

Safeguarding Children Policy

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1 st revision	Feb 2016	Julie Betteridge	Safeguarding Children and Adults combined policy separated into two separate policies namely Children's and Adults'
2.1	Nov 2018	Safeguarding Forum	Updates, checks regarding currency of associated documents, addition of procedure for staff leading groups in the Beacon
2.2	Sept 2019	Policy Officer	Safeguarding Champion and Cumbria Safeguarding Children Partnership details updated
2.3	Jan 2020	Policy Officer	LADO contact details amended
2.4	Aug 2020	Policy Officer	Updated to change name of DSL and amend reporting procedure
2.5	April 2021	Safeguarding Forum	Regular review with updates
2.6	February 2022	Safeguarding Forum	Addition of safeguarding protocol for online meetings

Document Approval

Version	Approved by	
V2.1	OSC	24 May 2016
	Executive	07 June 2016
V2.2	Full Council	9 April 2019

Document Distribution

This policy is to be available to all staff and elected members of Copeland Borough Council and placed on the Council's Intranet Site. A copy must also be provided to contractors and third parties undertaking work on Copeland Borough Council premises.

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Purpose

The Children Act 2004 (section 11) places a statutory duty on all Borough Councils to ensure that their functions are discharged with regards to the need to safeguard and promote the welfare of children. This duty extends to any functions or services that the Council contract out to others.

Copeland Borough Council is committed to fulfilling this legal and moral duty and will ensure that all children are protected and kept safe from harm whilst engaged in services organised by the Council.

In order to meet the statutory duties, set out in the Children Act (2004), Copeland Borough Council will use the guidance and protocols produced by Cumbria Safeguarding Children Partnership (CSCP)

This policy will:

- Highlight Copeland Borough Council's commitment to the protection of all children
- Outline the working arrangements that Copeland Borough Council has in place in order to fulfil the statutory duties set out in the Children Act 2004 (particularly section 11)
- Provide procedures on how to respond to and report a safeguarding concern
- Provide guidance on sharing information with other services or organisations in relation to a safeguarding concern.
- Provide guidance for staff working directly with children through the Beacon Museum activities and other council-organised events

It is not the responsibility of any one individual to decide whether abuse has taken place, however it is the responsibility of every individual to take appropriate action where there is a risk of or actual harm, abuse or neglect to a child.

All employees and elected members should follow this policy and procedure when reporting a safeguarding concern.

Introduction

Legislation

[The Children Act 1989](#) initially placed the duty on local authorities to safeguard and promote the welfare of all children in their area. The 1989 Act allowed local authorities to intervene in the lives of children and families if there was a risk of significant harm to the child.

[The Children Act 2004](#) builds upon frameworks established by the 1989 Act and forms part of a wider Government Strategy to improve outcomes for every child.

Section 11 of the Children Act 2004 Places duties on a range of organisations, agencies and individuals to ensure their functions and any services that they contract out to others are discharged having regard to the need to safeguard and promote the welfare of children.

The Government Guidance, [Working Together to Safeguard Children](#) statutory guidance on inter-agency working to safeguard and promote the welfare of children, July 2018, updated December 2020, explains how safeguarding should be achieved through the integrated efforts of all statutory organisations that work with children. All statutory organisations, including Borough Councils, are required to consider safeguarding when planning, delivering or commissioning their services.

Copeland Borough Council discharges a number of functions that impact upon the lives of children and families, these include, but are not limited to, Licensing; Planning; Environmental Health; Waste Services; Strategic Housing; Parks; Enforcement; Leisure Management, Tourism and Customer Services.

The nature of work carried out by the Council means that some employees, elected members, contractors, partners and volunteers will work in close proximity to children as part of their daily duties. As such, the Council has a significant role to play in safeguarding children and the promotion of their welfare.

Copeland Borough Council uses Corporate, HR, Health and Safety and service specific policies to enable it to meet its duty to safeguard children.

The council observes a number of legal duties that function to protect children.
(See Legislative Framework Summary pg. 19)

Cumbria Safeguarding Children Partnership (CSCP)

Every local authority area has an Independent Local Safeguarding Children Board (LSCB). LSCB's are responsible for ensuring agencies work together to safeguard children and for testing how effectively this happens.

The Cumbria LSCB became The Cumbria Safeguarding Children Partnership (CSCP) on the 29th September 2019.

The Children and Social Work Act 2017 replaced LSCBs with new local safeguarding arrangements, led by three named statutory safeguarding partners (local authorities, chief officers of police, and NHS clinical commissioning groups). The three partners will assume the responsibilities that sat with the former LSCB. In Cumbria these partners are Cumbria County

Council, Cumbria Constabulary, NHS North Cumbria Clinical Commissioning Group and NHS Morecambe Bay Clinical Commissioning Group.

As a two-tier area, Cumbria County Council is responsible for the Cumbria Safeguarding Children Partnership (CSCP). (Previously the Local Children Safeguarding Board). Copeland Borough Council's Strategic Housing and Social Inclusion Manager currently represents all districts on the Partnership.

Sharing Information

Children Act 2004 (section 10) places a duty on all statutory organisations to work together to safeguard children. Where appropriate, Copeland Borough Council will cooperate and share information with other organisations.

When sharing information, CBC will follow the HM Govt. information sharing protocol [Safeguarding/Information sharing advice](#) See also Appendix B Information Sharing flowchart.

Early Help

Early help is the most effective way to safeguard and improve the lives of children. Statutory organisations are in a good position to improve the outcomes for children by providing local level help or support as soon as a problem arises.

In February 2021 the CSCP and Children's Trust Board (CTB) launched a joint **Early Help**

Partnership Strategy

[Early Help strategy 2020-23](#)

Scope

This policy details how Copeland Borough Council will meet its statutory duties to safeguard and promote the welfare of children, as set out in the Children Act 2004.

The policy sets out the roles and responsibilities of employees and elected members in relation to safeguarding, and offers guidance on how to record and report safeguarding concerns.

The policy applies to all Copeland Borough Council employees, elected members, volunteers, and anyone - including contractors and partners - delivering services on behalf of the Council.

The policy applies to all services discharged by Copeland Borough Council, including services discharged on behalf of the Council.

The policy applies to the safeguarding of all children (anyone under 18) irrespective of race, colour, religion, ethnicity, sex, age, disability, nationality, sexual orientation or gender reassignment.

Definitions

The Council will use these definitions in the implementation of this policy.

Child - Anyone aged under 18.

Those aged 16-18 are included in the legal definition of a child.

Safeguarding and protecting the welfare of children:

Protecting children from maltreatment.

Preventing impairment of children's health or development.

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.

Enabling children to have optimum life chances and enter adulthood successfully.

Taking action to enable all children to have the best outcomes.

Abuse:

A form of maltreatment of a child.

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Children may be abused by an adult or adults, or another child or children.

Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse.

Definitions of types of abuse can be found in Appendix A

Roles and Responsibilities

Council employees, elected members and volunteers.

All Copeland Borough Council employees, elected members and volunteers have a responsibility to carry out their duties with regard the need to safeguard and promote the welfare of children.

Details of safeguarding roles and responsibilities are relayed through the induction process, corporate policies and procedures, safeguarding training, job profiles and work programmes.

Safeguarding training at Level 1 is mandatory for all CBC staff, elected members and volunteers. Level 2 and 3 training is undertaken by officers and elected members who have specific roles relating to this policy.

The safeguarding issue is the immediate priority.

If a complaint is received about a member of staff or elected member following a referral for a safeguarding concern this will be investigated in line with CBC Complaints Policy. Providing that the referral was made following the guidelines within this policy, action would not normally be taken against the member of staff or elected member.

Contractors and partners.

Through procurement clauses in contracts, service level agreements and partnership terms of reference, anyone delivering services or representing Copeland Borough Council (employed or in a voluntary capacity) will be made aware of the Council's statutory duties. All contractors and partners will be expected to operate in compliance with this or their own safeguarding policy.

Designated Safeguarding Lead (DSL)

All statutory organisations must have a clear line of accountability and reporting in relation to safeguarding issues.

The Designated Safeguarding Lead (DSL) for Copeland Borough Council is currently the Strategic Housing and Inclusion Manager, supported by the Strategic Housing and Inclusion Officer. The Chief Executive is the Deputy DSL.

The DSL will review all safeguarding concerns that are recorded using the Council's Record of Safeguarding Concern form. Then, in conjunction with the appropriate line manager, the DSL will decide whether a local level early intervention is sufficient to meet the needs of the child, or whether the needs of the child can only be met by a higher level, multi-agency intervention. If the latter is the case, the DSL is responsible and accountable for referring all safeguarding concerns to Cumbria County Council via the Children's Safeguarding Hub.

Designated Safeguarding Officers (DSO)

The council will appoint a number of DSOs who will be known as Safeguarding Champions. They will support the DSL in their role and be the first point of contact for reporting and advice to staff and members.

Representation will be from teams that are public-facing and most likely to encounter safeguarding issues and those staff involved in policy matters and recording of safeguarding incidents.

DSOs can be appointed at any time and will be trained to Safeguarding level 2 standard.

Safeguarding Forum

The Council has a Safeguarding Forum, which supports the DSL in the following functions:

- Ensuring that the safeguarding policies are up to date.
- Overseeing implementation of the policy and procedure identifying and resolving any barriers to its effective delivery
- Receiving and reviewing anonymised management information relating to reporting
- Assisting in the completion of the Section 11 audit.
- Ensuring that the Council complies with safer recruitment procedures.

- Providing a point of contact to all employees and elected members with regard to safeguarding queries.
- Supporting staff to inform the Safeguarding Hub when necessary and help to complete the single contact form.
- Providing support for staff and elected members carrying out their responsibilities in line with this policy

The Safeguarding Forum meets on a quarterly basis and is chaired by the Elected Member Safeguarding Champion. The DSL and DSOs sit on the forum

Local Authority Designated Officer (LADO)

The Children Act 2004 requires that each Local Authority has a Local Authority Designated Office (LADO). The role of the LADO is to manage allegations against people who work with children; this covers work which is paid, unpaid, voluntary, casual, agency or anyone self-employed. Cumbria County Council provide the LADO for Copeland.

[Cumbria safeguarding children LADO](#)

If a safeguarding concern arises relating to the conduct of an employee or elected member, the Council will seek advice from the LADO and follow protocols set out by the Cumbria Safeguarding Children Partnership.

Cumbria Safeguarding Children Partnership (CSCP)

The role of the CSCP is to coordinate efforts and provide the strategic and operational direction for safeguarding in Cumbria. Copeland Borough Council will follow the guidance and protocols provided by the CSCP.

The CSCP will coordinate higher level safeguarding referrals, assessments and interventions in Copeland.

Cumbria Safeguarding Children Hub (The Hub)

Cumbria County Council operate the Cumbria Safeguarding Hub as a gateway to Cumbria Children's Social Services.

In the case of a serious safeguarding concern where immediate protection is required, the DSL will contact the Cumbria Safeguarding Hub.

Policy Details

The Council has working arrangements in place which help it to meet the statutory duties set out in the Children Act 2004.

All employees and elected members should clearly understand their roles and responsibilities.

Policy, procedures, safeguarding training, job profiles and work programmes inform staff and elected member of their role and responsibilities.

An awareness of safeguarding and promoting the welfare of children is included in the corporate induction process and personal development process.

The Council has also published a guidance leaflet which is consistent with the Government's Guidance "What to Do If You're Worried a Child Is Being Abused"

The guidance leaflet reiterates that everyone has a legal and moral duty to report safeguarding concerns.

Continuous training and professional development.

All employees and elected members will attend safeguarding training.

Safeguarding training levels 2 and 3 is undertaken by those employees and elected members for whom their daily work duties deem it appropriate.

Through mandatory safeguarding training and work arrangements all employees and elected members will be made aware of:

- Their role and responsibilities for safeguarding and promoting welfare.
- How to record and report concerns.
- How to share information with other services or agencies that is relevant, proportionate and compliant with Freedom of Information legislation.
- Updates to statutory requirements and advice issued by the CSCP.
- How to use the Council's Confidential Reporting Policy (Whistleblowing).

Responsibilities for safeguarding and promoting the welfare of children is incorporated into the corporate and service planning process.

The annual service planning process should pay attention to the previous year's safeguarding activity and translate this and any updates to legislation into the following year's service arrangements.

Children, Young People and Families are involved in planning and developing services.

The Council seeks to ensure that service changes are informed by the views of services users, residents and customers and, where appropriate, children and parents.

The consultation process ensures the involvement of specific representative and interest groups including Howgill Family Centre, the Copeland Youth Council, Young Cumbria, and Cumbria Youth Alliance, Inspira and other youth projects and forums within Copeland.

Partnership and multi-agency working.

Where necessary, and using the CSCP guidance, the Council will seek to resolve or alleviate safeguarding needs at the earliest point and at a local level, this may involve working collaboratively with other statutory organisations.

The Council will work in partnership with The West Cumbria Community Safety Partnership, Local Multi Agency Problem Solving Partnerships (LMAPS), Multi Agency Risk Assessment Conferences (MARAC), as well as our Health and Housing partnerships.

Where there are conflicting issues with partner organisations, the Council will seek to resolve these matters in line with CSCP local procedure.

Safe and accessible services.

The Council will ensure that children are kept safe whilst using its services, through adherence to health and safety regulations and other standard policies, procedure and good practice.

Safer Recruitment and Vetting Procedures

All employees recruited to posts which have been identified as exempt from the Rehabilitation of Offenders Act 1974 or have been identified as having direct contact with children or sensitive information relating to children, are appointed using the recruitment policies and procedures issued by Human Resources (HR) and in accordance with Disclosures and Barring Service (DBS) checks.

The Council uses safer recruitment processes which apply vetting procedures.

All posts are assessed to determine whether they require a DBS check.

The Council's HR Department co-ordinate the recruitment processes and hold corporate and applicant information including that in relation to DBS checks.

Confidential Reporting (Whistleblowing)

The Council has an internal whistleblowing procedure in place. If an employee or elected member considers that the Council has not followed its safeguarding procedures, they should refer to the Confidential Reporting Policy.

Safeguarding Clauses

The Council has a responsibility to ensure that the services they contract out to others have regard to the need to safeguard and promote the welfare of children.

A standard safeguarding clause will be included in all procurement documentation, contracts, service level agreements and partnership terms of reference. [See Appendix F]

The Council's Procurement Strategy will ensure that future contractors and/or service delivery partners are able to comply with safeguarding requirements whilst working with, or on behalf of the Council.

Procedures and guidance

These guidance notes are not exhaustive. Employees and elected members should be mindful of other safeguarding issues within our community, such as trafficking, and grooming, further details can be found on the Cumbrian CSCP website www.cumbrialscb.com

Guidance on how to listen to and record a safeguarding concern.

When recording a safeguarding concern, employees and elected members should:

- Stay calm

- Take the person seriously and reassure them that they have done the right thing telling you.
- Be open and honest and tell them you are obliged to share the information with the Designated Safeguarding Lead and/or Council Safeguarding Champions
- Clarify details
- As soon as possible, record all details in writing using a Record of Safeguarding Concern (see Appendix C) including all the details you are aware of and what was said using the words of the person reporting.
- Attach any written notes to the completed Record of Safeguarding Concern form and deliver them to the DSL, your line manager or a member of the Safeguarding Forum who will forward it to the DSL.

Actions to avoid

When approached about a safeguarding concern, employees and elected members should not:

- Dismiss the concern
- Probe for more information than is offered or ask leading questions.
- Speculate or assume
- Make any comments about the alleged abuser
- Make promises about confidentiality or secrecy
- Suggest any actions or consequences that may occur as a result of the disclosure.

Guidance on how to report a safeguarding concern.

[see also flow chart at Appendix D]

- If you witness or are made aware of a safeguarding issue that you believe warrants an emergency response, please call the emergency services on 999.
- In the event that suicide is threatened by a young person, please also treat this as an emergency and contact the police on 101 to report a welfare concern
- If you witness or are made aware of a safeguarding issue where you believe a child needs urgent protection, please call Cumbria County Council Safeguarding Children Hub on 0333 240 1727. Using this number you can discuss your concerns with a professional from the child safeguarding team at Cumbria County Council, they can then decide if the child is at immediate risk.
- In most cases, you will be asked to report the details formally on-line by completing the Single Contact Form on the Cumbria Children's Safeguarding Hub website. The link for this is:
<http://cumbrialscb.com/professionals/hub/whattodoifyouhaveconcernsaboutachild.asp>
- If you witness excessive chastisement of a child on CBC premises or at an event organised by CBC, even if it is at another location or outside of council premises, and you consider there is risk of harm to the child, you should record it as above.

- Excessive chastisement may constitute prolonged and frequent hitting, i.e. one occasion of repeated hard hitting, prolonged hitting or several individual incidents in succession over a relatively short period by an adult or older child accompanying them.
- If you know the name and address of those involved, call 101 and put a referral through to the County Council Safeguarding Hub.
- If you do not know the name of those involved, then call 101 with a description and invite police to view CCTV if cameras are in operation at the location
- Where you are unsure what action to take speak with a safeguarding champion in line with CBC safeguarding procedures OR if out of hours call the county Council Safeguarding Hub to discuss and take agreed course of action.
Complete a CBC Record of Safeguarding Concern form.
- Excessive shouting and swearing at a child would generally fall below the safeguarding threshold but if you consider there is risk of harm, you should record it. If there does not appear to be risk of harm but you feel that it may causing offence to others, you should point this out to the person involved.
If you feel an informal approach may help diffuse the situation, this should be done in a friendly, non-threatening way with the intention to distract. A suggested approach might be 'Is there anything I can do to help?', or 'Shall we go and look at...?'
- Additional guidance for staff working directly with children who may be supervised or unsupervised by parents is contained in Appendix E

All Safeguarding concerns and actions must be documented and recorded

- Whilst on council business employees and elected members must make a record of all safeguarding concerns using the Council's Record of Safeguarding Concern form (RoSC) [See Appendix C]
- The RoSC form must be filled in as soon as is possible to ensure that all the facts are captured and recorded.
The completed RoSC form should be given to the DSL or deputy DSL, who will decide upon what action to take.
- Due to the sensitive nature of a safeguarding concern, it is advisable to deliver paper copies of the RoSC form by hand, if you are unable to do so, please send the RoSC form to the DSL or Deputy DSL in an e-mail marked 'Private and Confidential, Safeguarding' or via Microsoft Teams. If sent by email the form **MUST be encrypted** and the password given separately via Teams or by phone.
- RoSC forms are available on the Council's website and the Corporate Strategies and Policies Sharepoint site.

- Details of all safeguarding concerns are recorded on the Council's information managements system (Pentana) by the Policy Officer

Where necessary the Council will fulfil its legal duty to inform the Disclosure and Barring Service (DBS) of safeguarding concerns and/or subsequent disciplinary action or referrals.

How should a contractor or partner report a safeguarding concern?

Whilst on Council business and in the absence of their own safeguarding children policy, contractors and partners must report any safeguarding concerns using the Council's procedures.

Reports of incidents by members of the public or community not on council business or premises

If a member of the public makes you aware of any suspicions or concerns about a child/children which falls outside of the Council's remit, for example, something they have seen take place in a shop or elsewhere, they should be advised to contact the Police on 999 or 101 or the Cumbria Safeguarding Hub on 0333 240 1727.

Safeguarding concerns relating to the conduct of an employee or elected member.

A Record of Safeguarding Concern form (RoSC) should be completed and handed to the DSL or Deputy DSL.

Due to the sensitive nature of a safeguarding concern, paper copies of the RoSC form should be delivered by hand, if you are unable to do so, please complete an electronic copy or scan the original form and send it via e-mail marked 'Private and Confidential Safeguarding' or via Microsoft Teams. If sent by email the form **MUST** be encrypted and the password given separately via Teams or by phone

The DSL will decide whether to either invoke HR Disciplinary Procedures and or refer the concern to the relevant authorities.

If an employee or elected member has:

- Behaved in a way that harms or may have harmed a child.
- Possibly committed a criminal offence against a child.
- Behaved towards a child or children in a manner that indicates that he/she is unsuitable to work with children

The DSL will notify the Local Authority Designated Officer (LADO) within one working day.

Complaints about staff may be received through the Complaints Procedure; in this instance the Council's Complaints Officer will refer safeguarding concerns to the DSL.

Guidance on sharing information with partners

The CSCP 'Information Sharing Protocol' explains that any information shared in relation to safeguarding should be necessary and proportionate. Included in the protocol are the seven golden rules of information sharing. The Council will abide by this protocol in delivering this policy.

<http://www.cumbrialscb.com/professionals/informationsharing.asp>

(See also Appendix B - Information Sharing flowchart)

The Seven Golden Rules of Information Sharing:

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Monitoring of Policy Adherence

The policy will be reviewed at a minimum of every two years, or sooner if necessary to incorporate any changes to legislation or guidance from the CSCP.

The Designated Safeguarding Lead (DSL) will carry out the Section 11 Audit in line with the Council's duty under the Children Act 2004.

The audit will permit the Council to evaluate and review the arrangements it has in place. Subsequently the policy may be updated to allow for changes that have occurred.

Safeguarding concerns and activity will be monitored and reported to the Corporate Leadership Team and Safeguarding Forum on a quarterly basis. Safeguarding activity will be reported to the Council's Overview and Scrutiny Committee and the Executive on an annual basis as part of the Council's Performance Management Framework.

Key safeguarding contacts

Copeland Borough Council Safeguarding Forum		
Designated Safeguarding Lead (DSL)	Amanda Starr, Strategic Housing and Social Inclusion Manager	01946 598300
Deputy DSL	Pat Graham,, Chief Executive	01946 598300
Elected Member Safeguarding Champion	Cllr Felicity Wilson	07770967851
Designated Safeguarding Officers	Jackie O'Reilly Julie Friend Claire Dunn Louise Coid Pamela Telford Heather Holmes Peta Leigh	01946 598335 01946 598300 01946 598300 01946 598339 01946 592302 01946 598300 01946 598300

<u>Cumbria Safeguarding Hub</u> Telephone 0333 240 1727 Safeguarding Hub referrals to be emailed to: safeguardinghub.fax@cumbria.gov.uk
<u>Children's Local Authority Designated Officer (LADO)</u> Tel: 03003 033892 E mail: LADO@cumbria.gov.uk

References

Copeland Borough Council policies and procedures

Confidential Reporting (Whistleblowing) Policy

Equality and Diversity Scheme

HR Policies and Procedures

Section 11 Self-Assessment

Unacceptable Behaviour Policy

Health and Safety Policy Manual

Personal Safety at Work Policy

(All available on CBC intranet site [CorporateStrategiesandPoliciesIntranet](#))

Other Policies, Procedures and Guidance

H.M. Gov:

Working Together to Safeguard Children

[Working together to safeguard children](#)

HM Govt. information sharing protocol

[Safeguarding/Information sharing advice](#)

Cumbria County Council:

CSCP/CTP Early help Strategy

[Early help strategy 2020-23](#)

Cumbria Safeguarding Children Partnership Procedures Manual

<https://cumbrialscb.proceduresonline.com/>

CSCP Escalation policy

[Escalation Policy \(proceduresonline.com\)](#)

Websites

Spot the Signs – Cut them Free (Advice on Child Exploitation)

Barnados www.barnados.org.uk/spotthesigns

NSPCC – www.nspcc.org.uk

Legislative Framework – Summary

Children Act 2004

Childcare Act 2006

Licensing Act 2003 (protection of children from harm)

Gambling Act 2005 (protection of children from gambling and access to gambling)

Housing Act 2004 (health and safety hazards in housing)

Criminal Justice Act 2003 (Multi Agency Public Protection Arrangements –MAPPA – 2012. Updated Nov 2017))

Data Protection Act 2018

General Data Protection Regulations 2018

Human Rights Act 1998

Protections of Freedom Act 2012 (Disclosure and Barring and Vetting and Barring)

Types of abuse

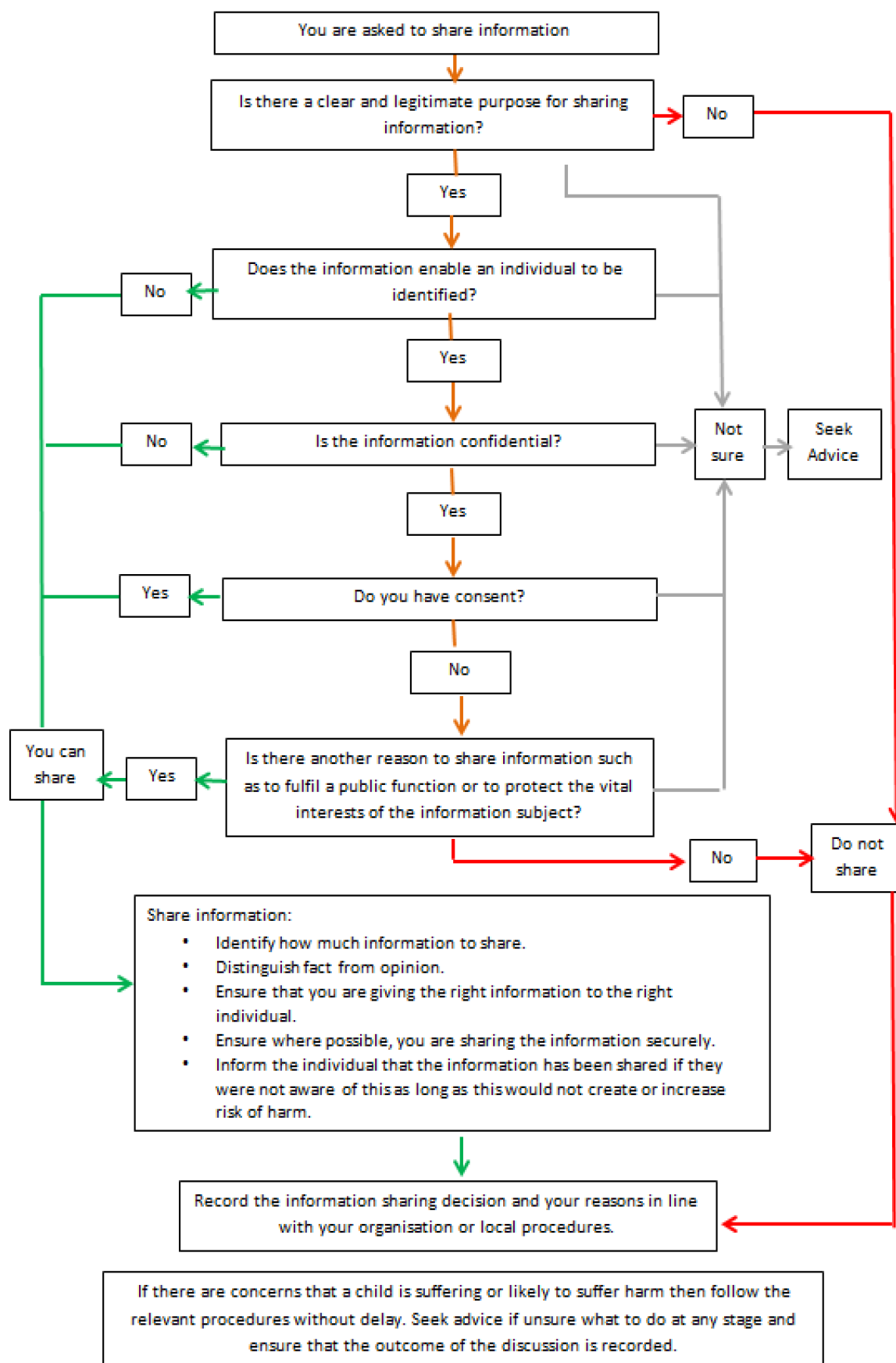
Type of abuse	Description
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>It may:</p> <ul style="list-style-type: none"> involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. involve seeing or hearing the ill-treatment of another. involve serious bullying (including cyber bullying), 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.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of 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 outside of clothing. They may also include non-contact activities, such as involving children 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of

	<p>power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology</p>
Neglect	<p>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.</p> <p>Neglect may occur during pregnancy as a result of maternal substance abuse.</p> <ul style="list-style-type: none"> • 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
Extremism	<p>Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.</p> <p>Extremism is defined in the Counter Extremism Strategy 2015 as <i>“the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.”</i></p>
Child criminal exploitation	<p>As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology</p>
Domestic abuse	<p>Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. Domestic abuse is not limited to physical acts of violence or threatening behaviour,</p>

	<p>and can include emotional, psychological, controlling or coercive behaviour, sexual and/or economic abuse. Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and adolescent to parent violence. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Domestic abuse continues to be a prevalent risk factor identified through children social care assessments for children in need. Domestic abuse has a significant impact on children and young people. Children may experience domestic abuse directly, as victims in their own right, or indirectly due to the impact the abuse has on others such as the non-abusive parent. More information can be found in the Draft Domestic Abuse Statutory Guidance Framework Draft Domestic Abuse Statutory Guidance</p>
Controlling or coercive behaviour	<p>Also known as coercive control, the use of control and coercion in relationships is a form of domestic abuse and, since December 2015, a criminal offence. Controlling and coercive behaviour is outlined in Government guidance issued under section 77 of the Serious Crime Act 2015 as part of the Government's non-statutory definition of domestic violence and abuse.</p> <p>It is described as:</p> <ul style="list-style-type: none"> • Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour; and • Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. <p>Coercive control is a form of abuse that involves multiple behaviours and tactics which reinforce each other and are used to isolate, manipulate and regulate the victim. This pattern of abuse creates high levels of anxiety and fear. This has a significant impact on children and young people, both directly, as victims in their own right, and indirectly due to the impact the abuse has on the non-abusive parent.</p> <p>Children may also be forced to participate in controlling or coercive behaviour towards the parent who is being abused. Controlling or coercive behaviour also form part of the definition of domestic abuse in section 1(3)(c) of the Domestic Abuse Bill. More information can be found in the Draft Domestic Abuse Statutory Guidance Framework</p>

Flowchart of when and how to share information

Appendix B



Record of Safeguarding Concerns

[N.B This form can be printed off from [CorporateStrategiesandPoliciesIntranet](#)]

We all have a responsibility to protect children and vulnerable adults from harm, abuse and neglect.

It is not the responsibility of any one individual to decide whether abuse has taken place, however it is the responsibility of every individual to take appropriate action where there is a risk of harm, abuse or neglect.

Do not be deterred if you are unable to fill in all of the sections below. Please complete this form to the best of your knowledge giving as much information as possible.

This record must be given to the Designated Safeguarding Lead or the Deputy DSL.

Please hand deliver paper copies of the form, if you are unable to do so, please send the form by e-mail marked 'Private and Confidential Safeguarding' or via Microsoft Teams.

If sent by email the form MUST be encrypted and the password given via Teams or by phone.

Your Name (person submitting the safeguarding concern)	
Your Job title/Role or connection to CBC (person submitting the safeguarding concern)	
What does your safeguarding concern relate to?	Please tick
<ul style="list-style-type: none"> The welfare of a child/children/family group? 	<input type="checkbox"/>
<ul style="list-style-type: none"> The welfare of a vulnerable adult/adult at risk? 	<input type="checkbox"/>
<ul style="list-style-type: none"> The conduct of a CBC employee or elected member? 	<input type="checkbox"/>

1. Details about the person whom your safeguarding concern relates to.

If known, please give: <ul style="list-style-type: none"> Name Family name Any other known names/nicknames, or associated adults 	
Approximate age or date of birth (if known)	
Address/Location: (if Known)	

If your safeguarding concern relates to the conduct of a CBC employee or Elected member, please give details of that person's job/role/position	
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2. Prompts for Concern.

Please write as much factual detail as possible.

If a child or vulnerable adult has disclosed information to you, please write down the words or phrases used by the child/adult.

Date and time (when safeguarding concern occurred or was witnessed or disclosed)

Location (when safeguarding concern occurred or was witnessed or disclosed)

Witnesses (Name of other officers, people or witnesses present)

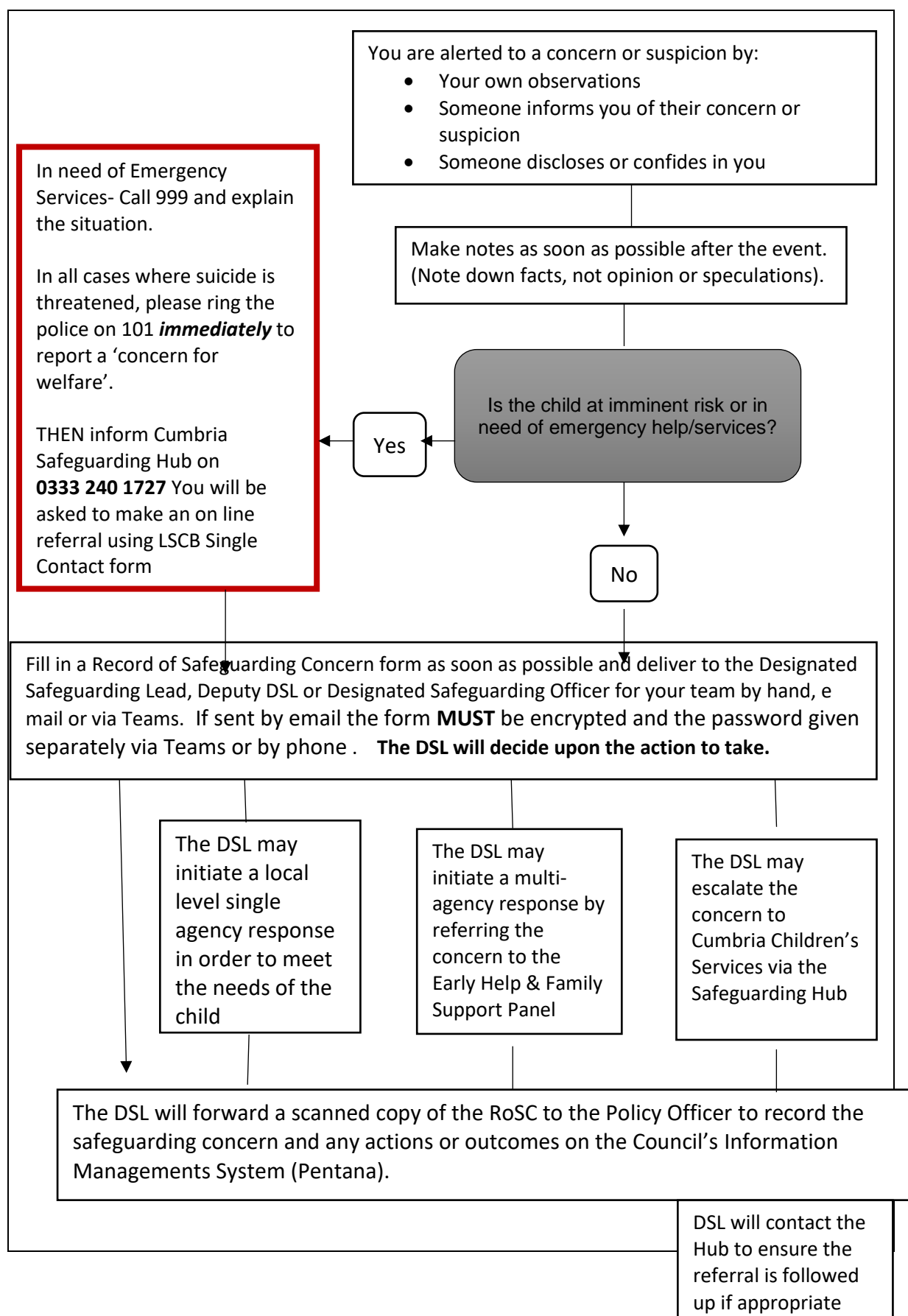
Signed _____

Date _____

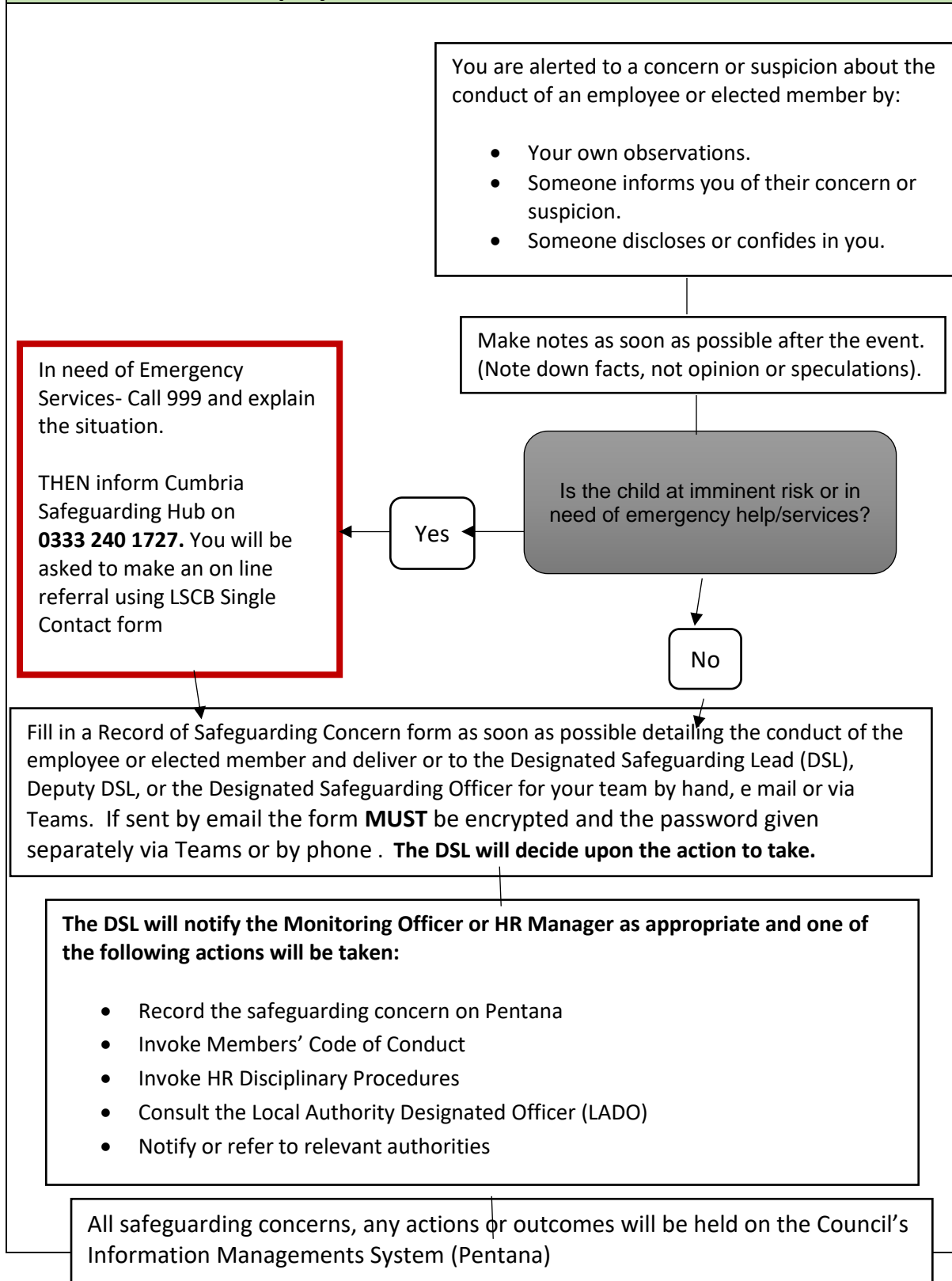
3. To be completed by the Designated Safeguarding Lead

RoSC received by DSL	Date	Initials
Details of outcomes/actions		
Safeguarding concern forwarded to: Cumbria Children's Safeguarding Hub <input type="checkbox"/> Local Adult Social Care Office <input type="checkbox"/> Police <input type="checkbox"/> Hub <input type="checkbox"/>	Date	Initials
Follow-up call to the Safeguarding Hub/Adult Social Care (recommended 1 week from submission)	Date	Initials
Feedback from the Safeguarding Hub/ Adult Social Care with regard to the referral.		
RoSC entered onto CBC information management system (Pentana)	Date	Initials

Procedure 1 –Reporting a Safeguarding Concern about a child



Procedure 2 – Reporting a Safeguarding Concern about a child relating to the conduct of an Employee or Elected Member



Guidance for Copeland Borough Council staff and volunteers leading activities with children in the Beacon or other premises in the absence of parents, teachers or carers.

Guidance on appropriate levels of supervision for children and young people

When working with groups of children or young people it is important that there are enough adults to provide the appropriate level of supervision.

Staffing and supervision ratios can sometimes be difficult to judge and are dependent on a number of factors set out below. It is important that you have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed.

It may not always be possible to stick to recommended ratios and it is not a legally specified requirement, rather it is best practice. However, every effort should be made to achieve the best level of supervision of children at all times.

Supervision

Supervision levels will vary depending on the children's age, gender, behaviour and the abilities within your group

They will also vary depending on:

- nature and duration of activities
- competence and experience of staff involved
- requirements of location, accommodation or organisation
- any special medical needs
- specialist equipment needed.

Considering these, you can then make decisions about the competence and experience of staff and how many adults you need.

Organisers should make a judgement as to whether other attending adults (such as parents or volunteers) need to have a DBS check, and be clear about any additional safeguards which need to be put in place, for example:

- ensuring adults who do not meet the criteria for a vetting and barring check are being supervised at all times
- making sure all adults who have contact with children understand and agree to follow your safeguarding policy and procedures which should be available and viewable in the location

If detailed information is not available to make this judgement upon the above criteria then an assumption should be made of maximum staff presence.

Staff and volunteers

Staff and volunteers will need to have

- current DBS check (not pending)
- an understanding of their responsibility to keep children and young people safe
- insurance for certain activities
- been trained to at least Safeguarding Level 1 with one person on site trained to Safeguarding Level 2

Adult to child ratios

NSPCC guidelines recommend having at least two adults present when working with or supervising children and young people. They recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- **0 - 2 years** - 1 adult to 3 children
- **2 - 3 years** - 1 adult to 4 children
- **4 - 8 years** - 1 adult to 6 children
- **9 - 12 years** - 1 adult to 8 children
- **13 - 18 years** - 1 adult to 10 children

They recommend having at least two adults present, even with smaller groups.

When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to child ratios.

Toilet ratios

If the group has both boys and girls, there should be at least one male and one female responsible adult supervising visits to the toilet.

Adults who have not previously volunteered and have not had the necessary vetting checks should not be left alone with children or take them to the toilet unaccompanied.

In larger groups of children, encourage bigger groups to take a comfort break together. For example, with a ratio of two adults to 10 children where one adult supervises hygiene duties and the other supervises safety and a head count.

First aid ratios

NSPCC guidelines recommend that at least one adult is trained in first aid.

If you are running one-off events, you will need to carry out a first aid and medical risk assessment.

Physical contact

For adults working with children and young people a 'no touch' approach is impractical. There are occasions when adults will, appropriately, have physical contact with the child or young person with whom they work. It is crucial however, that such contact, only take place in ways which are appropriate to their agreed role and responsibilities.

Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication.

Permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Adults, nevertheless, should use their professional judgement at all times, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.

Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the adult concerned.

Guidance and protocols around safe and appropriate physical contact are provided by national organisations.

These guidelines are extracts from the NSPCC website resources

<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children/>

Safeguarding Clause for insertion in contracts/procurement documentation

17. SAFEGUARDING

- 17.1 The Service Provider must demonstrate a proactive approach to Safeguarding Adults and Safeguarding Children. This will be evidenced through a range of robust policies and procedures that minimise the potential for abuse, and embed understanding and responsibility throughout.
- 17.2 Insofar as they contain obligations on the Service Provider to deliver the Services, the Service Provider and recipients must comply with such Cumbria multi-agency policy guidance/Copeland Borough Council Safeguarding Policies and Procedures for the safeguarding of adults and/or children. These are available on request. The provider must also comply at all times with the most up to date legislation and supporting guidance.
- 17.3 The Service Provider shall ensure that they provide all appropriate staff and volunteers with training regarding the Council's Safeguarding Adults Multi Agency Policy and Procedures. This training must be delivered in accordance with the individuals' job role and responsibilities as part of the staff induction programme at a level appropriate to their role. It is good practice for the training to be refreshed as a minimum every 3 years.
- 17.4 The Service Provider is required to co-operate with any Safeguarding Adult or Children's investigations as directed by the Investigating Manager within the Council.
- 17.5 The Service Provider shall ensure that the organisation operates a recruitment and selection procedure which meets the Council's standards and meets the requirements of legislation to ensure the protection of vulnerable children and adults. All posts should be assessed by the Service Provider to determine whether they require a Disclosures and Barring Service (DBS) check.
- 17.6 The Service Provider's Safeguarding Policy will be reviewed on an on-going basis, at a minimum annually, to incorporate any changes to legislation or guidance.
- 17.7 The Service Provider shall ensure that all allegations, suspicions and incidents of abuse, harm or risk of harm to children and/or vulnerable adults are reported immediately to the Council.

Copeland Borough Council safeguarding protocol for online meetings

Rationale for protocol

Online meetings are now being held routinely as a result of the Covid 19 pandemic, but they also used as a way of increasing participation by those who cannot access face-to face meetings due to lack of transport or other issues.

The introduction of the CBC Children's Charter and the ambition to be inclusive in giving residents a voice in shaping future work of the Council make it likely that online meetings will continue to be held.

There are some safeguarding issues that need to be recognised when children or vulnerable adults are involved in online meetings, and the officers or elected members running the meetings must ensure they adhere to CBC safeguarding policies and procedures.

It is advisable that any officer or elected member who will be in a meeting with a child or vulnerable adult is trained to a minimum of safeguarding Level 1.

Basic guidance

If the session is to be recorded and published on public platforms, or if a link to the recording is to be shared, ensure the child(ren) and their parents/legal guardian are aware that this is to happen and obtain written parental consent.

Follow best practice by always ensuring there are at least two adults present during meetings with anyone under the age of 18 years old or a vulnerable adult. If break out rooms are to be used, then an officer should be present in the same room as a child or vulnerable adult wherever possible.

Consider disabling the live chat function. This prevents any unfiltered communication to the child(ren) or vulnerable adult during the session. Consider giving participants the ability to ask questions in advance.

Do not share any identifying or personal information about the child(ren) that has not been cleared by the child, parent/legal guardian. The standard practice is first name only.

Just as with a face-to-face meeting, if you are going to be working with children or vulnerable people, you need to have a current DBS (Disclosure and Barring Service) check. Please see the government guidance and be sure to check what level of DBS you need.

Detailed guidance

The following documents offer more detailed guidance. They are both available on CBC Corporate Strategies and Policies Sharepoint site:

Guidance for working online [Guide to working online](#)

Safeguarding Children Online [Safeguarding Children Online](#)

Guidance is also available from a variety of sources including NSPCC, Age UK, UK Safer Internet Centre, Get Safe Online, Safe CIC, etc.