

Safeguarding Children, Young People and Vulnerable Adults Policy

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INTRODUCTION AND AIMS

1. The councils have a duty to ensure that, in discharging their functions, they have regard to the need to safeguard and promote the welfare of children, young people and vulnerable adults.
2. The councils also have a duty to ensure that other organisations commissioned to provide services on their behalf have regard to the need to safeguard and promote the welfare of children, young people and vulnerable adults.
3. In order to carry out this duty, the councils require staff (and councillors) to be aware of how they can contribute to this aim whilst undertaking activities for and on behalf of the council.
4. All staff should be aware of their responsibilities and how to act in ways that protect themselves from wrongful allegations of abuse.

DEFINITIONS FOR THIS POLICY

Member of staff

5. All members of staff employed by the Vale of White Horse and South Oxfordshire District Councils; permanent or temporary. This includes paid and voluntary staff, and also elected councillors.

Criminal Records Bureau (CRB)

6. The CRB is a national organisation conducting police checks to enable an assessment to be made on the suitability of a person to care for or work with children, young people or vulnerable adults.

Oxfordshire Safeguarding Children's Board (OSCB)

7. The Children Act 2004 required each principal local authority to establish a Local Safeguarding Children Board (LSCB). The Oxfordshire Safeguarding Children Board (OSCB) is the key statutory mechanism for agreeing how all relevant organisations in Oxfordshire will cooperate to safeguard and promote the welfare of children and young people in the county, and for ensuring the effectiveness of their arrangements for safeguarding.

A child

8. A person who is of compulsory school age (a child is of compulsory school age until the last Friday in June in the school year in which they reach age 16).

A young person

9. A person under the age of 18.

A vulnerable adult

10. A person aged 18 or over:

- 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and
- who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.¹
- This could include:
 - people with dementia
 - people with learning difficulties
 - people with mental health problems
 - people with drug or alcohol problems
 - people with sight, hearing or physical disabilities
 - people who through age or illness are dependent on other people to help them
 - people who care for others.
- A person aged 18 or over who has a condition of the following type:
 - a learning or physical disability
 - a physical or mental illness, including an addiction to alcohol or drugs; or
 - a reduction in physical or mental capacity.

Parent

11. A mother, father or a person appointed by a legally recognised court to represent a child's, young person's or vulnerable person's best interests (a legally appointed guardian or carer)

Contracted staff

¹ Taken from: Department of Health (2000). No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.

12. Those working for organisations contracted by the councils to provide services or agency staff.

Designated officer

13. A term used throughout this policy to describe the council employee who is responsible for handling all cases of abuse/suspected abuse within the councils. This is Matt Prosser, Strategic Director.
14. In the absence of the Designated Officer, the deputy Designated Officer will take on this role. This is Clare Kingston, Head of Corporate Strategy.

Health and welfare

15. Health means 'physical or mental health' and development means 'physical, emotional, social or behavioural development'.²
16. Children/young people's health and development and vulnerable adults' health, well-being and independence.

Safeguarding and promoting the welfare of children and young people

17. This means:
 - protecting children and young people from maltreatment
 - preventing impairment of children's/young people's health or development
 - ensuring that children/young people are growing up in circumstances consistent with the provision of safe and effective care; and
 - undertaking that role so as to enable those children/young people to have optimum life chances and to enter adulthood successfully.

Safeguarding and promoting the welfare of vulnerable adults

18. This means:
 - protecting vulnerable adults from maltreatment
 - preventing impairment of vulnerable adults' health and well-being
 - ensuring that vulnerable adults are living in circumstances consistent with their needs and with the provision of safe and effective care; and

² Adapted from the Children's Act 1989.

- undertaking that role so as to enable those vulnerable adults to have optimum life chances and independence.

RESPONSIBILITIES

19. A member of the councils' Management Team will be named as the designated officer responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults throughout the councils. This person is Matt Prosser, Strategic Director.
20. Heads of Service must ensure that their staff are subject to appropriate Criminal Records Bureau/police checks.
21. Line managers are responsible for ensuring that their staff undertake appropriate training.
22. The Human Resources Manager is responsible for ensuring that recruitment procedures for posts with direct access to children, young people or vulnerable adults are in line with this policy and that appropriate training is provided.
23. All members of staff are responsible for carrying out their duties in a way that safeguards and promotes the welfare of children, young people and vulnerable adults in line with this policy. They must also act in a way that protects them from wrongful allegations of abuse as far as possible, in line with this policy and bring matters of concern about the safety and welfare of children, young people and vulnerable adults to the attention of the designated officer.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

24. As well as our duty to safeguard children, young people and vulnerable adults, all staff are expected to promote the welfare of these groups, and all children have the right to legal protection. The following teams in particular can contribute to this:

Housing

25. Staff working within the housing team should pay regard to the safeguarding and promotion of the welfare of children, young people and vulnerable adults in their day to day work. (see Appendix 1).
26. An officer within the housing team will be named as the representative for Multi Agency Public Protection Arrangements (MAPPA) and they will co-operate with MAPPA.
27. It is the responsibility of the Head of Health and Housing to ensure that organisations delivering housing services on our behalf have regard for the safeguarding and promoting the welfare of children and vulnerable adults.

Environmental Protection and Food and Safety

28. Environmental Health Officers should pay regard to the safeguarding and promotion of the welfare of children, young people and vulnerable adults in their day to day work. (see Appendix 2)

Legal and Democratic Services

29. In making decisions about licensing, staff and councillors should pay regard to the safeguarding of children, young people and vulnerable adults. Where there is any danger of harm, for example through underage drinking or adult entertainment, they should impose conditions on the licence or certificate.

Leisure and Arts

30. There must be at least one qualified coach leading every coaching session - Level 2 UKCC (UK Coaching Certificate) or equivalent.
31. Sports coaches and arts workers may be considered a special case when they are engaged for very short periods of time to complete single sessions or short projects. In these circumstances there are exceptions to the policy on criminal record checks (see paragraphs 36 and 37) and training (see paragraphs 48 and 49).
32. It is the responsibility of the Head of Economy, Leisure and Property to ensure that organisations delivering leisure and arts services on our behalf have regard to safeguarding and promoting the welfare of children and vulnerable adults.

Community Safety, Local Services Points, Reception and Youth Development

33. Staff working within these teams should pay regard to the safeguarding and promotion of the welfare of children, young people and vulnerable adults in their day to day work.

RECRUITMENT AND CRIMINAL RECORD CHECKS

Recruitment Procedures

34. The Human Resources Manager is responsible for ensuring that the appropriate recruitment procedures take place as detailed below.
35. If the applicant will have any direct access to children, young people or vulnerable adults the following statement will be included in the job description:
36. "The post holder must at all times carry out their duties and responsibilities with due regard to the Child Protection Act (1999), the Children's Act (2004) and the Council's "Safeguarding Children, Young People and Vulnerable Adult Policy".

37. Information provided by applicants and referees will be scrutinised by:
- taking up and satisfactorily resolving any discrepancies or anomalies
 - verifying identity and any academic or vocational qualifications
 - obtaining independent professional and character references
 - checking previous employment history and experience
 - checking that a person has the health and physical capacity for the job
 - making the application for criminal record checks, where appropriate, and responding to any disclosures - as set out below.

Criminal Record Checks

38. Heads of Service are responsible for ensuring that members of staff in relevant posts will be subject to the appropriate level of criminal record checks, as set out below.
39. Where members of staff (or councillors) have unsupervised contact with children, young people or vulnerable adults more than three times in a 30 day period, they will be required to have an enhanced CRB check.
40. When it is uncertain whether a member of staff fits into this category, the head of service should discuss the issue with the Human Resources Manager and agree a joint decision.
41. It will be made clear to applicants for posts of this nature that they will need to obtain a “basic disclosure” from the Criminal Records Bureau, prior to commencing employment, and that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The council will reimburse the cost.
42. The Designated Officer and Deputy Designated Officers will also be required to have satisfactory enhanced police checks.

POSITIVE DISCLOSURES

43. In the event of any positive disclosure the post holder’s line manager, with support from the Human Resources Manager will undertake a risk assessment (see Appendix 3) to ascertain the suitability of the member of staff in the specified role.
44. In the event of any positive disclosure for a councillor the Designated Officer and Deputy Designated Officer, with support from the Human Resources Manager will undertake a risk assessment (see Appendix 3) to ascertain the suitability of the councillor in the specified role.
45. The applicant will not be employed or the post holder will have their employment terminated if the positive disclosure reveals either:

- a caution or conviction related to children, young people or vulnerable adults or
 - a caution or conviction related to a violent offence.
46. A councillor will not be allowed any unsupervised contact with children, young people or vulnerable adults if the positive disclosure reveals either:
- a caution or conviction related to children, young people or vulnerable adults or
 - a caution or conviction related to a violent offence.

EXCEPTIONS

47. Sports coaches and arts workers may be considered a special case when they are engaged for very short periods of time to complete single sessions or short projects.
48. In these circumstances, sports coaches and arts workers with unsupervised access to children, young people or vulnerable adults are required to have an enhanced CRB check that is less than three years old and that was carried out in Oxfordshire.

TRAINING

49. Line managers and service managers are responsible for ensuring that members of staff in relevant posts (and relevant councillors) have the appropriate level of training for their role, as set out below.
50. There are different levels of training available to members of staff defined by the Oxfordshire Safeguarding Children Board (OSCB).
51. All new members of staff, paid or voluntary, will be briefed on their responsibilities towards children, young people and vulnerable adults during their induction.
52. All members of staff, who are:
- in contact with children, young people or vulnerable adults during the normal course of their role; or
 - responsible for a child or young person for any period during the work experience placement scheme at Vale of White Horse or South Oxfordshire District Council will be required to attend a briefing on safeguarding and promoting the welfare of children, young people and vulnerable adults (OSCB “Introduction to safeguarding” standard).
53. In addition, all members of staff that have unsupervised contact with children or young people on average more than three times in a 30 day period, will be required to attend safeguarding training, which meets the OSCB “Generalist” course standard. They will be required to attend this training no less than once in every three year period.

54. The Designated Officer and Deputy Designated Officer will be required to attend Specialist Child Protection Training through OSCB. They will be required to attend this training no less than once in every three year period.
55. All members of staff that have unsupervised contact with vulnerable adults on average more than three times in a 30 day period will be required to attend Oxfordshire County Council's Level 1 Safeguarding Adults Training.
56. The Designated Officer and Deputy Designated Officers will be required to attend Oxfordshire County Council's higher level Safeguarding Adults Training
57. When it is uncertain whether a member of staff fits into any of these categories, line managers should discuss the issue with the Human Resources Manager and if necessary the Designated Officer.

Exceptions

58. Sports coaches and arts workers may be considered a special case when they are engaged for very short periods of time to complete single sessions or short projects.
59. In these circumstances, sports coaches and arts workers with unsupervised access to children, young people or vulnerable adults are required to participate in an appropriate level of training. This can be through a corporate training programme or an equivalent and relevant training course e.g. Sports Coach UK Safeguarding course.

WORK EXPERIENCE WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS

60. All members of staff responsible for children, young people or vulnerable adults for any period during the work experience placement scheme at Vale of White Horse or South Oxfordshire District Council will be required to attend a briefing on safeguarding and promoting the welfare of children, young people and vulnerable adults.
61. The member of staff responsible for the work experience placement must be satisfied that we can meet the health and safety needs of every student and will ensure that the above training takes place and for the following:
 - acquiring a signed parental/carer permission for the student to take part in the scheme, where they are under 16
 - acquiring information from parents/carers about any medical conditions and emergency contact information for parents/carers
 - acquiring any relevant information about the student's history or behaviour from the organiser of the work experience that might impact on the placement

- ensuring that a confidentiality and a statement of responsibility form is signed by the student
- ensuring that there is a timetable of activities for the extent of the placement, including which member of staff will be supervising the student at any one time
- ensuring that there is an up-to-date risk assessment for all activities, which is returned to parents/carers either directly or via the organiser of the work experience
- ensuring that the student is aware of health and safety, fire and first aid procedures while they are on the placement
- being the initial point of contact for the student to report any complaints/incidents to during their work experience particularly if in relation to their supervisor.

TRANSPORTING A CHILD, YOUNG PERSON OR VULNERABLE ADULT

62. Wherever possible it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.
63. Members of staff and councillors can transport children, young people or vulnerable adults 12 years or over in the course of their duties as long as the following conditions are satisfied:
- insurance is valid and covers the use of the vehicle for business purposes
 - the vehicle is roadworthy with a valid MOT certificate
 - the child, young person or vulnerable adult wears a seat belt
 - the prior permission of the parents/guardians has been obtained.
64. These are the responsibility of the member of staff/councillor transporting the child, young person or vulnerable adult.
65. If a member of staff/councillor will normally be transporting children, young people or vulnerable adults alone more than three times in a 30 day period, they must have an enhanced CRB check. The relevant head of service is responsible for ensuring this happens.
66. Staff members/councillors should:
- be aware that the safety and welfare of the child is their responsibility
 - report the nature of the journey, route and expected arrival time to their line manager or the relevant member of staff

- accommodate any specific needs the child young person or vulnerable adult may have.

Use of Taxis

67. If children, young people or vulnerable adults are to be transported unaccompanied by taxi then the checklist and booking form shown at Appendix 6 and 7 must be followed. Taxi firms from the Oxfordshire County Council approved list on the intranet must be used. All taxi drivers have to be police checked but the approved list is recognition that they have received specific instructions/training about how to deal with young people in their taxis.

RISK ASSESSMENTS

Work and Work Experience

68. For the purposes of work experience placements, all students are regarded as employees.
69. Managers must assess the risks to children, young people and vulnerable adults before they start work, taking into account their inexperience, lack of awareness of risks, immaturity and other specific needs.
70. There is no need to carry out a new risk assessment each time a young person starts work, as long as the current risk assessment takes account of the characteristics of children, young people and vulnerable adults.

Other activities

71. A risk assessment should be carried out for events that we organise for groups of children, young people or vulnerable adults, for example disability panel meetings and young people's networking events.
72. For regular events, there is no need to carry out a new risk assessment for each occurrence if there is a standard risk assessment which takes account of the activities and characteristics of different children, young people and vulnerable adults attending.
73. There is no need to carry out a new risk assessment each time a child, young person or vulnerable adult visits the council unless you are aware of a particular child, young person or vulnerable adult's needs that will not be met by the current building's risk assessment.

RECORDING IMAGES

74. Staff should be aware of the potential for the recording of images to be misused for pornographic or 'grooming' purposes.

Images of Children and Young People

75. Images recorded of children/young people should be functional as opposed to attractive and children/young people should be fully clothed.
76. Staff should be clear about the purpose of recording images and what will happen to the photographs.
77. Photographs where children are identifiable require parental/carer written consent. This can be satisfied by the written confirmation from a school or youth organisation that the parents/carers of all children have already given consent for the recording and use of images (see sample form Appendix 4).
78. Photographs where young people over the age of 16 are identifiable should have the young person's written consent (see sample form Appendix 4).
79. Any images of children/young people published publicly should not include names without specific parent/carer (children) or young person (over 16) written consent.

Images of Vulnerable Adults

80. Photographs where vulnerable adults are identifiable require consent from the subject(s) of the photograph. The photographer should satisfy themselves that this consent is informed and should record this either as a signature from the adult or as a written record (see sample form Appendix 4).
81. In some circumstances it is acceptable to seek the views of the adult's carer as to whether this consent is informed.

CONTRACTED STAFF

82. Where relevant to the post, all agencies that provide us with contracted staff must have procedures in place to safeguard and promote the welfare of children, young people and vulnerable adults equivalent to those described in this policy.

CONCERNS ABOUT CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS

83. You may become concerned about the safety or welfare of a child, young person or vulnerable adult in a number of ways:
 - the person may tell you
 - the person may say something that worries you
 - a third party may voice their concerns
 - you may see something – an incident or an injury or other sign.

Procedure for dealing with concerns

84. All concerns that a child, young person or vulnerable adult has been harmed or is at risk of harm must be reported immediately to the Designated Officer at the earliest opportunity.
85. In the absence of the Designated Officer you should report to the Deputy Designated Officer.
86. All concerns must be recorded using the appropriate report of concern form (see Appendix 5) and be:
 - brief
 - factual (who, what, when, where, how)
 - supported by available evidence e.g. a summary of what has been disclosed.
87. It is not the individual responsibility of any council employee to decide if abuse is taking or has taken place. The incident should be reported, following the correct procedure, and left to the Designated Officer/appropriate agencies to take the matter further.

Emergencies

88. Where an immediate police or medical response is required i.e. if the child, young person or vulnerable adult is in immediate danger of harm/injury you should contact the emergency services and inform the Designated Officer at the earliest opportunity once it is safe to do so.

Responding to a verbal allegation of abuse

89. The person who receives information concerning actual/suspected abuse should:
 - react calmly and quietly
 - take the allegation seriously
 - say little and give time for the other person to talk
 - keep questions to an absolute minimum, do not probe or lead
 - make a full record of what has been said as soon as possible (see report of concern form at appendix 5)
 - pass the information to the Designated Officer, or the Chief Executive if the allegation is against the Designated Officer.

Do not:

- make promises to keep secrets
- panic
- allow your shock/distaste to show
- speculate or make assumptions
- make negative comments
- approach the alleged abuser.

Confidentiality

90. Do not discuss the nature of your concern with anyone other than the Designated Officer (or Deputy if the DO is not available). It is the Designated Officer's responsibility to decide what action to take and who to share these concerns with.
91. It is important that information is shared appropriately and sensitively with the relevant agencies. This will be the decision of the Designated Officer who will take advice from the Local Authority Designated Officer (in a case involving a child or young person) or the Local Authority Safeguarding Adults Manager (in a case involving a vulnerable adult).

Allegations involving a council employee

92. All members of staff are responsible for acting in a way that protects them from wrongful allegations of abuse as far as possible, in line with this policy (see Appendix 8 for guidance on safe working practices).
93. If an allegation involves a council employee, the Designated Officer will work with the Oxfordshire County Council Local Authority Designated Officer (in a case involving a child or young person) or the Local Authority Safeguarding Adults Manager (in a case involving a vulnerable adult) and the Human Resources Manager to respond (this process is outlined in Appendix 10).

BEHAVIOUR OUTSIDE THE WORKPLACE

94. Where there are concerns about a member of staff's behaviour outside of the workplace towards a child, young person or vulnerable adult that may constitute abuse, this should be reported to the DO at the earliest opportunity.

CONTRACTED SERVICES

95. We should refer our contractors to the following guidance document, which was issued under section 11(4) of the Children's Act 2004:

Department for Education and Skills Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (issued 2007).

CONTACTS

96. If you fear a child, **young person or vulnerable adult is being abused then contact** Oxfordshire County Council Social and Community Services, Access Team 08450 507666

APPENDIX 1 – CONTRIBUTION OF HOUSING STAFF

Housing staff can play an important role in safeguarding and promoting the welfare of children and vulnerable adults as part of their day-to-day work as follows:

- Housing staff may become aware of needs or welfare issues that they can either tackle directly or by assisting the family in accessing help through other organisations.
- Housing staff can assess the housing needs of families with disabled children, who may require housing adaptations in order to participate fully in family life and reach their maximum potential. This also applies to adults with a disability.
- Housing staff assisting people who are homeless or at risk of homelessness may identify that children, young people or vulnerable adults have welfare needs when making enquiries and interviewing the family, particularly where this involves a visit to the home. Staff should consider not only the housing needs but also any need for support to ensure that the housing solution will be successful. Where domestic violence is identified, the safety of children, young people and vulnerable adults must be considered in any offer of appropriate accommodation.
- Housing staff, through their day-to-day contact with families, may become aware of concerns about the welfare of particular children, young people or vulnerable adults. Also, housing authorities may hold important information, for instance regarding a neighbourhood dispute, which could assist local authority social care to carry out assessments. Conversely, social care staff and other organisations working with children, young people and vulnerable adults may have information that will help housing staff in their assessment of what type of accommodation would be suitable.
- Our housing team should have joint protocols to share information with other organisations in appropriate cases.

APPENDIX 2 - CONTRIBUTION OF ENVIRONMENTAL PROTECTION AND FOOD AND SAFETY STAFF

Environmental Health Officers inspecting conditions in private rented housing may become aware of conditions that could impact adversely on children, young people and vulnerable adults. Under Part 1 of the Housing Act 2004, authorities must take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions.

APPENDIX 3 - RISK ASSESSMENT RECORD FOLLOWING DISCLOSURE OF CRIMINAL RECORDS

This assessment form needs to be completed by the appointing officer in conjunction with the person who has committed the offences.

Appointing Officer:

Your Criminal Records Check has been returned and has disclosed an offence or offences. We would therefore like to give you the opportunity to provide an explanation for these offences, as well as the circumstances around you at the time. We need to know who was involved, when it occurred, what occurred, where the offence was committed and why it was committed.

Name of subject:	Date of Birth:
Address of subject:	Disclosure Number:
Role of person Conducting Assessment:	
Name of Person Conducting Assessment -	

Offence:
Date of Offence:
We need to know who was involved, when it occurred, what occurred, where the offence was committed and why it was committed. It is also necessary to establish how the person now feels about the offence/reprimand etc.

Declaration by Applicant:

I certify that the information I have provided on this document is true and complete.

Signature:	Print:
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RISK ASSESSMENT TO BE COMPLETED BY THE MANAGER

Risks Associated:

High Risks	
Medium Risks	
Low Risks	

Risk of Re-offending (Tick relevant box)

Opportunity to Re-offend	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
Severity of Risk	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

Can protective measures be put in place?

Yes/No

Outline of the Protective Measures:

Overall Risk (tick relevant box)

High	Medium	Low
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Signed (Manager):

Print Name (Manager): Date.....

I understand and agree to abide by these protective measures.

Signed (Subject): Date.....

Risk Assessment to be reviewed (date):

APPENDIX 4 - MEDIA CONSENT FORM

FOR YOUNG PEOPLE AND VULNERABLE ADULTS

Parent Name: _____

Child's name: _____

Phone number: _____

Address: _____

The following consents are subject to the Conditions of Use on the reverse of this Media Consent Form.

Any child under 16 needs to have parental consent for taking and using a photograph or being filmed. Once a child is 16 years of age they can give their own consent and parent consent does not need to be sought or given. We believe children and young people of all ages should be asked and make the decision as to whether they want to be photographed or filmed.

For the parent/carer if child is under 16	For the young person
I give my consent for my child to be photographed or interviewed by staff from South Oxfordshire District Council/Vale of White Horse District Council for use on the Council's website, Youth website and/ or Youth Magazine and or local media.	I am happy to be photographed or interviewed by staff from South Oxfordshire District Council/Vale of White Horse District Council for use on the Council's website, Youth website and/ or Youth Magazine and or local media.
I give my consent for my child's name to be used in reports or in photos in South Oxfordshire District Council/Vale of White Horse District Council publications or websites and or local media.	I am happy for my name to be used in reports or photos in South Oxfordshire District Council/Vale of White Horse District Council publications or websites and or local media.
I permit staff from South Oxfordshire District Council/Vale of White Horse District Council to use the photographs/interviews in ANY of the following ways: In any printed publications produced On the council's websites or Oxfordshire County Council website In Council advertising campaigns Youth Magazine In local media	I am happy for staff from South Oxfordshire District Council/Vale of White Horse District Council to use the photographs/interviews in ANY of the following ways: In any printed publications produced On the council's websites or Oxfordshire County Council website In Council advertising campaigns Youth Magazine In local media
Parent signature:	Young Person signature:
Date:	Date:

Insert contact details

MEDIA CONSENT FORM CONDITIONS OF USE

1. This form is valid for five years from the date you sign it, or for the period of time your child attends the projects. The consent will automatically expire after this time. However, you acknowledge and understand that there may still be materials in circulation after this time.
2. You are entitled to withdraw your consent at any time provided that you tell us in writing.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in other printed publications.
4. If we use photographs of individual children, we will not use the full name of that child in the accompanying text or photo caption.
5. If we name a child in the text, we will not use a photograph of that child to accompany the article.
6. We may use photographs or footage with very general labels, to identify the activity being carried out.
7. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. Please note that websites can be viewed throughout the world and not just in the United Kingdom.

If you have any queries please contact:

Insert contact details

APPENDIX 5 - CHILD / YOUNG PERSON / VULNERABLE ADULT PROTECTION POLICY REPORT OF CONCERN FORM

Print and fill in this form by hand
Form to be given to Designated Officer at the Earliest Opportunity

You may become concerned about the safety or welfare of a child, young person or vulnerable adult in a number of ways:

1. The person may tell you
2. The person may say something that worries you
3. A third party may voice their concerns
4. You may see something – an incident or an injury or other sign.

Your Name:

Your Job Title:

Child/young person/vulnerable adult's name:

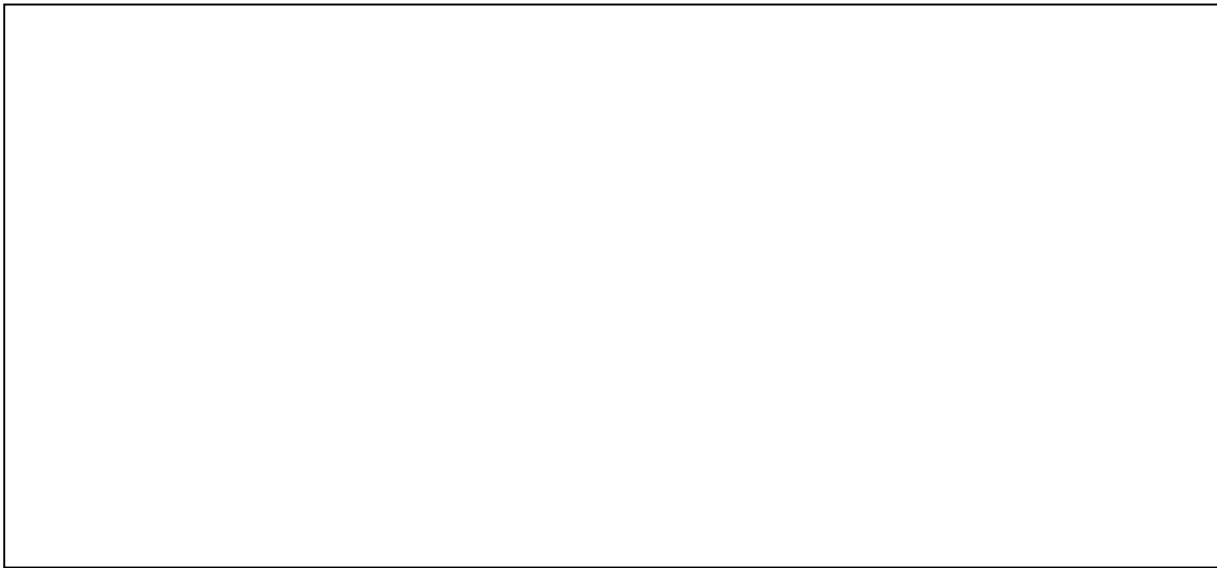
Child/young person/vulnerable adult's address (if you have it):

Child/young person/vulnerable adult's date of birth (if you have it):

Please include details of any third party involved:

Please detail your concerns below, including how you came to be concerned.

Ensure you are brief and factual (think about who, what, when, where, how).
Please attach any additional available evidence.



Your signature:

Date:

At all times, remember to maintain confidentiality. Do not discuss the nature of your concern with anyone other than the Designated Officer. It is the Designated Officer's responsibility to decide what action to take and who to share these concerns with.

Where an immediate police or medical response is required i.e. if the child, young person or vulnerable adult is in immediate danger of harm/injury you should contact the emergency services and inform the Designated Officer at the earliest opportunity once it is safe to do so.

To be completed by Designated Officer

Details of who/which organisations you have spoken to about this issue:

Name of person/job title	Organisation	Date of Contact

Details of any action taken, including dates:

APPENDIX 6 - CHECKLIST FOR BOOKING TRANSPORT FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

- Ensure parent has agreed to their child, young person or vulnerable adult being transported in a taxi and signed has relevant consent forms
- Confirm with parents where child/young person or vulnerable person needs collecting from e.g. home, school, college and get full address including post code
- Find local taxi company from the Oxfordshire County Council approved taxi list (Drivers on this list are CRB checked – list available on the intranet)
- Telephone the company and make a booking, get a quote, booking number and confirm payment by invoice. They may require a purchase order to be able to invoice.
- Email taxi company to confirm details of young person, child or vulnerable adult, pick up and drop off details using booking form (available on the intranet)
- Receive confirmation of pick up times from taxi company
- Confirm pick up time and booking details with parents/young person, child or vulnerable adult and telephone number of worker to contact if there are any problems
- On the day of meeting ensure worker has taxi booking details in case taxi does not arrive or there is a delay
- Worker to meet young person, child or vulnerable adult at venue/meeting
- At the end of the meeting worker to ensure that young person, child or vulnerable adult is collected from venue/meeting by taxi and returned home/school safely

APPENDIX 7 - TAXI BOOKING FORM

Request from: (Name): _____

Contact telephone number _____ or mobile _____

Ref for invoice: (What event/visit) _____

Invoice Code: _____

Date of event: _____

Pick up in time to arrive at (Address)

for (Time) _____

Collect: (Name of young person) _____

From: (pick up address) _____

- When collecting a child, young person or vulnerable adult from a **school or college**, please go to meet them in the school/college's main reception, unless otherwise directed.
- When collecting a child young person or vulnerable adult from **home** knock on the clients door, do not use the horn
- Do not leave a child or young person or vulnerable adult at the destination until they have been met by myself or a co-worker.
- If the child or young person or vulnerable adult is not at pick up place please call worker.
- Do not leave until worker has investigated and gets back in touch with driver
- Please let worker know if taxi is running late
- Please carry names and addresses for young people, child or vulnerable adult on transport
- Carry ID badge, workers or clients may ask to see badges.

Return: Collect at (Time) _____

From (Address) _____

and drop at (address) _____

Please let me know approx collect and return times as soon as you can, by email if that's easier so I can pass that information on to the children, young people or vulnerable adults.

Please email back to (insert Name) _____ to confirm details:

Email Address _____

Invoices can be emailed or posted to:

APPENDIX 8 - GUIDANCE FOR SAFE WORKING PRACTICES WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

EXERCISE OF PROFESSIONAL JUDGEMENT

There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the child/young person/vulnerable adult and in so doing, will be seen to be acting reasonably.

GROOMING

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, young person or vulnerable adult and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child, young person or vulnerable adults might be construed as being part of a 'grooming' process, which is an offence.

BEHAVIOUR

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting:

- adults should act as a role model and not drink alcohol or smoke in front of children/young people/vulnerable adults
- at no time should adults enter children/young people/vulnerable adult's rooms.

SOCIAL CONTACT

Staff should not establish or seek to establish social contact with children/young people/vulnerable adults that they have met through work for the purpose of securing a friendship or to strengthen a relationship. If a child/young person or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise their professional judgment in making a response and be aware that such contact could be misconstrued as grooming.

COMMUNICATION WITH CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS USING TECHNOLOGY

Children, young people and vulnerable adults use technologies as a positive, productive and creative part of their activities. Children, young people and vulnerable adults often use these methods to make plans with friends or organise events so if you are working with children, young people and vulnerable adults it may be necessary to communicate with young people in this way.

By technologies we mean:

- mobile phones
- email
- social networking sites e.g Facebook – socialising with friends and making new ones within online communities
- Instant Messenger – chatting with friends live online.

Staff should not give their personal contact details to children/young people/vulnerable adults including e-mail, home or personal mobile telephone numbers.

Adults should, where possible, only use equipment provided through work to communicate with children/young people/vulnerable adults.

An exception to this may be where councillors are communicating with children, young people or vulnerable adults in their constituency for the purposes of representing them in the council. In these circumstances adults should be circumspect in their communications with children/young people/vulnerable adults so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

SOCIAL NETWORKING SITES

Under no circumstances should personal accounts in social networking sites be used to communicate with children/young people/vulnerable adults that staff members have met during the course of their work. The use of a professional social networking site may only be used in line with council policy at such time as one exists.

If staff do use a social networking site to communicate with children, young people or vulnerable adults staff should set up an account using their work email address and only join groups that are managed by Oxfordshire County Council, Participation and Play Team and those that you are specifically invited to join such as UK Youth Parliament or Oxfordshire Youth Parliament Groups.

If children, young people or vulnerable adults you don't know "invite you to be a friend" you should not accept their invitation.

Do not pass on any child, young person or vulnerable adult's email or mobile phone number without their permission.

ONE TO ONE SITUATIONS

Staff should avoid spending time alone with a child/young person. Where possible, they should ensure that there is visual access and/or an open door in one to one situations.

PHYSICAL CONTACT

There are occasions when it may be appropriate for staff to have physical contact with children or young people or vulnerable adults e.g. sports coaching (see below), but it is crucial that they only do so in ways appropriate to their professional role.

It is not possible to be specific about the appropriateness of each physical contact. Staff should use their professional judgement at all times. They should be aware that any physical contact may be misconstrued.

Adults should:

- never touch a child, young person or vulnerable adults in a way which may be considered indecent
- never indulge in horseplay, tickling or fun fights
- always encourage children or young people, vulnerable adults, where possible, to undertake self-care tasks independently
- always be prepared to explain actions and accept that all physical contact be open to scrutiny.

Extra caution may be required where it is known that a child or young person or vulnerable adult has suffered previous abuse or neglect. In the child/young person/vulnerable adult's view, physical contact might be associated with such experiences and lead to staff being vulnerable to allegations of abuse.

SPORTS COACHING

Some staff, for example, those who coach sports will, on occasions, have to initiate physical contact with children/young people/vulnerable adults in order to support them so they can perform a task safely, to demonstrate the use of a particular piece of equipment or assist them with an exercise. This should be done with the pupil's agreement

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child/young person.

POWER AND POSITIONS OF TRUST

A relationship between a member of staff and a child/young person/vulnerable adults that they have met through the course of their work cannot be a relationship between equals. There is potential for exploitation and harm and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should avoid behaviour, which might be misinterpreted, and report and record any incident with this potential.

CONFIDENTIALITY

Confidential information about a child or young person or vulnerable adult should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the child/young person/vulnerable adult's identity does not need to be disclosed the information should be used anonymously.

For circumstances in which a member of staff is expected to share information about a child/young person/vulnerable adult, for example when abuse is alleged or suspected, they have a duty to pass information on without delay, but only to those with designated child/young person/vulnerable adult protection responsibilities.

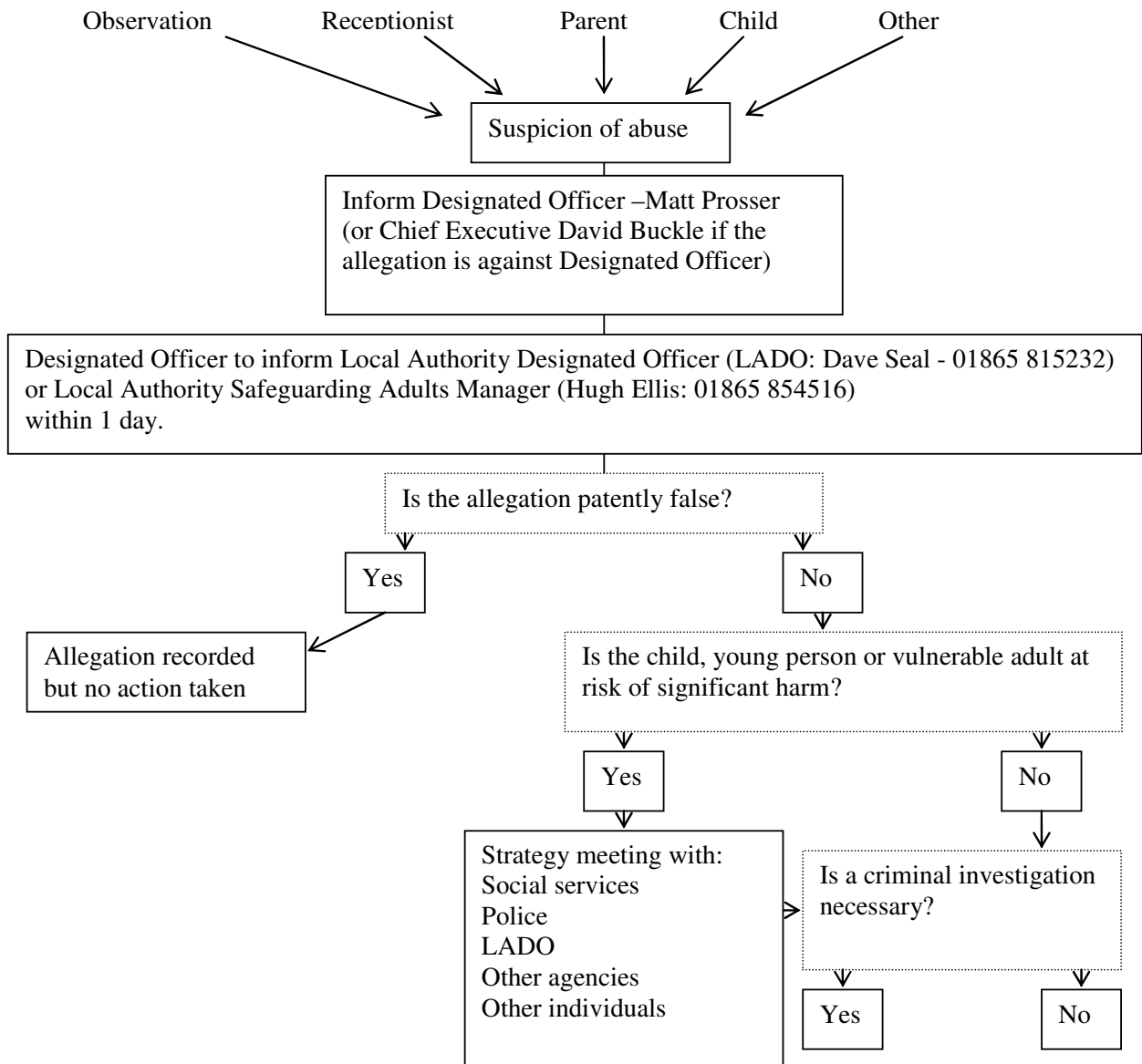
DRESS AND APPEARANCE

Staff should consider the manner of dress and appearance appropriate to their professional role. Staff should ensure they are dressed decently and appropriately for the tasks they undertake.

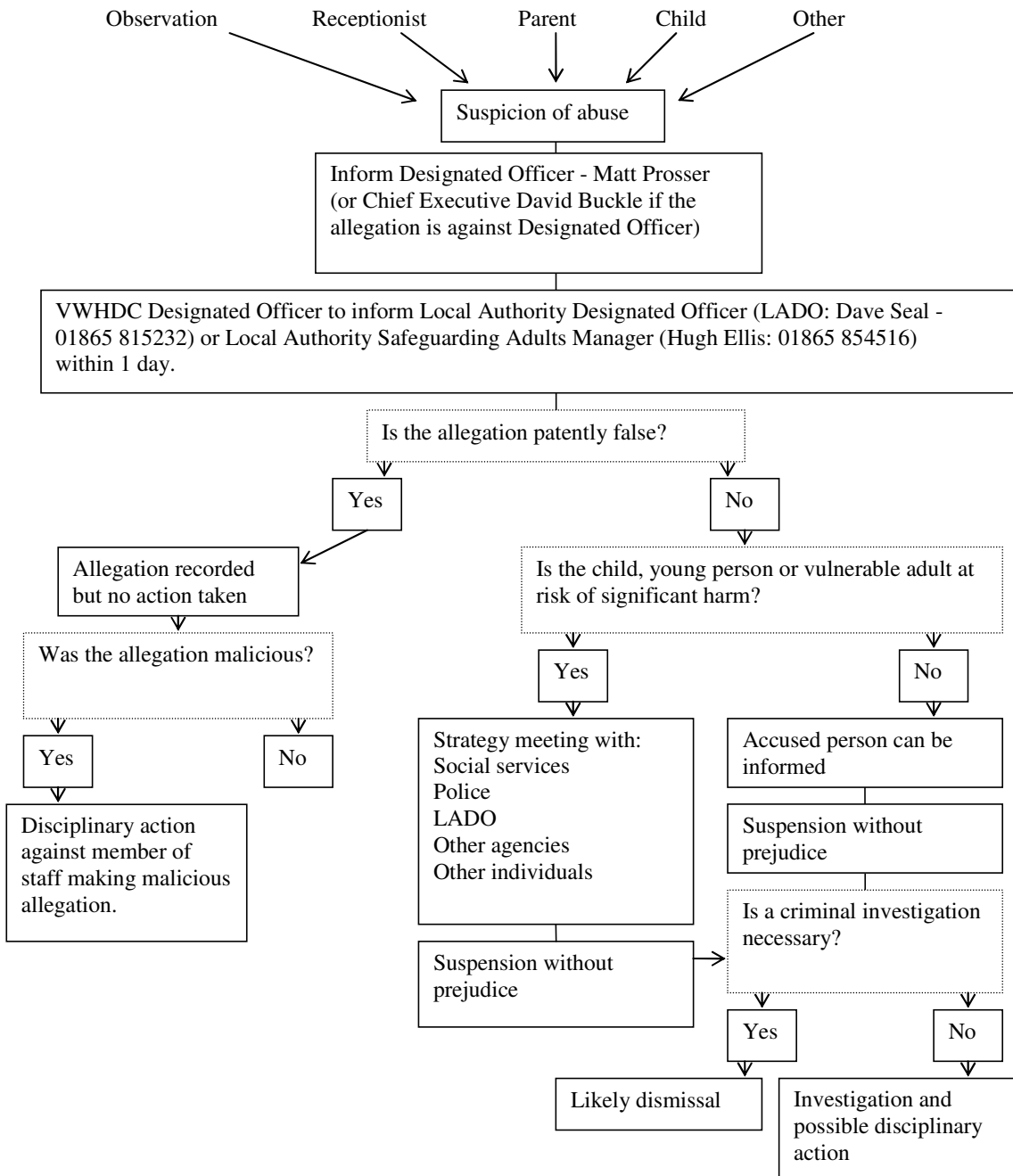
REFERENCES

This guidance has been adapted from: *Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings* (2006) Department for Education and Skills.

APPENDIX 9 – PROCEDURE FOR ALLEGATIONS OF ABUSE BY A THIRD PARTY MADE TO A MEMBER OF STAFF



APPENDIX 10 - PROCEDURE FOR ALLEGATIONS OF ABUSE INVOLVING A COUNCIL EMPLOYEE



APPENDIX 11 - DEFINITIONS OF ABUSE IN CHILDREN**

Taken from Oxfordshire Safeguarding Children's Board, 2008.

***Child* is taken to mean a person under that age of 18.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (i.e. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved or inadequate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, over protection 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 causing children 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 children.

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 and development. Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX 12 - DEFINITIONS OF ABUSE IN VULNERABLE ADULTS

PHYSICAL ABUSE

Being physically hurt or harmed, or put at risk of harm, either deliberately or through rough, careless or thoughtless behaviour.

Physical abuse may include:

- non-accidental actions causing injuries, such as bruising, lacerations or welts, burns, fractures or dislocations
- threats of violence
- refusing to provide food as a punishment for disobedience
- hitting, smacking, biting, shaking or kicking
- pulling arms, hair or ears
- bending back fingers or bending an arm up behind the back
- placing hot substances in the mouth
- leaving a person in clothing or bedding that has been soiled
- physical restraint which is not justified, authorised or excused by law
- being lifted or moved roughly or carelessly or in a way that makes the person frightened or puts them at risk
- misuse of medication, e.g.
- giving medication that hasn't been prescribed
- giving too much medication or over-prescribing medication like anti psychotics i.e. to make the care of people with dementia or challenging behaviours easier for staff
- giving over the counter medication without first checking with the consumer's doctor for appropriateness or any potential harmful side affects.

EMOTIONAL ABUSE OR BULLYING

Being humiliated or put down or made to feel anxious, frightened or intimidated. Some level of emotional abuse is involved in all forms of ill treatment, though it may also happen on its own. Emotional abuse is often the first sign of other forms of abuse happening.

Emotional abuse may include:

- humiliating the person for losing control of their bladder or bowels
- shouting orders
- using humiliating or patronising names, or failing to address the person in their preferred manner
- treating adults as children
- humiliation, emotional blackmail, blaming, swearing, intimidation, name calling or isolation from friends and relatives
- the use of social isolation (ignoring)
- locking the person in their bedroom
- using other service users to provide physical control over another service user
- harassing a person to eat food they don't want to eat (or which is contrary to their cultural or religious beliefs)
- threats of harm or abandonment
- verbal or racial abuse
- isolation or withdrawal from services or emotional supports.

FINANCIAL ABUSE

Includes theft, fraud or exploitation,,the misuse of a position of authority for financial gain.

Financial abuse may include:

- denying the person access to or control over their money and personal finances
- taking the person's money or other property without their consent (which is likely to also constitute a criminal offence) or where their consent is fraudulently obtained
- misappropriation of money, valuables or property
- changes to wills or other legal documents, by coercion, misrepresentation or where consent for changes was fraudulently obtained
- denying the person access to information or documentation concerning their personal finances or individualised funding package
- personal use of a person's telephone which is not recorded or reimbursed

- staff borrowing or asking to borrow client's money or personal possessions even for a brief period, e.g. CDs, lawn mowers etc
- staff purchasing client's possessions at grossly below the real and accepted value of the item
- staff using clients vehicle for their own purposes
- theft or burglary
- grooming for the purposes of financial gain.

NEGLECT

- ignoring a person's medical or physical care needs
- withholding the necessities of life, such as medication, food/drink and heating
- failure to provide access to appropriate health, social care or educational services.

Neglect may also occur where there is a failure to take appropriate action to safeguard a person's welfare or to be negligent in the face of risk.

Concerns or allegations of physical or sexual abuse are often seen as more serious than neglect. But long standing physical neglect is often a major factor in deaths from abuse.

Neglect may include:

- not giving the necessary help or support so that the person can eat or drink
- failure to provide adequate food or drink or ensure that the person can eat or drink it, e.g. by placing it out of reach or not providing the equipment the person needs
- not providing adequate food, shelter, clothing or basic personal health care
- not using the person's communication devices to allow the expression of needs, choices or preferences
- failing to recognise or acknowledge non-verbal messages conveyed of people who have limited communication abilities
- leaving the person alone in a vehicle for extended periods
- not obtaining or seeking the appropriate medical, specialist, therapy or other health support the person may need e.g. dental care
- not ensuring that a person has access to regular medical support including assessments for medication blood levels, blood pressure, diet and nutrition or access to regular health screening tests

- failure to access or provide proper care or medical services for the person
- failure to report concerns
- negligence in the face of risk taking
- failure to give prescribed medication.

SEXUAL ABUSE

This includes all unwanted sexual acts or being made to do something that you don't want to, didn't or couldn't agree to. Sexual abuse doesn't have to be physical, for example it could include jokes or comments or being made to watch, look at or listen to something that makes you feel uncomfortable or embarrassed.

All adults have a right to express their sexuality. However, where there is any doubt as to a person's capacity to make informed decisions it is essential that the concern is reported and the necessary assessments are carried out in accordance with the Mental Capacity Act.

Sexual abuse may include:

Non contact:

- unwanted comments or sexual innuendo
- involving people against their wishes, or where they are unable to consent, in looking at, or in the production of pornographic material or sexual activities
- encouraging a person who lacks capacity to behave in a sexually inappropriate or provocative way e.g. dressing provocatively, soliciting

Contact:

- unwanted sexual touching or touching the person could not consent to or was coerced into
- other sexual activity the person could not consent to or was coerced into e.g. masturbation, oral sex or rape.