

Warwick District Council

Safeguarding adults and children policy



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1. Introduction

Children, young people and adults with needs for care and support have the right to participate and be safe in accessing services provided for them. We are committed to ensuring that the needs and welfare of the people we have a duty to keep safe are considered by our staff, Members, volunteers and contractors in the provision of services and our decision-making.

This policy should be read alongside the:

- Coventry and Warwickshire Safeguarding Children Board (WSCB) Procedures Manual <https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/interagency-safeguarding-procedures>
- Warwickshire Adult Social Care Safeguarding Policy and Procedures <https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/i-work-with-adults/policy-and-procedures>

2. Policy statement

The purpose of this policy is to help Warwick District Council meet its legal duty to safeguard and promote the welfare of children and to safeguard adults with needs for care and support who may be experiencing or at risk of abuse or neglect. In addition to direct service delivery for children, young people and adults, the wide ranging nature of the council's work gives many staff substantial access to vulnerable individuals.

We will safeguard and promote the welfare of children and adults by:

- raising the awareness of the duty of care responsibilities relating to children, young people and adults throughout Warwick District Council
- actively encouraging good practice amongst all staff, Members and volunteers throughout the Council and promoting wider awareness wherever possible, i.e. partnership organisations and user groups
- creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur
- respecting and promoting the rights, wishes and feelings of children, young people and adults
- listening to children, young people and adults, minimising dangers and working closely with other agencies
- recruiting, supervising and supporting staff and volunteers and also supporting elected Members who work with, or come into contact with children, young people and adults to adopt best practice to safeguard and protect children, young people and adults from abuse, and themselves against false allegations.
- ensuring that staff and volunteers who work with children, young people and adults with needs for care and support undergo appropriate Disclosure and Barring checks
- providing appropriate training for staff, Members and volunteers to enable them to recognise the potential signs and indicators of abuse
- responding to any allegations appropriately and implementing the necessary disciplinary and appeals procedures in accordance with internal procedure and WSCB and WSAB
- ensuring that any contractors who undertake work for the Council that involves, or impacts on, the lives of children, young people or adults have equivalent or better safeguarding arrangements than those contained within this policy

This policy applies to all staff, Members, contractors and volunteers who may come into contact with children, young people and adults with needs for care and support in the course of their work, whether in someone's home, on council premises or in the community.

This policy is inclusive of all children and adults with needs for care and support, irrespective of age, disability, sex, gender reassignment, race, religion or belief, or sexual orientation.

Making Safeguarding Personal (MSP) is a sector-led initiative which aims to develop an outcomes focus to safeguarding work, and a range of responses to support people to improve or resolve their circumstances.

It is a shift in culture and practice in response to what we now know about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about having conversations with people about how we might respond in safeguarding situations in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. It is about seeing people as experts in their own lives and working alongside them. It is a shift from a process supported by conversations to a series of conversations supported by a process.

The key focus is on developing a real understanding of what people wish to achieve, agreeing, negotiating and recording their desired outcomes, working out with them (and their representatives or advocates if they lack capacity) how best those outcomes might be realised and then seeing, at the end, the extent to which desired outcomes have been realised.

3. Child safeguarding

The Children Act 2004 places a statutory duty on all prescribed agencies to safeguard and promote the welfare of children. The prevailing statutory guidance is "Working Together to Safeguard Children 2018":

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working Together to Safeguard Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

This defines safeguarding as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

This includes taking action to identify and prevent child sexual exploitation.

The "Voice of the Child" is a phrase used to describe the real involvement of children and young people. It means more than seeking their views (which could just mean the child saying what they want) but rather being really involved in what happens. Find more information at http://www.proceduresonline.com/covandwarksscb/p_voice_of_child.html

4. Adult safeguarding

The **Care Act 2014** defines safeguarding as protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is being promoted.

Agencies discharge their duty to co-operate at a strategic level via their attendance at the Warwickshire Safeguarding Adults Board (WSAB) and its working groups to:

- take co-ordinated action where there is evidence of abuse or neglect and to safeguard the victims
- review and understand how this has occurred
- make every effort to prevent this occurring in the future

Warwick District Council co-operates fully with the WSAB and its associated roles, including for example, taking an active part in Warwickshire's Multi-Agency Public Protection Arrangements (MAPPA) to manage registered sex offenders, violent and other offenders who pose a risk of serious harm to the public.

At an operational level Warwick District Council participates in Adult Safeguarding enquiries in appropriate cases.

5. Definitions

A 'child' is defined as a person who has not yet reached their 18th birthday (including unborn children).

Guidance in "Working Together to Safeguard Children 2018" focuses on the core legal requirements, making it clear what individuals, organisations and agencies must and should do to keep children safe. In doing so, it seeks to emphasise that effective safeguarding is achieved by putting children at the centre of the system and by every individual and agency playing their full part.

The term 'adult with needs for care and support' (referred to as an adult in this policy) largely replaces the pre-Care Act 2014 term 'vulnerable adult'.

Our safeguarding duties apply in relation to an adult who:

- has needs for care and support (whether or not the local social services authority is meeting any of those needs)
- is experiencing, or at risk of experiencing abuse or neglect
- as a result of those needs is unable to protect himself or herself against abuse or neglect or the risk of it

This duty applies regardless of whether the adult has mental capacity or not and covers any adult who is at risk or lives in vulnerable circumstances, or who is frail due to age, ill health, physical disability or cognitive impairment, or a combination of these; has a learning disability; has mental health needs (including dementia or a personality disorder); has a long-term illness; misuses substances or alcohol.

6. Safeguarding responsibilities

Whilst safeguarding is everyone's responsibility and overall accountability sits with the Authority's Chief Executive, there are a number of specific safeguarding roles that individuals hold within Warwick District Council.

Title	Named Officer	Contact Details
Strategic Lead Safeguarding Officer	Lisa Barker, Head of Housing Services	01926 456043 Lisa.Barker@warwickdc.gov.uk
Deputy Strategic Lead Safeguarding Officer	Marianne Rolfe, Head of Health and Community Protection	01926 456700 Marianne.Rolfe@warwickdc.gov.uk
Lead Prevent Officer	Marianne Rolfe, Head of Health and Community Protection	01926 456700 Marianne.Rolfe@warwickdc.gov.uk
Deputy Prevent Officer	Pete Cutts, Safer Communities Manager	01926 456021 Pete.Cutts@warwickdc.gov.uk
Officer safeguarding representatives - Housing Services	James Baker	01926 456432 James.Baker@warwickdc.gov.uk
	Amanda Bennett	01926 456443 Amanda.Bennett@warwickdc.gov.uk
	Simon Brooke	01926 456427 Simon.Brooke@warwickdc.gov.uk

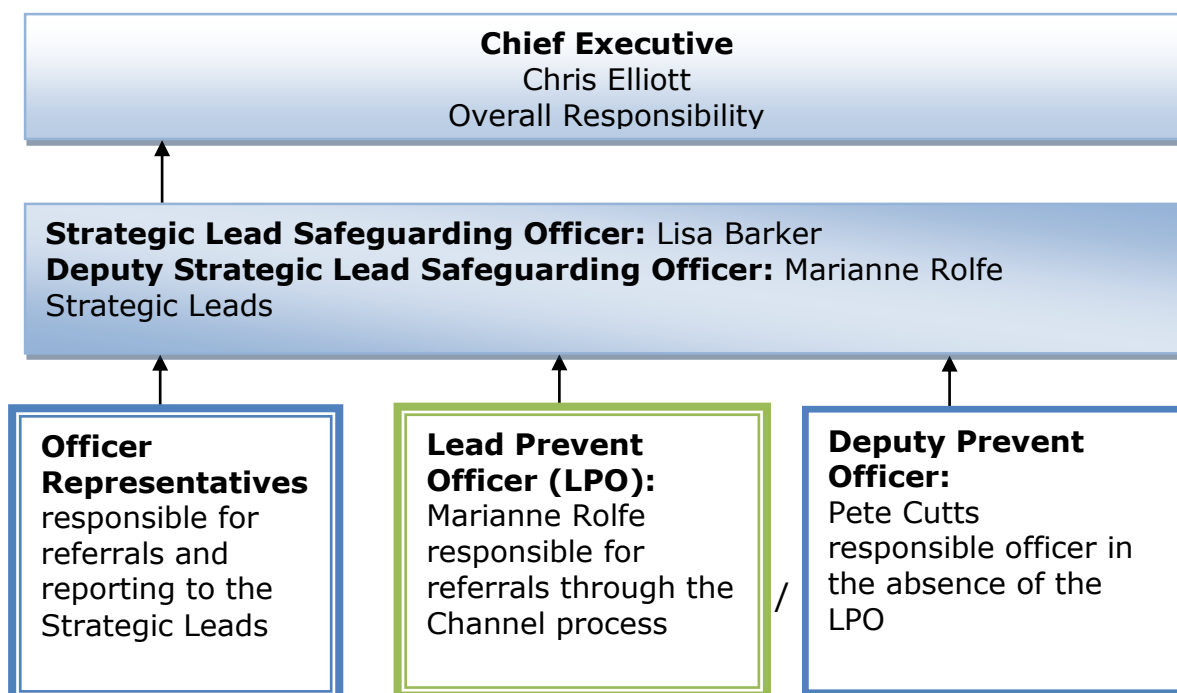
	Jane Rostron	01926 456445 Jane.Rostron@warwickdc.gov.uk
	Caroline Russell	01926 456411 Caroline.russell@warwickdc.gov.uk
	Elaine Wallace	01926 456311 Elaine.Wallace@warwickdc.gov.uk
Health and Community Protection:	Pete Cutts	01926 456021 Pete.Cutts@warwickdc.gov.uk
	Julian Hill	01926 456010 Julian.Hill@warwickdc.gov.uk
	Lorna Hudson	01926 456320 Lorna.Hudson@warwickdc.gov.uk
Cultural Services	Manoj Sonecha	01926 456221 Manoj.Sonecha@warwickdc.gov.uk
Neighbourhood Services	Zoe Court	01926 456314 Zoe.Court@warwickdc.gov.uk
Finance	Andrea Wyatt	01926 456831 Andrea.Wyatt@warwickdc.gov.uk
Member Safeguarding Champions	Councillor Judith Falp	Judith.falp@warwickdc.gov.uk
	Chair of Health Scrutiny Subcommittee-tbc	

Staff, Members and volunteers should inform or report any concerns or cases of alleged or suspected abuse following the procedures provided separately to this policy.

All Officer safeguarding representatives and the Member Champions are responsible for:

- ensuring that the Council's safeguarding policy and procedures:
 - are available to every member of staff, Member and volunteer.
 - provide a robust framework to equip staff with the necessary information to carry out their responsibilities effectively
- ensuring that staff, members and volunteers follow the required procedures and record any concerns they have using the appropriate method
- providing a support role to the Council's staff, Members and volunteers
- recording their own conversations with the person making an allegation of abuse or neglect, or with the staff member to whom any disclosures were made

7. Lines of accountability for safeguarding



The Strategic Lead Safeguarding Officers are responsible for this policy; for promoting the Council's responsibilities under the Care Act 2014, and under Section 11 of the Children Act 2004 and for ensuring that all procedures meet the requirements on District Authorities of 'Working Together to Safeguard Children 2018'. These include:

- Increasing awareness of safeguarding issues within Warwick District Council
- Maintaining clear communication channels between Warwick District Council and Warwickshire County Council
- Reviewing the operation of this policy and procedures
- Identifying training needs in relation to safeguarding children and adults and safer recruitment throughout the organisation
- Ensuring all officers who work with children, young people and adults have the appropriate level of training

8. Service delivery

This policy applies **to all** council staff, Members, volunteers and contractors used by the council. However, there are several district council services with specific responsibilities in relation to safeguarding and promoting the welfare of children and adults. Managers in these areas need to ensure that this responsibility is incorporated into their service delivery and where appropriate the work objectives for individual staff members. These are:

Housing

Housing and homelessness staff, Assets and contractors

will have access to family homes/temporary accommodation, in some cases in a time of crisis. In the course of their work they are, therefore, likely to identify initial concerns regarding the welfare of a child or adult that may need to be referred on to another agency. These concerns may relate to what they have observed or witnessed happening to an individual, the physical conditions within the home/accommodation and/or the family's reactions to a crisis or inconsistencies in the information given to them.

In addition, housing staff may hold important information that could assist the county council in carrying out assessments under section 17 or section 47 of the Children Act 1989 (2004) or safeguarding enquiries under the Care Act 2014. Housing staff are also key to an assessment of the needs of families with disabled children and adults who may require housing adaptations in order to participate fully in family life and reach their maximum potential.

Staff within housing teams should be aware that there is the potential for homelessness and tenancy issues with people from the age of 16 and appropriate action should be taken e.g. staff should avoid whenever practicable a one-to-one situation with a young person. Under Part 1 of the Housing Act 2004 this authority must take account of the impact of health and safety hazards in housing on vulnerable occupants when deciding on action to be taken to improve conditions. We also have an important role to play in safeguarding vulnerable people, including young people who are pregnant or leaving care.

Sustaining Tenancies Team

often works closely with people who are either involved in or are victims of anti-social behaviour, including those who have the care of children. As such the Team is likely to become engaged in a multi-agency response to meeting the needs of children. They play an important role in offering young people opportunities to learn and enjoy themselves in a safe environment through diversionary activities provided by partner organisations. They are, therefore, in an ideal position to be confided in as a trusted adult, and should be alert to signs of abuse or neglect and know how to act upon their concerns about a person's welfare.

Health and Community Protection

All front line officers of Health and Community Protection have engagement with businesses, residents, community and domestic situations in the use of the council's services. Officers have been trained to recognise various types of exploitation which they may come across in their work.

Licensing

The council has a responsibility to undertake its functions under the Licensing Act 2003 with regard to 'the protection of children from harm' – one of four licensing objectives. The council is required to indicate in its statement of licensing policy the body (responsible authority) it judges to be competent to advise it on matters relating to the protection of children from harm. In addition, where a premise's licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to be restricted from viewing age-restricted films which have been classified according to the recommendations of the British Board of Film Classification (BBFC) or the licensing authority itself.

Hackney carriage and private hire drivers are in a position of trust in respect of the safety and welfare of their passengers. As the Licensing Authority we must ensure that all drivers are 'fit and proper' to undertake their work as drivers. It is essential that we work together with the drivers to ensure members of the public are treated with dignity and respect and any concerns are reported. We have a Code of Conduct which is aimed at providing the best possible service: protecting passengers and drivers, ensuring that concerns, suspicions of abuse, neglect or exploitation can be reported and therefore minimise the risk of harm. Failure to comply with the Code may result in the driver being referred to our Licensing Committee. Where there is a repeated and/or serious failure to comply licences will be suspended or revoked. All drivers are required to undergo Disclosure and Barring Services checks and safeguarding training in order to obtain a licence to drive a Hackney carriage or private hire vehicle.

There is a similar standard and policy in place to protect individuals within other licences, permits or consents issued by the council. Including but not limited to sex entertainment establishments and street trading.

Crime and Disorder, CCTV

The team is responsible for delivering interventions to reduce crime and disorder, anti-social behaviour and the operation of a CCTV service. In the course of their actions they may identify vulnerable persons, locations or situational issues which require exploration in further detail by the various agencies.

Community Partnership Team

The team works to ensure community cohesion, engagement and development. This allows the team to have a unique opportunity to peruse educational messaging, recognise tensions and work with the communities to resolve issues.

Cultural Services: The Council provides a wide range of facilities and services for the community such as the Art Gallery and Museum, Royal Spa Centre, Town Hall, Active Communities projects, outdoor sports facilities, leisure centre contract (management of Everyone Active contract) and large scale capital projects. These facilities and services are accessed by the community. Staff, volunteers and contractors have contact with children and adults who are users of these services. We therefore have a responsibility to ensure staff are appropriately trained and understand safeguarding responsibilities and know who to contact / how to report any concerns.

Neighbourhood Services: This service is responsible for waste collections, street cleaning, parks and open spaces and car parking across the whole district, working in partnership with various contractors. Therefore, contractors and staff have different levels and types of contact with residents and visitors to the district. Appropriate training for staff and contractors should be provided, including training on how to identify and report potential safeguarding concerns.

9. Recognising potential abuse

Even though staff, Members, volunteers and contractors have limited contact with children and adults with needs for care and support, as part of their duties for the Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

Recognising abuse is not easy, and it is not the responsibility of staff, Members, volunteers or contractors to decide whether or not abuse has taken place or if a child, young person or adult is at significant risk. They do, however, have a responsibility to act if they have concerns and to pass on information. Every person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. Listed below and on the next page are some physical signs and behavioural indicators that may be commonly seen in children, young people and adults who are abused. It could be one, none or several of these indicators, but remember they may only be an **indication** and not **confirmation** that abuse is taking place.

10. Indicators of abuse

It is accepted that in all forms of abuse there are elements of emotional abuse and that some children, young people or adults are subjected to more than one form of abuse at any one time.

Physical abuse:

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.

- Unexplained injury or injury that is not consistent with the explanation given
- Unexplained fractures/repeated admissions to hospital
- Flinching when approached/being unwilling to cooperate with personal care
- Bruising suggesting systematic injury, in the shape of objects or finger marks

Adult abuse or maltreatment is:

All forms of:

- physical abuse
- sexual abuse
- emotional or psychological abuse
- financial or material abuse
- self-neglect or acts of omission
- neglect by others
- institutional abuse
- discriminatory abuse

Abuse may consist of a single act or repeated acts. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it

Child abuse or maltreatment is:

All forms of:

- physical ill treatment
- sexual abuse
- emotional ill treatment
- neglect
- discriminatory abuse

Abuse may consist of actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power

Sexual abuse:

Forcing or enticing a person to take part in sexual activities, whether or not they are aware of or consent to what is happening. May involve penetrative or non-penetrative contact including looking at or being involved in pornography or prostitution

- Inappropriate sexual behaviour or knowledge for the person's age
- Promiscuity
- Sudden changes in behaviour
- Running away from home (children who go missing)
- Emotional withdrawal through lack of trust in adults
- Unexplained sources of money or 'gifts'
- Inappropriate sexually explicit drawings or stories
- Bedwetting or soiling
- Overeating or anorexia
- Sleep disturbances
- Secrets which cannot be told
- Substance/drug misuse

Financial abuse:

Theft, fraud, exploitation, pressure in connection with wills or property and the misappropriation of property or benefits. It also includes the withholding of money or the unauthorised or improper use of a person's money or property. Staff borrowing money or objects from a service user is also considered financial abuse.

- Lack of money, especially after benefit day
- Inadequately explained withdrawals from accounts
- Disparity between assets/income and living conditions
- Disappearance of bank statements, other documents or valuables
- Loans or credit being taken out

Emotional or psychological abuse:

Includes threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), and isolation or withdrawal from services or support explained injury or injury that is not consistent with the explanation given

- Untypical ambivalence, deference, passivity, resignation
- Person appears anxious or withdrawn, especially in the presence of the alleged abuser
- Person exhibits low self-esteem
- Untypical changes in behaviour (e.g. continence problems, sleep disturbance)

Discriminatory neglect:

May be a factor within any of the other categories of abuse and is motivated by oppressive and discriminatory attitudes towards a person based on their disability, race, gender, religion or belief, cultural background, sexual orientation or appearance

- Unequal treatment
- Verbal abuse
- Inappropriate use of language
- Slurs
- Harassment
- Deliberate exclusion
- Assumptions made based on stereotypical ideas held about one aspect of a person

Neglect:

Self-neglect and neglect by others can be characterised as not responding to a person's basic needs. Those who self-neglect often live in extreme conditions of squalor and can have a tendency to hoard

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

It is important to remember that people will exhibit some of these signs and indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. If a member of staff suspects that a child should be in school and is playing truant they should contact the Access to Education Team (see Appendix I). For more information on missing children go to: <https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/interagency-safeguarding-procedures>

11. Equality

Regard should always be given to a person's religion or belief. It should be noted that people with disabilities, migrant adults and children, unaccompanied asylum-seeking children (UASC), victims of trafficking, domestic abuse and bullying may have additional care needs and this should be remembered when considering the behavioural indicators. All people, regardless of background, should be given the same level of support and protection.

Additional guidance is available in the procedures manual for children in the WSCB at <https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/interagency-safeguarding-procedures> and in the policy and procedures manual for adults at <https://www.safeguardingwarwickshire.co.uk/images/downloads/WM-Adult-Safeguarding-PP-v1.pdf>

Remember: there may be other reasons that a person is exhibiting some of the signs and indicators. However, always talk to the Strategic Lead Safeguarding Officer, their deputy or one of the Officer Safeguarding Representatives (see page 5) if you have any concerns at all about any child, young person or adult.

12. Good practice for staff, Members and volunteers

Duty of care

It is possible to limit the situations where abuse of children, young people and adults with needs for care and support may occur, by promoting safe working practices to all staff, Members, volunteers and contractors.

The following basic guidelines will help safeguard children, young people and adults; our staff, members, volunteers and contractors; Warwick District Council and other concerned organisations. The guidelines aim to promote positive practice and are examples of the approach which should be taken by staff, Members, volunteers and contractors while working with children, young people and adults with needs for care and support.

Professional curiosity

Professional curiosity is the capacity and skill for proactive questioning and challenge, rather than making assumptions or professional optimism not based on assessment of history and current circumstances. Never be frightened to ask the obvious question and share concerns with colleagues or your supervisor. A fresh pair of eyes looking at a case can really help practitioners and organisations maintain good practice standards and develop a critical mindset.

Professional curiosity is much more likely if practitioners:

- are given good quality training to help them develop
- have access to good management, support and supervision so that they can reconsider challenging and potentially upsetting work with families
- have time to review the real life experience of children and families and undertake regular assessment to ensure new information and developments are reflected
- have the capacity to get to the root of what might have happened

Practitioners should always try to see all family members separately. However, when that is not possible and particularly when a victim (this could be an adult or a child) is not being allowed to be seen alone, professionals should also be alert to the following combination of signals:

- The victim waits for her/his partner to speak first
- The victim glances at their partner each time they speak, checking their reaction
- The victim smooths over any conflict
- Someone speaks for most of the time
- Someone sends clear signals to the victim, by eye / body movement, facial expression or verbally, to warn them
- Someone has a range of complaints about the victim, which they do not deny

Safe working practices

- When working with children and adults with needs for care and support, avoid situations where you and an individual are alone and unobserved
- Children or young people should never be left unattended. For example, it is the responsibility of parents/carers to supervise any children in their care when they are visiting the Council offices, or when any member of staff, elected Member, volunteer or contractor is carrying out a home visit
- Children and adults with needs for care and support have the right to privacy, respect and dignity. Respect the individual and provide a safe and positive environment
- If supervision in changing rooms or similar environments is required, ensure staff work in pairs and never enter opposite sex changing rooms
- With mixed groups, supervision should be by a male and female member of staff, where possible.

- Staff, Members and volunteers must:
 - respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity
 - place the well-being and safety of the child or young person above the development of performance
 - feel confident to report concerns or worries about other staff members, Members or volunteers to the Strategic Lead Safeguarding Officer. If they are not available on the same working day staff should report to the Deputy Lead Safeguarding Officer. A written account of the report should be sent to safeguarding@warwickdc.gov.uk

It is **not** good practice for staff, Members, volunteers or contractors to:

- take children or adults with needs for care and support alone on a car journey, however short
- take them to your home where they will be alone with you
- arrange to meet them outside an organised activity or service
- agree to 'look after' or be left in sole charge of them, even for short periods of time, during the course of your duties

Staff, Members and volunteers should **never**:

- engage in rough physical games including horseplay
- engage in sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children or adults to use inappropriate language unchallenged, or use it yourself
- make sexually suggestive comments about or to a child or adult, even in fun
- let any allegation a child or adult makes be ignored or go unrecorded
- do things of a personal nature for children or adults that they can do for themselves, e.g. assist with changing
- enter areas designated only for the opposite sex without appropriate warning (e.g. cleaning staff for toilets etc)
- take a child or adult to the toilet, unless this is an emergency and a second, same-sex member of staff is present
- use a mobile phone, camera or other recording device in any changing area or other single sex location such as toilets - exceptions to this may arise, for example, where a photographic record of vandalism to a changing room is required. In such circumstances customers should be temporarily excluded from the location

If you have any concerns that a child or young person is at risk of significant harm or, that through early intervention agencies working together could offer help or support please follow the Child Safeguarding Procedures at

<https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/interagency-safeguarding-procedures>

If you have any concerns that an adult with needs for support and care is experiencing or at risk of abuse or neglect please follow the Adult Safeguarding Procedures at

<https://www.safeguardingwarwickshire.co.uk/images/downloads/WM-Adult-Safeguarding-PP-v1.pdf>

Additional procedures are also available separately for cases of suspected or actual domestic abuse

13. Good practice for Warwick District Council

The role of the authority

It is important that all reasonable steps are taken by Warwick District Council to ensure that unsuitable people are prevented from working with children or adults with needs of care and support.

Use of contractors

Warwick District Council and its staff, Members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately.

Any contractor or sub-contractor, engaged by the Council in areas where workers are likely to come into contact with children or adults with needs of care and support, should have its own equivalent safeguarding policy. Failing this, it must demonstrate that they will comply with the terms of this policy.

Where there is potential for contact with children or adults with needs of care and support, it is the responsibility of the manager who is using the services of the contractor to check that a policy is in place and any necessary Disclosure and Barring Service checks have been satisfactorily completed.

Recruitment and selection of staff where working or having contact with children and adults with needs for care and support is a requirement of the job

All Warwick District Council staff will be appointed in line with the Council's recruitment and selection policies and procedures to ensure that all necessary checks are carried out on individuals expected to work with children and adults with needs for care and support.

Pre-selection checks must include the following:

- completion of an application form including a self-disclosure about criminal records
- where appropriate, consent to obtain information from the Disclosure and Barring Service in order to assess an applicant's suitability to work with children and adults with needs for care and support in accordance with legislation
- receipt of two references in accordance with WDC recruitment and selection procedures
- confirmation of qualifications
- confirmation of identity

In line with the Council's recruitment and selection policy, Disclosure and Barring Service (DBS) checks will be carried out on all staff involved in 'Regulated Activity' relating to children and adults with needs for care and support. Guidance for managers is available from HR.

Supervision and appraisal

All staff and volunteers work more effectively when they are well informed, trained and supported. Line managers should be sensitive to any concerns about abuse, act on them at an early stage and offer support to those who report it. It is the responsibility of line managers to monitor good practice. This can be done in a number of ways:

- direct observation of the activity or service
- staff appraisals, one-to-one meetings, mentoring and providing feedback on performance
- participant feedback on the activities or services

All staff working with or having regular contact with children, young people and adults with needs for care and support should have safeguarding as a standing item on the agenda for their one-to-one meetings.

14. Induction and training

It is important that the recruitment and selection process is followed up by relevant induction and training in order to further protect children, young people and adults with needs for care and support from possible abuse. Appropriate training will enable individuals to recognise

their responsibilities with regard to their own good practice and the reporting of suspected poor practice and concerns or allegations of abuse. The induction and training will include:

- who the Safeguarding Officers are
- why safeguarding children, young people and adults is the responsibility of all staff
- basic awareness of the signs and indicators of abuse and an understanding of their responsibility to act swiftly and sensitively when concerns arise
- the procedures they need to follow in response to any concerns that they have
- the information and guidance that is available to them in respect of safeguarding (including information of thresholds relating to Child in Need and Child Protection)
- line managers ensuring that this policy document and its associated procedures is read and understood by all new and existing staff and volunteers. Updates to this policy will be distributed to all staff. Anyone without a computer will be provided with a hard copy
- clarification of the job expectations, roles and responsibilities (e.g. through a formal or informal work programme objectives)
- safeguarding procedures explained and training needs established

A training and skills development record will be kept and monitored by the Learning and Development Officer to ensure that training is undertaken and refreshed as necessary by appropriate staff across the Council.

An example of training requirements for staff, volunteers and elected members can be found at appendix G.

15. Whistleblowing

Staff are advised to follow the Council's Whistleblowing policy.

<https://intranet.warwickdc.gov.uk/sites/finance/AuditAndRisk/Pages/Whistleblowing.aspx>

If the issue for whistleblowing involves a safeguarding issue officers should report the issue through the Strategic Lead Safeguarding Officer (see Appendix I) who will ensure that the safeguarding procedures are adhered to and the Warwickshire County Council Local Authority Designated Officer (LADO) is informed, if appropriate. For more information

<https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-am-a-parent-carer/information-for-parents/allegations-against-people-who-work-with-children-young-people>

Professionals can also raise concerns anonymously over how child protection issues are being handled by contacting the NSPCC whistleblowing advice line on 0800 028 0285 or help@nspcc.org.uk

16. Monitoring and review

This policy will be reviewed on an annual basis, and updated where appropriate. However, if a weakness is identified in procedures or national guidelines alter the policy, it will be reviewed and revised immediately.

Any amendments to national or local guidelines and legislation will be recorded within the policy and signed off by the Member Safeguarding Champions. Staff, Members and volunteers will be notified of any changes to the policy.

Child Sexual Exploitation

A1. What is Child Sexual Exploitation (CSE)?

"Child sexual exploitation is a form of child 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 in exchange for something the victim needs or wants, and/or 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". DoE CSE Feb 2017

A2. Understanding grooming

Sexual exploitation often involves a grooming stage. Grooming describes the variety of methods used to manipulate and control victims including:

- the giving of gifts or presents
- the giving of rewards – like mobile phone top-ups or games credits
- false promises of love and/or affection
- the supply of alcohol and/or drugs

It is very common for the grooming of children and young people to take place online. Children and young people can make themselves vulnerable through their online activities and abusers are quick to exploit this. Victims may have been persuaded or coerced into posting indecent images or performing sexual acts on a webcam. Online grooming can also progress to meeting face-to-face.

The early stages of the grooming process can be an exciting time for a child or young person, particularly if they are given high status gifts or are taken to parties, pubs, or clubs that they wouldn't normally get into.

Grooming is a way of developing an exclusive bond with the victim. Adolescents are particularly vulnerable to grooming where the abuser deceptively constructs a connection between sought after love or affection. As a result, the child or young person will believe that this person is actually their boyfriend or girlfriend.

A3. The impact of sexual exploitation on children and families

As a result of the grooming process children and young people will rarely recognise the coercive and abusive nature of the relationship they are involved in and will often prioritise their attachment or loyalty to the offender over their own safety.

The perpetrators of sexual exploitation are not only very skilled at driving a wedge between a child and their family but will also isolate them from their usual friends and support networks.

Sexually-exploited children also suffer physical, psychological, behavioural, and attitudinal changes, all of which present severe challenges to their parents and carers.

While there is evidence that an unstable home life can increase the vulnerability of child sexual exploitation, the grooming process can bring chaos to a previously stable household.

PACE (Parents Against Child sexual Exploitation) is the leading national charity working with parents and carers whose children are being sexually exploited. For more information go to <https://paceuk.info/>

A4. CSE guidance and risk assessment

The WSCB has produced a CSE risk assessment framework

<https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/child-sexual-exploitation-cse-missing-trafficking> which should be used by staff, in consultation with their manager, the Strategic Lead Safeguarding Officer or Deputy (see pages 4 & 5) where there is a suspicion that a child may be subject to sexual exploitation. It can also be used by any professional who is working with a child or young person and has concerns that they may be at risk from, or experiencing, sexual exploitation.

Use of the CSE risk assessment framework does not override immediate safeguarding duties, including calling 999 if a child is felt to be at immediate risk or following other reporting procedures set out in the Safeguarding Children Procedures.

A child or young person may not recognise the level of risk or harm that they are exposed to. It is, therefore, particularly important that we exercise judgment when assessing a child or young person's circumstances.

The framework supports professionals in considering the vulnerability of a child or young person alongside any evidence of exploitative situations and relationships in order to reach a judgment of risk. It also provides further information about child sexual exploitation and links to specialist organisations and resources that can help to support professional practice.

A5. MASH

In Warwickshire, the MASH (Multi-Agency Safeguarding Hub) provides a multi-agency response to CSE, taking the lead in the identification, prevention, investigation, and prosecution of cases across the county. MASH is a partnership between Warwickshire County Council, Warwickshire Police, NHS and other key partners.

Contact details for MASH

01926 414144 (Monday-Thursday 8.30am -5.30pm, Friday 8.30am-5pm) 01926 886922 (out of hours) mash@warwickshire.gov.uk

When assessing the risk of CSE, remember that:

- boys and girls are equally vulnerable to being victims of child sexual exploitation.
- coercers and perpetrators are usually adults, of either gender, in a position of power, but can be other children and young people.
- young people may exchange or sell sex as a result of constrained choices such as poverty, isolation and historic abuse.
- parents/carers may be involved in the sexual exploitation of their children, or fail to prevent/protect from it.
- groups of children and young people and multiple perpetrators may be involved.
- no child under 13 years or with a learning disability will be assessed as low risk if their behaviours indicate involvement in CSE.
- children and young people with additional needs, up to and including those aged 24 years require special consideration.
- disclosure of information may take time and evident risks may only emerge during on-going assessment, support and interventions with the young person and/or their family.

Please follow the Safeguarding Children Procedures

<https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/child-sexual-exploitation-cse-missing-trafficking> if you have any concerns that a child or young person is at risk of sexual exploitation.

If the information is situational or premises related (non-victim related) it should be reported to cse.east@warwickshire.pnn.police.uk

Cultural Abuse

B1. Honour-based violence

Honour-based violence is a crime, and referring to the police must always be considered. It has or may have been committed when families feel that dishonour has been brought to them. The victims and the violence is often committed with a degree of collusion from family members and the community.

Many victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help.

Referrals that may indicate honour-based violence include domestic violence (see Appendix C for more information), concerns about forced marriage (see below for more information) enforced house arrest and missing persons reports.

B2. Female genital mutilation (FGM)

FGM involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefit for girls and women. The Female Genital Mutilation Act was introduced in 2003 and came into effect in March 2004. The Act makes it illegal to practice FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM, whether or not it is lawful in another country. It also makes it illegal to aid, abet, counsel or procure the carrying out of FGM abroad.

B3. Forced marriage

Forced marriage is a term used to describe a marriage in which one or both of the parties is married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of their parents or a third party in identifying a spouse. In a situation where there is concern that an adult at risk is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the safeguarding adults process. In this case, action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken.

Please follow the appropriate **safeguarding procedures** if you have a concern that a child, young person or adult is the victim of cultural abuse.

DOMESTIC ABUSE

C1. What is domestic abuse?

The Home Office definition of domestic violence and abuse is:

'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over by someone who is or has been an intimate partner or family member, regardless of gender or sexuality.'

C2. Recognising domestic abuse

Domestic abuse is usually hidden in the early stages but may become more obvious as it escalates. Victims may deny the abuse for fear of their abuser finding out that it has been noticed or discussed. The following is a guide and not an exhaustive list:

Psychological/emotional abuse

Intimidation and threats, social isolation, verbal abuse, humiliation, constant criticism, enforced trivial routines, marked over intrusiveness.

Insults, name-calling, swearing, criticising, treating person as inferior, undermining confidence, eroding independence, isolating from friends and family, intimidating, threatening to harm children or take them away, threatening suicide, forced marriage.

Physical violence

Slapping, pushing, kicking, stabbing, damage to property or items of sentimental value, attempted murder or murder. Shaking, punching, finger or bite marks, starving, tying up, suffocating, throwing things, using objects as weapons, female genital mutilation, honour violence. Physical evidence is often on areas of the body that are covered.

Physical restriction of freedom includes controlling who the parent or child/children see or where they go, what they wear or do, stalking, imprisonment, forced marriage.

Sexual violence

Any non-consensual sexual activity including: rape, sexual assault, sexual exploitation, refusing safer sex or human trafficking.

Forced prostitution, ignoring religious prohibitions about sex, sexual insults, evidence of sexually transmitted diseases, preventing breastfeeding.

Financial abuse

Stealing, depriving or taking control of money, running up debts, withholding benefits books or bank cards.

Stopping the person work/study, denying access to money, making them beg, gambling, not paying bills.

Controlling behaviour is defined as:

'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.'

Coercive behaviour is defined as:

'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.'

Threatening behaviour includes threats of violence, threats of suicide or threats to take the children from the abused person.

C3. Domestic abuse is more than just an argument. It is rarely an isolated incident; it is usually an ongoing pattern which escalates over time, becoming more destructive and even life-threatening. Different types of abuse may occur at different times or in combination: some are criminal acts and all are emotionally damaging for the victim and their family, including children who may witness this.

C4. Who experiences domestic abuse?

The scale of domestic abuse is hard to quantify. It happens largely behind closed doors. Victims are too frightened or embarrassed to report what is happening or do not trust that they will be believed or safeguarded after their disclosure. Nationally:

- 1 million women experience at least one incident of domestic abuse each year
- 1 in 10 men report they have experienced domestic abuse
- At least 750,000 children each year witness domestic abuse

Domestic abuse affects people of all ages, social background, gender, religion, sexual preference or ethnicity, in a range of relationships: married, separated, divorced, living together, dating, heterosexual, gay or lesbian, and includes child on parent abuse and elder abuse. Domestic abuse that causes serious physical injury is mainly committed by men against women. Male victims of domestic abuse may find it harder to seek help. Domestic abuse affects children who witness the abuse and may require safeguarding action to be taken.

C5. Why do people stay in abusive relationships?

People stay in abusive relationships for many reasons, some of which are set out below. This is not an exhaustive list.

Fear of further violence: leaving may end the relationship, but may not end the abuse. Many victims are tracked down and further abused when they leave, often for months afterwards. About half of all women murdered by their partners had left or were in the process of leaving when they were killed.

Lack of knowledge and access to help: many victims don't know how to use their legal and housing rights. Even if they are aware, some have problems due to language difficulties, poor service from service providers, access issues if they live in isolated areas or a lack of funds.

Economic dependence: a victim who works may lose their job if they need time off work, move too far away or stay off work in order not to be tracked down. For others, becoming a single parent may mean working is no longer possible. Others may face months of legal processes over property and financial matters.

Staying because of the children: many victims think they should stay with their partner for the sake of their children.

Hope/optimism: hoping or believing that things will get better, especially at the outset and if there are settled periods.

Social isolation: most victims of domestic abuse are isolated either because their partners have deliberately cut them off from the support of family and friends, or because they are too ashamed or afraid to tell anyone. Sometimes, when they have told someone, their response has been unhelpful.

Emotional dependence: a commitment to the relationship and the abuser despite the abuse, fear of being alone or a feeling of responsibility for the abuser.

Conflicting feelings: a changing mixture of feelings (fear, shame, guilt, bewilderment) depending on the circumstances on any particular day.

Lack of confidence: lack of self-esteem or confidence in themselves or their ability to survive alone. They may believe there are no other options.

Cultural reasons: victims and abusers may have been brought up to believe that their fulfilment comes from being a husband/wife and mother/father or that divorce is wrong. Some may be encouraged to stay by family members or religious leaders.

Never judge a person for leaving or not leaving an abusive relationship

C6. Who are the perpetrators of domestic abuse?

There is no typical perpetrator but there are some common characteristics:

- Many abusers suffer low self-esteem. Their sense of identity is often tied to their partner. If they feel they are losing their partner through separation, divorce, or pregnancy (fearing the mother's love for the child will replace her love for them), they may lash out.
- If victims leave, the abuser may feel they are losing their control and self-identity. Abusers will often do anything to keep or regain control over the victim. Victims are at high risk during separation or divorce proceedings. The abuse often escalates and victims may need to physically leave to survive.
- Abusers may be perceived as out of control and unpredictable but the opposite is often true. Use of psychological, emotional and physical abuse, mixed with periods of respite, love and happiness are deliberate coercive tools used to secure submission. Police officers report attending the scene of a violent incident, finding a harmed victim and a composed perpetrator behaving as if nothing had occurred. Abusers may violently assault, then immediately express regret, buying gifts to win forgiveness. This creates confusion for victims, especially when abusers promise never to harm them again or to seek help. Such promises may be made to prevent victims leaving and, without help, the abuse usually recurs. Victims can often predict exactly when abuse will erupt.
- Victims often describe perpetrators as Jekyll and Hyde, reporting dramatic mood swings: they are loving one minute and cruel the next. They are often seen by those outside the home as generous, caring and good, behaving very differently in their home environment.

If you have any concerns that a person may be at risk from domestic abuse – either directly or indirectly (in the case of children and young people) please follow the domestic abuse procedures in separate procedure document.

Mobile families

D1. Introduction

Families who experience frequent changes of address and/or are placed in temporary accommodation can be subject to particularly transient lifestyles. They are likely to lose contact with previous support networks and may become disengaged from services. Frequent movers can find it difficult to access the services they need. For those already socially excluded, moving frequently can worsen the effects of their exclusion.

Children and families who move most frequently between local authorities are homeless families, asylum seekers and refugees, gypsy and traveller families, looked after children, people in the criminal justice system, and families experiencing domestic violence. However, it must be remembered that other families that move frequently may not fit into those categories. It is important to note that some families move deliberately in order to avoid professionals from discovering abuse within the family and will access multiple services in order to avoid individual professionals building a picture of the family. It is equally important to note that not all families that move frequently are doing so to avoid professional scrutiny and in fact some families just like to move. However, this does not mean that frequent moves do not have a detrimental effect on children and young people, particularly in relation to feelings of social isolation and lack of educational consistency.

It is vital that services working with children maintain an awareness of how easily information and networks can be lost during moves. Effective systems must be put in place and robust action taken to ensure that as soon as such highly mobile families are identified, appropriate multi-agency planning is put in place for vulnerable children including unborn babies. Local authorities, the police, education, housing and the health service, and all associated agencies have a specific 'duty to co-operate' in the exercise of functions relevant to care and support, including those to protect adults, and to ensure better outcomes and to improve the well-being of adults with needs for care and support and the welfare of children, including children who move frequently.

D2. Identifying risk

When families move frequently it is more difficult for us to identify risks and monitor an individual's welfare. Staff, volunteers and Members should be alert to the possibility that a child or family that has moved may not be in receipt of universal services. Professionals who come into contact with a family should endeavour to proactively engage with the family in order to link them into local universal services, e.g:

- Seeking information about the child / family (full names, dates of birth, previous address, GP's name, if attending any school etc.)
- Providing information about relevant services
- Following up to ensure that the family has managed to make contact and register with a local GP, school and other relevant services to which the child is entitled
- Engaging appropriately with relevant agencies regarding any concerns which emerge

A number of national serious case reviews identify that a risk factor to children is due to them not being known to universal services.

The following circumstances associated with children and families moving across district authority boundaries are a cause for concern:

- A child and family, or pregnant woman, not being registered with a GP
- A child not having a school place or whose attendance is irregular and who isn't being electively home educated
- A child or family having no fixed abode (e.g. living temporarily with friends or relatives)
- Several agencies holding information about the child and family, which is not co-ordinated and / or which has not followed the child or family (i.e. information which is missing or has gaps)

D3. Responsibilities

Although all agencies can play a role in identifying mobile families and subsequently the signals that may cause concern, it is acknowledged that some agencies will be more likely to identify transient families. These are health professionals, schools, housing authorities, Children's Services and Department for Work and Pensions. Our own housing teams work within specific procedures and practices in relation to transfers in and out of their service, either within or outside the county or district.

D4. Social housing

Social housing has a very broad remit and is different depending on district, and varies further with landlord functions. In Warwickshire, each district council has the responsibility for delivering housing advice, homelessness prevention and statutory homeless services. Warwick District Council is also responsible for allocations of tenancies and general landlord functions. General professional curiosity should be applied in the context of a housing register application disclosing multiple addresses of short stays with different friends and/or family members, or not disclosing details of universal providers working with the applicant. If a member of staff identifies a household with a particularly high number of moves in relative short periods, or a reluctance to share required residency information, the Strategic Lead Safeguarding Officer should be informed to agree/determine next steps in line with our own safeguarding policies and procedures.

D5. Children's services

If a child is known to Children's services and has left the area or is about to leave the area on a Child In Need plan, a transfer will take place when the carer/parent has consented to information being shared and wants continuation of service from another local authority. If the carer/parent does not consent, or does not want a service from another local authority consideration shall be given to whether the discontinuation of the child's plan will result in safeguarding issues. In these circumstances a referral will be still be made to the other local authority. The social worker will also send a letter notifying the GP, Health Visitor, school and any other agencies involved with details of the move, including the date and new address. This should be sent in all circumstances for both planned or unplanned moves.

On establishing that the child is moving or has moved out of the county and that child is on a child protection plan, the social worker will make immediate telephone contact with the new authority. This is to exchange information regarding reasons for the original child protection plan, current level of concern and date of last visit. The Warwickshire Social Worker has responsibility for taking any immediate action necessary to safeguard the health or welfare of the child; informing Children's Social Care in the new authority, and establishing temporary arrangements for case responsibility; ensuring that all Warwickshire agencies involved are aware of the move and that they are taking responsibility where relevant for informing their equivalent agency in the new authority; informing the Designated Manager of Children's Services in the Safeguarding Unit (Warwickshire); who will inform the Designated Manager in the receiving authority and send initial and most recent child protection conference minutes; attending and/or providing relevant information for the child protection conference in the receiving authority.

More information can be found about mobile families and children who are subject to cross-border issues at

https://www.proceduresonline.com/covandwarksscb/files/ch_move_la_bound.pdf

D6. What do you need to do?

Staff, volunteers and Members should follow our safeguarding procedures.

If your concern is in relation to an unborn child then you should follow the WSCB guidance at

http://www.proceduresonline.com/covandwarksscb/p_pre_birth.html

Modern Slavery and Human Trafficking

E1. Human trafficking and modern slavery

Human trafficking is a global crime which affects individuals and businesses worldwide.

Men, women and children are exploited from all over the world and, in the UK alone, potential victims have been identified from over 90 different countries.

The definition of human trafficking is taken from the Palermo Protocol and is identified as:

"The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of 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".

Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs".

Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse and inhumane treatment.

E2. Indicators that someone may be a trafficking victim

Victims are trafficked all over the world for little or no money, including to and within the UK. There is no typical victim of human trafficking or slavery. Some victims don't understand they have been exploited and are entitled to help and support. Victims are often trafficked to a foreign country where they cannot speak the language, have their travel and identity documents removed and are told that if they try to attempt to escape, they or their families will be harmed.

Key indicators of trafficking include:

- Is the person in possession of their own passport, identification or travel documents? Are these documents in possession of someone else?
- Does the person act as if they were instructed or coached by someone else? Do they allow others to speak for them when spoken to directly?
- Was the person recruited for one purpose and forced to engage in some other job? Have transport costs been paid for by facilitators, whom they must pay back through working or providing services?
- Does the person receive little or no payment for their work? Is someone else in control of their earnings?
- Does the victim have freedom of movement? Are they dropped off and collected from work?
- Is the person withdrawn or do they appear frightened?
- Has the person or their family been threatened with harm if they attempt to escape?
- Is the person under the impression they are bonded by debt, or in a situation of dependence?
- Has the person been physically or emotionally harmed or deprived of food, water, sleep, medical care or other life necessities?

- Can the person freely contact friends or family? Do they have limited social interaction or contact with people outside their immediate environment?

This list is not exhaustive. Remember, a person may display a number of the trafficking indicators set out above but they may not necessarily be a victim of trafficking. You may build up a picture of a person's circumstances, which may indicate that something is not quite right. If you have a suspicion, report it.

From 1 November 2015, specified public authorities, including district councils, have a duty to notify the Home Office of any individual encountered in England and Wales who they believe is a suspected victim of slavery or human trafficking.

The duty is intended to gather statistics and help build a more comprehensive picture of the nature and scale of modern slavery.

E3. What should you do if you suspect someone is being trafficked or is the victim of modern slavery?

Certain public bodies such as local authorities and chief officers of police have a statutory duty to refer. There is a national framework to assist in the formal identification and help to coordinate the referral of victims to appropriate services, known as the National Referral Mechanism (NRM). In England and Wales, only designated first responders can refer cases to the NRM.

If you think someone is in immediate danger call the police on 999.

You can phone the Modern Slavery helpline on 0800 0121 700.

The Salvation Army also has a 24/7 confidential referral hotline on 0300 303 8151 for potential adult victims of trafficking or to receive advice.

For potential child victims of trafficking or if your concern is situational or premises-related (non-victim related), please contact the Strategic Lead Safeguarding Officer or Deputy (see Appendix I).

Not all victims may want to be rescued and there may be instances where reporting a suspected trafficking case puts the potential victim at risk. Consent from an adult victim of trafficking/modern slavery should always be obtained except where a person is in immediate danger.

Find more information at

<https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/i-work-with-adults/modern-slavery-and-human-trafficking>

PREVENT and Channel

Safeguarding vulnerable individuals from violent extremism

F1. PREVENT

Prevent is one of the key strands of the Government's counter-terrorism strategy.

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming radicalised, extremists, terrorists or supporting terrorism. The introduction of the Counter-Terrorism and Security Act in 2015 placed a duty on us as a local authority in all our functions to have "due regard to the need to prevent people from being drawn into terrorism".

The 2011 Prevent strategy has three specific objectives:

- Respond to the ideological challenge of terrorism and the threat we face from those who promote it
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation that we need to address. It is set up to challenge all forms of terrorism, including far right, far left and religious extremists. It defines extremism as "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs".

Prevent operates in the pre-criminal space, providing support and re-direction to vulnerable individuals at risk of being groomed into terrorist activities before any crimes are committed. Radicalisation could be comparable to other forms of exploitation, harm and abuse. It is therefore considered a safeguarding issue and thought of alongside the wider safeguarding agenda.

This means working with individuals who have not yet committed a crime but are vulnerable to radicalisation in whatever form that takes.

Prevent is not about spying on people or stigmatising them and their communities. It seeks to disrupt those who promote violent extremism and is about working with communities to identify individuals who may be susceptible to being drawn toward a path of violent extremism. The aim is to support such individuals to divert them away from violent extremism before they commit any criminal acts. It does this through a process called Channel (for more information see section F3 of this appendix).

In complying with the duty, we are expected to ensure that our venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This includes considering whether IT equipment available to the general public should use filtering solutions that limit access to terrorist and extremist material.

We are further expected to ensure that organisations that work with us are not engaged in any extremist views and, where appropriate, to take the opportunity when new contracts for the delivery of our services are being made, to ensure that the principles of the duty are written in to those contracts in a suitable form.

The Prevent strategy in Warwickshire aims to help local authorities, police, community safety partnerships and other partners and partnerships to develop and implement effective actions, which will make their communities safer. This will reduce the risk from terrorism and violent extremism, so that the people of Warwickshire can go about their business freely and with confidence.

Find more information at <https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/i-work-with-adults/prevent-in-warwickshire>

F2. Who is vulnerable to radicalisation?

There is no single indicator that we can use to help show who is vulnerable to being drawn into any form of extremism. Here, however, are some of the factors associated with a person who becomes vulnerable to it. The information shown below is taken from "Let's Talk About It" which is an initiative designed to provide practical help and guidance in order to stop people becoming terrorists or supporting terrorism <https://www.ltai.info/>

Susceptibility to indoctrination

People can often become drawn to principles and ideologies held by others and some are particularly susceptible to this type of control.

Such individuals may be lacking moral role models in their lives, or be experiencing a lack of access to proper education or balanced arguments that can enhance their sensitivity to this form of manipulation.

These ideologies may be shared through local 'teachers', national groups and often on the Internet. Individuals are attracted to those with such perceived authority and knowledge through particular methods of indoctrination. Radicalisers use normal social processes of influence when trying to persuade vulnerable people towards their beliefs. There's no magic formula or secret skill. The difference is they use it to potentially extreme effect.

Social networks

We trust those closest to us and can be influenced by those we trust. We tend to share the same beliefs as our peers and often will not question the motives of those we love and respect. It can be easy to follow the same ideals and it's comfortable to share the same way of thinking – even when that thinking may be misguided.

For many, friendship networks and gangs are clearly significant particularly for young people. There may be reason to believe that people are associating with others known to be involved in extremism - either because they associate directly with known individuals and close friends or because they frequent key locations where these individuals are known to operate.

There may be evidence that a significant person in the individual's life has extremist views or sympathies and they may be exposed to extremist material through these close connections.

A need for identity, meaning and belonging

It may be that an individual has encountered peer, social, family or faith group rejection or isolation. They may choose to tackle feelings of resulting low self-esteem or loneliness by exploring new groups and cultures.

They may be searching for answers to questions about identity and faith and experiencing a need to belong and feel a part of something.

Individuals may be distanced from their cultural/religious heritage and feel uncomfortable with their place in the society around them. These individuals may show signs of disassociating from existing friendship group and becoming involved with a new and different group of friends.

Opportunistic involvement

People may be presented unexpectedly with an opportunity to become involved with groups or individuals they may not otherwise associate with. They may be taken by surprise by 'psychological hooks' that quickly take hold.

They may see an opportunity to personally benefit from a situation and subsequently and unknowingly be lead down a path of radicalisation that they do not fully appreciate or understand.

During that process people may sometimes pass through a phase of holding extremist but not violent views, before reaching a position where they are prepared to pursue damaging actions.

Being at a transitional time of life

A transitional stage in life can be anything from moving to a new area or country, ending or starting a new relationship, starting or graduating from college or university, changing jobs, recovering from an illness or a number of other situations which can leave people questioning 'what's next?'

Personal crises, significant life events such as loss or bereavement or major situational changes like homelessness or poverty can leave individuals questioning their identity and seeking new meaning.

Being influenced or controlled by a group

Organisations intent on radicalising others can have an incredibly powerful and dominating effect on individuals.

People may choose to follow certain groups to earn credit amongst their peers or with those they perceive to be in an authoritative position/a group leader or head. They may not initially be aware of the group's true intentions or fully understand the extent of the beliefs held.

Leaders and members that hold strong beliefs can use their power and influence to induce guilt, shame and a sense of duty in the wider group. Individuals who show allegiance can be left with feelings of obligation, a need to fit in, a duty to comply or to 'keep the peace' and may have concerns around their own self-perception, worried about what others will think of them if they disagree or fail to conform.

F3. CHANNEL

Channel forms a key part of the Prevent strategy. The process is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism.

Channel uses existing collaboration between local authorities, statutory partners, the police and the local community to:

- identify individuals at risk of being drawn into terrorism
- assess the nature and extent of that risk
- develop the most appropriate support plan for the individuals concerned

Channel is about safeguarding children, young people and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality occurs.

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism/extremism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal, terrorist-related, activity.

If you have concerns that someone is promoting terrorism or violent extremism, or about someone who is vulnerable to being drawn into such activity, you should report this. If you need further advice you can contact prevent@warwickshireandwestmerica.pnn.police.uk

Find more information at <https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/i-work-with-adults/prevent-in-warwickshire>

A Channel referral form can be found at: <https://safeinwarwickshire.com/prevent/> to be completed by the Prevent Lead or Deputy Prevent Officer in their absence when concerns are identified. This should be emailed to prevent@warwickshireandwestmerica.pnn.police.uk and a copy sent to safeguarding@warwickdc.gov.uk

APPENDIX G

TRAINING AND DEVELOPMENT FRAMEWORK

All staff, councillors, volunteers, key contractors and consultants need to be able to recognise and respond to possible safeguarding issues. The level of training needed by each person is determined by their role, their level of contact with vulnerable adults and their role in managing or supervising others.

This is an example framework, to be finalised.

Tier	Definition of grouping	Who sits within the group? tbc
0	This group will have a general responsibility to contribute to safeguarding individuals.	
1	This group will undertake roles that have a responsibility to contribute to safeguarding individuals but do not have specific organisational responsibility or statutory authority to intervene.	
2	This group has considerable professional and organisational responsibility for safeguarding individuals. They have to be able to act on concerns and contribute appropriately. They need to work within an inter-or multi-agency context. All frontline managers, including staff who may act as the senior staff on duty, manage or supervise staff providing services directly to the public.	
3	This group is responsible for ensuring that the management and delivery of safeguarding duties is effective and efficient. They have oversight of the development of systems, policies and procedures in the organisation to facilitate good working partnerships with allied agencies to ensure consistency in approach and quality of service.	
4	This group is responsible for ensuring the organisation is, at all levels, fully committed to safeguarding and has in place appropriate systems and resources to support this work in an intra and inter-agency context.	

Staff training: Individual staff will register for and complete the required training during the timeframe identified by the Strategic Lead Safeguarding Officer in consultation with the individual's line manager. Staff will provide copies of certificates of completion to HR to record. All new staff will have an awareness of safeguarding, as a minimum requirement, as part of their initial induction. They should complete the required level of safeguarding training within an appropriate timeframe after starting, considering the nature of their role. Those involved in recruitment will need to complete additional training.

Councillor training: All Councillors will be required to complete safeguarding training as a mandatory part of the Councillor induction programme after an election and on appointment at a by-election. Face-to-face briefings will be provided in relation safeguarding generally and into Warwick District Council's specific policy and procedures.

E-learning

to be updated

Face to face training

All staff without IT access will need to attend safeguarding briefing sessions which will cover general safeguarding principles, personal responsibilities and who to contact if they have concerns.

This is an example training framework, to be finalised.

Tier	Year 1	Year 2	Year 3	Year 4/5
0	Induction Training (WDC face-to-face) Basic awareness of safeguarding PREVENT	Training appropriate to the need of individual officer	Training appropriate to the need of individual officer	Training appropriate to the need of individual officer
1	Safeguarding Everyone Mental Capacity Act 2005 PREVENT	Awareness of Child Abuse and Neglect	As above	As above
2	Safeguarding Everyone – protecting children, young people and vulnerable adults Mental Capacity Act 2005 Awareness of Child Abuse and Neglect - Core Interagency Safeguarding Children and Young People (Relevant team leaders) Awareness of Domestic Violence and Abuse Inter-agency Safeguarding Adults (managers/team leaders) PREVENT	Mental Capacity Act Awareness Safeguarding Children from Abuse by Sexual Exploitation Multi-agency Domestic Abuse, Risk Assessment and MARAC Managing the Safeguarding at Risk Process Safer Recruitment	Mental Capacity Act – Application to Practice Safeguarding Children Refresher E learning courses and face to face	Lead Professional Role in Promoting a Child Centred Approach

3/4	Awareness of Child Abuse and Neglect – Core Safer Recruitment Inter-agency Safeguarding Children and Young People Inter-agency Safeguarding Adults Awareness of Domestic Violence and Abuse PREVENT	Managing the Safeguarding at Risk Process Safeguarding Adults for Managers Children and Young People who go missing Safeguarding Children from Abuse by Sexual Exploitation Child Sexual Exploitation	Safeguarding Children Refresher Introduction to FGM, Forced Marriage, Spirit Possession and HBV Trafficking, exploitation and modern slavery Multi-agency Domestic Abuse On Line Safety	Hidden harm– the effects of parental problem substance use on children Self-harm and suicidal thoughts in children and young people Working with hostile and un-cooperative parents A new approach to child poverty
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APPENDIX H

COUNTY LINES

County lines refers to a model used by criminal gangs, whereby urban gangs supply drugs to suburban areas and market and coastal towns. These gangs frequently recruit and exploit children and vulnerable adults to courier drugs and money.

In addition, some vulnerable adults have their homes taken over by the gangs (cuckooing) using force or coercion.

The Home Office has updated its County Lines guidance to support policing and other statutory frontline staff, particularly those who work with children, young people and vulnerable adults in identifying potential victims of this type of criminal exploitation. It sets out the signs to look for in potential victims, and what action staff should take so that potential victims get the support and help they need. The document supplements an organisation's existing safeguarding policies. The guidance is available here: https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines?utm_source=APACE&utm_medium=APACE&utm_campaign=County%20Lines&utm_term=County%20Lines%20guidance%20booklet&utm_content=County%20Lines%20guidance%20booklet

The Home Office is also raising awareness of county lines across a range of non-statutory sectors. These are:

- Private security sector:
- Licensed taxi and private hire company staff:
- Bus and coach company staff:
- Train operating company staff:
- Private landlords and letting agents:

For concerns about county lines please contact the Strategic Lead Safeguarding Officer or Deputy (see Appendix I).

APPENDIX I

Useful contacts

Warwick District Council

Strategic Lead Safeguarding Officer: Lisa Barker 01926 456043

Lisa.barker@warwickdc.gov.uk

Deputy Strategic Lead Safeguarding Officer Marianne Rolfe 01926 456700

Marianne.rolfe@warwickdc.gov.uk

Lead Prevent Officer: Marianne Rolfe 01926 456700 Marianne.rolfe@warwickdc.gov.uk

Deputy Prevent Officer: Pete Cutts 01926 456021 Pete.cutts@warwickdc.gov.uk

Officer safeguarding representatives

Housing Services:

James Baker 01926 456432 james.baker@warwickdc.gov.uk

Amanda Bennett 01926 456443 amanda.bennett@warwickdc.gov.uk

Simon Brooke 01926 456427 simon.brooke@warwickdc.gov.uk

Caroline Russell 01926 456411 caroline.russell@warwickdc.gov.uk

Jane Rostron 01926 456445 jane.rostron@warwickdc.gov.uk

Elaine Wallace 01926 456311 Elaine.wallace@warwickdc.gov.uk

Health and Community Protection:

Pete Cutts 01926 456021 pete.cutts@warwickdc.gov.uk

Julian Hill 01926 456010 julian.hill@warwickdc.gov.uk

Lorna Hudson 01926 456320 lorna.hudson@warwickdc.gov.uk

Cultural Services

Manoj Sonecha 01926 456221 Manoj.sonecha@warwickdc.gov.uk

Neighbourhood Services

Zoe Court 01926 456314 zoe.court@warwickdc.gov.uk

Finance

Andrea Wyatt, 01926 456831 andrea.wyatt@warwickdc.gov.uk

Member safeguarding champions

Councillor Judith Falp Judith.falp@warwickdc.gov.uk

Chair of Health scrutiny subcommittee-tbc

Warwickshire County Council

For children

01926 414144 MASH (Monday-Thursday 8.30am -5.30pm, Friday 8.30am-5pm)

01926 886922 (out of hours)

mash@warwickshire.gov.uk

Referrals to the Children's team should be made using the guidance available on the County Council's web-site: [www. https://www.safeguardingwarwickshire.co.uk/report-it](https://www.safeguardingwarwickshire.co.uk/report-it)

For adults

01926 412080 (8.45am to 5.15pm, (4.45pm Friday)

Phone 999 emergency or 101 non-emergency (Warwickshire Police)

adultreferrals@warwickshire.gov.uk

About a person in a position of trust

To Local Authority Designated Officer for Allegations (LADO)

Tel: 01926 743433 email: lado@warwickshire.gov.uk

To report a suspected truancy

01926 736323 Access to Education Team cme@warwickshire.gov.uk

Warwickshire Police: phone 999 emergency or 101 non-emergency

APPENDIX J

Change Log

Version	Amended by	Date	Change	Approved by:	Date	Communicated to staff and members