



# DRAFT

## Craven District Council Children and Adults At Risk Safeguarding Policy and Procedures

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[www.cravencdc.gov.uk](http://www.cravencdc.gov.uk)

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## Part One: Safeguarding Policy

### 1: Policy Statement

- 1.1. The Council recognises that all children and adults at risk, irrespective of their age, class, religion, culture, disability, gender, ethnicity, sexual orientation, nationality, family, dependency, marital or economic status have a right to protection from abuse, and acknowledges its shared responsibility for safeguarding and promoting the welfare of children and adults at risk. The Council will therefore adopt a zero tolerance approach to abuse and will work to ensure that its policies and practices are consistent with agreed local multi-agency procedures and meet the organisations legal obligations
- 1.2. The Council is committed to promoting good practice and enhancing safeguarding of children and adults at risk, and will contribute positively to improving outcomes for these groups through the development and delivery of its services.
- 1.3. The Council recognises its duty, under Section 11 of the Children Act 2004 and the Care Act 2014, to ensure that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children and adults at risk.
- 1.4. The Council accepts its responsibility to work with partners to ensure that adults at risk of abuse receive protection and support.
- 1.5. The Council has in place a range of policies and procedures, which contribute to safeguard and promote the welfare of children and adults at risk. These reflect legislative requirements, professional and governing body standards and requirements, and good practice. A list of relevant policies is shown in Appendix C.
- 1.6. To meet its commitments to safeguarding the Council will:
  - a. Contribute to partnership arrangements through the;
    - North Yorkshire Local Safeguarding Children Board,
    - Craven Children’s Safeguarding & Strategy Group
    - North Yorkshire Safeguarding Adults Board,
    - Harrogate and Craven Local Safeguarding Adults Group, and
    - Multi-Agency Public Protection Arrangements.
  - b. Implement processes that meet the requirements of the West and North Yorkshire & York Multi-agency Safeguarding Adults and Safeguarding Children Policies & Procedures.
  - c. Ensure that all allegations, disclosures or suspicions of abuse are dealt with appropriately, and that where possible the person being abused is supported.
  - d. Apply safe recruitment and selection practices that comply with Working Together 2015, and guidelines issued by the Department of Health, Social Services and Public Safety.

- e. Ensure that individuals working for the Council with access to children or adults at risk undertake safeguarding and health and safety training, and are subject to supervision standards appropriate to their role and specific to the needs of children and adults at risk.
- f. Ensure that all people acting on behalf of the Council understand and accept their responsibility with regard to safeguarding and promoting the welfare of children and adults at risk.
- g. Ensure that all employees, Elected Members and others associated with the delivery of Council services are aware of the Safeguarding Policy and Procedure and receive appropriate training.
- h. Co-operate with Child Death and Serious Case Reviews where these are linked to any area of the Council's responsibility, in accordance with locally agreed arrangements.
- i. Monitor and review the Safeguarding Policy and Procedure every three years to ensure they are effective and remain consistent with locally agreed inter-agency procedures.

## Part Two: Guidance for Staff & Procedures

### 2. Background, Roles & Responsibilities

2.1 The Council works with and provides services for children, adults at risk, their families and carers in a variety of settings. Many District Council services contribute to improving outcomes for children and adults at risk these functions include:

- Housing & Homelessness
- Environmental Health
- Community Engagement
- Museums & Arts
- Licensing
- Facilities Management
- Sports & Leisure
- Community Safety
- Customer Services
- Community Grant
- Planning
- Revenues & Benefits

2.2 North Yorkshire County Council is the lead authority with responsibility to safeguard children and adults at risk but District Councils also have a statutory duty, (under Section 11 of the Children's Act 2004), to make arrangements to ensure their functions safeguard and promote the welfare of children. District Councils also have a responsibility through the Care Act 2014 to work with partners to ensure that adults at risk of abuse receive protection and support.

2.3 To safeguard and promote the welfare of children and adults at risk at Craven District Council:

- a. The **Chief Executive** will take responsibility to ensure the Council fulfils its statutory duties, in accordance with NYCC policy and procedures.
- b. The **Director of Services** will take corporate responsibility to ensure the Council's Safeguarding Arrangements are implemented, and provide management support to the Designated Safeguarding Officer.
- c. **Corporate Leadership Team** will endorse and implement the Safeguarding Arrangements and Safeguarding priorities and actions.
- d. The **Corporate Head - Business Support** will ensure that recruitment procedures are in line with this policy and that appropriate training is provided.
- e. The Council will nominate a **Designated Officer** responsible for safeguarding and promoting the welfare of children and adults at risk throughout the council.
- f. **Strategic Managers and Service Managers** will monitor action to safeguard and promote the welfare of children and adults at risk within their service.
- g. All members of staff will carry out their duties in a way that safeguards and promotes the welfare of children and adults at risk in line with this policy. They must also act in a way that protects them from wrongful allegations of abuse and bring matters of concern to the attention of the **Designated Safeguarding Officer**.
- h. Under the Criminal Justice Act 2003 the Council has a duty to co-operate with Multi-Agency Public Protection Arrangements for managing those identified as presenting

a risk, or potential risk, of harm to others. The Council is committed to these arrangements, with the **Environmental Health & Housing Services Manager** acting as Lead Officer.

- 2.4 A Flow Chart illustrating the line of accountability for safeguarding is at Appendix D. A table setting out roles and responsibilities is at Appendix E.

### 3. Recognising Abuse

#### 3.1 What is abuse?

Abuse is the violation of an individual's human and civil rights by any other person or persons.

Abuse may be carried out deliberately or unknowingly.

Abuse may be a single act or repeated acts.

Abuse may take place in a family or in an institutional or community setting, by those known to the victim or, more rarely, by a stranger.

The abuser may be an adult or adults, or a child or children.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

- 3.2 The following definitions are based on those set out in "*Working Together to Safeguard Children*" (HM Government 2015), but apply equally to adults at risk:

**Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

**Psychological Abuse** is persistent emotional maltreatment such as to cause severe and persistent adverse effects on emotional development.

It may involve conveying to the victim that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on the victim. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing the victim to frequently feel frightened or in danger, or the exploitation or corruption of the victim. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

**Sexual Abuse** involves forcing or enticement to take part in sexual activities, whether or not the victim is aware of what is happening.

The activities may involve physical contact, including penetrative or non-penetrative acts. They may involve non-contact activities, such as looking at, or in the production of, pornographic material, watching sexual activities, or encouragement to behave in sexually inappropriate ways.

**Neglect** is persistent failure to meet the victim's basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter

- b. Protect the victim from physical and emotional harm or danger
- c. Ensure adequate supervision
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, basic emotional needs.

**Financial or Material Abuse** includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property.

**Discriminatory Abuse** includes racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

**Organisational or Institutional Abuse** can be different from other forms because it is about who abuses and how that abuse comes about. Organisational abuse can take any of the other forms.

**Domestic Abuse** includes psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence, female genital mutilation ( FGM) and forced marriage.

**Self-Neglect** covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings, and behaviour such as hoarding.

**Modern Slavery** encompasses 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.

**PREVENT agenda** Exploitation by radicalisers who promote violence.

In addition to abuse, children young people or adults at risk may be susceptible to exploitation into violent extremism by radicalisers. Violent extremists often use a persuasive rationale and charismatic individuals to attract people to their cause. The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. There are a number of factors that may make the individual susceptible to exploitation by violent extremists, such as identity or personal crisis, particular personal circumstances, unemployment or underemployment and criminality. None of these factors should be considered in isolation but in conjunction with the particular circumstances of the individual.

The Home Office leads on the anti-terrorism strategy and PREVENT is part of it, aiming to stop people becoming terrorists or supporting violent extremism. The police should be the initial point of contact in relation to such concerns. A safeguarding adult alert will also be required where the person is an adult at risk.

#### **4. What to Do if You're Worried About a Child or Adult at Risk**

4.1 All individuals working with, or in contact with, children or adults at risk have a responsibility to report any allegations or concerns that come to their attention.

#### **4.2 What you should do if you witness abuse**

If you witness abuse or abuse has just taken place the priorities will be to:

- call an ambulance if required

- call the police if you believe a crime has been committed.
- preserve evidence
- keep yourself, staff and other service users safe
- record what happened
- inform the Designated Safeguarding Officer

#### 4.3 **What you should do if you suspect abuse**

You must report your concerns as soon as possible to one of the following :

1. the Designated Safeguarding Officer

Wyn Ashton, Environmental Health & Housing Services Manager, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ, 01756 706 338  
washton@cravendc.gov.uk

2. Deputy Designated Safeguarding Officers

Lloyd Hancox, Leisure Services Manager, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ, 01756 693929  
lhancox@cravendc.gov.uk

Nina Pinder , Housing Policy & Contracts Officer, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 706 392  
npinder@cravendc.gov.uk

who are nominated to act on the Council's behalf in referring allegations or suspicions to the statutory authorities.

**If it is an emergency, and the designated persons cannot be contacted, then you should contact North Yorkshire County Council Social Care on 01609 780 780 Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)**

**If you consider it to be an emergency where there is an ongoing risk to life or limb you should contact the police directly by calling 999.**

If the suspicions relate to the Designated Safeguarding Officer, then a Deputy Safeguarding Officer or North Yorkshire County Council Social Care should be contacted.

**You should not discuss your suspicions with anyone other than those named above.**

A diagram setting out reporting arrangements is at Appendix G.

#### 4.4 **Unclear situations**

If it is unclear as to whether abuse or neglect is taking place you should discuss your concerns with the Designated or Deputy Safeguarding Officer who may seek advice from the local Social Care Manager.

#### 4.5 **Talking to the Victim**

If a child or adult at risk is telling you something themselves:

## **DO**

- Stay calm.
- Listen carefully to what is said.
- 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 them to continue at their own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure them that they have done nothing wrong 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 their words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure the record is signed and dated.
- Contact the Designated Safeguarding Officer and forward all information to them as soon as possible.

## **DO NOT**

- Dismiss the concern
- Panic.
- Allow your shock or distaste to show.
- Probe for more information than is offered.
- Make promises you cannot keep, such as agreeing not to tell anyone else.
- Speculate or make assumptions.
- Approach the alleged abuser.
- Make negative comments about the accused person.
- Attempt to investigate the concern.
- Discuss with anyone other than the Designated or Deputy Safeguarding Officer or appropriate officers from NYCC Social Care or the Police.

If the individual experiencing abuse is a child or does not have the mental capacity to understand what is happening to them, or there is a good reason a referral should be made without that person's consent.

Reasons for taking action whether the victim consents or not include;

- A crime is suspected
- Allegations involve a member of staff, paid carer or volunteer
- There is a risk of further serious harm, either to the victim or others

Report your discussion as soon as possible to the Designated or Deputy Safeguarding Officer and forward your confidential notes in a sealed envelope marked "*Private and Confidential (Addressee Only)*" to the Designated or Deputy Safeguarding Officer.

The Designated or Deputy Safeguarding Officer must consider if it is safe for the alleged victim to return home to a potentially abusive situation, seeking advice from NYCC Social Care where required. On a rare occasion it might be necessary for NYCC Social Care and/or the Police to discuss putting into effect safety measures for the victim so that they do not return home.

## **IMPORTANT**

**Remember it is not up to you to decide if abuse has taken place, that is the role of North Yorkshire's Social Care Services, BUT it is up to you to report ANY concerns to your Designated Safeguarding Officer.**

**The Council has a legal responsibility to respond to any issues that may concern us even if they don't involve our staff or services.**

### **4.6 Talking to Parents/Carers**

In most cases it is good practice to be open and honest at the outset with parents/carers about concerns and any action that the Council intends to take. Where a referral is to be made the Designated Safeguarding Officer should make all reasonable efforts to ensure parents/carers are informed.

However, an inability to inform parents/carers should not prevent a referral being made. Consideration should be given to not informing them when a child expresses a wish that their parents are not informed at this stage.

There are cases where it would not be good practice for the Designated Safeguarding Officer to discuss concerns with parents/carers before referral. In these cases arrangements for discussing the concerns with the parents/carers should be agreed in advance with Social Care and/or the Police. Concerns must not usually be discussed with parents/carers before referral where:

- a. discussion would put an adult at risk or child at risk of significant harm
- b. discussion would impede a Police investigation or social work enquiry
- c. sexual abuse is suspected
- d. organised or multiple abuse is suspected
- e. the fabrication of an illness is suspected
- f. to contact parents/carers would place you or others at risk
- g. it is not possible to contact parents/carers without causing undue delay in making the referral.

In each case the Designated Safeguarding Officer must make a reasoned judgement.

### **4.7 Reporting Concerns to NYCC Social Care**

Where concerns that a child or adult at risk is suffering, or likely to suffer, significant harm a referral should be made immediately. Urgent referrals should be made by telephone, supported by a written referral completed and submitted within 48 hours.

You should contact North Yorkshire County Council Customer Service Centre or the Emergency Duty Team. In making a referral they should:

- a. clearly identify yourself (acting on behalf of Craven District Council) and provide contact details
- b. provide as much basic family information as possible, clearly stating the name of the child or adult at risk, the parents/carers and any other children or adults at risk known to be in the household, the dates of birth and addresses and any previous addresses known

- c. give details of any special needs or communication needs of either the child, adult at risk or any family member
- d. state why they feel the child or vulnerable adult is suffering, or is likely to suffer, significant harm
- e. share their knowledge and involvement of the child(ren), adult(s) at risk and family
- f. share their knowledge of any other agency involved
- g. indicate the child's, adult at risk, parent/carer's knowledge of the referral and their expectations
- h. ensure a written record is made of your concerns and actions by completing either a [Child Social care Referral Form](#) or [Inter-agency Safeguarding Adults Alert/Referral Form](#) (see Appendices H & I)
- i. follow the referral up in writing within 24 hours.

Anyone making a referral is entitled to:

- a. receive an understanding from North Yorkshire County Council Customer Service Centre representative of what will happen next
- b. be given the name of a contact person within North Yorkshire County Council Customer Service Centre who will be dealing with the referral
- c. receive information on the outcome of the referral within 7 days.

Sometimes, following a referral, Council staff may be involved in the assessment and management process led by North Yorkshire County Council Customer Service Centre. Where there is a criminal investigation staff may be required to co-operate with the Police. In these circumstances staff will receive appropriate senior management support and the Designated or Deputy Safeguarding Officer will provide support and guidance as required/appropriate.

## **5. Recruitment, Employment & Training**

- 5.1 All recruitment and human resource issues will be managed in line with the Council's employment policies and procedures.
- 5.2 The Council will provide appropriate awareness and training opportunities for staff, volunteers and Members to equip them to carry out their responsibilities effectively. This will include general awareness, service-specific and specialist training as appropriate, and will link into the training framework developed through the North Yorkshire Safeguarding Boards.
- 5.3 All staff, volunteers and Members will be made aware of the Council's arrangements for safeguarding and promoting the welfare of children and their responsibilities.

## **6. Allegations Against Members of Staff, Volunteers or Elected Members**

- 6.1 All allegations of abuse made against members of staff and volunteers who work with children or adults at risk or Elected Members will be managed in line with the Council's employment policies and procedures and inter-agency procedures agreed through the North Yorkshire Local Safeguarding Boards.
- 6.2 The Director of Services (Partnerships Officer in his/her absence) will act as the Named Senior Officer who has overall responsibility for:

- a. Ensuring that the Council handles allegations in line with agreed Council and inter-agency procedures
- b. Resolving any inter-agency issues
- c. Liaising with the Lead Authority (NYCC) and North Yorkshire Local Safeguarding Boards where required.

6.3 The Corporate Head – Business Support (Senior Human Resources Officer in her absence) will act as the Named Senior Manager to provide high-level support to the Director of Community Services in handling any allegations of abuse made against members of staff or volunteers.

## **7. Photography, Film & Media**

7.1 The Council will ensure that all necessary steps are taken to protect children and young people from the inappropriate use of photographic images.

Photographs can be used as a means of identifying children and young people especially when they are accompanied with personal information. This information can make children and adults at risk vulnerable e.g. to an individual who may wish to groom that child for abuse. The content of an image can be adapted for inappropriate use and there is evidence of adapted material finding its way on to pornography websites.

- Consent must be sought from parents/carers to photograph/video children, young people and adults at risk. A consent form is available in Appendix J. (Young people and adults at risk themselves must also be asked for their verbal consent too).
- Parents/carers and others will be asked to register at Council events to photograph/video children, young people and adults at risk taking part and be given a badge/marker. A simple registration form is available to copy in Appendix J.
- Staff, members and volunteers should be vigilant at all times regarding the use of cameras, camera phones or videos at events, which involve children and young people.
- Delegated officers will inform children and young people that photographers may be in attendance at an event and ensure they get the necessary consent and registration forms.
- Where possible in publicising an event the Council will not use an image of a child or adult at risk if they are named, and where we do use an image we will not name them. We will never publish personal details and will only publicise images we have permission for.
- Council officers will ensure that consent/registration forms and images are stored safely and any future use of images seeks further permissions for their use at a later date.
- Council officers will act on all concerns regarding inappropriate use of photographic equipment/images.

## **8. Licencing**

8.1 The Council has the power to revoke or suspend Hackney Carriage and Private Hire driver licenses after convictions for various offences, or failure to comply with the relevant provisions of The Local Government (Miscellaneous Provisions) Act, 1976,

Part II, or any other reasonable cause. The power to suspend or revoke with immediate effect where it appears in the interests of public safety was introduced by the Road Safety Act 2006.

- 8.2 Information may be exchanged with other enforcement bodies and in cases where children or adults at risk are involved, NYCC Social Care Services and the Police will always be fully informed.
- 8.3 Personal licence to sell alcohol applicants must submit a basic criminal disclosure certificate which must be dated within one month of their application. If there are relevant convictions on the DBS certificate the Police can object to the personal licence being issued, CDC Licensing Authority must then hold a licensing sub-committee to determine whether or not the applicant gets the licence. The applicant also has a duty to inform a court (that they hold a personal licence) and the Council if they get any convictions whilst they are a personal licence holder. The licence lasts for ten years.

## **9. Commissioned Services**

### **9.1 Working with Contractors and Partner Organisations**

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children, young people or adults at risk should have their own Safeguarding Children, Young People and Adults at Risk Policy or, failing this, must comply with the terms of this policy. This includes responsibility to ensure that workers with the potential to come into contact with children, young people or adults at risk are subject to the necessary DBS checks.

This applies to all contracts even those not requiring a formal tender

### **9.2 Letting of Facilities**

Where facilities are let to external groups for use with children, young people or adults at risk when parents/carers are not present, the hirer will need to

- Have membership of a National Governing Body (NGB) or similarly recognized body
- Have public liability insurance (£10 million minimum)
- Have suitable safeguarding children, young people and adults at risk policy or agree to work to this policy
- Have a register detailing medical information and special needs
- Ensure lead staff have valid DBS checks
- Do risk assessments for individual activities

## **10. Confidentiality**

- 10.1 The identity, information and/or suspicions about the welfare of a child or adult at risk should be treated in strictest confidence and discussed only with Designated or Deputy Safeguarding Officers, appropriate NYCC Social Care Officers or the Police. In sharing information with NYCC Social Care or the Police the welfare of the victim is paramount and overrides all other considerations regarding the sharing of information.

- 10.2 Any confidential notes, records, written complaints or allegations, should be forwarded as soon as possible to the Designated or Deputy Safeguarding Officer in a sealed envelope marked "*Private and Confidential (Addressee Only)*".
- 10.3 The Designated or Deputy Safeguarding Officer is responsible for maintaining accurate secure written records of all concerns received, and action taken in response, including completion of the Referral form to Children's Social Care and Inter-agency Safeguarding Adults Concerns Form.
- 10.4 The Designated Safeguarding Officer is responsible for keeping secure written records of all allegations of abuse against staff and volunteers, and management action taken.

## **11. Monitoring and Review**

- 11.1 The Council will review the Safeguarding Children and Adult at risk Policy and Procedures at least every three years, or whenever there is a major change in the organisation or in relevant legislation or guidance.

## Definitions/Glossary

Term	Meaning
<b>Abuse</b>	A violation of an individual's human and civil rights by any other person or persons. Abuse may be any or all of the following <ul style="list-style-type: none"> <li>• Physical</li> <li>• Neglect or acts of omission</li> <li>• Organisational/ Institutional</li> <li>• Modern Slavery</li> <li>• Sexual</li> <li>• Discriminatory</li> <li>• Domestic Abuse</li> <li>• Financial</li> <li>• Emotional / Psychological</li> <li>• Self Neglect</li> </ul>
<b>Adult &amp; Children's Social Care</b>	North Yorkshire County Council. Further details can be obtained at <a href="http://www.safeguardingchildren.co.uk">www.safeguardingchildren.co.uk</a> and <a href="http://www.northyorks.gov.uk/safeguarding">www.northyorks.gov.uk/safeguarding</a>
<b>Child/Children/Young Person</b>	Anyone under the age of 18
<b>Disclosure and Barring Service (DBS)</b>	The DBS is a national organisation conducting criminal checks to enable an assessment to be made on the suitability of a person to care for or work with children or adults at risk.
<b>Designated Safeguarding Officer</b>	The council employee with overall responsible for overseeing the Safeguarding Policy and Procedures. In the absence of the Designated Safeguarding Officer, the Deputy Designated Officer will take on this role.
<b>Employees/Member of staff</b>	Those employed by the Council, whether permanent or temporary. This includes paid and voluntary staff, and also elected councillors.
<b>North Yorkshire Local Safeguarding Children's Board (NYLSCB)</b>	The Children Act 2004 required each local authority to establish a Local Safeguarding Children Board (LSCB). The North Yorkshire Safeguarding Children Board (NYSCB) is the key statutory mechanism for agreeing how relevant organisations in North Yorkshire will cooperate to safeguard and promote the welfare of children in the county, and for ensuring the effectiveness of their arrangements for safeguarding.
<b>North Yorkshire Safeguarding Adults Board (NYSAB)</b>	The North Yorkshire Safeguarding Adults Board (NYSAB) oversees multi-agency work on safeguarding adults at risk.
<b>Parent</b>	Generic term to include birth parents, stepparents And carers. The term will specify parental responsibility where necessary.
<b>Safeguarding</b>	The process of protecting from abuse, neglect or maltreatment, preventing impairment of health and development, and ensuring the provision of safe and effective care to enable optimum life chances and successfully progression to adulthood with independence.
<b>Adult at Risk</b>	Anyone aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

## Legislative Framework

**Children Act 1989** places two specific duties on District Councils to co-operate in the interests of children in need.

**Section 17(10)** states that a child shall be taken to be in need if:

- a. He/her is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority under this Part.
- b. His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services, or
- c. He/she is disabled.

**Section 27** provides that a Children's Services Authority may request help from any local authority in exercising the local authority's functions under Part 3 of the Act. Part 3 places a duty on local authorities to provide support and services for children in need. The authority whose help is requested in these circumstances has a duty to comply with the request, provided it is compatible with its other duties and functions.

**Section 47** places a duty on any Local Authority to help another Local Authority (i.e. Children's Services Authority) with its enquiries in cases where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

## Children Act 2004

**Section 10** requires each Local Authority (i.e. Children's Services Authority) to make arrangements to promote co-operation between the Authority, each of the Authority's relevant partners (including District Councils) and such other persons or bodies working with children in the Local Authority area as the Authority considers appropriate. The arrangements are to be made with a view to improving the wellbeing of children in the Authority's area that includes protection from harm or neglect alongside other outcomes. This section is the legislative basis for Children's Trust arrangements.

**Section 11** requires a range of organisations (including District Councils) to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

**Section 13** requires each Children's Services Authority to establish a Local Safeguarding Children Board. It also requires a range of organisations (including District Councils) to take part in Local Safeguarding Children Boards.

## Care Act 2014

## Working Together 2015

## No Secrets 2000

## Standards in Safeguarding Adults 2005

## **Craven District Council Policies and Procedures Supporting Safeguarding Children Arrangements**

### **Human Resources Policies, Procedures and Regulations including:**

Code of Conduct

Disciplinary Procedure

Policy and Procedures on Disclosure

Policy on Employing Ex-Offenders

Equality and Diversity Information Leaflet for Staff and Members

Grievance Procedure

Harassment, Discrimination, Victimisation and Bullying Policy and Procedure

Recruitment and Selection Policy

### **Health & Safety Policies, Procedures and Regulations including:**

Compliance Note & Risk Assessments:

Generic

New and Expectant Mothers

Children & Young Peoples in the Workplace

Accident & Incident Reporting Procedures

Control of Substances Hazardous to Health (COSHH)

Health & Safety General Policy Statement

Health & Safety Policy

RIDDOR reporting arrangements

Smoking Policy

Children on Council Premises

### **Whistleblowing Policy**

### **Complaints, Comments and Compliments Procedure**

### **Customer Charter**

### **Data Protection and Confidentiality Guidance**

### **Information Technology Acceptable Usage Policy**

### **Using Information Technology at Craven District Council –Councillors Guide**

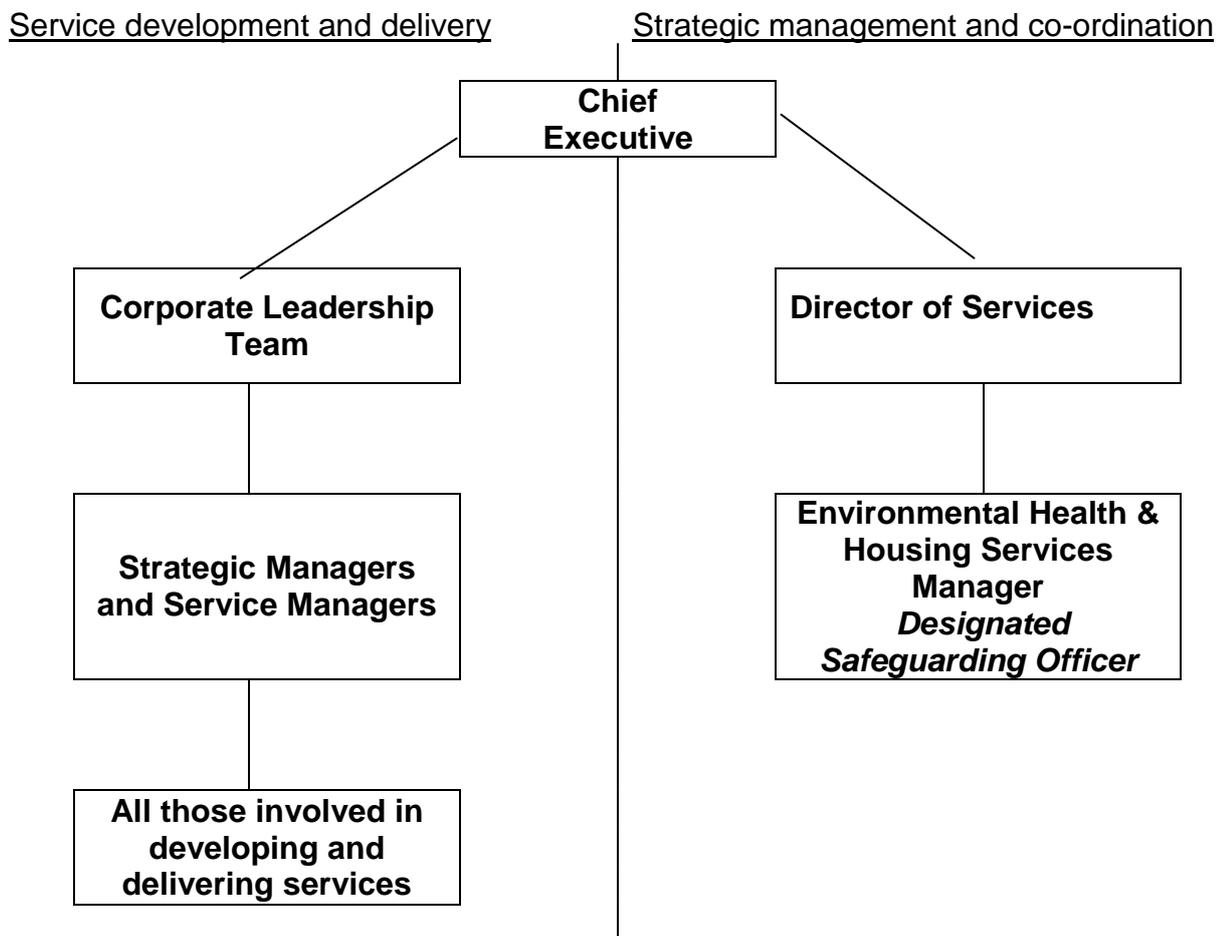
### **Statement of Licensing Policy**

### **Rules & Regulations for Hackney Carriage & Private Hire Licensing**

### **Service-specific policies and procedures**

### **Craven Swimming Pool Policy Statement and Guidelines on the Protection of Children and Adults at Risk.**

## Accountability, Management and Reporting Structure



## Roles and Responsibilities

<b>Chief Executive</b>	<ul style="list-style-type: none"> <li>• Ensures the Council fulfils its statutory duties</li> </ul>
<b>Corporate Leadership Team</b>	<ul style="list-style-type: none"> <li>• Endorses Safeguarding Arrangements</li> <li>• Agrees Corporate Safeguarding priorities and actions</li> </ul>
<b>Director of Services</b>	<ul style="list-style-type: none"> <li>• Ensures Safeguarding Arrangements are implemented</li> <li>• Provides management support to the Designated Safeguarding Officer</li> <li>• Acts as Named Senior Officer for allegations of abuse against staff and volunteers</li> </ul>
<b>Environmental Health &amp; Housing Services Manager</b>	<ul style="list-style-type: none"> <li>• Acts as Designated Safeguarding Officer</li> <li>• Leads and co-ordinates Safeguarding work throughout the organisation</li> <li>• Represents the Council on Locality Safeguarding Forums</li> <li>• Ensures appropriate links to NY Children and Adults Safeguarding Boards</li> <li>• Acts as point of contact within the Council for raising safeguarding concerns.</li> <li>• Collects details of allegations, suspicions or concerns.</li> <li>• Ensures that appropriate action is taken in response to concerns raised, and that lines of responsibility are clear.</li> <li>• Seeks advice from, and liaise with, safeguarding agencies where required.</li> <li>• Makes appropriate referral to safeguarding agencies and ensure referrals are followed up.</li> <li>• Ensures the Council's Safeguarding Policy is followed in managing all safeguarding concerns, allegations or suspicions.</li> <li>• Refers any allegations of abuse against staff and volunteers to the Named Senior Officer (or deputy).</li> <li>• Ensures accurate and secure records are kept of all safeguarding concerns, allegations or suspicions, including completion of the appropriate referral forms.</li> <li>• Provides support and guidance to staff and volunteers where required.</li> <li>• Acts as Lead Officer in respect of the Multi-Agency Public Protection Arrangements</li> </ul>
<b>Corporate Head – Business Support</b>	<ul style="list-style-type: none"> <li>• Acts as Named Senior Manager in relation to allegations of abuse against staff and volunteers</li> </ul>
<b>Strategic Managers &amp; Service Managers</b>	<ul style="list-style-type: none"> <li>• Monitor action to safeguard and promote welfare of children and adults at risk within their areas of responsibility</li> <li>• Ensure delivery of safe services and safe working practices</li> </ul>
<b>All those involved in developing and delivering services</b>	<ul style="list-style-type: none"> <li>• Deliver services with regard to safeguarding and promoting the welfare of children and adults at risk</li> <li>• Raise any safeguarding issues, concerns or allegations through the Safeguarding Arrangements</li> </ul>

## Code of Conduct for Safeguarding

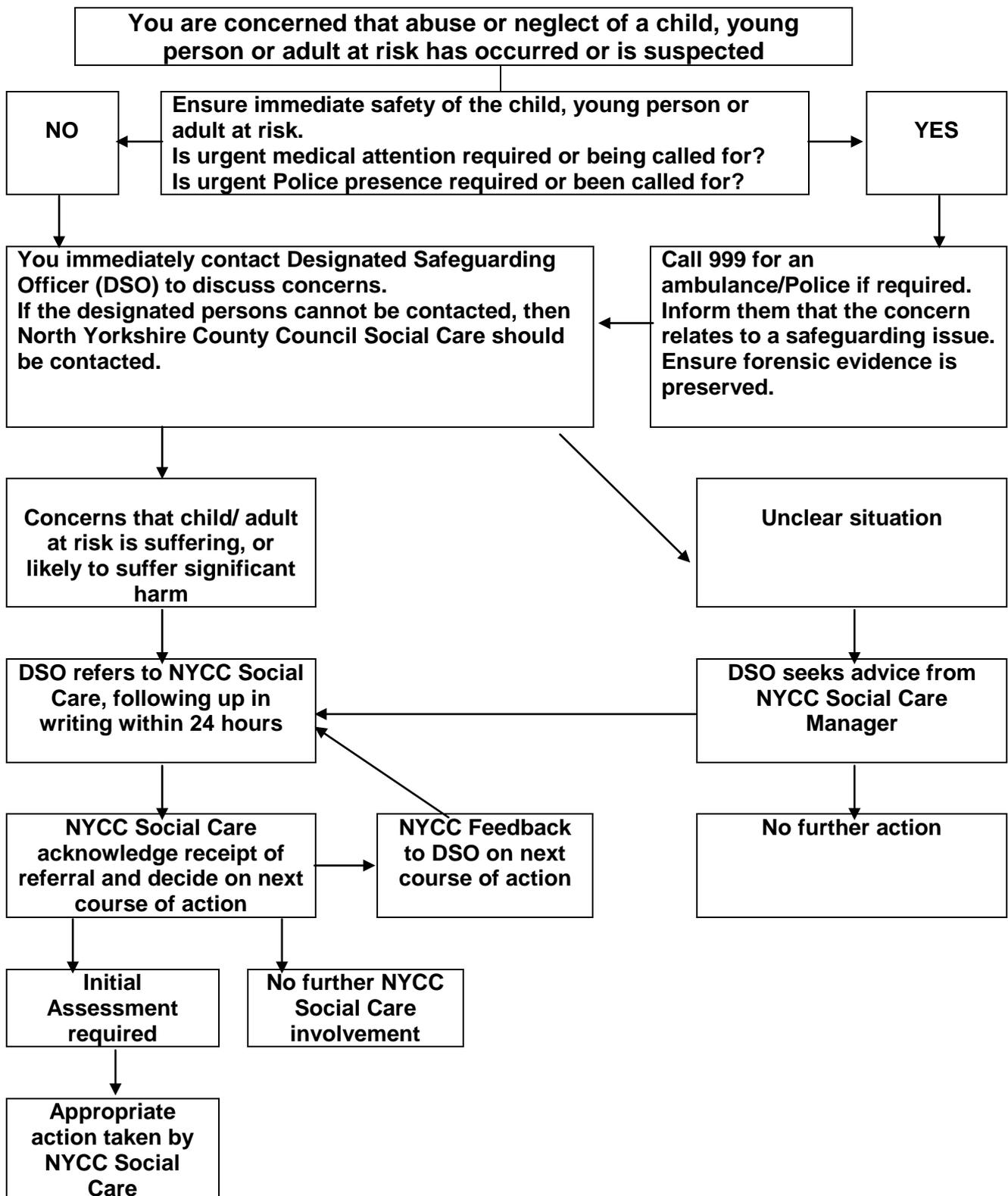
### DO

- Treat all children and adults at risk fairly and with respect.
- Be aware of the procedures for reporting concerns and how to contact the Designated or Deputy Safeguarding Officer.
- Be aware that physical contact with a child or adult at risk may be misinterpreted. There may be occasions when this is unavoidable, such as comfort at times of distress, or physical touch in sport (*see NGB Guidelines*). In all such cases contact should only take place with the consent of the child or adult at risk.
- Respect the right of a child or adult at risk to personal privacy.
- Make others (for example your line manager) aware if you find yourself the subject of inappropriate affection or attention from a child or vulnerable adult at risk.
- Report to the Designated or Deputy Safeguarding Officer any safeguarding concerns including allegations or suspicions of abuse.

### DO NOT

- Spend time alone with children or adults at risk, away from others. Meetings with individuals should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.
- Take children or adults at risk alone in a car, however short the journey. Where this is unavoidable it should be with full knowledge and consent of the parents/carer and the manager responsible for the service/activity.
- Meet children or adults at risk outside of organised activities, unless it is with the knowledge and written consent of the parents/carer and the manager responsible for the service/activity.
- Start an investigation or question anyone after an allegation or concern regarding abuse has been raised. You should just record the facts and report these to the Designated or Deputy Safeguarding Officer.
- Allow any allegations made to go without being reported and addressed, or either trivialise or exaggerate abuse issues.
- Make promises to keep any disclosure confidential from relevant authorities.
- Show favouritism to any one, or threaten/carry out any form of physical punishment.
- Never:
  - Initiate or engage in sexually provocative conversations or activity
  - Allow the use of inappropriate language to go unchallenged
  - Do things of a personal and intimate nature that individuals can do for themselves.

Reporting Arrangements



If it is an emergency, and the designated persons cannot be contacted, then North Yorkshire County Council Social Care or the Police should be contacted.  
**Customer Service Centre: 01609 780780 Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)**  
**Suspicions should not be discussed with anyone other than those named above.**

## **Child Social Care Referral Form**

To access the on-line Referral Form to Childrens Social Care click on the following link:

<http://www.safeguardingchildren.co.uk/section-5-procedures.html>

## **Inter-agency Safeguarding Adults Alerter/Referral**

To access the on-line Safeguarding Adults Alerter Form click on the following link:

<http://www.northyorks.gov.uk/article/24309/Safeguarding-vulnerable-adults>

## Photography, Film, Media Registration Form For Use at Events / Projects

The Council is committed to providing a safe environment for children/young people under the age of 18 and Adults at Risk. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people and Adults at Risk from inappropriate use of photographic images.

Event/Project \_\_\_\_\_

Date(s) \_\_\_\_\_

I wish to take photographs or record images during the course of the above event or project. I agree to abide by the guidelines laid down by Council and confirm that the photographs or recorded images will only be used in an appropriate manner.

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel. No: \_\_\_\_\_

Date: \_\_\_\_\_

*Please describe below how photographs or recorded images will be used:*

\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photograph equipment at events in the future.

Signed \_\_\_\_\_

## Photography, Film, Media Consent Form For The Use of Video & Photographic Images

Event/project \_\_\_\_\_

Date \_\_\_\_\_

I give the Council permission to use any appropriate pictures that are taken of my child for use in publications and other material relating to this event/activity.

Any pictures used for publicity purposes will not identify any children by name.

Name of Parent/Carer: \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Signed.....

Date.....

Please return this form to;

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

## Useful Contacts

### Craven District Council

#### Any Safeguarding concerns, allegations and suspicions

Designated Safeguarding Officer:

Wyn Ashton, Environmental Health and Housing Services Manager, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 706 338  
[washton@cravendc.gov.uk](mailto:washton@cravendc.gov.uk)

Deputy Safeguarding Officers:

Lloyd Hancox, Leisure Services Manager, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 693 929  
[lhancox@cravendc.gov.uk](mailto:lhancox@cravendc.gov.uk)

Nina Pinder, Housing Policy & Contracts Officer, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 706 392  
[npinder@cravendc.gov.uk](mailto:npinder@cravendc.gov.uk)

#### Allegations of abuse against staff and volunteers

Named Senior Officer:

Paul Ellis, Director of Services, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 706413 07919 485475  
[pellis@cravendc.gov.uk](mailto:pellis@cravendc.gov.uk)

Deputy Senior Officer:

Kate Senior, Partnerships Officer, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 706414 [ksenior@cravendc.gov.uk](mailto:ksenior@cravendc.gov.uk)

Named Senior Manager

Samia Hussain, Corporate Head – Business Support, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 706207 07810 773852 [shussain@cravendc.gov.uk](mailto:shussain@cravendc.gov.uk)

Deputy Senior Manager

Jacque Hodgson, Senior Human Resources Officer, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ 01756 706209  
[jhodgson@cravendc.gov.uk](mailto:jhodgson@cravendc.gov.uk)

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### North Yorkshire County Council

Customer Service Centre: 01609 780780  
Email: [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)

Out Of Hours Duty team: 01609 780780  
Email: [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)

For general questions and enquiries about safeguarding, please contact the safeguarding adults team: [safeguardingadultsteam.enquiries@northyorks.gov.uk](mailto:safeguardingadultsteam.enquiries@northyorks.gov.uk)

**Please note this e-mail address is NOT for reporting abuse or making referrals.**

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**North Yorkshire Police**

Child Abuse Investigation Team	101
Protection of Vulnerable Persons Unit (PVPU)	

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Craven Independant Domestic Abuse Service (IDAS)	01756 794400
24hr Domestic Abuse Helpline	0300 011 0110

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**National Organisations**

NSPCC Child Protection Helpline	0808 8005000
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Childline:	08001111
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Care Quality Commission	0300 0616161
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Action On Elder Abuse	0808 8088141
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Victim Support	0808 1689111
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The Samaritans	116 123
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Age UK:	0800 1692081
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Shelterline:	08088004444
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BT Nuisance Call Advice	0800 661441
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Rape Crisis Line	0808 8029999
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Consumer Direct:	0345 4040506
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