



# Safeguarding policy

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## Glossary

<b>Abuse</b>	Abuse is mistreatment of another person, causing them harm, it can be intentional or unintentional. It usually happens by someone who is known to the adult, but it can be strangers and it often involves someone with power over another. It takes many different forms.
<b>Adult at risk</b>	The term adult at risk largely replaces the pre-Care Act 2014 term ‘vulnerable adult’ (which was retained in respect of disclosure and barring only) An adult at risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. The term ‘vulnerable adult
<b>Child</b>	A “child” refers to the legal definition in UK law being anyone under the age of 18 years.
<b>Controlling behaviour</b>	A range of actions or behaviours carried out with the intention of making a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.
<b>Extremism</b>	Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs
<b>Domestic abuse</b>	<p>We adopt the <a href="#">Government’s definition</a> of domestic abuse as being: “Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.”</p> <p>Such abuse can encompass, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Psychological</li> <li>• Physical</li> </ul>

	<ul style="list-style-type: none"> <li>• Sexual</li> <li>• Financial</li> <li>• Emotional</li> <li>• Controlling behaviour</li> </ul>
<b>ESAB</b>	The Essex Safeguarding Adults Board is a statutory organisation that is committed to protecting an adult's right to live in safety, free from abuse and neglect.
<b>ESCB</b>	Essex Safeguarding Children Board brings together different organisations across Essex to keep children and young people safe.
<b>Modern slavery</b>	<p>Modern slavery is the severe exploitation of other people for personal or commercial gain. The most common forms of modern slavery are:</p> <ul style="list-style-type: none"> <li>• Human trafficking</li> <li>• Forced labour</li> <li>• Debt bondage/bonded labour</li> <li>• Descent-based slavery</li> <li>• Slavery of children</li> <li>• Forced and early marriage</li> </ul>
<b>Neglect</b>	Neglect is a form of abuse where the perpetrator, who is responsible for caring for someone who is unable to care for themselves, fails to do so. It can be a result of carelessness, indifference, or unwillingness and abuse.
<b>Regulated activity</b>	Regulated activity refers to set activities which entitle an individual to an enhanced DBS check, and barred list checks if applicable. The definition of regulated activity is set out in legislation which determines eligibility for DBS checks.
<b>Vulnerable adults</b>	Since the Care Act 2014, the term vulnerable adult has been retained in respect of Disclosure and Barring Service 'regulated activity' only. (See also 'adult at risk', further above.)

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## 1. Introduction & purpose

Children and adults have the right to be protected from being hurt or mistreated irrespective of age, race, religion, disability, gender identity, sex or sexual orientation.

At Colchester Borough Homes we perform various functions and deliver a range of services. The purpose of this policy is to help us meet our legal and moral obligations to safeguard and promote the welfare of children and 'adults at risk'. This policy aims to ensure that all of its activities take place within this context. We are committed to working with Board members, employees, contractors and others to ensure that we play our full role with our partners in safeguarding these vulnerable groups and advancing the safeguarding agenda.

## 2. Policy statement

We are committed to supporting and working in partnership with Colchester Borough Council and other partner agencies to ensure that children and 'adults at risk' are safeguarded when accessing services we provide. We will promote their welfare by:

- Consulting and adhering to safeguarding board guidance including SET (Southend Essex and Thurrock) Safeguarding Procedures
- Respecting the rights, wishes, feelings and privacy of children and adults
- Ensuring that all staff understand the different forms abuse can take and how to identify them
- Responding appropriately and promptly to concerns reported
- Ensuring that employees understand the Safeguarding Policy
- Ensuring that employees know how to record and report safeguarding concerns, incidents or allegations
- Ensuring that contracted/commissioned and grant-funded services have safeguarding policies and procedures consistent with Colchester Borough Homes' commitment to the protection of children and adults.
- Ensuring that training appropriate to the level of involvement with children and 'adults at risk' is available for all employees.
- Responding to any allegations appropriately and implementing the disciplinary and appeals procedures.
- Ensuring that all Board members and employees adhere to all appropriate safe working practices when working with children and 'adults at risk'.
- Ensuring that unsuitable people are prevented from working with children and 'adults at risk' through adherence to safer recruitment practice..

### 3. Role of the Essex Safeguarding Boards

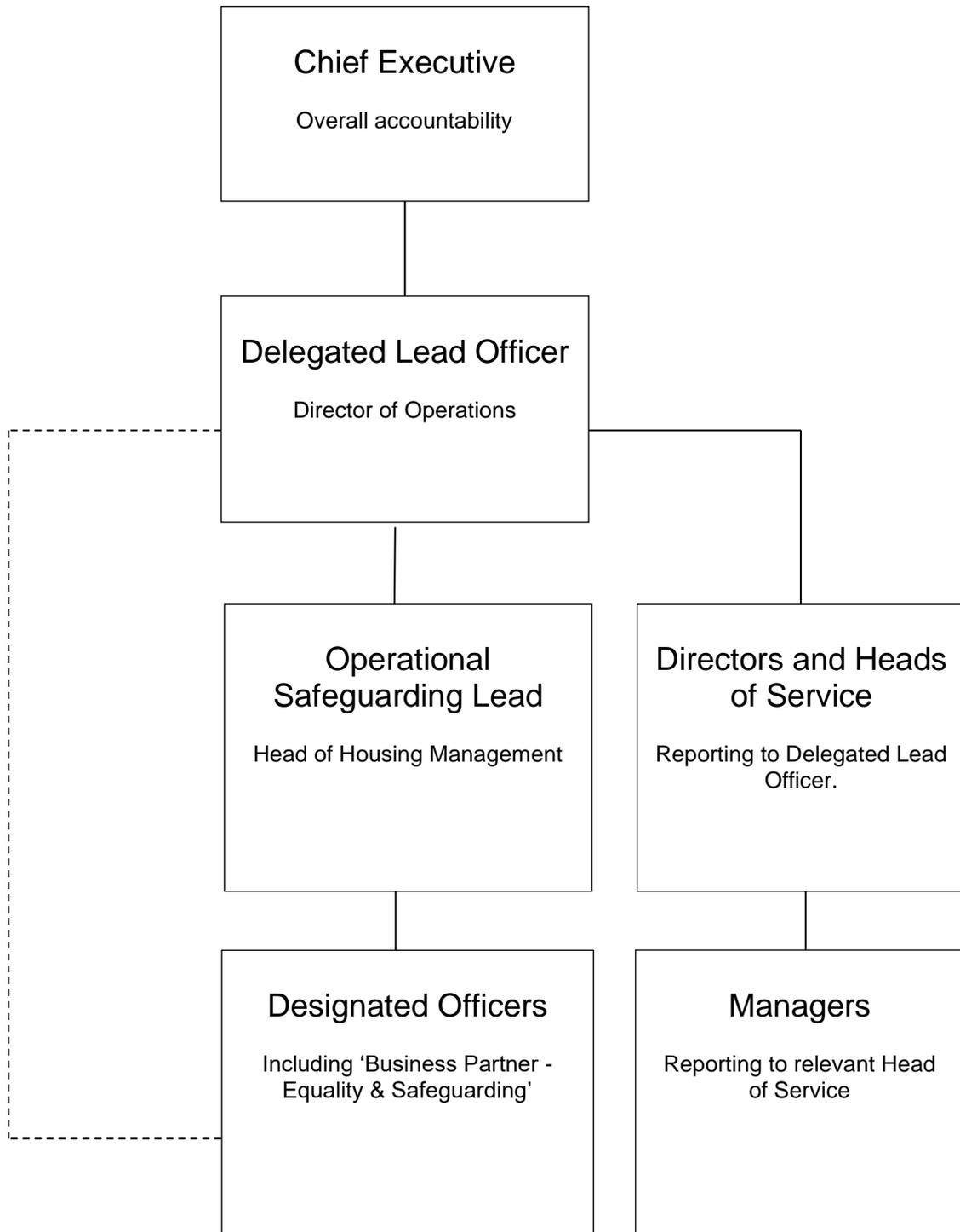
[Essex Safeguarding Children's Board \(ESCB\)](#) and [Essex Safeguarding Adults Board \(ESAB\)](#) are multi-agency forums that bring together local agencies to safeguard and promote the welfare of children and 'adults at risk' respectively. We are committed to maintaining an effective working relationship with both the ESCB and the ESAB.

### 4. Safeguarding responsibilities

Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles that individuals hold within Colchester Borough Homes. The following is a guide to these roles:

- **The Board** – Overall responsibility for ensuring that the company has a Safeguarding Policy in place and adheres to it
- **Chief Executive** – Overall accountability regarding safeguarding
- **Delegated Safeguarding Lead** – Senior Officer providing a strategic lead on safeguarding within Colchester Borough Homes. This is currently the Director of Operations.
- **Operational Lead** – Senior Officer with overall operational responsibility for safeguarding within Colchester Borough Homes. This is currently the Head of Housing Management.
- **Head of HR** – Senior Officer who is the principal point of contact for all safeguarding issues relating to staff and helps to ensure safe recruitment and working practices.
- **Business Partner (Equality & Safeguarding)** – Officer who works with the operational and strategic leads (above) to ensure the effective implementation of the Safeguarding Policy.
- **Designated Safeguarding Officers** – Officers across services who support front line staff in identifying abuse and neglect and following correct procedures. Officers attend a quarterly group which reviews referrals, identifies training needs and cascades good practice.
- **Managers** - Carry out the correct safeguarding induction process for all new staff including booking the appropriate training; Ensure that all staff within their remit are made aware of this policy and have the appropriate ongoing training.
- **All employees** - Adhere to best practice, participate in relevant training and report any disclosure, concern, incident or allegation as required by the procedures, and as supported by the Designated Safeguarding Officer group.
- **Outside organisations/ Contractors** – When delivering services on behalf of Colchester Borough Homes, outside organisations including contractors must comply with Colchester Borough Homes' Safeguarding Policy and, where relevant, have their own policy and procedures in place.

## 5. Lines of accountability for safeguarding



## **6. Recognising potential abuse**

Even though many Board members, employees and contractors have limited contact with children or 'adults at risk' as part of their duties and responsibilities for Colchester Borough Homes, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

There are ten main types of abuse: physical; psychological or emotional; sexual; neglect; self-neglect; organisational; discriminatory; material (including financial); modern slavery; and domestic abuse.

It is not the responsibility of any Board member, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the Board member or employee is to refer the case to the appropriate person, not to investigate or make a judgement.

## **7. Discharging our duties**

The duty to 'safeguard and promote the welfare of children' extends beyond making referrals around abuse and neglect. It is also about promoting children's health and development, and working with families, in order to help provide optimum life chances. Providing effective support to help find solutions at an early stage can prevent problems escalating.

We discharge our duties around adult safeguarding by working closely with adult social care and the ESAB, and in supporting adults at risk across its front line services. We implement the principles of the Care Act's aim to 'personalise' safeguarding through empowerment, protection, prevention, proportionality and partnerships.

We ensure that child and adult safeguarding 'alerts' are raised in an appropriate and timely manner. The referral process is 'owned by' front-line staff (with access to appropriate support). Safeguarding alerts may or may not be accepted by social care as 'formal referrals' depending on whether specific criteria are met. All referrals are monitored and followed up as appropriate.

Where a member of staff is implicated in abuse, we will ensure that the Local Authority Designated Officer (LADO) is contacted in accordance with SET (Southend Essex Thurrock) Procedures. Where a criminal offence has occurred or is likely to occur, we will ensure that Essex Police is contacted in addition to making any appropriate safeguard to Essex Social Care.

## **8. Consent**

We will ensure that consent to share information with Essex Social Care is sought and recorded where appropriate.

Consent is not required to breach confidentiality and make a safeguarding referral where:

- a serious crime has been committed
- the alleged perpetrator may go on to abuse others
- the child or 'adult at risk' is deemed to be at risk of serious harm
- there is a statutory requirement
- the public interest overrides the interest of the individual
- a member of staff or volunteer is the person accused of abuse

## **9. Confidentiality and data protection**

Information about abuse or neglect is highly confidential and may only be shared internally with the member of staff's line manager, a Designated Officer or with the strategic or operational safeguarding leads. Information should be shared with Essex Social Care and/or Essex Police where a referral is required.

All copies of safeguarding referrals to Essex Social Care should be kept secure. This information will be retained in accordance with agreed retention periods subject to requirements of relevant legislation including the GDPR (General Data Protection Regulations). No other copies of referrals should be held.

Information and data around safeguarding is likely to fall within the GDPR definition of sensitive data. Reference should be made to CBH's Data Protection Policy.

We recognise that there may sometimes be a perceived conflict between the need to follow up a concern promptly and the need to share sensitive information lawfully. Where cases are complex, staff are encouraged to discuss with a CBH Designated Safeguarding Officer and/or 'consult' with Essex Social Care before sharing personal data.

## **10. Use of contractors**

Colchester Borough Homes works with contractors in order to deliver services and to maintain and improve housing stock. Any contractor/ sub-contractor must adhere to the same safeguarding standards as CBH/ CBC. Staff of contractors/ sub-contractors should share concerns about abuse or neglect with a CBH (or CBC) Designated Safeguarding Officer so that appropriate action can be taken. Where contractors raise concerns with Essex Social Care in accordance with their own safeguarding policy and procedures, they should make a CBH (or CBC) Designated Officer aware.

We work with CBC to ensure that specific safeguarding requirements are considered and included within the procurement process as required by legislation (including the Modern Slavery Act 2015).

## 11. Child sexual exploitation (CSE)

CSE takes place where the child (or a third person or persons) receives 'something' (for example, food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money) as a result of performing, and /or others performing on them, sexual activities. It can occur through the use of technology without any immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

There are six main 'models' of CSE:

- Inappropriate Relationship Model
- Organised / Network & Trafficking Model
- Gangs and Group Model
- Peer on Peer Model
- Older Adult 'Boyfriend' Model
- On-Line Grooming Model

We are committed to playing our full part in tackling CSE which includes reporting concerns and increasing awareness. We endorse the ESCB statement that this problem "cannot be dealt with by individual organisations working alone and that a multi-disciplinary commitment is required to tackle and respond to CSE".

We work closely with Colchester Borough Council which attends local Missing and Child Exploitation (MACE) meetings which, in turn, are overseen by the ESCB Child Exploitation & Missing Sub-Committee.

## 12. Prevent

Section 26 of the [Counter Terrorism and Security Act 2015](#) placed a duty upon local authorities including district councils to have "due regard to the need to prevent people from being drawn into terrorism".

As CBH acts on behalf of the local authority, our approach needs to be consistent with the duty. The PREVENT Strategy has three objectives, to:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support; and
- Work with sectors and institutions where there are risks of radicalisation that we need to address

It includes all forms of violent terrorism and non-violent extremism - including Islamist and far-right supremacist forms.

We require all staff to follow home office approved PREVENT awareness e-learning which includes key indicators of concerns and procedures to follow.

## **13. Training**

CBH provides induction and ongoing safeguarding training to all staff dependent on their role. This includes the provision of professional external training and specific e-learning modules.

We are committed to delivering: Level 2 (equivalent) training for child and adult safeguarding to front line staff, and Level 3 (equivalent) training to Designated Safeguarding Officers, Board members and senior managers (including safeguarding leads) at least every 3 years. Safeguarding inductions are provided to all staff.

## **14. Safe recruitment**

CBH is committed to taking all reasonable steps to prevent unsuitable people working with children and vulnerable adults. All job descriptions are risk assessed within the organisation to identify which jobs are likely to involve regular and/or substantial unsupervised contact with children and/or vulnerable adults. Disclosure and Barring Service (DBS) checking activity will be consistent with relevant legislation, especially the 'regulated activity' criteria contained within the Protection of Freedoms Act 2012.

## **15. References**

[Children Act 2004](#)

[Care Act 2014](#)

[Disclosure and Barring Service \(DBS\)](#)

[Modern Slavery Act 2015](#)

[Protection of Freedoms Act 2012](#)

[SET \(Southend Essex Thurrock\) Child Protection Procedures 2019](#)

[SET \(Southend Essex Thurrock\) Safeguarding Adults Guidelines 2020](#)

## **16. Related documents**

[CBH Safeguarding procedures](#)

[Safeguarding – Types of Abuse](#)

[Policy Statement and Procedure Template](#)

[Whistleblowing Policy](#)

[SET Safeguarding Adults Guidelines - latest version new content](#)

### Document control sheet

<b>Title</b>	CBH Safeguarding policy – September 2020					
<b>File location</b>	https://colchbh.sharepoint.com/sites/fnc/corpdoc/PolDevLib/CBH Safeguarding Policy September 2020.docx					
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Tenant task &amp; finish group November 2012</li> <li>• Staff forum December 2012</li> <li>• SMT November 2012</li> <li>• CMT September 2020</li> </ul>					
<b>Approved</b>	Board 23/09/2020					
<b>Next review</b>	01/09/2023					
<b>Circulation method</b>	CBH website, SharePoint					
<b>Equality Impact Assessment</b>	<b>Required</b>	Yes	<b>Latest</b>	01/09/2020	<b>Review due</b>	01/09/2023

### Document amendment history

Version	Revision Type	Date	Notes
1.0	N/A - New Policy	2012	New policy approved by SMT, DMT and Board
2.0	Major	2016	<p>Changes introduced by the Care Act 2014 were incorporated into the policy. This included references to 'vulnerable adult' being changed to 'adult with needs for care and support'.</p> <p>New 'FORS' form for raising a concern about a child has replaced ECC999</p>
3.0	Major	Sept 2019	<p>New information included on CSE, Domestic Abuse, Modern Slavery and Prevent, consistent with Safeguarding Board guidance.</p> <p>The sections on 'Raising a Concern' and the 'Procedure Flowchart' appendix have been updated to reflect Essex Social Care operational changes to the referral process: The FORS Form</p>

<b>Version</b>	<b>Revision Type</b>	<b>Date</b>	<b>Notes</b>
			was replaced by the Request for Support Portal and a separate section on 'Effective Support and Early Help' was added.
4.0	Major	Sept 2020	Reorganised to separate internal procedures and processes from CBH policy commitments. Further detail is included in the Equality and Safeguarding annual report (23/09/2020)