

Dover District Council Safeguarding Policy 2020



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1. Introduction

Dover District Council supports the ethos of ‘making safeguarding personal’. This is a sector led initiative which aims to develop an outcome focus to safeguarding work, and a range of responses to support people to improve or resolve their own circumstances. Safeguarding is an umbrella term for what we do to ensure all children and adults are safe from harm. Safeguarding, in its broadest sense, is defined as ‘To protect from harm’. The Council has a duty to ensure safeguarding is embedded within all services areas throughout the council. We have a duty to children and vulnerable adults to include domestic abuse, exploitation, radicalisation, forced marriage, trafficking, modern slavery and female genital mutilation.

This Policy supports the council’s corporate plan for 2020-2024, and has a vision of ambition, inspiration and good living. A good robust safeguarding policy supports the reasons for why Dover is a destination of Choice.

This document is supported by a series of briefings and e-learning and runs in conjunction with the council’s Whistleblowing, Code of Conduct, Data Protection and Information Sharing policies. It also aligns with the Human Resources DBS guidance and Safe Recruitment Procedures.

2. Policy statement

Dover District Council provides a wide range of services and facilities. This Policy aims to ensure the council protects the welfare of all children, young people and vulnerable adults by:

- ❖ Raising awareness of safeguarding responsibilities, amongst officers, Elected Members, volunteers and contractors.
- ❖ Ensuring that everyone within the council understands their roles and responsibilities with regards to safeguarding
- ❖ Considering the rights and viewpoints of children, young people and vulnerable adults in the council's decision making
- ❖ Establishing and embedding robust processes and procedures as a clear mechanism to report concerns
- ❖ Identifying and responding appropriately to any safeguarding concerns, incidents or allegations raised
- ❖ Establishing and facilitating regular awareness and training, to employees, Elected Members, contractors and volunteers that is appropriate to their role and level of involvement with children, young people and vulnerable adults
- ❖ Maintaining and undertaking recognised vetting procedures appropriate to the roles held by staff and volunteers
- ❖ Ensuring that organisations the council contracts with or receives services from have appropriate safeguarding processes and protocols in place to undertake suitable vetting procedures
- ❖ Taking as many steps as possible to ensure that unsuitable people, are prevented from working with children, young people and vulnerable adults
- ❖ Reviewing this policy and any associated procedures on a regular basis

3. Scope

This policy applies to all Dover District Council employees, Elected Members, and volunteers working directly on behalf of DDC. All contracted and or grant funded organisations delivering services on behalf of DDC, must adhere to the core principles of this policy, when carrying out core functions on behalf of DDC. In addition, any such organisation is required to have their own agreed internal Safeguarding processes and procedures in place.

All the above are required to comply with this policy and any associated procedures.

It is the dual responsibility of any signatories to such contracts, service level or grant agreements to ensure the compliance with, and reporting of, any discrepancies or concerns, to the designated safeguarding officers within the council.

It may be necessary on occasions that some functions and service areas require additional policies, processes and training. It is the responsibility of the service managers, in consultation with the designated safeguarding officers to assess any additional needs.

4. Safeguarding Definitions

Abuse – “an act or omission of an individual’s human and civil rights by any other person. Abuse may consist of a single or repeated act, it may be physical, verbal or psychological, or an act of neglect or omission to do something.

ACEs – Adverse Childhood Experiences (ACEs) – are a stressful events occurring in childhood; including, domestic violence, parental separation or divorce, a parent with a mental health condition, being the victim of abuse or neglect, a member of the household being in prison, a member of the household experiencing alcohol and drug problems. ACEs have been found to have lifelong impacts on health and behaviour.

Children and young people – refer to anyone under the age of 18

It may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction which he or she has not consented or cannot consent to. Abuse can occur in any relationship and may result in significant harm to, or exploitation or, the person subjected to it. ” (No Secrets Guidance 2000)

Coercive behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used by the abuser to harm, punish, or frighten their victim.

Contextual Safeguarding – assessing contexts in which abuse occurs, including peer groups, schools and public spaces. Speaking with young people about their feelings of safety in public and private spaces and how their behaviour changes in those different contexts.

Controlling behaviour – is a range of actions designed to make a person dependant by isolating them from sources of support, depriving and exploiting them for personal gain.

Controlling behaviour is a range of acts performed by the abuser and designed to make their victim subordinate and/or dependent. These acts include but are not limited to:

- isolating the victim from sources of support
- exploiting the victim's resources and capacities for personal gain
- depriving the victim of the means needed for independence, resistance and escape
- regulating the victim's everyday behaviour

Domestic abuse - any incident or pattern of incidents of controlling coercive or 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.

Domestic abuse can also impact on other people within a household where it is experienced. For example, violence, fear and intimidation may have an indirect impact on other people such as children or vulnerable adults who could suffer due to witnessing or hearing incidents.

Domestic abuse is categorised by any incident or pattern of incidents of controlling, coercive or 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. This can encompass but is not limited to the following types of abuse:

- physical
- emotional
- psychological
- sexual
- financial

This definition includes honour-based abuse and forced marriage and is clear that victims are not confined to one gender or ethnic group.

The frequency and severity of domestic violence can vary dramatically, just one encounter counts as abuse, and it can be an ongoing pattern of behaviour. However, the one constant element of domestic abuse is the abuser's consistent efforts to maintain power and control over the victim.

Emotional Abuse or Psychological Abuse and Mental Abuse

Emotional, psychological and mental abuse are often closely linked terms that can be used interchangeably. The aim of the perpetrator of emotional abuse in relationships is to reduce confidence and esteem in order to make their victim increasingly reliant on them. They use tactics such as intimidation, bullying, constant criticism and keeping someone isolated from family and friends in order to exert control. Emotional abuse in relationships is often a means of controlling the victim by having a strong mental hold over them.

Exploitation – can be summarised as treating someone unfairly for your own advantage. It is often referred to in terms of child/criminal or sexual exploitation (CSE) but is not exclusive to young people.

Female Genital Mutilation (FGM) - is a term used to describe procedures that include the partial or total removal of the external genital organs, such as excision or infibulation. This collective term also covers injury to the genitalia for a cultural or non-medical reason.

Female Genital Mutilation (FGM) A collective term used for illegal procedures, such as female circumcision, which include the partial or total removal of the external female genital organs, breast ironing or injury to the female genital organs for a cultural or non-therapeutic reason

Honour Based Abuse

Honour Based Abuse (HBA) HBA is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family. It is a form of domestic abuse which relates to a victim who does not abide by the 'rules' of an honour code. This will have been set at the discretion of relatives or community; the victims are punished for bringing shame on the family or community.

Honour-Based Violence and Forced Marriage -

'Honour based' violence is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community.

Forced Marriage is the act of pressuring someone to marry against their will. Forced marriages can occur in this country or abroad, and differs significantly from an arranged marriage, which is entered into freely by both people, despite their families taking a leading role in the choice of partner.

Chapter 12 part 10 of The Anti-Social Behaviour, Crime and Policing Act 2014 made, from 16 June 2014, parents who force their children to marry liable to be punished by up to seven years in prison. The new law also applies to UK nationals overseas who are at risk of becoming the victim of a forced marriage.

Forced Marriage (FM) In a forced marriage, victims are coerced into marrying someone against their will. They may be physically threatened or emotionally blackmailed to do so. It is an abuse of human rights and cannot be justified on any religious or cultural basis. It's not the same as an arranged marriage where people have a choice as to whether to accept the arrangement or not. The tradition of arranged marriages has operated successfully within many communities and countries for a very long time

Human Trafficking – also known as 'Modern Slavery' – involves the recruitment, transfer, harbouring or receipt of people, with the threat or use of force, coercion, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or similar practices.

Slavery, servitude and forced or compulsory labour. A person commits an offence if:

- The person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude, or
- The person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour.

There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. Someone is in slavery if they are:

- Forced to work – through mental or physical threat
- Owned or controlled by an “employer”, usually through mental or physical abuse or the threat of abuse
- Dehumanised, treated as a commodity or bought and sold as property
- Physically constrained or has restrictions placed on his/her freedom of movement
- Subject to human trafficking

Most common forms of Human Trafficking and Modern Slavery

Sexual - when someone is deceived, coerced or forced to take part in sexual activity.

Labour - This refers to situations where people are coerced to work for little or no remuneration, often under threat of punishment. There are a number of means through which a person can be coerced.

Domestic Servitude- A domestic worker or helper is a person who works within their employer’s home, performing a variety of tasks. This arrangement becomes exploitative when there are restrictions on the domestic worker’s movement, and they are forced to work long hours for little pay.

Forced Marriage - This is when a person is put under pressure to marry someone. They may be threatened with physical or sexual violence or placed under emotional or psychological distress to achieve these aims.

Forced Criminality - This is when somebody is forced to carry out criminal activity through coercion or deception.

Contemporary slavery takes various forms and affects people of all ages, gender and race. Adults who are enslaved are not always subject to human trafficking. Recent court cases have found homeless adults promised paid work opportunities enslaved and forced to work and live in dehumanising conditions, and adults with a learning difficulty restricted in their movements and threatened to hand over their finances and work for no gains.

From 1 November 2015, specified public authorities have a duty to notify the Secretary of State of any person identified in England and Wales as a suspected victim of slavery or human trafficking, under Section 52 Modern Slavery Act 2015.

Physical abuse and sexual abuse

Physical abuse is the use of physical force against someone in a way that injures or endangers that person. The police have the power and authority to protect you from physical attack.

Sexual abuse is a form of physical abuse. Forced sex, even by a spouse or intimate partner with whom you also have consensual sex, is an act of aggression and violence.

Prevent – relates to the National Counter Terrorism agenda, where ‘Prevent’ is one of four delivery strands, aimed at raising awareness and training around safeguarding someone from becoming involved in terrorism, or being persuaded to be involved due to being vulnerable.

CONTEST is the national counter terrorism strategy. The aim of CONTEST is to reduce the risk to the United Kingdom and its interests overseas from international terrorism, so that people can go about their lives freely and with confidence. The Office for Security and Counter Terrorism (OSCT) is responsible for providing strategic direction and governance on CONTEST.

The strategy has four work streams:

- 1 Prevent: to stop people becoming terrorists or supporting terrorism
- 2 Pursue: to stop terrorist attacks
- 3 Protect: to strengthen our protection against terrorist attack
- 4 Prepare: where an attack cannot be stopped, to mitigate its impact

The objectives of the Prevent work stream are 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 that they are given appropriate advice and support.
- Work with sectors and institutions where there are risks of radicalisation which we need to address.

In relation to Local Authorities, the CONTEST document says’

Delivery of Prevent is locally led and driven by analysis of the threat in communities. Local authorities are among the most vital partners in our network. The Prevent duty requires local authorities to establish or make use of existing multi-agency groups to assess the local picture, coordinate activity and to put in place arrangements to monitor the impact of safeguarding work. In priority areas where the risk of radicalisation is assessed as being highest, Prevent coordinators employed by local authorities build partnerships in communities, oversee the delivery of local action plans to respond to the risk of radicalisation, and work with partners to embed safeguarding activity in statutory services including social care, health and education.

The Channel programme was developed as a key part of the Prevent strategy. Channel is a Home Office funded programme to utilise the existing partnership working and expertise between the police, local authority, other partner agencies and the local community in the form of a professionals panel to identify those at risk of being drawn into terrorism or violent extremism and to provide them with community-based safeguarding strategies and interventions. Prevent will address all forms of terrorism but continue to prioritise according to the threat posed to our national security.

Channel Panel is a multi-agency panel made up of statutory partners, the Prevent coordinator and chaired by the local authority. The panel looks at individual cases (individuals) who are deemed to be a safeguarding risk. Many of the cases are for young people who have expressed right wing views or support right wing ideologies. Recommendations are put in place regarding interventions and cases are brought back monthly, until the individual has received all necessary support and a notable change has been made. The Kent Channel panel is held at the Kent Police Headquarters in Maidstone and chaired by Nick Wilkinson (Prevent and Channel strategic Manager).

Safeguarding – includes all forms of activity that aims to protect or promote the welfare of a group of people or an individual.

Vulnerable adult – refers to anyone over the age of 18, and could be considered 'vulnerable' when (for reasons of mental health, learning, physical disability, age, illness or another personal characteristic) requires a form of intervention or community care to take care of themselves, or are unable to protect themselves from harm or exploitation. This may also include having money stolen or taken under duress.

5. Safeguarding Functions/ Supporting Legislations

Kent County Council

Kent County Council (KCC) is the responsible authority for children and adult social services. We, Dover District Council, liaise with and report safeguarding concerns, incidents or allegations to KCC children or adult social services. This is then assessed by the duty officer and further actions taken and co-ordinated as deemed appropriate by KCC.

Kent Safeguarding Children multi-agency partnership

The Kent Safeguarding Children Board (KSCB) carry out all statutory functions, including commissioning Serious Case Reviews. It brings together agencies to work to safeguard and promote the welfare of children and young people. The objective of the SCB is to coordinate the activity of each person and agency represented for the purposes of safeguarding.

The new arrangements came into effect on the 17th September 2019. For more information regarding the new arrangements, please see the website for full details.

<https://www.kscmp.org.uk/about-kscb/kscmp>

<https://www.kscmp.org.uk/>

Kent and Medway Safeguarding Adults Board

The Kent and Medway Safeguarding Adults Board (KMSAB) is a statutory service which exists to make sure that all member agencies are working together to help keep Kent and Medway's adults safe from harm and protect their rights.

<https://www.kent.gov.uk/about-the-council/partnerships/kent-and-medway-safeguarding-adults-board>

Kent Police

Has a duty to investigate all criminal offences and refer any suspicion, allegation and disclosure that a child or adult may be suffering from harm, to the Central Referral Unit at Kent County Council.

The **Care Act 2014** is an [Act](#) of the [Parliament of the United Kingdom](#) that received [Royal Assent](#) on 14 May 2014, after being introduced on 9 May 2013. The main purpose of the act was to overhaul the existing 60-year-old legislation regarding [social care in England](#). The Care Act 2014 sets out in one place, local authorities' duties in relation to assessing people's needs and their eligibility for publicly funded care and support. (Wikipedia)

The two biggest changes within this were that carers well-being had to be looked after by local councils as well as the cared for and safeguarding vulnerable adults guidance which had previously been taken from the 2000 No secrets guidance was now replaced with statutory guidance issued under this legislation.

The **Children and Social Work Act 2017** (the **Act**) is intended to improve support for looked after **children** and **care** leavers, promote the **welfare** and safeguarding of **children**, and make provisions about the regulation of **social workers**.(LGA)

Under the Children Act 2004, (as amended by the Children and Social Work Act 2017), LSCBs set up by Local Authorities had to be replaced. The revised legislation requires the three 'Safeguarding Partners' (the Local Authority, the Chief Officer of Police, and Clinical Commissioning Groups) to make arrangements to work together with relevant agencies, as they consider appropriate, to safeguard and protect the welfare of children in the area. District Councils are named as relevant authorities together with other agencies.

'Working Together to Safeguard Children 2018' and 'Working Together: transitional guidance 2018' statutory documents, set out further structural requirements for the proposed new multi-agency local safeguarding partnership arrangements. The legislation and Working Together require the three Safeguarding Partners to discharge a 'shared and equal duty' to safeguard and promote the welfare of children. These arrangements had to be published by the 29th June 2019 and implemented by the 29th September 2019. The KSCB website has transitioned across to a new Partnership website www.kscmp.org.uk.

People in Position of Trust (PiPOT)

From 1 September 2020, Kent County Council Adult Social Care and Medway Council's Adult Services will no longer be accepting 'Adult LADO' referrals. Instead, all KMSAB partner agencies must have their own policy/procedures in place for responding to concerns against any person who works with adults in positions of trust (in either paid or unpaid capacity) in accordance with the Care Act.

This also applies to all organisations commissioned to provide services by them. If a person who isn't connected to an organisation has a concern, they should contact the local authority for safeguarding advice.

To support this change, the Kent and Medway Safeguarding Adults Board has produced a policy document "Managing Concerns around People in Positions of Trust" and the Board's main Policy, Procedures and Guidance document (section p14)

Please note that there is no change to the Children's LADO function

(The Kent and Medway Safeguarding Adults Board Newsletter)

6. Roles and Responsibilities of the Council

Dover District Council sees safeguarding in the broadest sense as 'To protect from harm'. We have several duties to support the safeguarding of children and vulnerable adults. This extends to domestic abuse, modern slavery, trafficking and exploitation.

External organisations, contractors and volunteers providing services to, or on behalf of, Dover District Council, are also required to comply with this policy and ensure any discrepancies or concerns are reported to the designated safeguarding officers within the council.

MARAC (Multi Agency Risk Assessment Conference)

A Multi Agency Risk Assessment Conference (MARAC) is a victim focused information sharing and risk management meeting attended by all key agencies, where high risk cases are discussed. The role of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety. In a single meeting, MARAC combines up to date risk information with a timely assessment of a victim's needs and links those directly to the provision of appropriate services for all those involved in a domestic abuse case: victim, children and perpetrator.

DHR (Domestic Homicide Review)

A Domestic Homicide Review (DHR) is a multi-agency review of the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by a person to whom they were related or with whom they were, or had been, in an intimate personal relationship, or a member of the same household as themselves. Since 13 April 2011 there has been a statutory requirement for local areas to conduct a DHR following a domestic homicide that meets the criteria.

Domestic Abuse Meetings

East Kent Domestic Abuse Forum – set up by Dover CSP and Thanet CSP (Oasis DA service is the commissioned DA service for both districts).

Working groups for the Dover Domestic Abuse One Stop Shops and Domestic Abuse Programmes Facilitators

Kent and Medway DA Chairs Forum Meeting

Prevent and Channel Panel

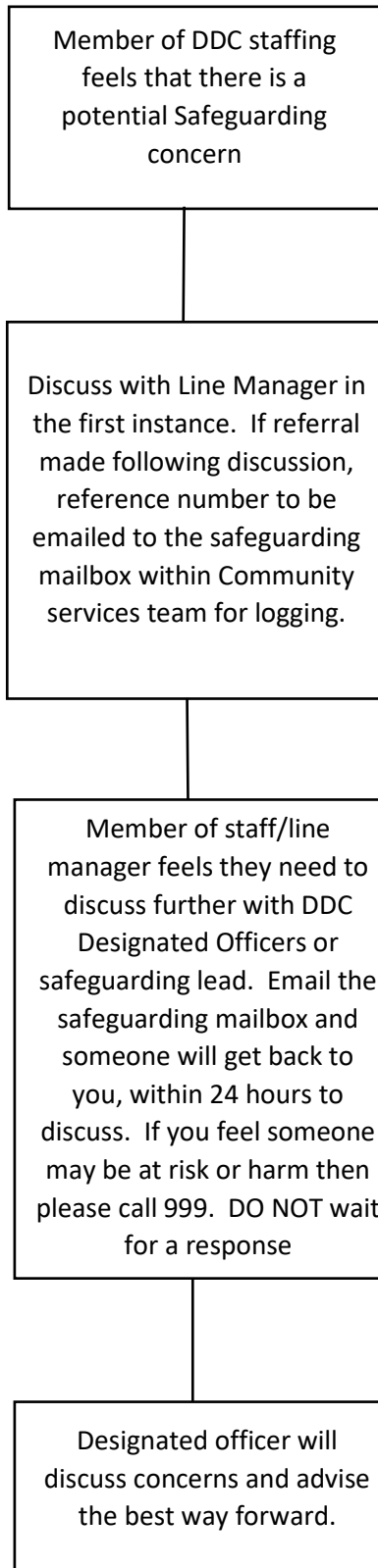
Channel Panel attended monthly by Community Project Officer/DA Lead

A representing Partner in the Kent County Council – Prevent Panel by Community Project Officer/DA Lead

The council works closely with Kent County Council who is the responsible authority for Children and Adults Safeguarding. Please if there is an immediate risk of

safeguarding or someone is in immediate danger please call 999. If they are not at immediate risk, then we ask that the following steps are followed:

What to do if you suspect a safeguarding concern



Potential concerns may be around:

Neglect, financial abuse, FGM, emotional or psychological, sexual, physical, institutional.

safeguarding@dover.gov.uk

<https://www.kent.gov.uk/social-care-and-health/report-abuse>

Contact the Community Services Team on safeguarding@dover.gov.uk

Who have 8 trained Designated Safeguarding Officers to deal with all enquiries.

Record only or report to the relevant KCC safeguarding team or Designated Officer to record within monitoring process

Role	Responsibilities
Lead Executive Officer for Safeguarding	Overall responsibility for Safeguarding sits with the Chief Executive.
Lead Senior Officer for Safeguarding	The Community Services Manager, Shaun Taylor acts as a senior lead officer for all strategic safeguarding matters and oversees policy and procedural decisions.
Lead Member for Safeguarding	The Portfolio holder for with responsibility for the Communities acts as lead officer within the Cabinet and promotes safeguarding
Designated Safeguarding Officers	<p>The Community Services Manager, CDO's, and CSO's hold responsibility as Designated Officers, and are district leads on the respective children and adult Safeguarding Boards. They ensure CMT and members remain briefed and up to date on policy and procedural reviews and supervise the Safeguarding function on behalf of the Local Authority liaising with other senior safeguarding partners.</p> <p>These roles give advice on requirements for vetting and training requirements and co-ordinate serious safeguarding cases or reviews.</p>
Safeguarding Support	Community Safety Officers all have access and clearance to assist with safeguarding enquiries, record and process referrals and give general advice. They are also able to undertake DBS checking for new or amended roles, on behalf of the council.
HR advisors	Ensure that recruitment procedures in place are being followed by recruiting managers and that all new or amended roles are passed to a designated safeguarding officer for review of any new or amended role responsibilities, and their potential for contact or lone working with children, young people and vulnerable adults. To ensure DBS checks have been undertaken by designated officers and submitted before contracts offered or probationary periods completed.
Monitoring officer	The Monitoring officer is responsible handling complaints about members conduct and are involved in any allegations against staff or members. All Allegations made against a member of staff with regards to safeguarding are reported to the LADO (local authority designated officer) from KCC.
Managers and Supervisors	All managers and supervisors are responsible for complying with the Safeguarding Policy. This includes a need to ensure any staff working

	<p>within their service areas have read and understand the policy and associated procedures, can easily access them, comply with them and undertake prescribed training when required.</p> <p>Managers and supervisors are also responsible when recruiting new or amending existing posts, to liaise with a designated safeguarding officer and complete the relevant section on the 'establishment change form' indicating perceived level of contact with children, young people and/ or vulnerable adults. Roles and responsibilities contained within job descriptions may also need to be formed in consultation with designated officers, alongside any requirements for DBS checks, Disclosure Scotland or Police Vetting.</p> <p>It is also the responsibility of managers to ensure all new staff are inducted and undertake e-learning, or are booked onto the next available classroom based safeguarding training sessions - which will be made available on the Learning and Development Human Resources intranet pages</p> <p>Safeguarding forms part of the Managers Assurance process and should also be discussed regularly in 1:1s and team meetings where relevant or topical.</p> <p>All managers within each service area are to nominate a 'Safeguarding Champion' to sit on the internal safeguarding forum and champion safeguarding issues back amongst teams. In some teams this may be a manager or supervisor.</p> <p>Managers also have responsibility for ensuring contracts, leases, grants, service level agreements and arrangements with volunteers operating within their service area, hold clauses and considerations for safeguarding. This is to ensure those the council works with or discharges functions to, adhere to this policy and can legally terminate involvement with contractors or suppliers that fail to comply with this policy.</p>
<p>Safeguarding champion</p>	<p>Has responsibility to attend regular internal safeguarding forum chaired by the Safeguarding Officer. To receive updates and an enhanced level of training and awareness and cascade this information amongst their team.</p>
<p>All employees, Elected</p>	<p>Have responsibility for reading and understanding this policy and associated procedures, attending training when required as</p>

Members and volunteers	appropriate for their role. To have an awareness of safeguarding, report and refer any concerns in accordance with the policy.
Contractors	Must comply with the Dover District Council's Safeguarding Policy and where relevant, have appropriate procedures, training and disclosure or vetting processes.

7. Requirements for specific circumstances

The council funds and assists others to undertake functions on council property or land. It is important that any individuals or organisations that the council liaises with have an awareness of safeguarding and that council property and open spaces are wherever possible designed to promote safety and wellbeing.

Housing

The District Council has various Housing related functions which fall within the remit for safeguarding. This includes functions of providing housing assistance and advice. It is mandatory to report any Children in Need safeguarding due to risk of homelessness or neglect as well as a potential of safeguarding concerns through property inspections and health and safety risk assessments highlighting factors that could be hazardous to health.

The council also undertakes a landlord function as a Social Landlord and has a duty of care to ensure all our tenants have appropriate safeguarding support.

As part of this function the Council officers and contractors are required to notify any concerns or direct safeguarding referrals to the designated safeguarding lead officers to ensure a cross-organisation response to safeguarding. This ensures all reports and outcomes are recorded centrally and are auditable.

Leisure, heritage, events and land hire

The council is responsible for managing leisure contracts in facilities, open spaces and foreshores.

Any sports club, leisure provider who has lease agreements or regularly hire out or lease council facilities or open spaces, should have appropriate child, young person and vulnerable adult procedures in place. They should also ensure any volunteer or employee that has unsupervised contact with children, young people or vulnerable adults undertakes a DBS check.

Any Safeguarding concerns on council land should be reported to a designated officer at DDC. (Not negating a need to call Police in a safeguarding emergency) Designated safeguarding officers are able to provide further advice and support to groups or organisations.

Grant applications

Safeguarding policies and procedures are required from all grant funded organisations. Satisfactory DBS checks for employees and volunteers are also requested of any organisation or group, working with children, young people and vulnerable adults who seek funding from the council.

As a minimum, an organisation will be expected to have a policy statement or procedure relating to safeguarding. Commissioned, contracted or grant funded

organisations with minimal contact. with children, young people and vulnerable adults may wish to adopt the councils Safeguarding Policy and procedures if deemed suitable

Health and safety

Dover District Council undertakes Health and Safety enforcement in some premises providing customer services and leisure facilities, including shops and restaurants. Employers in these premises are obliged to carry out risk assessments, including for the employment of young people.

Whilst undertaking normal duties, some council departments may wish to view such risk assessments. If they are unavailable, or there is information to suggest employers may be putting young people or vulnerable adults, at risk, then this information will be passed onto Kent County Council Social Services.

Licensing

The council is responsible for several licensing functions. Protecting children from harm is a Licensing objective that the council is legally obliged to consider, when licensing premises under the Licensing Act 2003 or Gambling Act 2005.

The council also issues personal, private hire and hackney carriage, as well as selective licenses to landlords. To be licensed in any of these circumstances, there are provisions within the respective legislations, that stipulate if asked, the applicant must be able to show that they are a 'fit and proper' person.

The applicant be asked to undertake a DBS check to demonstrate that they don't have any convictions that would bring this into question. Such convictions could include relevant violence, safeguarding and sexual offences.

8. Recognising abuse

Any council employee, member, volunteer or contracted service provider, who has contact with people or who works where people may have access, could potentially meet someone who experiences a form of abuse and they may be required to make a safeguarding report.

Responsibilities under this policy are to report concerns. It is not the responsibility of the person who suspects or has witnessed abuse, to make a judgement or to investigate. This will be the responsibility of the police and or KCC Safeguarding team.

Safeguarding concerns will usually fall into one or more of these categories: and could happen to any child, young person or vulnerable adult. Several different types of abuse may be being committed at the same time.

A summary of signs and indicators is included below as a guide and is not exhaustive.

Type of abuse	Description	Possible indicator(s)
Emotional or psychological - Emotional acts or behaviour resulting in distress or trauma.	<ul style="list-style-type: none"> ● Bullying, intimidation, manipulation ● Humiliation, shaming and ridicule ● Control or coercion ● Deliberate isolation ● Deprivation ● Threats of harm or abandonment 	<ul style="list-style-type: none"> ● Disturbed sleep and tendency to withdraw ● Loss of confidence ● Loss of appetite, loss of weight ● Anxiety, confusion ● Extreme submissiveness ● Changes in behaviour ● Excessive craving for attention ● Self-abusing behaviour, self-harming,
Sexual - Direct or indirect involvement with sexual activity, under duress or without consent / ability to consent.	<ul style="list-style-type: none"> ● Rape ● Indecent assault ● Indecent exposure ● Exposure to inappropriate material 	<ul style="list-style-type: none"> ● Unexplained changes in behaviour ● New tendency to withdraw ● Recent development of overly sexual behaviour ● Deliberate self-harm ● Incontinence / bed wetting ● Disturbed sleep patterns ● Discomfort in walking ● Unexplained bruising, injuries in personal areas ● Excessive washing ● Stained or torn clothes ● Sexually transmitted or urinary tract infections ● Pregnancy
Physical - Non accidental infliction of	<ul style="list-style-type: none"> ● Inflicted physical injury not satisfactorily explained ● Injury where it is known or suspected 	<ul style="list-style-type: none"> ● Injury that is inconsistent with explanation given ● Cowering and flinching ● Bruises/ marks

<p>force resulting in injury or impairment</p>	<p>that it was inflicted intentionally or through lack of care</p> <ul style="list-style-type: none"> ● Assaults, hitting, slapping, pushing, kicking, burns, abrasions, fractures, welts, mutilation, wounds or marks of physical restraint ● Misuse of medication or medical processes ● Inappropriate restraint 	<ul style="list-style-type: none"> ● Abrasions, especially to wrists and / or ankles ● Unexplained burns, scalds or fractures ● Hair loss in one area ● Frequent minor incidents without seeking help ● Unusually sleepy or docile ● Frequently moving GP or care providers ● Emotional distress, low self esteem
<p>Neglect or acts of omission</p> <p>– Ignoring or withholding physical or medical care to the detriment of wellbeing</p>	<ul style="list-style-type: none"> ● Failure of a person who has responsibility, care or custody to provide access to health, social or educational care services (unintentional or deliberate) ● Withholding necessities of life, including nutrition, medication, heating, shelter ● Failure to intervene 	<ul style="list-style-type: none"> ● Poor hygiene or cleanliness ● Unkempt or unsuitable clothing for the weather conditions/ environment ● Untreated illness ● Dehydration, weight loss, malnutrition, hunger ● Repeated infections ● Unexplained trips/ falls ● Incontinence issues not addressed ● Inconsistent or reluctant contact with health or social care agencies ● Withholding needed items such as hearing aids, glasses, medication etc
<p>Financial</p> <p>– Unauthorised or fraudulent obtaining and improper use of funds, property or resources</p>	<ul style="list-style-type: none"> ● Misuse or misappropriation of property, possessions or benefits ● Theft, fraud, exploitation ● Pressure in connection with wills, property or inheritance ● Extortion of money, property or possessions by threat, coercion or fraudulent means ● Refusal to let the vulnerable person have access to their own money, property or possessions 	<ul style="list-style-type: none"> ● Unexplained or sudden inability to pay bills ● Unexplained or sudden withdrawal of money from accounts ● Personal possessions of value go missing without explanation ● Contrast between known income and actual living conditions ● Someone responsible for paying bills is not doing so ● Unusual interest by a relative, friend or neighbour in financial assets ● Where services are refused under pressure from potential beneficiaries ● Unusual purchases unrelated to the known interests of vulnerable person

<p>Discriminatory</p> <ul style="list-style-type: none"> - When values, beliefs or culture result in a misuse or power that denies opportunities 	<ul style="list-style-type: none"> ● Unequal treatment ● Inappropriate use of language ● Exclusion ● Harassment 	<ul style="list-style-type: none"> ● The vulnerable person is subject to racist, sexist, gender or homophobic abuse or relating to their age, illness or disability ● Not meeting cultural or religious needs ● Imposing unwanted political, cultural or religious beliefs ● Acts or comments motivated to harm or intimidate ● Inciting others to commit abuse ● Lack of effective interpreter provision
<p>Institutional</p> <ul style="list-style-type: none"> - When the culture of the organisation, such as a care or medical facility, doesn't prioritise care 	<ul style="list-style-type: none"> ● Abuse due to imposing rigid and insensitive regimes or routines ● Poor practices embedded in systems ● Unskilled or untrained staff ● Intrusive or evasive interventions ● Environment allowing inadequate privacy or comfort 	<ul style="list-style-type: none"> ● Lack of or inappropriate care plans ● Contact with the outside world not encouraged ● Restricting visitors ● Not accounting for individual preferences ● Lack of choice or consultation ● Lack of privacy ● Subdued behaviour ● Lack of personal clothing/ belongings ● Strong smell of urine, linen not changed regularly ● Furniture positioned to restrict movement
<p>Digital exploitation</p>	<ul style="list-style-type: none"> ● Increased exposure to online activities due to World Pandemic ● Negative influences ● Promotion of hateful views, for example through conspiracy theories 	<ul style="list-style-type: none"> ● Exploring new and unusual websites, chat forums and platforms. Harmful influences may push individuals towards platforms with a greater degree of anonymity. ● Joining new or secret groups since isolation. ● Speaking with new friends or being secretive about chats during online gaming or in forums. ● A strong desire to seek new meaning, identity and purpose. ● Using language, you wouldn't expect them to know. ● Watching, sharing or creating films online linked to religious, political or racial hate. ● Becoming increasingly argumentative or refusing to listen to different points of view.

9. Reporting process

The process for reporting safeguarding concerns needs to be simple and streamlined. The same process applies to an employee, member, contractor or volunteer undertaking any services for Dover District Council to report ANY safeguarding concern, whether it is about a child, young person or vulnerable adult.

Having one a simple process ensures that all safeguarding concerns are discussed and reported in the same way to the appropriate specialist service to investigate further. When the person reporting the concern does, they may only have one piece of the bigger picture.

It is always advised, where possible, to try and obtain consent of the person who the concern is about, and notify them of any referral, although this is not always possible and may put someone at further risk. Each situation needs to be considered individually and carefully.

All employees, members, contractors and volunteers are trained and advised to report their concerns to their line manager in the first instance and then the safeguarding officer/Community Services team for recording purposes or guidance.

The District Council is NOT a 24 hour service and safeguarding concerns do not always happen during office hours. If it is suspected a person is or could be in significant and immediate harm, then then information should be passed on immediately to the police by calling 999. The Designated Safeguarding officer can be notified after.

Social services out of hours for both Children and Adults can be contacted on 03000 419191

What happens after a report of safeguarding concerns?

The Community Development officers responsible for safeguarding (Designated Safeguarding officer's) and or the Community Services Team Manager will discuss and review the information with the person raising the concern. They will then agree a 'best way' forward plan of action with you and then request that *you* complete the relevant actions to raise the concerns. For example:

+ Phone the police - 999

+ Complete an Adults safeguarding referral form – KASAF -
<https://www.kent.gov.uk/social-care-and-health/information-for-professionals/adult-safeguarding/adult-protection-forms>

+ Complete a Children's safeguarding referral form -
<https://www.kscmp.org.uk/guidance/child-in-need-chin>

The Designated Safeguarding officer will then record the details on to our spreadsheet, raise a client file and request that you email them a synopsis of the situation and any reference numbers for referrals made and file all information and details of actions within this file.

10.DDC 'Risk Register'

At Dover District Council we hold a 'Risk register'. This can only be added to by management level staffing and needs to be agreed with the Safeguarding lead or a Designated officer. The 'Risk register' is held to ensure staff safety and highlights any concerns regarding people that may cause harm or otherwise to staffing. It also highlights that if someone is on this list, they may have other needs or official support networks that need to be contacted in the event of a crisis. For example, Social services or mental health teams.

11. Recruitment and employment

Dover District Council has a duty to ensure that all, employees, members, volunteers and contracted service providers have the relevant level of safeguarding checks because they may have contact with children, young people and vulnerable adults. A DBS check helps DDC as employers make safer recruitment decisions, and prevents unsuitable candidates working with potentially vulnerable people. Each job has been discussed and agreed with our HR department and assigned a level of DBS check to take place during the early stages of the employment process.

Confirmation of employment for all new employees is subject to satisfactory checks and references in line with Dover District Council's Recruitment and Selection Policy and Procedure, and the Disclosure and Barring Service (DBS) Policy. These documents can be found on the HR web pages.

Each role within the organisation, including that of members, volunteers and service contractors will be categorised depending on level of contact. A level of vetting and assessment is then required for roles where there is likely or regular unsupervised contact with children, young people and vulnerable adults.

This list is maintained and reviewed annually by the safeguarding officer, or as required following any changes to roles and responsibilities. (Appendices 3)

There is no Government guidance regarding how often these checks should be completed however DDC will ensure that all DBS checks are reviewed as best practise every 3 years.

What information is disclosed on a basic DBS certificate?

A basic check will contain details of convictions and conditional cautions considered to be 'unspent' under the terms of the [Rehabilitation of Offenders Act 1974](#).

The Rehabilitation of Offenders Act 1974 aims to give those with convictions or cautions the chance - in certain circumstances - to wipe the slate clean and start afresh.

Under the Act, eligible convictions or cautions become 'spent' after a specified period of time known as the 'rehabilitation period', the length of which varies depending on how the individual was dealt with.

A table of rehabilitation periods for the most common sentences and disposals can be found [here](#), along with some example scenarios.

DBS basic check results

If you apply directly to DBS for your basic check, using our [online application route](#), and provide us with your mobile number, we can use this to text you a security code that will allow you to view and share the result of your check online if it does not feature conviction information.

(<https://www.gov.uk/guidance/basic-dbs-checks-guidance>)

New or amended roles

Any new or amended job role is passed to a designated Safeguarding Officer, prior to being submitted for job evaluation. Further enquiries are also made with the recruiting manager by HR if the degree of contact is unclear from the detail in the job description.

It is the recruiting managers responsibility to ensure any new or amended job roles are passed through a designated Officer.

Vetting and disclosure

National guidance and the DBS Exceptions Order 2015 provide guidelines as to the types of job roles and regulated activity that requires certain levels of vetting. A list of all Dover District Council roles, and the level of vetting required is maintained and held by EK HR and the Safeguarding Officer and made available on the intranet.

The degree of contact with a child, young person or vulnerable adult, which the role and responsibilities require will determine the level of vetting or disclosure checking that is required. As well as roles listed on the Exception Order 2015.

Vetting type	What it covers	Who applies
Basic DBS or Disclosure Scotland	Unspent convictions only	Individual to Disclosure Scotland (although can be sent direct to employer if requested)
Standard DBS	Unspent convictions, cautions, Any relevant spent convictions, or convictions exempt from filtering*	Organisation to the Disclosure and Barring Service
Enhanced DBS	Unspent convictions, cautions, Any relevant spent convictions, or convictions exempt from filtering *, plus any local relevant information	Organisation to the Disclosure and Barring Service
Police Level 2	Any relevant spent or unspent convictions, or convictions exempt from filtering *, plus all local relevant information	Organisation direct to Kent Police Vetting

* Usually includes recent cautions, reprimands or offences that involve violence, drugs, safeguarding or sexual, or that aren't subject to the Rehabilitation of Offenders Act 1974

Classification of roles

Any role that has a degree of regular contact with children, young people or vulnerable adults or is listed on the Exceptions Order 2015, will necessitate a Disclosure and Barring Service (DBS) formerly known as Criminal Records Bureau (CRB) check to be undertaken.

There is also discretion for the employer to risk assess the role requirements and decide in consultation with the Safeguarding Officer if a DBS check is appropriate and there are mitigating or exceptional circumstances for undertaking a level of vetting.

The DBS process checks any unspent convictions recorded by the Police National Computer, Scottish Criminal History System and Criminal Record Viewer (Northern Ireland)

There are three levels of checking by the DBS and a furthermore intensive screening by Kent Police (Level 2) for specialised roles in the multi-agency collocated office. There is no expiry date, as the check is only as current as when it was carried out, but guidance advises re-checking at least every 3 years.

Use of contractors

The Local Authority will take reasonable steps to ensure that any contractors it works with are monitored appropriately. Any contractors, their employees or associated sub-contractors may meet children, young people or vulnerable adults, there is an expectation that they will comply with the terms of this policy.

They must also ensure that they are familiar with the reporting procedures and report any concerns to the Local Authority point of contact managing any contract or service level agreement and a designated safeguarding lead.

It is the responsibility of any employees, members or volunteers working or contracting out services to ensure that those they are working with are aware of this policy and reporting procedures.

Access to this policy is available on the council webpages, and Safeguarding referred to as clauses within contracts and grant offers.

Work Experience and volunteers

Dover District Council works with volunteers and offers work experience to some roles within the organisation. Prior to establishing a volunteer or work experience programme, consultation should be had with a designated Safeguarding Officer and Human Resources.

Applications for DBS checks can be undertaken for volunteers at no charge.

It is the responsibility of any employees, members, or contractors working with volunteers or initiating work experience to ensure that appropriate safeguarding measures are in place and adequate training given, prior to commencing any role.

12. Training and Supervision

The council has a responsibility to ensure that all staff, employees, members, contractors or volunteers have an awareness of what safeguarding is, appropriate to their role and level of contact with children, young people and vulnerable adults.

The council facilitates tailored Kent Safeguarding Board approved classroom-based training and is also signed up to corporate e-learning packages as part of the structured learning and development programme for all employees.

Due to the complex factors surrounding safeguarding, best practice recommends classroom-based inputs generating discussion with the trainer, to best enhance and embed learning and awareness.

All staff are expected to participate in a classroom-based input as part of their induction and undertake updated training, including e-learning as relevant to their roles and agreed by their line managers in consultation with the safeguarding officer.

The council has a responsibility to ensure that all staff, employees, members, contractors or volunteers have an awareness of what safeguarding is, appropriate to their role and level of contact with children, young people and vulnerable adults.

The council facilitates tailored Kent Safeguarding Board approved classroom-based training and is also signed up to corporate e-learning packages as part of the structured learning and development programme for all employees.

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All staff are expected to participate in a classroom-based input as part of their induction and undertake updated training, including e-learning as relevant to their roles and agreed by their line managers in consultation with the safeguarding officer.

All staff are expected to be involved with a supervision programme with their line manager whereby this will give them the opportunity to discuss and debrief any safeguarding concerns they may come across. However, safeguarding should never wait for supervision to be discussed initially, this should always happen immediately. (Appendices 2)

E-learning

A Safeguarding e-learning module is available on the e-learning pages on the 'Learning and Development' section of the intranet pages. It contains six core components:

- + Safeguarding Children
- + Safeguarding Adults
- + The Care Act: Financial Planning and Safeguarding

- + Prevent
- + Emergency planning
- + Business Continuity Management

The Safeguarding modules covers general child, young person and vulnerable adult awareness and the 'Prevent' module, contains specific information regarding the new duty to work towards the national counter terrorism agenda.

All members of staff who have computer access are required to undertake all these modules at least biannually. For those staff who do not have e-learning access, additional extended classroom-based inputs covering this content, are provided and staff without computer access are expected to attend.

Classroom based inputs

The council undertakes in house classroom based safeguarding training using content provided by the Kent Safeguarding Board, delivered by accredited trainers. Classroom based inputs should be refreshed no less than every two years, but where possible annually.

There are five levels of classroom-based inputs that are delivered depending on everyone's role requirements.

Service managers are required to know which training their staff should be invited to and monitor any additional training needs upon development of roles or additional project work.

Role requirements

Assessment as to the level of safeguarding training required, is made in consultation with the service manager, Human Resources and is maintained by the Safeguarding Officer.

The level of training is dependent on each positions responsibilities and job requirements contained within the current job description and may change depending on specific projects or initiatives.

It is the responsibility of service managers to identify if a specific task requires additional training or awareness.

The list below serves as a guide, with a full staff list being held by the safeguarding officer. The level of training usually aligns with the level of vetting required. Except in the case of manager or supervisor positions who require enhanced inputs regardless of vetting classification.

Training levels	Frequency	Content	Who?
E-learning	Completed every two years	Basic remote computer-based overview	All staff with computer access (Those without computer access will receive a more in-depth basic classroom input)
Basic classroom	1 hour input (Refreshed every two years)	Basic overall summary, responsibilities and reporting process More detailed discussion	Upon induction and refreshed every two years. All staff, members, volunteers and contractors who have very minimal to no, contact with children, young people and vulnerable adults and have already completed e-learning
Remote Training – area specific classroom	1-2 hour input (service dependant)	Basic overall summary, responsibilities and reporting process with additional information included in e-learning, tailored to specific service areas.	Those who do not have computer access or who are unable to undertake e-learning Specific to service areas and roles
Enhanced classroom	4 hour input (Refreshed every two years)	Basic overall safeguarding summary in more depth Working with designated officers. Understanding and identifying vulnerability.	Those who require additional information and awareness, have a degree of regular contact. Roles that undertake home visits or work in public open spaces unsupervised
Safeguarding champion	Half day input (Quarterly input at forum)	More detailed overview Focus on role of safeguarding forum and raising awareness within teams	All safeguarding champions Portfolio holder/ member champion.

	<i>To receive CSE and basic awareness training.</i>	More interactive, with exercises.	
Designated Officer –	Accredited, half day, Delivered by KSCB trainer. (Annual refresh and regular attendance at Safeguarding Boards for updates)	Full detailed and in depth inputs Able to deliver content on behalf of Kent Safeguarding Boards and accredited to train staff	Designated officers Community Safety Safeguarding Officer Community Safety Officers – Safeguarding assistants

Induction of new starters

All new starters are expected to familiarise themselves with the Safeguarding Policy and associated procedures. This is included in the induction booklet and forms part of the initial discussions with their line manager.

It is the responsibility of line managers of new starters to ensure they are booked onto the next available classroom based safeguarding input.

13. Further Resources and links to further training surrounding any type of safeguarding

- Educate Against Hate Parents' Hub provides resources and government advice for parents and carers on keeping young people safe from extremism.
- Let's Talk About It provides support for parents and carers to keep children safe from online radicalisation.
- UK Safer Internet Centre has guides on the privacy settings, parental controls and internet safety features of the major internet service providers.
- Parent Zone works with Prevent to provide digital safety advice for parents.
- Thinkuknow provides resources for parents and carers to help keep children safe online.
- Childnet has developed guidance for parents and carers to begin a conversation about online safety, and on keeping under-fives safe online.
- Parent Info provides digital support and guidance for parents and carers from leading experts and organisations
- NSPCC guidance for parents and carers is designed to help keep children safe online. Their Net Aware website, produced in collaboration with O2, provides specific safety information on popular apps and websites.
- Childline can provide advice and support if your child is worried, from dialling 0800 1111 or downloading the 'For Me' app.
- This list of online education resources for home education includes resources to support your child's mental wellbeing.
- Anti-Terrorist Hotline 0800 789 321
- Any member of the public can report terrorist content they find online through the GOV.UK referral tool. The Action Counters Terrorism campaign provides more information on this.
- Further training for social care professionals and partners; The Care Act, Mental Capacity Act and Deprivation of Liberty Safeguards, Multi-agency safeguarding adults training and Safeguarding adults.

<https://www.kent.gov.uk/social-care-and-health/information-for-professionals/training-and-development>

- <https://www.kelsi.org.uk/child-protection-and-safeguarding>
- The Kent Integrated Domestic Abuse service providers have worked collaboratively to develop DA awareness e-learning. The target audience being those who are currently coming into contact with potential victims during the COVID pandemic (Pharmacy staff, Supermarket staff, community volunteers)

This training takes approx. 1 hour to complete and covers;

- The definition of domestic violence & abuse (DVA)
- What is domestic abuse
- Things you may notice
- How to ask
- Barriers to engagement
- What victims want
- Advice you can give
- Signposting

The link to the training is available through the DA website [here](#).