



## **Safeguarding Policy**

### **Guidelines for Working with Children Young People and Vulnerable Adults**

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## **Section 1:**

# **Safeguarding Children, Young People and Vulnerable Adults Policy**

## **1. Introduction**

- 1.1 West Suffolk Council provides a range of services and facilities to the community. The nature of the provision means inevitably employees, (permanent, temporary or contracted), volunteers and councillors will come into contact with children, young people, vulnerable adults and their families in a variety of settings. West Suffolk Council acknowledges its responsibility for the protection and safety of children, young people and vulnerable adults.
- 1.2 The purpose of this policy is to ensure that in discharging their functions the Council has due regard for the need to safeguard and promote the welfare of children, young people and vulnerable adults. This policy establishes the roles and responsibilities of staff, volunteers and councillors in relation to safeguarding the welfare of children, young people and vulnerable adults. It also outlines procedures for reporting concerns and recording information.
- 1.3 The accompanying guidance provides more detailed good practice advice for those working directly with children, young people and vulnerable adults.
- 1.4 For the purpose of this policy and accompanying guidance, 'a child or young person' means anyone up to 18 years of age and a vulnerable adult is someone aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability. Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
- 1.5 This policy applies to all West Suffolk Council services and activities and applies to:
  - employees;
  - councillors;
  - volunteers; and
  - partners and contractors working on the Council's behalf.

## **2. Roles and responsibilities**

- 2.1 The Council is committed to ensuring that any child, young person or vulnerable adult who comes into contact with an employee, volunteer or any aspect of the Council's activities feels safe and protected, is listened to and has their views taken into account.
- 2.2 The Council acknowledges it is not its responsibility to investigate whether a child, young person or vulnerable adult is in need or that abuse has taken place, but that all employees, volunteers and councillors act upon any concerns they have, by referring to the appropriate authority and by accurately recording their concerns. Those with concerns are required to co-operate with the Local Safeguarding Children or Adult Boards who may be dealing with any referrals.

- 2.3 The Council will endeavour to ensure the suitability of all employees and volunteers who work with children, young people and vulnerable adults through robust recruitment and selection procedures, appropriate training and other working practices and procedures.
- 2.4 The Council provides support and advice services to adults, some of whom may pose a risk to children and young people. The Council is committed to managing any such risk.
- 2.5 As a licensing authority, the Council complies with the terms of the Licensing Act 2003 in relation to protecting children and vulnerable adults from harm. The Act requires that robust mechanisms are in place to ensure licensing applications are examined by the appropriate agencies.
- 2.6 The Council requires all staff, volunteers and councillors in the organisation to understand their responsibility to share concerns about the welfare of any child, young person or vulnerable adult with the designated Safeguarding Officer or the deputy designated officer(s). Designated officers are there essentially to provide advice, guidance and support when a referral or allegation is made. The Council will endeavour to equip appointed officers with the necessary skills, information and confidence to carry out this role.
- 2.7 The Council accepts responsibility for ensuring its councillors, staff, volunteers, partners and contractors are aware of this policy and the related guidance. They are also responsible for ensuring that staff, volunteer and councillor concerns about the welfare of children, young people and vulnerable adults are received and acted upon.

### **3. Information security**

- 3.1 The ICT Security Policy is intended to ensure that technology provided to employees and councillors and which is available for use by the public in our facilities is used appropriately. It outlines expectations on data protection and acceptable use of the internet and electronic media.
- 3.2 As a precaution, employees are asked not to email identifiable information relating to a safeguarding referral. Instead staff are asked to seek advice from the Designated Safeguarding Officer in the first instance.

### **4. Sharing your concerns**

- 4.1 From time to time staff may come across a child, young person or vulnerable adult in the normal course of their work that gives rise to concern. Concerns about a child's, young person's or vulnerable adult's safety and welfare may vary in seriousness and in nature and staff/councillors may be unsure about whether or not their concerns warrant reporting. It is everyone's responsibility to act upon their concerns, but often it is only when information from different sources is put together that a clear picture of the risks and needs of the child, young person or vulnerable adult emerges. Sharing concerns with a designated officer who has been trained to support and advise staff and councillors will help to focus on exactly what the concerns are and ensure the best possible outcomes for the child, young person or vulnerable adult.

- 4.2 Whilst it is appropriate to respond to events, staff and councillors should never set out to interview or investigate themselves, because doing so is likely to make it difficult for police officers and social workers to investigate and act to protect the individual. Children, young people and vulnerable adults should be listened to and not silenced, but they should not be interviewed.
- 4.3 When receiving a disclosure of abuse from a child, young person or vulnerable adult, it is important that the member of staff or councillor behave and act in ways which reassure the child, young person or vulnerable adult and that they do not impede any future investigations. In particular staff and councillors should:
- a) recognise signs of a child, young person's or vulnerable adult's willingness or need to speak with them;
  - b) never promise confidentiality, instead telling the child, young person or vulnerable adult that they may have to pass on information they disclose;
  - c) encourage the child, young person or vulnerable adult to explain their distress without pressuring them to discuss or disclose more than they want, need or are able to;
  - d) repeat back to a child, young person or vulnerable adult what they have said to ensure that what has been said has been understood;
  - e) remain calm and not show any anger or distress at what may have happened;
  - f) reassure the child, young person or vulnerable adult that they have done the right thing in telling someone and that the events they describe are not their fault;
  - g) make an assessment of the immediate threat to the child, young person or vulnerable adult and tell them what they intend to do next; and
  - h) record the conversation away from the child, young person or vulnerable adult, using direct quote where possible.
- 4.4 It is important to keep an open mind about the possibility of abuse and to avoid giving the benefit of the doubt to an adult without having a sound basis for so doing.

## **5. Recording and reporting concerns**

- 5.1 In the event that an employee, volunteer or councillor has grounds to be concerned about the welfare of a child, young person or vulnerable adult, they should act immediately. They should implement the council's recording and reporting procedure as outlined below in paragraph 5.3.
- 5.2 When a child, young person or vulnerable adult is making a disclosure, they will be informed of their right to talk to an independent person, for example, social services, about any possible abuse. This is of particular importance where the allegation concerns a council employee.
- 5.3 The Council's procedure for reporting concerns about the safety of a child or a young person is as follows:

**Step one:** Employee, volunteer or councillor concerns should be discussed with the designated safeguarding officer at the earliest opportunity and details recorded on the relevant form entitled *recording allegations or concerns about children, young people or vulnerable adult* (see Appendix 1). This form is available on the intranet or from the designated safeguarding officer (DSO).

If there is not the opportunity to discuss with the DSO or deputy and there is potentially significant concerns, then the employee should **call Customer First on 0808 800 4005**

**Step two:** The completed form should be sent, as soon as possible, to the designated safeguarding officer (Head of Housing). In his/her absence, the form should be sent to one of the deputy designated safeguarding officer(s).

**Step three:** The designated officer will then forward the information to the police and/or social care services via Customer First

**Step four:** The designated safeguarding officer (Head of Housing) will follow up their report to social services and/or the police within 24 hours.

If a child, young person or vulnerable adult is at immediate risk of significant harm, dial 999 as in any emergency.

- 5.4 Any reported concerns will be kept secure and only made available to the designated officer, the deputy designated officer(s), other authorised staff (Chief Executive, Directors, the Head of Human Resources, Legal and Democratic Services, or the countywide Multi Agency Safeguarding Hub (MASH)).
- 5.5 Should an employee, volunteer or councillor be dissatisfied with how the council's have responded to an incident, allegation or concern, they may report their concerns directly to social services or the police.
- 5.6 Where an employee, volunteer or councillor is dissatisfied with how a professional in a partner agency has dealt with their concerns regarding a child or young person they may raise these by using the Suffolk Local Safeguarding Children's Board (SCB) Escalation Policy, details of which can be found at [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk). At the time of writing an escalation policy has not yet been agreed for Vulnerable Adults.
- 5.7 The first step when considering escalating concerns should be to discuss the matter with the Council's designated safeguarding officer. However, the first key principle in any dispute should be that it is everyone's professional responsibility to problem solve and come to an agreed resolution at the earliest opportunity, always keeping in mind the child or vulnerable adults safety and welfare.

## **6. Confidentiality**

- 6.1 The legal principle that 'the welfare of the child or vulnerable adult is paramount' means that considerations of confidentiality that might apply to other situations within the council should not be allowed to override the right of the child or vulnerable adult to be protected from harm. Neither employees, volunteers nor councillors can give absolute guarantees of confidentiality, or promise that the information will not be shared. If a child or vulnerable adult is at risk of significant harm the "normal" rules of confidentiality do not apply.
- 6.2 All concerns will be treated in confidence. At the appropriate time, however, the individual may need to come forward as a witness.

## 7. Equal Opportunities

- 7.1 The Council is fully committed to taking effective action to eliminate discrimination and to advance equality of opportunity and foster good relations in all that we do as an employer, a service provider and as a community leader. We believe that all people are entitled to be treated with dignity and respect and we are determined to ensure that both our employees and everyone entitled to use our services receive fair and equitable treatment. We are committed to working with our partners and communities to promote good relations and to combat prejudice, discrimination and harassment.
- 7.2 How the Council will work to meet the duties under the Equality Act 2010, are set out in the West Suffolk Equality Scheme. Where there are any concerns relating to equal opportunities issues as well as safeguarding concerns, then reference should be made to the Council's Equality Scheme for guidance.

## 8. Recruitment and selection

- 8.1 The Council will take all reasonable steps to ensure unsuitable people are prevented from working or volunteering in settings that bring them into close direct contact with children or vulnerable adults. The Protection of Freedoms Act 2012 has scaled back the requirement to undertake disclosure and barring service (DBS) criminal record checks, to focus on those working unsupervised or in regular close contact with vulnerable people.
- 8.2 Where a post is identified as requiring a DBS check and the new employee does not already hold a valid DBS check, the Council will undertake DBS check as part of its recruitment process. From 2013 individuals have been able to apply for their own DBS check, for which there is a fee, which they can take with them to new employers or when volunteering.
- 8.3 DBS criminal record checks are free of charge to volunteers. The DBS defines a volunteer as:
- 'A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.'
- 8.4 Training for officers with recruitment and selection responsibilities will ensure adherence to recruitment and selection best practice.). The disclosure procedures ensure information is provided to assess a potential employees/volunteers suitability for a post that may bring them into contact with children, young people or vulnerable adults. Guidelines have been issued to recruiting managers and posts identified that are subject DBS enhanced disclosure checks. These posts are defined as Regulated Posts whose "**work involves close and unsupervised contact with vulnerable groups**".
- 8.5 Regulated activity relating to children or vulnerable adults can be due to either WHAT THEY DO (activity), WHERE THEY WORK (establishment), WHO THEY ARE (specific post) and are defined by the following:
- (i) **Unsupervised activities:** teaching, training, instructing, caring for or supervising children/vulnerable adults or providing advice/guidance on well-

being, or driving a vehicle only for children/vulnerable adults. If under reasonable day to day supervision by another engaging in regulated activity is not undertaking a regulated activity;

- (ii) Working for a limited range of establishments (**'specified places'**), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly.

- (iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional; (does not include workplace first aiders).

- (iv) Registered childminding; and foster-carers.

- (v) Day to day **management/supervision** of individuals carrying out Regulated Activity.

A Regulated Post checklist has been produced to assist Managers with identifying posts that would fall into this category.

## 9. **Training**

9.1 The Council recognises the important contribution that staff, councillors and volunteers make to the process of safeguarding. The Council will encourage staff and volunteers to contribute appropriately to the safeguarding process, particularly in respect of attendance at safeguarding conferences and core groups, involvement in formal protection plans and information exchange.

9.2 All employees, volunteers and councillors will receive suitable information during their induction process to raise awareness of their role in recognising, understanding and safeguarding children and vulnerable adults. Line managers/designated officers should receive suitable training to enable them to deal with reported concerns and to support individuals reporting concerns.

## 10. **Supervision and support for staff**

10.1 All staff and volunteers regularly working with children or vulnerable adults, as identified by their Head of Service, will receive approved training in safeguarding issues.

10.2 The Council will ensure that:

- any concerns about abuse are acted upon at an early stage;
- support, from an appropriately trained individual, is offered to those who report concerns; and
- confidentiality is maintained and that information is only shared with appropriate people or agencies.

10.3 Specialist counselling support is available for staff and volunteers supporting child or vulnerable adult protection cases, to help deal with any significant emotional demands they may face.



## **11. Allegations against employees/volunteers/councillors**

- 11.1 Any allegations about staff will be dealt with in accordance with the Council's Disciplinary Procedures, Grievance Procedures and/or Whistleblowing (Anti Corruption) Policy, which will include referral to Disclosure and Barring Service (DBS) for consideration for barring in relevant circumstances. A senior member of the human resources team will investigate such allegations and consult with the Council's designated officer and Head of Human Resources, Legal and Democratic Services and the County Council's Local Authority Designated Officer (LADO).
- 11.2 Any allegations against volunteers will be investigated following guidelines for employees in consultation with the Council's designated officer and Head of Human Resources, Legal and Democratic Services.
- 11.3 Any allegations against councillors will be dealt with under the local code of conduct and subsequently considered by the local Standards Committee in consultation with the designated safeguarding officer.

In each case, social care services and/or the police will determine whether child protection or criminal investigations will take place. If the employee/volunteer /councillor resigns a referral to DBS will still be made if appropriate.

## **12. Working in partnership with others**

- 12.1 The Council works in partnership with a range of organisations and the Council expects them to have in place appropriate safeguarding policies.
- 12.2 Organisations which receive grant-aid from the Council and work with children young people or vulnerable adults will be expected to have an appropriate safeguarding policy in place. Their staff and volunteers must also receive appropriate safeguarding training. The Council will ask to see a copy of the relevant safeguarding policy before any funding is awarded.
- 12.3 Volunteers who work with children, young people or vulnerable adults and carrying out Regulated Activities on behalf of either Council will be subject to a DBS check and will be provided with training and support.
- 12.4 The Council will ask all commissioned organisations that deliver services directly with children, young people or vulnerable adults to sign a declaration form to declare that all staff and volunteers working with them hold current Disclosure and Baring Service (DBS) checks that are no older than three years and have completed the appropriate training.

## **13. Photography and filming**

- 13.1 The Council recognises the positive contribution that photography can make, highlighting group and individual achievement and promoting services. The Council also recognises the risk posed directly and indirectly to children, young people and vulnerable adults through the misuse of photographic images. Increased use of digital cameras, video recorders, mobile phones and social media make pictures instantly

available for distribution and not subject to regulation that commercial developing provides. It is, therefore, necessary to have procedures in place to safeguard children, young people and vulnerable adults against inappropriate use of their photographic image.

- 13.2 The Council expects all employees, councillors and volunteers to follow the best practice outlined in the guidance, which accompanies this policy (see section 2 of the 'Guidelines for working with children, young people and vulnerable people'), failure to do so will be deemed a disciplinary offence and dealt with in accordance with the Council's disciplinary policies

#### **14. Work experience and employment under the age of 18**

- 14.1 Managers are required to follow the 'Work Experience Management Guidance and Induction Checklist' which directs them to considering the guidance which accompanies this policy before agreeing a work experience placement.
- 14.2 Managers are asked to demonstrate their duty of care towards employees under the age of 18 through offering the employee the opportunity to disclose any relevant safeguarding information, which should be shared with the employer.

#### **15. Conclusion**

- 15.1 Through the production of this policy West Suffolk Council has demonstrated their commitment to safeguarding children, young people and vulnerable adults. The policy recognises the diverse nature of the services and facilities provided by West Suffolk Council and the duty upon all employees and councillors to act upon their concerns relating to the welfare of children, young people and vulnerable adults.

## Section 2:

# **Guidelines for Working with Children, Young People and Vulnerable Adults.**

## **1. Purpose of these guidelines**

These guidelines provide good practice advice for staff and councillors working with children, young people and vulnerable adults. The guidelines also provide advice about what to do if you are worried about the welfare of a child, young person or vulnerable adult. *This guidance must be read in conjunction with the Council's Safeguarding Children, Young People and Vulnerable Adults Policy.*

These good practice guidelines are designed not only to protect children, young people and vulnerable adults, but to protect staff and councillors working for, and on behalf of, the council from situations where false allegations may occur.

## **2. Good practice**

When working with children, young people and vulnerable adults good practice means:

- a) always working in an open environment (e.g. avoiding private or unobserved situations) and encouraging an open environment (e.g. no secrets);
- b) treating children, young people and vulnerable adults fairly, and with respect and dignity;
- c) always putting the welfare of each child, young person or vulnerable adult first, before achieving goals;
- d) maintaining a safe and appropriate distance from a child, young person or vulnerable adult;
- e) building suitable balanced relationships based on mutual trust which empowers children, young people or vulnerable adult to share in the decision-making process;
- f) making activities fun and enjoyable and promoting fair play;
- g) ensuring that if any form of physical contact is required, it should be provided openly. The Child, young people or vulnerable adult should always be consulted and their agreement gained;
- h) keeping up to date with the technical skills, qualifications and insurance required;
- i) involving parents/carers wherever possible. If parents are not present, staff should always work with at least one co-worker.
- j) ensuring that mixed groups are accompanied by a male and female member of staff;
- k) giving enthusiastic and constructive feedback rather than negative criticism;
- l) recognising the developmental needs and capacity of the children, young people or vulnerable adult;
- m) securing parental consent in writing to act in their place if the need arises to give permission for the administration of emergency first aid and/or other medical treatment;
- n) awareness of any medicines being taken by participants, or existing injuries, and where appropriate, a record must be kept if medication is taken or administered to a child young person or vulnerable adult; and

- o) keeping a written record of any injury that occurs, or incidents where a child, young person or vulnerable adult has become upset, along with the details of any treatment given or action taken.

A degree of physical contact may be used appropriately to instruct, encourage, protect or comfort. When physical contact is required both the child, young person or vulnerable adult and the member of staff should be clear about the context and appropriateness of that contact. Physical contact with children, young people and vulnerable adults should only be used when the aim is to:

- a) develop skills or techniques;
- b) treat an injury or respond to discomfort;
- c) prevent an injury; or
- d) meet the requirements of the particular activity.

In addition, physical contact should:

- a) never be in ways, or parts of the body, that may be considered inappropriate;
- b) meet the needs of the child, young person or vulnerable adult and not the needs of the adult;
- c) be fully explained to the child, young person or vulnerable adult and, with the exception of an emergency, permission be sought; and
- d) not take place in secret or out of sight of others.

### **3. Practices to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the child's, young person's or vulnerable adult's carer. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session. Staff and councillors should:

- a) be aware that there are very few instances when one-to-one working is appropriate. If in doubt they should avoid spending excessive amounts of time alone with a child, young person or vulnerable adult;
- b) never take a children, young people or vulnerable adult to your home where they will be alone with you; and
- c) avoid giving children, young people or vulnerable adults lifts in your car.

### **4. Practice not sanctioned**

The following are never sanctioned. Staff and councillors should never:

- a) engage in rough or sexually provocative games (including horseplay), or those requiring extended physical contact;
- b) allow or engage in any form of inappropriate touching;
- c) make sexually suggestive comments to anyone, even in fun;
- d) humiliate, put-down or degrade a child, young person or vulnerable adult as a form of control;

- e) allow allegations made by a child, young person or vulnerable adult to go unrecorded;
- f) do things of a personal nature for children, young people or vulnerable adult that they can do for themselves; and
- g) invite or allow children, young people or vulnerable adult to stay with you at your home unsupervised.

## **5. Incidents requiring immediate reporting**

If any of the following incidents should occur, staff/councillors should report them immediately to another colleague and make a written note of the event. Carers should also be informed of the incident:

- a) if the staff/councillor accidentally hurts a child, young person or vulnerable adult;
- b) if a child, young person or vulnerable adult in your care seems distressed in any manner;
- c) if an individual appears to be sexually aroused by your actions; or
- d) if an individual misunderstands or misinterprets something the staff/councillor has done.

## **6. Children, young people and vulnerable adults – adult ratios**

The Council's general guidelines are set as follows:

- a) children over the age of 8 may be left unaccompanied by parents/carers for the duration of an event, subject to the type of event;
- b) all children under the age of 8 will have to be accompanied by a carer at all times;
- c) individuals with special needs (e.g. behavioural condition, disability) may have to be accompanied by a carer subject to the assessment of the event leaders; and
- d) when necessary, an information form must be completed by participants, under the age of 18 or by vulnerable adult. An example form is provided in Appendix 2.

The participant adult ratios guidelines are set out below:

- a) low risk events: a minimum of 2 members of staff or appropriate adults to a maximum of 20 participants;
- b) higher risk events: a minimum of 2 members of staff or appropriate adults to a maximum of 10 participants; and
- c) family events (children will not be allowed unaccompanied): a minimum of 1 member of staff. The maximum number of families is variable and will depend on the location and nature of event.

Furthermore, the council will ensure that:

- a) a male and female member of staff will accompany any mixed group; and
- b) individuals whose behaviour is considered inappropriate or dangerous by the event leaders will be prevented from continuing the activity. Their parents/carers will be contacted immediately and requested to pick them up. Furthermore, they may be banned from participating in further activities. The same applies to organised

groups using council facilities where members of staff deem that the quality or quantity of supervision is not sufficient.

## **7. Confidentiality and information sharing**

In principle, all personal information will be treated as confidential. However, confidential information may be disclosed to social care services or the police if a child, young person or vulnerable adult's health and welfare need protecting, or where a criminal activity has or may be committed. If a disclosure of abuse is made by a vulnerable individual it is important for everyone to understand that they may not promise confidentiality

In cases of medical or other sensitive information being held, staff and councillors will only be informed on the 'need to know' basis and in accordance with the Data Protection Act 1998.

If in doubt, advice should be sought from the council's legal section and/or the designated safeguarding officer.

## **8. Photography and filming guidance**

In order to prevent the inappropriate use and distribution of photographic and film material the council will follow these guidelines:

- a) parents and guardians/carers will be asked to concentrate their photography or filming on the people in their charge;
- b) signs will be displayed and/or information will be printed on tickets, leaflets etc to ensure that participants are aware that filming and photography will be taking place;
- c) The Council will only use limited details, such as a child's name and age, if a picture/film is used for the council's publicity purposes, unless written permission is given by a parent, guardian or carer for more details to be released;
- d) photographers employed by either council will be required to make a declaration that they have no safeguarding-related convictions;
- e) photographers employed by either council will not be allowed to photograph or film children, young people or vulnerable adults without a council member of staff being present.

This guidance applies to any equipment capable of capturing a still or moving image, such as cameras and mobile phones.

Media photographers follow their own code of practice, set nationally by the Press Complaints Commission, which stipulates that young people under the age of 16 or vulnerable adult may not be photographed without the permission of a parent or responsible adult (such as a schoolteacher).

## **9. Procedure for reporting concerns**

If staff/councillors are concerned about the safety or welfare of a child, young person or vulnerable adult they have seen during the course of their work, they should follow the reporting procedure outlined below.

**Step one:** Employee, volunteer or councillor concerns should be discussed with the designated safeguarding officer (Head of Housing) or if not available one of the deputy

designated safeguarding officers at the earliest opportunity and details recorded on the relevant form entitled *recording allegations or concerns about children, young people and vulnerable adults* (see Appendix 1). This form is available on the intranet or from the designated safeguarding officer (DSCO).

If there is not the opportunity to discuss with the DSO or deputy and there is potentially significant concerns, then the employee should **call Customer First on 0808 800 4005**

**Step two:** The completed form should be sent, as soon as possible, preferably within 24 hours, to designated safeguarding officer (Head of Housing). In his/her absence, the form should be sent to one of the deputy designated safeguarding officer(s)

**Step three:** The designated officer will then forward the information to the police and/or social care services.

**Step four:** The designated safeguarding officer (Head of Housing) will follow up their report to social services and/or the police within 24 hours.

If a child or young person is at immediate risk of significant harm, dial 999 as in any emergency.

## **10. Recording concerns and actions on the designated form**

It is important to record accurately and in detail, especially regarding what a child, young person or vulnerable adult actually says and what has actually been observed. Clear distinctions must be made between fact and opinion, and between what is known from first hand experience and what has been told by someone else.

It is important to note that staff and councillors will not suffer any adverse legal consequences if they pass on information and concerns honestly and in good faith, and in accordance with agreed procedures.

## **11. Further information**

Further advice and guidance can be found at the following website:

[www.education.gov.uk/childrenandyoungpeople/safeguardingchildren](http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren)

Suffolk Local Safeguarding Children Board (LSCB) procedures and guidance for safeguarding children from harm are available at <http://suffolkscb.org.uk>

## Recording allegations or concerns about the welfare of a child, young person or vulnerable adult

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper.

**REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.**

Child/young person, vulnerable adult's details (name, address, tel. no. etc.):	Child/young person/vulnerable adults parents, guardian's or carer's details: (where known)	Details of person <u>reporting</u> suspicion/allegation/ concern (this may be the child/young person/vulnerable adult):
Describe what the suspicion/allegation/concern is:		
Describe fully any signs, symptoms you or others have observed (include here what the child/young person/vulnerable adult has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		



Record who has been informed (You must inform the designated safeguarding officer or your line manager immediately and the child/young person's/vulnerable adults parents /guardian /carers unless it is possible that they may be responsible.)

Signed	Dated
Job title	Telephone number:

**SEND OR HAND THIS FORM (IN ENVELOPE MARKED PRIVATE & CONFIDENTIAL) TO THE DESIGNATED SAFEGUARDING OFFICER (Head of Housing) AS SOON AS POSSIBLE**

## EVENTS - INFORMATION FORM

**IF PARTICIPANT IS UNDER 18, PARENT OR GUARDIAN MUST COMPLETE THIS FORM.**

NAME OF PARTICIPANT(S):			
DATE OF BIRTH: (IF UNDER 18)			
CONTACT TELEPHONE NO:			
ADDRESS:			
EMERGENCY CONTACT:		TELEPHONE NO:	

*Please delete as appropriate:*

- I agree to taking part in the activities.
- I agree to being photographed by the media or West Suffolk Council - approved photographers for publicity purposes.
- I have no special medical/dietary/cultural needs.
- I have the following dietary/medical/cultural needs, including *any* disability or behaviour that may require extra supervision or specialist medical knowledge (*please complete the box below*).

Details:
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- I authorise the supervising staff to: allow me to take any medication specified on this form; call a registered medical practitioner to prescribe treatment or medication if required; administer emergency first-aid treatment as necessary.

Please note: any participant with any disability or behaviour which may require extra supervision or specialist medical knowledge will have to be accompanied by an adult at all times during all events. We may ask for further details with regards to some medical needs or behaviour management. This is to ensure that all participants can enjoy our activities as safely as possible.

**NOTE: CONFIDENTIALITY & INFORMATION SHARING POLICY**

- In general, all personal information will be treated as confidential.
- The details on this form are used both for health and safety reasons and to add participants to our mailing list. If you would like not to be added to the mailing list, **please tick here** .
- Confidential information may be disclosed to social care services or the police if a the health or welfare of a vulnerable individual needs protecting, or when a crime has or may be committed.
- In cases of medical or other sensitive information being held, members of staff will only be informed on the 'need to know' basis.

We will retain these details while you continue to participate in our activities, unless instructed to destroy them.

SIGNATURE: (PARENT/GUARDIAN IF UNDER 18)	
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NAME (PLEASE PRINT):	
DATE:	

Please return to:

The Head of Housing, West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU