

Appendix 1



North East Derbyshire
District Council

North East Derbyshire District Council Child Protection Policy

(month / 2019)

We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

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CONTROL SHEET FOR [policy title here]

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Contents

1. Introduction	6
2. Scope	6
2.1 Working Partners	6
2.2 Contractors.....	7
3. Principles.....	7
3.1 Policy Key Principles	7
4. Statement.....	8
4.1 Aims	8
4.2 Sharing information	8
4.3 Sharing concerns with parents	9
4.4 Definition of abuse	9
4.5 Responding to Suspicions and Allegations of Abuse and Poor Practice.....	10
4.6 Reporting Procedure	11
4.7 Designated Child Protection Link Officers (CPLO).....	11
4.8 Making a Referral to DCC's Children Social Care.....	11
4.9 Quick Guide	12
4.10 Allegations against Staff.....	12
4.11 Confidentiality.....	13
4.12 Request for support/early help	14
4.13 Handling of Difficult Situations.....	15
4.14 Recruitment and Employment	15
4.15 Learning and Development	15
4.16 Work Experience Placements	16
4.17 Health and Safety.....	16
4.18 Guidelines for Photography and Filming	16
5. Responsibility for Implementation.....	17
6. Glossary of terms (if applicable).....	17
7. Appendices (if applicable)	17
Appendix A.....	18
Appendix B.....	19
Appendix C.....	24
Colleagues as they think appropriate	24
Appendix D.....	25
Appendix E.....	27
Appendix F	29
Recruitment and Employment.....	29

Appendix G30
Undertaking Risk Assessments.....30
Appendix H.....32
Appendix I34

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1. Introduction

The Children Acts of 1989 and 2004 as amended by the Children and Social Work Act 2017, sets out specific duties on key agencies. The Acts specifically state that the police, Clinical Commissioning Groups (CCG's) and the local authority are under a duty to make arrangements to work together and with other local partners to safeguard and promote the welfare of all children in their area.

North East Derbyshire District Council (hereby referred to as 'the Council') has a responsibility to Safeguard and promote the welfare of children. The Council is committed to ensuring that all children and young people are protected and kept safe from harm, implementing a child centred approach which is fundamental to safeguarding and promoting the welfare of every child.

This policy sets out how the Council will work in partnership with Derbyshire County Council (DCC), who has the primary function for children and young people's services. It also highlights how the council implements the child safeguarding policy and procedures which is in accordance with Derby and Derbyshire Safeguarding Children Boards policy, practice and procedures, which can be viewed via the link below.

<https://derbyshirescbs.proceduresonline.com/contents.html>

2. Scope

The definition of a child is a child or young person under the age of 18 years. The policy will cover all children and young people up to this age. Any persons aged 18 years and over will be referred through the Safeguarding Adults procedure.

The Council recognises that DCC's Children's Service and the police are the lead agencies in the Council with regard to child protection, but child protection is everyone's responsibility and every child matters.

The policy covers any child or anyone in the district who raises concerns with the council over a child's safety.

The policy covers employees, Councillors and all the functions and services of the Council, as well as the operations of partners, contractors and voluntary organisations that deliver services on its behalf.

Certain professional bodies, for example, the National Coaching Foundation, may have additional policies. Members of professional bodies need to contact their Governing Body to determine if any additional child protection policies apply. If any allegations are made against a qualified coach/leader/teacher, the senior manager will also need to inform the relevant National Governing Body or Leading Authority.

2.1 Working Partners

The Council regularly works with partners and contractors from a variety of sectors. This policy will be drawn to the attention of, and made available to, all agencies and organisations in joint working situations.

2.2 Contractors

Contractors will be expected to follow the policy unless they have their own policy which has been recognised as an adequate substitute.

Safe recruitment practice will include those persons who may not have direct contact with children or young people, but because of their presence will still be seen as safe and trustworthy.

The principles of safe recruitment will therefore be included in the terms of any contract drawn up between the Council and contractors or agencies that provide services for, or adults to work with, children and young people.

The Council will monitor compliance with the contract that will also include a requirement that the provider will not sub-contract to any personnel who have not been part of a safe recruitment process.

3. Principles

The policy will have due regard to the following corporate aims and priorities;

Aims

- Supporting our communities to be healthier, safer, cleaner and greener
- Providing our customers with excellent service

Priorities

- Promoting equality and diversity
- Supporting vulnerable and disadvantaged people
- Improving health and wellbeing
- Improving customer contact and access to information

3.1 Policy Key Principles

The guidance given in this policy document is based on the following key principles:

- The welfare of children and young people is the primary concern
- It is the responsibility of all employees, Councillors and volunteers to report any concerns regarding suspected abuse against children and young people
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All incidents of suspected poor practice and/or allegations should be taken seriously and responded to quickly and appropriately. This includes allegations of poor practice against employees, volunteers and Councillors.

As a service provider the Council is committed to equality. The Council will endeavour to work with parents and other relevant parties to organise the environment and to plan activities to ensure that all children and young people are able to take part at levels appropriate to their needs. Language and cultural requirements will also be taken into account. It considers that all children and young people should be treated equally and fairly.

4. Statement

4.1 Aims

The aims of the policy are to:

- Implement and maintain systems of working practice to safeguard children and young people at Council activities;
- Ensure that children/young people and their parents have confidence in Council employees, policies and practices in respect of the safe supervision of children and young people;
- Ensure that concerns about child safety are reported promptly to the appropriate authorities;
- Offer guidance and support to all employees, volunteers and Councillors involved in Council activity to assist them in recognising and responding to the signs of possible abuse, and to protect themselves against allegations;
- Ensure that the Council's role and responsibility in protecting children and young people from abuse is clear;
- Raise awareness around safeguarding children and young people;
- Raise awareness of safeguarding issues and procedures;
- Work in compliance with the Derby and Derbyshire Safeguarding Children Procedures (<https://derbyshirescbs.proceduresonline.com/index.htm>).

4.2 Sharing information

All employees have a statutory obligation to safeguard the confidentiality of personal information. Children and young people have equal rights to confidentiality. If a child or young person is making a disclosure they will be advised that some of this information will need to be shared with appropriate people and/or agencies. However any person must consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

The Council is a member of the Derby and Derbyshire Partnership Forum and have signed up to the Sharing of Information Protocol, which can be viewed on the Derbyshire Partnership Forum website at: <https://www.derbyshirepartnership.gov.uk/about-us/about-us.aspx>

This is to ensure that effective communication is made across all organisations. The Data Protection Act 1998 and 2018 does not preclude the sharing of information to provide an effective service or protect a person from harm, danger and abuse. The

appropriate sharing of information within the Council or between agencies may be vital for the identification of and reduction of abuse or neglect when assessing risk. However the sharing of data will still need to be carried out in a controlled manner as defined in the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) with any relevant council guidance, policies and practices. Access to personal information should be on a strict need-to-know basis.

Further guidance on key points for sharing information can be viewed in **Appendix A**.

4.3 Sharing concerns with parents

The Council is committed to work in partnership with parents or carers where there are some concerns about a child or young person. In most situations it is important to talk to parents and carers to help clarify any initial concerns. The appropriate senior manager should liaise with the parents or carers. There are some circumstances in which a person may be placed at even greater risk if concerns are shared (for example, where a parent or carer is responsible for the abuse or not able to respond to the situation appropriately). If in doubt speak to Children's Social Care.

4.4 Definition of abuse

In July 2018 the Government issued new national guidelines; "*Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*" to provide clarity for what is required and how organisations need to work together in partnership with others. The full document can be viewed via the link below.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Safeguarding and promoting the welfare of children is defined in the guidance as:

- 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
- taking action to enable all children to have the best outcomes

This can include preventing and protecting a child from:

- Abuse
- Physical abuse
- Emotional abuse
- Sexual abuse
- Child sexual exploitation
- Neglect
- Extremism

It is not always easy to recognise when abuse has or is taking place or a situation is likely to develop into abuse, therefore further information and guidance on recognising the effects of abuse and bullying can be found in **Appendix B**.

4.5 Responding to Suspicions and Allegations of Abuse and Poor Practice

The Council will take any allegation seriously and will conduct a thorough investigation.

There may be a number of barriers that exist which prevent a child or young person from telling others about abuse, some of the main barriers are:

- Be scared because they may have been threatened;
- Think they will be taken away from home;
- Believe they are to blame, or they may feel guilty;
- Think it happens to others;
- Feel embarrassed;
- Not want their abuser to get in trouble;
- Have communication or learning difficulties;
- Not yet have the vocabulary to describe what has happened;
- Be afraid that they won't be believed;
- Think they have already told e.g. by dropping hints;
- Have told someone before and weren't believed, so what's the point in trying again.

Action to be taken if a disclosure or allegation is made:

- React calmly;
- Reassure the person that they were right to tell you;
- Do not make promises of confidentiality, let the person know that you will have to tell another adult;
- Try to reduce any questions you may ask to an absolute minimum and concentrate on listening to the person. Questions should never be leading, they should only consist of Who ...? Where ...? When ...? What ...?
- Make a full written record of what has been said, heard and/or seen as soon as possible.
- This report should then be discussed with a Child Protection Link Officer, your line manager or other senior manager.

Actions to be avoided:

- Panic;
- Allow shock and/or distaste to show;
- Probe to find out more information than offered;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Make promises to agree to keep it a secret;
- Discussing the issue with anyone other than the appropriate line manager or senior manager.

It is not the responsibility of any employee of the Council to decide whether or not abuse has taken place. There is, however, a responsibility to act on any concerns and to protect children and young people in order that appropriate agencies (in our case DCC Children's Social Care and the police) can make enquiries and take necessary action to protect the child or young person. (**Appendix C** – flowchart summary of responding to suspicions).

4.6 Reporting Procedure

The procedures set out in this policy are mandatory for all employees and Councillors.

Employees responding to a suspicion of abuse

Employees responding to a suspicion of abuse, neglect or poor practice should;

- complete full notes of the incident, and;
- contact one of the Designated Child Protection Link Officers (CPLOs), and;
- keep their line manager informed of the situation and action taken.

REMEMBER - If a child, young person or adult is at immediate risk of harm and in need of protection, the Police should be contacted on 999.

4.7 Designated Child Protection Link Officers (CPLO)

The Council has appointed a Child Protection Safeguarding Lead Officer and CPLOs to act as contact points for any employees, Councillors or members of the public that need to report any incidents or concerns they may have with a child's health and wellbeing. See **Appendix D**

The CPLO's will have a specific responsibility for:

- reporting any allegation or suspicion of child abuse or neglect to Children's Social Care or the Police
- being fully familiar with relevant sections of Derby and Derbyshire Safeguarding Children Procedures
- championing the safeguarding of children within the Council
- informing the Safeguarding Lead Officers within the Council
- attending regular training from Derbyshire County Council's Safeguarding Training team.

If the CPLO's are unsure about whether to refer, they should telephone Starting Point Consultation and Advice Service for Professionals (**Tel: 01629 535 353**). The service operates Monday to Friday from 08:00 – 18:00.

4.8 Making a Referral to DCC's Children Social Care

When the CPLO receives a telephone call or email raising concerns over child safety, the CPLO will then decide what appropriate action needs to be taken, which may be;

- *by telephoning, (Referrals and Requests for Support, Starting Point Tel: **01629 533 190**), and/or,

- submit a Starting Point Online referral, and/or;
- contact the police

Childrens Social Care operates their service Monday to Friday 8am to 6pm; to report Safeguarding concerns out of these hours telephone:

- Call Derbyshire's out of hours service, **Tel: 01629 532 600.**

The online referral form to Starting Point can be found on the Derbyshire County Council's website through the link below, but it is only monitored Monday to Friday 8am to 6pm, therefore if the request relates to an immediate child protection issue make contact by telephone.

<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx>

***When referrals are made via telephone, CPLO's should confirm in writing within 24 hours, using the new Starting Point electronic referral form.**

For professionals to seek advice and consult on a child's health, safety and wellbeing a telephone line has been set up by Starting Point and is staffed 8am – 6pm Monday to Friday by a Social Worker Senior Practitioner, **Telephone 01629 535 353.**

The Council will co-operate fully with any investigation carried out by these agencies in line with their procedures.

Starting Point has representatives from the Derbyshire Constabulary Child Abuse Central Referral Unit, the Domestic Violence Central Referral Unit and Derbyshire Community Health Services, as well as Children's Social Care, each with access to their own information systems.

It is important to make clear that you wish to discuss an individual child and ensure you get the name and job title of the person you speak to. Any immediate courses of action can be discussed to address any concerns.

The response time will vary depending on the situation, however it is expected that you are kept informed, but if this does not happen within three working days a follow up call should be made by the CPLO (or person making the referral).

If you are not a CPLO and have had to contact Starting Point please ensure you pass full details of the referral to the Child Protection Lead Officer for recording purposes.

If you are aware the child already has an allocated Multi-Agency Team worker or social worker do not fill out this form and liaise directly with the allocated worker.

4.9 Quick Guide

To assist staff and Child Protection Link Officers (CPLO) there is a quick reference guide "Safeguarding Children and vulnerable adults" which is available from the CPLO's and the councils Human Resources department.

4.10 Allegations against Staff

Any concerns about the welfare of a child or young person arising from abuse or harassment by an employee of the Council must be reported immediately.

It can often be difficult to report a fellow employee, but the Council assures all employees that it will fully support and protect anyone who, without malicious intent, reports their concerns about a colleague's practice or the possibility that a child or young person may be being abused or harassed.

Whilst we take any allegation seriously and investigate immediately and thoroughly, we also recognise that it is possible for an employee to become a victim of false accusations. Employees are encouraged to protect themselves from false accusations by adopting good practice at all times. Examples of how to create a positive environment when working with children and young people are set out in **Appendix E**.

If there is an allegation about an employee, there may be three types of investigation:

- Criminal;
- Child Protection;
- Disciplinary.

Civil proceedings could also be taken by the person or family who alleged the abuse or harassment.

If the concern or allegation is clearly regarding poor practice, then the line manager and appropriate senior manager should deal with it as a misconduct issue and follow the Council's usual disciplinary procedure.

Where it is suspected that abuse has taken place the following should happen:

- Any suspicions that an employee has abused a child or adult at risk should be reported to the Executive Director People;
- The Executive Director People will then seek advice from the DCC Children's Social Care contact, who may then involve the police. If the incident is out of hours the report should be made directly to the police;
- The disciplinary procedure will then be followed.

In line with disciplinary procedures, the Council will take a neutral stance and suspend any employee accused of abuse pending further investigations by the police, DCC Children's Social Care section and internally. The Council will assess all individual cases under its disciplinary procedures, to decide whether an employee can be reinstated and how this can be handled. The Council will reach a decision based on the available information.

4.11 Confidentiality

Every effort should be made to maintain confidentiality, and information should be handled on a need to know basis. This includes the following:

- Members of the team leading the internal investigation;
- The parents/guardian/carer of the person who is alleged to have been abused;

- The person making the allegation;
- DCC Children's Social Care and the police;
- The alleged perpetrator.

Sharing the confidential information without consent in the public interest is normally justified where:

- it is in the interest of the child or young person where reasonable concerns identify that their health or development will be impaired without the provision of services;
- there is evidence that a child or young person is suffering or is at risk of suffering significant harm;
- there is reasonable cause to believe that an individual may be suffering or at risk of suffering significant harm;
- it is to prevent significant harm arising to children and young people, including through the prevention, detection and prosecution of serious crime.

When sharing information as part of preventative services;

- Obtaining consent should be the first consideration;
- Where this is not possible the key factor on deciding whether to share confidential information without consent is proportionality, for example, whether the proposed sharing is a proportionate response to the need to protect the public interest in question;
- In making the decision it must be weighed up what might happen if the information is shared against what might happen if it is not, make a decision based on reasonable judgement and record it.

Any information should be stored in a secure place with limited access and in line with data protection laws.

If any employee is uncertain what steps to take, contact Starting Point; **telephone 01629 533 190** who will give guidance and support through the process.

4.12 Request for support/early help

If employees or CPLO's feel that a child and their family require early help including family support from a Multi-Agency team, they should complete the early help assessment electronic referral form which can be found on the Derbyshire Safeguarding Childrens board website.

<https://www.derbyshirescb.org.uk/policies-and-procedures.aspx>

The assessment forms are received by Starting Point who may contact the referrer as part of the information gathering process to enable an accurate assessment of the child's needs.

If there is uncertainty on the right course of action, for further guidance any professional can contact the advice line, as previously stated in the policy (**telephone 01629 535 353**).

4.13 Handling of Difficult Situations

There may be situations when individuals pose an immediate risk to others, property or themselves. For additional health and safety advice refer to the Council's Employee Protection Policy.

Good Practice Guidance on handling and avoiding difficult situations can be found in **Appendix E**.

The guidance gives detailed information for employees on how;

- to create a positive environment when working with children and young people
- things to avoid
- how to control a difficult situation

If a situation is approaching the point where the methods highlighted in Appendix E will not, or do not work, or if the person is threatening or using violence then the police should be contacted immediately. If other children or young people are present in the area they should, if possible, be moved away from the situation.

4.14 Recruitment and Employment

The Council will take all reasonable steps to prevent unsuitable people from working with children and young people. The Council's Policy on Recruitment and Selection must be followed for all appointments.

For existing employees and applicants who are offered employment in posts which require coming into contact with children or undertaking any form of regulated activity, an Enhanced Disclosure and Barring Service (DBS) Check must be undertaken and renewed on an annual basis. This must include a check to ensure that the successful candidate is not barred from working with children and/or adults in vulnerable circumstances. The Council fully complies with the DBS Code of Practice, this policy will be in line with the Council's Disclosure and Barring Service (DBS) Policy, which can be viewed via the Council's internal website or a copy can be requested from the Human Resources department.

4.15 Learning and Development

The Council has a responsibility to ensure all new and existing employees and Councillors undertake Safeguarding Training which is a mandatory council requirement. The Council will ensure employees are made aware of and understand their role and responsibilities in respect of the Child Protection Policy and who the designated CPLO's are and how to contact them.

The Council also provides on-going learning and development to ensure employees are confident and competent in carrying out their responsibilities and that they are aware of how to recognise and respond to safeguarding concerns.

Enhanced child protection training will be provided to all employees who come into contact with children and young people as part of their job. Managers will be requested to identify those staff. Training may include internal courses, workshops, external courses, seminars and workshops organised by Child Protection agencies.

All CPLO's will undertake training on their roles and responsibilities prior to undertaking this role and at regular intervals to update on any change in legislation.

4.16 Work Experience Placements

All individual and group work experience and unpaid work placements must be managed in accordance with the policy on Work Experience Placements. When placing students under the age of 18, the steps highlighted in the policy must be adhered to. For further information see Managing Work Experience Policy Guiding Principles and Procedures which can be found in **Appendix G**.

4.17 Health and Safety

Under health and safety law, the Council has the same legal and moral responsibilities for the health, safety and welfare of children and young people, as it has for its employees.

Protecting the health and safety of children and young people should comply with the Council's legal responsibilities but at the same time not restrict the child's/young person's right to autonomy, privacy or dignity.

We should also take into account that children or young people may be:

- inexperienced;
- have not been trained; and
- may not pay enough attention to health and safety.

Risk assessments will be carried out for all activities involving children and young people before they start in employment, on work-experience, or participate in supervised Council activities. The risk assessment will determine the level of supervision the child or young people requires.

All children and young people will be inducted before they start in employment and work-experience or undertake supervised Council activities. This will provide them with the information and instruction to enable them to carry out their tasks safely, or participate in activities safely.

An accident, incident or a near miss to a child or young person should be reported using the health and safety accident report form on the Council's intranet.

4.18 Guidelines for Photography and Filming

Anyone wishing to use photographic/film/video equipment at the Council's indoor facilities and/or events may do so only with the permission of the Council. Permission will only be granted once a photographer has signed to say he or she will abide by the conditions of photographic and filming equipment.

Detailed guidelines for taking photographs of children and young people can be seen in **Appendix H**.

The consent form for sharing images can be found in **Appendix I**.

5. Responsibility for Implementation

- SAMT Lead Officer – Joint Strategic Director
- Child Protection Lead Officer – Housing Enforcement Manager
- The Councils Child Protection Link Officers

Safeguarding is everyone's business, therefore any employee, councillor or member of the public will use this policy as guidance on how to report child safety and health and wellbeing concerns.

6. Glossary of terms (if applicable)

Term	Meaning
Abuse and neglect	Form of maltreatment of a child or adult at risk.
Child(ren) / young person/people	Anyone who has not yet reached their 18 th birthday.
Employees	Those employed by the Council, its Councillors, partners, contractors as well as volunteers involved in the delivery of Council activities or in Council premises or facilities.
Local Authority	County and borough councils.
Parent	Generic term to include birth parents, step-parents, carers including adoptive parents and same sex parents who have a legal responsibility for the child. The term will specify parental responsibility where necessary.
Safeguard and promote the welfare of children	The process of protecting from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.
The Council	North East Derbyshire District Council

7. Appendices (if applicable)

Shared Information

Key points for sharing information

- Employees should explain to the child, young person and parent at the outset, openly and honestly, what information will, or could be shared. They should explain how and why it needs to be shared, and seek their agreement. The exception is where to do so would put the person or others at risk of significant harm, or undermine prevention, detection of prosecution of a serious crime including where seeking consent might lead to interference with a potential investigation.
- Employees must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the person may be suffering or is at risk of significant harm, the individual's safety and welfare must be the overriding consideration.
- Employees should, wherever possible, respect the wishes of children, young people or their parents who do not consent to share confidential information. Employees may still share information, if in their judgement on the facts of the case; there is sufficient need to override that lack of consent.
- Employees should seek advice where they are in doubt, especially where their doubt relates to a concern about possible significant harm to a child, young person or to others.
- Employees should ensure that the information they share is accurate and up-to-date, necessary for the purpose for which they are sharing it, shared only with those people who need to see it and shared securely.
- Staff should always record the reasons for their decision – whether it is to share information or not.

Obtaining consent

The individual's consent should always be sought. However a lack of consent should never compromise the safety or welfare of a child or young person. However, consideration should be given to why consent is being withheld in line with their human rights. Written consent to share information should be sought wherever possible.

Recognition of Abuse and Bullying

Definition of a child

A child or young person under 18 years of age.

Definition of an ‘adult at risk’

An ‘adult at risk’ is any person aged 18 years or over who appears to be eligible for Local Authority or mental health services by reason of mental illness, age or disability and may be unable to take care of themselves or protect themselves against significant harm or serious exploitation. Includes adults who make arrangements for their own care and/or support.

Definitions of abuse

The following definitions below are adapted from 2018 “Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children”

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.
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	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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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.
Child 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 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.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
Extremism	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.

Indicators of Abuse

Indicators that a person may be experiencing abuse could include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated in a part of the body not normally prone to such injuries. Bruises that reflect hand marks or fingertips could indicate pinching or slapping. Cigarette burns and scalds would also be a concern.
- An injury for which the explanation seems inconsistent.
- The child or 'adult at risk' describes what appears to be an abusive act involving him or her.
- Someone else (a child or adult) expresses concern about the welfare of another person.
- Unexplained changes in behaviour e.g. becoming very quiet, withdrawn or having severe temper outbursts.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Discomfort when walking or sitting down.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.

- Has difficulty making friends.
- Is prevented from socialising with other people.
- Displays variations in eating patterns including overeating and loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty and unkempt.

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place or has taken place.

How to respond to suspected abuse

- React calmly
- Reassure the person that they were right to tell you
- Do not make promises of confidentiality, let the person know that you will have to tell another adult
- Keep questions to an absolute minimum and concentrate on listening
- Keep questions to Who? Where? When? What?
- Make a full written record of what they have said as soon as possible.

Abuse of Children and Young People with a Disability

Children and young people with a disability are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of children with a disability may experience multiple stresses. This group of children and young people may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children.
- Receiving intimate personal care from a larger number of carers.
- Having an impaired capacity to challenge abuse.
- Having communication difficulties resulting in difficulties in telling people what is happening.
- Being reluctant to complain for fear of losing services.
- Being particularly vulnerable to bullying or intimidation.
- Being more vulnerable to abuse by peers than other children.

Mental Health Issues

We all have mental health, like we all have physical health. Both change throughout our lives, and, like our bodies, our minds can become unwell.

One in four people will be affected by mental health issues in any year. Mental health problems cover a wide spectrum from mild stress-related symptoms, to severe acute conditions such as bipolar, depression, psychosis and schizophrenia. The following can often be indicators that someone may need help: Suicidal thoughts, social withdrawal, delusions, paranoia, confusion, self-harm, marked mood swings, severe anxiety.

For more information on mental health see the intranet or pick up a 'Rethink Mental Illness - SOS' guide in one of our contact or leisure centres. For more immediate concerns, contact one of the Safeguarding Link Officers, or for employee concerns contact HR.

Bullying

In some cases of abuse it may not always be an adult abusing a child or young person. In the case of bullying, the abuser may be another child or young person. Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Anyone can be a target for bullying, sometimes victims are singled out for being overweight, physically small, having a disability, being shy and/or sensitive or belonging to a different race, faith or culture. Bullying can and does occur anywhere there is inadequate supervision.

Bullying may include:

- Physical - including hitting, kicking and theft.
- Verbal - including name calling, teasing, racist or homophobic taunts, threats and graffiti.
- Emotional - including tormenting, ridiculing, humiliating and ignoring.
- Sexual - including unwanted physical contact or abusive comments.
- Cyber bullying - e.g. e-mail, text messaging, social media, etc.

Bullying can cause a considerable amount of stress to children and young people, it can affect their health and development, and in extreme cases it can cause them significant harm including self-harm.

Indicators that a child or young person is being bullied could include:

- Behavioural changes such as reduced concentration, becoming withdrawn, clingy, depressed, tearful, having mood swings, having a reluctance to go to training, events or sports clubs.
- A drop in performance at training, events, rehearsals etc.
- Physical signs such as stomach aches, headaches, scratching and bruising and damaged clothes.
- A shortage of money or frequent loss of possessions.

Action if bullying is suspected

The following action to help the victim and prevent bullying should be taken:

- All signs of bullying should be taken seriously.
- All children and young people should be encouraged to share their concerns.
- The victim should be helped to speak out and tell the person in charge or someone in authority.
- All allegations should be investigated and action taken to ensure the victim is safe. The victim and bully(ies) should be spoken to separately.
- Employees should reassure the victim that they can be trusted and will help them, but do not promise not to tell anyone else.
- Records should be kept of what is said.

The following action should be taken towards the bully(ies):

- The situation should be explained to the bully(ies).

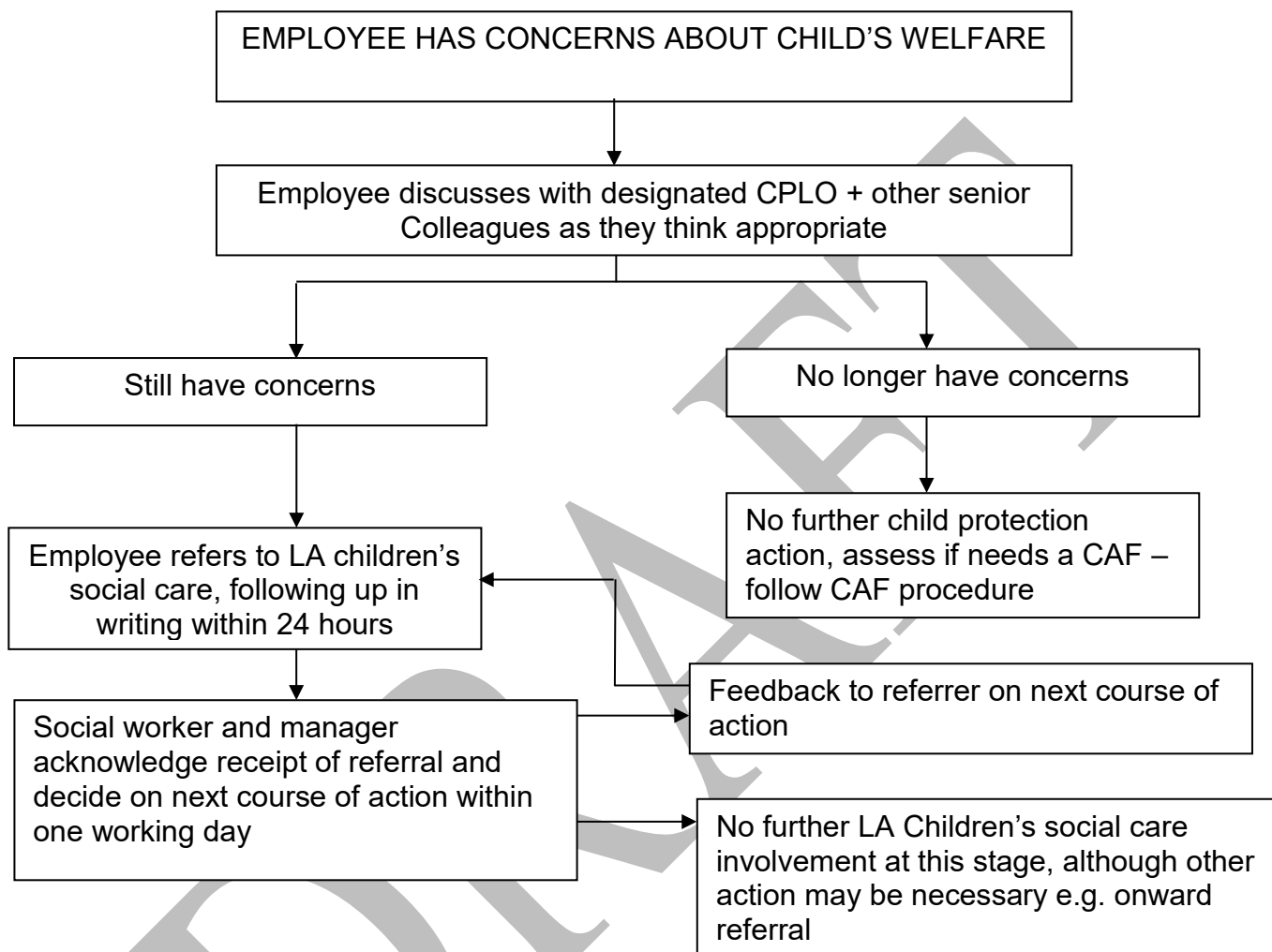
- An effort should be made to get the bully(ies) to understand the consequences of their behaviour.
- An apology to the victim should be sought.
- Any items belonging to the victim should be returned.
- Encouragement to the bully(ies) to change their behaviour should be offered.
- Meetings should be held with parents or carers to report on progress.
- All appropriate employees should be informed of action taken.
- A written record of action taken should be kept.

Anti-bullying Policy

The Council is committed to a standard of individual and corporate behaviour that is respectful, courteous and just. The Council will not accept or condone any form of bullying within service led activities.

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Summary of Responding to Suspicions



For referral where there are concerns about the welfare of a child or 'adult at risk'		
Agency:		
Children's Social Care	Starting Point	01629 533 190
Derbyshire Constabulary	Police call centre (24 hours)	101
	Emergency	999

Child Protection Link Officer Contact Details

Reference Guide

A quick reference guide is available in a small credit card size to enable it to be used for easy reference. This is available from the Child Protection Link Officers and Human Resources.

How to report it

The Council has a number of designated child and 'adults at risk' protection link officers. These officers are the point of contact for any employee that needs to report any incidents or concerns they may have.

The tables show the CPLO's name and contact details for both North East Derbyshire District Council and Bolsover District Council.

North East Derbyshire District Council Child Protection Link Officers (CPLOs)		
Name	Job Title	Telephone Number
Lee Hickin	Joint Strategic Director	01246 217218
Steve Brunt	Joint Head of Service, Street Scene	01246 217264
Janice Barltrop	HR Link Officer (Organisational Development)	01246 217013
Rachel Pope	Customer Services Manager	01246 217544
Diane Parker	Joint Housing Policy and Intelligence Officer	01246 217292
Lee Pepper	Housing Options Team Leader	01246 217625
Karl Apps	Acting Joint Head of Service Economic Development	01246 217289
Jo Richardson	Accommodation and Prevention Officer	01246 217722

Bolsover District Council Child Protection Link Officers (CPLOs)		
Name	Job Title	Telephone Number
Lee Hickin	Joint Strategic Director	01246 217218
Diane Bonsor	Housing Needs Manager	01246 593062
Deborah Whallett	Housing Enforcement Manager	01246 593057
Lesley Botham	Customer Services Manager	01246 242230
Janice Barltrop	HR Link Officer (Organisational Development)	01246 217013

Ann Bedford	Customer Standards and Complaints Officer	01246 242353
Sarah Chambers	Physical Activity & Sports Development Manager	01246 242364

Or alternatively out of hours - you can call 'Starting Point', telephone 01629 533190 - 8am to 6pm, Monday to Friday and from 9.30am to 4pm Saturdays, or telephone Call Derbyshire for out of hours service Tel: 01629 532 600.

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Good Practice Guidelines for Employees

Examples of how to create a positive environment when working with children and young people:

- Work in an open environment, avoid private or unobserved situations.
- Treat all children and young people with equal dignity and respect.
- Put the welfare, success and achievement of each child first, before the winning or achieving of goals.
- Make activities enjoyable and promote fair play.
- Maintain a safe and appropriate distance with children and young people.
- If physical contact is necessary for demonstrating skills etc, explain and discuss these actions with the person first.
- Recognise that caution is required especially when dealing with sensitive moments e.g. when dealing with bullying, bereavement or abuse.
- Keep up-to-date with technical skills, qualifications and insurance requirements.
- Be an excellent role model, this includes not drinking alcohol or smoking in the company of children and young people in any work related environment.
- Give constructive feedback rather than negative criticism.
- Recognise the development needs of the children and young people and avoid excessive training or competition.

Things to Avoid

You should NEVER allow or take part in any of the following:

- Engage in rough physical or sexually provocative games.
- Engage in or allow any form of inappropriate touching.
- Allow children and young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child or young person to tears, as a form of control.
- Allow allegations made by a person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child or young person that they can do for themselves including things like applying sun cream
- Transport or take children or young people to their home unsupervised.
- Administer medication unless specifically trained and approved by the person's parents to do so.
- Take a child or young person to the toilet unsupervised.

Control

Two types of simple control methods can be used in order to prevent injury to the child or young person, other children and young people or significant damage to property.

1. Simple physical presence as control. This involves no contact e.g. standing in front of an exit.

2. Holding or touching to persuade a child or young person to comply with verbal requests e.g. holding a person's hand or using the shoulders to steer a person away from a situation.

Wherever possible steps should be taken in advance to avoid the need for these control methods through dialogue and diversion. If a situation is approaching the point where these methods will not or do not work or if the person is threatening or using violence then the police should be contacted immediately. If other children or young people are present in the area they should, if possible, be moved away from the situation.

Procedure that must be followed if these control methods are used

- Notify your line manager immediately after the incident has occurred.
- Complete an incident report form (found on the Council's intranet under Accident Reporting Policy providing details of the incident and submit a copy of this to your line manager.
- Complete an accident report form (found in the Council's intranet under Accident Reporting Policy) if necessary and send this to the Health and Safety Officer.

Line managers should then:

- Ensure the report is comprehensive.
- Ensure that the parents of a child or young person are informed of the incident and are provided with a copy of the report
- Arrange a meeting to discuss the incident with the employee within 24 hours of the incident if possible.
- Write up the meeting with the employee and obtain the employees signature to the accuracy of the discussion notes.
- Keep all records of the incident in a secure locked cabinet.
- Ensure further training to reduce the risk of this type of incident recurring is provided to the employee if appropriate. Training could include preventative measures and strategies.

Some specific posts and activities may need more detailed guidance. If employees have any concerns about the appropriateness of any practice or action, they should contact their line manager where possible or senior manager.

Recruitment and Employment

The Council's Policy on Recruitment and Selection must be followed for all appointments.

For the specific purpose of protecting young people and young people, the recruitment process incorporates the following steps:

- i) all employees with responsibility for recruitment and selection shall receive appropriate training.
- ii) all new posts/vacancies shall be subject to a risk assessment to determine whether and to what extent the post has access to children/young people.
- iii) the risk assessment will determine whether a Disclosure and Barring Service (DBS) check is required.
- iv) the nature and extent of access to children/young people will be clearly identified in the job description.
- v) any DBS disclosure requirement will be clearly identified in the advertisement and candidate profile.
- vi) the recruitment process will be based on the Council's standard application form, including;
 - Name, address and National Insurance number.
 - Relevant experience, qualifications and training.
 - Details of work history.
 - Names and contact details of two referees.
 - The specific question: 'Do you have any unspent criminal convictions? If yes, please provide details.'
- vii) any gaps/omissions must be covered at interview.
- viii) once the successful candidate has been selected, his/her identity will be confirmed from official documentation (e.g. birth certificate, passport or driving licence).
- ix) the appointment will not start until satisfactory references and DBS clearance has been received.
- x) all appointments will be subject to a probationary period of employment and annual performance appraisal.
- xi) DBS checks will be renewed in accordance with the Councils Disclosure and Barring Services Policy.
- xii) The HR Section will maintain a record of DBS clearances.

Managing Work Experience Policy Guiding Principles and Procedures

Before a child or young person commences in a placement or work experience, managers will:

- Contact the Human Resource Section before any arrangements are put in place, or agreement is given, to offer a placement or work experience to a child or young person.
- Arrange for the referring organisation or individual to complete and return a Work Experience Application Form to the Human Resource Section.
- Carry out risk assessments of all activities to be undertaken by the child or young person.
- Inform the parents/guardian, child/young person and/or referring organisation of the risks and the measures in place to control them.
- Prepare a draft programme of activities to discuss and agree with the child or young person, and/or referring organisation before the start of the placement.
- Identify any restrictions placed on work activities.
- Determine the level of supervision required.
- Identify a named person responsible for the supervision.

On commencement in placement, managers will:

Ensure the following induction is covered on day one:

- Nature of the tasks to be undertaken.
- Issue and explain risk assessments in place relating to these tasks.
- Discuss the main hazards of the tasks and the environment, and the measures in place to control them.
- Fire and emergency safety – location of fire assembly point, extinguishers, and fire exits, evacuation procedures, bomb procedures.
- First aid facilities – first aiders and location of first aid box.
- Accident reporting procedure – how and who to report an accident or near miss to.
- Issue and explain relevant Safety Advice Notes.
- Give task specific instruction in manual handling.
- Undertake an assessment of the DSE and workstation, if appropriate.
- Issue and explain the use of personal protective clothing, if appropriate.
- Introduce supervisor, buddy, and other staff.
- Undertake tour of the premises and site, including kitchen and toilet facilities.

Following induction on day one, managers and those undertaking work experience will sign and date the Induction Checklist which should be forwarded to Human Resources, who will retain a copy on file. Further induction will take place over a number of days. Managers will also ensure those on a long term work placement also attend Corporate Induction.

Undertaking Risk Assessments

Under health and safety law, we must assess the risks to children and young people before they start in placement. We must also tell them what these risks are.

Risk assessments should be carried out in accordance with the document 'Further Guidance – the Purpose of Risk Assessments' using the Council's standard risk assessment template. Managers will also need to take into account that children and young people may be:

- Inexperienced
- Lack training
- Mentally or physically immature

We should take specific account of:

- How the workplace is fitted and laid out.
- What type of equipment will be used and how will it be handled.
- How the work is organised.
- What training is needed to carry out the tasks safely.
- Any hazardous substances they may be exposed to.
- What are the risks from the work hazards.

Restrictions on work:

A child or young person must not undertake any tasks where a significant risk remains in spite of the best efforts made to take all reasonable steps to control it, for example:

- Work or tasks that cannot be adapted to meet any physical or mental limitations they may have.
- Exposure to substances which are toxic or cause cancer.
- Exposure to radiation.
- Works or tasks involving extreme heat, noise or vibration.

Training and supervision:

All children and young people undertaking work experience placements need to be trained to do the work without putting themselves and other people at risk. It is important to ensure that processes are in place to check that they have understood the training, which should cover:

- The hazards of the workplace.
- The control measures in place.
- A basic introduction to health and safety.

Children and young people will face unfamiliar risks from the job they will be doing and from their surroundings, and for this reason, may require more supervision.

Managers will ensure:

- The supervision of the child or young person at all times, including breaks.
- Clearly defined work tasks.
- Clear methods of working and safe instruction.
- A relevant training programme.
- Any work restrictions are clearly defined and checked that they have been understood.

GUIDELINES FOR PHOTOGRAPHY AND FILMING AT COUNCIL MANAGED FACILITIES AND EVENTS

Anyone wishing to use photographic/film/video equipment at the Council's indoor facilities and/or events may do so only with the permission of the Council. Permission will only be granted once a photographer has signed to say he or she will abide by the conditions of photographic and filming equipment.

These conditions are:

- Any images taken will be used only for the purposes stated on the Photography and Filming Request Form;
- Any images are taken with the permission of the subjects (**Appendix I**);
- Proof of identity may be required in order to grant permission to use the photographic filming equipment;
- The Council reserves the right to withdraw permission to use photographic filming equipment immediately without prior warning. Failure to stop photography when asked may result in the photographer being asked to leave or reporting the incident to the police;
- The photographer should be sensitive to other users/participants and as far as reasonably possible restrict the images taken to those of the subject(s);
- If at any time another user in the area where the photographs are being taken complains about the activity then the photography or filming must stop immediately;
- If in the case of private hiring of Council facilities, it is the responsibility of the organisers/hirers to inform parents/carers of the individuals attending the event that photographs will be taken;
- It is the responsibility of any commercial photographer taking images at Council facilities to obtain written permission of any subjects included in their photographs to use the images before publication;
- Images may only be taken in the areas shown and on the date indicated on the Photography and Filming Permission Request form;
- If, for any reason, the details shown on the permission request change, the form should be returned to the Council for alteration. If, when challenged, a discrepancy is found between the photographer and Council, copies of the permission request, permission to use photographic and filming equipment will be withdrawn.

Photography and filming during external hire of facilities

The control of the use of photographic/film/video equipment by external hirers of Council facilities is the responsibility of the hirer. This responsibility extends from who is allowed to use photographic/film/video equipment, to where and where not equipment is used and what images are and are not allowed to be taken.

It is the hirer's responsibility to ensure that all participants, and their parents if under 16, are aware that photographic/filming/video equipment is going to be used. Where appropriate, they may be required to get written permission from participants or their parents/guardians/carers to use the photographs in publicity promotional or media material.

Guidelines for taking photographs of children and young people

There will be occasions when photographs are taken for the purposes of gathering evidence for enforcement action or contractual compliance, and the following precautions will be taken:

- If a photograph is used, avoid naming individuals;
- Before the images are taken the written permission of the individual's parents should be sought;
- Only use images of individuals in suitable dress to reduce the risk of inappropriate use;
- There are some activities, e.g. swimming, gymnastics and athletics, where the risk of potential misuse is much greater. With these sports, the photographs should focus on the activity not a particular subject and should avoid full face and body shots. For example, photographs of children and young people in a pool would be appropriate or, if on poolside, from the waist or shoulder up.

A consent form can be found in **Appendix I**

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CONSENT FORM FOR PHOTOGRAPHS OF CHILDREN AND YOUNG PEOPLE

A. Name of parent, carer or head teacher:

B. Name of child/young person

Home address (if required)

School address (if required)

North East Derbyshire District Council would like to take photographs at a Council organised event/your child's school (delete as appropriate). These photographs may appear in our printed publications, on our web site, or both.

Note to parent/carer: Before taking any photographs of the person named above, we need your permission. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to a Council Officer attending the event or send to the address at the bottom of this form.

Note to head teachers: If group photographs are organised and individual children cannot be easily identified, head teachers must find out whether any parents do not want their child to be in the photograph. In this instance we ask the head teacher to answer declaration 3 below and sign the consent form. Head teachers should return the completed form to the address shown below

To the parent/carer - Please circle

1. May we use the photograph of the person named in B above in printed publications produced by North East Derbyshire District Council? **Yes/No**
2. May we use the photograph of the person named in B above on our web site? **Yes/No**

Note to Head Teachers (where applicable)

3. Have you established, in writing, which parents are happy for their children to take part in photographs for use in North East Derbyshire District Council's printed publications or on its web site (or both) **Yes/No**

Please note that web sites can be viewed throughout the world, not just in the United Kingdom where UK law applies.

This form is valid for four years from the date of signing. The Council will seek renewed consent if the photograph(s) are to be re-used after that time.

Signature: _____ Date: _____

Please return this form to: APPROPRIATE SERVICE TO INSERT ADDRESS DETAILS

All personal information provided to North East Derbyshire District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given

Information provided will be shared with Derbyshire County Council in the interest of Child Protection.

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