

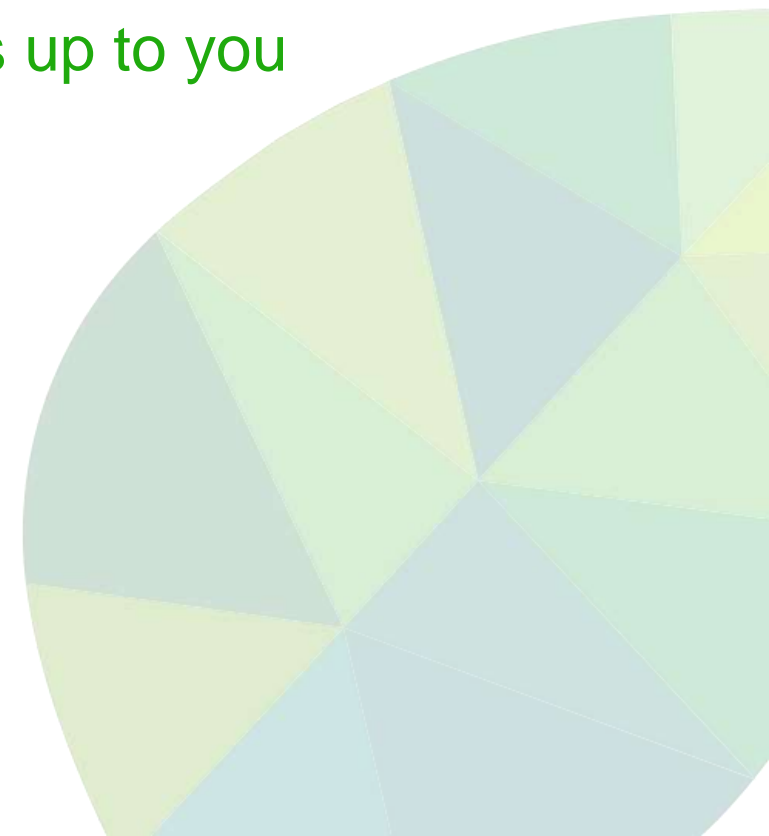
Safeguarding Children and Adults at risk of harm Policy

June 2024



It is not up to you to decide whether a child or adult at risk* is suffering harm because of abuse or neglect, but it is up to you to report any concerns as soon as possible.

* Formerly known as vulnerable adults, in line with the Care Act (2014) it is best practice to use “adults at risk.” You can see more information here: [Ann Craft Trust definitions](#)



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1. Introduction

1.1 East Hampshire District Council (EHDC) delivers a varied range of services and functions which can bring employees and members into contact with children or adults at risk. This could be either as the main part of their role or indirectly when they are carrying out their work such as during a home visit, working outdoors in a public space or seeing customers in a reception area.

1.2 EHDC recognises that we all have a responsibility to protect children and adults at risk and has developed a safeguarding policy which includes the Prevent duties, (Counter Terrorism & Security agenda) to ensure that effective practices are in place for all EHDC's activities.

1.3 EHDC believes that all children and adults at risk have the right to be safe, happy, and healthy and deserve protection from abuse. EHDC is committed to safeguarding all children and adults at risk using any of its services and involved in any of its activities, and to treat them with respect during their interactions with the council.

1.4 This policy is written in accordance with The Children Act 2004, The Care Act 2014 and associated guidance.

2. Policy Statement

2.1 EHDC is committed to practices that protect children and adults at risk from harm regardless of age, gender, disability, racial heritage, religious belief, sexual orientation, or any other protected characteristic as covered by the Equality Act 2010. Employees and members accept and recognise their responsibilities to develop self-awareness of the issues that cause harm to children and adults at risk.

3. Aim of the Policy

3.1 The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within the scope of the policy.
- Support the promotion of a safe working environment and a culture of care in which the rights of all children and adults at risk are protected and respected.
- Promote procedures, codes of conduct and best practice in how employees and members interact with children and adults at risk while providing council services.
- Develop clear guidance and procedures for those employees and members working with children and adults at risk and ensure through training and support that they are aware of these and can implement them.
- Provide a framework for developing partnerships with appropriate external bodies' e.g. Hampshire Safeguarding Children Partnership and Hampshire Safeguarding Adults Board to ensure that the policy continues to reflect legal and best practice requirements in respect of the responsibility of care of children and adults at risk
- Enable information sharing about safeguarding concerns with relevant agencies whilst involving parents/carers, children, and adults at risk where applicable.

- Support the procedures for the safe recruitment of employees and members in accordance with relevant legislation and guidance.
- Provide effective management for employees through supervision, support, and training.

4. Scope of Policy

4.1 The policy is in respect of the council's responsibility towards:

- Children: legally defined as any person under the age of 18 including unborn children (The Children Act 2004). From this point the terms child or children will be used to refer to this group.
- The Care Act 2014 refers to an 'adult at risk' of abuse or neglect with care and support needs. Formerly known as 'vulnerable adults', it is best practice to use 'adults at risk of harm' or 'adults at risk' and these terms will be used throughout this policy.
- The employees of the council who will encounter children or adults at risk during their work.
- Members of the district council when on council business.
- Contractors when carrying out work on behalf of East Hampshire District Council.
- The term 'parent/ carer' is used throughout as a generic term to represent parents, carers and guardians for both children and adults at risk.

4.2 Child protection is defined in The Children Act 2004 as:

- Protecting individual children identified as either suffering, or likely to suffer, significant harm because of abuse or neglect.

4.3 Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

4.4 It is also important to recognise that in providing services, the council is not acting in loco parentis (in place of the parent)

4.5 Adult Safeguarding is defined in the Care Act 2014 as:

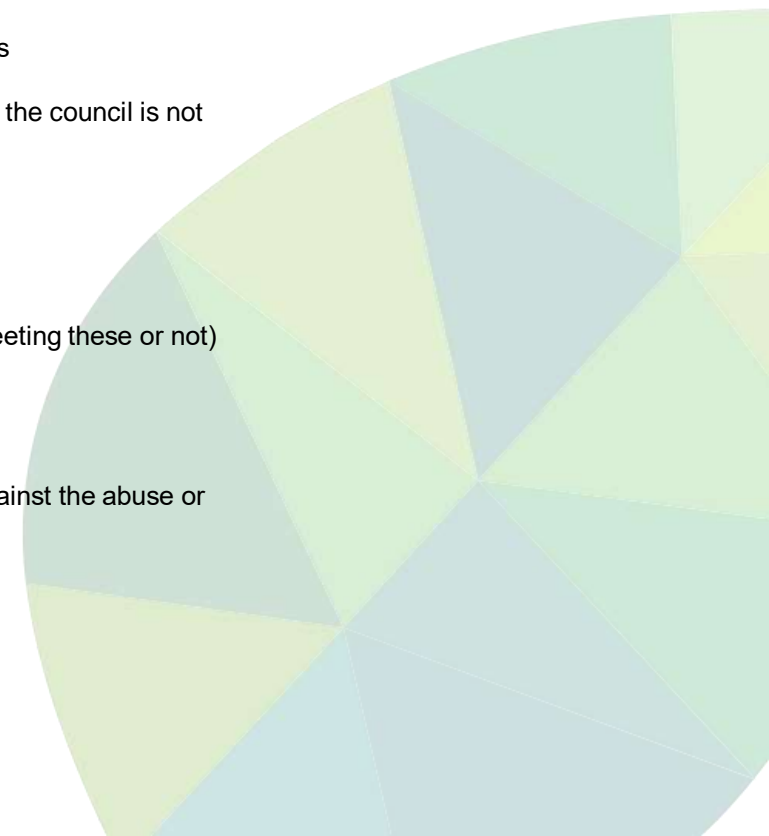
An adult at risk has:

- needs for care and support (whether the local authority is meeting these or not) is experiencing, or at risk of abuse or neglect

and

- as a result of these needs is unable to protect themselves against the abuse or neglect or risk of it.

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4.6 The Mental Capacity Act 2015 and Code of Practice should be adhered to by employees who work with members of the public who lack capacity.

4.7 This policy is to be used in conjunction with the district council's:

- Equality Policy
- Complaints Procedure
- Disciplinary Policy
- Whistleblowing Policy
- Social Media Policy
- ICT Security Policy
- Lone Working Procedures (individual team versions)
- Recruitment Policy
- DBS Policy
- Code of Conduct

EHDC is committed to regularly reviewing its policies and good practice.

5. Prevent

5.1 Prevent is a requirement of the Counter Terrorism & Security Act 2015 and places a duty on specified authorities in the exercise of their functions to have due regard to the need to prevent people from being drawn into extremism and terrorism. In accordance with guidance, Prevent is included as part of our responsibilities to safeguard vulnerable groups and when using this policy should be considered in the same context as any other safeguarding concern.

5.2 Extremists are known to target vulnerable children and adults to radicalise them to their ideology.

5.3 Radicalisation is usually a process not an event. During that process, behaviours as well as opinions are likely to change. These changes may be apparent to the friends, families and work colleagues of the person concerned and may include a change of ideology and beliefs held, appearance, language used, peer groups and interests.

5.4 EHDC is a specified authority and required to:

Offer training of staff to understand Prevent

Report any concerns via the agreed reporting procedure which in Hampshire will follow the same process as used to report safeguarding concerns into the Multi Agency Safeguarding Hub.

Feed into Channel Panel as required with a multi-agency approach to identify and provide voluntary support to individuals who are at risk of being drawn into terrorism.

6. Review

6.1 This policy and associated guidance will be reviewed annually or whenever there is a change in the related legislation. This will ensure the document is fit for purpose and up to date and compliant with our Section 11 duties of the Children Act 2004 and any other relevant legislation.

7. Responsibilities

7.1 Responsibility for the implementation of this policy lies at all levels of EHDC. We have a duty to comply with and take part in any multi-agency safeguarding arrangements put in place with regards the vulnerable groups we are working with such as attendance at statutory protection conferences.

7.2 **Cabinet** are responsible for ensuring that EHDC has a policy, which adequately provides protection for children and adults at risk in receipt of its services and for the regular review of this policy in the light of changes to legislation.

7.3 **Members** are responsible for ensuring that they are familiar with and understand the policies and procedures relating to their role which may bring them into contact with children and adults at risk either directly or indirectly and raise any concerns appropriately.

7.4 **Directors** are responsible for assisting HR and other related officers in performing their safeguarding functions primarily around:

- Identifying those services and posts that are likely to have an involvement with children and adults at risk.
- Ensuring that employees whose duties will involve contact with children or adults at risk are screened at the appropriate level and are appropriately qualified and/or trained in working with these groups.
- Ensure a risk assessment is carried out and updated regularly for any staff member who is recruited for whom there has been information released on their DBS.
- Ensuring that all necessary procedures and practices are in place to provide adequate protection both for children and adults at risk and protection for the employees working with them.
- Ensuring that proper records are kept of any incidents occurring within their directorate and that these are held securely and passed on to the Safeguarding Lead or the Monitoring Officer if the incident involves an employee.
- Ensure managers across their service have undertaken Safer Recruitment Training if they have teams who come in to contact with members of the public.

7.5 Human Resources Service is responsible for:

- Working with Directors in maintaining a record of those posts that are likely to work with children or adults at risk and identifying the level of involvement and the appropriate level of screening required.
- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.
- Ensuring that all safeguarding and DBS checks are carried out and repeated after 3 years at the level required in respect of every role identified involving contact with children and adults at risk.
- Ensuring that employees in contact with these groups are adequately trained and aware of their responsibilities in this area.
- Supporting Directors in dealing with allegations of abuse or lack of care by staff.
- Referring any information about individuals who may pose a risk to the DBS

7.6 All Employees and particularly those encountering children and adults at risk are responsible for:

- Ensuring that they are familiar with and understand the policies and procedures relating to their work which brings them into contact with children and adults at risk either directly or indirectly and raise any concerns about their level of knowledge with their managers in order that this may be addressed.

- Treating all children and adults at risk with respect when they encounter them whilst carrying out their work.
- Reporting to their manager or the Safeguarding Lead any concerns they may have about abuse or a lack of care of children or adults at risk.

7.7 The designated Safeguarding Lead has the responsibility to:

- Provide advice and information relating to safeguarding concerns
- Receive and record information from employees, members, children, adults at risk or parents and carers who have safeguarding concerns.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Ensure a formal referral to a statutory agency or the police has been made without delay and ensure the proper transfer of information relating to dealings with children and adults at risk, where necessary.
- Collate information from relevant services to inform a chronology for the purpose of a Local Child Safeguarding Practice Review or Safeguarding Adult Review.
- Ensure that recommendations from any reviews the council has been involved in are implemented.
- Ensure the councils' safeguarding policies and procedures are up to date and compliant with legislation and guidance.

- Ensure appropriate training is available for employees and members.
- Be responsible for ensuring any internal safeguarding allegations are reported to the Hampshire County Council Local Authority Designated Officer (LADO) if the staff member is in a position of trust and in accordance with Working Together to Safeguard Children 2018.
- Liaise with the Community Safety Manager regarding Prevent as required.

7.8 The designated Safeguarding Lead should be aware of the local child and adult at risk protection networks, the role of the Hampshire Safeguarding Children Partnership and The Hampshire Safeguarding Adult Board and the existence of local safeguarding procedures. It is essential for the designated Safeguarding Lead to have received training in child protection and safeguarding adults at risk.

8. Allegations Against Employees or Members

8.1 Where there is an allegation against employees or members concerning children or adults at risk in which it is alleged that an employee or member has:

- Behaved in a way that has harmed, or may have harmed a child or adult at risk
- Possibly committed a criminal offence against, or related to, a child or vulnerable adult
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children or adults at risk
- Behaved in a way that indicates they are unsuitable to work with children or adults at risk

The following shall apply:

8.2 The Human Resources service will be responsible if the allegation concerns an employee and the normal employment procedures would apply.

8.3 If the allegation relates to a member, the council's Monitoring Officer will be responsible in accordance with the normal procedures relating to an allegation of a failure to comply with the Member Code of Conduct.

8.4 In each case it shall be the responsibility of the Human Resources service or the Monitoring Officer, as appropriate, to make any required report to the Hampshire County Council Local Authority Designated Officer (LADO) for children or Designated Safeguarding Adult Officer for adults. Section 22 sets out further guidance regarding the reporting process.

9. Funding and Grants

9.1 Where organisations and groups that work with children or adults at risk apply to the council for grant assistance, the granting of funds will be subject to a safeguarding policy being in place by the recipient organisation checked on application by a self-declaration to this effect. Guidance for organisations or groups regarding adopting a safeguarding policy can be provided by the Safeguarding Lead if needed.

10. Hiring Facilities to Others

10.1 Any hirer who provides activities for children must state this fact on the booking form and sign a self-declaration that they are aware of safeguarding procedures or have their own safeguarding policy in place.

11. Tendering and Contracting Out Services

11.1 Any contractor or sub-contractors engaged by EHDC in areas where workers are likely to encounter children or adults at risk, should have its own safeguarding policy in place, which is consistent with this policy. If not then the external provider should have regard to this policy.

11.2 All new contracts let by EHDC which involves services for children and adults at risk will include appropriate reference to complying with the policy and that evidence is requested at point of tender and then subsequently checked at periodic intervals.

12. Out of Hours Working

12.1 It is recognised that employees and members work outside of office hours and therefore may have difficulties contacting the Safeguarding Lead. If there is an incident or allegations of abuse outside of office hours, this should be reported directly to the **Hants Direct Out of Hours (Children and Adults Services) Duty team on 0300 555 1373**.

12.2 The employee, member or volunteer should then complete the Safeguarding Children Concern Form (Appendix A) or Adult Concern Form (Appendix B) and contact the Safeguarding Lead at the first opportunity.

12.3 Any out of hours working undertaken by an employee should comply with lone working procedures (for individual teams).

13. Confidentiality

13.1 EHDC will act in accordance with information sharing guidance and legislation.

13.2 The legal principle that “the welfare of the child is paramount” means that the considerations of confidentiality that might apply to other situations within the district council should not be allowed to override the right of the child to be protected from harm. The same applies to adults at risk where there is an immediate risk of harm but wherever possible consent from the adult should be obtained before a referral is made unless doing so places the individual at further risk.

13.3 Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated.

14. Information Sharing and Record Keeping

14.1 Ensure that any information shared is necessary for the purpose for which it is being shared, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared and stored securely (marked confidential).

When sharing personal data there must be an identified lawful basis (under Data Protection), which is documented/ recorded, to share that data. Keep a record of the decision and the reasons for it – whether it is to share information or not. If it is decided to share, then record what is shared, with whom and for what purpose. Staff are not required to store safeguarding concern forms once these have been sent to the Safeguarding Lead.

15. Complaints Procedure

15.1 It is important to maintain an open culture where employees, members, children, adults at risk, and parents/carers feel able to express concerns both about safeguarding children and adults at risk and concerns about issues of poor practice when dealing with children and adults at risk.

15.2 Employees and members can raise concerns about other employees or members by following the Whistle Blowing Policy or other appropriate procedure.

15.3 An easy-to-follow complaints procedure for members of the public including partners, and young people is available on the council's website, or from the council offices.

16. Recruitment

16.1 Through its recruitment procedures for all employees who work directly with children or adults at risk, EHDC will:

- Check for convictions for criminal offences against children and adults at risk in accordance with current legislation.
- Explore each applicant's experience of working or contact with children or adults at risk prior to an appointment being made.
- Obtain two references, one of which must be from a current or most recent employer.
- Qualifications and professional registration will also be verified prior to an appointment being made.
- Undertake any other pre-employment checks, for example confirmation of the applicant's right to work in the UK.

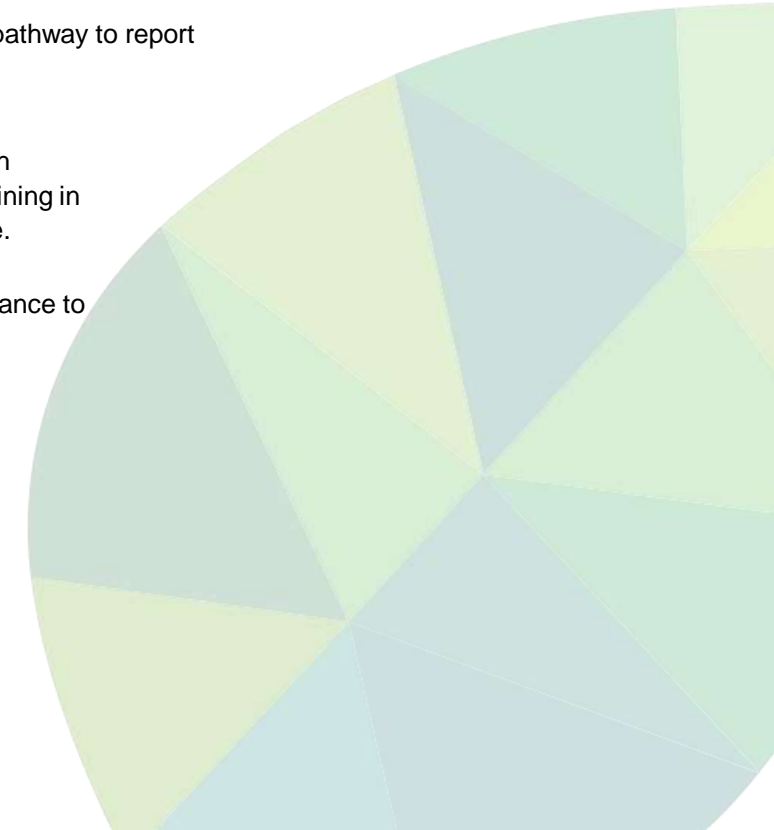
17. Training

17.1 EHDC recognises that it has a commitment to ensure that all employees, members, and volunteers have a clear understanding of their roles and responsibilities when working with children and adults at risk. The council's training process will help them to:

- Be able to recognise signs of abuse and what appropriate course of action should be taken in such circumstances.
- Understand the potential risks to themselves and ensure that good practice is adhered to at all time.
- Have an awareness of Prevent and the referral pathway to report concerns

17.2 All employees who work directly or indirectly with children and adults at risk will be required to have training in the above areas at a level commensurate to their role.

17.3 Training for members will be delivered in accordance to need and relevant guidance.



18. Safeguarding Children

18.1 Recognising Child Abuse

- Recognising child abuse is not easy and it is **not** the responsibility of employees, or members to decide whether abuse has taken place or if a child is at significant risk, they do however have a responsibility to act if they have any concerns.
- Whilst any child could be at risk of abuse, those with disabilities or who are in care (or leaving care) have an increased risk of vulnerability. Therefore, when working with these groups or their families, employees and members need to be mindful of this increased risk factor.

18.2 Recognising What Child Abuse Is

There are four main forms of child abuse* although these categories and explanations are by no means definitive.

Physical Abuse

Physical abuse is when someone hurts or harms a child or young person on purpose. It includes hitting with hands or objects, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones, drowning, giving children alcohol or inappropriate drugs.

It is important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell. Physical abuse, as well as being a deliberate act, can be caused by an omission or failure to act to protect.

Emotional Abuse

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It is sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child. Emotional abuse includes humiliating or constantly criticising a child, threatening, shouting at a child or calling them names, making the child the subject of jokes, or using sarcasm to hurt a child, blaming and scapegoating, making a child perform degrading acts, not recognising a child's own individuality or trying to control their lives, pushing a child too hard or not recognising their limitations, exposing a child to upsetting events or situations such as domestic abuse or drug taking, failing to promote a child's social development, not allowing them to have friends, persistently ignoring them, being absent, manipulating a child, never saying anything kind or expressing positive feelings towards the child, never showing any emotions in interactions with a child, also known as emotional neglect.

Sexual Abuse

There are two types of sexual abuse – contact and non-contact abuse. Sexual abuse can happen in person or online.

Contact abuse is where an abuser makes physical contact with a child or forces the child to make physical contact with someone else. This includes sexual touching of any part of a child's body, whether they're clothed or not, using a body part or object to rape or penetrate a child, forcing a child to take part in sexual activities, making a child undress or touch someone else. Contact abuse can include touching, kissing and oral sex.

Non-contact abuse is where a child is abused without being touched by the abuser. This can be in person or online and includes exposing or flashing, showing pornography, exposing a child to sexual acts, making them masturbate, forcing a child to make, view or share child abuse images or videos, making, viewing or distributing child abuse images or videos, forcing a child to take part in sexual activities or conversations online or through a smartphone.

Neglect

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger and can also have long term effects on their physical and mental wellbeing.

Neglect can be a lot of different things, which can make it hard to spot. But broadly speaking, there are 4 types of neglect.

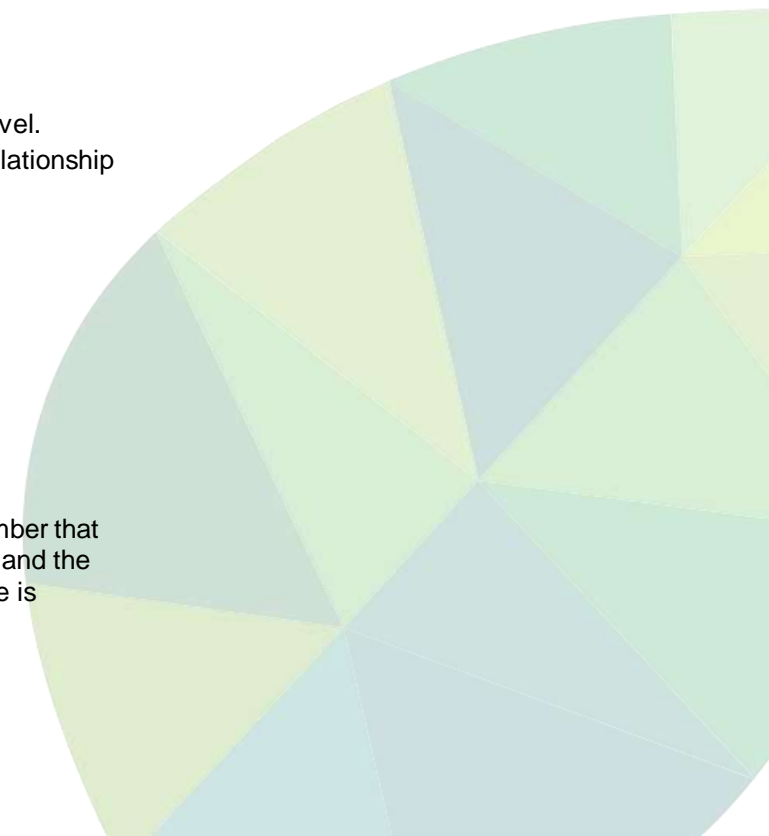
- **Physical neglect**
A child's basic needs, such as food, clothing or shelter, are not met or they are not properly supervised or kept safe.
- **Educational neglect**
A parent does not ensure their child is given an education.
- **Emotional neglect**
A child does not get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating or isolating them.
- **Medical neglect**
A child is not given proper health care. This includes dental care and refusing or ignoring medical recommendations.

*These explanations are taken from NSPCC guidelines [What is child abuse NSPCC](#)

18.3 Indications that a child is being abused:

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow
- Sudden speech disorders
- Difficulties in making friends
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.
- Loss of weight.
- Inappropriate dress for the conditions.
- Unexplained gifts/expensive hobbies/activities
- Access to illegal substances
- Missing/skipping school/home/events

*This list is by no means exhaustive and it is important to remember that many children will exhibit some of these indicators at some time and the presence of one or more should **not** be taken as proof that abuse is occurring.



18.4 There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby. It is crucial that this is only a process of observation and that at no point in time should an employee, or member feel that they should be actively investigating abuse or a potential abuser.

18.5 The responsibility of the employee, or member is to ensure that if they have concerns about the welfare of a child, they must report it and must **never** assume that others will do so.

19. Safeguarding adults at risk

19.1 What is abuse of adults at risk?

Physical

Hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material

Theft, fraud, exploitation, pressure (with wills), property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Neglect and acts of omission

Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, with holding the necessities of life such as medication, adequate nutrition, and heating.

Discriminatory

Racism, sexism, or acts based on a person's disability, age, or sexual orientation. It also includes other forms of harassment; slurs or similar treatment such as hate crime.

Domestic abuse

Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

Organisational abuse

Neglect and poor care practice within a care setting such as a hospital or care home or in relation to care provided in someone's own home ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes, and practices within a care setting.

Modern slavery

Encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

Self-Neglect

Covers a wide range of behaviours including neglecting to care for one's personal hygiene, health or surroundings and includes

20. Procedures for Safeguarding Children and adults at risk

20.1 These procedures seek to ensure that all employees, members, and volunteers have a clear understanding of their responsibilities when working with children and adults at risk.

20.2 See the steps summarising the procedure for responding to suspicions of abuse against children or adults at risk or other concerns relating to the protection of children and adults at risk (Appendix C).

20.3 The Hampshire and Isle of Wight Safeguarding Children Partnership and Children's Trust [Thresholds Chart](#) can be used by employees to support them when communicating concerns to Children's Services:

20.4 In addition to this '[A Guide to Recognising Neglect in Children](#)' can be used if concerns specifically relate to neglect:

20.5 A [Community Partnership Information Form](#) can be used to share non urgent information with the Police. This includes when a crime has not been committed and a child/ adult is not at immediate risk:

20.6 If an employee disagrees with a decision taken by the Safeguarding Lead then they should raise their concerns with the Strategic Safeguarding Lead. If the disagreement is in relation to the outcome of a decision made by [Children's Services](#), or [Adult Services](#) then their protocols should be followed to help resolve the disagreement.

21 Responding to Allegations and Suspicions of Abuse to Children or adults at risk

21.1 If a child or adult discloses abuse to you directly you must:

- Stay calm.
- Listen carefully.
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets.
- Allow the child/ adult to talk and at their own pace and in their own words.
- Ask questions for clarification only and always use open questions that cannot lead.
- Reassure the child/ adult that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's/ adults' own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated.
- Relay this information as soon as possible to the Safeguarding Lead, your line manager or Head of Service.
- All electronic concern forms for Children's or Adult Services should be saved and sent to safeguarding@easthants.gov.uk. Alternatively, reports can be made using the [Safeguarding Child Concern Form](#), or [Safeguarding Adult Concern Form](#).

21.2 Remember that it is important that everyone at EHDC is aware that the person who first encounters a case of alleged or suspected abuse is **not** responsible for deciding whether abuse has occurred. This is the task of the professional agencies following a referral to them.

If you think a child or an adult at risk is in immediate danger, then always contact the Police on 999. Report your actions to your line manager and Safeguarding Lead.

22. Responding to Suspicions That an Employee, or Member May Be Abusing a Child or Adult at risk or Not Following the Code of Conduct and Good Practice.

22.1 Any employee, or member who suspects that a colleague, or member may be abusing children/ adults at risk or in any way behaving inappropriately, should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct set out in this document. This action will serve not only to protect children/ or adults at risk but also colleagues from false accusations.

- Write down the details of the incident following the guidelines in this policy.
- Pass this report to your manager at the earliest opportunity.
- The manager should then take appropriate action to ensure the safety of the child/ adult and of any other child/adult who may be at risk.
- The matter should then be discussed with the Monitoring Officer and if necessary, the Safeguarding Lead and HR, who will then consider whether the matter is an issue relating to poor practice or to child / adult abuse.
- The framework [4LSAB Allegations Management Framework](#) will be used for the management of allegations relating to adults.
- If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to child / adult abuse the matter should be referred to Children or Adult Services who may involve the Police, and the employee suspended pending the outcome of an internal investigation into the allegations.

22.2 EHDC acknowledges that this is an extremely sensitive issue and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child or adult at risk.

23. Safeguarding Code of Conduct and Good Practice

23.1 These guidelines are designed not only to protect children and adults at risk but also to protect employees, and members from situations where false allegations may occur.

23.2 Employees and members must:

- Treat all children and adults at risk and their possessions with respect
- Provide an example of good conduct they wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and adults at risk or that at least they are within the sight or hearing of others
- Respect the child/ adult at risk's right to personal privacy and encourage them to feel comfortable enough to point out attitudes or behaviour they do not like
- Remember that someone else might misinterpret their actions, no matter how well intentioned
- Be aware that physical contact with a child or adult at risk may be misinterpreted and be mindful of why, how, and where they make physical contact.
- Recognise that special caution is required when discussing sensitive issues
- Challenge unacceptable behaviour and report all allegations/ suspicions of abuse.
- Be identifiable and have their photo ID card on display
- Keep the child's or adult at risk's needs first.

23.3 Employees and members must **not**:

- Have inappropriate physical or verbal contact with children or adults at risk
- Make sexually suggestive comments, even in fun
- Make derogatory remarks or gestures in front of children or adults at risk
- Jump to conclusions about others without checking the facts
- Exaggerate or trivialise child or adult at risk's abuse issues
- Show favouritism to individuals
- Ask people to do things that are potentially dangerous, illegal, or unreasonable.
- Allow bullying
- Let allegations a child or adult at risk makes be ignored or go unrecorded
- Take children or adults at risk alone in a vehicle unless in an emergency or with parental consent.
- Take children/ adults at risk to their home.
- Meet up with children / adults at risk outside of their work with EHDC unless it is with the full consent and knowledge of the person's parents / carers and their manager.
- Enter a house when a child is in there on their own unless the child is in danger.

The points above relate to face to face, telephone and email contact. The Social Media Policy and ICT Security Policy must also be followed.

24. Legislation /Guidance

- The Children Act 2004
- Working Together to Safeguard Children 2018
- Information Sharing Advice for practitioners 2018
- The Care Act 2014
- The Counter-Terrorism & Security Act 2015
- Mental Capacity Act 2005

25. Useful Contacts and Sources of Information

To report your concerns or to talk to a duty social worker regarding child protection call HantsDirect (Children's Services)

Use this link to complete the electronic [Inter Agency Referral Form](#) for non-urgent concerns.

Or tel 0300 555 1384 (office hours for urgent concerns) or 0300 555 1373 (out of hours).

Professionals Line 01329 225379.

Or visit the [website](#) for further information.

A range of [toolkits](#) to support employees when sharing concerns with Children's Services are available through Hampshire Safeguarding Children Partnership including: Adopting a Family Approach, Abusive Head Trauma, Every Sleep Counts, Female Genital Mutilation, Neglect and Understanding Unidentified Adults.

HSCP also have a range of [procedures](#) which can be referred to for safeguarding children in specific circumstances, for example: disabled children, unborn babies, children who move across local authority borders, looked after children, fabricated induced illness and more.

To report your concerns or to talk to a duty social worker regarding adults at risk' call HantsDirect (Adult Services)

Use this link to complete the electronic [Professional Referral Form](#) for non-urgent concerns.

Or tel 0300 555 1386 (office hours for urgent concerns) or 0300 555 1373 (out of hours).

Professionals Line 01329 225378.

Or visit the [website](#) for further information.

This policy is underpinned by the six principles of safeguarding for adults embedded in the Care Act (2014); empowerment, prevention, proportionality, protection, partnership, accountability [Six Principles](#)

[4LSAB Safeguarding Concerns Guidance](#) should be used to support decision making in relation to adult safeguarding concerns. Page 3 includes a flow chart to assist the process.

Specific guidance is also available in the [4LSAB Multi- Agency Policy, Process and Guidance](#) in relation to:

[4LSAB Guidance on Responding to Self-Neglect and Persistent Welfare Concerns](#)

[4LSAB Guidance on Modern Slavery and Human Trafficking](#)
[Multi-agency Hoarding Guidance](#)

[HSAB One Minute Guide to the Mental Capacity Act](#)

[4LSAB Multi-Agency Risk Management Framework](#)

[Multi-Agency Fire Safety Framework](#)

Prevent referrals should be made using guidance and [forms](#) from Hampshire County Council.

Modern Slavery referrals should be made using the [victim pathway](#).

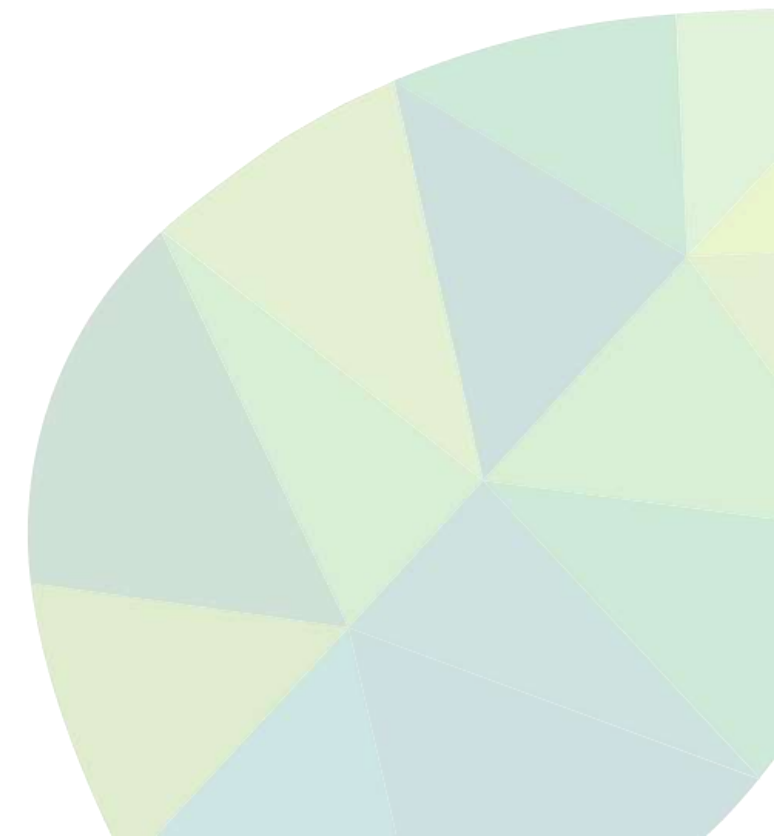
Employee Assistance Programme

Should an employee feel they require support following their involvement with a safeguarding concern, information on the EHDC Health Assured-24/7 Employee Assistance Programme can be found on the council's intranet (under 'Employee Information'). Tel: 0800 030 5182.

[Appendix A – Safeguarding Concern Form for children](#)
[Children's Concern Form](#)

[Appendix B – Safeguarding Concern Form for adults](#)
[Adult's Concern Form](#)

[Appendix C – Safeguarding Procedure \(1 page guide\)](#)
[Safeguarding procedure 2022](#)



Policy Date	18 th July 2024
Policy Review Date <i>when under review, this policy should continue to be used</i>	To be reviewed annually July 2025
This policy is non-contractual. Payments are governed by the NJC Green Book conditions.	
Author	Kerrie Elsom, Safeguarding Officer
Version This policy may be amended prior to the review date to comply with any new, relevant legislation or organisational change that affects how this policy is used	4
Related Policies	<p>Equality, Diversity and Inclusion Policy</p> <p>Complaints Procedure</p> <p>Disciplinary Policy</p> <p>Social Media Policy</p> <p>EHDC ICT Security Policy</p> <p>Lone Working Procedure</p> <p>EHDC Resourcing and Recruitment Policy</p> <p>DBS policy</p> <p>Code of conduct</p>

