



Safeguarding Policy and Procedure

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Child and Vulnerable Adult Welfare and Safeguarding Policy and Procedure

1.0 Introduction

- a. Saxilby with Ingleby Parish Council is committed to promoting the protection, safety and welfare of children and vulnerable adults in the Community.
- b. This document outlines Saxilby with Ingleby Parish Council's policy on identifying and responding to concerns regarding the safeguarding and protection of children and vulnerable adults.
- c. This Policy applies to all staff, councillors, volunteers or anyone working for or on behalf of the Council.
- d. This policy, provides guidance for those who may come across concerns of this nature within the context of their work the Council. It is also noted that the Bar and Community Centre are also governed by the DPS and Licensing Act.
- e. The policy seeks to promote effective multi-agency working in light of the Children Act 2004.
- f. What is Child Abuse? What are the Signs of Child Abuse? Please refer to Appendix 1.
- g. What is Vulnerable Adult Abuse? What are the Signs of Vulnerable Adult Abuse? Please refer to Appendix 2.
- h. The Council will appoint on an annual basis a lead safeguarding officer or member. The appointment will be made at the annual meeting of the Council. Please refer to Appendix 3 for details of the rules and duties of the Lead Officer.

2.0 What to do if you are worried about a child or vulnerable adult?

Child

- a. If you believe a child is in immediate danger call 999 and inform the police. If there is no immediate danger to the child, or if you need some advice or information, you can contact the Lincolnshire County Council Children Services Customer Service Centre (CSC) on 01522 782111. Outside normal office hours you can contact the Emergency Duty Team (EDT) on 01522 782333
- b. If there is no immediate danger you may also seek advice from the Councils Lead Safeguarding Officer – The Clerk.
- c. Whenever you report a concern please keep a written record of what you have reported and why and inform the Councils Lead Safeguarding Officer at the earliest possible opportunity by completing the Councils incident report form which is available from the Councils offices at Saxilby with Ingleby Parish Council, St Andrews Community Centre, William Street, Saxilby, LN1 2LP.

Vulnerable Adult

- d. If you believe an adult is in immediate danger call 999 and inform the police. If you think someone is being abused or you think their safety is at risk, then it is important to tell someone.
- e. If you're worried about an adult and think they may be a victim of neglect, abuse or cruelty, please call the Lincolnshire County Council Customer Service Centre (CSC) on 01522 782155. Outside normal office hours you can contact the Emergency Duty Team (EDT) on 01522 782333.
- f. If there is no immediate danger you may also seek advice from the Councils Lead Safeguarding Officer.

3.0 Information Sharing With and Without Consent

General guidance:

- a. Knowing when and how to share information is not always easy, but it is important to get it right. Families need to feel reassured that their confidentiality is respected. In most cases you will only share information about them with their consent, but there may be circumstances when you need to override this.
- b. If you are not sure, but in your view there is a risk of abuse to someone, you should speak to your supervisor or Councils Lead Safeguarding Officer.
- c. The seven golden rules for information sharing:
 - 1. Remember that the Data Protection Act is not a barrier to sharing information, but provides a framework to ensure that personal information about living persons is shared appropriately.
 - 2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
 - 3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
 - 4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the child's/adults/public interest. You will need to base your judgement on the needs of the child/adult facts of the case.
 - 5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
 - 6. Necessary, proportionate, relevant, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are

sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

d. Points for Consideration:

- Is there a legitimate purpose for sharing information?
- Does the information enable a person to be identified?
- Is the information confidential?
- If so, do you have consent to share?
- Is there a statutory duty or court order to share the information?
- If consent refused/there are good reasons not to seek consent
- Is there sufficient public interest to share information?
- If the decision is to share, are you sharing the right information in the right way?
- Have you properly recorded your decision?

e. There may be circumstances where a parent is not informed that a safeguarding referral is being made if you suspect:

- Sexual abuse, organised abuse or fabricated illness or injury (FII).
- It isn't possible to contact parents without causing undue delay in making a referral.
- The risk of destroying evidence.
- Possibility of increased risk of domestic violence.
- Possibility of the family moving to avoid professional scrutiny.

f. It is always essential in safeguarding to consider whether the adult at risk is capable of giving informed consent in all aspects of their life. If they are able, their consent should be sought.

4.0 Safer Recruitment and DBS

- a. The Council adopts safer recruitment practices for all employees, including agency employees, students and volunteers, who might work with children and vulnerable adults as part of their jobs.
- b. Even when the employee or volunteer is unlikely to work with children or vulnerable adults certain safer recruitment practices will also be followed.
- c. The key features of safer recruitment include:
 - Advertising the post
 - Application /shortlisting/interview
 - References
 - Safer selection
 - Pre-appointment checks
 - DBS checks
 - Induction
- d. Appendix 4 hereto sets out the procedures and guidance which the Council will seek to undertake as appropriate when recruiting staff.

5.0 How to respond to allegations of abuse against a member of staff or volunteer.

- a. In the first instance if you have a concern about anyone, either a volunteer or member of staff then you should contact the Lead Officer for Safeguarding within your town or parish council.
- b. If the concern is about the 'Lead Officer' themselves you should refer the matter using the contacts listed in the above section entitled "What to do if you are worried about a child or vulnerable adult?"
- c. If the Lead Officer considers that the alleged member of staff or volunteer has:
 - Behaved in a way that has harmed a child, or may have harmed a child
 - Committed a criminal offence against or related to a child; or
 - Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.
- d. Then they must follow the Lincolnshire Safeguarding Children Board protocol for 'Managing Allegations of abuse made against persons who work with children and young people'
(http://lincolnshirescb.proceduresonline.com/chapters/p_alleg_pers_wk_child.html)

6.0 If you are Concerned but it is not a Safeguarding Issue

- a. From time to time the Council or one of its members or employees may be concerned about a child but the issues are not of a safeguarding nature.
- b. As in all cases the matter should be referred to the Councils lead officer for safeguarding who will consider what action to take.
- c. The Lincolnshire Domestic Abuse protocol has established procedures to help known as an Early Help Assessment (EHA).
- d. The EHA process has been designed to help practitioners assess needs at an early stage and then work with the child / young person, their family and other practitioners and agencies to meet these needs. As such, it is designed for use when:
 - You are worried about how well a child / young person is progressing.
 - You might be worried about their health, development, welfare, behaviour, progress in learning or any other aspect of their wellbeing
 - A child / young person or their parent / carer raises a concern with you
 - The child's or young person's needs are unclear, or broader than your service can address alone
 - The child or young person would benefit from an assessment to help a practitioner understand their needs better.
- e. The Councils lead officer should arrange a consultation with an Early Help Advisor, call Children's Services CSC on **01522 782111**.

7.0 Review

- a. A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full Council for approval.

Appendix 1:

What is Child Abuse and Signs Of Abuse?

What is Child Abuse?

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children. Child abuse can have major long-term effects on all aspects of a child's health, development and well being. The main forms of maltreatment are:

Physical Abuse

Physical abuse is deliberately causing physical harm to a child. This might involve punching, kicking, biting, burning, scalding, shaking, throwing or beating with objects such as belts, whips, or sticks. It also includes poisoning, giving a child alcohol or illegal drugs, drowning or suffocation. Physical harm may also be caused when a parent or carer fabricates the symptoms of illness in a child. In pregnancy an unborn child can be harmed by domestic violence.

Emotional Abuse

Emotional abuse is where repeated verbal threats, criticism, ridicule, shouting, lack of love and affection causes a severe adverse effect on a child's emotional development. It includes conveying to children that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. Emotional abuse may include not giving a child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature inappropriate expectations being imposed on a child, over protection and limitation of exploration and learning, or preventing the child from taking part in normal social interaction. It may involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children, or it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may involve physical contact including penetrative sex, oral sex, masturbation, kissing, rubbing, or touching outside of clothing, or it may involve non-contact activities such as involving children in watching sexual activities, producing or looking at sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Abusers can be men, women or other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect is when a parent or carer fails to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger. It also includes failure to ensure access to education or to look after a child because the carer is under the influence of alcohol or drugs. In pregnancy neglect may occur as a result of misusing alcohol or drugs.

Signs of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Signs of possible physical abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or rough games
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns and fractures, for example, which do not have an accidental explanation
- The child gives inconsistent accounts for the cause of injuries
- Frozen watchfulness

Signs of possible sexual abuse

- Any allegations made by a child concerning sexual abuse
- The child has an excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour for their age, or regularly engages in sexual play inappropriate for their age
- Sexual activity through words, play or drawing
- Repeated urinary infections or unexplained stomach pains
- The child is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares which sometimes have overt or veiled sexual connotations
- Eating disorders such as anorexia or bulimia.

Signs of possible emotional abuse

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Highly aggressive or cruel to others
- Extreme shyness or passivity

- Running away, stealing and lying

Signs of possible neglect

- Dirty skin, body smells, unwashed, uncombed hair and untreated lice
- Clothing that is dirty, too big or small, or inappropriate for weather conditions
- Frequently left unsupervised or alone
- Frequent diarrhoea
- Frequent tiredness
- Untreated illnesses, infected cuts or physical complaints which the carer does not respond to
- Frequently hungry
- Overeating junk food

Appendix 2:

Signs and Symptoms of Abuse in Vulnerable Adults

What is Vulnerable Adult Abuse?

Physical abuse

Physical abuse includes hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.

Possible indicators:

- Unexplained or inappropriately explained injuries
- Person exhibiting untypical self-harm
- Unexplained cuts or scratches to mouth, lips, gums, eyes or external genitalia
- Unexplained bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing. Collections of bruises that form regular patterns which correspond to the shape of an object or which appear on several areas of the body
- Unexplained burns on unlikely areas of the body (e.g. soles of the feet, palms of the hands, back), immersion burns (from scalding in hot liquid), rope burns, burns from an electrical appliance
- Unexplained or inappropriately explained fractures at various stages of healing to any part of the body
- Medical problems that go unattended.
- Sudden and unexplained urinary or faecal incontinence
- Evidence of over-/under-medication
- Person flinches at physical contact
- Person appears frightened or subdued in the presence of particular people
- Person asks not to be hurt
- Person may repeat what the alleged abuser has said (e.g. 'Shut up or I'll hit you')
- Reluctance to undress or uncover parts of the body
- Person wears clothes that cover all parts of their body or specific parts of their body

- A person without capacity not being allowed to go out of a care home when they ask to
- A person without capacity not being allowed to be discharged at the request of an unpaid carer or family member

Sexual abuse

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

It includes penetration of any sort, incest and situations where the alleged abuser touches the abused person's body (e.g. breasts, buttocks, genital area), exposes his or her genitals (possibly encouraging the abused person to touch them) or coerces the abused person into participating in or looking at pornographic videos or photographs.

Denial of a sexual life to consenting adults is also considered abusive practice.

Any sexual relationship that develops between adults where one is in a position of trust, power or authority in relation to the other (e.g. day centre worker, social worker, residential worker, health worker etc.) may also constitute sexual abuse.

Possible indicators

- Person has urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained
- Person appears unusually subdued, withdrawn or has poor concentration
- Person exhibits significant changes in sexual behaviour or outlook.
- Person experiences pain, itching or bleeding in the genital or anal area
- Person's underclothing is torn, stained or bloody
- A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant
- Sexual exploitation

The sexual exploitation of adults at risk involves exploitative situations, contexts and relationships where adults at risk, or a third person or persons, receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing or others performing on them, sexual activities.

Sexual exploitation can occur through the use of technology without the person's immediate recognition. This can include being persuaded to post sexual images on the internet or mobile phone with no immediate payment or gain, or being sent such an image by the person alleged to be causing harm. In all cases, those exploiting the adult at risk have power over them by virtue of their age, gender, intellect, physical strength or economic or other resources.

Psychological abuse

Psychological abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified

withdrawal of services or supportive networks.

Psychological abuse is the denial of a person's human and civil rights including choice and opinion, privacy and dignity and being able to follow one's own spiritual and cultural beliefs or sexual orientation.

It includes preventing the adult from using services that would otherwise support them and enhance their lives. It also includes the intentional or unintentional withholding of information (e.g. information not being available in different formats/languages etc.).

Possible indicators

- Atypical ambivalence, deference, passivity, resignation
- Person appears anxious or withdrawn, especially in the presence of the alleged abuser
- Person exhibits low self-esteem
- Atypical changes in behaviour (e.g. continence problems, sleep disturbance)
- Person is not allowed visitors or phone calls
- Person is locked in a room or in their home
- Person is denied access to aids or equipment, (e.g. glasses, dentures, hearing aid, crutches, etc.)
- Person's access to personal hygiene and toilet is restricted
- Person's movement is restricted by use of furniture or other equipment
- Bullying via social networking internet sites and persistent texting

Financial or material abuse

Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Possible indicators

- change in living conditions
- lack of heating, clothing or food
- inability to pay bills and unexplained shortage of money
- unexplained withdrawals from an account
- unexplained loss or misplacement of financial documents
- the recent addition of authorised signers on a client or donor's signature card
- sudden or unexpected changes in a will or other financial documents

This is not an exhaustive list, nor do these examples prove that there is actual abuse occurring. However, they do indicate that a closer look and possible investigation may be needed.

Neglect and acts of omission

Neglect and acts of omission, including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition

and heating.

Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Neglect and poor professional practice may take the form of isolated incidents or pervasive ill treatment and gross misconduct. Neglect of this type may happen within a person's own home or in an institution. Repeated instances of poor care may be an indication of more serious problems. Neglect can be intentional or unintentional.

Possible indicators

- Person has inadequate heating or lighting
- Person's physical condition or appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing)
- Person is malnourished, has sudden or continuous weight loss or is dehydrated
- Person cannot access appropriate medication or medical care
- Person is not afforded appropriate privacy or dignity
- Person or a carer has inconsistent or reluctant contact with health and social services
- Visitors are refused access to the person
- Person is exposed to unacceptable risk

Discriminatory abuse

Discriminatory abuse includes forms of harassment, slurs or similar treatment, because of race, gender and gender identity, age, disability, sexual orientation or religion.

Possible indicators

Indicators for discriminatory abuse may not always be obvious and may also be linked to acts of physical abuse and assault, sexual abuse and assault, financial abuse, neglect, psychological abuse and harassment, so all the indicators listed above may apply to discriminatory abuse.

- A person may reject their own cultural background or racial origin or other personal beliefs, sexual practices or lifestyle choices
- A person making complaints about the service not meeting their needs

Organisational abuse

Organisational abuse includes, neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Organisational abuse occurs when the routines, systems and regimes of an institution result in poor or inadequate standards of care and poor practice which affect the whole setting and deny, restrict or curtail the dignity, privacy, choice, independence or fulfilment of adults at risk.

Organisational abuse can occur in any setting providing health or social care. A number of inquiries into care in residential settings have highlighted that organisational abuse is most likely to occur when staff:

- receive little support from management
- are inadequately trained
- are poorly supervised and poorly supported in their work
- receive inadequate guidance

Such abuse is also more likely where there are inadequate quality assurance and monitoring systems in place.

Possible indicators

- Unnecessary or inappropriate rules and regulations
- Lack of stimulation or the development of individual interests
- Inappropriate staff behaviour, such as the development of factions, misuse of drugs or alcohol, failure to respond to leadership
- Restriction of external contacts or opportunities to socialise

Self-neglect

Self-neglect can be defined as the inability, intentional or unintentional, to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the individual and potentially to their community.

An individual may be considered as self-neglecting, and therefore maybe at risk of harm, where they are:

- either unable, or unwilling to provide adequate care for themselves
- unable to obtain necessary care to meet their needs
- unable to make reasonable or informed decisions because of their state of mental health, or because they have a learning disability or an acquired brain injury
- unable to protect themselves adequately against potential exploitation or abuse

- refusing essential support without which their health and safety needs cannot be met

Appendix 3:

ROLES AND DUTIES OF LEAD OFFICER

The Lead Officer will be the Council's safeguarding champion. They will promote good safeguarding practice within the Council which will include but may not be limited to the following:

1. Ensuring that they attend appropriate training relevant to the role and as necessary promote the provision of appropriate training for other staff and members of the Council.
2. Monitor and review the Council's Policy and when necessary recommend appropriate changes thereto.
3. Ensure the correct application of the Child Welfare/Safeguarding Policy within the Council.
4. Act as a first point of contact within the Council for third parties to contact with any Child Welfare/Safeguarding concerns.
5. Act as a first point of contact within the Council for staff and members to contact with any Child Welfare/Safeguarding concerns.
6. Liaise with other agencies as required in connection with Child Welfare and Safeguarding matters.
7. Ensure that appropriate records are kept of all issues of a safeguarding nature that may arise.



Safer Recruitment Toolkit

The KEY steps to safer recruitment

Before you begin to recruit

Step 1

Ensure that you have an up to date recruitment and selection policy that describes process and roles

Step 2

Ensure that your organisation has a safeguarding policy and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials

Step 3

Ensure that the organisation's application form complies with recommended safer recruitment practice (see example in toolkit)

Step 4

Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to – these should specify the individual's responsibilities in regard to safeguarding

Step 5

Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable and commitment to safeguarding

Step 6

Ensure that you have compiled a suitable candidate information pack containing information about the organisation, role and safeguarding policies and procedures

Before you interview

Step 7

Ensure each application received is scrutinised in a systematic way by a panel before shortlisting and sending invites to interview

Step 8

Ask shortlisted candidates to bring all necessary documents to prior to the interview - in order to carry out a DBS check, identity and if employed a Right to Work in the UK. You should specify the necessary documentation in the invite letter

Before you select your preferred candidate

Step 9

Ensure that a face to face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description

Step 10

Ensure that questions focus on suitability to work or volunteer with children. Check for gaps in employment and establish reasons.

Before you formally appoint

Step 11

Ensure that you are able to make a confident selection of a preferred candidate based on their demonstration of suitability for the role

Step 12

Ensure that your preferred candidate is informed that the offer of employment or voluntary work is conditional on receiving satisfactory information from all necessary checks

Introduction

The children and young people's workforce is large and diverse. All organisations and individual's who work with children and young people, or are involved in providing services to them, have a duty to safeguard and promote their welfare.

The adoption of safe recruitment practices and procedures is vital in identifying, deterring and rejecting people unsuitable for working with children. This practice incorporates the recommendations and improvements made by national guidance and legislation.

This toolkit is designed to support Town and Parish Councils in their responsibilities in the safer recruitment of staff/volunteers who will work with children and young people.

For many smaller Parish Councils the likelihood is that they will not be recruiting employees who will work directly with children and young people. The principles and guidance in this toolkit however represent good practice not only for safer recruitment but also to ensure that the best candidate is chosen for the position.

Guiding Principles – Safer Recruitment Processes

A well-planned and structured recruitment procedure is vital in ensuring the best person is recruited for the role, and to determine whether someone is suitable to work with children. The key to safer recruitment is rigorous scrutiny. All information gathered during the process must be thoroughly checked at every stage. It is important that the need to safeguard children is also considered throughout the recruitment process.

Safe Practice in Recruitment

Safer practice in recruitment means that the safety and welfare of the child is paramount at every stage of the process. It starts with detailed planning of the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Key elements within this process include:

- ensuring the job description for all posts/roles makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification for all posts/roles includes specific reference to suitability to work with children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any gaps, discrepancies or anomalies;
- obtaining independent professional references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that they have the Right to Work in the UK (where employed)
- verifying the successful applicant's qualifications;
- checking his or her previous employment history and experience;

- carrying out an Enhanced Disclosure and Barring (DBS) Check for roles in [“regulated activity”](#)
- Where adults do not have a specific role working with children, but are likely to be in contact with children during the course of their work, the safer recruitment practices still apply.

Commitment to Safeguarding Principles

A commitment to safeguarding and promoting the welfare of children should be implicit in all organisational policies. It is recommended that the following statement should be included in any model recruitment and selection policy and a model example has been included as part of this Toolkit.

“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

This statement should also be included in all:

- Advertisements
- Publicity, information and websites
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction and other staff training materials

Planning and Advertising

Planning is vital to successful recruitment. It is important to be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate. These requirements should be clearly set out in the advertisement for the post in order to prevent unwanted applications.

It is essential to plan the recruitment exercise itself, identifying who should be involved, assigning responsibilities, and setting aside sufficient time for the work needed at each stage so that safeguards are not skimmed or overlooked. For example, it is important to organise the selection process to allow references to be obtained on short listed candidates **before** interview.

The time and effort spent in this stage of the process should help minimise the risk of making an unsuitable appointment and deterring those who may present a risk to children and young people.

When a vacancy is advertised, the advertisement should include a statement about the employer’s commitment to safeguarding and promoting the welfare of children. If the individual is working in [“Regulated Activity”](#) reference must also be made to the fact that all applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK and qualifications. All documentation must be photocopied and signed and dated by the relevant recruiting manager as verification of having seen the originals. All information given to applicants should highlight the

importance placed by the organisation on a rigorous selection process and that the duty to safeguard and promote the welfare of children is everybody's business.

The Application Form

The single most important principle to apply in any appointment decision is to search for and appoint the best person. All roles working with children should require applicants to complete an Application Form. Application Forms should contain the following:

- ✓ full identifying details of the applicant including current and former names, date of birth, current address, and National Insurance Number.
- ✓ Note: to ask for date of birth is not discriminatory in these circumstances. This information is required to ensure correct identification of the candidate but must not be used for short listing purposes.
- ✓ a statement of any relevant education/training/qualifications
- ✓ a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates
- ✓ details/explanations for periods not in employment, education or training, and reasons for leaving employment;
- ✓ a safeguarding declaration (this may be a separate form)
- ✓ a section where the individual gives their permission for a copy of their DBS to be retained on a confidential file for the period of their employment and for the employer to carry out on line DBS Update Service checks where applicable/eligible
- ✓ details of referees. Two employment references are required, one of which should be the applicant's current or most recent employer. The reference form must make it clear that references will not be accepted from work colleagues, relatives or from people writing solely in the capacity of friends;
- ✓ a statement of the applicant's personal qualities;
- ✓ any experience that the applicant believes is relevant to his or her suitability for the post advertised and how they meet the person specification and/or job description.

The application form should also require a signed statement (or declaration form) that the person is not disqualified from work with children through the ISA's Barring Lists (List 99) or subject to sanctions imposed by a regulatory or professional body and has no convictions, cautions, or bind-overs.

If an individual has a conviction, caution or bind-over then they should be asked to attach details of their record in a sealed envelope marked confidential. This gives the applicant an opportunity to flag up something that may not be relevant in a confidential way. It also encourages the applicant to be open about any issues so that, if necessary, it can be discussed with them either prior to or at interview, rather than having to wait for a DBS disclosure.

The declaration demonstrates that the organisation takes safe recruitment seriously. Having a written declaration means that if successful candidate has deliberately lied about his or her criminal background, it is easier for the police, regulatory agency or organisation to take action against the person. The signed statement should also confirm that all information provided on the application form is true.

The Job Description

Once a post becomes vacant or a new post is created, the job description should be reviewed to ensure compliance with this safer recruitment guidance. This applies whatever the level of responsibility or duration of the appointment. The job description should clearly state:

- ✓ the main duties and responsibilities of the post;
- ✓ whether the role is working in “regulated activity” and therefore subject to an Enhanced DBS disclosure
- ✓ the individual’s responsibility for promoting and safeguarding the welfare of children

The Person Specification

The Person Specification is supplementary information to the job description and lists essential and desirable criteria for the post. It should:

- ✓ include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people
- ✓ describe the competencies and qualities that the successful candidate should be able to demonstrate to fulfil the responsibilities of the role – for example ability, experience, training, attitude or a mixture of these.
- ✓ include safeguarding and promoting the welfare of children as part of the short listing for interview process as it can provide objective criteria for selection. The ability to contribute to safeguarding and promoting welfare of the child is an essential attribute
- ✓ set out common core skills and knowledge required such as effective communication and engagement, knowledge of child and young person development, supporting transitions, multi-agency working and sharing information

The Application Information Pack

The application pack should include a copy of:

- ✓ the application form; and explanatory notes about completing the form;
- ✓ the job description and person specification; and explanatory notes on how the requirements of each will be tested and assessed during the selection process. For example: “In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including their:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours; and
 - attitudes to use of authority and maintaining discipline;”
- ✓ any relevant information about the organisation and the recruitment process, and other relevant policies such as a Child Protection Policy Statement;
- ✓ any specific terms and conditions relating to the post
- ✓ general policy and practice in relation to safeguarding and promoting welfare.

The application pack should also make it clear to potential candidates that:

- ✓ an Enhanced DBS Disclosure will be required for any post in “regulated activity”;
- ✓ if the applicant is short listed any relevant issues arising from his or her references will be taken up at interview
- ✓ the employer will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview;
- ✓ if the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired”, (e.g. where a warning could no longer be taken into account in any new disciplinary hearing) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, then contact will be made with that employer who will be asked about these issues;
- ✓ providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

Scrutinising and Shortlisting Applications

At least two people must be involved in the process of scrutinising applications and short listing candidates. It is recommended that at least one member of the panel should have undertaken Safer Recruitment Training. An objective approach should always be taken and subjective judgments avoided. Two people will also mean that it is much less likely that any key information or gaps in employment will be missed if both individuals separately scrutinise the applications..

All applications should be checked to ensure that they are fully and properly completed, that the information provided is consistent, does not contain any discrepancies and to ensure that any gaps in employment are identified. Incomplete applications should not be accepted and should be returned for completion. Any anomalies or discrepancies or gaps in employment identified should be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as obtaining reasons for gaps in employment, the reasons for any repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work should also be explored and verified.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

References

A person's past behaviour is the most reliable way of predicting future behaviour. Consequently the information that you can obtain from referees can be very important. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.

A reference must be obtained from the person's current employer and in most circumstances this will be a role in which the applicant has worked with children. Where an applicant does not have current experience of working with children but has done so in the past, a reference should also be sought from the relevant previous organisation.

Any offer of employment should always be conditional on the receipt of satisfactory references. References should always be obtained in writing and telephone contact must be made with at least one referee (the most recent or relevant) in order to verify the reference. Referees should be asked to comment on work and professional competence and personal qualities, although it should be borne in mind that comments on "personal qualities" can be highly subjective.

References should also specifically request information on the applicant's suitability to work with children details of any disciplinary procedures the applicant has been subject to including those where the sanction has expired – a template reference is contained later in this toolkit. All reference requests should contain a copy of the job description and person specification.

Employers should not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern". There are cases of candidates forging references and open references/testimonials can be the result of a "compromise agreement" and are, therefore, unlikely to include any adverse comments. Consideration should be given to whether the referee has been very cautious in the information they have given and whether it appears to be an agreed reference. Verbal references are also not acceptable. If an employer says it is not their policy to provide references, the applicant must be asked to nominate another referee.

References must be thoroughly screened to ensure the referee has answered all the questions. Explanations must be sought in relation to any gaps in employment. Any vague or ambiguous statements must be noted and explored at interview. Information provided by the referee should be compared with the information provided by the

applicant in his or her application and any discrepancies checked.

Where references reveal any inconsistencies or doubts about the person's suitability, the issues should be followed up and explored with the referee. It is important to keep written records of any telephone conversations and where the issues are significant, more detailed information sought in writing from the referee. This is particularly important where a decision is made not to consider the person further, or where issues need to be explored further with the applicant.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

Interviews

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. Please also refer to the section on Interview Panels below.

Invitation to Interview

In addition to confirming the normal arrangements for interviews, the invitation to the candidate should explain how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and that where a DBS Disclosure is appropriate the person will be required to complete an application for a DBS Disclosure straight away. Consequently all candidates should be instructed to bring with them documentary evidence of their identity to satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus documents such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation. More information can be obtained from the [Disclosure and Barring Service website](#).

Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. N.B. If the successful candidate cannot produce original documents or certified copies, written confirmation of his or her relevant qualifications must be obtained from the awarding body.

All documents should be originals or certified copies.

A copy of the documents used to verify the successful candidate's identity, right to work in the U.K and qualifications must be kept for the personnel file. These should be signed and dated by the person carrying out the checks.

Interview Panel

All interview panels should have at least two people. In the case of senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or

asked during the interview. It is recommended that members of the panel:

Scope of the Interview

- ✓ Are appropriately trained – it is recommended that at least one member of the interview panel has undertaken safer recruitment training which can be accessed through the Local Authority Children’s Services’ workshops
- ✓ meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those; and
- ✓ agree their assessment criteria in accordance with the person specification
- ✓ agree in advance a set of questions that will apply to all candidates relating to the requirements of the post. A candidate’s response to a question about an issue will determine whether and how that is followed up. Where possible it is best to avoid hypothetical questions because they allow hypothetical answers. It is better to ask competency based questions that ask a candidate to relate how they have responded to, or dealt with, an actual situation, or questions that test a candidate’s attitudes and understanding of issues. An example would be – “tell me about a time....”
- ✓ agree the issues they will explore with each candidate based on the information provided in the candidate’s application and references (if available).

In addition to assessing and evaluating the applicant’s suitability for the particular post, the interview panel should also explore:

- ✓ the candidate’s attitude toward children and young people
- ✓ their motivation and reason for working with children
- ✓ their attitudes and behaviour about control and punishment
- ✓ their perceptions about the boundaries of acceptable behaviour towards children
- ✓ their ability to form and maintain professional relationships
- ✓ their general understanding of safeguarding of children
- ✓ his or her ability to support the organisation’s agenda for safeguarding and promoting the welfare of children
- ✓ gaps in the candidate’s employment history; and concerns or discrepancies arising from the information provided by the candidate and/or a referee

It is vital that the references are obtained and scrutinised before a person’s appointment is confirmed and before they start work. If, however, it has not been possible to obtain

references before the interview, the candidate should be asked at interview if there is anything they wish to declare or discuss in light of the questions that have been (or will be) put to his or her referees.

Conditional Offer of Appointment

Any offer of appointment to the successful candidate will be conditional upon the following (this should be stated at interview and in the offer letter):

- ✓ the receipt of at least two satisfactory references (if not obtained prior to interview) and discussion with at least one of these (the most relevant and recent)It is vital that they are obtained and scrutinised before a person’s appointment is confirmed.
- ✓ proof of the candidate’s identity (where this has not been verified at interview);
- ✓ proof of the candidate’s right to work in the UK (see section on Identity and Immigration)
- ✓ a satisfactory Enhanced DBS Disclosure where they are working in “regulated activity”
- ✓ at the interview);
- ✓ completion of any probationary period where applicable

Post Appointment: Induction

There should be an organisational induction programme for newly appointed staff and volunteers regardless of previous experience. The purpose of induction is to:

- ✓ provide training and information about the organisation's policies and procedures;
- ✓ support individuals in a way that is appropriate for the role for which they have been engaged;
- ✓ confirm the conduct expected of staff within the organisation;
- ✓ provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- ✓ enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme should include information about:

- ✓ any written statements of policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti racism, physical intervention or restraint, intimate care, internet safety, child protection and safeguarding procedures and whistle blowing policy;
- ✓ safe practice and the standards of conduct and behaviour expected of staff in the organisation;
- ✓ how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, managing performance and whistle blowing.
- ✓ provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- ✓ enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The programme should also include attendance at child protection training as appropriate to the person's role.

The information contained in this section has been taken from the DfE Safeguarding Children and Safer Recruitment in Education Guidelines and adapted for the purposes of this manual. Managers should ensure they are familiar with the guidelines and ensure continued awareness of safeguarding issues within the organisation. Staff must have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out.

Disclosure and Barring Service checks

For some of jobs within the voluntary sector (paid employee or volunteer), a position involving working with children or vulnerable adults is eligible for a DBS check.

A DBS check is a process of gathering information about an applicant's possible criminal activity. This includes spent and unspent convictions, cautions and warnings given by the police. A DBS check is the certificate containing this information.

A DBS check should only be requested in specific circumstances, such as when a volunteer has regular contact with vulnerable individuals as a direct result of their position within the organisation.

There are 2 levels of DBS check:-

Enhanced DBS Check - available for positions that were in regulated activity prior to the Protection of Freedoms Act but now fall outside of regulated activity. It will provide details of spent and unspent convictions, cautions and warnings.

Enhanced DBS Check for regulated activity - available for positions working in regulated activity and providing details of spent and unspent convictions, cautions and warnings. It will also check the DBS Barred list for the relevant group.

Regulated Activity - Eligibility

Regulated activity is defined in Schedule 4 of the Safeguarding Vulnerable Groups Act.

Working with children

Teaching, training, instructing, care for or supervision of children (if unsupervised)*

Providing advice or guidance on wellbeing* (excluding legal advice)

Driving a vehicle only for children

Moderating a chatroom for children

** If once a week or more or 4 or more times in 30 days or in some cases overnight (overnight to mean between 2am and 6am and with an opportunity for face-to-face contact with children).*

Work for or on behalf of an establishment eg. school, children's home, childcare premises etc with the opportunity for contact with children (excluding supervised volunteers and occasional or temporary contract work eg plumbers, painters) - *if once a week or more or 4 times in 30 days*

Healthcare by or under the direction of a healthcare professional - *no frequency conditions*

Personal care - assistance with washing, eating, drinking, toileting etc needed due to age, illness or disability - *no frequency conditions*

Registered Childminding and Foster carers - *no frequency conditions*

Working with adults - no frequency conditions

Providing personal care - help with eating, drinking, washing and dressing or teaching someone to do one of these tasks

Providing healthcare - working as a regulated healthcare professional (doctor, nurse etc) or carrying out work under the direction or supervision of one (as a healthcare assistant)

Working as a social care worker - providing social work which is required in connection with any health services or social services

Having legal/enduring power of attorney or acting as a deputy under the Mental Health Act - to make welfare and/or financial decisions on behalf of another person

Helping someone with day to day management of money - paying bills or shopping because of age, illness or disability

Conveying someone - to, from or between places where they receive healthcare, personal care or social care because of age, illness or disability

Cost

The DBS levies a charge for a DBS check for paid employees. Volunteers are free of charge.

If you would like further information on DBS checks please visit Disclosure and Barring Service website.

Applicant Guide

The DBS have released new guidance to help applicants complete the application form. It explains the steps that must be taken to ensure that the application form is completed correctly, which should minimise errors and prevent forms being returned to the organisation administering the checks. The new guidance is available on the Home Office website and provides general rules for applicants, how to record information such as current and previous names and address history and ensuring the form is completed correctly.

DBS eligible positions guidance

Before requesting a DBS disclosure please check the DBS eligible positions guidance. If an individual still has concerns about your organisation's entitlement to request details about their spent conviction history you could either:

- provide them with an explanation and quote the legislation that supports your request;
- or you could tell them to contact organisations such as NACRO, Unlock, the Apex Trust or the Citizens Advice Bureau.

If after guidance has been sought, the applicant is still concerned they should raise the issue with the Ministry of Justice.

Disputes

Should your applicant wish to raise a dispute concerning the content of the information released on the DBS Certificate where they believe that the information does not relate to them or that elements of the information are incorrect or irrelevant please guide them to to the DBS guide for disputes.

More information on Vetting Checks

Disclosure and Barring Service

All those appointed to work in “regulated activity” with children must have an enhanced DBS check.

Where there is a delay in receiving clearance the individual must not work unsupervised with children. In addition to being supervised - a Risk Assessment must be undertaken and approved by an appropriate senior manager/lead officer together with a barring list check (formerly List 99).

Where an individual has worked or lived overseas in the past 5 years there is a need to complete an overseas conviction assessment. This is obtained via the DBS website.

In cases where the DBS disclosure contains prosecutions, cautions or similar information it is the responsibility of the organisation to carry out a risk assessment to determine whether the person is suitable to work with children. A sample template is contained in this toolkit.

Proof of Identity

Identity checks should be undertaken at interview. The organisation must establish that the person is who they say they are. This should be verified by formal photographic identity such as a passport or driving licence together with confirmation of current address.

Identity and Immigration (employees only)

In accordance with the Asylum and Immigration Act 1996, employers have a duty to check whether job applicants are entitled to live and work in the UK. When applicants are invited to interview they should be asked to bring with them evidence of their right to work in the UK. It is important to be sure that the person is who he or she claims to be. The employer must ask to see documentary evidence of identity and British or European Economic Area citizenship, e.g. a British birth certificate, British or EEA passport together with National Insurance Number. ***It is a criminal offence to employ a person who does not have permission to live and work within the UK. The employer or other person(s) making the appointment could be liable for prosecution. The UK Border Agency also require that employers, check, copy and keep the evidence that they have verified. This should be held securely on the personnel file.***

This policy and procedure is based on the Lincolnshire County Council and Lincs Association of Local Council's model template for Parish and Town Councils as of April 2019