



**Horsham
District
Council**

EVERYONE MATTERS SAFEGUARDING MATTERS



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

What's it all about?

March 2011

Everyone Matters. Safeguarding Matters.

The Council is committed to safeguarding all Children, Young People and Vulnerable Adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation.

What is Safeguarding?

There are two parts to safeguarding children, young people and vulnerable adults. These are a duty to:

- *protection* from maltreatment
- *prevent* impairment (ie injury or harm)

The term child or young person is used to refer to anyone under the age of 18 years while the term vulnerable adult can include people (over 18 years) 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 Council intends to safeguard Children, Young People and Vulnerable Adults from the following types of abuse, including physical abuse, sexual abuse, emotional abuse, financial abuse, neglect, bullying and risk of injury.

Why Safeguard?

Everyone, including children, young people and vulnerable adults, has the right not to be abused. Horsham District Council recognises the need to ensure the welfare of Children, Young People and Vulnerable Adults when they come into contact with the services provided by the Council.

The Children Act 2004 includes a specific duty on District Councils to ensure that its functions are discharged having regard to the need to safeguard and promote the welfare of children (Section 11) as well as a duty for the Council to co-operate to improve the well-being of children and young people (Section 10). Currently there is no statutory duty for District Councils to report suspected abuse of vulnerable adults; however Horsham District Council is committed to applying the principles of safeguarding children and young people to vulnerable adults.



All staff, volunteers and Elected Members working for Horsham District Council have a responsibility for the safety of children, young people and vulnerable adults. (Staff refers to casual, temporary, and permanent staff. Consultants and contractors are covered through Procurement).

When and Where?

Horsham District Council delivers a range of services and activities to children, young people and vulnerable adults, and recognises that these may have a very powerful and positive influence on them. In addition to direct service delivery, the wide ranging nature of the Council's work gives many staff, volunteers and Elected Members one-to-one access to children, young people and vulnerable adults. There are many staff, volunteers and Elected Members who may not have direct contact, but who work in public spaces, develop policy and plan services for children, young people and vulnerable adults - it is equally important that these staff, volunteers and Elected Members have regard to the importance of Safeguarding.

How?

As many staff are in regular contact with children, young people and vulnerable adults, they are in a position to observe outward signs of abuse; they can and should alert others when such signs are observed. Staff and volunteers have a responsibility to be proactive, and to report suspected cases of abuse. **It is not the Council's job to establish whether or not abuse is taking place, however, it is the Council's responsibility to report any concerns over the welfare of children, young people or vulnerable adults.** This extends to the identification of abuse, poor practice by staff, volunteers and Elected Members, as well as allegations brought to the attention of the Council by a member of the public.

Recruitment

All staff and volunteers will be appointed in accordance with the Council's Recruitment and Selection Procedures and its CRB/ISA policy. (These are designed to provide a rigorous and thorough selection process and to carry out all necessary checks, particularly on individuals seeking to work with children, young people and vulnerable adults.

Training and Development

Training, development and continuous review is key to ensuring that this Safeguarding Children, Young People and Vulnerable Adults Policy is implemented effectively. All staff, volunteers and Elected Members will receive safeguarding training. The training will be at a level appropriate for their role.

Procurement

Partners or contractors working for, with, and on-behalf of the Council will be required to meet the Council's Safeguarding Children, Young People and Vulnerable Adults Policy requirements. All contracts let by the Council which involve services for those who may encounter CYPVAs will include appropriate reference to complying with the Council's Safeguarding Children, Young People and Vulnerable Adults Policy.

Funding - Grants and Service Level Agreements

Groups and organisations may apply to the Council for grant assistance, or to receive funding under Service Level Agreements, for services and projects that could have an impact on children, young people and/ or vulnerable adults. These will be subject to the applicant discharging their safeguarding responsibilities in line with Horsham District Council's statutory safeguarding responsibilities.

Responding to Disclosures

Abused children, young people or 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, young person or vulnerable adult is saying, staff, Elected Members and volunteers are already helping the situation. If a child, young person or vulnerable adult discloses abuse to you, you must:

1. Stay calm and be sensitive.
2. Clarify early in the discussion that the disclosure will need to be referred to the Council's Designated Officer(s), and depending on the severity of the information may be disclosed to the Police and Children and Adults' Services.
3. Record all observations and everything that is said.
4. Contact one of the Council's Designated Officers at the earliest possible opportunity.

Responding to Observations and Suspicions

If you observe or suspect abuse, you must:

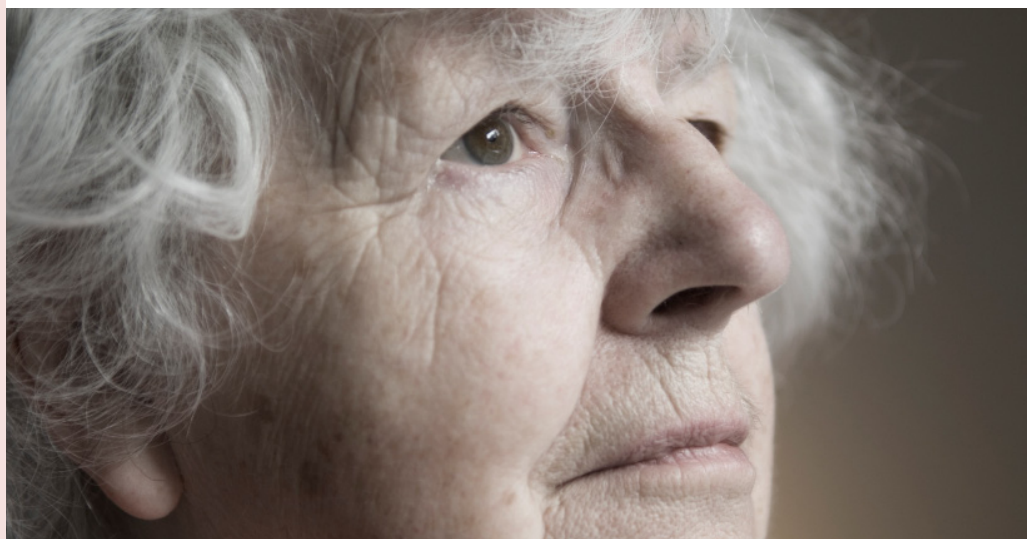
1. Stay calm and be sensitive.
2. Record all observations and everything that is said.
3. Contact one of the Council's Designated Officers at the earliest possible opportunity.

Out of Hours Arrangements

If you suspect abuse or abuse is disclosed to you outside normal office hours, you must:

1. Contact the West Sussex Children and Adults' Out-of-Hours Service directly on 01903 694422.
2. Record all observations and everything that is said.
3. Report the disclosure / suspicions and subsequent action to a Designated Officers the next working day.

Should you wish to consult with one of the Designated Officers before reporting your concerns to West Sussex Children and Adults Out-of-Hours Service, phone the Council's duty Officer on 07801 900491.



Allegations against Staff, Volunteers and Elected Members

It is important that any concern for the welfare of a child, young person or vulnerable adult arising from abuse, harassment, inappropriate conduct or neglect by member of staff, volunteer or Elected Member of the Council should be reported immediately.

If you have received an allegation about a member of staff / volunteer or are concerned about their poor practice, you must:

1. Stay calm and be sensitive.
2. Record all observations and everything that is said.
3. Contact the Council's Head of Corporate Support Services at the earliest possible opportunity, who will investigate in liaison with the Council's Lead Designated Officer.

If you have received an allegation about an Elected Member or are concerned about their poor practice, you must:

1. Stay calm and be sensitive.
2. Record all observations and everything that is said.
3. Contact the Council's Monitoring Officer at the earliest possible opportunity, who will investigate in liaison with the Council's Lead Designated Officer/Standards Committee, as appropriate

Recording

Staff, volunteers and Elected Members must fill in a CYPVAs Safeguarding Incident Reporting Form for all allegations, disclosures and suspicions relating to the safeguarding of children, young people and vulnerable adults. Staff, volunteers and Elected Members must also record all action taken by them in relation to all safeguarding allegations, disclosures and suspicion using the Record of Action Form. (Both available on the intranet or from any Designated Officer).

All forms must be completed and records updated as soon as immediately practical to ensure all the facts are recorded properly and accurately. All completed forms must be passed to the Designated Officer dealing with the allegation, disclosure or suspicion, and ultimately to the Lead Designated Officer. All completed forms and related correspondence will be held in a single, corporate database.

Reporting

All staff, volunteers and Elected Members must report safeguarding allegations, disclosures and suspicions to one of the Designated Officers or Lead Designated Officer immediately. It is the responsibility of the Council's Designated Safeguarding Officers to take a lead on and report allegations, disclosures and suspicions to Police and/or Children and Adult Services. It is also their responsibility to ensure completed forms/all records are passed to the Lead Designated Safeguarding Officer and to take any other action appropriate.

Useful Contacts

Cabinet Member Responsible for Safeguarding
Andrew Baldwin
Cabinet Member Housing and Community Support

Director Responsible for Safeguarding
Natalie Brahma-Pearl
Director of Community Services

Lead Designated Safeguarding Officer
Clare Ebelewicz

Senior Youth and Older Persons Officer
01403 215137 or 07920 246205

Officer Responsible for Safeguarding Allegation against Staff and Volunteers
Peter Dawes
Head of Corporate Support Services

Officer Responsible for Safeguarding Allegation against Elected Members
Sandra Herbert
Monitoring Officer

Designated Safeguarding Officers
Natalie Brahma-Pearl01403 215250
Anna Camp01403 215385 / 07767353479
Lynda Cheeseman01403 215285
Liz Creswick01403 215476
Clare Ebelewicz01403 215137 / 07920246205
Rachel Hale01403 215422
Madeleine Hartley01403 215168
Steve Hawker01403 215261 / 07734397892
Sandra Herbert01403 215482 / 07917244651
Kirsty Lindgren0845 6070999 / ext. 30233
Emma Parnaby01403 215575
Phil Penfold01403 739384 / 07734231073
Karen Spencer01403 215208 / 07734231007

The above officers can be emailed at firstname.surname@horsham.gov.uk, with exception of Kirsty Lindgren, whose email address is kirsty.lindgren@sussex.pnn.police.uk