

## WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 9<sup>TH</sup> APRIL 2013

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**Title:**

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS- CORPORATE  
POLICY**

**[Portfolio Holder: Cllr Julia Potts]**

**[Wards Affected: All]**

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**Summary and purpose:**

The purpose of this report is to inform councillors about the Council's role and responsibilities in relation to safeguarding children and its duties under the Children Act 2004, as well as its responsibilities for helping to protect vulnerable adults. This report outlines the activities that need to be undertaken by the Council following the 2012 'Section 11 Audit' and also asks the Executive to approve the revised 'Safeguarding Children and Vulnerable Adults Policy' for adoption by the Council.

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**How this report relates to the Council's Corporate Priorities:**

This report cuts across all of the Council's Corporate Priorities, particularly under the priority of **Understanding Needs** of the more vulnerable within our society.

**Financial Implications:**

This report has no direct financial implications. However, there may be financial implications arising from delivering the requirements contained in the Safeguarding Children and Vulnerable Adults Corporate Policy.

**Legal Implications:**

The Council has a legal obligation under the Children Act 2004 to work with Surrey County Council as the lead authority to promote the safeguarding of children.

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**Introduction**

1. Waverley Borough Council, like all public authorities, has a statutory duty under the Children Act 2004 to help safeguard children and young people and to assist its partners, particularly the County Council in doing so. The same statutory duty is not placed on the Council in respect of vulnerable adults; however, it is part of this Council's ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives.
2. Our Corporate Plan and other policy documents outline how we do this in terms of service provision and improvement and community leadership. In

2011, the Council endorsed the revised Safeguarding Children Policy from 2007 which addressed safeguarding vulnerable adults and was renamed Safeguarding Children and Vulnerable Adults Policy.

### **The Council's Role and Responsibilities**

3. Section 11 of the Children Act 2004 places a duty on key persons and bodies to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children, and that the services they contract out to others also provide these arrangements. The Council is expected to complete a mandatory self assessment tool for the Local Safeguarding Children's Board on an annual basis which monitors the effectiveness of the organisations implementation of their duties.
  4. A Section 11 self-assessment tool was completed in May 2012 and highlighted the following key areas that need to be addressed to ensure that the Council is fulfilling its safeguarding responsibilities. An action plan has been developed (see Annexe 1) which addresses each area highlighted and the appropriate course of action.
  5. Key areas:
    - (i) A consistent approach to reporting and recording safeguarding concerns;
    - (ii) A single point for recording and monitoring concerns and actions taken;
    - (iii) Review effectiveness of the corporate safeguarding training;
    - (iv) Governance structure and safeguarding working group;
    - (v) Revise the 'Safeguarding Children and Vulnerable People Policy' to include updated reporting, recording and monitoring procedures (see Annexe 2).
  6. In relation to the Council's responsibilities for overseeing and monitoring the safeguarding within the organisation it is proposed that the following governance structure is endorsed by the Executive:
    1. That the overall responsibility for Safeguarding sits with the Chief Executive and Portfolio Holder for Children and Young People.
    2. An appropriate Head of Service is identified oversee the delivery of the day-to-day functions of Safeguarding (including reporting and monitoring procedures), completing the annual Section 11 Audit and implementation of the annual Section 11 Action Plan. The Head of Service will report to Head of Service Team meetings (HoST) on a quarterly basis.
    3. Set up a '*Safeguarding Tactical Working Group*' which convenes when a safeguarding issue arises to decide the most appropriate course of action. This group will be overseen by the Head of Service responsible for Safeguarding.
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## **Conclusion**

7. Keeping children, young people and vulnerable adults safe is everybody's responsibility. Whilst Surrey County Council has a lead role in this area of work, the Council has a statutory duty to safeguard children and young people.
8. The original policy document focussed primarily on the Councils safeguarding responsibilities for children and young people due to the changes within the Children Act 2004. This updated document incorporates the Councils duty of care to safeguard vulnerable people and highlights to members and staff the updated reporting and monitoring procedures. These updated and monitoring procedures will be cascaded through HoST, Connectors, team meetings, one-to-ones and annual appraisals.
9. It is recommended that the lead Head of Service for Safeguarding reports to HoST on a quarterly basis and that a Waverley Safeguarding Tactical Group be set up to deal with safeguarding concerns on a day to day basis. This group would be chaired by the Head of Service responsible for Safeguarding and include the Family Support Team Manager, Community Services Manager and the Safety & Emergency Planning Adviser.

## **Recommendations**

It is recommended that

1. the implementation of the actions in the Section 11 Action Plan – 2012 be approved;
2. the governance procedures be endorsed; and
3. the revised Waverley 'Safeguarding Children and Vulnerable Adults Policy' be recommended to the Council for adoption.

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## **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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## Annexe 1

### Section 11 Action Plan - 2012

<b>Key feature of safeguarding arrangements</b>	<b>ACTIONS required</b>  <b>What are we going to do to achieve the minimum standard</b>	<b>Timescale</b>  <b>When will actions be completed?</b>	<b>Accountable Person</b>  <b>Who is responsible for ensuring actions are completed?</b>
Safeguarding Children and Vulnerable Adults	<p>Engage frontline staff in supporting the requirements of SCVA</p> <p>Re evaluate safeguarding training to ensure it meets the requirements for all staff, identifying specific training for frontline Posts/Services</p> <p>Set minimum standards for safeguarding training</p> <p>Training checks, to be completed at annual appraisal for - frontline officers</p>	All Actions to be completed by end May 13	<p>Named Head of Service responsible for Safeguarding</p> <p>Aspects will need to be undertaken by Organisational Development and Communications</p>
Safeguarding training	<p>Contractors</p> <p>Volunteers</p> <p>Temporary/Agency Staff</p> <p>Additional to DBS Checks</p>	Completed by end May 13	Named Head of Service responsible for Safeguarding
Report IT	Needs more work to be more effective and allow monitoring records to be maintained.	End December 13	IT Department – reporting to Emergency Planning Officer
Overseeing safeguarding	<p>Rework governance structure clearly specifying roles and responsibilities to improve delivery.</p> <p>Create a focused 'working group' (Julie Shaw/Katie Webb/Alayne Boyden/Christian Evans/Named Head of Service responsible for Safeguarding)</p> <p>Ensure effective feedback from conferences and other update meetings with Multi-Agency partners.</p>	<p>Governance structure and working group in place by end of December 2012</p> <p>By end of September 2012</p>	Named Head of Service responsible for Safeguarding

Sheltered Housing	Address the safeguarding issues raised within the independent Sheltered Housing Review.		Named Head of Service responsible for Safeguarding
Procedure for reporting on potential incidents	Monitor more closely through 'working group'  Develop a Safeguarding Response Plan – detailing the steps to be taken.	Completed and monitoring started end. Monitor effectiveness end May 13	Named Head of Service responsible for Safeguarding
Raising Awareness Campaign	Simplified focussed 'what to look for' training  "Spotlight" on the Intranet/Making Waves and Waverley Homes.	Completed by end May 13	Named Head of Service responsible for Safeguarding.  Aspects will need to be undertaken by Organisational Development and Communications
Multi Agency Working	Ensure groups are effective and engage appropriately: Strong communication links with effective sharing protocols which should be periodically review to maintain applicability.	Completed by end of end May 13	Named Head of Service responsible for Safeguarding
Strategy	Review / Introduce a simple Executive Summary	Completed by end of February 13	Named Head of Service responsible for Safeguarding
Challenges	Embedding and increasing awareness of Safeguarding and promoting the Welfare of Children	Completed by end May 13	Named Head of Service responsible for Safeguarding



Safeguarding Children and  
Vulnerable Adults

Waverley's Corporate Policy

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

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## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

### **1. PREFACE**

"Through our work as Councillors, staff and contractors we all come across children and their families, and vulnerable adults from time to time.

Occasionally we might see something that concerns us where we might think that a child or vulnerable adult is being abused, harmed or neglected. Where this is the case Waverley **expects** Councillors, staff and contractors to act responsibly and report their concerns to the relevant part of Surrey County Council.

This is a sensitive area. But be assured that the Council **will always support** the decision to make a referral. Better safe than sorry.

We want to help protect children and vulnerable adults and improve their quality of life. It may well be that Surrey County Council will be able to provide support to the children or vulnerable adults concerned and their carers.

By taking action you could save a life."

**Mary Orton**  
Chief Executive

**Cllr Julia Potts**  
Portfolio-holder for Leisure and Children and Young People

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## **2: INTRODUCTION**

Waverley Borough Council, like all public authorities, has a statutory duty to help safeguard children and young people and to assist its partners – particularly the County Council in doing so. Similar expectations are placed upon us in respect of vulnerable adults.

In any event, whether or not we have a statutory duty, it is part of this Council's ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives. Our Corporate Plan and other policy documents outline how we do this in terms of service provision and improvement and community leadership.

Although we do not have primary responsibility for the role of safeguarding children and vulnerable adults, as an organization we do provide a range of services directly or indirectly for these client groups and where our councilors, staff, contractors, partners and volunteers come into contact with them. For example:

- Play areas and recreation grounds; and Leisure Centres
- Sheltered housing for older people; Careline;
- Disabled adaptations;
- Council housing;
- Housing and Council Tax Benefit;
- Day Centres for Older People; and Meals on Wheels
- Housing Support services; e.g. Waverley Family Support Team

We need to ensure that when delivering services in people's homes or at our venues, proper systems are in place to ensure that everyone is safe, particularly so those who are less able to protect themselves.

We also need to be alert to signs of neglect and abuse and be prepared to raise our concerns with Surrey County Council who will follow-up on these concerns and determine the best course of action.

## **3. SUMMARY AND PURPOSE**

Anyone who comes into contact with children, young people and families in their everyday work, including people who do not have a specific role to safeguarding has a legal responsibility to promote and safeguard the welfare of children and young people.

Although there are not yet the same statutory provisions in respect of vulnerable adults, it is known that vulnerable adults are not always in a position to protect themselves from neglect, abuse or exploitation. However, the overarching principles around safeguarding vulnerable adults are the same as those that apply to children and young people.

Having a Safeguarding Policy brings together in one place the Council's responsibilities and the actions it needs to take to regulate many of the Council's services, including recruitment and selection, training and 'vetting' procedures

(carrying out DBS and other checks) and procedures for third parties delivering services on behalf of the Council.

It is vital that every person who has contact with children and young people or vulnerable adults, either caring or working with them, should be able to recognise problems and know how to respond if they are concerned or aware that a child or vulnerable adult is, or may be, at risk of significant harm. Staff should also be able to recognise situations where a child or vulnerable adult requires extra support to prevent significant impairment to his or her health or development.

In line with the Council's Equality and Diversity Policy, Waverley expects all children, young people and vulnerable adults to be treated with dignity and respect and on an equal basis. This policy applies to all children, young people and vulnerable adults, regardless of age, gender, race, disability, sexual orientation and faith.

#### **4. POLICY AIM**

This policy covers all areas and services within the Council, including employees who come into contact with children, young people and vulnerable adults while carrying out their everyday duties.

This Safeguarding Policy aims to provide procedures and practical guidance for all our employees, services, agencies and other professionals working with the Council to safeguard children, young people and vulnerable adults.

The policy highlights the main issues and recommends actions when dealing with a possible case of abuse. These include:

- a. recruitment policies for those working with children, young people and vulnerable adults
- b. induction and training
- c. how to respond to information, suspicions or allegations of abuse
- d. the referral process; and
- e. how to communicate the policy and its aims effectively

#### **5. THE LAW IN RELATION TO CHILDREN AND YOUNG PEOPLE**

The Children Act 2004 creates clear accountability for children's services, to enable improved joint working between agencies and secure a greater focus on safeguarding children. The Act establishes a better basis for the integrated planning, commissioning and delivery of children's services and confers new duties on district and borough councils in this process to which Waverley must respond.

These duties relate to children and young people from birth to the age of 18, or 25 if the young person has learning or other disability. The fact that a child has become 16 years of age and is living independently, working, is in Further Education, is a member of the armed forces, is in hospital or prison does not change their status or entitlement to services or protection under the Children Act 2004.

## **6. KEY REQUIREMENTS OF THE CHILDREN ACT**

### **Section 10**

Gives local children's services authorities (in Surrey this is the County Council) a lead role in securing the co-operation of partners in setting up arrangements to improve the well being of children in the authority's area in relation to the five outcomes outlined above.

The Act places a duty on the police, strategic health authorities, PCTs and district/borough councils to co-operate with the children's services authority (Surrey County Council) in the making of any such arrangements.

The statutory guidance under this section indicates that the functions of a borough/district council that are relevant to children's trusts will include planning, play and leisure, environmental health and housing.

### **Section 11**

This Section requires all designated partner agencies to make arrangements to ensure that their functions are discharged in regard to the need to safeguard and promote the welfare of children and young people. This duty came into effect on 1 October 2005.

Statutory guidance on Section 11 has been issued which sets out what the relevant agencies, including borough/district councils, need to undertake to ensure they can comply with this duty. Borough/district Councils are to complete Part 2 of the self-assessment form (see Annexe 1) that ensures organisations are fit for purpose to be compliant with the statutory Section 11 guidance. The new Local Safeguarding Board (Surrey) monitors the implementation of partners' contribution to safeguarding.

### **Section 13**

This Section required each Children's Service Authority (Surrey County Council) to establish a Local (countywide) Children's Safeguarding Board (LCSB) by April 2006. This Board replaced the (non statutory) Area Child Protection Committee (ACPC). The Board is responsible for co-ordinating the partner agencies and ensure their effectiveness to safeguard and promote the welfare of children in its area.

### **Section 20**

This Section introduces new integrated inspection arrangements, Joint Area Reviews, which will review all services provided by any body receiving public funding. These include voluntary, non-statutory services and borough and district councils.

## **7. ROLES AND RESPONSIBILITIES**

Section 11 of the Children Act 2004 and section 175 of the Education Act 2002 places duties on all organisations that provide services or delivers work with children and young people to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children.

Although there are not yet the same statutory provisions in respect of vulnerable adults, vulnerable adults are not always in a position to protect themselves from neglect, abuse or exploitation. The principles around safeguarding vulnerable adults are the same as those that apply to children and young people.

Individual agencies are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children, young people and vulnerable adult's welfare.

Employers should ensure their staff are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment.

Further responsibilities include:

- a. Having senior managers that are committed to children and young people and vulnerable adults well-being and safety
- b. Being clear about people's responsibilities to safeguard and promote children and young people and vulnerable adults welfare
- c. Effective recruitment and human resources procedures including checking all new staff and volunteers in line with Disclosure and Barring Service (DBS) procedures to make to make sure they are safe to work with children and young people and vulnerable adults
- d. Procedures for dealing with allegations of abuse against members of staff and volunteers
- e. Ensuring that staff receive appropriate level of child protection and safeguarding vulnerable adults training in order to their job well
- f. Ensuring there are procedures about how to safeguard and promote the welfare of children and young people and vulnerable adults
- g. Having locally agreed arrangements with regards to working with other organisations who deliver services on behalf of the organisation

## **8. MAKING A REFERRAL**

### **WHEN TO PASS ON INFORMATION**

A member of staff **must** share information:

- a. if there is a safeguarding issue; or
- b. if the life of the child, young person, vulnerable person or a third party is at risk

If an officer is concerned about a child, young person or vulnerable person's welfare, they must discuss their concerns with their line manager or supervisor. If, after this discussion, the officer and manager still have concerns they will be required to complete the Safeguarding Report It Form, found on Backstage '[Safeguarding](#)' link. The information completed on the form will be sent to Waverley's Safeguarding Tactical Group who will then decide on the most appropriate course of action.

If the **Safeguarding Tactical Group** decides that there is appropriate evidence to suspect that a child, young person or vulnerable adult is being abused then they will decide on a course of action. This could include making a referral to Children or Adult Services at **Surrey County Council Contact Centre**.

## Surrey County Council Contact Centre

### Children's Services

**Surrey County Council's Children's Service: 0300 200 100** or, in an emergency, report the matter to [Surrey Police](#) on **101**.

Outside of office hours and at weekends and public holidays, the [Emergency Duty Team](#) should be contacted by telephoning 01483 517898.

### Adult Services

**Surrey County Council's Adult Service: 0300 200 1005** or, in an emergency, report the matter to [Surrey Police](#) on **101**.

Outside of office hours and at weekends and public holidays, the [Emergency Duty Team](#) should be contacted by telephoning **01483 517898**.

**However, if there is not a senior manager available to discuss a concern and a member of staff is seriously concerned about a child, young person or adult's immediate safety, report the matter to Surrey Police on 101.**

## 9. RECORDING AND MONITORING

Clear and accurate records must be kept whenever a complaint or allegation of abuse is made. Detailed factual records must be kept, including the date, time and circumstances in which conversations or interviews are held.

The Safeguarding Report It Form, found on Backstage '[Safeguarding](#)' link, must be completed when a safeguarding concern is raised. It is **important** to **always** use this form as this enables senior management and the Waverley's Safeguarding Tactical Group to:

- a. ensure the correct action and procedures have been taken when the initial concern is raised
- b. monitor the progress of the case and ensure services or individuals within the Council are completing any actions, if required
- c. Monitor all safeguarding concerns and report on any trends.

It is recommended that all case files, which contain adult protection information, be retained for an appropriate length of time (recommended minimum period of 30 years from the last contact with the individual or 10 years from their death). These records must be subject to the same confidentiality protocols as are operated by the agency and must be compliant with the *Human Rights Act 1998* and the *Data Protection Act 1998*.

### Sharing Information:

Staff must follow Waverley's protocols and policies when making decisions about sharing such information

## **Freedom of Information Requests**

Staff must follow Waverley's protocols and policies with regard to its response to FOI requests with particular attention to access to safeguarding documentation, and making documentation available to those the subject of an investigation.

## **10. RECRUITMENT AND SELECTION OF EMPLOYEES AND VOLUNTEERS**

All employers must be alert to the possibility that any person may pose a risk of harm to children, young people and vulnerable adults. Employers of staff or volunteers who have access to children must guard against the potential abuse, through a rigorous selection process, Disclosure and Barring Service (DBS) Check, supervision, training and on-going awareness of staff behaviour.

Waverley has specific procedures in place to assist the protection of children, young people and vulnerable adults in the recruitment procedure for those who will be working with them.

Procedures include:

- a. Relevant job descriptions and person specifications are issued with the application form
- b. All posts should be risk assessed
- c. All staff/volunteers complete an application form
- d. Qualification and details of competence are requested and checked
- e. References are requested and followed up including at least one which involves working with children and young people (where relevant to the post)
- f. All staff undergo a check through the Disclosure and Barring Service (DBS) if appropriate
- g. Annual appraisal system and a review procedure appropriate to the role of staff and period of employment

## **11. TRAINING OF EMPLOYEES AND VOLUNTEERS**

The provision of quality training and information is widely recognised as an essential process in raising awareness and addressing safeguarding issues. The Council will set a minimum standard of training for key staff to undertake as part of their contract of employment.

Training to be in place:

- a. Provide an appropriate induction programme to familiarise new staff with their role and that of the organisation in general and with safeguarding issues related to their role
- b. Provide and promote an ongoing programme of safeguarding training opportunities, including 'What if Training' and Multi Agency Training
- c. Ensure that relevant managers are kept updated on current information and policies regarding safeguarding

The aim of the training is to:

- a. Be aware of your responsibility to raise concerns you may have about child, young person or adult who may be suffering from abuse
- b. Be able to identify children, young people and vulnerable adults who are risk
- c. Be able to recognise situations where abuse may be occurring and consider the safeguarding thresholds
- d. Recognise risks from different sources and in different situations, eg risk from family friends, relatives, partners other service users or carers
- e. Accurately record facts, with any concerns of abuse or neglect, and actions taken as a result
- f. Build on knowledge and skills gained in order to establish sound interagency safeguarding practice
- g. Develop a shared understanding of the respective roles and responsibilities of the different professionals and how they contribute to effective working relationships
- h. To provide staff, new to safeguarding issues in Waverley with an opportunity to familiarise themselves with the safeguarding service in the county.

## **12. ALLEGATIONS AGAINST STAFF**

Children, young people and vulnerable adults are particularly vulnerable to the actions of employees who wilfully or otherwise disregard legislative, Local Safe Guarding Board or Borough Council guidance and regulations. The Council, therefore, needs sound policies and procedures on the management of situations wherever allegations of abuse are made against staff.

If an allegation about abuse or neglect of an individual is made about conduct outside of the work role, the general principles and approach outlined in this section will apply.

If an allegation against a Council employee is made a thorough investigation will be implemented in accordance with Waverley Borough Council's Disciplinary and Dismissal Procedures. Any investigation under this procedure would not be confused with the separate statutory investigations by Children Services, Adult Services and/or the police.

## **13. PARTNER ORGANISATIONS AND CONTRACTORS**

Waverley Borough Council requires that all its partner organisations and contractors working with children, young people and vulnerable adults have in place appropriate safeguarding policies, guidelines and procedures that compliment the Council's.

Officers responsible for negotiating and monitoring contracts are required to:

- a. ensure that all contractors or partner organisations have relevant policies and guidelines in place in accordance with Council's own Policy
- b. ensure Safeguarding Children and Vulnerable Adults policy requirements are not contravened

- c. ensure contractors and partner organisations have robust recruitment procedures in place and is in accordance to the Councils own Policy
- d. ensure contractors and partner organisations train their staff in accordance with Councils own Policy
- e. ensure contractors and partner organisations has adequate and appropriate reporting procedures in place and if requested by the Council supply any relevant information

#### **14. REFERENCES**

[Working Together to Safeguard Children](#) - [Dept.of Health](#) - Paperback - [The Stationery Office Books](#) (Jul 2006) - [ISBN 0112711871](#)

[Children Act, 2004](#) - [Fergus Smith](#) - [Children Act Enterprises Ltd](#) (Jan 2005) - [ISBN 1899986073](#)

Surrey Safeguarding Children Board Manual of Child Protection Procedures

Surrey Multi-Agency procedures on Protecting Vulnerable Adults

Surrey Adult Protection Committee - a Manager's Toolkit 2005



**DEFINITION OF ABUSE**

**1. CHILD ABUSE**

Somebody may abuse or neglect a child by harming, or by failing to act to prevent harm. Children may be abused in a family or in an institutional setting (for example a care home) or community setting (for example a playgroup) by those known to them or, more rarely, by a stranger.

Harm is defined by the Children Act 1989 as ill treatment or affecting health or development, including, physical, sexual and emotional abuse.

To understand and identify significant harm, it is necessary to consider:

- a. the family's situation
- b. the child's development within their family's and wider social and cultural environment
- c. any special needs, such as a medical condition, communication difficulties or a disability that may affect the child's development and care within the family
- d. the type of harm, in terms of ill treatment or failure to provide adequate care
- e. the effect on the child's health and development
- f. whether the parents are able to provide adequate care

Anyone could abuse a child or young person, no matter what their sex, race, culture or social class. Children or young people may suffer one or more types of abuse such as sexual, physical and emotional or neglect. Children or young people with a disability are particularly vulnerable.

**2. ABUSE OF A VULNERABLE ADULT**

A vulnerable adult is a person aged 18 years or over who is or may be in need of services by reason of mental or other disability, age or illness or who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Whether or not a person is vulnerable will depend upon surrounding circumstances and environment, and each case must be judged on its own merits

Adult abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse may be physical, sexual, neglect, psychological / emotional, financial / material, individual rights / discrimination, professional

**CATERGORIES OF ABUSE**

**1. Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature (age or developmentally) inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**2. Neglect**

Neglect is the persistent failure to meet a child's basic and or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**3. Physical Injury**

This is probably the most obvious form as injuries can often be seen. Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child, whom they are looking after, (e.g. Munchausen Syndrome).

**4. Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**5. Institutional Abuse**

Where individuals who require supported living are exploited or discriminated against in terms of their home environment and the treatment they receive by the staff in their care; for example physical abuse, theft of property and the refusal to deliver goods or services or mal treatment by staff or other service users

**6. Financial Abuse**

Where an individual is forced to give money or goods to a person either in a position of power or by individuals or groups of individuals who use bullying' harassment or intimidation towards a person or persons less able to make decisions or who may lack capacity to defend their position

## 7. Internet and Photography

There have been concerns about the risks posed directly and indirectly to children and young people who use the Internet, (particularly chat rooms) and through the use of photographs. This policy works alongside the Council's existing Internet and email instructions the Guide to the use of Photographic Images.

