

Our Ref: SL/JM

30 April 2024

To: All Members of the Policy and Resources Committee
Councillors Woodward [Chair], Norman [Vice-Chair], Bacon, Banevicius, D Ennis, Evans, Flanagan, Hancox, Ho, P Taylor, Tranter and Wittstock

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Tuesday 07 May 2024 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely



Steve Lightfoot
Town Clerk

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 11 March 2024 [Minute Nos. 46-55] **[ENCLOSURE NO. 1]**.

4. SCHEDULE OF PAYMENTS

To approve the Schedule of Payments **[ENCLOSURE NO. 2A AND 2B]**.

5. WORKS PROGRAMME

Councillors are asked to review the works programme and to receive an update on Larks Rise Community Woodland and Chase Terrace Community Centre **[ENCLOSURE NO. 3]**.

6. SAFEGUARDING CHILDREN AND ADULTS AT RISK OF ABUSE AND NEGLECT POLICY AND PROCEDURE

Members are asked to review the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure. Members are asked to consider a 5-person panel so that the Policy and Procedure can be discussed in detail **[ENCLOSURE NO. 4]**.

7. DEMENTIA AWARENESS ACTION PLAN FOR BURNTWOOD

Members are asked to review the Dementia Awareness Action Plan for Burntwood **[ENCLOSURE NO. 5]**.

8. ANTI-FRAUD AND CORRUPTION POLICY

Members are asked to review the Anti-Fraud and Corruption Policy **[ENCLOSURE NO. 6]**.

9. VALUES STATEMENT

Members are asked to note the content of the report and adopt the Values Statement **[ENCLOSURE NO. 7]**.

10. PURCHASE OF DEFIBRILLATOR BATTERIES AND PADS

For information purposes only. No decision is required by the Committee. Members are advised that since the last Committee meeting held on 11 March 2024 defibrillator batteries and pads have been purchased in the sum of £2,469.50 plus VAT [Cost Centre 214; Nominal Code 4764]. The budget agreed by Full Council on 15 November 2023 for Other Community Projects [including defibrillators] was £10,000. Batteries have a life cycle of maximum 8 years and pads are routine maintenance.

11. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

12. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 11 March 2024 [Minute Nos. 53-55] **[ENCLOSURE NO. 8 - PINK]**.

13. TO CONSIDER CONTRACTORS FOR TREE MAINTENANCE AT ST MATTHEWS CEMETERY

See Confidential Report **[ENCLOSURE NO. 9, APPENDIX 9A, APPENDIX 9B AND APPENDIX 9C - PINK]**.

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

You will also now have the opportunity to discuss specific items on the agenda as the Chair now has the discretion to allow you to speak where you have a legitimate interest in the item. Again, you will need to give three working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chair may decide to limit the number of speakers or ask for a spokesperson to be appointed.

Generally, in respect of both speaking in the public forum and to specific agenda items you will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 11 MARCH 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]

Councillors Bacon, Banevicius [from 6.04pm], D Ennis, Evans, Flanagan, Ho, Norman, P Taylor, Tranter and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

46. APOLOGIES FOR ABSENCE

Councillor Hancox [Personal Commitment]

The reason for the apology was approved.

47. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Ho declared a non-pecuniary interest in Agenda Item 4 – Schedule of Payments and in particular the payment made to inLIFE Design Limited as the owner of the company is known to him.

Councillor D Ennis referred to his previous declared interest in items referring to the Grangemoor WMC as he is the Treasurer.

Councillor P Taylor referred to his previous declared interest in items referring to the Burntwood Memorial Community Association as he is the Chair of Trustees of that organisation.

48. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the minutes.

It was proposed by Councillor D Ennis and seconded by Councillor Ho and following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 18 January 2024 (Minute Nos. 36-45) be approved as a correct record.

Post Note

In respect of Minute No. 41 – Proposed New Newspaper – Lichfield and Burntwood Independent the cost of a full-page ad for 3 consecutive issues would be £864.

49. SCHEDULE OF PAYMENTS

Councillor Norman referred to the payments made to Lichfield District Council and in particular the grass cutting and traffic islands maintenance and asked if this was an annual charge. The Town Clerk confirmed the said charges did reflect a years maintenance.

Councillor Flanagan referred to two payments made to Screwfix on 31 January 2024 and queried that both payments referred to new taps for the ladies toilet at the Old Mining College. It was **AGREED** that the Town Clerk would seek clarification.

Councillor Ho referred to the payment made to CPC and asked for an explanation regarding cloakroom items. The Town Clerk explained that cloakroom items referred to, in this instance, jumbo toilet rolls.

Councillor Woodward referred to the payment made to Lichfield District Council regarding traffic islands – weedkilling paviour surrounds and stated how dirty the pavements looked [visual impact – entrance to the Town]. It was **AGREED** that the Town Clerk would contact Staffordshire County Council to ascertain if they could clean the pavements and the Town Clerk confirmed that he would also see what other Councils do.

Councillor Banevicius referred to the monthly payment made to TechCare Limited and queried whether or not this related to the whole of the Old Mining College Centre building. The Town Clerk confirmed that this related to the Town Council offices only. Councillor Woodward confirmed that this Committee would, in the near future, be looking at an IT Strategy which would include going out to tender.

Due to frequent and longstanding problems with the door, Councillor Woodward referred to the payment made to Preece Burford Limited in respect of a new lock to the front door.

Councillor Flanagan raised concerns that Lichfield District Council had taken nearly a year to invoice the Town Council regarding the Elections held in May 2023. Councillor Woodward explained that there is an Earmarked Reserve for Elections and the Town Clerk confirmed that the Earmarked Reserve for Elections was substantial

Post Note

Opening balances as at 01 April 2023 for Elections was £47,706. Invoice of £19,544 received for 2023 parish elections. 2023/2024 budget is £10,000 so £9,544 from this reserve to cover the rest of the invoice.

Councillor Woodward referred to the payment made to Entrust in respect of asbestos re-inspection. The Town Clerk confirmed that this was an annual inspection to check that the asbestos in the boiler room had not been disturbed.

Following a unanimous show of hands it was

RESOLVED That the schedule of payments from 25 January 2024 to 29 February 2024 in the sum of £73,248.62 and the Petty Cash Spend from 03 January 2024 to 22 February 2024 be approved and noted.

50. WORKS PROGRAMME

Councillor Woodward referred to Minute No. 40 – Works Programme and the recommendation and confirmed that the works programme had been edited quite

significantly since the last Committee meeting. Members referred to the works programme in depth, page by page.

In respect of Item 1 – Brighter Burntwood, Councillor Norman asked if a residents letter could be sent out explaining what the Town Council is doing in the vicinity. Councillor P Taylor asked if COGS could be considered for the works to be undertaken at Sister Dora Avenue as they have experience of planting wild flowers. The Town Clerk confirmed that the Leadership Team had agreed to undertake the work following receipt of an acceptable quotation from Lichfield District Council. Councillor Ho offered to hand deliver the letters as Ward Member for Highfield.

Post Note

To prepare an area of approximately 120m² ready for an application of wild flower seed. Supply and apply Wild Flower seed as requested, rake in and consolidate the seed. Total cost £826 + vat x. Daily watering of the wild flower seed (Mon to Fri) during the first six weeks after sowing (not required if sufficiently watered naturally) £29.00 + vat per occasion. The project could be delivered for £1652 for the planting and up to £1218 for the necessary watering depending on the weather totalling £2870 + VAT.

In respect of Item 2, Councillor Woodward explained that the restoration of finger posts was weather dependent however a target date had been given of April 2024.

In respect of Item 3, Councillor Woodward confirmed that this Committee had had several discussions on solar panels and the capital costs involved of installing the solar panels onto a building which is not owned by the Town Council. Councillor P Taylor felt that financial costs should not be the only consideration and referred to the adopted Environment Plan. The Town Clerk confirmed that he was currently reviewing quotations for switching to the Green Octopus fixed tariff. Councillor D Ennis confirmed that the tendering process for the Community Ownership Fund bid included solar panels being installed on the community centre.

Councillor Banevicius queried whether or not Staffordshire County Council, as landlord, have an obligation to look at the installation of solar panels. Councillor P Taylor felt the ownership of the building should not be a major factor when determining whether or not to install solar panels as the panels can be removed.

It was proposed by Councillor D Ennis and seconded by Councillor Evans and following a unanimous show of hands it was

RESOLVED That Members agreed not to proceed at this time with the installation of solar panels at the Old Mining College Centre, due to low return and high cost but agreed to explore the installation of solar panels at the Chase Terrace Community Centre [this is dependent on the outcome of the Community Ownership Fund bid].

Post Note:

*If the Community Ownership Fund bid is unsuccessful, Burntwood Town Council's Financial Regulations state that all items of expenditure over £5,000 must be **determined** by Council.*

In respect of Item 4, Councillor D Ennis confirmed that the second Community Ownership Fund application bid had been submitted and the result should be known shortly if the bid has been successful or not. He explained that the first section of the bid was for the refurbishment of the existing building and the second section was for a single storey extension [store rooms]. Councillor D Ennis confirmed that the building is now clear and some items had been sold by Richard Winterton Auctioneers.

Councillor Woodward explained that Plan B would be to make the building usable and confirmed that officers were currently collating a list of interested people [room

hire] and that the Community Development and Engagement Officer was currently looking at additional parking [for example the Scout HQ and Lichfield District Council's car park located next to St John's Community Centre] for when the centre is fully occupied.

Councillor Flanagan queried rising costs and Councillor D Ennis confirmed that, as he is a 'project manager' in his day-to-day job, he would be ensuring a fixed and final contract would be adhered to. Councillor D Ennis confirmed that tenders had already been obtained as this was part of the bid. Councillor Ho asked if priority could be given to local businesses and Councillor D Ennis confirmed that the companies who had tendered were within 3 miles of the community centre.

In respect of Item 5, the Town Clerk confirmed that the inspection of the defibrillators were incorporated into the routine maintenance programme for BuRRT.

Councillor Banevicius referred to a recent news article relating to Staffordshire Moorlands and no access code to one of their defibrillators. Councillor D Ennis confirmed that the BuRRT team could not gain access to check the defibrillator unless there is a code. It was **AGREED** that Item 5 relating to Defibrillators would be removed from the works programme.

In respect of Item 6, Members were informed of an incident which had taken place on 11 March, which had resulted in the newly installed flagpole outside of the Library at Sankey's Corner being demolished. The Town Clerk confirmed that he would be speaking to Zurich [the Town Council's insurers]. Members asked if thanks could be recorded to the BuRRT team for their quick response in clearing up the debris.

Councillor Flanagan asked if the Town Clerk had a timescale for the replacement of the flag pole and reference was made to St George's Day.

Councillor Norman queried whether or not the Town Council had purchased the 'legal' LGBTQ+ flag as one needed planning permission and one is approved by the Home Office. The Town Clerk confirmed that he would obtain prices for both.

With regard to the installation of a flag pole at the Old Mining College Centre, the Town Clerk confirmed that two companies had declined to install a flag pole citing difficulty and safety. He confirmed that planning permission and landlord's consent would also be required.

RESOLVED That the installation of a flag pole at the Old Mining College Centre be not pursued.

In respect of Item 7, Councillor Woodward confirmed that the Strategic Plan was not currently a priority. Councillor P Taylor referred to recent social media comments and felt that there was no current direction on how to answer certain questions from members of the public and Councillor Flanagan felt that it was right to discuss our position on such matters raised. Councillor Norman asked what the initial question was associated with the social media comments. The Clerk noted that the initial comments were concerned with diversity and inclusion. Councillor Woodward felt that the Strategic Plan could be put on hold however a Statement of Values could be established and that the Social Media Policy could be reviewed to protect both officers and Councillors from persistent social media comments.

With regard to Item 8, Members were informed that the CIL Expenditure item would be updated following the decision made at Full Council on 14 March 2024 regarding replacement of the skatepark. With regard to the installation of bike racks, Councillor Tranter asked if a list of where the new bike racks had been installed could be provided and the Town Clerk confirmed that he would provide a list by email.

In respect of Item 9, Councillor Woodward confirmed that the Town Council was waiting for a template from NALC so that the Town Council's Financial Regulations could be reviewed. She confirmed that the policies would be reviewed/readopted at the Annual Meeting on 23 May 2024. Councillor Norman asked if the Scheme of Delegation could also be reviewed at the Annual Meeting in May.

In respect of Item 10 – IT Strategy, Councillor D Ennis confirmed that a policy had been drawn up and quotations would be obtained. Members asked if priority could be given to local businesses.

Post Note:

*In respect of the IT Strategy, Burntwood Town Council's Financial Regulations state that all items of expenditure over £5,000 must be **determined** by Council.*

51. USE OF PETTY CASH OR CARD FOR SMALL SUNDRY PURCHASES

Councillor Woodward referred to Minute No. 39 – Schedule of Payments [18 January 2024] where it was resolved that the Town Clerk investigates the possibility of a 'debit' card and whether this was feasible or not. Councillor Evans referred to paragraph 2 – Current Situation of the report produced by the Finance Officer and asked if precise figures could be provided for 2022/23. Councillor D Ennis stated that his business [after mitigating the risk] does not have petty cash but he would support the recommendation by the Finance Officer in that whilst recognising that the majority of transactions are now carried out electronically, holding the petty cash account on the premises is not thought to be of any particular security or fraud risk and currently offers greater flexibility and convenience for staff than a card. Councillor Banevicius also confirmed that her business does not have petty cash.

It was proposed by Councillor Ho and seconded by Councillor P Taylor and following a unanimous show of hands it was

RESOLVED Members approved the retention of the petty cash account for the time being, at least until a more flexible option is available from the Town Council's bank.

52. INTERIM INTERNAL AUDIT REPORT 2023/24

The Town Clerk explained that this was work in progress and was only one part of the audit process. Councillor P Taylor referred to the Summary of Findings and in particular the REC which stated that there is inconsistency in the application of VAT in the Old Mining College, which may be incorrect.

Members went through the Annual Return – Internal Control Objectives page by page.

RESOLVED That the comments of the Internal Auditor after her interim visit in January 2024 be noted and that a meeting would be arranged to consist of Councillor P Taylor, the Town Clerk, and the Finance Officer to discuss VAT.

53. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the

press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

54. CONFIDENTIAL MINUTES

See Confidential Minutes.

55. OLD MINING COLLEGE CENTRE (ANNEX) ROOF MAINTENANCE

See Confidential Minutes.

(The Meeting closed at 7:25 pm)

Signed

Dated

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
						£	£	£
1	01 03 24	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
2	06 03 24	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
3	12 03 24	Octopus Energy	OMCC Gas & Electricity 01.02.24 to 01.03.24	DD	104/4055	1,162.38	232.47	1,394.85
4	12 03 24	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	48.74	9.75	58.49
5	12 03 24	Amazon	USB Mouse	CARD	107/4211	6.19	2.50	8.69
6	12 03 24	Amazon	4-Port Portable USB	CARD	107/4211	12.99	2.49	15.48
7	15 03 24		Employee Costs Month 12	BACS	107/4019 & 104/4019	12,467.39	0.00	12,467.39
8	15 03 24		LGPS Month 12	BACS	107/4019 & 104/4019	4,245.32	0.00	4,245.32
9	15 03 24		NI/PAYE Month 12	BACS	107/4019 & 104/4019	3,964.99	0.00	3,964.99
10	15 03 24	Sage	Payroll 01.03.24 to 31.03.24	DD	107/4139	8.00	1.60	9.60
11	15 03 24	Lift Safe Limited	BuRRT Service	BACS	212/4767	275.00	55.00	330.00
12	15 03 24	inLIFE Design Limited	Website Package, Security Updates, Hosting and Backups - Feb 24	BACS	108/4171	229.00	45.80	274.80
13	15 03 24	G E Collis and Sons Limited	Ant Powder, Slug Pellets, Digging Spade	BACS	104/4056	67.81	13.57	81.38
14	15 03 24	G E Collis and Sons Limited	OMCC Fire Doors Repairs	BACS	104/4056	18.43	3.67	22.10
15	15 03 24	DTH Churchyard and Cemetery Services	Burntwood Cemetery - Grave Digger	BACS	401/4810	470.00	0.00	470.00
16	15 03 24	Lichfield District Council	Cemetery - Annual Refuse Collection	BACS	401/4863	990.00	0.00	990.00
17	15 03 24	Lichfield District Council	OMCC - Annual Refuse Collection	BACS	104/4059	1,240.00	0.00	1,240.00
18	15 03 24	J&M Electrical Supplies	Outdoor Socket for OMCC Shed	BACS	104/4056	26.00	5.20	31.20
19	15 03 24	CPC	OMCC Cloakroom Items	BACS	104/4059	23.28	4.66	27.94
20	15 03 24	Npower	Christmas Illuminations period	BACS	203/4260	216.16	10.27	226.43
21	28 03 24	Gemma Manders	Wakes - Food Vendor Refund	BACS	213/4390	50.00	0.00	50.00
22	28 03 24	Support Staffordshire	Parish Council Renewal	BACS	107/4170	25.00	0.00	25.00
23	28 03 24	Ridgway Burial Services	Cemetery Grave Digger	BACS	401/4810	390.00	0.00	390.00
24	28 03 24	Lichfield Live	Lichfield & Burntwood Independent - 3 consecutive issues	BACS	108/4171	864.00	0.00	864.00
25	28 03 24	The Stambridge Group Limited	Cemetery Open & Close February 2024	BACS	401/4863	240.00	48.00	288.00
26	28 03 24	Screwfix	Gloves and Cable Ties	BACS	104/4056	12.89	2.57	15.46
27	28 03 24	Viking	A4 Paper, A4 Dividers, A4 Punched Pockets, A4 Lever Arch Files	BACS	107/4211	84.74	16.95	101.69
28	28 03 24	Yee Group Limited	Intruder Alarm System Annual Maintenance Charge	BACS	104/4056	765.87	153.17	919.04
29	28 03 24	Lichfield District Council	NNDR 2024-25 OMCC	BACS	104/4022	7,984.00	0.00	7,984.00
30	28 03 24	Lichfield District Council	NNDR 2024-25 Cemetery	BACS	401/4820	1,642.58	0.00	1,642.58
31	28 03 24	Lichfield District Council	NNDR 2024-25 Traffic Island - Bridge Cross Road	BACS	205/4306	32.44	0.00	32.44
32	28 03 24	Lichfield District Council	NNDR 2024-25 Traffic Island - Cannel Road	BACS	205/4306	32.44	0.00	32.44
33	28 03 24	Lichfield District Council	NNDR 2024-25 Traffic Island - Cannock Road	BACS	205/4306	32.44	0.00	32.44
34	28 03 24	Lichfield District Council	NNDR 2024-25 Traffic Island - High Street	BACS	205/4306	32.44	0.00	32.44
35	28 03 24	Lichfield District Council	NNDR 2024-25 Traffic Island - Attwood Road	BACS	205/4306	32.44	0.00	32.44
36	28 03 24	Lichfield District Council	NNDR 2024-25 Traffic Island - Miners Way	BACS	205/4306	32.44	0.00	32.44
37	28 03 24	TechCare Limited	Monthly IT Support	BACS	107/4139	884.23	176.85	1,061.08
38	28 03 24	Focus Group	Monthly Line Rental	DD	107/4057	161.62	32.32	193.94
39	28 03 24	MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period Feb-24]	DD	107/4211	155.45	31.09	186.54
40	01 04 24	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
41	06	04	24	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
42	09	04	24	Lamp Light of Peace	D-Day 80th Anniversary Lamp Light of Peace	CARD	214/4764	55.00	0.00	55.00
43	10	04	24	British Gas	Chase Terrace Community Centre - Electricity	CARD	502/4055	24.89	1.24	26.13
44	11	04	24	Amazon	Hose Pipes for Cemetery & OMCC	CARD	104/4056 & 401/4163	71.63	14.34	85.97
45	12	04	24	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	52.58	10.52	63.10
46	12	04	24	Flags and Flag Poles	Sewn Union Flag	CARD	214/4764	132.55	26.51	159.06
47	12	04	24	Newton Flags	D-Day 80 Flag of Peace	CARD	214/4764	62.00	12.40	74.40
48	15	04	24		Employee Costs Month 1	BACS	107/4019 & 104/4019	11,013.09	0.00	11,013.09
49	15	04	24		LGPS Month 1	BACS	107/4019 & 104/4019	4,154.89	0.00	4,154.89
50	15	04	24		NI/PAYE Month 1	BACS	107/4019 & 104/4019	3,272.23	0.00	3,272.23
51	15	04	24		Employee Mileage	BACS	107/4019 & 104/4019	15.75	0.00	15.75
52	15	04	24	Sage	Payroll 01.04.24 to 30.04.24	DD	107/4139	8.00	1.60	9.60
53	15	04	24	D.T.H. Churchyard & Cemetery Services	Cemetery Grave Digger	BACS	401/4810	500.00	0.00	500.00
54	15	04	24	G E Collis and Sons Limited	Base for Greenhouse - 10mm gravel	BACS	104/4056	27.10	5.40	32.50
55	15	04	24	G E Collis and Sons Limited	Base for Greenhouse - 10mm gravel	BACS	104/4056	27.10	5.40	32.50
56	15	04	24	G E Collis and Sons Limited	Hacksaw and 15mm Cable Cover	BACS	104/4056	9.64	1.93	11.57
57	15	04	24	Flagpole Express Limited	New Flagpole outside of Burntwood Library	BACS	211/4754	1,000.00	200.00	1,200.00
58	15	04	24	Burntwood Homing Society	Better Burntwood Fund	BACS	302/4416	305.00	0.00	305.00
59	15	04	24	Barnes Skips and Recycling	Burntwood Cemetery - Skip	BACS	401/4863	240.00	48.00	288.00
60	15	04	24	inLIFE Design Limited	Website Package, Security Updates, Hosting and Backups - March 24	BACS	108/4171	229.00	45.80	274.80
61	15	04	24	Access Innovations UK Limited	OMCC Attendance Charge - Main Entrance Doors	BACS	104/4056	225.00	45.00	270.00
62	15	04	24	Heatelect Limited	OMCC - Gas Boiler Service	BACS	104/4056	885.00	177.00	1,062.00
63	16	04	24	Octopus Energy	OMCC Gas & Electric 02.03.24 to 04.04.24	DD	104/4055	1,290.85	258.17	1,549.02
64	17	04	24	Burntwood Litter Heroes	Better Burntwood Fund	CARD	302/4416	103.58	20.72	124.30
65	17	04	24	Burntwood Litter Heroes	Better Burntwood Fund	CARD	302/4416	49.99	10.00	59.99
66	17	04	24	Amazon	Dewalt Quickfeed Spool	CARD	104/4056	22.29	4.46	26.75
67	18	04	24	BNP Paribas Leasing Solutions	Lease of photocopier	DD	107/4211	100.63	20.13	120.76
68	22	04	24	Amazon	Sun Flower Seeds	CARD	214/4764	20.15	0.83	20.98
69	25	04	24	MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period March-24]	DD	107/4211	140.62	28.12	168.74
70	25	04	24	N Deere	Chair's Quiz Night - Catering	BACS	301/4368	368.50	0.00	368.50
71	30	04	24	G E Collis and Sons Limited	Gloves, Chrome Collars, "A" Wood Trim	BACS	104/4056	11.30	2.28	13.58
72	30	04	24	G E Collis and Sons Limited	Items for Greenhouse - Glass	BACS	104/4056	24.55	4.90	29.45
73	30	04	24	G E Collis and Sons Limited	Items for Greenhouse - Silicone, Half Round File	BACS	104/4056	17.08	3.39	20.47
74	30	04	24	G E Collis and Sons Limited	Items for Greenhouse - Multi Blades, Clear Polycarb	BACS	104/4056	137.75	27.56	165.31
75	30	04	24	G E Collis and Sons Limited	Items for Greenhouse - Glass Cutter, Timber Offcut, Screws, Pins	BACS	104/4056	96.73	19.33	116.06
76	30	04	24	G E Collis and Sons Limited	Items for Greenhouse - Jigsaw Blades, MDF	BACS	104/4056	68.20	13.61	81.81
77	30	04	24	Mind Burton and District	Better Burntwood Fund	BACS	302/4416	4,999.00	0.00	4,999.00
78	30	04	24	Screwfix	Wipes, Aerosol Lubricant, Masking Tapes	BACS	202/4241 & 214/4764	27.14	5.42	32.56
79	30	04	24	Screwfix	Offset Right Tin Snips 10"	BACS	104/4046	4.99	1.00	5.99
80	30	04	24	Screwfix	Work Platform, Rubble Sacks, Hedge Trimmer	BACS	214/4764 & 104/4046	379.97	75.99	455.96
81	30	04	24	Stannah Lift Services Limited	OMCC - Lift 28.03.24 to 27.06.24	BACS	104/4056	89.35	17.87	107.22
82	30	04	24	Rialtas Business Solutions Limited	Omega Cashbook Annual Support & Maintenance	BACS	107/4139	1,221.00	244.20	1,465.20
83	30	04	24	Rialtas Business Solutions Limited	Cemeteries Software Annual Support & Maintenance	BACS	107/4139	580.00	116.00	696.00
84	30	04	24	Rialtas Business Solutions Limited	Making Tax Digital	BACS	107/4139	110.00	22.00	132.00
85	30	04	24	Rialtas Business Solutions Limited	Planning Software Annual Support & Maintenance	BACS	107/4139	165.00	33.00	198.00

[illegible]

PETTY CASH SPEND

<u>DATE</u>	<u>ITEM</u>	<u>SPEND</u>	<u>CASH OUT</u> <u>BANK</u>
15.03.2024	Bleach	£2.40	
26.03.2024	Refuse Bags	£1.98	
09.04.2024	Yellow Ribbons - Stephen Sutton	£15.00	
12.04.2024	Keys for Flag Pole	£12.00	
	Balance	£30.05	

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
1.	Brighter Burntwood. <i>Planters, wildflowers, hanging baskets, traffic islands</i>	11.03.24 17.04.23	Leadership team agreed to lay out a pilot wildflower meadow at Sister Dora Avenue	<i>LDC team have agreed to undertake appropriate works immediately in time for display this summer.</i> <i>Land planted by LDC in March, letters delivered to neighbours. Hopeful for a great display.</i>	Spring 2024	Steve Lightfoot	Cllr Norman
2.	Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood	01 December 2022 17.04.24	The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house resource to refurbish them in place, by cleaning, removing rust and repainting at a cost of approximately £1,000.	<i>Still ongoing. Assessment of the state of the posts has been carried out.</i> <i>Work started on the repairing/refurbishing as stated.</i> <i>Low priority for use of resource. Work is weather dependent.</i> <i>Work is currently being undertaken</i>	April 2024	Steve Lightfoot	Cllr Woodward

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
8.	CIL Expenditure	17 July 2023	Target date for installation of cycle racks Target date for heritage trail [Both had been approved by P&D Cmtte on 12 May 2022]	18.07.2023 Locations identified by Cllr D Ennis awaiting inspection on whether the locations are suitable by the Response and Repair Team and then landowners permission will be sought. 7.9.23 Locations inspected for suitability and 3/5 site owners responded and given permission. Type of rack has been identified with option to powder coat. Heritage Trail is external project. Book complete and ready for editing. Cycle racks purchased and delivered. Installation underway.	Spring 24	Kat Horner	Cllr Woodward
9.	Standing Orders Code of Conduct Financial Regulation Risk Register Complaints Panel	17 July 2023		Small Task Groups met. Financial Regs under review by NALC. Readoption at Annual Council.	May 24	Steve Lightfoot /Jayne Minor	Cllr Woodward
10.	IT Strategy		To approve tender specifications for on-going replacement of IT	Draft tender complete. Report back to P&R(May) with recommendation to determine supplier. On course for decision May	May 24	Steve Lightfoot	Cllr D Ennis



Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure

January 2020



Key Contact Information

Printed copies of this policy are available from Burntwood Town Council on info@burntwood-tc.gov.uk or Telephone 01543 677166

Cllr. Di Evans is the Member lead for Safeguarding. Her contact details are diane.evans@lichfielddc.gov.uk and 0781 315 1672

Graham Hunt is Burntwood Town Council's Designated Safeguarding Officer. His contact details are townclerk@burntwood-tc.gov.uk and 01543 677166

Jayne Minor is the Deputy Designated Safeguarding Officer. Her contact details are admin1@burntwood-tc.gov.uk and 01543 677166

Version 1.0

Date Agreed:

Review Date and Frequency - Annually

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

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

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

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FORWARD

Safeguarding is everyone's responsibility. As elected members, Council employees and volunteers we may go into the homes of people and deliver services to children and adults at risk of abuse and/or neglect, or notice something which cause us concern when we are around Burntwood or elsewhere.

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

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

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

It is imperative that all elected members, employees and volunteers of Burntwood Town Council, take the time to read through this policy, the supporting procedures and guidance and participate in the training on offer. If you are unsure of anything contained within the document, please ask for clarification.

If any one of us connected with Burntwood Town Council can play a part in stopping any kind of abuse, then the impact of our action is invaluable.



Chairman of the Council

Dated.

SECTION 1

1.1 Introduction

All children and adults have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

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

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

The purpose of this policy is to help protect all children and adults at risk, including those in our communities or accessing our services and to protect Burntwood Town Council, its staff, elected members and volunteers. It is supported by the Safeguarding Children and Adults at Risk of Abuse and Neglect Procedure (Section 2).

Definitions

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

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

- have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- are experiencing, or at risk of, abuse or neglect; and

- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

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

1.2 Policy Statement and Scope

The scope of this policy is to:

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

Burntwood Town Council has a legal responsibility to safeguard, promote wellbeing and protect children and adults at risk. We will comply with our duties by:

- Respecting and promoting the rights, wishes and feelings of children and adults at risk
- Raising awareness of the duty of care responsibilities relating to children and adults at risk throughout the Council
- Promoting and implementing appropriate procedures to safeguard the well-being of children and adults at risk to protect them from harm
- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and adults at risk from abuse, and to also minimise any risks to themselves
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or adults in line with the Staffordshire Safeguarding Children Board (SSCB) inter-agency policies and procedures for safeguarding children and promoting their welfare and the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Adult Safeguarding procedures

- Requiring staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedures, codes of conduct and associated policies and procedures, including:
 - Bullying and harassment Policy
 - Confidential Reporting Policy
 - Disciplinary policy and procedure
 - Equalities Policy
 - Grievance Policy
 - Health and Safety policy and procedures
 - Procurement Policy
 - Recruitment and selection policy and procedures
- Reviewing and evaluating this policy, the supporting procedure and guidance on an annual basis or in line with best practice, changes in legislation, organisational requirements and service delivery
- Ensuring representatives of Burntwood Town Council who have contact with children, young people or adults at risk are subject to safer recruitment procedures. This also applies when the Council is working in partnership with other private, voluntary or contracted organisations and employees to deliver services to children and young people and adults at risk

1.3 Principles

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

- The welfare of children and adults at risk is the primary concern
- All children and adults at risk irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual orientation have the right to protection from abuse and harm
- It is everyone's responsibility to act on any concerns about abuse in order that children and adults at risk are appropriately safeguarded
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the General Data Protection Regulations (GDPR) 2018.
- Recognising abuse is not easy, and it is not the responsibility of Council staff, elected members or volunteers to decide whether or not abuse has taken place or if there is significant risk. We do however have a responsibility to act if we think it may be happening

- Abuse, including neglect, are forms of maltreatment of a child or adult. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example via the internet. They may also be abused by an adult or adults, or by another child or children
- Children and adults at risk can be subjected to more than one form of abuse at any one time and emotional abuse is present in almost all cases.

1.4 Roles and Responsibilities

Burntwood Town Council recognises that, whilst carrying out their normal duties, some members of staff and volunteers are responsible for, or work with children, young people and adults at risk. Other members of staff and volunteers may come across children, young people and adults at risk in the course of carrying out their normal duties. Working for a Council implies trust and respect which can lead to a child or adult at risk feeling comfortable enough to disclose an incident of current or previous abuse or make it easier for someone in a responsible position to abuse that trust.

The Council wants to be certain that all the services it provides to children, young people, and adults at risk, and their families and carers are designed to ensure that they are treated with respect and kept safe from harm. All employees and volunteers working with children, young people and adults at risk of abuse, will receive appropriate training to assist them:

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

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

Areas of Specific Responsibility

The Town Councils can safeguard, promote wellbeing and protect children and adults at risk in several ways by:

- Raising awareness of signs and reporting mechanisms with employees, elected members and volunteers and providing training appropriate to their needs

- Ensuring the Council follows safer recruitment procedures
- Working effectively with other agencies to safeguard children and adults at risks

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

Roles and Responsibilities of Elected Members and Town Clerk

- To be responsible and accountable for the implementation and monitoring of the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedure
- To ensure that the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedures are implemented and embedded in practice within the Town Council
- To consider the implementation of the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and procedure through an Annual Report on Safeguarding
- To appoint a member lead for Safeguarding (*the Leader of the Town Council*)
- To give leadership responsibility to the Town Clerk for the Town Council's safeguarding arrangements.

Roles and responsibilities of the Designated Safeguarding Officer and Deputy Designated Safeguarding Officer

- To promote and advise on this Policy and associated procedure and its application
- To receive and record information from elected Members, employees and volunteers who have concerns
- To assess information about concerns raised promptly and carefully
- To consult with the appropriate statutory protection agency to test out any doubts or uncertainty about the concerns as soon as possible
- To advise and signpost where a concern raised is not identified as a Safeguarding issue
- To liaise with *the Leader of the Town Council* if the allegation involves an employee

- To make a formal referral to Staffordshire County Council without delay where abuse is suspected
- To promote and monitor employee compliance with the required training
- To maintain records of reported incidents
- To produce an Annual Report summarising Safeguarding activity
- To keep up to date with any legislative or other Safeguarding developments and changes to Staffordshire Children and Adult Safeguarding Board procedures
- To liaise with colleagues in other Staffordshire districts to learn from and identify good practice

Roles and Responsibilities of all Employees and Volunteers

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

Roles and Responsibilities of Managers and Supervisors

- To follow the Council's recruitment and selection process, including:
 - checking the appropriateness of referees and the content of references for all new temporary, permanent and casual employees.
 - ensuring all necessary documentation is completed for casual staff and potential volunteers before they take up post
 - ensuring that appropriate Disclosure & Barring Service (DBS) checks are carried out on posts that have been identified as requiring a disclosure.
- To ensure that at induction, all new employees, (including casual staff), whose work may bring them into contact with children and adults at risk, are:
 - informed about this Policy and procedure (including how to report concerns, who the Designated Safeguarding Officer(s) are and directorate Safeguarding contacts)
 - given summary of safeguarding issues and procedures for daily use
 - told how to access this policy and the supporting procedure
 - advised of training options and their needs discussed
 - give written confirmation that this has taken place (this can include both manager and employee signing the induction checklist)

- To support any member of their team who is reporting suspicions or allegations of abuse
- To ensure that the required training for their team is carried out and refreshed as required and that new employees have received or have booked on the appropriate training within 6 months of appointment
- To notify the Designated Safeguarding Officer of any child or adult at risk safeguarding concerns brought to their attention

Roles and Responsibilities of Town Clerk

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

1.5 Legislation and Guidance

The major pieces of relevant legislation and guidance are:

- Care Act 2014
- Children Act 1989 as revised by the Children Act 2004
- General Data Protection Regulations 2018
- Disclosure and Barring Service 2012
- European Convention of Human Rights
- Care Act 2014 Care and Support Guidance 2018
- Mental Capacity Act 2005
- Public Interest Disclosure Act 1998 Amendment Order 2018
- Safeguarding Vulnerable Groups Act 2006

- Working Together to Safeguard Children 2015 Updated 2018
- Adult Safeguarding: Prevention and Protection in Partnership 2015
- Female Genital Mutilation Act 2003 Amended 2015
- Protection from Harassment Act 1997
- Malicious Communications Act 2003
- Voyeurism Act 2019
- The Modern Slavery Act 2015

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

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

Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Inter-Agency Procedures: www.SSASPB.admin@staffordshire.gov.uk

1.6 Information Sharing

All employees have a statutory obligation (General Data Protection Regulations 2018, the Human Rights Act 1998 and the Freedom of Information Act 2000) to safeguard the confidentiality of personal information. The General Data Protection Regulations 2018 does not preclude the sharing of information to provide an effective service or protect a person from harm, danger and abuse. Access to personal information should be on strict need-to-know basis when sharing information within the Council and with other agencies.

Children and adults at risk have equal rights to confidentiality. If a child or adult at risk is making a disclosure, the employee, elected member or volunteer must always explain that some of this information will need to be shared with appropriate people and/or agencies. Information sharing is essential in safeguarding children and protecting adults at risk. Guidance has been developed to help understand when, why and how information can be shared, confidently and appropriately. This guidance, including the 'seven golden rules' for information sharing can be found at Appendix 1. The key points to consider when sharing information are set out in Appendix H of the Safeguarding Children and Adults at Risk Procedure.

1.7 Understanding & Recognising Abuse

Recognising abuse is not easy, and it is not the responsibility of Council staff, elected members or volunteers to decide whether or not abuse has taken place or if there is significant risk. We do however have a responsibility to act if we think it may be happening. Abuse, including neglect are forms of maltreatment of a child or adult.

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

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

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness. Indicators of possible physical abuse:

- Bruise marks consistent with either slaps or straps
- Undue fear of adults – fear of going home to parents or carers
- Aggression towards others
- Unexplained injuries or burns – especially if they are recurrent
- Any injuries not consistent with the explanation for them
- Injuries that occur to the body in places which are not normally exposed to falls
- Bruises, burns, bites, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse
- Fabricated illness
- Hitting, smacking, punching, kicking, slapping, twisting, pulling, biting and burning

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

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the child or adult's emotional development. It may involve conveying to the child or adult that they are worthless or unloved. It

may feature age or developmentally inappropriate expectations being imposed on children. It may include seeing or hearing the ill-treatment of another or serious bullying causing individuals frequently to feel frightened or in danger, or the exploitation or corruption of children is also emotional abuse. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Cyber Bullying

Cyber bullying is any form of bullying which takes place online or through smartphones and tablets, social networking sites, messaging apps, gaming sites and chat rooms such as Facebook, Xbox Live, Instagram, YouTube, Snapchat and other chat rooms. Cyber bullying is particularly common on the internet. Most young people will experience it or see it at some time. In our recent [national bullying survey](#), 56% of young people said they have seen others be bullied online and 42% have felt unsafe online. Cyber bullying can happen 24 hours a day, 7 days a week and it can go viral very fast.

Sexual Abuse

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

They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. A very recent piece legislation relates to the practice of upskirting which involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks. For adults at risk, this includes any form of sexual activity that the adult does not want and which they have not consented to (or have the capacity to consent to). Any sexual relationship that develops between adults where one is in a position of trust, power or authority in relation to the other is abuse. Specific activities may include rape, buggery, incest, touching without consent or exposure.

Neglect

Is the persistent failure to meet a child's or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter, failing to protect a child from physical harm or danger, failure to ensure adequate supervision or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or not responding to, a child's basic emotional needs.

For adults at risk, neglect may involve the withholding or failure to provide the support necessary for the adult to carry out the activities of daily living. This may include

withholding food, care or service. Neglect may also include a failure to intervene in situations that are dangerous to the adult concerned or others, particularly when the person lacks the mental capacity to assess risk.

Financial abuse (adults at risk)

This can be the misappropriation of an individual's funds, benefits, savings etc or any other action that is against the person's best interests, e.g.:

- Theft of money, possessions, property or other material goods
- Misuse of money
- Fraud or extortion of material assets
- Persuading an adult at risk to enter into a financial agreement, which is to their detriment

Discriminatory abuse (adults at risk)

Can be described as the intentional, wilful or unintentional abuse of a person based on their protected characteristics, for example, race, gender or religion

Organisational abuse (adults at risk)

Is the mistreatment of people brought about by poor or inadequate care or support, systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation. For signs against each type of abuse refer to Appendix A of the Safeguarding Children and Adults at risk procedure.

Domestic Violence and Abuse

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

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse; psychological, physical, sexual, financial and/or emotional.

Source: www.homeoffice.gov.uk

In all cases where there is knowledge or suspicion that there exists a potential for a child or children to be suffering harm as a result of domestic violence and abuse, then a referral should be made to Children's Social Care via the First Response Team (FRT) who act as the first point of contact for all referrals in relation cases that meet the

threshold for significant harm - for further information please refer Section 1E threshold framework 'Accessing the right help at the right time'

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

Where it is thought that a victim of domestic violence and abuse meets the definition of an adult at risk of abuse and neglect, then an Adult Protection referral should be made to the Contact Centre on 0345 604 2719.

Hidden Harm

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

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

Child Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability. (Child Sexual Exploitation: Definition and Guide for Practitioners DFE 2017)

For further guidance:

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

Forced Marriage

Forced marriage¹ is a marriage without the full and free consent of both parties. It is a form of domestic violence and an abuse of human rights. In an arranged marriage the family will take the lead in arranging the match but the couples have a choice as to whether to proceed. In forced marriage, one or both spouses do not (or, in the case of some disabled young people and some adults cannot) consent to the marriage and some element of duress is involved. Duress can include physical, psychological, sexual, financial and emotional pressure.

It is important to note that the Mental Capacity Act 2005 does not allow for consent to marry to be given on behalf of a person without capacity to make this decision for themselves.

Female Genital Mutilation

Female genital mutilation (FGM) includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. World Health Organisation, 2014. It is illegal in the UK. FGM is known by a number of names including “female genital cutting”, female circumcision” or initiation”. The term female circumcision suggests that the practice is similar to male circumcision, but it bears no resemblance to male circumcision, has serious health consequences and no medical benefits. FGM is also linked to domestic abuse, particularly in relation to “honour-based violence”.

For further guidance:

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

Modern Slavery

Modern slavery encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat of, or use of coercion, abduction, and fraud, and deception, abuse of power or of a position of vulnerability. It also includes the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

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

¹ Research carried out by the then Department for Children, Schools and Families estimated that the national prevalence of reported cases of forced marriage in England was between 5,000 and 8,000, with the youngest victim being 2 years old and the oldest 76 years..

to note that some cases involve UK-born people being trafficked within the UK, e.g. people being trafficked from one town to another. The consent of the victim of trafficking is irrelevant where any of the above methods have been used. Trafficked people may be used for sexual exploitation, agricultural labour including tending plants in illegal cannabis farms and benefit fraud. Children as well as adults at risk are trafficked.

If you have a concern regarding the possible trafficking of a person you should immediately contact the Designated Safeguarding Officer or make a referral direct to the appropriate team. Employees, elected members or volunteers should not do anything which would heighten the risk of harm or abduction to the child or adult.

Race and Racism

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

Hate Crime

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

This is a broad and inclusive definition. The Stephen Lawrence Inquiry report defined hate crime as 'any incident which is perceived to be racist by the victim or any other person'. However a victim does not have to be a member of an identifiable group. In fact, anyone could be a victim of a hate crime. The Crown Prosecution Service (CPS) and The Association of Chief Police Officers (ACPO) have agreed five monitored strands of hate crime as set out below.

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

Hate crime can take many forms including:

- Physical attacks such as physical assault, damage to property, offensive graffiti and arson
- Threat of attack including offensive letters, abusive or obscene telephone calls, groups hanging around to intimidate, and unfounded, malicious complaints
- Verbal abuse, insults or harassment - taunting, offensive leaflets and posters, abusive gestures, cyber bullying, offensive jokes and comments, dumping of rubbish outside homes or through letterboxes, and bullying at school, at home or in the workplace.

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

Bullying

Bullying is an abuse issue. 'Bullying', however low level or 'apparently harmless or good natured' it may appear should always be tackled as it can escalate into a serious abuse matter. Cyber bullying is increasing an issue of concern.

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

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

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

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

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

There are a number of offences that can be considered when dealing with violent extremism. They include offences arising through spoken words, creation of tapes and

videos of speeches, internet entries, chanting, banners and written notes and publications. The main offences employed to date have been soliciting murder and inciting racial hatred.

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

Prevent

In July 2015 the Counter-Terrorism & Security Act introduced a new general duty on local authorities to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty). It also required County Councils in two-tier areas to have a panel (called the Channel Panel) to assess and support individuals who are vulnerable to being drawn into extremism. Lichfield District Council and the Police are required to co-operate with these county panels in carrying out their functions.

Terrorism is defined by statute as the use or threat of action for the purpose of advancing a political, religious, racial or ideological cause. It therefore follows in complying with the Act that attention will be directed towards individuals with those particular backgrounds, beliefs or sympathies and susceptible locations. The County multi-agency Prevent Board acts as the strategic body that oversees the development and delivery of the County Prevent Delivery Plan which sets out how Prevent will be delivered across Staffordshire and Stoke on Trent.

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

1.8 Indicators of Abuse

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

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated in a part of the body not normally prone to such injuries. Bruises that reflect hand marks or fingertips could indicate pinching or slapping, cigarette burns and scalds would also be a concern
- An injury for which the explanation seems inconsistent
- The child or young person describes what appears to be an abusive act involving him or her
- Someone else (a child, young person or adult) expresses concern about the welfare of another person

- Unexplained changes in behaviour e.g. becoming very quiet, withdrawn or having severe temper outbursts
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Discomfort when walking or sitting down
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty making friends
- Is prevented from socialising with other people
- Displays variations in eating patterns including overeating and loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty and unkempt

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place or has taken place. For signs against each type of abuse refer to the Safeguarding Children and Adults at Risk procedures.

1.9 Risks that increase the likelihood of abuse happening

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

- Isolation
- Living in the same household as an abuser
- A previous history of abuse
- The existence of financial problems
- A member of the household experiences emotional or social isolation
- Inappropriate physical or emotional environment e.g. lack of privacy and/ or personal space
- Where there has been a change of lifestyle e.g. illness, unemployment or employment

- Dependence on others for personal and practical care
- Where a person is dependent on other people to administer money or where several people manage their money
- Where the adults at risk exhibits difficult and challenging behaviour
- The carer has difficulties such as debt, alcohol or mental health problems
- Poor leadership in care services
- Unmonitored provision of care, e.g. where reviews or inspections do not take place
- Failure to comply with standard operating policies and procedures

Increased Risks to Children

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

Parental factors:

- Parent has a mental illness
- Parent is misusing drugs or alcohol
- Parent has already abused a child
- Parent has previously had children removed
- Unwanted pregnancy / terminations
- Parent has a background of abuse when growing up
- Parents have unrealistic expectations of the child and lack parenting knowledge
- Parent is isolated and has little support
- Parent has a learning difficulty/ disability

Environmental factors:

- Overcrowding in the house
- Poverty or lack of opportunity to improve the family's resources
- Domestic abuse is present

- A non-biological adult (i.e. unrelated) living in the house
- Family is experiencing multiple stresses

Child factors:

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

Children and adults at risk with a disability or special need

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

- Having fewer social contacts than other children
- Receiving intimate personal care from a larger number of carers
- Having an impaired capacity to challenge abuse
- Having communication difficulties resulting in difficulties in telling people what is happening
- Being reluctant to complain for fear of losing services
- Being particularly vulnerable to bullying or intimidation
- Being more vulnerable to abuse by peers than other children

SECTION 2

2.1 Introduction

This procedure supports the council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy (Section 1).

The policy includes the:

- Policy commitment
- Principles
- Roles and Responsibilities
- Legislation and Guidance
- Types and indicators of abuse
- Risks that increase the likelihood of abuse
-

2.2 Examples and Signs of Abuse

The tables below are a guide to help employees identify the types and signs of abuse and to help them decide whether concerns should be raised. Please note that the tabled examples and signs detailed below may also be indicators of other medical factors and may not necessarily confirm abuse and neglect.

PHYSICAL ABUSE	
Examples include	Signs include
▪ Shaking ▪ Pinching ▪ Slapping ▪ Force-feeding ▪ Biting ▪ Burning or scalding ▪ Causing needless physical discomfort ▪ Inappropriate restraint ▪ Locking someone in a room	▪ Unexplained bruising, marks or injuries on any part of the body ▪ Frequent visits to the GP or A&E ▪ An injury inconsistent with the explanation offered ▪ Fear of parents or carers being approached for an explanation ▪ Aggressive behaviour or severe temper outbursts ▪ Flinching when approached ▪ Reluctance to get changed or wearing long sleeves in hot weather ▪ Depression ▪ Withdrawn behaviour or other behaviour change ▪ Running away from home/ residential care ▪ Distrust of adults, particularly those with whom a close relationship would normally be expected

EMOTIONAL/PSYCHOLOGICAL ABUSE	
Examples include	Signs include
▪ Intimidation and/or threats ▪ Bullying (including cyber bullying) ▪ Rejection ▪ Shouting ▪ Indifference and the withdrawal of approval ▪ Denial of choice ▪ Deprivation of dignity or privacy ▪ The denial of human and civil rights ▪ Harassment ▪ Being made to fear for one's well being	▪ A failure to thrive or grow ▪ Sudden speech disorders ▪ Developmental delay, either in terms of physical or emotional progress ▪ Behaviour change ▪ Being unable to play or socialise with others ▪ Fear of making mistakes ▪ Self-harm ▪ Fear of parent or carer being approached regarding their behaviour ▪ Confusion

SEXUAL ABUSE	
Examples include	Signs include
▪ Rape and other sexual offences ▪ Sexual activity including sexual contact and non-sexual contact that the child or adult at risk does not want, to which they have not consented, could not consent, or were pressured into consenting to ▪ For adults, being denied access to a sexual life ▪ Being encouraged or enticed to touch the abuser ▪ Coercing the victim into watching or participating in pornographic videos, photographs, or internet images ▪ Any sexual relationship that develops where one is in a position of trust, power or authority	▪ Pain or itching in the genital/anal areas ▪ Bruising or bleeding near genital/anal areas ▪ Sexually transmitted disease ▪ Vaginal discharge or infection ▪ Stomach pains ▪ Discomfort when walking or sitting down ▪ Pregnancy ▪ Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn ▪ Fear of being left with a specific person or group of people ▪ Nightmares ▪ Leaving home ▪ Sexual knowledge which is beyond their age or development age ▪ Sexual drawings or language ▪ Bedwetting ▪ Saying they have secrets they cannot tell anyone about ▪ Self-harm or mutilation, sometimes leading to suicide attempts • Eating problems such as overeating or anorexia • Disclosure

NEGLECT	
Examples include	Signs include
▪ Withholding help or support necessary to carry out daily living tasks ▪ Ignoring medical and physical care needs ▪ Failing to provide access to health, social or educational support ▪ The withholding of medication, nutrition and heating ▪ Keeping someone in isolation. ▪ Failure to intervene in situations that are dangerous to the person ▪ Inadequate supervision and guidance – leaving the child to cope alone, abandoning them or leaving them with inappropriate carers and failing to provide appropriate boundaries about behaviours such as under age sex or alcohol.	▪ Constant hunger, sometimes stealing food from others ▪ Dirty or 'smelly' ▪ Loss of weight, or being constantly underweight ▪ Inappropriate dress for the weather ▪ Complaining of being tired all the time ▪ Not requesting medical assistance and/or failing to attend appointments ▪ Having few friends ▪ Worsening of health conditions ▪ Pressure sores ▪ Mentioning their being left alone or unsupervised ▪ Sore or extreme nappy rash ▪ Skin infections ▪ Lack of response to stimuli or contact ▪ Poor skin condition(s) ▪ Frozen watchfulness ▪ Anxiety ▪ Distressed ▪ Child moves away from parent under stress ▪ Little or no distress when separated from primary carer ▪ Inappropriate emotional responses

	▪ Language delay
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SELF-NEGLECT (Adults)	
Examples include	Signs include
▪ Little or no personal care ▪ Refusing medication or refusing to stay on medication ▪ Disorientated or incoherent ▪ Unsafe living conditions & hoarding ▪ Inability to manage finances and property ▪ Isolation	▪ Poor grooming, dirty or ragged clothes, unclean skin and fingernails ▪ Unwilling to accept medical care ▪ Unable to focus, carry on normal conversation or answer basic questions about date, place, and time ▪ Lack of food or basic utilities in the home, unclean living quarters, rodents or other vermin ▪ Hoarding animals or trash, inability to get rid of unneeded items ▪ Inability to manage finances and property: not paying bills, repeatedly borrows money, gives money or property away ▪ Little contact with family or friends, no social support

FINANCIAL ABUSE (Adults)	
Examples include	Signs include
▪ Being over charged for services ▪ Being tricked into receiving goods or services that they do not want or need ▪ Inappropriate use, exploitation, or misappropriation of property and/or utilities ▪ Theft ▪ Deception ▪ Fraud ▪ Exploitation or pressure in connection with wills	▪ Lack of basic requirements e.g. food, clothes, shelter ▪ Inability to pay bills. ▪ Unexplained withdrawals from accounts. ▪ Inconsistency between standard of living and income ▪ Reluctance to take up assistance which is needed ▪ Unusual interest by family and other people in the person's assets ▪ Recent changes in deeds ▪ Power of Attorney obtained when person lacks capacity to make the decision.

DISCRIMINATORY (Adults)	
Examples	Signs
▪ Use of inappropriate "nick names" ▪ Use of derogatory language or terminology ▪ Enforcing rules or procedures which undermine the individual's well being ▪ Denial to follow one's religion ▪ Lack of appropriate food ▪ Denial of opportunity to develop relationships ▪ Denial of health care	▪ Being treated unequally from other users in terms of the provision of care, treatment or services ▪ Being isolated ▪ Derogatory language and attitude by carers ▪ Dismissive language by staff ▪ Hate campaigns by neighbours or others ▪ Deteriorating health ▪ Indicators of other forms of abuse

ORGANISATIONAL ABUSE (Adults)	
Examples	Signs
▪ Service users required to 'fit in' excessively to the routine of the service ▪ More than one individual is being neglected ▪ Everyone is treated in the same way ▪ Other forms of abuse on an institutional scale	▪ Inflexible daily routines, for example: set bedtimes and/or deliberate waking ▪ Dirty clothing and bed linen ▪ Lack of personal clothing and possessions ▪ Inappropriate use of nursing and medical procedures ▪ Lack of individualised care plans and failure to comply with care plans ▪ Inappropriate use of power, control, restriction or confinement ▪ Failure to access health care, dentistry services etc ▪ Inappropriate use of medication. ▪ Misuse of residents' finances or communal finances ▪ Dangerous moving and handling practices ▪ Failure to record incidents or concerns

2.3 Responding to Disclosure, Suspicions and Allegations

Council employees, elected members and volunteers may come across cases of suspected abuse either through direct or indirect contact with children and adults at risk, for example, running leisure activities for children and young people or for peripatetic staff visiting homes as part of their day to day work.

A child or adult at risk may 'confide' to a council employee that they are being abused or mistreated – this is known as a 'disclosure'. People who may suspect that abuse is occurring to a child or adult at risk may also confide in a council employee on the basis that 'they will know what to do because they work for the "Council"'. It is not an employee's, elected members or a volunteer's responsibility to decide whether or not a child or adult has been abused. It is however their responsibility to act immediately on any such suspicions and report their concerns and to ensure any relevant information is passed to the appropriate team.

Responding to Disclosure – What to do and what not to do

Abused children and adults at risk are more likely to disclose details of abuse to someone they trust and with who they feel safe. By listening and taking seriously what the child or adult is saying employees, elected members and volunteers are already helping the situation. The following points are a guide to help employees, elected members and volunteers respond appropriately if anyone discloses abuse:

Dos and Don'ts	
Do	Don't
▪ React calmly so as not to frighten them ▪ Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and/or differences in language ▪ Ask open ended questions and direct questions when seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the police and/or children's social care and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they	▪ Carry out your own investigation ▪ Put words in any child or vulnerable adult's mouth by asking direct questions such as "did your Dad/Mum do it" ▪ Dismiss the concern ▪ Panic ▪ Allow your shock or distaste to show ▪ Probe for more information than is offered ▪ Speculate or make assumptions ▪ Make negative comments about the alleged abuser

have asked/gained direct relevant information ▪ Reassure the child or adult at risk that they are right to tell ▪ Explain to them that concerns may have to be shared with someone who is in a position to act ▪ Make a written record of what has been disclosed at the earliest opportunity	▪ Make promises or agree to keep secrets ▪ Ask the child, young person, adult at risk or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation ▪ Take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner, following referral. ▪ Delete information or photographs from a computer, memory stick or mobile phone or any other mobile devices.
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2.4 Responding to Concerns about Child / Adult at risk Abuse – What to do

It is the responsibility of the individual employee, elected member or volunteer to take action where there are safeguarding concerns. If any employee, elected member or volunteer has any concerns regarding a child or adult who they think is being abused it is important for them to act immediately. Where there is evidence of immediate harm then the employee, elected member or volunteer should phone 999 and report the incident to the Police. Where there is any possibility that a criminal act may have been committed, care should be taken not to take any action that may jeopardise any subsequent criminal investigation.

If the employee, elected member or volunteer believes that a child or adult at risk is being harmed or at risk of harm then they should contact Staffordshire Social Care on the numbers on the next page. All concerns must be shared with the Designated Safeguarding Officer or the Deputy Safeguarding Officer.

Making a record

The employee, elected member or volunteer must make a record of the concern on the form for Reporting Safeguarding concerns at Appendix E, this includes:

- State who was present, time, date and place
- The child or adult's name, address and date of birth
- The nature of the allegation
- A description of any visible injuries

- Observations – e.g. a description of the child or adult's behaviour and physical and emotional state
- What the child or adult said and what was said in reply. Please record this as accurately as possible, using their own words far as possible
- Differentiate clearly between fact, opinion, interpretation, observation, and allegation
- Any action taken as a result of the concerns being raised e.g. who was spoken to and resulting actions. Include names, addresses and telephone numbers
- Sign and date what has been recorded
- Store the information in accordance with relevant procedures, e.g. Data Protection
- Send the form to the Designated Safeguarding Officer

Making a Referral to Staffordshire Children's Social Care

- Where there are concerns that a child or young person is at risk of or suffering significant harm then a referral should be made to Staffordshire Children's Social Care's First Response Team based at the Multi Agency Safeguarding Hub on 0800 131 3126 (between 8.30 am and 5.00 pm and 4.30 pm on a Friday) or via a brief e-mail first@staffordshire.gov.uk with your contact details (this should not include any confidential details about a child or young person) and explain the need for an urgent response due to a child protection concern.
- Outside of 8.30 am and 5.00 pm any concerns relating to a child should be directed to Staffordshire County Council Emergency Duty Service on 0345 604 2886 or eds.team.manager@staffordshire.gov.uk

Significant Harm

The Children Act 1989 as revised by the Children Act 2004 identified that significant harm justifies compulsory intervention in family life in the best interest of the child. It defines harm as 'ill-treatment or the impairment of health or development', Development means physical, intellectual, emotional, social or behavioural development: health means physical or mental health: and ill-treatment includes sexual abuse and forms of ill-treatment which are not physical. As a result of the Adoption and Children Act 2002, the definition of harm also includes 'impairment suffered by hearing or seeing the ill-treatment of another'.

The legislation does not define what is meant by significant harm. However, the Working Together guidance lists the following factors to consider in understanding and identifying significant harm:

- The nature of harm, in terms of maltreatment or failure to provide

- The impact on the child's health and development
- The child's development within the context of their family and wider environment
- Any special needs, such as a medical condition, communication impairment or disability that may affect the child's development and care within the family
- The capacity of parents to meet adequately the child's needs; and
- The wider and environmental family context

It is not the responsibility of employees, councillors, volunteers or contractors to investigate whether a child or young person is suffering significant harm. But where significant harm is suspected, these concerns should be raised. Where it is understood that the concerns do not meet the threshold for significant harm, the Local Support Team should be contacted to find out if they are already working with the child/family. All concerns raised must be shared with the Designated Safeguarding Officer or Deputy Safeguarding Officer.

Making a Referral to Staffordshire Adult Children's Social Care

- Where concerns relate to an adult at risk an Adult Protection referral should be made to the Contact Centre 0345 604 2719 (between 8.30 am and 5.30 pm Monday to Thursday and 4.30 pm on Friday).
- Outside of 8.30 am and 5.00 pm any concerns relating to an adult at risk should be directed to Staffordshire County Council Emergency Duty Service on 0845 604 2886.

Making a referral will trigger an investigation by Staffordshire County Council. It is important therefore that Burntwood Town Council retains an audit of referrals made to inform any such investigation. All concerns raised must be shared with the Designated Safeguarding Officer or the Deputy Safeguarding Officer. Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation.

Seeking Consent

Whilst professionals should in general discuss any concerns with the child and family and where possible seek their agreement to making referrals to Staffordshire Children's Social Care Services, this should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm. Employees/elected members/volunteers should not seek consent if they believe that in doing so they may put themselves at risk.

Consent is not required for referrals that meet the threshold for significant harm.

Consent is not required for adult protection referrals; however, it is good practice to gain consent if possible. If the adult lacks capacity to make a decision to share the information for themselves, a decision can be taken in their best interests about whether this is appropriate.

Responding to allegations against Staff and Volunteers

Detailed procedures and guidance relating to the management of allegations against people who work with children are contained within the following documents:

- Working Together to Safeguarding Children DFE 2015 Chapter 2
- SSCB inter-agency procedures: Section 4HA

Any concerns for the welfare of a child or adults at risk arising from abuse or harassment by a member of staff, elected member or a volunteer must be reported immediately to the Designated Safeguarding Officer or the Deputy Safeguarding Officer. If it is understood that a child or children have suffered or are at risk of suffering significant harm the Designated Safeguarding/Deputy will contact First Response and speak to the LADO (Local Authority Designated Officer). However, if the matter does not meet the threshold for significant harm, the Designated Safeguarding Officer/Deputy will contact First Response and speak to the LADO within 24 hours. The LADO is a statutory role in relation to allegations against children². They provide an 'Initial Discussion' which allows for the giving of advice and guidance relating to the most appropriate way of managing the allegation or concern, and most importantly will help establish what the 'next steps' should be in terms of investigating the matter further.

If the allegation is in respect of abuse or harassment of an adult, the Council's Designated Safeguarding Officer or Deputy will make a referral to the Contact Centre 0345 604 2719.

Support for the Referrer

The Council will fully support and protect all elected members/employees/volunteers who, in good faith (without malicious intent), make a referral about a colleague who may be abusing a child or adult and report his or her concern about a colleague's practice.

This support may take the form of counselling, if appropriate, moving the person reporting the abuse/potential abuse to another workplace temporarily whilst the incident is investigated. The Council also has a Confidential Reporting Policy procedure which a referrer can follow if there are reasons why the standard procedures for dealing with allegations make them feel particularly vulnerable, or if they consider

² As defined in Working Together 2013, Chapter 2, page 48

their concerns are not being acted upon appropriately. However, all elected members/employees/ volunteers have a duty to safeguard and promote the welfare of children and adults at risk, and in order to investigate concerns robustly it may not be possible to maintain complete anonymity, but the interests of the referrer will be protected when concerns are raised.

Disclosure of physical or sexual offences against adults at risk or children

Any staff member, elected member or volunteer who becomes the subject of a police investigation in relation to physical or sexual offences against adults at risk or children, or are charged with such a criminal offence, must inform the Town Clerk. Staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before, or during their employment at the organisation. The Town Clerk will discuss any potential safeguarding matters with the LADO and any required action will be agreed.

Further guidance available at: <http://www.staffsscb.org.uk/>

2.5 Welfare and well-being concerns raised

Many of the issues that employees, elected members and volunteers come across are welfare and wellbeing concerns rather than Safeguarding but are nevertheless issues that may need to be raised with other organisations. Options available, include those identified below.

General concerns relating to Children and Young People

Where a concern has been raised that has not been identified as a Safeguarding issue, the Local support team may be able to advise if they are already working with the family. Local Support Teams work with children and young people who have a problem that can't be solved within the family or at school (or with the help of other services that everyone can access such as doctors or children's centres) but who don't need intensive social work support.

They can help when there's an ongoing issue with a young person not attending school for example or a concern about alcohol or drug use. They may be able to give advice on how a child's needs could be met, but they may also do more in depth work on a one-to-one basis or with groups of families. You should make the family aware if you are making a request for support and where possible get their agreement.

The contact details for the Burntwood Local Support Team are 01543 510410 and burntwood.lst12@staffordshire.gov.uk
Monday - Thursday – 8.30am- 5.00pm
Friday – 8.30- 4.30 pm

The Staffordshire Connects may also be a useful source of information. It is an online directory of local care, support and wellbeing services, activities and events across

Staffordshire aimed at the whole family. It can be accessed via www.staffordshireconnects.info

General concerns relating to Adults at Risk

There are a range of options where a concern has been raised that has not been identified as a Safeguarding issue, but where it is felt that there are issues that need to be passed onto other organisations. This will be largely dependent on the primary concerns. The social care local area offices for Burntwood may be able to help:

Burntwood area office: Tel: 0300 111 8010
Emergency out of hours: 07815 492613
Email: lichfield.aso@ssotp.nhs.uk

If you have a concern about the mental health of an adult you can contact the South Staffordshire Mental Health Access Team on 0300 555 5001 or access.staffordshire@mpst.nhs.uk

APPENDIX A

SUMMARY LEGAL FRAMEWORK

The Children Act 1989

The Children Act 1989 provides Local Authorities (Social Services) and others with powers and duties to protect children from harm and ensure that the welfare and developmental needs of children are met. It also includes the general principle that the welfare of the child is paramount. Under section 47 of the Children Act, a Local Authority (Staffordshire County Council) must make enquiries regarding a child's welfare where:

- They are informed that a child who may be considered at risk who lives or is found in the area is:
- The subject of an Emergency Protection Order, or
- In police protection, or
- The Council has reasonable cause to suspect that a child living or found in their area is suffering or likely to suffer significant harm

The enquiries will enable the Local Authority to decide whether they should take any specific actions to safeguard and/or promote the child's welfare. All investigations will be carried out by Children's Social Care and the Police where necessary and will be in accordance with Staffordshire Safeguarding Children Board procedures and guidelines.

The Children Act 2004 - Section 11 Statutory Guidance

Statutory guidance on making arrangements to safeguard and promote the welfare of children came into force on 1st October 2005. Section 11 places a duty on all organisations to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The Act offered the legislative framework for the implementation of the five Every Child Matters principles which are considered to be integral to achieving positive outcomes and life chances for all children and young people from birth into adulthood. These principles are:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

It details how councils already contribute to the lives of children and young people and what is expected of them, including:

Care Standards Act 2000

This Act details the statutory responsibility for all agencies to ensure the protection of adults at risk. In summary this Act:

- establishes a new, independent regulatory body for social care and private and voluntary healthcare services ("care services") in England to be known as the National Care Standards Commission;
- provides for an arm of the National Assembly for Wales to be the regulatory body for such services in Wales;
- establishes new, independent Councils to register social care workers, set standards in social care work and regulate the education and training of social workers in England and Wales;
- establishes an office of the Children's Commissioner for Wales;
- reforms the regulation of child minders and day care provision for young children;
- provides for the Secretary of State to maintain a list of individuals who are considered unsuitable to work with vulnerable adults.

Mental Capacity Act 2005

Provides a framework to empower and protect people who may lack capacity to make some decisions for themselves. The Act makes clear who can take decisions in which situations, and how they should go about this. Anyone who works with or cares for an adult who lacks capacity must comply with the MCA when making decisions or acting for that person. This applies whether decisions are life changing events or more every day matters and is relevant to adults of any age, regardless of when they lost capacity.

Care Act 2014

The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect. (Part 1 S42-47). Under the new adult safeguarding duties local authorities must (for Burntwood the responsibility lies with Staffordshire County Council):

- lead a multi-agency local adult safeguarding system that seeks to prevent abuse and neglect and stop it quickly when it happens;
- make enquiries, or request others to make them, when they think an adult with care and support needs may be at risk of abuse or neglect and they need to find out what action may be needed;
- establish Safeguarding Adults Boards, including the local authority, NHS and police, which will develop, share and implement a joint safeguarding strategy;
- carry out Safeguarding Adults Reviews when someone with care and support needs dies as a result of neglect or abuse and there is a concern that the local authority or its partners could have done more to protect them;
- arrange for an independent advocate to represent and support a person who is the subject of a safeguarding enquiry or review, if required.

Any relevant person or organisation must provide information to Safeguarding Adults Boards as requested.

STATUTORY GUIDANCE

- **Working Together to Safeguard Children 2019.** This statutory guidance details the roles and responsibilities of all agencies with the aim of promoting effective working together to promote the welfare and safety of children. To view the Working Together to Safeguard Children statutory guidance please refer to www.education.gov.uk
- **No Secrets 2000** – This statutory guidance came into effect in 2000 for local councils with social services, local NHS bodies, local police forces and other partners to develop local multi-agency codes of practice to help prevent and tackle abuse. The “No Secrets” guidance is available at

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486

- Inter-agency procedures for safeguarding children and promoting their welfare in Staffordshire are available on line at www.staffsscb.org.uk Interagency Procedures for Adult Protection in Staffordshire can be found at:

There is a wide range of associated legislation and guidance available, see the Office of Public Sector Information for more information www.opsi.gov.uk

WORKING WITH CONTRACTORS AND VOLUNTARY ORGANISATIONS

Burntwood Town Council's (BTC) Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure covers all BTC functions and services and the operations of partners, contractors and voluntary organisations providing a service to Burntwood Town Council. All such partners, contractors and voluntary organisations need to be made aware of the council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure and comply with the policy and procedures. Any contracts or Service Level Agreements in place should therefore specify this requirement.

Contractors and organisations working with Children and adults at risk

Where the contractor or organisation will be working with children, young people and/or adults at risk, the contractor or organisation will be required to have approved their own Safeguarding Policy and Procedures, which have been reviewed by the officer responsible for the contract and agreed as fit for purpose. Advice may be sought from the Designated Safeguarding Officer. Contractors and organisations must also follow safer recruitment selection policies and ensure these are implemented whenever a person is employed or volunteers to work with children, young people or adults at risk. This will also include a requirement that the provider will not sub-contract to any organisation that does not have safe recruitment processes.

These requirements will be included in the terms of any contract drawn up between the council and contractors or organisations that provide council services for, or adults to work with, children and adults at risk. The specific terms of the application of this policy, to contractors and organisations delivering services on behalf of the council, will be specified, where appropriate, in contractual documents, including procurement standards, monitoring and quality assurance.

It is the responsibility of the Town Clerk to check that any necessary Disclosure and Barring Service checks have been satisfactorily completed by the contractor or organisation. It will monitor safeguarding compliance as part of the regular contract management monitoring.

Partnership working and Grant aided organisations

Voluntary organisations, private and community sector providers working in partnership with the Council involving children and adults at risk will be made aware of the Council's Safeguarding Policy and Procedure requirements. Grant aided organisations delivering services involving children and adults at risk will be required to demonstrate that they have in place an appropriate Safeguarding Policy and procedure as a condition of financial support.

SAFER RECRUITMENT POLICY AND PROCEDURE

Purpose

The purpose of the Safer Recruitment Policy and Procedure is to ensure that all recruitment and employment decisions follow a standard process which affords a fair, rigorous, consistent, transparent and legitimate assessment of whether an individual is suitable for working with children and/or adults at risk.

Policy statement and scope

Burntwood Town Council (BTC) will take all reasonable steps to prevent unsuitable people from working with children and adults at risk. In particular, it will:

- Ensure all staff with responsibility for recruitment and selection are trained.
- Evaluate the need for a Disclosure and Barring Service check, for all vacancies/new posts, including casual staff.
- As appropriate, identify requirement in job advertisement/candidate profile.
- As appropriate, ensure previous experience of working with children, young people and adults at risk (and also any apparent gaps in employment history) is covered at interview.
- Confirm identity and eligibility to work of prospective appointee
- Take up two references (one from current or most recent employer) and enhanced disclosure check prior to commencement of appointment.

This policy applies to all Burntwood Town Council employees. It also applies to contractors, agency staff and volunteers who provide services on behalf of the Council. Where a requirement exists for a DBS check to be undertaken it is incorporated within the contract of employment for appointment to that post.

Introduction

The Council has a duty to safeguard children and adults at risk from abuse and neglect. This includes ensuring that the Council does not employ anyone whose motivation to work with these groups is to abuse them. The harsh reality is that if a deceitful and manipulative person is determined to find a job working with children or adults at risk then there is not a 100% guarantee they will be stopped. However, the Council's role is to make it as difficult as possible for them to get through the recruitment and selection process. Robust and visible safeguarding in recruitment will deter unsuitable people from trying to join our organisation. The risk is small, however, the impact of just one allegation in an authority is huge, on

reputation, impact on other staff, customers going elsewhere and investigation time. The impact on that one child or adult at risk is lifelong.

BTC has robust Recruitment and Selection processes which will deter those who would want to work with children or adults at risk for the wrong reasons, for both permanent and casual positions. However, if these individuals can't find a paid position, they may seek volunteer positions where they may anticipate that checks will be less stringent. The Town Clerk therefore needs to ensure that the Recruitment and Selection Policy is applied for all recruitment, including permanent, temporary or casual positions and where it is a volunteer, that the Volunteer Policy is applied.

Prior to Recruitment

- Set aside time to plan and structure the Recruitment & Selection (R&S) Process
- Use Application Forms, do not accept CV's/verbal expression of interest
- Include safeguarding criteria in the person specification for relevant jobs
- Check list of DBS requirements for relevant roles to be included in the application pack
- Include a clear safeguarding message and reference to DBS checks on relevant job ads as a standard strapline
- Require the names of at least two people (not relatives) willing to provide reference that comment on the applicant's previous experience of, and suitability for, working with children or adults at risk, where it is a requirement of the job or volunteering role

At interview

- Interviewers must have been trained in R&S procedures in last 3 years
- Use minimum of 2 people on interview and shortlisting
- Use more than 1 selection tool where possible, do not just rely on interview to minimise subjectivity, e.g. work-related tests, presentations, trial class.
- Use structured questions around person specification bespoke to each position
- Probe gaps in employment history or concerns regarding reasons for leaving
- Seek evidence of past behaviour in interview, do not use hypothetical questions only
- Ask for original documentation – e.g. ID, qualifications, eligibility to work in the UK
- Make sure decisions are clearly documented

At appointment

- Ensure two references are obtained before start date is agreed. Where references are verbal, the record form must be completed and forwarded with the paperwork to personnel. If the paperwork is incomplete it will be returned and not processed.
- References should include the applicant's suitability to work with children or adults at risk, where it is a requirement of the job
- If the position is a volunteer, the Volunteer Policy must be applied by the recruiting manager.

If a DBS check highlights an unspent conviction, a risk assessment will be carried out to assess the suitability of the applicant to work with children or adults at risk. This will be carried out by the Town Clerk and Deputy Town Clerk.

Interview

Interviews must be carried out in line with the Council's Recruitment and Selection policy. For posts that have direct contact with children and adults at risk the interview should also include safeguarding questions relevant to the post.

Commencement of Employment

Two references must be received before the employee or volunteer can commence employment. This includes casual staff. Where a DBS check is required, the employee, contractor, agency staff or volunteer cannot commence working on behalf of the council until the DBS has been received and they will not be added to the payroll.

Induction

Checks are only part of the process to protect children and adults at risk 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/concerns of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children and adults at risk from possible abuse. All employees of BTC, elected members and volunteers need to have an awareness and understanding of the Council's Safeguarding Policy and Procedures. This is facilitated through induction. Beyond this basic level of understanding the knowledge required clearly varies according to job role. To this end 5 target groups have been identified and staff, elected members and volunteers allocated to a group. This then identifies the training content required and the timescales for completion.

Induction should include:

- Confirmation of the identified training needs and agreed timescales. As a minimum the Council expects all staff to have undergone formal children and or adults at risk adult training related to their job within 3 months of commencement of employment with the

Council. Refresher training will be required every 3 years. It is the responsibility of the C to ensure this takes place

- Clarification, agreement and signing up to the Council's Safeguarding Children at Risk of Abuse and Neglect Policy and Procedure
- Clarification, of the expectations, roles and responsibilities of the job or volunteering role.

Training

All employees of BTC, elected members and volunteers need to be aware of and understand the Council's Safeguarding Policy and Procedures. This is facilitated through induction. Beyond this basic level of understanding the knowledge required clearly varies according to job role. To this end five target groups have been identified and staff, elected members and volunteers allocated to a group. This then identifies the training content required and the timescales for completion. A full list of training requirements by role is available on the Safeguarding area of the intranet.

Probation, Monitoring and Appraisal

All newly appointed members of staff undergo an agreed period of probation on commencement of their role, other than casual or agency staff. All members of staff who have contact with children and adults at risk will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs and address any issues of poor practice. The Town Clerk should be sensitive to any concerns about poor practice and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

Particular care must be taken to monitor casual and agency staff, whose less frequent employment reduces the opportunities for regular supervision and training and who may therefore be less familiar with policies and procedures. It is the responsibility of the Town Clerk to monitor Council practice. This can be done in a number of ways:

- Direct observation of the activity or service
- Staff appraisals, mentoring and providing feedback on performance
- Children's and adults' feedback on the activities or services

Rehabilitation of Offenders

Burntwood Town Council is committed to the fair treatment of its employees (both paid and voluntary), potential staff or volunteers or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Having a criminal record will not necessarily bar someone from working or volunteering with the Council. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant. Failure to declare a conviction, caution or pending police action, will disqualify

the applicant from appointment or result in summary dismissal if the discrepancy comes to light.

Town Clerk responsibilities

- To follow the Recruitment and Selection procedures
- Ensure new staff and volunteers receive a proper induction
- Make sure all recruitment paperwork is complete, including references for casuals
- Ensure relevant staff receive safeguarding training
- Ensure Recruitment and Selection procedures are kept up to date with safeguarding practices
- Action requests for safeguarding training

Check paperwork is complete, including DBS and references received before adding the employee onto the payroll system

TRAINING AND DEVELOPMENT FRAMEWORK

All staff, councillors and volunteers, need to be able to recognise and respond to possible safeguarding issues. The level of training need for each person is determined by their level of contact and their role in managing or supervising others. All roles sit within five groupings as agreed by the Staffordshire Safeguarding Children's Board.

Target Group	Definition for Grouping	Examples of who sits within each Group	Content/Outcome	Timescales
0	Employees and volunteers whose job does not involve contact with children & young people, parents or carers, and/ or adults at risk	Admin staff, cleaners	Induction includes awareness & understanding of policy & procedures	Three months from job start date
1	Employees and volunteers who have infrequent contact with children & young people, parents or and carers and/ or adults at risk	Desk based staff, Town Clerk, OMCC caretaker	Awareness of types of abuse; signs & indicators of abuse and neglect; how to report concerns	Three months from job start date
2	Employee/councillors and volunteers who have regular contact or have a period of intense but irregular contact, with children & young people, parents or carers, and/ or adults at risk	Senior Administration Officer, Councillors, anyone completing home visits.	Above plus: Information Sharing, Threshold Framework, Domestic Abuse Safer Recruitment Training for staff who are responsible for recruiting staff to work with children and young people	Core six months from job start date Additional training within 12 months as available
3	Employees and volunteers who work predominantly with children & young people, their parents or carers and adults at risk or advise others on Safeguarding	Designated Safeguarding Officer and Deputy Designated Safeguarding Officer	As above plus: Radicalisation, Female Genital Mutilation Job related training e.g. Domestic abuse, Substance Misuse, Recognition of neglect	Three months from job start date Additional training within 12 months as available
4	Designated Safeguarding Officer	Graham Hunt	Above plus Designated Officer Training	Core training three months

	Deputy Designated Safeguarding Officer	Jayne Minor		from job start date Additional training within 12 months as available
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The Safeguarding Training Needs Matrix identifies the training needs of every employee role: Training is either delivered via Staffordshire Safeguarding accredited e-learning or face to face.

FORM FOR REPORTING SAFEGUARDING CONCERNS

Your name and job title	
Email	
Tel.no	
Name of child/adult at risk:	
Age and date of birth (if known):	
Address of child/ adult at risk	
Tel. No.	
Parent/carer names	
Are you reporting your own concerns or those of somebody else? Please give details	
Brief description of the nature of your concerns (include dates, times and details of any incidents witnessed, location and any physical and behavioural signs, etc):	
Have you spoken to the child/adult at risk? If so, what was said and have you advised them you are reporting your concerns?	

Has anybody been alleged to be the perpetrator? If so, give any known details	
Have you consulted anybody else? If so, please give details	
What have you done with your concern - e.g. passed to Local Support Team, Adult Protection, Staffordshire First Response team (please give names and reference numbers if applicable)	
Your signature	
Date	
Signed by Designated Safeguarding Officer	
Date received by Designated Safeguarding Officer	
Action taken by Designated Safeguarding Officer	

**RETURN FORM 'IN CONFIDENCE' TO THE DESIGNATED SAFEGUARDING OFFICER.
FORM TO BE STORED SECURELY AND CONFIDENTIALLY.**

**FORM FOR REPORTING CONCERNS ABOUT THE BEHAVIOUR OF COLLEAGUES IN
RELATION TO THE PROTECTION OF CHILDREN OR ADULTS AT RISK**

Name of individual about whom you have concerns:	
Their place of work and job role (if known):	
Your Name	
Email	
Tel. No.	
Details of your concerns, including any incidents witnessed, dates, times, location, other people involved.	
Have you spoken to the individual about your concerns? What was their response/reaction? Did you record it?	
Have you taken any other action relating to your concern?	
Your signature	
Date:	
Report received by:	
Date:	
Details of action taken:	

**RETURN FORM 'IN CONFIDENCE' TO THE DESIGNATED SAFEGUARDING OFFICER.
FORM TO BE STORED SECURELY AND CONFIDENTIALLY.**

GOOD PRACTICE GUIDELINES

All staff should be encouraged to demonstrate exemplary behaviour. It is possible to limit the situations where the abuse of children and adults at risk may occur by promoting good practice to all staff, elected members and volunteers. Following good practice guidelines should also help protect employees, elected members and volunteers themselves from possible allegation.

Good Practice Guidelines

It is possible to limit the situations where the abuse of children and vulnerable adults may occur by promoting good practice to all staff, elected members and volunteers. All staff should be encouraged to demonstrate exemplary behaviour in order to protect themselves from possible allegation.

Do's

When working with children and adults at risk all employees/ elected members/volunteers should:

- Adhere to the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure at all times
- Treat all children and adults at risk with respect and dignity
- Maintain a safe and appropriate distance from children and adults at risk, e.g. try not to be left alone with a child
- If a child or adult at risk talks to you about a problem, listen to them and take them seriously
- Be an excellent role model including not smoking or drinking alcohol in the company of children and adults at risk
- Ensure that if physical contact is needed, it is provided openly and in line with relevant guidelines (e.g. National Governing Body of Sport Guidelines)
- Work in pairs if supervision in changing rooms or similar places is required, avoiding entering opposite sex changing rooms; with mixed groups, supervision should be by a male and female member of staff together, wherever possible
- Involve parents, guardians and carers wherever possible.

All Employees must follow BTC's policies and procedures, including for example:

- Bullying and Harassment Policy

- Code of Conduct
- Confidential Reporting Policy
- Disciplinary Policy
- Equalities Policy
- Grievance Policy
- Health and Safety Policy
- Recruitment and Selection Policy, including Safer Recruitment
- Safeguarding Children and Adults at Risk policy

First Aid and Treatment of Injuries

If a child or adult at risk requires first aid or any form of medical attention whilst in the care of an employee, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and / or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/adult at risk, in language that they understand, and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or adults at risk adult's interests and on professional advice not to do so.
- A notification of accident form must be completed and signed and passed to the Town Clerk.

INFORMATION SHARING GUIDANCE

Information sharing is essential in safeguarding children and protecting adults at risk at risk. The Council will comply with HM Government guidance setting out the 'seven golden rules' for information sharing. This guidance is available on: www.everychildmatters.gov.uk/informationsharing

The key points to consider when sharing information are:

- Staff must explain to the child, adults at risk or parent at the outset, openly and honestly, what information will, or could be shared. They must explain why and how it needs to be shared and seek their agreement. The exception is where sharing information would put the person or others at risk of significant harm, or undermine prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with a potential investigation
- Staff must always consider the safety and welfare of a child or adults at risk when making decisions on whether to share information about them. Where there is concern that the person may be suffering or is at risk of significant harm, the individual's safety and welfare must be the overriding consideration
- Staff should, wherever possible, respect the wishes of children, their parents or adults at risk who do not consent to sharing confidential information. Information may still be shared, if in their judgement on the facts of the case; there is sufficient need to override that lack of consent
- Staff should seek advice from the appropriate professional bodies where they are in doubt, especially where their doubt relates to a concern about possible significant harm to a child, adult at risk or to others
- Staff should ensure that the information they share is accurate and up-to-date, necessary for the purpose for which they are sharing it, shared only with those people who need to see it and shared securely
- Staff should always record the reasons for their decision - whether it is to share information or not.

GUIDELINES ON USE OF IMAGES OF CHILDREN AND/OR ADULTS AT RISK IN PUBLICATIONS AND ON THE INTERNET

Websites and publications provide excellent opportunities to publicise achievements of individuals and provide a showcase for the activities of children and adults at risk. In some cases, however, displaying certain information about children and adults at risk could place them at risk.

The following procedure must be followed to ensure the Council's publications and information on the internet does not place children or adults at risk:

- Publications or information on a website must never include personal information that could identify the child or adult at risk. Any contact information must be directed to the Council or other relevant organisation.
- Before publishing any information about a child or adult at risk, written consent must be obtained from the child or adult's parent, guardian or carer. If the material is changed from the time of consent, the parents/guardians/carers must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or adult at risk in a provocative pose or in a state of partial undress. Children and adults at risk must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or adults at risk only the group or team should be referred to and not individual members. Credit for achievements by an individual child or adult at risk should be restricted to first names only.
- All published events involving children or adults at risk must be reviewed to ensure the information will not put children or adults at risk. Any publications of specific meetings or child/adult at risk events, e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken when publishing photographs, film or videos of children or adults at risk who are considered particularly vulnerable, e.g. the subject of a child or adult protection issue or a custody dispute.

Any concerns or enquiries about publications or internet information should be reported to the Council's Designated Safeguarding Officer or the Deputy Safeguarding Officer.

GUIDELINES ON USE OF PHOTOGRAPHY AND FILMING OF CHILDREN AND/OR ADULTS AT RISK (including Mobile Phone Technology)

There is evidence that some individuals have used public events as an opportunity to take inappropriate photographs or film footage of children. The following best practice is to be adopted to protect children and adults at risk who are being photographed or videoed:

- When commissioning professional photographers or inviting the press to cover Council services, events and activities organisers must ensure that they make expectations clear in relation to child and adult safeguarding.
- Organisers must check the credentials of any photographers and organisations used.
- Where possible, the consent of the parent/guardian for photographing, videoing and/or filming of a child or adult at risk must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Council.
- An activity or event specific identification badge/sticker must be provided and clearly displayed at all times by the accredited photographers, film and video operators on the day of the activity or event.
- Unsupervised access must not be allowed to children or adults at risk or one to one photographic sessions.
- Do not allow photographic sessions outside of the activities or services, or at a child or adult's home.
- It is recommended that the names of children or adults at risk should not be used in photographs or video footage, unless with the express permission of the child or adults at risk adult's parent or guardian.
- The Council reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of an event. The recommended wording is:

“In line with the recommendation in Burntwood Town Councils’ Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure, the promoters of the event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectators’ entry desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter’s conditions.”

Any concerns with photographers or film operators are to be reported to the Designated Safeguarding Officer or Deputy Safeguarding Officer and where relevant, the police.

PARENTS/CARERS USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AT EVENTS

It is good practice to inform parents/carers of our expectations of them using their own photographic/filming equipment at events organised by the Council.

- Parents/guardians/carers and spectators should register with the organiser their intent to use zoom, close range photography or filming equipment at an event.
- Children, adults at risk and parents/guardians/carers should be informed that if they have concerns, they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography or filming should be reported to the organiser, or senior member of staff present. It is their responsibility to record the incident on the incident report forms and pass on to the Designated Safeguarding Officer to take appropriate action.

An example of wording to be displayed at an event or on publicity material prior to the event should follow the lines of:

“In line with Burntwood Town Councils’ Safeguarding Children and Adults at Risk of Abuse and Neglect Policy, any person wishing to engage in zoom, close range photography or filming, should register their intent with the event/activity organiser, prior to carrying out any such photography or filming. The organiser reserves the right to refuse any such photography or filming if there are concerns or complaints about its appropriateness”

An example photographic consent form is given at Appendix L.

PHOTOGRAPHIC CONSENT

Burntwood Town Council produces a range of print materials and online information. On occasion the Council takes photographic images (moving and still) for promotional purposes.

Signing this form gives agreement for the individual named to take part in such a photographic/video shoot for Lichfield District Council for the above stated purpose only.

I have read and understood this form and give my permission for the child or adult in my care named below to be photographed, filmed or recorded.

You may/may not include their name or other identifying information alongside these images.

OR

The child or adult in my care may NOT be photographed, filmed or recorded.

Signature and date:

Name of child/ adult in my care (block capitals):

Date of birth (if under 18):

Address:

Phone number:

Parent/carer/guardian:

Address (if different from above):

Contact telephone details (if different from above):

Email address (optional):



Burntwood Town Council have designed an Action Plan to enable it to make a meaningful contribution to health and social care being undertaken across the town to support people living with dementia and their carers.

Action Plan for Burntwood

Action 1	All Town Councillors to undertake dementia friends training.
Action 2	Member dementia champions to be appointed for Boney Hay, Burntwood, Chase Terrace and Chasetown.
Action 3	Town Councillors to map dementia provision in their respective wards.
Action 4	A dedicated dementia page set up on the Town Council website to promote available dementia advice and support
Action 5	Start discussions with the business community regarding how to make shops more dementia friendly.



BURNTWOOD TOWN COUNCIL

ANTI-FRAUD AND CORRUPTION POLICY

ADOPTED 8th JANUARY 2020

AGENDA ITEM 8 - ENCLOSURE NO. 6

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AGENDA ITEM 8 - ENCLOSURE NO. 6

1.0 Commitment

- 1.1 The Council is committed to the prevention, deterrence, detection and investigation of all forms of fraud and corruption.

2.0 Definition

- 2.1 Fraud is defined as the illicit gaining of cash or other benefits by deception. Corruption is defined as the dishonest influencing of actions and decisions.

3.0 Culture of the Council

- 3.1 The Council will seek to maintain an environment that makes fraud and corruption difficult to perpetrate. All practicable steps will be taken to minimise the risk and effect of fraud and corruption by its customers, clients, elected Members or employees across the whole range of the Council's services and functions. The need for appropriate controls is acknowledged and the Council will seek to sustain such controls in the administrative, financial, operational and computer systems employed in the delivery of external and internal services and management.
- 3.2 It is the responsibility of the Town Clerk to ensure that there are appropriate and adequate controls in place within the systems for which he/she is responsible, working in conjunction with the Finance Officer (as Responsible Financial Officer). The Council expects that current recommended best practice will always be followed. Controls will be designed to deter, prevent and detect all forms of fraud and corruption and also identify a clear pathway for investigation.
- 3.3.1 The Council expects all of its suppliers, contractors, agents, partner organisations and individuals, to act with honesty and integrity, and client officers will be responsible for monitoring their actions and for ensuring that their terms of reference, agreements and/or contracts include a clause to that effect. The Council will seek to ensure that all its dealings will be conducted on the same basis and expects its members and employees to lead by example.
- 3.3.2 The Council recognises the principles of good enforcement (as set down in the Regulators' Code of April 2014) and the enforcement of the law by the Council will follow the principles of proportionality enshrined in Human Rights legislation. In applying the law and securing compliance the Council will be consistent and transparent in the way it operates.
- 3.5 The Council will maintain a framework of guidance, codes of practice, codes of conduct and procedures designed to ensure that its objectives are achieved in a proper and fair manner. All cases of fraud and corruption will be investigated and treated equally, regardless of the perpetrator. The police will be informed if appropriate. Disciplinary action will be taken, as necessary, in accordance with the Council's disciplinary procedures.

- 3.6 The Council wishes to encourage any interested party, whether they are elected Members, employees, taxpayers, clients, or customers, to report any suspicions of fraud or corruption that they may have. Concerns can be registered in several ways. Members of the public can raise concerns through the Council's Complaints Procedure. Employees can raise concerns with the Town Clerk or via the Council's Confidential Reporting Policy. Concerns can also be raised directly with whoever of the following is the most appropriate or convenient and they will then ensure that the matter is dealt with in accordance with the Council's policies and procedures:
- The Chairman of the Council, the Leader of the Council or a Ward Councillor.
 - The Town Clerk.
 - The Internal Auditor or the Council's external auditors.
- 3.7 The Council's Confidential Reporting Policy seeks to reassure employees that there will be no victimisation of internal "whistleblowers" and that every effort will be made to ensure anonymity if employees so wish. All information received will be given due and careful consideration. There is of course a need to ensure that procedures for reporting and investigating suspected fraud or corruption are not misused.

4.0 Members' Role and Responsibilities

- 4.1 As elected representatives of the public, Council Members have a duty to be fair, honest and open in their roles. Members must abide by legislation, the Council's Code of Conduct, the Council's Standing Orders and Financial Regulations and the Council's locally adopted policies and procedures.
- 4.2 Members are required to declare and register any pecuniary interests they may have in companies, charitable organisations, voluntary groups or other relevant organisations. Members are required to abstain from any debate or vote which pertains to matters involving any such organisations in which they have a pecuniary interest and in certain cases when they have a non-pecuniary private or personal interest.

5.0 Employees' Role and Responsibilities

- 5.1 All employees are expected to comply with the Council's Code of Conduct. Employees who are members of professional bodies will also be expected to abide by any codes of conduct and/or professional ethics issued by those bodies. All employees are subject to their terms and conditions of employment. Job descriptions, procedure notes and managerial instructions define the role of employees on a day-to-day basis. Employees must ensure that they work within the Council's Standing Orders and Financial Regulations. Where the Council uses agency staff, they will be bound by the same rules as direct Council employees.

5.2 The Town Clerk and Finance Officer are responsible for ensuring that all staff are aware of the Council's Financial Regulations and that the requirements of these rules are being met. The Town Clerk is also responsible for ensuring that:

- Appropriate procedures are in place to safeguard the resources for which they are responsible.
- All employees are complying with the relevant codes of conduct.
- All complaints are logged and that details of subsequent actions and decisions are recorded.

6.0 Town Clerk and Finance Officer's Role and Responsibilities

6.1 The Town Clerk and the Finance Officer (as the Council's Responsible Financial Officer) have a statutory duty to ensure that proper arrangements are made to administer the Council's finances and financial systems. The Council acknowledges these roles, supports the Town Clerk and Finance Officer in undertaking their approved duties and will consider their advice on any changes to the systems of control, financial administration and associated rules and regulations.

6.2.1 The Town Clerk and Finance Officer are responsible for the prevention, detection and resolution of fraud and irregularities. In compliance with these requirements, the Finance Officer shall ensure appropriate Internal Audit provision and shall ensure complimentary operation with External Audit in all cases.

7.0 Investigation and Detection

7.1 The Council maintains a proactive attitude to the prevention and detection of all forms of fraud and corruption using:

- management controls
- Internal Audit, in accordance with an agreed code of conduct
- other specialist resources
- relevant external agencies

7.2 All reported or suspected occurrences of fraud and corruption will be investigated in a fair, proper and open manner.

7.3 The Council is committed to being actively involved with any appropriate joint initiatives designed to prevent and detect fraud and corruption.

AGENDA ITEM 8 - ENCLOSURE NO. 6

Policy and Resources Committee

07 May 2024

VALUES STATEMENT

1. Purpose of report

To approve and formally adopt a statement of values held by Burntwood Town Council.

2. Background

At the meeting of Full Council held on 14 March 2024, in response to a question from Councillor Woodward, Members supported unanimously Councillor D Ennis' answer that this Council support the following;

- we deplore racism, sexism, ageism, homophobia, transphobia and all such forms of discrimination (as defined in the protected characteristics under the Equalities Act 2010)
- we are an inclusive and tolerant organisation which will always seek to represent our residents regardless of their personal characteristics and
- we will not condone abuse or disrespect towards councillors or staff which does not reflect these values.

3. Recommendations

That Members note the content of this report and adopt the above statement as a formal Values Statement.

Contact Officer

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