



Safeguarding Policy and Procedures

Appendices

- | | |
|---|--------------------------|
| 1. Safeguarding contacts | pages 1,2 & 3 |
| 2. Referral form | pages 4 & 5 |
| 3. Parental Consent form | Page 6 |
| 4. Photographic /Image guidance | Page 7 & 8 |
| 5. Photographic / Image consent form | Page 9 & 10 |
| 6. First Aid Guidance | Page 11 |
| 7. ICT – Professional Responsibilities | Page 12 |

For those working with children and young people

- | | |
|--|----------------|
| 8. Template for minimum standards | Page 13 |
|--|----------------|

Appendix 1

Safeguarding contacts

Designated Lead Safeguarding Officers:	Telephone/ Ext
<u>Children and Young People</u>	
Julie Still, Group Manager – Resident Services Julie.still@dacorum.gov.uk	01442 228453 / 2453
Nicola Bryant, ASB Team Leader Nicola.bryant@dacorum.gov.uk	01442 228377/ 2377

Adults at Risk

Oliver Jackson, Team Leader, Supported Housing Oliver.jackson@dacoru.gov.uk	01442 228229/2229
Julie Still, Group Manager – Resident Services Julie.still@dacorum.gov.uk	01442 228453 / 2453
Nicola Bryant, ASB Team Leader Nicola.bryant@dacorum.gov.uk	01442 228377/ 2377

These officers are responsible for giving advice to reporting officers and dealing with reports or concerns about the protection of children, young people and vulnerable adults in the appropriate way.

<u>Group/Service Designated Safeguarding Officers:</u>	<u>Tel ext:</u>
Natasha Brathwaite, Group Manager, Strategic Housing	2840
Cynthia Hayford, Strategic Housing Team Leader (People)	2061
Craig Thorpe, Group Manager, Environmental Services	2027
Lindsey Walsh, Team Leader, Tenants and Leaseholders	2462
Mandy Peters , Team Leader Tenancy Sustainment	2156
Vacant, Environmental Health Officer	
Gill Grace, Lead Officer, Bennetts End Adventure Playground and Lead for Safeguarding at Adventure Playgrounds	01442 242301
Hannah Morell, Lead Officer, Chaulden Adventure Playground	01442 213864
Matt Stedman, Lead Officer Woodhall & Grovehill Adventure P/ground	01442 215872
Danny Taber, Lead Officer, Adeyfield Adventure Playground	01442 242852
Nicola Bryant, Team Leader, ASB	2377

Madeleine Green , Solicitor Advocate	2620
Andy Linden, Commissioning, Procurement & Compliance Team Leader	2263
Anne Stunell, Human Resources Team Leader,	2089
Liz Hine, Property and Place	2646
Elaine Hopkins, Team Leader, Revenues, Benefits & Fraud	2291
Kelvin Soley, Team Leader, Communications & Consultation	2504
Emma Lee, Team Manager, CSU	3400
Alex Care Team Leader, Partnerships, Policy and Innovation	2743
Linda Dargue, Insurance & Risk Lead Officer, Finance	2320
Paul Newton, Team Leader, Planning	2380
Fiona Bogle, Team Leader, Planning	2520
Andrew Howard, Lead Officer, Building Control	2428

These officers should be first point of contacted within the individual service areas for guidance, advice or support. If they are unavailable then you should contact one of the Lead Safeguarding Officers who are listed above.

**Kelvin Soley, Team Leader – Communications and Consultation
2504**

Local Authority Designated Officer - Tony Purvis, Child Protection Statutory Review and Performance Team.

County Hall, Peggs Lane, Hertford, SG13 8DF.

01992 556979

07920 283106

tony.purvis@hertfordshire.gov.uk

anthony.purvis@hertscc.gcsx.gov.uk

Senior Management Team for safeguarding are:

Sally Marshall – Chief Executive

Sally.Marshall@dacorum.gov.uk

01442228000

Julie Still

01442 228453 / 2453

Group Manager - Resident Services

07786505251

Julie.still@dacorum.gov.uk

Oliver Jackson, Team Leader Supported Housing

01442 228229 / 2229

Councillor Neil Harden

Portfolio Holder, Resident and Regulatory Services

Neil.harden@dacourm.gov.uk

Useful contacts:

Children Services/ Including out of hours service	0300 123 4043
Customer Service Centre	0300 123 4043
Police (Emergency)	999
Police non emergency	101
Police Child Abuse Investigation Unit	0845 33 00 222
Safeguarding Adult Concerns	0300 123 4042
HALO Referrals via police	101 / 999
Prevent Advice – Dave Moore	ext 2641
Julie Still	ext 2453
Nicola Bryant	ext 2377
Mental Health Team – Single point of access (SPA)	0300 777 0707
	HPFT.SPA@nhs.net

Hertfordshire Safeguarding Children Board (HSCB)

<http://www.hertsdirect.org/services/healthsoc/childfam/childprotection/herts/safboard/>

General enquiries or information, please contact us:

HSCB Office, Room 127, County Hall, Hertford, Hertfordshire. SG13 8DF

Telephone: 01992 588757, Fax: 01992 588201

Childline 0800 11 11


NSPCC 0808 800 5000

Hertfordshire Safeguarding Adults Board (HSAB) 0300 123 4042

<https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult.aspx>

Appendix 2 - Safeguarding referral form

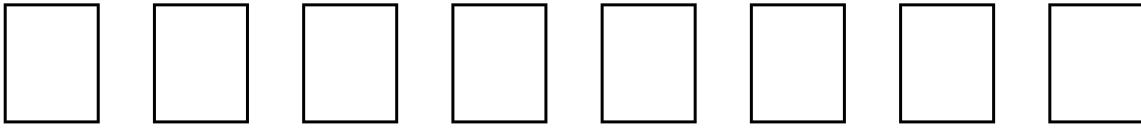
<input data-bbox="220 387 316 506" type="checkbox"/> <input data-bbox="220 607 316 725" type="checkbox"/> <input data-bbox="220 826 316 945" type="checkbox"/> <input data-bbox="220 1046 316 1164" type="checkbox"/> <input data-bbox="220 1265 316 1384" type="checkbox"/> <input data-bbox="220 1485 316 1603" type="checkbox"/> <input data-bbox="220 1704 316 1823" type="checkbox"/>	<p style="text-align: center;">Refer</p> <p style="text-align: center;">INFORMATION TO BE PROVIDED WITH A REFERRAL</p> <p>As much of the following information as possible should be obtained, but do not delay referral if you cannot find it. Page one, priority information, page two, secondary information that may be required. The formal HSCB/HSAB Form should be used to make the referral this form is for guidance on the type of information that is required only. Please discuss referrals with the Lead Designated Officers prior to referral. Referral forms can be found on Sharepoint via this link http://dennis/Docs/Documents/Forms/AllItems.aspx?RootFolder=%2FDocs%2FDocuments%2FHealth%20and%20Wellbeing%2FSafeguarding%20and%20Domestic%20Abuse and should be sent to the address of the form and copied to Safeguarding@dacorum.gcsx.gov.uk</p>
--	--

		
Date and time of referral:		Referral made by:
Referral made to:		
Information required	Details	
Full name/s of the child/children, date/s of birth and gender First language of family		
The cause for concern, including details of any allegation, the source, time and location of incident/s		
Child's current location, emotional and physical condition		
Does the child need immediate protection?		
Family address (include any previous addresses if you know the family have recently moved)		
Names of those with parental responsibility		
Parents/carers know of and agree to referral?		

Inform Ofsted of referral	
Special needs of child/other family	

members?	
Names and dates of birth of household members	
Details of child's extended family or community of significance to the child	
Ethnicity, first language and religion of child, parents/carers	
Interpreter/signer/other aid needed?	
Any significant/important recent or past events, background information to referral, e.g drug/alcohol abuse, mental health problems, domestic violence, threats/violence towards professionals	
Details of any alleged perpetrators (if relevant)	
Any known current/previous involvement of other agencies/professionals	

Appendix 3



DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2016

CONFIDENTIAL - Parental/Carer Consent Form

It is essential that this form is completed and returned to the address below as soon as possible.

PERSONAL DETAILS

Name _____ Date of birth _____

Address _____

Postcode _____ Tel No _____

School Attending _____

HEALTH

Emergency Contact _____

Tel No _____

Relationship to child/young person/vulnerable adult _____

Please list any allergies the child/young person/vulnerable adult suffers from

I confirm that the child/young person/vulnerable adult is in good health and I consider him/her fit to participate.

I consent to any first aid treatment required by the child/young person/vulnerable adult during the course of the event.

Please indicate any medication that the child/young person/vulnerable adult needs to take or have administered during the day _____

NB. Please ensure that the child/young person/vulnerable adult has all the relevant medication with him/her on the day including inhaler (if required) and sunscreen.

The information you provide will be used to ensure the safety of all participants and may be shared with other people/organisations involved with the delivery of these activities, if appropriate. By signing this form you are consenting to the Council using the information which you have supplied in the manner stated above.

Signed _____ (Parent/Guardian/Carer)

Date _____

Name (in capitals) _____

Please return this form by _____ to:

Officer: _____ Address: Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, Herts HP1 1HH

Appendix 4

--	--	--	--	--	--	--	--

--

DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2016

MEDIA/ PHOTOGRAPHY/IMAGE GUIDANCE

It is an unfortunate fact that some people have used events as opportunities to take inappropriate photographs or footage of children, young people and adults at risk.

Members, employees, volunteers and contracted service providers should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of the Council must have received completed media consent forms from the parents of children, individuals being photographed or filmed before the activity commences.

If you are providing open access events where children, young people and their families or vulnerable people can come and go as they please and it is impossible to get their permission for photographs and forms signed please/ you must clearly display polite notices informing participants that photographs may be taken and it will be their responsibility to ensure they make themselves known to the photographer (see sample notice below).

When commissioning professional photographers or inviting the press to cover Council services, events and activities you must ensure that you make your expectations clear in relation to child and adult at risk safeguarding.

There are some easy steps to take:

- 1 Check credentials of any photographers and organisations used
- 2 Ensure identification is worn at all times
- 3 Do not allow unsupervised access to children, young people or vulnerable adults one to one photographic sessions
- 4 Do not allow photographic sessions outside of the activities or services, or a child or young person's home
- 5 It is recommended that the names of children, young people or vulnerable adults should not be used in photographs or footage, unless with the express permission of the parent/carer of the child, young person or vulnerable adult.
- 6 Where the event is open access and it is not possible to source permission a suitable notice should be displayed giving polite advice.

POLITE NOTICE

PHOTOGRAPHS

Please be aware that photographs will be taken of the events and activities of the day, for media purposes and by other parents. If you prefer your child/children or any member of your party not to be included in the

**photograph please make yourself
known to the photographer.**

Appendix 5

--	--	--	--	--	--	--	--

--

DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 20165

MEDIA CONSENT FORM

Individuals Details			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: <input type="checkbox"/>		
Surname		Forenames	
Address		DOB (if under 16 years of age)	
Details of photographic images			
Date of Images		Location	
Types of Images	Photograph <input type="checkbox"/> Video <input type="checkbox"/> Other: <input type="checkbox"/>		
Description of images (include date taken, if known)			
Use of Images			
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Release to media	

<input type="checkbox"/>	<input type="checkbox"/>	Publicity/promotional material in printed form
<input type="checkbox"/>	<input type="checkbox"/>	Publicity/promotional material on the internet
<input type="checkbox"/>	<input type="checkbox"/>	Publicity/promotional material in the form of Film/Video/DVD footage

Consent to the use of the images is limited to the following specific purpose/event:

Data Protection

Dacorum Borough Council is a Data Controller for the purpose of the Data Protection Act 1998. This Act regulates how we process personal data about individuals. Photographic images of individuals may, in certain circumstances, be classified as personal data. To comply with the Act, we may require your consent to make use of these images.

In law, if the image is of someone under 16 years of age, that person has the capacity to give consent for that image to be used, if they are of sufficient age and maturity to understand fully, what is involved. However, best practice suggests that where possible, the consent of a person who has parental or guardian responsibility is obtained. This is particularly relevant if the image is a close up shot of an individual or if personal details will accompany the image.

The images to which this consent form relates, will only be used for the purposes you have agreed in the media consent form and will only be retained for as long as required for those purposes. Consent will be valid for a period of five years but this does not remove your right to withdraw your consent at any time, should you wish to do so. Further information on how we process your data or the Data Protection Act on can be obtained by contacting the Council's Data Protection Officer at foi@dacorum.gov.uk

Person Giving Parental Consent (if required)

Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Mr	Mrs	Miss	Ms	Other:
Name				Relationship	

Declaration

I confirm that I consent to the use of the images of **me*/the above mentioned young person*** as detailed above, being used for the purpose stated. I understand that any images placed on the internet may be accessible by anyone, anywhere with internet access.

--	--	--	--

Signature		Date	
-----------	--	------	--

Appendix 6

--	--	--	--	--	--	--	--

--

DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2016

FIRST AID - GUIDANCE

Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action through the completion of the Parental Consent Form (appendix 3). Incomplete consent forms may prevent the child or young person from being able to participate in an activity.

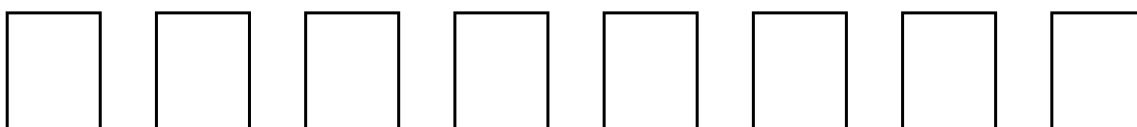
Consent to the administration of first aid to vulnerable adults is more complex. This should be discussed and arrangements/consents agreed before activities are undertaken with vulnerable adults and/or their carers, as part of a risk assessment.

When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances, consent forms will not have been obtained for example, open access play days. In such

cases, Members, Employees, volunteers or contracted service providers may undertake first aid as a last resort, following the guidelines above and notifying parents/carers as soon as possible to minimise a child's, young person's or vulnerable adults distress.

Appendix 7



PROFESSIONAL RESPONSIBILITIES for Officers Working with Children and Young People and adults at risk

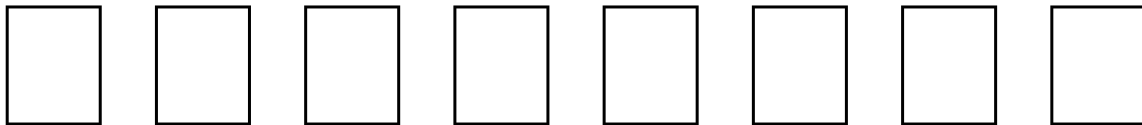
When using any form of ICT, including the Internet For your own protection we advise that you:

- Ensure all electronic communication with children, parents, carers, vulnerable adults, staff and others is compatible with your professional role and in line with setting policies.
- Ensure that staff mobile phones are stored securely at sites where children's services are provided, eg adventure playgrounds and not available for use during opening hours.
- Do not talk about your professional role in any capacity when using social media such as Facebook, Twitter or YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole community or be incompatible with your professional role.
- Use setting systems and resources for all professional business. This includes your work email address, work mobile 'phone and work video camera.
- Do not give out your own personal details, such as mobile 'phone number, personal e-mail address or social network details to children, parents, carers, vulnerable persons and others.
- Do not disclose any passwords and ensure that personal data is kept secure and used appropriately in line with Dacorum Borough Council Policies.

- Only take images of children and/ or staff for professional purposes, in accordance with setting policy and with the knowledge of Lead Officers.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in setting and outside**, will not bring your organisation or professional role into disrepute.

You have a duty to report any safeguarding incident which may impact on you, your professionalism or your setting.

Appendix 8



DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2017

TEMPLATE FOR SAFEGUARDING POLICY AND PROCEDURE

Template for Safeguarding Policy and Procedure (voluntary organisations, commissioned services and contracted service providers are free to use all or any sections of Dacorum Borough Council’s Safeguarding Policy. Below is the minimum acceptable for any organisation receiving funding, contracts or commissioned services from Dacorum Borough Council)

Policy Statement

Children, young people and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

(Name of organisation) is committed to safeguarding children, young people and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by (name of organisation). We will endeavour to keep children, young people and vulnerable adults safe from abuse and

suspicion of abuse will be responded to promptly and appropriately. We will act in the best interest of the child, young person or vulnerable adult at all times.

We will actively seek to promote the welfare and protection of all children, young people and vulnerable adults permanent resident or temporarily living in the community at all times. (Name of Organisation) will ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through using safe recruitment and selection processes.

(Name of organisation) will take any concern made by a service user, employee, volunteer or child/young person/vulnerable adult seriously and sensitively. Concerns cannot be anonymous and should be made in the knowledge that, during the course of any enquiries, the agency that made that referral will be made clear.

(Name of organisation) will not tolerate harassment of any service user, employee, volunteer or child/young person/vulnerable adult who raises concerns of abuse.

Procedure

Any concerns will be brought to the attention of (named senior person) who will report the concern to a Dacorum Borough Council Designated Lead Safeguarding Officer or to Herts County Council Children's Services or Adult services departments.

Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible.

Officers, employees and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.