

## Some Good Practice Guidelines

- The welfare of the child/vulnerable adult is the most important thing
- Adhere to staffing ratios in activities—ensure that there is another officer or adult close by when supporting a child/vulnerable adult
- Provide a good role model of behaviour
- Treat everyone with equal respect
- Ensure appropriate language and explanations are used by staff
- Have clear behaviour guidelines and expectations from the beginning
- Wear appropriate clothing for any activity/service you provide
- If physical contact is necessary for an activity, ensure that touching is appropriate and considerate
- Enhanced Disclosure Barring Service checks must be undertaken for all staff who work with Children or Vulnerable Adults
- Keep records of any direct contact with children or vulnerable adults by mobile, text, or email

## Practice that is **NOT** acceptable

- Never let inappropriate language or sexually suggestive comments go unchallenged
- Never transport a child or vulnerable adult on your own, even in an emergency
- Never allow or indulge in rough or suggestive play or inappropriate touching
- Never take a child or vulnerable adult to your home or invite them to stay
- Never perform personal care on a child or vulnerable adult that is capable of performing the task themselves
- Never allow allegations against staff or other group members to go unchallenged or unrecorded
- Never give out a personal mobile or home phone number, or address.

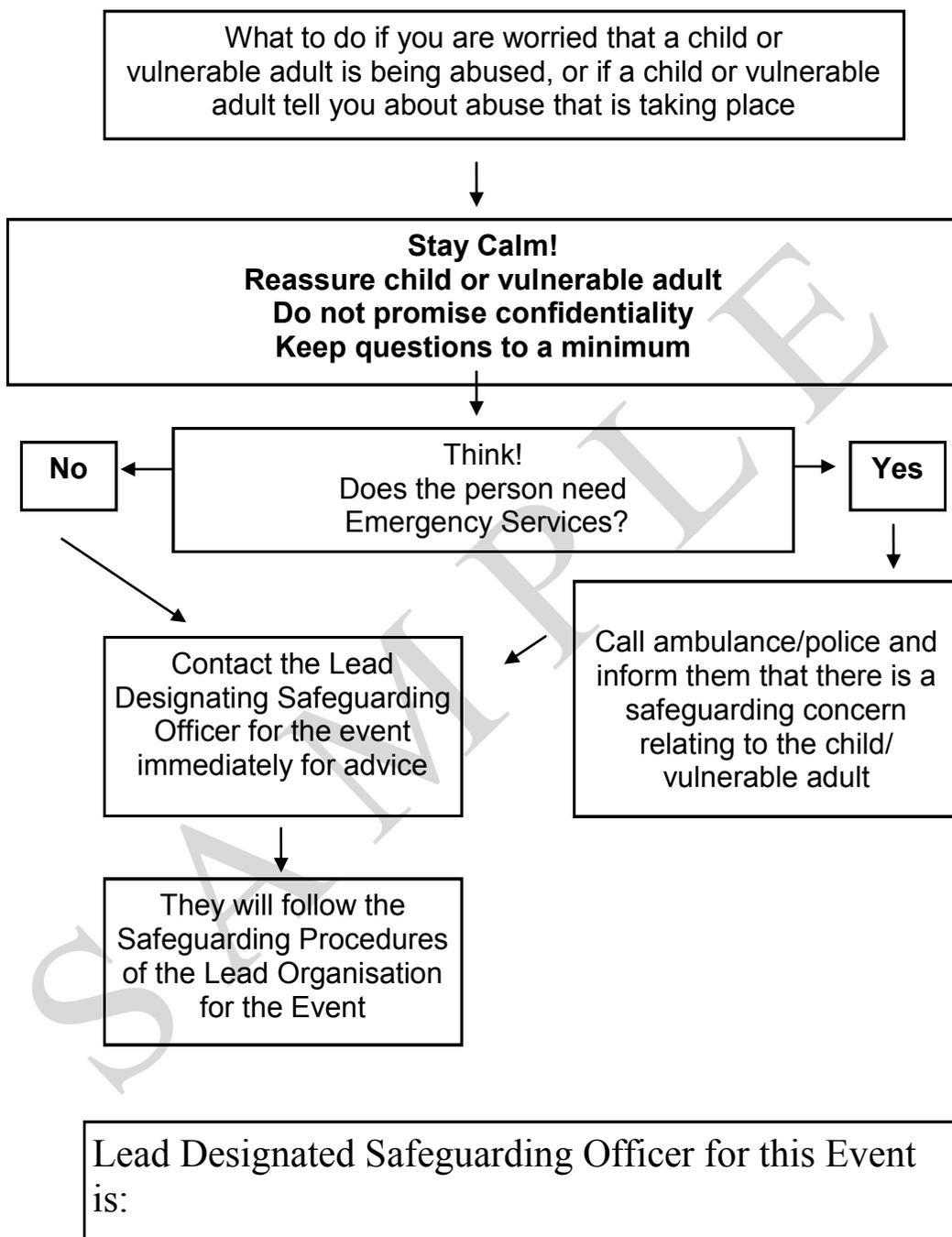


# ***Protecting Children and Vulnerable Adults from Abuse***

## **Event Safeguarding Guide**

**It's everyone's business**

# **Report ANY Concerns**



## What if my concern is regarding a colleague, officer or ward member?

Harborough District Council will fully support and protect all staff members who in good faith (without malicious intent), report concerns about a colleague's practice.

Most organisations have a Public Disclosure (Whistle Blowing Policy) and colleagues from partner organisations should refer to their own.

There are support mechanisms in place to ensure that staff can be confident that these concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services.

Where you have concerns about a colleague from your own or a partner organisation, the reporting procedures should be followed in exactly the same manner.

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

**Remember that the safety of the child, young person or vulnerable adult is the most important thing.**

## How should I react if someone tells me about abuse they've suffered?

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, young person or vulnerable adult is saying you are already helping the situation.

### The best way to react is to:

- React calmly
- Take what the person is saying seriously
- Clarify what the person is saying but don't ask leading questions
- Reassure the person that they were right to tell
- Be open and honest and explain that you have to share the information with a Designated Safeguarding Officer
- Record all details in writing as soon as possible and ensure that all notes are given to the Designated Safeguarding Officer
- As soon as possible complete a Safeguarding/Welfare Concern Reporting Form and follow the safeguarding procedures of the Lead organisation.

### Do not

- Do not promise confidentiality
- Panic
- Dismiss the concern
- Allow distaste or discomfort to show
- Probe for more information than is readily offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Agree to keep secrets

## Useful Contacts

Section	Designated Safeguarding Officer	Contact Tel

### Social Care Services Duty Teams

Adult and Community Service Centre – single contact point:

Tel: 0116 3050004

Fax: 0116 3050010

Email: [adultsandcommunitiescsc@leics.gov.uk](mailto:adultsandcommunitiescsc@leics.gov.uk)

Out of Hours Emergency Duty—Adults only: 0116 2551606

Children's Central Duty - single contact point 24/7:

Tel: 0116 305 0005

Fax: 0116 305 0011

Email: [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)

Leicestershire Constabulary 101 or in emergency 999

## What is Safeguarding?

### Adults

The Care Act 2014 requires local authorities to make enquiries, or request others to make them, when they think an adult with care and support needs may be at risk of abuse or neglect and they need to find out what action may be needed.

### Children

Harborough District Council has a duty to ensure that our children and young people are free from harm, maltreatment and neglect. This is detailed in Section 10 of the Children's Act 2004.

We need to ensure we uphold our duty of care for all people who engage with our services.

### **Every Child, Young Person and Vulnerable Adult has the right to not be abused.**

During events, Harborough District Council staff or partner organisations may come across suspected abuse, or be alerted to concerns by other members of the public. We are all obliged to respond appropriately to such concerns.

***We do not decide if abuse has taken place, that is the responsibility of other agencies such as Social Care Services. However, we do have a responsibility to report any concerns we have about abuse possibly taking place, and to act on any concerns for a person's welfare.***

## What should I do if I have a concern?

**If you feel an adult or child is in immediate danger, do not hesitate—call the event security/police. Then, share your actions with the Lead Designated Safeguarding Officer for the event.**

Otherwise, pass on your concerns to the Lead Designated Safeguarding Officer for the Event as soon as possible.

## Who can I discuss it with?

Information regarding a safeguarding concern should **not** be discussed with or channelled through lots of people. The observer should report to the Lead Designated Safeguarding Officer directly. The Lead Designated Safeguarding Officer will decide what actions to take next.

## Should I try to investigate further?

No. You are not expected to **investigate** concerns. Other agencies are trained to do this and your actions may compromise a case if it went to court. You may ask **exploratory** questions to gain a clearer picture however.

### **Actions on finding a Lost Child** (refer to the full procedure for details)

- Report the Lost Child to the Event Co-ordinator
- Wait with the child initially in case a parent/carer is close by—they will still need to report to the Lost Child Point to complete the form.
- Call for support from another event official to accompany the child to the Lost Child Point
- Record the child's details on the Lost Child form
- The parent/guardian claiming a lost child must complete the form and a signature must be obtained.
- Proof of identity may be requested if felt necessary.