



*CORPORATE POLICY*

# Children and Vulnerable Adults Protection Policy

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02 12 10 v. 7 Draft

## Document Location

This document is held by Tamworth Borough Council, and the document owner is Robert Mitchell DD Communities Planning and Partnerships.

Printed documents may be obsolete, an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

## Revision History

Revision Date	Version Control	Summary of changes
August 08	1	Re draft pre existing policy
02/12/08	2	Draft incorporate Staffs Safeguarding Board changes
09/02/09	3	Draft procedural
16/3/09	4	Final Draft minor edit
31/3/09	5	Data protection content updated
12/6/09	6	Role of Members
01/04/11	7	Review of policy implementation of Working Together 2010 guidance

## Approvals V7

Name	Title	Approved
Robert Mitchell	DD Communities Planning and Partnerships	01-05-11
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CMT	-	
Cabinet	-	

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## Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

## Distribution

The document will be available on the Intranet and access by authorised users.

## Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

# Section 1 Children and Vulnerable Adults Protection Policy

## Section 2 Procedure Guide



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## **1 Introduction**

All children and vulnerable adults have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

Tamworth Borough Council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council.

The purpose of this policy and its associated procedures is to help protect the children and vulnerable adults placed in our care within our services and protect Tamworth Borough Council, its staff, elected members and volunteers.

The principle of vulnerable adult protection is slightly different to that of child protection and raises different issues. It is acknowledged that there are different issues to take into account when dealing with cases of the abuse of children and the abuse of vulnerable adults. Therefore the supporting procedures include two distinct sections covering the different types of abuse experienced by children and vulnerable adults.

## **2 Policy Statement**

Tamworth Borough Council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children and vulnerable adults, to safeguard their well being and protect them from abuse when they are engaged in services organised and provided by the Council. This is identified within section 11 of the Children's Act 2004. We aim to comply with our duties under the Act by:

- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
- Raising the awareness of the duty of care responsibilities relating to children and vulnerable adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults to protect them from harm.

- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and to also minimise any risk to themselves.
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and Procedures and those of the Staffordshire Safeguarding Children Board and 'No Secrets' guidance, as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Requiring staff, elected members and volunteers to adopt and abide by the Council's Children and Vulnerable Adults Protection Policy and Procedures, Code of Conduct and associated procedures (see Appendix G).
- Reviewing and evaluating these Policy and Procedures on an annual basis in line with best practice, changing legislation, organisational requirements and service delivery.
- Ensure representatives of Tamworth Council who have contact with children, young people or vulnerable adults are subject to safe recruitment procedures. This includes an appropriate Criminal Records Bureau (CRB) check prior to any appointment which should be repeated every three years.
- This is also applicable for when the council is working in partnership with other private, voluntary or contracted organisations and employees. The Council will require written confirmation that any employee provided by these partner agencies, has where appropriate been subject to CRB disclosures. The Council will also require copies of external organisations safeguarding policy and procedures.

### 3 Principles

This policy and supporting procedures are based on the following principles

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of Staffordshire Children's Social Care and the Police to conduct where appropriate, a joint investigation.

- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

#### 4 Supporting Documents

Documents specific to Tamworth Borough Council

- Children and Vulnerable Adults Protection Procedures
- Dignity at Work Policy and Procedures
- Confidential Reporting (Whistleblowing) Procedure
- Recruitment Procedure
- Data Protection Policy
- Individual Service operating procedures relating to undertaking the delivery of services to children, vulnerable adults, their parents, guardians or carers.

General Background Information

- The Children Act 1989 – provides legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm. The welfare of the child is paramount.
- The Children’s Act 2004 - Section 11 places a duty on all organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The Act offered the legislative framework for the implementation of the five Every Child Matters principles which are considered to be integral to achieving positive outcomes and life chances for all children and young people from birth into adulthood. These principles are;

Be healthy  
 Staying safe  
 Enjoying and achieving  
 Making a positive contribution  
 Achieving economic wellbeing

- Working Together to Safeguard Children’ 1999. This statutory guidance was revised by the government in 2006 and again in March 2010. It details the roles and responsibilities of all agencies with the aim of promoting effective working together to promote the welfare



and safety of children. To view the 2010 Working Together to Safeguard Children statutory guidance please go to;

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>

- Care Standards Act 2000 - this Act details the statutory responsibility for all agencies to ensure the protection of vulnerable adults.
- Inter-agency procedures for safeguarding children and promoting their welfare (all available on line at [www.staffsscb.org.uk](http://www.staffsscb.org.uk))

There is a wide range of associated legislation and guidance available, see the Office of Public Sector Information for more information ([www.opsi.gov.uk](http://www.opsi.gov.uk))

## **Section 2 Procedure Guide**

### **1 Introduction**

This set of procedures and guidelines sets out how Tamworth Borough Council will implement the Children and Vulnerable Adults Protection Policy. It is to be used by all staff that come into direct contact with those who fall under the definition of the Procedure, or those who are responsible for managing services that affect these individuals or groups.

The procedure guide is intended to be used in conjunction with the policy document, and other supporting individual service procedures.

### **2 Definitions used within the Procedure**

- The term children or young person is used to refer to anyone under the age of 18 years.
- All the policies and procedures described within this document refer to vulnerable adults as well as children.
- The term “vulnerable adult” or a person with community care needs can include people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems.
- The term parent is used as a generic term to represent parents, carers and guardians.

- The term staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf, delivering a service for or representing the Council.

### **3 Roles and responsibilities within the Council**

#### **Designated Child and Vulnerable Adult Protection Officer**

For the Council the Designated Child and Vulnerable Adult Protection Officer is the Solicitor to the Council & Monitoring Officer. It is their responsibility to:

- Receive information from staff, volunteers and children who have concerns, and record them. The standard form is attached at Appendix B.
- Be the delegated liaison on behalf of the Council for any formal investigations into allegations of abuse undertaken by the police and / or Staffordshire’s Children’s Social Care Service (CSC).
- Receive the appropriate child protection and vulnerable adults protection training.

In the absence of the Designated Child and Vulnerable Adult Protection Officer queries should be forwarded to Deputy Child and Vulnerable Adult Protection Officer the Deputy Director for Communities, Planning and Partnerships or one of the departmental safeguarding officers. Queries can also be raised directly with Staffordshire’s CSC First Response Team or the Vulnerable Adult Protection Team (see appendix A for contact details).

#### **The Director, Community Services**

The Director (or a delegated Deputy Director within the Community Directorate) is responsible for:

- Ensuring Policy documents and procedures are up to date and in line with best practice as defined under the “No secrets” documentation and other legislative and statutory guidance.
- Ensuring that all of their employees (including volunteers, contractors, agents and other partner representatives) are aware of this policy and understand how to comply with this procedure.

- Working with responsible bodies to implement and promote a partnership approach to working together to protect children and vulnerable adults in all areas of the community.

## **Head of Organisational Development**

The Head of Organisational Development is responsible for ensuring:

- Appropriate procedures are in place to carry out pre-employment checks for all employees and volunteers working with the Council who have contact with children and / or vulnerable adults in carrying out their duties, including robust reference and CRB disclosure checking processes.
- Will ensure that CRB checks are renewed every three years in accordance with CRB policy.
- Will ensure that CRB checks and employee references are kept secure and confidential in compliance with the CRB Code of Practice.
- Will maintain a record of all employees and volunteers that have completed a CRB check and are considered to be suitable for working with children, young people and vulnerable adults.
- Will ensure correct procedures are in place for checking staff against future Independent Safeguarding Authority requirements.
- Training is in place for all staff who fall into the definition of level 1 (basic) or level 2 (specialist / intermediate) and any additional specialist training as part of the corporate training plans for induction and on-going training, and that adequate budget is in place to fund training for those staff who require it as a part of their role.
- Appropriate support is provided for any employee that reports a concern in good faith, even if these concerns are subsequently proven to be unfounded.

## **Departmental Children and Vulnerable Adult Protection Officers**

- Staff can seek advice or raise concerns with their Departmental Children & Vulnerable Adult (C&VA) Protection Officer please refer to Appendix A for names and contact details.
- The Departmental C&VA Officer must ensure that the concern is recorded on the system and if considered a safeguarding issue referred to Staffordshire's Children's Social Care Services First Response Service or in the case of a vulnerable adult Staffordshire's Social Care and Health Service / Team.

## All Employees and Members

- Should not begin any unsupervised activity involving direct access to children, young people or vulnerable adults prior to the Council receiving a satisfactory CRB disclosure and in accordance with CRB policy.
- Should be aware of this policy and procedure and of any local or national related policies / procedures that are applicable for their service area, as part of their induction programme.
- Need to attend mandatory child protection and vulnerable adults training if applicable to their employment role and responsibilities (i.e. if they have direct or some form of indirect contact with children / young people / vulnerable adults).
- Should be aware of appropriate and inappropriate behaviour for employees who are working with children, young people and vulnerable adults.
- Need to know who their Designated Child Protection Officer is.
- Have an expected responsibility to take action when they have concerns, witness or hold information that relates to the abuse of a child, young person or vulnerable adult.

## 4 Recognition of Abuse, Neglect and Bullying

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may also be abused by an adult or adults, or another child or children.

### Recognising Abuse

Recognising abuse is not easy, and it is not the responsibility of Council staff, elected members or volunteers to decide whether or not child abuse has taken place or if a child or vulnerable adult is at significant risk, we do however have a responsibility to act if we have a concern.

### Disabled People

There have been a number of studies which suggest people with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or inadequately communicating that

abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

## Race and Racism

People from black and minority groups (and their parents) are potentially likely to have experienced harassment, racial discrimination and institutionalised racism. Although racism causes significant harm it is not, in itself, a category of abuse and dealing with it is considered under other specific policies of the Council.

## Abuse and Neglect of Children

It is generally accepted that there are four main forms of child abuse; physical, emotional, sexual and neglect.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable adult.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. The situation is commonly described as fabricated or induced illness. A person might do this because they enjoy or need the attention they get through having a sick child or young person.

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

PHYSICAL ABUSE	
Physical Signs	Behavioural Indicators
<ul style="list-style-type: none"> <li>• Unexplained bruising, marks or injuries on any part of the body</li> <li>• Bruises which reflect hand marks or fingertips (from slapping or pinching)</li> <li>• Cigarette burns</li> <li>• Bite marks</li> <li>• Broken bones</li> <li>• Scalds</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of parents being approached for an explanation</li> <li>• Aggressive behaviour or severe temper outbursts</li> <li>• Flinching when approached or touched</li> <li>• Reluctance to get changed, for example wearing long sleeves in hot weather</li> <li>• Depression</li> <li>• Withdrawn behaviour</li> <li>• Running away from home</li> </ul>

Where an injury appears to be inconsistent with the explanation offered	
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## Emotional Abuse

Emotional abuse is the **persistent** emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making them feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. (i.e. without any accompanying physical or verbal abuse.)

<b>EMOTIONAL ABUSE</b>	
<b>Physical signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• A failure to thrive or grow</li> <li>• Sudden speech disorders</li> <li>• Developmental delay, either in terms of physical or emotional progress</li> </ul>	<ul style="list-style-type: none"> <li>• Neurotic behaviour, e.g. hair twisting, rocking</li> <li>• Being unable to play / or being prevented from socialising with others</li> <li>• Fear of making mistakes</li> <li>• Self harm</li> </ul>

	<ul style="list-style-type: none"> <li>• Fear of parent being approached regarding their behaviour</li> </ul>
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## Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence whether or not they are aware of, or consent to, what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching the outside of clothing.

Sexual abuse may also include non-contact activities, such as involving a child in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

<b>SEXUAL ABUSE</b>	
<b>Physical Signs</b>	<b>Behavioural Indicators</b>
<ul style="list-style-type: none"> <li>• Pain or itching in the genital/anal areas</li> <li>• Bruising or bleeding near genital/anal areas</li> <li>• Sexually transmitted disease</li> <li>• Vaginal discharge or infection</li> <li>• Stomach pains</li> <li>• Discomfort when walking or sitting down</li> <li>• Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>• Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn</li> <li>• Fear of being left with a specific person or group of people</li> <li>• Having nightmares</li> <li>• Running away from home</li> <li>• Sexual knowledge which is beyond their age or development age</li> <li>• Sexual drawings or language</li> <li>• Bedwetting</li> <li>• Saying they have secrets they cannot tell anyone about</li> </ul>

	<ul style="list-style-type: none"> <li>• Self harm or mutilation, sometimes leading to suicide attempts</li> <li>• Eating problems such as overeating or anorexia</li> </ul>
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## Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

NEGLECT	
Physical Signs	Behavioural Indicators
<ul style="list-style-type: none"> <li>• Constant hunger, sometimes stealing food from others</li> <li>• Constantly dirty or ‘smelly’</li> <li>• Loss of weight, or being constantly underweight</li> <li>• Inappropriate dress for the conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Complaining of being tired all the time</li> <li>• Not requesting medical assistance and/or failing to attend appointments</li> <li>• Having few friends</li> <li>• Mentioning their being left alone or unsupervised</li> </ul>

## Domestic Abuse

Domestic abuse is defined by the Home Office as:

***‘Any incident of threatening behaviour, violence or abuse psychological, physical, sexual, financial or emotional between adults who are or have been intimate partners or family members, regardless of gender or sexuality.***



The domestic violence perpetrator may be directly physically and/or sexually abusive to the child. All of the 5 key objectives defined within the Every Child Matters agenda are critical to successful outcomes for children are likely to be adversely affected by a child's exposure to domestic abuse.

In all cases where there is knowledge or suspicion that there exists a potential for a child or children to be suffering harm as a result of domestic abuse, then a referral should be made to Children's Social Care via the First Response Team (FRT) who act as the first point of contact for all referrals in relation to the welfare and safety of a child.

For further information on safeguarding children and domestic abuse please go to Part 22 of the SSCB Inter-agency Safeguarding Children Procedures at; <http://www.staffsscb.org.uk/professionals/procedures/>

### **Safeguarding Children who may have been trafficked**

The organised crime of child trafficking into the UK has become an issue of considerable concern to all professionals with responsibility for the care and protection of children. Any form of trafficking children is an abuse.

Trafficking of persons shall mean the recruitment, transportation, transfer, harbouring or receipt of person, by means of the threat of, or use of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability. It also includes the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

It is important to note that some cases involve UK-born children being trafficked within the UK, e.g. a child or young person being trafficked from one town to another. The consent of the victim of trafficking is irrelevant where any of the above methods have been used.

Trafficked children may be used for sexual exploitation, agricultural labour including tending plants in illegal cannabis farms.

If you have a concern regarding the possible trafficking of a child you should immediately contact the Designated Child Protection Officer or make a referral direct to Children's Social Care via the First Response Team (FRT). Practitioners should not do anything which would heighten the risk of harm or abduction to the child.

For further guidance about safeguarding trafficked children please go to;  
<http://www.staffsscb.org.uk/professionals/procedures/RegionalNational/>

## **Abuse of Disabled Children and Disabled Vulnerable Adults**

The signs and indicators of abuse for disabled and non-disabled children and vulnerable adults are fundamentally the same. However, there are additional indicators for disabled children and disabled vulnerable adults:

- Force feeding
- Unjustified or excessive physical restraint
- Rough handling
- Extreme behaviour modification
- Deprivation of liquid, medication, food or clothing
- Misuse of medication, sedation, tranquillisation

The signs and indicators of abuse for disabled children and vulnerable adults are:

- more subtle
- there are fewer behaviours, and fewer signs and indicators
- there are more possible explanations
- they are harder to untangle - especially if there are communication differences and they can more easily be explained away:
  - by the impairment
  - by the illness
  - by the medication
  - “it’s always been like this”
  - as attention-seeking behaviour
  - as self-inflicted

## **Abuse of Vulnerable Adults**

Vulnerable adults can experience abuse as outlined above but there are several other types of abuse that are particular to vulnerable adults.

These include financial abuse (sometimes called material abuse), discriminatory abuse and institutional abuse.

### **Financial Abuse**

The “No Secrets” document defines financial abuse as including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of

property, possessions or benefits. Financial abuse may be opportunistic or may be planned. The victim may have been deliberately targeted because of their vulnerability.

<b>FINANCIAL</b>	
<b>Examples</b>	<b>When it might occur</b>
<ul style="list-style-type: none"> <li>• Misappropriation of money and/or other assets by various means such as theft or fraud.</li> <li>• Transactions to which the person could not consent or which were invalidated by intimidation or deception.</li> <li>• Misuse of assets to meet the legitimate needs of a vulnerable person.</li> <li>• Non-use of assets to meet the legitimate needs of a vulnerable person.</li> </ul>	<ul style="list-style-type: none"> <li>• The perpetrator befriending the victim and then using their position of trust to gain financially from the victim – moving into their house to ‘care’ for them, becoming their appointee/attorney.</li> <li>• Being over charged for services or tricked into receiving goods or services that they do not want or need.</li> </ul>

### **Discriminatory Abuse**

The “No Secrets” document defines discriminatory abuse as any form of abuse based on discrimination because of a person’s race, culture, belief, gender, age, disability, sexual orientation etc. Discrimination may be a motivating factor in other forms of abuse.

<b>DISCRIMINATORY</b>	
<b>Physical signs</b>	<b>Actions of the abuser</b>
<ul style="list-style-type: none"> <li>• The person being abused maybe withdrawn, reject appropriate services or have low self esteem.</li> <li>• They may sometimes agree with the abuser just to have an easier life.</li> </ul>	<p>The person who is abusing may:</p> <ul style="list-style-type: none"> <li>• use inappropriate “nick names”, use derogatory language or terminology,</li> <li>• have a lack of understanding of a person’s needs</li> <li>• enforce rules or procedures which undermine the individual’s well being.</li> </ul>

## Institutional Abuse

The “No Secrets” document defines institutional abuse as repeated incidents of poor professional practice or neglect. Inflexible services based on needs of providers rather than the person receiving services.

<b>INSTITUTIONAL ABUSE</b>
<b>Examples</b>
<ul style="list-style-type: none"><li>• Service users required to ‘fit in’ excessively to the routine of the service.</li><li>• Lack of procedures and guidelines for staff.</li></ul> <p>No or little evidence of training programmes for staff.</p>

The “No Secrets” guidance is available at:  
[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4008486](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486)

The Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Inter-Agency Adult Protection Procedures are available at:  
<http://www.staffordshire.gov.uk/Resources/Documents/i/InteragencyProceduresFinal2aug10.pdf>

### ***Important Rule***

*It is important to remember that many children and vulnerable adults will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death, or the birth of a new baby in the family, relationship problems between parents/carers, etc. However, you should always report anything that causes you concern in order for appropriate action to be taken to ensure the welfare and safety of children and vulnerable adults.*

## Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or vulnerable adult. It can occur that the abuser may be a young person for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Vulnerable adults may also experience bullying from other adults, members of their family, care assistants etc.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small or having a disability. Belonging to a different race, faith or culture can result in overt racism.

Bullies come from all walks of life, they bully for a variety of reasons and may have experienced difficulties themselves. Typically, bullies can have low self esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power is, in some cases, associated with subsequent criminal behaviour and activity.

Bullying can include:

- Physical: pushing, hitting, kicking and pinching etc.
- Verbal: name-calling, spreading rumours, constant teasing and sarcasm.
- Emotional: tormenting, ridiculing, humiliating and ignoring.
- Racist: taunts, graffiti and gestures.
- Sexual: unwanted physical contact or abusive comments.

There are a number of signs that may indicate that a person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school.
- A drop off in performance at school or standard of performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

Allegations of bullying will be dealt with either through the Councils Harassment and Bullying Policy and Procedures for staff (accessed on the Intranet,) or through this policy.

## **5 Responding to Disclosure, Suspicions and Allegations**

Council employees may come across cases of suspected abuse either through direct contact with children and vulnerable adults, for example, running a holiday activity, or for peripatetic staff visiting homes as part of their day to day work. **It is not an employee's responsibility to decide whether or not a child or vulnerable adult has been abused. It is however their responsibility to act immediately and report their concerns.** The Council's primary concern is to ensure any relevant information is passed to the police, the Vulnerable Children's Division First Response Team or Adults Social Care and Health Services without delay. These organisations have statutory responsibilities to make enquiries and to assess whether a child or vulnerable adult is at risk of harm. A flow chart on how to report incidents or suspicions is attached at Appendix C.

### **Responding to Disclosure**

Abused children and vulnerable adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or vulnerable adults is saying, employees are already helping the situation.

The following points are a guide to help employees respond appropriately:

#### **Actions employees should take**

- React calmly so as not to frighten them
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and / or differences in language.
- Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said. They may be

subsequently formally interviewed by the Police and Staffordshire's Children's Social Care Services and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information.

- Reassure the child or vulnerable adult but do not make promises of confidentiality which might not be feasible in the light of subsequent developments.
- Explain to them that concerns may have to be shared with someone who is in a position to act.
- Tell them they were not to blame and that they were right to tell.

Record in writing on a Tamworth Borough Council Child Protection Incident Reporting Form (see Appendix B) all the background details and what was said using the child or vulnerable adult's own words, within 24 hours.

If a referral is made through First Response it must be followed up by a written referral within 48 hours using the multi agency referral form. For further guidance on making a referral about a child please go to Part 3 of Staffordshire Safeguarding Children Board's Inter-agency procedures at; <http://www.staffsscb.org.uk/professionals/procedures/>.

The record should include:

- The date and time.
- The child or vulnerable adult's name, address and date of birth.
- The nature of the allegation.
- A description of any visible injuries.
- The employees observations - e.g. a description of the child or vulnerable adult's behaviour and physical and emotional state.
- Exactly what the child or vulnerable adult said and what was said in reply. Record the child or vulnerable adult's account of what has happened as accurately as possible.
- Any action taken as a result of the concerns being raised e.g. who was spoken to and resulting actions. Include names, addresses and telephone numbers.
- Sign and date what has been recorded.
- Store the information in accordance with relevant procedures, e.g. Data Protection, see section 5.10.
- Report to and inform your line manager and/or the Council's Designated Child and Vulnerable Adults Protection Officer.

## Actions to Avoid

The person receiving the disclosure should not:

- Dismiss the concern.
- Panic.
- Allow their shock or distaste to show.
- Probe for more information than is offered.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Make promises or agree to keep secrets.
- It is extremely important that you do not ask the child, young person, vulnerable adult or any witnesses to sign your written information as this will be significantly detrimental to any subsequent police investigation.
- Do not take photographs of any alleged injuries. If you use your mobile telephone or any other available photographic equipment, this equipment may be confiscated by the police and later used as evidence.

## Responding to Suspicions

In the first instance if an employee has any suspicions regarding a child or vulnerable adult who they think is being abused it is important for them to act immediately and share their concerns with the Designated CP Officer. They should then jointly complete the incident reporting form as immediate action may be required to promote the safety of a child / vulnerable adult.

Copies of these forms are available on the intranet. **Where there is evidence of immediate harm then the employee should phone 999 and report the incident to the Police.**

It is the responsibility of the designated Child Protection Officer to take a lead on reporting any concerns to the VCD First Response Team and / or the Police and to assist in any further action required on behalf of the Council.

The service manager should also ensure that the employee reporting the incident is reassured that their concerns are being appropriately addressed and that they have access to staff support if needed.



## Actions to be taken by the Designated Child Protection Officers / Departmental Child Protection Officers/ Senior Managers

- Where concerns relate to a **child or young person** the Designated CP Officer should seek advice from Staffordshire Children's Social Care's First Response Team on **0800 1313126 (between 8.00 am and 8pm)** or via a brief e-mail [firstr@staffordshire.gov.uk](mailto:firstr@staffordshire.gov.uk) with your contact details (**please note this should not include any confidential details about a child or young person**) and explain the need for an urgent response due to a child protection concern.
- **Outside of 8.00 am and 8.00pm** any concerns relating to a child should be directed to Staffordshire Children's Social Care Services (Vulnerable Children Division) **Emergency Duty Service on 0845 6042886.**
- Alternatively you can contact Staffordshire Police Central Referral Unit on **0300 1234455** or dial **999 in an emergency.**
- Where there are concerns relating to a **vulnerable adult** advice should be sought from the Access Team based at Tamworth Social Services Area Office, Marmion House (telephone 01827 475506). A referral can also be made direct to the **Staffordshire Social Care and Health 0845 6042719.**

**Always make a note of the name and title of the person you have passed your concerns on to.** Please ensure that your concerns are followed up in writing to the FRT or police within 48 hours and that it reflects the verbal referral information you have already shared. For further guidance on making a referral about a child please go to Part 3 of Staffordshire Safeguarding Children Board's Inter-agency procedures at; <http://www.staffsscb.org.uk/professionals/procedures/>.

## Sharing Concerns with Parents, Carers or Partners

Whilst delivering our services to children there is a commitment to work in partnership with parents/carers and share concerns about their child or vulnerable adult. Therefore in most circumstances it would be important to talk to parents or carers to clarify any concerns. For example if a child seems withdrawn, there may be a reasonable explanation which a parent can provide. In most cases this decision will be taken and followed up by Children's Social Care Services as the professional body on protection issues.

## **When it is Inappropriate to Share Concerns with Parents, Carers or Partners**

There are circumstances when children/vulnerable adults can be placed at greater risk by sharing concerns with their parents/carers e.g. where the parent/carer is the one who may be responsible for the abuse, or not able to respond to the concern appropriately. In these circumstances, or where concerns still exist despite an explanation from parents/carers, any suspicion, allegation or incident of abuse must be reported to the Child and Vulnerable Adults Protection Officer immediately and recorded.

## **Responding to allegations against Staff or Volunteers**

It is important that any concerns for the welfare of the child or vulnerable adult arising from abuse or harassment by a member of staff or volunteer should be reported immediately to the **Designated Child and Vulnerable Adult Protection Officer** and an incident report form completed. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult senior colleagues including the Service Manager and Head of Human Resources who will seek to gain advice from the Children's Social Care Services and/or Staffordshire Police.

The Designated Child and Vulnerable Adult Protection Officer consult with the Local Area Designated Officer from Staffordshire County Council who will jointly take all decisions about the type, level and conduct of the investigation, and will take responsibility for informing the relevant other bodies such as the Police and the VCD First Response Team.

## **Support for the Reporter of the Alleged Abuse**

Strong feelings may be generated by the discovery that a member of staff or volunteer is, or may be, abusing a child or vulnerable adult. This can raise concerns among other staff or volunteers and create difficulties in reporting such matters. The Council will fully support and protect all staff/volunteers who, in good faith (without malicious intent), report his or her concern about a colleague's practice or the possibility that a child or vulnerable adult may be being abused.

This support may take the form of counselling through the Council's service, moving the person reporting the abuse / potential abuse to another workplace temporarily whilst the incident is reported. The

Council also has a Confidential reporting (whistleblowing) Procedure which should be consulted in these situations.

## Types of Investigation

Where there are allegations of abuse about a member of staff there may be three strands of investigation which follow Local Authority Designated Officer (LADO) guidelines:

- Child/Vulnerable Adult Protection investigation
- A disciplinary or misconduct investigation
- Criminal Investigation

The Council will consider suspending any employee accused of abuse pending a formal investigation. Suspension is a neutral act that does not imply any form of guilt. If suspension is felt unnecessary the member of staff will be relocated to another area of work pending the outcome of the formal investigation. An investigation will be carried out as quickly as is practically possible for the protection of all parties involved. The Council will assess each individual allegation on its own, taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with Council policy and procedure.

Further guidance available at

<http://www.staffsccb.org.uk/NR/rdonlyres/B423F1E7-9E1E-4C51-BF56-364932A39B59/158008/MicrosoftWordPart7AllegationsManagementreviewedMarc.pdf>

## Confidentiality

- Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

**\*Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation. This includes contacting the alleged perpetrator. Advice should FIRST be sought from the police and/or Children's Social Care LADO.**

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or vulnerable adult, their family and any child/vulnerable adult protection investigations that may follow.

Any individual under supervision has the right to be notified about the cause for concern. This should be done in joint consultation with Children's Social Care Services and the Police. It is important that the timing of this does not prejudice the investigation.

Recorded information should be stored in a secure place with limited access e.g. to the Designated Child and Vulnerable Adult Protection Officer, and in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If enquiries arise from the public (including parents) or any branch of the media, it is vital that all staff, elected members and volunteers are briefed so that they do not make any comments regarding the situation. Staff, elected members and volunteers should be informed who the relevant designated Council spokesperson will be, and all enquiries directed through them. Staff, elected members and volunteers should reply 'no comment' to all questions / enquiries.

## **6 Promoting Good Practice with Children and Vulnerable Adults**

### **Code of Conduct for the Protection of Children and Vulnerable Adults**

It is possible to limit the situations where the abuse of children and vulnerable adults may occur, by promoting good practice to all staff, elected members and volunteers.

This code of conduct details the type of practice required by all staff, elected members and volunteers when in contact with children or vulnerable adults. The types of practice are categorised into good practice, practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member of staff will be dealt with through the Councils Disciplinary Procedure.

### **Good Practice for working with Children and Vulnerable Adults**

Tamworth Borough Council supports and requires the following good practice by staff, members and volunteers when in contact with children and vulnerable adults.

When working with children and vulnerable adults all parties should:

- Adhere to the children, young people and vulnerable adult's policy at all times.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Be an excellent role model including not smoking or drinking alcohol in the company of children and vulnerable adults.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelling; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships on mutual trust that empower children and vulnerable adults to share in the decision making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

An example form for obtaining parental consent for taking part in events / activities is given at Appendix D.

### **Practice to be avoided**

In the context of job roles within Tamworth Borough Council, the following practice should be avoided by employees:

- Avoid having favourites - this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
- Ensure that when children or vulnerable adults are taken away from home adults avoid entering their rooms unless in an emergency situation or in the interests of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid, where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

NB. It may sometimes be necessary to do things of a personal nature for children or vulnerable adults, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of the parent or guardian. In an emergency

situation that requires this type of help, employees should endeavor to have someone present and fully inform the parents as soon as it is reasonably possible. In such situations it is important that all staff etc are sensitive to the child or vulnerable adult and undertake personal care tasks with the utmost discretion. Staff should not take on the responsibility for tasks for which they are not appropriately trained.

### **Practice never to be sanctioned**

In the context of job roles within the Council, the following practices should never be sanctioned by employees:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child or vulnerable adult in a sexually suggestive manner.
- Never allow children and vulnerable adults to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.
- Never invite or allow children or vulnerable adults to stay at an employee's private home.

Never use the internet to access child pornography sites (see Acceptable Use Policy).

<http://tbcintranet/Documents/DOC%207.2%20Acceptable%20Use%20Policy.doc>

- Never physically restrain a child or young person unless this is an appropriate response to prevent physical injury to the individual or to another person, or to prevent damage to any property. In any circumstances physical restraint must be proportionate and reasonable otherwise the restraint could be defined as assault.
- Never leave children unattended or with employees who have not been subject to an appropriate CRB check.
- Never issue medication to a child or a vulnerable adult unless there are specific and detailed instructions and written consent given by the child / young person's parent, carer or legal guardian (someone who has parental responsibility for the child / young person).

Important Note: In special cases room sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, it should be explained why this is necessary to the child/vulnerable adult and their parent or guardian and their consent sought. Where possible ensure that at least two adults, preferably male and female are in the room.

Employees who breach this code of behaviour shall be subject to the Council's disciplinary procedures.

### **First Aid and Treatment of Injuries**

If a child or vulnerable adult requires first aid or any form of medical attention whilst in the care of an employee, 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/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult'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 or vulnerable adult'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.

### **For Transporting Children and Vulnerable Adults Away From Home**

If it is necessary to provide transport or take children or vulnerable adults away from home the following good practice must be followed:

- Where practical request written parental/guardian consent if members of staff are required to transport children or vulnerable adults.

- Always tell another member of staff that a child is being transported, giving details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat behind the driver, seatbelts are worn and booster seats in place.
- Ensure where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by the Council's Child and Vulnerable Adult Protection Policy and Procedures.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other staff and parents/guardians.

### **Use of Contractors**

Tamworth Borough Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Service Level agreements or contracts in place for these contractors should therefore specify this requirement.

Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children or vulnerable adults, must have an appropriate CRB check and their own equivalent Children and Vulnerable Adult Protection Policy, or failing this, must confirm in writing to the relevant departmental manager that they have read and understood and are willing to comply with the terms of this policy and associated procedures.

Where there is potential for contact with children or vulnerable adults it is the responsibility of the manager who is using the services of the contractor (the Client) to check that the correct Criminal Records Bureau check has been satisfactorily completed.

### **Guidelines on Children and Vulnerable Adults in Publications and on the Internet**

Websites and publications provide excellent opportunities to publicise achievements of individuals and provide a showcase for the activities of children and vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure the Council's publications and information on the internet does not place children or vulnerable adults at risk.



- Publications or information on an internet site must never include personal information that could identify a child and vulnerable adult. Any contact information must be directed to the Council or another relevant organisation's address.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to first names only.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken when publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.

Important Note: Any concerns or enquiries about publications or internet information should be reported to the Council's Designated Child and Vulnerable Adults Protection Officer Jane Hackett on 01827 709258.

### **Guidelines on Use of Photography, Videoing and Filming of Children and Vulnerable Adults - (Including Mobile Phone Technology)**

There is evidence that some individuals have used public events as an opportunity to take inappropriate photographs or film footage of children. The following best practice is to be adopted to protect children and vulnerable adults who are being photographed or videoed.

- When commissioning professional photographers or inviting the press to cover Council services, events and activities organisers must ensure that they make expectations clear in relation to child and vulnerable adult protection.
- Organisers must check the credentials of any photographers and organisations used.

- Where possible the consent of the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Council.
- An activity or event specific identification badge/sticker must be provided and clearly displayed at all times, by accredited photographers, film and video operators on the day of the activity or event.
- Unsupervised access must not be allowed to children or vulnerable adults or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or vulnerable adults home.
- It is recommended that the names of children or vulnerable adults should not be used in photographs or video footage, unless with the express permission of the child or vulnerable adult's parent or guardian.
- Tamworth Borough Council reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The specific details concerning photographic /video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of an event. The recommended wording is, *"In line with the recommendation in the Councils Children and Vulnerable Adult Protection Policy, the promoters of the event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectators entry desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoters conditions."*

Any concerns with photographers or video or film operators are to be reported to the Council's Child and Vulnerable Adult Protection Officer and where relevant, the Police.

### **Parents/Carers use of Photographic and Filming Equipment at Events**

It is good practice to inform parents/carers of our expectations of them using their own photographic/filming equipment at events organised by the Council.

- Parents/carers and spectators should register with the organiser, their intent to use zoom, close range photography or filming equipment at an event.

- Children, vulnerable adults, parents/carers should be informed that if they have concerns they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography or filming should be reported to the organiser, or senior member of staff present. It is their responsibility to record the incident on the incident report form and pass on to the Child and Vulnerable Adult Protection officer to take appropriate action.

An example of wording to be displayed at an event or on publicity material prior to the event should follow the lines of:

*“In line with Tamworth Borough Council’s Children and Vulnerable Adults Policy, any person wishing to engage in the zoom, close range photography or filming, should register their intent with the event/activity organiser, prior to carrying out any such photography or filming. The organiser reserves the right to refuse any such photography or filming if there are concerns or complaints about its appropriateness”*

An example form for use at Events and for taking photographs, video material is given at Appendix C.

### **Videoing as a Coaching Aid**

There is no intention to prevent coaches or teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

### **Best practice in the recruitment of staff and volunteers working with Children**

#### **Pre-recruitment**

If any form of advertising is used to recruit staff and volunteers, it should reflect:

- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- The Council’s open and positive stance on children and vulnerable adult protection.
- The use of the Criminal Records Bureau and other Vetting and Barring procedures to promote safe recruitment and selection processes.

## Applicant Information

All applicants, whether for paid or voluntary, full- or part-time positions, should complete an application form which should elicit the following information:

- Name, address and National Insurance Number.
- Past career, relevant interests, any gaps in employment and reasons for leaving.
- Relevant experience, educational qualifications, job specific qualifications and training.
- Any criminal record.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and vulnerable adults where it is a requirement of the job and a willingness to assist in the completion of a CRB check.

## Checks and References

Staff and volunteers recruited to work in services for children and vulnerable adults must be checked for any possible irregularities (or issues), which may give reason for concern.

- A minimum of two references must be taken up, one of which must be the previous employer and if available, at least one should be associated with former work with children or vulnerable adults. Written references will be followed up by letter or telephone. References should include the applicant's suitability to work with children or vulnerable adults where it is a requirement of the job.

In accordance with guidance from the Criminal Records Bureau (CRB), all posts that have direct contact with children and vulnerable adults will require an Enhanced CRB Disclosure. These checks will be completed by the Human Resources Team.

If a CRB check highlights an unspent conviction a risk assessment will be carried out to assess the suitability of the applicant to work with children or vulnerable adults. This will be carried out by the line manager and the

Head of Human Resources and the outcome verified by the Designated Child and Vulnerable Adult Protection Officer.

## **Interview**

Interviews are carried out in line with the Council's Recruitment and Selection procedures. The interview is likely to include questions on how to deal with children and vulnerable adult protection issues.

## **Induction and Training**

Checks are only part of the process to protect children and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concern of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children and vulnerable adults from possible abuse.

The induction and training should include:

- An assessment of the training needs required.
- Clarification, agreement and signing up to the Council's Code of Conduct for Employees.
- Clarification, agreement and signing up to the Council's Children and Vulnerable Adult Protection Policy and Procedure Guidelines (policy declaration (Appendix D) is signed and completed).
- The expectations, roles and responsibilities of the job are clarified.
- As a minimum The Council expects all staff to have undergone formal children and or vulnerable adult training related to their job within 6 months of commencement of employment with the Council. Refresher training will be required every 3 years. This is the responsibility of line managers in services where children and/or vulnerable adults are clients/customers.

## **Probation, Monitoring and Appraisal**

All newly appointed members of staff undergo an agreed period of probation on commencement of their role.

All members of staff who have contact with children and vulnerable adults will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs

and address any issues of poor practice. Line Managers should be sensitive to any concerns about poor practice and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

It is the responsibility of Line Managers to monitor good practice. This can be done in a number of ways:

- Direct observation of the activity or service.
- Staff appraisals, mentoring and providing feedback on performance.
- Children and adults feedback on the activities or services.

### **Rehabilitation of Offenders**

Tamworth Borough Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Having a criminal record will not necessarily bar someone from working with the Council. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant.

Failure to declare a conviction, caution or pending police action, will disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light.

## Contact Information

### **Tamworth Borough Council**

**Designated Child and Vulnerable Adult Protection Officer is the Council's Monitoring Officer**

Jane Hackett **01827 709258**

### **Deputy Child Protection Officer**

Deputy Director (Communities, Planning and Partnerships)

Rob Mitchell **01827 709616**

### **Departmental Designated Child and Vulnerable Adult Protection Officers:**

Housing Services

Heather Wilson **01827 709472**

Rachel Ashford **01827 709484**

Lee Birch **01827 709474**

Lisa Hall **01827 709507**

Tina Mustafa **01827 709467**

Communities, Planning & Partnerships

Neil Mason **01827 709568**

Stephanie Ivey **01827 709381**

### **Staffordshire County Council Children's Social Care Services**

**First Response Team:** For all child protection issues contact:

First Response Team - **0800 1313126** (between 8.00am and 8.00 pm)

If you experience a delay due to the high volume of calls, please e-mail [firsttr@staffordshire.gov.uk](mailto:firsttr@staffordshire.gov.uk) giving your name, contact details and that you have a child protection concern and a First Response Team operator will ring you back. **Please remember not to detail any personal information about service users within any e-mail communication** or contact;

Staffordshire Police Central Referrals Unit on **0300 1234455**

**Outside of the hours of 8.00am and 8.00pm all child protection concerns need to be made to the Children's Social Care Emergency Duty Service on 0845 6042886**

### **For vulnerable adult issues age 18 and over contact:**

Staffordshire Social Care and Health on 0845 6042719

Confidential

**Child and Vulnerable Adult Safeguarding - Initial Concerns Form**

To be given to designated child and vulnerable adult protection officer

**ABOUT YOU**

Your Name	
Job Title	
Contact Tel No.	
E-mail Address	
Date concern raised	
Time concern raised	

**ABOUT THE CHILD/VULNERABLE ADULT**

Name of child / vulnerable adult you have concerns about	
Address of child/vulnerable adult you have concerns about	
Date of Birth of child/vulnerable adult (if known)	
Name of parent or carer responsible for child /vulnerable adult (if known)	

**NATURE OF YOUR CONCERN**

(please include as much detail as possible)

--

**ACTION YOU HAVE TAKEN**

<p><u>Details of what you have done with the concern</u>                  e.g. passed concerns on to Police, passed to First Response, passed to Designated Officer ...</p>	
Reference Number if applicable	

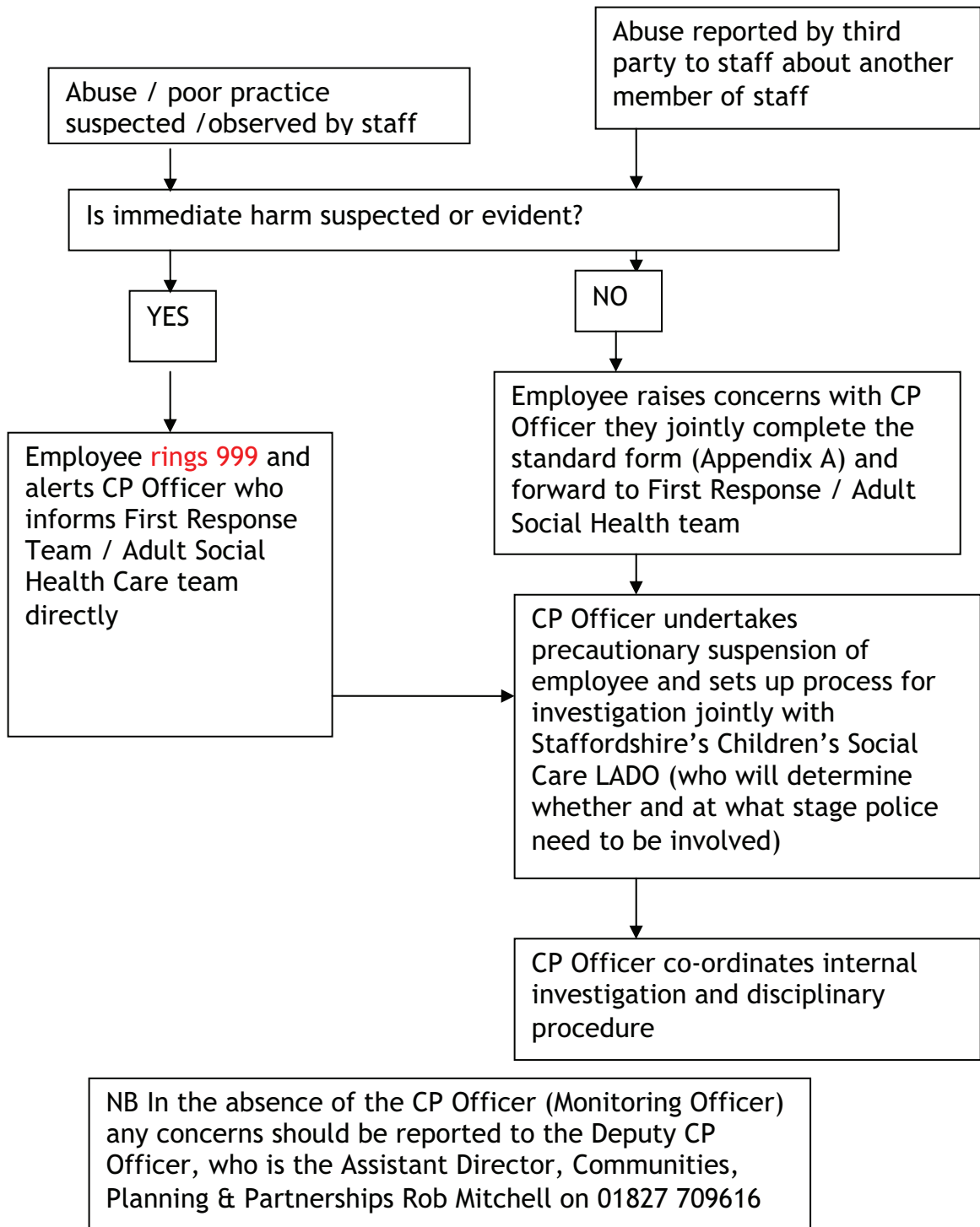


**To be completed by Tamworth Borough Council's Designated Child & Vulnerable Adult Protection Officer**

<b>Designated Child Protection Officer's name</b>	
<b>Date concern received</b>	
<b>Time concern received</b>	
<b><u>Action you have taken</u></b>	
<b>Reference Number if applicable</b>	
<b>Has the Multi Agency Referral Form been completed</b> <a href="http://www.staffsscb.org.uk/professionals/procedures/">http://www.staffsscb.org.uk/professionals/procedures/.</a>	

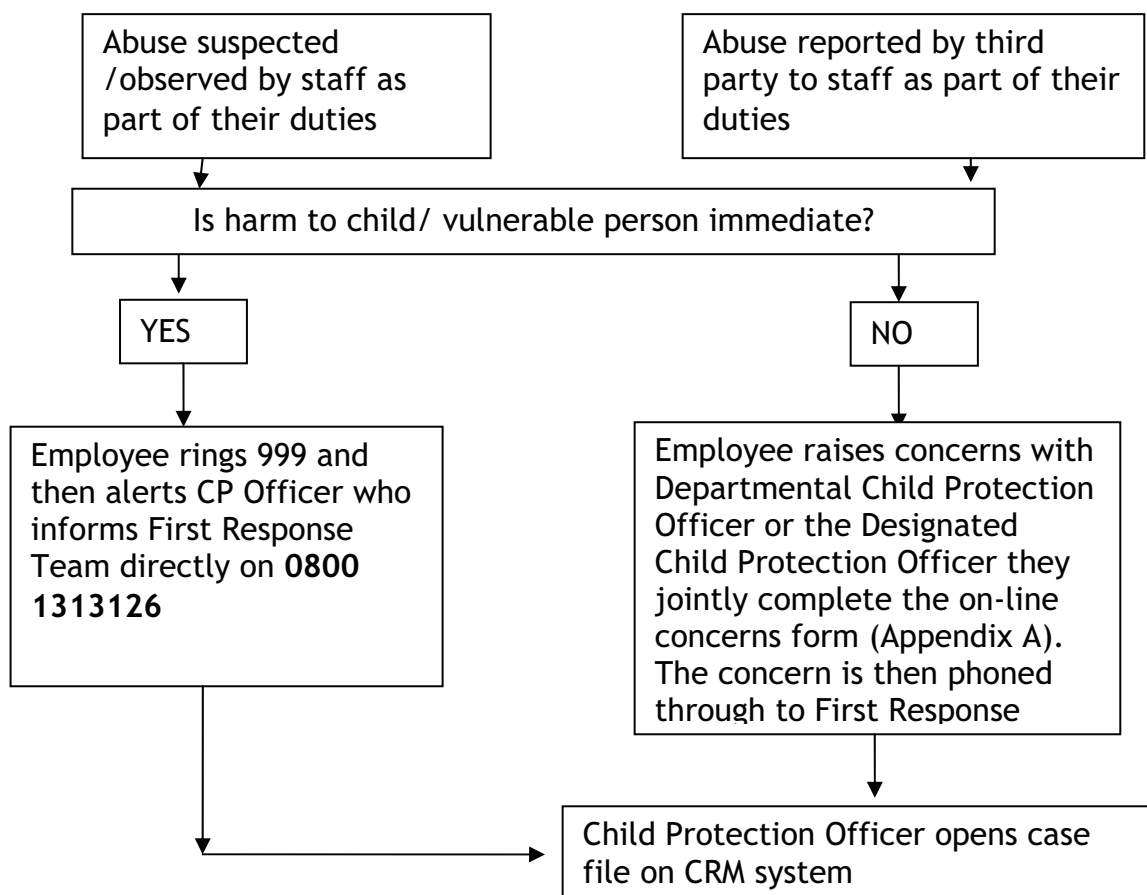
1 Flow chart of Actions

Suspicious of abuse reported or identified - involving a member of TBC staff



## 2 Flow chart of Actions

### Suspicions of abuse reported or identified - not involving a member of TBC staff



NB In the absence of the CP Officer (Monitoring Officer) any concerns should be reported to the Deputy CP Officer, who is the Assistant Director, Communities, Planning & Partnerships, Rob Mitchell on 01827 709616 or one of the Departmental CP Officers or directly to the First Response or Vulnerable Adult Protection Team

**Example Consent Form**

**All information will be treated in strict confidence**

Please use block capitals and print clearly

<b>Event/Activity:</b>	<b>Date:</b>
<b>Name of child:</b>	<b>Date of birth:</b>
<b>Home address:</b>	
<b>Home telephone No:</b>	<b>Mobile telephone No:</b>
<b>Medical conditions (if any) e.g. asthma, diabetes, allergies:</b>	

I confirm that my son/daughter is in good health and I give consent / do not consent for my son/daughter to participate in the above event/activity.

I consent / do not consent to any emergency treatment required by my son/daughter during the course of the event/activity

I give / do not give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Tamworth Borough Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).

The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Name of Parent/Guardian:

.....

Signature:..... Date: .....

**Consent Form for the use of Cameras and other Image Recorders**

Event you would like to take photographs at	
Reason for taking photographs:	
Name of company (if taking photographs in a professional capacity)	
<p>Full name and address of person taking photographs:</p>    <p>Tel No:          Mobile Tel No.          E-mail Address          Date of Birth ...../...../.....</p>	
Relationship of the photographer and subject(s)	
Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising etc)	

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed.....  
 Date .....

Authorised by:.....

Date:.....

Position held:.....

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes contained within our Registration Document which is publicly available from Tamworth Borough Council or the Information Commissioners Office, [www.ico.gov.uk](http://www.ico.gov.uk).

**Photography Consent Form to be completed by parents**



I give my permission for my child's photo to be taken and used for promotional purposes produced by Tamworth Borough Council only, no names will be used and information will be stored in conjunction with the Data Protection Act 1998.

The photos will only be used for promotional purposes for one year.

Parent/Guardian (Print Name):

.....

Parent/Guardian (Signature):

.....

Name of Child:.....

**Declaration**

Tamworth Borough Council is fully committed to safeguarding the wellbeing of children and vulnerable adults by protecting them, from neglect, physical, sexual, emotional and financial harm.

Working as an employee or volunteer of Tamworth Borough Council or as an elected member it is important that you have taken time to thoroughly read this Children and Vulnerable Adult Protection Policy and Procedures.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our care.

Declaration:

I have read and understood Tamworth Borough Council's Children Protection Policy and Procedures and I accept the principles therein.

Signed: .....

Date: .....

Name (Please print):

.....

Position in organisation:

.....

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