



# Harborough District Council Children and Young People Safeguarding Policy and Procedures

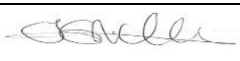
March: 2024  
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**Children who need help and protection deserve high-quality and effective support.**  
(Working Together 2023)

## 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.

We have a legal responsibility to respond to any safeguarding concerns, even if they do not involve our staff or services.

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## 1. Quick reference guide for managing concerns for a child/young person

### Step 1

Staff, elected member, volunteer, contractor, parent/carer or 3<sup>rd</sup> party has concerns about a child or young person (this could be something you have heard, seen, or been told) **or** a child or young person has disclosed information relating to their safety or welfare

### Step 2

- Stay Calm
- If child or young person is present, reassure them that they are right to share their worries
- Do not make promises of secrecy or what the outcome might be
- Avoid 'leading' questions and try to get consent to pass information on

### Step 3

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

**Yes** – Call the emergency services on 999 without delay. Inform the call handler that you have safeguarding concerns relating to the child or young person. Then proceed to Step 4.

**No** – Go to Step 4

### Step 4

Contact the duty [Designated Safeguarding Officer](#) (See page 6 for alternatives if there are no Designated Safeguarding Officers available)

### Step 5

Complete a [Safeguarding/Welfare Concern Reporting Form](#) and save in the 'Safeguarding' folder in the 'W' drive. Recontact the Designated Safeguarding Officer to advise them that you have done this

### Step 6

Designated Safeguarding Officer to decide and action:

- Does the concern meet safeguarding thresholds/should it be referred using safeguarding processes? If not, are there any other sources of support that the child, young person/family could be signposted or referred to?
- Contact relevant agency for example Children's Social Care: 0116 305 0005/[Multi-Agency Referral Form \(MARF\)](#) or the Police: 999/101 etc
- Update referral form with actions taken and file appropriately
- Inform other Designated Safeguarding Officers of new case
- Provide feedback to referrer

**Remember every child and young person has the right to live their life free from abuse**

### Out of office hours contacts:

Leicestershire County Council Children's Social Care - telephone 0116 305 0005 (24 hours)  
Leicestershire Police - telephone **999** if a child is in immediate danger or a crime is in progress, telephone 101 or report online <https://www.leics.police.uk/ro/report/> if you think a crime has been committed but there is no immediate danger  
Ambulance Service – telephone **999** in the event of a medical emergency

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## 2. What is Safeguarding?

**What does 'safeguarding' mean?** Statutory Government guidance from 'Working Together to Safeguard Children 2023' defines safeguarding and promoting the welfare of children as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

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

- The term child or young person refers to anyone who has not yet reached their 18<sup>th</sup> birthday
- The term parent is used as a generic term to represent parents, carers, and guardians
- 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 including as part of commissioned services

**What is abuse?** Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institution or extra-familial contexts community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

**Forms of abuse** - There are 5 broad categories of child abuse: physical abuse, emotional abuse, sexual abuse, neglect and domestic abuse (16+ years). Other forms of abuse which impact children and young people, like domestic abuse, are not unique to any specific individual category of abuse and can be complex. Additional legislation such as the Domestic Abuse Act 2021, Homelessness Reduction Act 2017, Housing Act 1996 and 2004, and our [Prevent](#), [Modern Slavery](#) and [Serious Violence](#) Duties can be applicable in some situations. Further

information and guidance regarding categories of abuse can be found within the [Leicestershire and Rutland Safeguarding Children Partnership procedures](#) document.

Safeguarding Children Partnerships have an important role in monitoring effectiveness of partner agencies and are key to improving multi-agency working by supporting and enabling partner organisations to adopt their practice to become more effective in safeguarding children. Leicestershire and Rutland Safeguarding Children Partnership maintain a portfolio of policies, procedures, and guidance and, as a statutory member of the Partnership, Harborough District Council's safeguarding policy is based on this guidance. Procedures and guidance relating to assessing need and safeguarding in specific circumstances, such as exploitation, or concerns for particular groups of children and young people, such as those who have disabilities or those who are looked after, can also be found on the Leicestershire and Rutland Safeguarding Partnership website <http://llrscb.proceduresonline.com>. This practice guidance informs the actions of Harborough District Council Designated Safeguarding Officers. The Partnership also commissions and publishes Child Safeguarding Practice Reviews and Child Death Reviews with associated findings and/or recommendations after a child has been seriously harmed or died. These reviews are used to inform future guidance.

### **3. Harborough District Council's approach to safeguarding children**

**Legal responsibilities** - Our legal responsibilities regarding the safeguarding of children and young people are underpinned by the Children Act 1989 and 2004, including as amended by the Children and Social Work Act 2017. Section 11 of the Children Act 2004 places a duty on us, as a district council who provides services, such as housing advice, licensing, community safety, sport, culture and leisure services, to ensure that our functions, and any services that we contract out to others, are discharged having regard to promoting the welfare of children and young people and ensuring that they are protected from harm. Further guidance is provided within the Government's 'Working Together to Safeguard Children 2023' document. We, at Harborough District Council, aim to discharge our duties and reflect the importance of safeguarding and promoting the welfare of children by having the following in place:

- a clear line of accountability for the provision and commissioning of services designed to safeguard and promote the welfare of children
- a corporate management lead (Director - Resources & Section 151 Officer) with the required skills, knowledge, and expertise to take leadership responsibility for our safeguarding arrangements
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- clear whistleblowing procedures, which are referenced within policies and staff training, enabling a culture where issues about safeguarding and promoting the welfare of children can be addressed
- clear escalation policies for staff to follow if their child safeguarding concerns are not being addressed internally or by other agencies
- a safeguarding lead officer (Equality and Diversity Officer) who supports colleagues to recognise the needs of children, including protection from possible abuse or neglect
- safe recruitment practices and safe working practices for employees who work regularly with children, including a policy on when we need to obtain a disclosure and barring service check
- appropriate supervision and support for staff, including mandatory safeguarding training for all staff at a minimum of every 3 years, which includes familiarisation with child protection responsibilities and procedures to be followed for any concerns about a child's safety or welfare
- a commitment to ensuring that our staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children in a culturally responsive manner and

creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role

- a culture of safety, equality, and protection within the services we provide
- regular reviews, for designated safeguarding officers, of their own practice to ensure they have knowledge, skills and expertise which improve and develop over time
- a safeguarding policy and procedure document which is reviewed bi-annually

**Who is this policy for?** This policy is for you if you are a member of Harborough District 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 Harborough District 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 suspected abuse through direct contact with children, for example running a sports or community event, observing a child or family on Council premises or when visiting homes as part of day-to-day work. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in services arranged by the Council and this policy will provide you with the information you need regarding actions to take if you suspect or are told about abuse. This may be the tool that helps you to save a child's life.

Whilst it is not your job to establish whether abuse is taking place or not, it **is** your responsibility to report any concerns you have regarding the welfare of children or young people and to cooperate in any multi-agency investigations as appropriate. This duty extends to the identification of abuse and/or poor practice by internal elected members or staff of the Council, as well as allegations brought to the attention of the Council by a member of the public or community. Your primary duty is to recognise concerns, ensure that you record relevant information accurately and then pass it on to a Designated Safeguarding Officer as quickly as possible. This will allow the Officer to then assess required actions and make a referral to relevant authorities as necessary. Remember, if the situation requires it, contact emergency services or the relevant agency yourself, without delay.

The welfare of children and young people is the primary concern irrespective of 'protected characteristics', as defined by the Equality Act 2010, or their background and so your approach to protecting children and young people from harm must be culturally responsive.

## **4. Reporting and managing incidents and concerns**

**When do I need to report a concern?** It is your duty as an officer, elected member, or volunteer of Harborough District Council to report any concerns you have regarding the safeguarding or welfare of a child or young person. The process for how to respond to concerns is detailed in the **Quick reference guide for managing concerns about a child/young person** on page 2. You should always:

- Record the circumstances and your reasons for being concerned on our Safeguarding/Welfare Concern reporting form, using professional curiosity to assess the situation
- You may choose to speak with your line manager for help and support, but you must also report your concerns to an appropriate Designated Safeguarding Officer
- Maintain confidentiality in line with Section 5 (page 8).

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 they are saying you are already helping the situation. It is key that you reassure them that they were right to tell you and you must not make promises to keep what they tell you a secret. The guidelines which accompany this policy contain more detail to help you respond to disclosures appropriately. **Do**

**not undertake further investigations or ask leading questions. You are not expected to investigate suspicions or concerns, other agencies are trained to do this.**

When there are 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. **Remember: listen – log it – report it.**

**Reporting Form** - You need to fill in a Safeguarding/Welfare Concern Report Form for all concerns, suspicions and disclosures relating to the safeguarding of children and young people. This needs to be done as soon as is practicable to ensure that all relevant facts are recorded. **Do not delay when reporting concerns as a child's welfare or safety may be at imminent risk.** Copies of the Safeguarding/Welfare Concern Report Form are available on the [Intranet](#).

When the form has been completed you need to save it in the 'Safeguarding' folder on the 'W' drive and then let a [Designated Safeguarding Officer](#) know that you have done so. Remember, it is your responsibility to check that a Designated Safeguarding Officer has received the form and can action it within an appropriate timescale. If you are out on visits and need to telephone a Designated Safeguarding Officer to relay your concerns, you are permitted to do this. The Designated Safeguarding Officer will either complete a form on your behalf or ask you to complete one on your return to the office. When filling in the 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.

For serious safeguarding concerns outside of office hours, please contact the Lifeline Team (01858 464499) who can make contact with the on call Corporate Management Team member. If all of the above are unavailable, ask for advice and report the concern yourself to the relevant agency below:

Leicestershire County Council Children's Services First Response Team (24hr) **0116 305 0005**  
Leicestershire Police Emergency **999** or Non-emergency **101**  
NSPCC Action Help Line **0808 800 5000**

After reporting, send an email to the group [DSO@harborough.gov.uk](mailto:DSO@harborough.gov.uk), to let them know that you have reported a concern. **If you feel that there is an immediate risk, always contact the emergency services without delay – telephone 999**

**Additional external key contacts for child safeguarding:**

- Leicestershire Police Child Abuse Investigation Unit (CAIU) [REDACTED] **101**  
Email: [REDACTED] Not for direct initial reporting. If a safeguarding concern has been reported to Social Care's First Response Children's Duty Team **and** a crime has been reported to the Police, the CAIU may become involved
- Designated Team responsible for the referral of allegations against those who work with children (previously known as the LADO) – **0116 305 4141** - further information - <http://lrsb.org.uk/lado-local-authority-designated>
- NSPCC Childline (for persons under 18 years) - **0800 1111** - [www.childline.org.uk](http://www.childline.org.uk)
- NSPCC Advice Line (for adults who are concerned about a child) - **0808 800 5000**
- [www.nspcc.org.uk](http://www.nspcc.org.uk), NSPCC Whistleblowing Helpline – **0800 028 0285**

**Designated Safeguarding Officers** - There are trained Designated Safeguarding Officers located across service areas. You can view the Designated Safeguarding Officer rota on the '[Duty Rota](#)' page or by accessing the [report a safeguarding concern](#) page of the intranet. If all



Designated Safeguarding Officers are unavailable, please speak to a Service Manager who will undertake this role. For further support, or to alert the organisation of significant concerns, speak to our Director - Resources & Section 151 Officer. If all of the above are unavailable and the situation is urgent you will need to report the concern to the relevant agency yourself.

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

- Our procedures are followed appropriately in consultation with Social Care Services and in line with Local Safeguarding Children Partnership procedures
- The appropriate agencies, or any other parties, are informed
- Information is recorded and stored appropriately
- 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

If you are unhappy with the advice provided to you by the Designated Safeguarding Officer, and feel that the situation needs escalating, then you must speak to another Designated Safeguarding Officer or our Lead Professional Officer (Equality and Diversity Officer) for further assistance.

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

**Concerns about a colleague or elected Member** - It can be very worrying to have concerns about a child's safety or welfare which relate to the conduct of a colleague. Harborough District Council recognises that this can involve additional stress for those reporting concerns. Full support will be given in line with our [Whistleblowing Policy](#), which outlines mechanisms in place to ensure that staff can be confident that concerns will be dealt with appropriately.

Any allegation or concern regarding a member of staff, officer or volunteer and their conduct towards a child or young person should be reported in the same way as other safeguarding concerns but 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 or the Human Resources Team, but you **must also** report to a Designated Safeguarding Officer who will then engage with the Human Resources Team. The Human Resources Team have responsibility to refer the allegation or concern onto the Local Authority Designated Team, who are responsible for the referral of allegations against those who work with children (contact details on page 6). The Local Authority Designated Team will: Provide advice and guidance to employers and voluntary organisations; Liaise with the police; and Monitor the progress of all cases to ensure that they are dealt with quickly and consistently

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.

An allegation may relate to a person who works with children who has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

- Behaved or may have behaved in a way that indicates they may not be suitable to work with children (Working Together 2023)

There may be circumstances where allegations are about poor practice rather than abuse. 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 on any allegations against staff can refer to the [Safeguarding Children Partnership Procedure](#). **Remember that the safety of the child is paramount.**

**Staff support** - Staff support can be accessed through our Employee Assistance Programme (EAP) which is a free and confidential advice and support service. The service is open 24 hours a day, 365 days a year on 0800 1116387. Contact with EAP is confidential and, except where there is a threat to customers or employees, no information which identifies an individual will be made available to the Council. Further details of the service and our password is available on the [intranet](#).

## 5. Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children and young people and all personal data should be processed in accordance with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Information should be handled and disseminated on a need-to-know basis only and retained in line with the Council's retention policy. Your line manager and the Designated Safeguarding Officer will guide you as to who needs to know information about the case.

All staff should aim to gain consent to share information when they identify a safeguarding concern but should be mindful of situations where doing so would place a child at increased risk of harm. Information may be shared with relevant agencies without consent if a Designated Safeguarding Officer has reason to believe that there is good reason to do so, and that the sharing of that information will enhance the safeguarding of a child in a timely manner.

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. The person should be informed that the member of staff will, at the very least, have to disclose the conversation to their line manager and, depending on the severity of the information, it may be disclosed to Social Care Services, the Police or other appropriate agency. If a crime has been committed or it is believed that a crime has been committed then consent is not required.

When it comes to reporting safeguarding concerns, however they arise, the UK General Data Protection Regulation and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe. It allows Designated Safeguarding Officers to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk. Harborough District Council is signed up to the Local Safeguarding Children Partnership Multi-Agency Information Sharing Agreement (ISA) for the purposes of safeguarding children. The ISA is intended to help with the sharing of information across agencies, especially in relation to safeguarding children by:

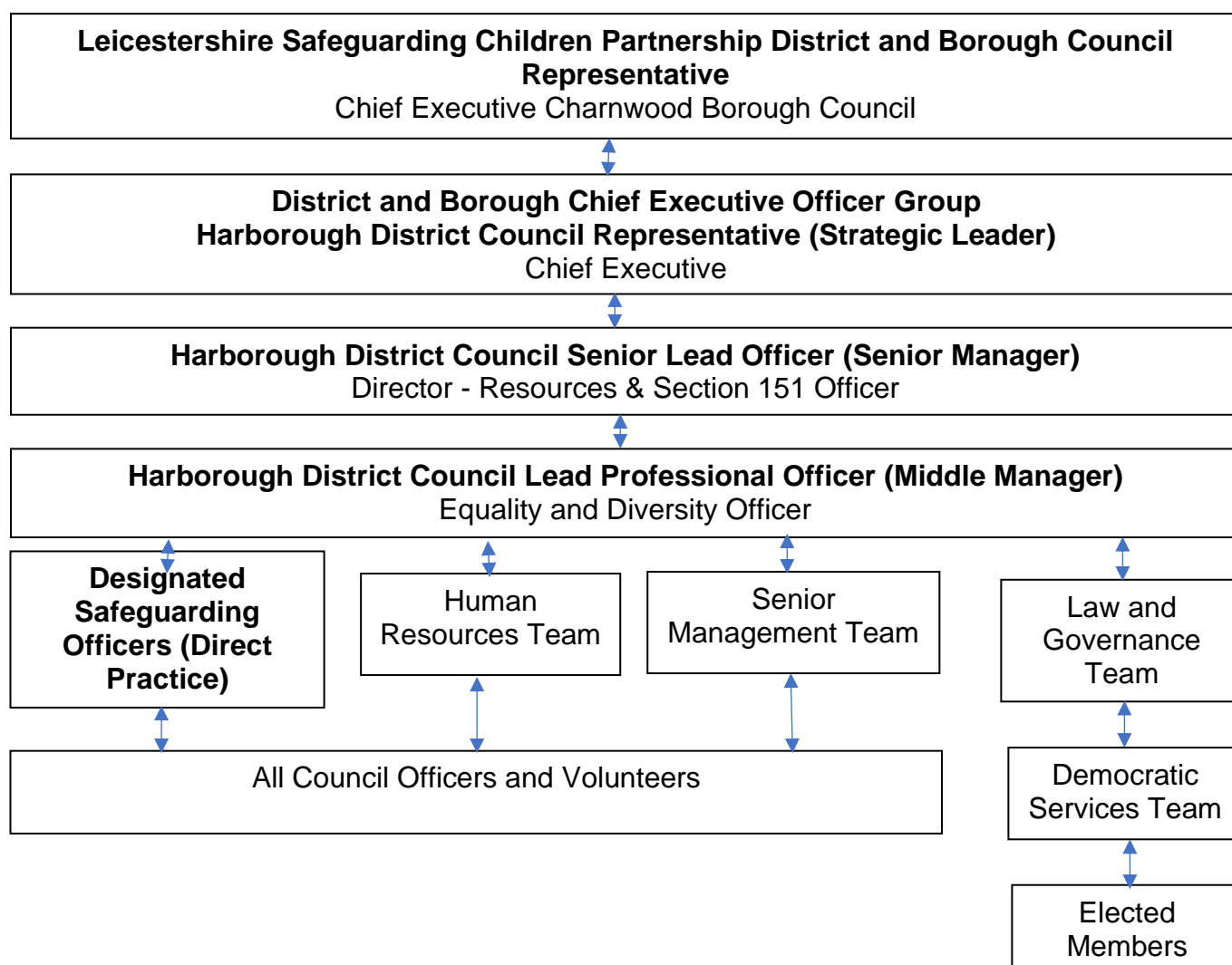
- Making it easier and quicker for information to be shared securely between agencies
- Removing the uncertainty that often surrounds inter-agency information sharing
- Encouraging agencies to share information to assist with the safeguarding of children



## 6. Safeguarding Structure and Roles

Working Together 2023 sets expectations and states that strong multi-agency and multi-disciplinary working is vital to identifying and responding to the needs of children and families. To support this, expectations have been developed and outlined within the guidance which cover three levels within individual organisations: Strategic Leaders, Senior and Middle Managers and Direct Practice Officers. Local areas should consider how best to apply these standards to match their local approach and Harborough District Council have the following structure to achieve this:

Leicestershire and Rutland Safeguarding Children Partnership Safeguarding Communication and Accountability Flowchart



### Safeguarding Roles within Harborough District Council

Harborough District Council **Chief Executive** (Strategic Lead) – whose responsibility is to:

**Collaborate:** Develop a shared vision for how services work together to deliver shared goals

**Learn:** Use evidence from direct practice locally to know and evaluate what is and is not working well for children, families and adults with care and support needs within the district

**Resource:** Be ambitious about helping, supporting and protecting children and adults with support needs in the area and jointly prioritise and share resources accordingly

**Include:** Create an inclusive culture where diversity is understood and multi-agency/disciplinary work is celebrated

**Mutual Challenge:** Hold each other and teams to account and are held to account by their teams if partnerships are not working

Harborough District Council **Senior Lead Officer – Director - Resources & Section 151 Officer** (Senior Manager) – whose responsibility is to:

**Collaborate:** Work with the Lead Professional Officer and ensure elected members are appropriately informed

**Learn:** Learn together and from each other. 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 Designated Safeguarding Officer who dealt with it to do so)

**Resource:** Drive the safeguarding agenda within the Corporate Management Team and ensure that communication strands are strong. Make sure that teams have what they need to help children, families and adults at risk of harm

**Include:** Understand that people and families are all different and need different things

**Mutual Challenge:** Check and challenge structures

Harborough District Council **Lead Professional Officer – Equality and Diversity Officer** (Middle Manager) – whose responsibility is to:

**Collaborate:** Ensure partnerships are in place and help to maintain and develop them by having mutual goals

**Learn:** Develop and review policies. Manage referral forms and retain an overview of all reported concerns

**Resource:** Ensure that Safeguarding/Welfare Concern Reporting Forms and copies of the policy and procedures are easily accessible

**Include:** Understand that people and families are all different and need different things. Help staff to be culturally confident by ensuring that arrangements are in place to identify and map those within the organisation who require safeguarding and equality training and by ensuring that all staff have access to relevant training. Support staff in the organisation when necessary

**Mutual Challenge:** Ask questions and ensure defensible decision making. Escalate concerns in the event of a professional disagreement. Be held to account by teams, leaders, and peers for the quality of decisions and partnership working. Report to the Senior Lead Officer

Harborough District Council **Designated Safeguarding Officers (DSO)** (Direct Practice) – whose responsibility is to:

**Collaborate:** Receive safeguarding related suspicions, concerns, disclosures and information from staff, volunteers and others who have concerns, and support them to record them, using appropriate forms and procedures. Ensure that the child or adult with care and support needs' voice is at the centre and that appropriate agencies are informed. Provide information to staff about support available to them when they ask for it. Ensure that the Human Resources Team are alerted and included in any issues that may result in staff needing to be reported to the Disclosure and Barring Service and that all safeguarding information is recorded and stored appropriately.

**Learn:** Learn together and from each other by attending appropriate training

**Resource:** Make sure that the procedures for reporting concerns are followed appropriately in conjunction with Social Care services and in line with Safeguarding Adult Board and Safeguarding Children Partnership procedures and that they have what they need to help children, families and adults with care and support needs

**Include:** Understand that people and families are all different and need different things

**Mutual Challenge:** Ask questions when they do not agree. Challenge assumptions and seek to resolve differences of opinion in a respectful way. Escalate referrals if necessary.

## Appendix 1

# Guidelines for the protection of children and young people

**These safeguarding guidelines should be read in conjunction with the Safeguarding Children and Young People Policy.**

### Recognising abuse

There are a number of broad types of child abuse: physical abuse, emotional abuse, sexual abuse and neglect. Definitions and descriptions of these and also more complex forms of abuse such as child criminal exploitation, radicalisation, domestic abuse etc can be found on the [Leicestershire Safeguarding Children Partnership website](#).

### Safeguarding Children Partnership procedures and guidance

The Leicestershire and Rutland Safeguarding Children Partnership maintain a portfolio 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 Children Partnership website](#).

### Promoting good practice

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and young people 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 children or young people before any other agenda
- Provide a good role model of behaviour
- 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/carer or guardian first
- If working with children without parents/carers/guardians present, an appropriate consent form should be filled in by an appropriate adult 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 with respect and dignity using positive constructive encouragement
- 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 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, e.g., 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 always be worn
- 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, this legally means a child up to 18 years of age
- Allowing allegations made by a child to go unchallenged, unrecorded, or un-acted upon
- Giving your home or mobile number to children or obtaining children's mobile phone numbers unless this is an agreed part of the service/activity being delivered

**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 or with the Human Resources Team 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, using the child or young person's own words.
- As soon as possible fill out the Safeguarding/Welfare Concern Reporting Form, available on the intranet (see Appendix 3), including all the details that you are aware of and what was said, using the child or young person's own words. Keep any of your original notes and give them to the 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

### **Transporting Children**

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

- 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. 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. The law says that all children up to 135cm tall, 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.

### **Photographic and video consent guidelines**

Harborough District Council 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 in the Council's [Social Media Policy](#) on the intranet.

### **Recruitment, employment, and deployment**

Comprehensive policies and guidance regarding recruitment, employment and deployment including Disclosure and Barring Checks can be found on the [Human Resources](#) Policy section of the Intranet.

### **Safeguarding Provisions in Harborough District Council Contracts/Grant Arrangements**

Any service engaged by Harborough District Council should be provided on the basis of agreed terms or a contract – however simple. Safeguarding compliance should be included in all arrangements. Two key distinctions have been made of contracted/grant funded provision in terms of safeguarding requirements. These are defined within the Harborough District Council Constitution.

### **Safeguarding children and young people**

The senior departmental lead officer for the contract, in consultation with the Head of Legal Services is responsible for ensuring that any contract makes proper provision for the safeguarding of children and young people, and they must seek advice from the Lead Designated Safeguarding Officer or other nominated officer with responsibility for safeguarding at the Council if the contracted work either:

- a. involves direct contact with children and young people or access to data about them **or**
- b. the work to be contracted takes place in, or overlooks, an area which children and young people regularly use

In either circumstance, a clause should be inserted into the contract requiring the contractor to make appropriate and proportionate provision of the protection of children and young people. The distinctions are defined below, with the respective Harborough District Council expected standards.

### **Providers/Contractors with direct contact with adults with care and support needs or children and young people**

Expected Standards:

- a. Contractor/Provider has safeguarding policies and procedures, as declared in any grant application/tendering process. With long-term arrangements to evaluate continued compliance, use check list of required criteria.
- b. Contractor does not have own safeguarding policy and procedures: Written evidence presented to show compliance with, and promotion of, the principles contained in the Harborough District Council Safeguarding Policies and Procedures (adults with care and support needs and/or children), pending development of their own safeguarding policy and procedures.

Please note: Contractors are responsible for ensuring they always refer to the most up to date Harborough District Council Safeguarding policy, including this Appendix, by reviewing their procedures against the Harborough District Council policies, using the website link to the Harborough District Council policy documents provided in their contract.

### **Work to be contracted takes place in, or overlooks, an area which children and young people regularly use**



Expected Standards:

- a. Existence of appropriate screening/separation system (e.g., timing/access) from vulnerable group to be installed/devised **or**
- b. Supervision of staff by appropriately vetted supervisor at all times with knowledge of safeguarding best practice

**Evaluation Procedure for Compliance**

- a. Contract/arrangement to be reviewed by appropriate Harborough District Council officer responsible for the contract/arrangement within their arranged timescales.
- b. Contractor/Provider to present evidence of policies and procedures or other evidence of compliance to the standards as required above.
- c. In each case, Harborough District Council officer responsible for the contract/arrangement to verify that policies and/or practices conform to the required standards using one or other of the two check lists in Appendix 2 as appropriate.

## Appendix 2

### Providers/contractors safeguarding policies and procedures checklist

#### Providers/contractors with direct contact with adults with care and support needs and/or children and young people

This Safeguarding Checklist must be completed by the Harborough District Council staff member with responsibility for the Contract. All criteria must be in place and a copy of this **signed** checklist completed and stored with contract documentation.

| Organisation/company Name:   |                         |    |              |
|--|-------------------------|----|--------------|
| Criteria   | Please ✓ as appropriate |    |              |
|  | Yes                     | No | Planned date |
| <b>Does the organisation/company have their own safeguarding policy &amp; procedures?</b><br>If Yes, complete sections 1 to 6 below.<br>If No,<br>a. Have they provided written evidence to show compliance with, and promotion of, the principles contained in the Harborough District Council Safeguarding Policies and Procedures?<br>b. Have they presented evidence of their own safeguarding policy development plans?   |                         |    |              |
| <b>1.Child/adults with care and support needs safeguarding policy(s)</b><br>Does the organisation have a safeguarding policy that all involved in the activity are required to adhere to?<br>Is the policy publicised and promoted to all staff, volunteers, and stakeholders?   |                         |    |              |
| <b>2.Child/adults with care and support needs safeguarding procedures</b><br>Do the procedures contain clear instructions on what to do in the event of concerns about the welfare or protection of a child, young person, or adult with care and support needs?<br>Are there clear guidelines for recording concerns about the welfare or protection of a child, young person or adult with care and support needs, the organisation's response, and reasons?<br>Are there clear guidelines for reporting concerns where appropriate to external agencies such as Social Care or Police and partner agencies (This should include the contact details for the Local Authority Designated Team – formerly the LADO)<br>Do the procedures contain clear instructions on what to do in the event of an allegation, incident or suspicion of abuse or poor practice?<br>Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc? |                         |    |              |
| <b>3. Prevention</b>   |                         |    |              |

|  |  |  |  |
|--|--|--|--|
| <p>Has the organisation identified staff with designated responsibility for safeguarding and protecting children, young people, and adults with care and support needs? e.g., Designated Safeguarding Officer</p> <p>Are there procedures for recruitment and selection of staff and volunteers including safeguarding checks (Disclosure Barring Service) for those working with children, young people, and adults with care and support needs?</p> <p>Are there codes of conduct and ethics for staff, coaches, volunteers, and participants?</p> <p>Are there operating procedures in relation to the organisation's duty of care to children, young people, and adults with care and support needs in place where appropriate? Specifically:</p> <ul style="list-style-type: none"> <li>• Emergency accident procedure</li> <li>• Transport/travel risk assessment</li> <li>• Transport registers (who is travelling in which vehicles?)</li> <li>• Activity risk assessment</li> <li>• Equipment/resource safety checks</li> <li>• Use of photographic images</li> </ul> |  |  |  |
| <p><b>4. Communication and partnership</b></p> <p>Have all reasonable steps been taken to ensure that children, young people and adults with care and support needs and carers are informed about the policy and procedures, and how they can raise concerns?</p> <p>Are there processes for holding and sharing information?</p>  |  |  |  |
| <p><b>5. Education and training</b></p> <p>Are all those working with children, young people, adults with care and support needs, and those with responsibility for running activities appropriately trained in safeguarding and protecting children, young people and adults with care and support needs?</p> <p>Are coaches, staff, and volunteers appropriately skilled and qualified to undertake their role in providing the activity?</p>  |  |  |  |
| <p><b>6. Review and monitoring</b></p> <p>Is it clear when and by whom the policy was formally adopted on behalf of the organisation?</p> <p>Is it clear how, by whom and when the policy and its implementation will be monitored and reviewed?</p>   |  |  |  |

As Harborough District Council officer responsible for the establishment and monitoring of this contractual arrangement I hereby confirm that the information supplied within this checklist is accurate to the best of my knowledge.

**Name:**

**Signed:**

**Position: Date:**

## Providers/contractors safeguarding practices and standards check list

**Providers/contractors work will take place in, or overlooks, an area which children and young people or adults with care and support needs regularly use**

This Safeguarding Checklist must be completed by the Harborough District Council staff member with responsibility for the Contract. All criteria must be in place and a copy of this **signed** checklist completed and filed with the Contract documents.

| <b>Organisation/company Name:</b>   |                         |    |              |
|---|-------------------------|----|--------------|
| Criteria  | Please ✓ as appropriate |    |              |
|   | Yes                     | No | Planned date |
| Has the contractor provided written evidence to show how they comply to safeguarding requirements?  |                         |    |              |
| Is there an identified individual to whom concerns are reported (which may be the Lead Designated Safeguarding Officer at Harborough District Council if no other can be identified) who knows what action may or should be taken when concerns are raised? |                         |    |              |
| Is there evidence of staff awareness of responsibilities to report concerns through supervision/training/induction materials?   |                         |    |              |
| Does the recruitment process include appropriate checks where staff are engaged in works where there are safeguarding considerations?   |                         |    |              |

As Harborough District Council officer responsible for the establishment and monitoring of this contractual arrangement I hereby sign to say that the information supplied within this checklist is accurate to the best of my knowledge.

**Name:**

**Signed:**

**Position:**

**Date:**