

Safeguarding Children and Adults at Risk of Abuse and Neglect Policy

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Lichfield District Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Procedure sets out:

- **How to respond to someone who discloses abuse**
- **What to do if you have concerns about child or adult abuse**
- **How to make a referral**

The procedure also includes guidance on training needs, safer recruitment, the use of contractors and the use of images.

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Foreword

Safeguarding is everyone's responsibility. As elected members, council employees and volunteers we may go into people's homes, deliver services to children and adults at risk of abuse and neglect or notice something which causes us concern when we are out about in the district.

Whatever our role, we may at some point come across possible abuse to children and young people and adults at risk. It is not our role as a district council to investigate any signs of abuse but we do have a responsibility to act if we have concerns and alert those who can look into those concerns.

This policy, along with the supporting procedures, guidance and training sets out the Council's commitment to safeguarding, our roles and responsibilities and what we need to do if we have any concerns.

As individuals we may think we are unlikely to come across any signs of abuse but the policy, procedures and training will also raise our awareness of what to look out for so that we are better placed to pick up on indicators and behaviours should we come across them.

I hope all elected members, council employees and volunteers will take the time to read through this policy, the supporting procedures and guidance and participate in the training on offer.

If any one of us working for Lichfield District Council can play a part in stopping abuse then the impact of our action is invaluable.

Regards

Cllr Doug Pullen

Cabinet Member for Regulatory Services, Housing and Wellbeing

1.1 Introduction

All children and adults with care and support needs who are at risk of abuse and neglect have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

Safeguarding is the process of protecting children and adults at risk of abuse and neglect from maltreatment and significant harm. It is also about preventing impairment of their health or development, ensuring they are growing up and living in circumstances consistent with the provision of safe and effective care and taking action to enable all children and adults at risk to have the best outcomes.

Lichfield District Council has both a moral and legal obligation to ensure a duty of care for children and adults at risk across its services. We are committed to ensuring that all children and adults at risk are protected and kept safe from harm whilst they are engaged in services commissioned, organised or provided by the council. We believe that safeguarding is everybody's responsibility.

The purpose of this policy and its associated procedures is to help protect all children and adults at risk, including those in our communities or accessing our services and to protect Lichfield District Council, its staff, elected members and volunteers.

Definitions

Children for the purposes of this policy and procedure are those who are under 18 years old.

Adults at risk of abuse and neglect for the purpose of this policy are adults who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- are experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The adult experiencing, or at risk of abuse or neglect is referred to as the *adult at risk* throughout this policy.

1.2 Policy Statement and Scope

The scope of this policy is to:

- understand the district council roles and responsibilities
- outline the legislative framework
- identify the different types and indicators of abuse
- set out the factors that increase the risk of abuse..

This policy covers safeguarding children and adults.

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Lichfield District Council has a legal responsibility to safeguard, promote wellbeing and protect children and adults at risk.

We will aim to comply with our duties by:

- Respecting and promoting the rights, wishes and feelings of children and adults at risk
- Raising awareness of the duty of care responsibilities relating to children and adults at risk throughout the council
- Promoting and implementing appropriate procedures to safeguard the well-being of children and adults at risk to protect them from harm
- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and adults at risk from abuse, and to also minimise any risks to themselves
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or adults in line with the Staffordshire Safeguarding Children Board (SSCB) inter-agency policies and procedures for safeguarding children and promoting their welfare and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Adult Safeguarding Enquiry procedures
- Requiring staff, elected members and volunteers to adopt and abide by the council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedures, codes of conduct and associated policies and procedures,
- Reviewing and evaluating this policy, the supporting procedure and guidance on an annual basis or in line with best practice, changes in legislation, organisational requirements and service delivery.

- Ensuring representatives of Lichfield District Council who have contact with children, young people or adults at risk are subject to safer recruitment procedures. This also applies when the council is working in partnership with other private, voluntary or contracted organisations and employees to deliver services to children and young people and adults at risk.

1.3 Principles

This policy and the supporting procedures are based on the following principles:

- The welfare of children and adults at risk is the primary concern
- All children and adults at risk irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse and harm
- It is everyone's responsibility to act on any concerns about abuse in order that children and adults at risk are appropriately safeguarded
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998
- Recognising abuse is not easy, and it is not the responsibility of council staff, elected members or volunteers to decide whether or not abuse has taken place or if there is significant risk. We do however have a responsibility to act if we think it may be happening
- Abuse, including neglect, are forms of maltreatment of a child or adult. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may also be abused by an adult or adults, or by another child or children
- Children and adults at risk can be subjected to more than one form of abuse at any one time and emotional abuse is present in almost all cases.

1.4 Roles and Responsibilities

Lichfield District Council recognises that, whilst carrying out their normal duties, some members of staff and volunteers are responsible for, or work with children, young people and adults at risk. Other members of staff and volunteers may come across children, young people and adults at risk in the course of carrying out their normal duties. Working for a council implies trust and respect which can lead to a child or adult at risk feeling

comfortable enough to disclose an incident of current or previous abuse or make it easier for someone in a responsible position to abuse that trust.

The council wants to be certain that all the services it provides to children, young people, and adults at risk, and their families and carers are designed to ensure that they are treated with respect and kept safe from harm.

All employees and volunteers working with children, young people and adults at risk of abuse, should receive appropriate training to assist them:

- In the recognition of abuse
- To adopt good working practices
- To identify the designated Safeguarding officer(s), who staff can contact about safeguarding issues
- To know what to do if they have Safeguarding concerns

It is **not** the role of the council to decide whether a child or adults at risk has been abused or not. This is the task of the statutory protection agency (Staffordshire County Council) which has the legal responsibility. **It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken.**

Staffordshire County Council has legal responsibility for investigating allegations of abuse.

Areas of Specific Responsibility

District councils can safeguard, promote wellbeing and protect children and adults at risk in several ways:

- Raising awareness of signs and reporting mechanisms with employees, elected members and volunteers and providing training appropriate to their needs
- Ensuring the council follows safer recruitment procedures
- Working effectively with other agencies to safeguard children and adults at risk

Some services have a more direct relationship with children, young people, adults at risk and their families. However, any safeguarding concerns may be raised and a referral made by members of any team which come into contact with these groups whether via home or premises visits, when out and about in the district or in a public reception.

Housing

The Housing Options and Homelessness team at the council is very often the first point of contact with vulnerable families and homeless 16, 17 year olds and as such, may identify potential safeguarding issues.

Environmental Health and Licensing

Most of the legislation where the teams have an administration or an enforcement role make reference to children and their well-being or safety. In particular, the Licensing Act 2003 has as one of its four policy objectives, 'the protection of children from harm'. Whilst the police act as the responsible authority, officers have responsibility for raising awareness, looking out for any signs that there could be safeguarding issues and taking account of safeguarding in policy development and the delivery of training and any campaigns.

Environmental Health Officers have a wide enforcement role which includes inspecting a range of premises where there is the potential for them to identify safeguarding issues – e.g late night food take aways, licensed premises, taxi operators, gambling venues, houses in multiple occupation and residential properties.

The use of taxis to traffic young girls for child sexual exploitation was highlighted in the report on Child Sexual Exploitation (CSE) in Rotherham. Although a small number of drivers across the country have been involved in CSE, there is no evidence that this is the case in Lichfield. However they do have a key role to play in identifying and reporting potential CSE and this is the focus of the approach being taken in Lichfield District.

All of the drivers who apply to become licensed Hackney and/or Private Hire Drivers must have an enhanced DBS check and in July 2015 the Regulatory and Licensing committee agreed to make the following mandatory:

- Introduction of Child Sexual Exploitation (CSE) safeguarding booklet for all taxi drivers
- Addition of CSE questions to new driver test
- Driver to have 'CSE report it' card.
- Drivers to attend CSE training event
- Second (larger) driver badge displayed on vehicle dash board

Leisure and Parks

The council delivers a wide range of opportunities to participate in sport and leisure activities through its health and wellbeing team members, parks staff and working in partnership with our commissioned leisure facility service provider. This includes coaching, special events and specialist programmes. Staff and volunteers will have different levels and types of contact with children and adults at risk who use these services but all are required to be alert to any safeguarding issues. Relevant staff are also required to have a DBS check.

The commissioned leisure facility service provider, Freedom leisure are required to meet statutory guidelines regarding safeguarding and industry best practice. Non-compliance would result in formal action being taken as defined in the outsource contract.

Community Safety

The Community Safety Team may come into contact with children, young people and adults at risk who are the victims or perpetrators of anti-social behaviour or who live in families involved in anti-social behaviour. They also attend the weekly Community Safety Partnership Hub meeting where concerns that fall below Safeguarding thresholds can be raised so that a multi-agency response can be co-ordinated.

Roles and Responsibilities of Elected Members and Leadership Team

- To be responsible and accountable for the implementation and monitoring of the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedure
- To ensure that the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedures are implemented and embedded in practice within each Directorate
- To consider the implementation of the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedure through an Annual Report on Safeguarding
- To appoint a member lead for Safeguarding (the Cabinet member for Community)
- To give leadership responsibility to the Strategic Director of Community, Housing and Health for the organisation's safeguarding arrangements.

Roles and responsibilities of the Designated Safeguarding Officer (Susan Bamford, Deputy Designated Safeguarding Officers, Amy Bandurak, Sarah Bradley and Gareth Davies)

- To promote and advise on this Policy and associated procedure and its application
- To receive and record information from elected Members, employees and volunteers who have concerns
- To assess information about concerns raised promptly and carefully
- To consult with the appropriate statutory protection agency to test out any doubts or uncertainty about the concerns as soon as possible
- To advise and signpost where a concern raised is not identified as a Safeguarding issue
- To liaise with HR if the allegation involves an employee
- To make a formal referral to Staffordshire County Council without delay where abuse is suspected
- To promote and monitor employee compliance with the required training
- To maintain records of reported incidents

- To liaise with Safeguarding Leads for Directorates and arrange quarterly meetings of the corporate group established for this purpose
- To respond to information requests from the Local Authority Designated Officer and in respect of any Serious Case Reviews
- To produce an Annual Report summarising Safeguarding activity
- To keep up to date with any legislative or other Safeguarding developments and changes to Staffordshire Children and Adult Safeguarding Board procedures
- To liaise with colleagues in other Staffordshire districts and elsewhere to learn from and identify good practice
- To represent LDC on the Staffordshire District Sub Group of SSCB and Adult Safeguarding in order to ensure that the council meets its safeguarding requirements, including complying with auditing obligations

Safeguarding Leads by Service

- To promote Safeguarding within their service, offer advice and support to colleagues and share good practice. A list of Directorate Safeguarding Leads is available on the Safeguarding area of the intranet

Roles and Responsibilities of all Employees and Volunteers

- To follow this Safeguarding Children and Adults at Risk of Abuse and Neglect policy and the associated procedure
- To attend required training
- To report any allegations or suspicions of abuse

Roles and Responsibilities of Heads of Service, Managers and Supervisors

- To follow the council's recruitment and selection process, including:
 - checking the appropriateness of referees and the content of references for all new temporary, permanent and casual employees.
 - ensuring all necessary documentation is completed for casual staff and potential volunteers before they take up post
 - ensuring that appropriate Disclosure & Barring Service (DBS) checks are carried out on posts that have been identified as requiring a disclosure.
- To ensure that at induction, all new employees, (including casual staff), whose work may bring them into contact with children and adults at risk, are:

- informed about this policy and procedure (including how to report concerns, who the Designated Safeguarding Officer(s) are and directorate Safeguarding contacts)
- given a copy of the Safeguarding Leaflet
- told how to access this policy and the supporting procedure
- advised of training options and their needs discussed
 - give written confirmation that this has taken place (this can include both manager and employee signing the induction checklist)
- To support any member of their team who is reporting suspicions or allegations of abuse
- To ensure that the required training for their team is carried out and refreshed as required and that new employees have received or have booked on the appropriate training within 3 months of appointment.
- To notify the Designated Safeguarding Officer of any child or adult at risk safeguarding concerns brought to their attention.

Roles and Responsibilities of HR

- To lead on the council's compliance with its Recruitment and Selection Policy, including requirements under the Disclosure & Barring Service (DBS) regulations, references and induction
- To respond to reported incidents concerning staff and maintain records concerning any allegations
- To work with Managers and Supervisors to ensure that the required training is available and delivered
- To implement the council's related HR policies and procedures including Recruitment and Selection, Safer Recruitment and Disciplinary and Grievance policies.

1.5 Legislation and Guidance

The major pieces of relevant legislation and guidance are:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Guidance to the Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Public Interest Disclosure Act 1998
- Data Protection Act 1998
- European Convention of Human Rights
- Working Together to Safeguard Children 2015
- Mental Capacity Act 2005
- Disclosure and Barring Service
- Modern Slavery Act 2015

Staffordshire Safeguarding Children Board's inter-agency policies and procedures for safeguarding children and promoting their welfare

www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx

Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Inter-Agency Procedures

<https://www.ssaspb.org.uk/Guidance/SSASPB-Policy-Process-and-Guidance.aspx>

1.6 Information Sharing

All employees have a statutory obligation (Data Protection Act 1998, the Human Rights Act 1998 and the Freedom of Information Act 2000) to safeguard the confidentiality of personal information. The Data Protection Act 1998 does not preclude the sharing of information to provide an effective service or protect a person from harm, danger and abuse. Access to personal information should be on strict need-to-know basis when sharing information within the council and with other agencies.

Children and adults at risk have equal rights to confidentiality. If a child or adult at risk is making a disclosure, the employee, elected member or volunteer must always explain that some of this information will need to be shared with appropriate people and/or agencies.

Information sharing is essential in safeguarding children and protecting adults at risk. Guidance has been developed to help understand when, why and how information can be shared, confidently and appropriately. This guidance, including the 'seven golden rules' for information sharing is available on

<https://www.staffsscb.org.uk/Professionals/Procedures/Section-One/Section-One-Docs/section-1J---information-sharing-guidance.pdf>

The key points to consider when sharing information are set out in Appendix H of the Safeguarding Children and Adults at Risk Procedure

1.7 Understanding & Recognising Abuse

It is important to remember that many children and adults at risk will exhibit some of the signs and indicators below at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death, or the birth of a new baby in the family, relationship problems between parents/carers, etc. However, you should always report anything that causes you to suspect that abuse may be happening or discuss your concerns with the designated safeguarding officer, in order for appropriate action to be taken to ensure the welfare and safety of children and adults risk.

Recognising abuse is not easy, and it is not the responsibility of council staff, elected members or volunteers to decide whether or not abuse has taken place or if there is significant risk. We do however have a responsibility to act if we think it may be happening.

Abuse, including neglect are forms of maltreatment of a child or adult. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may also be abused by an adult or adults, or by another child or children.

Children and adults at risk can be subjected to more than one form of abuse at any one time and emotional abuse is present in almost all cases.

Types of Abuse – Children and Adults at Risk

Within the relevant legislation and statutory guidance there are 4 known categories of abuse identified for children and 10 categories of abuse noted for adults.

Children

Physical, emotional (or psychological), sexual and neglect.

Adults

Physical, emotional (or psychological), sexual, neglect, financial, discriminatory, organisational, domestic abuse, modern slavery and self-neglect.

Please note that the examples and signs detailed below may also be indicators of other medical factors and may not necessarily confirm abuse and neglect. These tables are provided as a guide to help with the assessment process and the work with children, adults at risk and their families.

Physical Abuse – may involve hitting, shaking, pinching, slapping, biting, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child. For adults, it may also involve withholding care or force feeding, or the use of inappropriate methods of restraint or physical intervention.

Emotional Abuse – Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the child or adult's emotional development. It may involve conveying to the child or adult that they are worthless or unloved. It may feature age or developmentally inappropriate expectations being imposed on children. It may include seeing or hearing the ill-treatment of another or serious bullying causing individuals frequently to feel frightened or in danger, or the exploitation or corruption of children is also emotional abuse. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Sexual Abuse — involves forcing a child or adult at risk or enticing a child or adult to take part in sexual activities, including prostitution (adults), whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g rape, buggery or oral sex) or non-penetrative acts.

They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

For adults at risk, this includes any form of sexual activity that the adult does not want and which they have not consented to (or have the capacity to consent to). Any sexual relationship that develops between adults where one is in a position of trust, power or authority in relation to the other is abuse. Specific activities may include rape, buggery, incest, touching without consent or exposure.

Neglect – is the persistent failure to meet a child's or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development.

Neglect may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter, failing to protect a child from physical harm or danger, failure to ensure adequate supervision or the failure to ensure access to appropriate medical care or treatment. It may include failing to provide access to social and educational support, or the failure to provide adequate supervision and guidance – leaving a child to cope alone, abandoning them or leaving with inappropriate carers and failing to provide appropriate boundaries

about behaviours such as under age sex or alcohol. It may also include neglect of, or not responding to, a child's basic emotional needs.

For adults at risk, neglect may involve the withholding or failure to provide the support necessary for the adult to carry out the activities of daily living. This may include withholding food, care or service. Neglect may also include a failure to intervene in situations that are dangerous to the adult concerned or others, particularly when the person lacks the mental capacity to assess risk.

Self-Neglect (Adults) – can sometimes be as a result of a person's choice of lifestyle and covers a wide range of behaviour including little or no personal care, refusing medication or refusing to stay on medication, disoriented or incoherent, unsafe living conditions and hoarding, inability to manage finances and property, isolation, hoarding when it becomes extreme (including animal hoarding). In these cases there is no abuser.

Financial abuse (adults at risk) – misappropriation of an individual's funds, benefits, savings etc or any other action that is against the person's best interests, e.g:

- Theft of money, possessions, property or other material goods.
- Misuse of money.
- Fraud or extortion of material assets.
- Persuading an adult at risk to enter into a financial agreement, which is to their detriment.
- Over-charging for services
- Tricking someone into receiving good or services they did not want or need
- Exploitation of pressure in relation to wills.

Discriminatory abuse (adults at risk) – can be described as the intentional, wilful or unintentional abuse of a person based on their protected characteristics, for example, race, gender or religion. It includes the use of inappropriate 'nick names' or derogatory language or terminology, enforcing rules or procedures which undermine the individuals wellbeing, denial to follow a religion or develop relationships, denial of health care or lack of appropriate food.

Organisational abuse- (adults at risk) is the mistreatment of people brought about by poor or inadequate care or support, systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation and when more than one individual is being neglected. It also includes other forms

of abuse which happen on an organisational scale and in situations where everyone is treated the same.

For signs against each type of abuse refer to Appendix A of the Safeguarding Children and Adults at risk procedure.

Other types of abuse

Domestic Violence and Abuse

As of 1st March 2013, the Home Office definition of Domestic violence and abuse is:

Any incident or pattern of incidents of controlling¹, coercive² 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; psychological, physical, sexual, financial and/or emotional

Source: www.homeoffice.gov.uk

In all cases where there is knowledge or suspicion that there exists a **potential** for a child or children to be suffering harm as a result of domestic violence and abuse, then a referral should be made to Children's Social Care via the First Response Team (FRT) who act as the first point of contact for all referrals in relation cases that meet the **threshold for significant harm** – for further information please refer Section 1E threshold framework 'Accessing the right help at the right time'.

www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx

Where it is thought that a victim of domestic violence and abuse meets the definition of an adult at risk of abuse and neglect, then an Adult Protection referral should be made to the Contact Centre on **0845 604 2719**..

Hidden Harm

Children may be suffering from the effects of what is known as 'hidden harm' if they live with parents or carers who are misusing drugs or alcohol. Children in these situations may be acting as young carers or they may be subjected to any of the forms of abuse described above. Separate policies and procedures for children living with parents who misuse substances and those who are deemed

¹ Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

² Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

as young carers can be found on the SSCB website.
www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx

Child Sexual Exploitation

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. (DFE2017)

Children and Young people do not make informed choices to enter or remain in sexual exploitation. Rather, they do so from coercion, enticement, manipulation, fear or desperation.

For further guidance

www.staffsscb.org.uk/Professionals/Procedures/Procedures.aspx

More information is also available on the Safeguarding area of the intranet.

Forced Marriage

Forced marriage³ is a marriage without the full and free consent of both parties. It is a form of domestic violence and an abuse of human rights. In an arranged marriage the family will take the lead in arranging the match but the couples have a choice as to whether to proceed. In forced marriage, one or both spouses do not (or, in the case of some disabled young people and some adults cannot) consent to the marriage and some element of duress is involved.

Duress can include physical, psychological, sexual, financial and emotional pressure.

It is important to note that the Mental Capacity Act does **not** allow for consent to marry to be given on behalf of a person without capacity to make this decision for themselves.

Female Genital Mutilation

Female genital mutilation (FGM) includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons.

World Health Organisation, 2014

³ Research carried out by the then Department for Children, Schools and Families estimated that the national prevalence of reported cases of forced marriage in England was between 5,000 and 8,000, with the youngest victim being 2 years old and the oldest 76 years..

It is illegal in the UK.

FGM is known by a number of names including „female genital cutting“, female circumcision“ or initiation“. The term female circumcision suggests that the practice is similar to male circumcision, but it bears no resemblance to male circumcision, has serious health consequences and no medical benefits. FGM is also linked to domestic abuse, particularly in relation to “honour based violence“.

For further guidance

<http://www.staffsscb.org.uk/Professionals/Procedures/Section-Four/Section-Four-Docs/Section-4M-Female-Genital-Mutilation.pdf>

Modern slavery/Trafficking

Modern slavery encompasses slavery, -human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. People may also be forced into criminal activity, including benefit fraud.

Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat of, or use of coercion, abduction, and fraud, and deception, abuse of power or of a position of vulnerability. It also includes the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

The organised crime of human trafficking into the UK has become an issue of considerable concern to all professionals with responsibility for the care and protection of children and adults at risk. Any form of trafficking humans is an abuse.

It is important to note that some cases involve UK-born people being trafficked within the UK, e.g. people being trafficked from one town to another. The consent of the victim of trafficking is irrelevant where any of the above methods have been used.

Trafficked people may be used for sexual exploitation, agricultural labour including tending plants in illegal cannabis farms and benefit fraud. Children as well as adults at risk are trafficked.

The council, as a District Council has a duty to notify the Secretary of State of suspected victims of slavery or human trafficking as introduced by section 52 of the Modern Slavery Act 2015. This is through the National Referral Mechanism (NRM). Referrals to the NRM can only be made by authorised agencies known as First Responders.

If you have a concern regarding a person being a victim of modern slavery and/or the possible trafficking of a person you should immediately contact the

Designated Safeguarding Officer /Deputy Safeguarding officer or you can make a referral through the NRM. The reporting form will help you through the process.

Employees, elected members or volunteers should not do anything which would heighten the risk of harm or abduction to the child or adult.

Race and Racism

People from black and minority groups (and their parents or carers) are potentially likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse (unless the victim meets the definition of an adult at risk of abuse and neglect, in which case an appropriate referral should be made) and dealing with it is considered under other specific policies of the council and the District Community Safety Partnership.

Hate Crime

The National Police Chiefs Council (NPCC) and the Crown Prosecution Service (CPS) have a nationally agreed definition of Hate Crime. Hate crimes are taken to mean any crime where the perpetrator's hostility or prejudice against an identifiable group of people is a factor in determining who is victimised.

This is a broad and inclusive definition. A victim does not have to be a member of an identifiable group. In fact, anyone could be a victim of a hate crime.

The Crown Prosecution Service (CPS) and National Police Chiefs Council (NPCC) have agreed 5 monitored strands of hate crime as set out below.

A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's:

- Disability
- Race
- Religion or belief
- Sexual orientation
- Transgender identity

Hate crime can take many forms including:

- Physical attacks such as physical assault, damage to property, offensive graffiti and arson
- Threat of attack including offensive letters, abusive or obscene telephone calls, groups hanging around to intimidate, and unfounded, malicious complaints

- Verbal abuse, insults or harassment - taunting, offensive leaflets and posters, abusive gestures, cyber bullying, offensive jokes and comments, dumping of rubbish outside homes or through letterboxes, and bullying at school, at home or in the workplace.

If the victim of a Hate Crime meets the definition of an adult at risk of abuse and neglect, an Adult Protection referral should be made to the Staffordshire Adult Protection Team Contact Centre on **0345 604 2719**.

Safeguarding People who are vulnerable to being drawn into Violent Extremism and / or Terrorism

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children of all ages, young people and adults at risk to involve them in terrorism or activity in support of terrorism.

Violent Extremism is defined by the Crown Prosecution Service (CPS) as:

"The demonstration of unacceptable behaviour by using any means or medium to express views, which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs
- Seek to provoke others to terrorist acts
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts
- Foster hatred which might lead to inter-community violence in the UK."

There are a number of offences that can be considered when dealing with violent extremism. They include offences arising through spoken words, creation of tapes and videos of speeches, internet entries, chanting, banners and written notes and publications. The main offences employed to date have been soliciting murder and inciting racial hatred.

The Stoke-on-Trent and Staffordshire Local Safeguarding Children Boards and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board recognise the need to protect people against the messages of all violent extremism including that linked to Far Right / Neo Nazi / White Supremacist, Al Qaeda ideologies, Irish Nationalist and Loyalist paramilitary groups, and that linked to Animal Rights extremists.

For further guidance <http://www.staffsccb.org.uk/Professionals/Procedures/Section-Six/Section-Six-Docs/Section-6L-Staffordshire-and-Stoke-on-Trent-LSCB-and-SSASPB-Prevent-Channel-Guidance.docx>

1.8 Indicators of Abuse

Indicators that a child or adult at risk may be experiencing abuse could include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated in a part of the body not normally prone to such injuries. Bruises that reflect hand marks or fingertips could indicate pinching or slapping, Cigarette burns and scalds would also be a concern
- Frequent visits to the GP or A&E
- An injury for which the explanation seems inconsistent
- Fear of parents or carers being approached for an explanation
- Flinching when approached
- Depression and/or anxiety
- Running away from home or residential care
- Speech and language delay
- The child or young person describes what appears to be an abusive act involving him or her
- Someone else (a child, young person or adult) expresses concern about the welfare of another person
- Unexplained changes in behaviour e.g. becoming very quiet, withdrawn or having severe temper outbursts
- Self harm
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Discomfort when walking or sitting down
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty making friends
- Is prevented from socialising with other people
- Displays variations in eating patterns including overeating and loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty and unkempt
- Inconsistency between standard of living and income

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place or has taken place. For signs

against each type of abuse refer to the Safeguarding Children and Adults at Risk procedures.

1.9 Risks that increase the likelihood of abuse happening

There are certain situations and factors that put people at particular risk of abuse. If one or more of these factors are present, it does not mean that abuse will occur but it will increase the risk:

- Isolation
- Living in the same household as an abuser
- A previous history of abuse
- The existence of financial problems
- A member of the household experiences emotional or social isolation
- Inappropriate physical or emotional environment e.g. lack of privacy and/or personal space
- Where there has been a change of lifestyle e.g. illness, unemployment or employment
- Dependence on others for personal and practical care
- Where a person is dependent on other people to administer money or where several people manage their money
- Where the vulnerable person exhibits difficult and challenging behaviour
- The carer has difficulties such as debt, alcohol or mental health problems
- Poor leadership in care services
- Unmonitored provision of care e.g. where reviews or inspections do not take place
- Failure to comply with standard operating policies and procedures

Increased Risks to Children

There are many issues that may contribute to child abuse, but some factors *increase* the risk to children and make them more vulnerable to abuse. They can be found in the background of parents, in the environmental situation and in attributes of the child themselves.

Parental factors:

- Parent has a mental illness
- Parent is misusing drugs or alcohol
- Parent has already abused a child
- Parent has previously had children removed
- Unwanted pregnancy / terminations
- Parent has a background of abuse when growing up

- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has little support
- Parent has a learning difficulty/ disability

Environmental factors:

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Domestic abuse is present
- A non-biological adult (i.e. unrelated) living in the house
- Family is experiencing multiple stresses

Child factors:

- Baby is sickly, colicky or unwanted
- Child has a physical or learning disability
- Lack of attachment between child and parent
- Child resides in care, particularly residential
- Child is excluded from mainstream school
- Child uses drugs/ alcohol
- Child goes missing
- Child is living in private fostering arrangements

It is possible to limit the situations where the abuse of children and adults at risk may occur by raising awareness and promoting good practice to all staff and elected members.

Children and adults at risk with a disability or special need

Children and adults at risk with a disability or special need are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents or carers of children or adults at risk with a disability may experience multiple stresses. Children and adults at risk with a disability may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children
- Receiving intimate personal care from a larger number of carers
- Having an impaired capacity to challenge abuse
- Having communication difficulties resulting in difficulties in telling people what is happening

- Being reluctant to complain for fear of losing services
- Being particularly vulnerable to bullying or intimidation
- Being more vulnerable to abuse by peers than other children

Lichfield District Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Procedure sets out:

- **How to respond to someone who discloses abuse**
- **What to do if you have concerns about child or adult abuse**
- **How to make a referral**

The procedure also includes guidance on training needs, safer recruitment, the use of contractors and the use of images.