

Tel: 01484 414933

Email: gatewaytocare@kirklees.gov.uk

For more information about Safeguarding go to:

www.kirklees.gov.uk/safeguarding

If you are concerned about a child contact Kirklees Children's Social Care on 01924 326097.

For more information on safeguarding children go to www.kirkleessafeguardingchildren.com

Information in other formats

Kirklees Council are committed to ensuring that our

communication is clear, plain and available for everyone.

This information can be made available in languages other than English. It can also be made available in large print,

audio CD and Braille. Full details are available by telephoning 01484 414933.

یہ معلومات انگریزی کے علاوہ دوسری زبانوں میں، بڑی لکھائی میں، سی ڈی یا ٹیپ پر اور بریل میں بھی فراہم کی جاسکتی

ہے۔ براہ مہربانی اس نمبر پر فون کر لیں: 01484 414933 (Urdu)

આ માહિતી અંગ્રેજી સિવાયની બીજી ભાષાઓમાં, મોટી છપાઇમાં, ઓડિઓ સી.ડી.,

ઓડિઓ ટેપ અને બ્રેઇલમાં ઉપલબ્ધ કરી શકાય છે. મહેરબાની કરી 01484 414933

નંબર પર ટેલિફોન કરો. (Gujarati)

ਇਹ ਜਾਣਕਾਰੀ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਬੋਲੀਆਂ, ਵੱਡੇ ਆਕਾਰ ਦੀ ਛਪਾਈ, ਆਡੀਓ ਸੀ ਡੀ, ਆਡੀਓ ਟੇਪ ਅਤੇ ਬ੍ਰੇਲ ਵਿਚ ਵੀ ਮਿਲ ਸਕਦੀ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ 01484 414933 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ। (Punjabi)

这些资料备有其它语文、大字体、语音光碟、录音带和凸字版本可供索取。请致电 01484 414933 查询详情。(Chinese)

Te informacje można nabyć w różnych językach, w powiększonym druku, na płycie kompaktowej lub na taśmie i Braille. Proszę telefonować na numer 01484 414933. (Polish)

