

Safeguarding Adults Policy

April 2016



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CONTROL SHEET FOR SAFEGUARDING ADULT POLICY

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Safeguarding Adult Policy

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Safeguarding Adults Policy

1. Introduction

This document is the policy of Bolsover District Council and has been developed to compliment the Derbyshire and Derby Safeguarding Adults Policy and Procedures which has been agreed by all partners of both Safeguarding Boards. (document can be viewed at:- www.saferderbyshire.gov.uk) This policy has been written in line with the Care Act 2014 and its statutory Safeguarding Guidance which replaces the “No Secrets” Guidance 2000.

It is the statutory obligation of every local authority with responsibility for adult care services to have a Safeguarding Adult Board (SAB). From April 2015 the Local Authority, local Clinical Commissioning Groups (CCG's) and the Chief Officer of Police are required by law to be members of the SAB. The SAB must involve all relevant organisations and individuals to ensure that it has the involvement of all partners necessary to effectively carry out it's duties. Each Local Authority and their partners **must** collaborate and work together as set out in the cooperation duties in the Care Act 2014 and in doing so, must, where appropriate also consider the wishes and feelings of the adult on whose behalf they are working.

The purpose of the Safeguarding Adults Policy is to make explicit the responsibilities of all professionals, volunteers and agencies working together to protect those adults most at risk from harm and abuse. All Local Authorities have a duty to safeguard adults and where they do not have a statutory lead for adult care services, they must work in partnership with their upper tier authority to ensure adults are safeguarded against abuse.

1.1 Policy Aims and Objectives

Bolsover District Council employees, Councillors, contractors and partners have a key role to play in safeguarding adults from abuse. Each individual is the eyes and ears of the Council and, therefore, has an important role to play in the event of timely and appropriate help, and joint working with agencies in the Council's commitment and use of shared procedures in relation to safeguarding of adults.

The aims of this Policy are to:

- Implement and maintain systems of working practice to safeguard adults during council activities
- Ensure that adults have confidence in the council's policies and procedures in respect of services we provide for them
- Ensure that concerns about abuse are reported promptly to the appropriate authorities
- Offer guidance and support to all employees and Councillors involved in Council activities, to assist them in recognising and responding to the signs of possible abuse, and to protect themselves against allegations
- Ensure that the Council's role and responsibility in protecting adults from abuse is clear
- Raise awareness around safeguarding of adults

- Deliver against the Council's Corporate Plan aim of supporting our communities to be safer, cleaner and greener
- Work in compliance with the Derby and Derbyshire Safeguarding Adult Partnership, Safeguarding Adult Policy and Procedures
<http://www.saferderbyshire.gov.uk>

1.2 Legal framework

Nationally there is a wide range of legislation and regulatory framework relating to adults who may be vulnerable. These relate primarily to upper tier councils such as Derbyshire County Council, who have the statutory lead on adult care services. These include, but are not exhaustive:-

- The Care Act 2014 and its statutory guidance (this replaces the 'No Secrets' Guidance 2000)
- Human Rights Act 1998
- Mental Capacity Act 2005 made it an offence to neglect or deliberately ill-treat a person who lacks capacity. It put arrangements in place for advocacy support and best interest decision making.
- SCIE Safeguarding Adults of Risk of Harm:- a Legal Framework for Practitioners

2. Scope of the Policy

The Policy covers all of the functions and services of the Council, as well as the operations of partners, contractors, tenants and voluntary organisations that deliver services on its behalf, unless they have their own policy which has been recognised as an adequate substitute.

The Policy covers all adults over the age of 18 years of age who are affected by the services delivered by or on behalf of the Council.

The Council recognises that Derbyshire County Council's Safeguarding Adults Team and the police are the lead agencies with regard to adults. The Council also recognises that everyone has a responsibility to safeguard adults, including all Council employees and Councillors who come into contact with adults.

The Council will endeavour to work with other relevant parties to organise and develop activities to ensure that all adults are able to take part at levels appropriate to their needs. Language and cultural requirements will also be taken into account. It considers that all adults should be treated equally and fairly.

2.1 Working Partners and Contractors

The Council regularly works with partners and contractors from a variety of sectors. Contractors will be expected to follow this Policy unless they have their own policy which has been recognised as an adequate substitute by Bolsover District Council.

Safe recruitment practice will include those persons who may not have direct contact with adults, but because of their presence will still be seen as safe and trustworthy.

The principles of safe recruitment will therefore be included in the terms of any contract drawn up between the Council and contractors or agencies that provide services for adults.

The Council will monitor compliance with the contract that will also include a requirement that the provider will not sub-contract to any personnel who have not been part of a safe recruitment process.

2.3 Key Principles of Safeguarding Adults

The **six principles** that underpin adult safeguarding apply to all sectors and settings including care and support services, social work, healthcare, welfare, housing providers and police. The principles should inform the ways in which professionals and other staff work with people at risk of abuse or neglect.

These principles can also help Safeguarding Adults Boards (SAB's) and organisations more widely by using them to examine and improve their local arrangements.

- **Empowerment**
People being supported and encouraged to make their own decisions and have informed consent
- **Prevention**
It is better to take action before harm occurs
- **Proportionality**
The least intrusive response appropriate to the risk presented
- **Protection**
Support and representation for those in greatest need
- **Partnership**
Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting abuse.
- **Accountability**
Accountability and transparency in delivering safeguarding.

Bolsover District Council as a SAB member will adhere to the following guiding principles:-

- To prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
 - To safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives.
 - To promote an outcomes approach in safeguarding that works for people resulting in the best experience possible. The SABs will seek the views of Adults who have been through safeguarding enquiries to gain assurance of the embedding of an outcomes focussed approach to safeguarding and to inform future developments of strategy, policy and procedures.
 - To raise public awareness so that professionals, other staff and communities as a whole play their part in preventing, identifying and responding to abuse and neglect.
 - Early sharing of information is the key to providing effective help where there are emerging concerns. Fears of sharing information **must not** stand in the way of promoting and protecting the well-being of adults at risk of abuse and neglect.
- Source:- 'Derbyshire and Derby Safeguarding Adults Policy and Procedures May 2015'

3. Safeguarding Adults Criteria

The Adult experiencing, or at risk of abuse or neglect will hereafter be referred to as the Adult.

The safeguarding duties apply to an adult who:

- **Has needs for care and support (whether or not the local authority is meeting any of those needs)**

AND

- **Is experiencing, or at risk of, abuse or neglect**

AND

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

Duties apply in relation to any person who is aged 18 or over and at risk of abuse or neglect because of their needs for care and support.

Care and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent – including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support includes assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include care home, home care, personal assistants, day services, or the provision of aids and adaptations

4. Adults not falling under the Safeguarding Adults criteria

Where there is concern that someone is being abused, neglected or is being affected by abuse, who does not meet the definition of adult as outlined in 3 above, then other forms of procedures or guidance may apply:

These may include:

- The Council's Child Protection Policy
- Derbyshire Domestic Violence: MARAC
- Forced Marriage
- Multi Agency Public Protections Arrangements (MAPPA)
- Community Safety Services – including Anti-Social Behaviour Services.

In all cases, information will be supplied to the person about universal safety services.

NOTE: If actual or the threat of physical violence towards any adult is witnessed by a Council employee whilst carrying out their council duties they should phone the police on 999 immediately.

5. Recognition of abuse and bullying

It is not always easy to recognise when abuse has taken place or a situation that has taken place may develop to become abusive. Council employees are not expected to be experts at recognising such situations but they **do have a responsibility to act** if they have **any concerns** about the behaviour of an adult towards an adult and should be aware that harm and abuse can happen in any setting, including:

- a person's home (including a care or nursing home)
- at work
- at college
- in a hospital
- at a day centre
- anywhere else people spend their time in the community (e.g. leisure centres).

All employees have a duty to discuss any concerns they may have about the welfare of an adult with their line manager or one of the designated Safeguarding Link Officers and ensure a referral is made to Adult Social Care or the police if appropriate as outlined in 13.2.

6. Recognition of Mental health Issues

Everyone has mental health issues, like everyone has physical health issues. Both change throughout our lives. Minds like bodies can become unwell.

One in four people will be affected by mental health issues in any year.

Mental health problems can range from a mild stress-related symptoms, to acute conditions such as bipolar, depression, psychosis and schizophrenia.

The following can often be indicators that someone may need help:

Suicidal thoughts, social withdrawal, delusions, paranoia, confusion, self harm, marked mood swings severe anxiety.

Further information on Mental Health issues are available on the intranet or the 'Rethink Mental Illness SOS' guide available at all Bolsover District Council Contact Centre and Leisure centres.

7 Definition of Abuse

Abuse is a violation of an individual's human or civil rights, by any other person or persons. Professionals should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered. The following types of abuse and neglect are identified within the Care Act 2014, but should not be considered exhaustive;

- **Physical abuse** – including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic abuse** – An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an

intimate partner or family member regardless of gender or sexuality. Includes psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence, Female Genital Mutilation and Forced Marriage.

- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Sexual exploitation**- involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of performing, or others performing on them, sexual activities
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation, of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

8. Bolsover District Council's commitment and duties

8.1 The Council will:

- Ensure that adults understand that they have a right to be safe
- Ensure that victims are not deterred from reporting abuse
- Not make any promises to victims of abuse

- Support victims of abuse to rebuild their lives by working in partnership with specialist adult services where appropriate
- Work in partnership with specialist adult services to stop the abuse reoccurring
- Never delay reporting cases of possible adult abuse to relevant specialist adult services and taking emergency action, where appropriate
- Always record accurately, in writing, our concerns about abuse against an adult and share this information with other workers and agencies that are working with the individual/family
- Attend and contribute positively to Safeguarding Adult Case Conferences and Core Groups where appropriate
- Contribute to Adult Safeguarding Reviews and Serious Case Reviews, where necessary.

8.2 What are Bolsover District Council's duties?

Bolsover District Council employees or elected members may be involved in the following ways:

- There may be concerns about an adult, these should be referred to Derbyshire County Council's Adult Care Services or the police using the reporting procedures outlined at check section referral form
- An adult may make an allegation of abuse to you
- You may be approached by Derbyshire County Council's Adult Social Care Team and asked to provide information about an adult or family, or to be involved in an assessment or to attend an Adult Safeguarding Case Conference. This may happen regardless of who made the referral to Safeguarding Adults
- You may be asked to be involved in a core group and provide help on specific services to an adult or member of their family, as part of an agreed plan to contribute to the reviewing of the Adult's progress
- You may be asked to contribute to a serious case review.

9. CONFIDENTIALITY AND SHARING INFORMATION

Sharing information is essential in working to safeguard adults. It is also essential to enable early intervention to help adults and their families who need additional services to achieve positive outcomes. A key factor in many serious case reviews has been a failure to share information.

Derby and Derbyshire each have a Sharing of Information Protocol which can be located on the Safer Derbyshire website at www.saferderbyshire.gov.uk to ensure that effective communication is made across all organisations. The Data Protection Act (DPA) 1998 does not preclude the sharing of information to provide an effective

public service or protect a person from harm, danger and abuse. (DPA 1998 Schedule 2 Processing Conditions 1 (Consent) and 5 (Public Functions provision). There is also a legal provision to share information. The appropriate sharing of information between agencies is vital for the identification of and reduction of abuse, neglect or risk to safeguard adults at risk. https://ico.org.uk/media/for-organisations/documents/1068/data_sharing_code_of_practice.pdf

The Council is required to share information about:

- Adults and their health, development and exposure to possible significant harm
- Adults who may not be able to care adequately and safely for themselves or loved ones
- Individuals who may present a risk to adults.

Often it is only when information from a number of sources is shared that it becomes clear that a adult is at risk of or suffering from harm.

Personal information held by the Council is subject to a legal duty of confidence and will normally only be disclosed to third parties with the consent of the subject of the information. In some circumstances, however, the safety and welfare of an Adult dictates that information must be shared, without seeking consent, or where consent has not been given.

Where there are concerns that an adult is, or may be, at risk of harm, the needs of the adult must always come first – priority must be given to safeguarding the adult and information must be shared.

Every effort should be made to maintain confidentiality, and information should be handled on a need to know basis. This includes the following:

- Members of the team undertaking an internal investigation, co-ordinated through the Safeguarding Officer
- The Adult who is alleged to have been abused
- The person making the allegation
- DCC Safeguarding Adults and the police

Sharing confidential information without consent in the public interest is normally justified:

- Where, in the interest of the Adult, reasonable concerns indicate that their health or development will be impaired without the provision of services
- Where there is evidence that an Adult is suffering, or is at risk of suffering significant harm
- Where there is reasonable cause to believe that an individual may be suffering, or at risk of suffering significant harm

- To prevent significant harm arising to an Adult, including through the prevention, detection and prosecution of serious crime.

Sharing information as part of preventative services:

- Obtaining consent should be the first consideration
- Where this is not possible the key factor on deciding whether to share confidential information without consent is proportionality i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question
- In making the decision staff must weigh up what might happen if the information is shared against what might happen if it is not, make a decision based on reasonable judgement and record it.

Any information should be stored by the lead Safeguarding Officer and/or designated Safeguarding Link Officers in a secure place with limited access and in line with Data Security Guidelines (August 2015) and data protection principles (Data Protection Act 1998)

All data sharing decisions will be recorded in accordance with the Information Commissioner's Office Data Sharing Code of Practice

10. EXPERT ADVICE

If you are not sure what to do, contact Call Derbyshire on **08456 058 058 or 01629 533190** if you suspect an adult at risk. The phone line is open 24 hours a day, 7 days a week.

11. ISSUES TO CONSIDER IN RESPONDING TO SUSPICIONS AND ALLEGATIONS OF ABUSE AND POOR PRACTICE

There are a number of barriers that exist which prevent an adult from telling others of the issues that they are experiencing. Some of the main barriers are that they may:

- Be scared because they may have been threatened
- Think they will be taken away from home
- Believe they are to blame, or they may feel guilty
- Think it happens to others
- Feel embarrassed
- Not want their abuser to get in trouble
- Have communication or learning difficulties
- Not yet have the vocabulary to describe what has happened

- Be afraid that they won't be believed
- Think they have already told e.g. by dropping hints
- Have told someone before and weren't believed. (So what's the point in trying again?)

Action to be taken if a disclosure or allegation is made:

- React calmly
- Reassure the person that they were right to tell you
- Do not make promises of confidentiality; let the person know that you may have to tell another agency
- Try to reduce any questions you may choose to ask to an absolute minimum and concentrate on listening to the person. Questions should never be leading, they should only consist of Who ...? Where ...? When ...? What ...?
- Make a full written record of what has been said, heard and/or seen as soon as possible using a Referral form Appendix 1 This report form should then be discussed as soon as possible with your Line Manager and/or the Safeguarding Lead Officer or a Safeguarding Link Officer (see appendix 8 for details of contacts)

Actions to be avoided:

- Panic
- Allow shock and/or distaste to show
- Probe to find out more information than offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises to agree to keep it a secret
- Discussing the issue with anyone other than the appropriate line Manager or Senior Manager.

It is not the responsibility of any employee, Councillor, or contractor of Bolsover District Council to decide whether or not abuse has taken place. There is, however, a responsibility to act on any concerns and to protect adults in order that appropriate agencies that in our case is DCC Adult Services and the police as they can make enquiries and take necessary action to protect the Adult using the process in **Appendix 3 – Derby and Derbyshire Safeguarding Workflow and Toolkit.**

12. REPORTING PROCEDURE

The procedures set out below are mandatory for all staff:

Designated Safeguarding Officer and Designated Safeguarding Link Officers

Bolsover District Council has one lead Officer designated as the Safeguarding Officer, supported by designated safeguarding Link Officers (see **Appendix 8** for details of the Safeguarding Officer and Safeguarding Link Officers).

The Safeguarding Link Officers will be the appointed contact points for any employee or elected member who needs to report any incidents or concerns they may have. Employees will complete a referral sheet (appendix 1) and discuss this as soon as possible with the Link Officer who will contact Call Derbyshire and forward the referral form following the discussion.

NOTE: In the event of a Lead Safeguarding Officer or any of the Safeguarding Link Officers not being available the referral should not be delayed. A call should be made to Call Derbyshire during the **same working day**. The referral should be made by telephone on **08456 058058** or **minicom on 01629 585400** between the hours of 0800hrs to 2000hrs Monday to Friday, between 0930 hrs to 1600hrs Saturday.

Outside of these times contact can be made with the Out of Hours Team on **01629 532600**. The referral process will be finalised by the completion of the Safeguarding Adults Referral Form and this will be emailed by secure email to contactcentre@derbyshire.gov.uk.

If unsure about whether to refer, you should contact Call Derbyshire on **08456 058 058 or 01629 533190** and discuss your concerns. Before you make the telephone call it is important to have all the notes and information available to hand.

13. CREATING A SECURE ENVIRONMENT TO DISCUSS SAFEGUARDING ADULTS

It is essential that members of the public with information about possible adults at risk feel safe and supported. When they approach the Council or a Safeguarding Link Officer they should be:

- Offered a private, confidential interview room and a choice of being interviewed by a male or female officer.
- Seen immediately, if necessary by using the Lead Safeguarding Officer or one of the Safeguarding Link Officers (see **Appendix 8**). They should never be referred to another agency.
- Offered access to translation and interpretation services. It may not be appropriate to use family and friends depending on the nature of the allegation

There may be occasions when a adult may approach you to make an allegation of abuse. If this happens you must do all of the above and the following:

- Be aware that you may be the first person to be told about the abuse; be patient and allow the victim to express themselves in their own time and in their own way
- Take their allegation seriously
- Reassure them that telling somebody about the abuse is the right thing to do

- Note down their statement word for word and note their behaviour
- Do not ask leading questions
- Explain that you will need to contact Derbyshire Safeguarding Adults and possibly the police to get help to protect them from further abuse. This must be done immediately and prior to the adult leaving the office environment
- If the disclosure takes place in an environment outside of the office you must follow as much of the procedure above as possible
- If you believe the adult is in immediate risk of harm you must report it to the police on 999.

13.1 What to do if you have concerns about a adult

In your day to day work you may become aware of a Adult that you believe may be at risk, you may also be told about a Adult who may be at risk while you are carrying out your duties.

Record the incident as soon as possible including using appendix 1:

- be aware that your report may be required later as part of a legal action or disciplinary procedure
- record the time and date
- the name of the place and a description of the scene
- the names of people involved
- separate out factual information from your own opinions
- the report should be dated and signed and passed to either the Adult Safeguarding Lead Officer or a Safeguarding Link Officer during the same working day
- retain any original documentation. This may be required as evidence at a later date if there is a criminal investigation or prosecution.
- if you are dealing with a recent assault, which may be a potentially criminal matter, or where violence is ongoing, you should call emergency support e.g. the police or ambulance.

If you have any concerns:

- If the situation is an emergency and you feel that the adult is in immediate danger or requires medical assistance you must call the police and/or ambulance service on 999, and then speak to Call Derbyshire immediately on **08456 058 058 or 01629 533190** explaining your concerns. If you can, and it is safe to do so, stay with the adult until help arrives
- If it is a non-emergency situation you must complete appendix 1 and discuss your concerns with either The Safeguarding Lead or a Safeguarding Link Officer our line Manager, or if your line Manager is not available you should contact the lead Safeguarding Officer or a Safeguarding Link Officer (see **Appendix 8**).

- If it is agreed by Safeguarding Adults services that a referral is appropriate, Safeguarding Adults will confirm whether the adult is already known to the service, and whether they have a Social Worker
- If, after this discussion, it is decided that a referral is not necessary the Safeguarding Link Officers will document the reasons for this
- If there is already an allocated Social Worker, the Safeguarding Link Officer will contact them directly to discuss your concerns and then forward the completed referral form
- Safeguarding Adults services should acknowledge your referral within one working day. If the Safeguarding Link Officer has not heard anything from them within three working days the Safeguarding Link Officer should contact Safeguarding Adults services again
- Social Workers may contact you or the Safeguarding Link Officer to discuss the referral and advise you what further action (if any) will be taken
- If the Safeguarding Link Officer has not heard from Safeguarding Adults after 10 working days you need to contact them again to satisfy yourself that the adult is not at risk
- If you suspect that a adult may have been trafficked, (trafficked is when a person has been bought into the UK or moved around the country and are forced into what many people describe as modern day slavery, or the sex trade where they can be very often coerced, deceived, or forced into the control of other people that are not concerned with their well being) you must discuss your concerns with your a Safeguarding Link Officer. If neither are available please contact the Lead Safeguarding Officer for the council. In all cases a referral should be made through to Derbyshire Safeguarding Adults services.

What Happens Next?

- Social workers will complete an initial assessment of the adult referred to the service where appropriate; you may be expect to be involved in the initial assessment process, including providing further information about the adult, and family where necessary. Social workers may contact the adult and any associated family. Social Workers will also contact other professionals and relevant services to help them complete this initial assessment and they may ask for your help with this. If you can assist you should, but be clear with Social Workers about what our role is and what information you may be able to provide.
- Safeguarding Adults may decide that a referral to another agency is the most appropriate way for safeguarding the adult and again they should inform you and explain why and ensure that you receive this in writing
- If Safeguarding Adults decide that no further action is required at this stage of the referral they should inform you, and explain why. It is important that you receive the outcome in writing and that this is filed with all appropriate case paperwork

Safeguarding Adults/Social Workers may contact you for further assistance with the case if required.

14. HANDLING OF DIFFICULT SITUATIONS

There may be situations when individuals pose an immediate risk to others, property or themselves. For additional health and safety advice refer to the Council's Employee Protection and Lone working Guidance, which can be found on the Council's intranet site.

15. ALLEGATIONS AGAINST STAFF

Any concerns about the welfare of an adult arising from abuse or harassment by an employee of the Council, contractor or partner of Bolsover District Council must be reported immediately. It can often be difficult to report a fellow employee, but Bolsover District Council assures all employees that it will fully support and protect anyone who, without malicious intent, reports their concerns about a colleague's practice or the possibility that an adult may be being abused or harassed.

Whilst we take any allegation seriously and investigate immediately and thoroughly, we also recognise that it is possible for an employee to become a victim of false accusations. Employees are encouraged to protect themselves from false accusations by adopting good practice at all times (see below).

Good Practice Guidelines for Employees

Examples of how to create a positive environment when working with adults:

- Work in an open environment, avoid private or unobserved situations
- Treat all adults with equal dignity and respect
- Put the welfare, success and achievement of each adult first, before the winning or achieving of goals
- Make activities enjoyable and promote fair play
- Maintain a safe and appropriate distance with adults
- If physical contact is necessary for demonstrating skills etc, explain and discuss these actions with the person first
- Recognise that caution is required, especially when dealing with sensitive moments e.g. when dealing with bullying, bereavement or abuse
- Keep up-to-date with technical skills, qualifications and insurance requirements
- Be an excellent role model, this includes not drinking alcohol or smoking in the company of adults in any work related environment
- Give constructive feedback rather than negative criticism

- Recognise the development needs of adults and avoid excessive training or competition.

Things to Avoid

You should NEVER allow or take part in any of the following:

- Engage in rough physical or sexually provocative games
- Engage in or allow any form of inappropriate touching
- Allow adults to use inappropriate language unchallenged
- Make sexually suggestive comments to an adult, even in fun
- Reduce an adult to tears, as a form of control
- Allow allegations made by a person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for an adult that they can do for themselves including things like applying sun cream
- Transport or take adults to their home unsupervised
- Administer medication
- Take an adult to the toilet unsupervised.

Control

Two types of simple control methods can be used in order to prevent injury to the adult or significant damage to property:

- Simple physical presence as control. This involves no contact e.g. standing in front of an exit
- Holding or touching to persuade an adult to comply with verbal requests e.g. holding a person's hand or using the shoulders to steer a person away from a situation.

Wherever possible, steps should be taken in advance to avoid the need for these control methods through dialogue and diversion. If a situation is approaching the point where these methods will not or do not work or if the person is threatening or using violence then the police should be contacted immediately. If other adults are present in the area they should, if possible, be moved away from the situation.

Procedure to be followed if these control methods are used

- Notify your line Manager and an Safeguarding Link Officer immediately after the incident has occurred
- Complete an incident report form, providing details of the incident and submit a copy of this to the Lead Safeguarding Officer.

- Complete an accident report form if necessary and send this to the Health and Safety Officer

Safeguarding Link Officers should then:

- Ensure the report is comprehensive
- Ensure that the carer/Safeguarding Adults are informed of the incident and are provided with a copy of the report
- Arrange a meeting to discuss the incident with the employee within 24 hours of the incident if possible
- Write up the meeting with the employee and obtain the employees signature to the accuracy of the discussion notes
- Keep all records of the incident in a secure locked cabinet
- Ensure further training to reduce the risk of this type of incident recurring is provided to the employee if appropriate. Training could include preventative measures and strategies.

Some specific posts and activities may need more detailed guidance. If employees have any concerns about the appropriateness of any practice or action, they should contact their line Manager where possible or Senior Manager.

15.1 Types of Investigation

If there is an allegation about an employee, the following types of investigation might take place:

- Criminal
- Disciplinary.

Civil proceedings could also be taken by the person or family who alleged the abuse or harassment.

15.2 Action to be taken if there are concerns about an employee

If the concern or allegation is clearly regarding poor practice then the line Manager and appropriate Senior Manager (usually Assistant Director or Director) should deal with it as a misconduct issue and follow the Employee Handbook's usual disciplinary procedure.

Where it is suspected that abuse has taken place the following should happen:

- Any suspicions that an employee has abused an adult should be reported to a Director and to the Joint Assistant Director, Human Resources and Payroll
- The Director and Joint Assistant Director, Human Resources and Payroll will then seek advice from the Safeguarding Adults Lead Officer, who may then

involve the police. If the incident is out of hours the report should be made directly to the police

- The disciplinary procedure will then be followed.

In line with disciplinary procedures, Bolsover District Council will take a neutral stance and suspend any employee accused of abuse pending further investigations by the police, Safeguarding Adults and internally. Bolsover District Council will assess all individual cases under its disciplinary procedures, to decide whether an employee can be re-instated and how this can be handled. Bolsover District Council, with support and guidance from the Joint Assistant Director, Human Resources and Payroll, will reach a decision on the available information.

16. LEARNING AND DEVELOPMENT

Bolsover District Council has a responsibility to ensure all new staff undertake an induction programme which includes both corporate and service induction. As part of this induction programme, the Council will ensure staff are made aware of and understand their responsibilities in respect of the Safeguarding Adults Policy and Guidance.

Bolsover District Council will also provide on-going learning and development to ensure employees are confident and competent in carrying out their responsibilities and that they are aware of how to recognise and respond to safeguarding concerns.

Managers will be required to identify relevant staff who should attend Derbyshire County Council's Adult Safeguarding multi agency training and awareness sessions. Details on courses can be found on the Derbyshire County Council's site at www.saferderbyshire.gov.uk.

All new appointments undergo Bolsover District Council formal induction modules. In addition, as part of the induction process, employees will be supplied with a copy of the Employee Mini-guide, which directs employees to all the relevant policies on the intranet, which include the Council's Safeguarding Adults Policy and Guidance. This is to ensure all new members of staff who may have to work with, or have access to adults understand its implications. Employees will be required to sign to acknowledge their understanding of the Safeguarding Adults Policy and Guidance and that they will abide by this. Adults training will also be provided for all employees who come into contact with adults as part of their job. Managers will be requested to identify those staff. Training may include internal courses, workshops, external courses, seminars and workshops organised by Safeguarding Adults.

All Safeguarding Link Officers will undertake training on their roles and responsibilities prior to undertaking this role and at regular intervals to update on any change in legislation.

The Derbyshire and Derby City Safeguarding Adults Policy and Procedures document can be found online at www.saferderbyshire.gov.uk

17. RECRUITMENT AND EMPLOYMENT

Bolsover District Council will take all reasonable steps to prevent unsuitable people from working with adults. In particular, it will:

- Ensure all employees with responsibility for recruitment and selection are trained;
- Evaluate the need for Disclosure and Barring Service checks on all vacancies/new posts;
- As appropriate, identify requirement in job advertisement/candidate profile;
- As appropriate, ensure previous experience of working with adults (and also any apparent gaps in employment history) is covered at interview;
- Confirm identity of prospective appointee;
- Take up two references (one from current or most recent employer) and, as appropriate Enhanced check from DBS, prior to commencement of appointment.

Please refer to the Council's Policy on Recruitment & Selection in respect of all appointments.

18. WORK EXPERIENCE PLACEMENTS

All individual and group work experience and unpaid work placements must be managed in accordance with the policy on Work Experience Placements, see appendix 5 for guidance on employing adults either on work experience or work placements.

19. HEALTH AND SAFETY

Under Health and Safety law, Bolsover District Council has the same legal and moral responsibilities for the health, safety and welfare of adults, as it has for its staff.

Protecting the health and safety of adults should comply with the Council's legal responsibilities, but at the same time not restrict the adult's right to autonomy, privacy or dignity.

We should also take into account that adults may be:

- inexperienced;
- have not been trained; and
- may not pay enough attention to health and safety.

Risk assessments will be carried out for all activities involving adults before they start in employment, on work-experience, or participate in supervised Bolsover District Council activities (see appendix 6). The risk assessment will determine the level of supervision the adult requires.

All adults will be inducted before they start in employment and work-experience or undertake supervised Bolsover District Council activities. This will provide them with the information and instruction to enable them to carry out their tasks safely, or participate in activities safely.

Any accident involving a adult should be reported using the health and safety accident report form on the Council's Intranet, and a copy sent to the Health and Safety Officer.

20. GUIDELINES FOR PHOTOGRAPHY AND FILMING AT COUNCIL MANAGED FACILITIES AND EVENTS

Anyone wishing to use photographic/film/video equipment may do so only with the permission of Bolsover District Council

Permission will only be granted once a photographer has signed to say he or she will abide by the conditions of photographic and filming equipment.

These conditions are:

- Any images taken will be used only for the purposes stated on the Photography and Filming Request Form
- Any images are taken with the permission of the subjects (**Appendix 7**)
- Proof of identity may be required in order to grant permission to use the photographic filming equipment
- Bolsover District Council reserves the right to withdraw permission to use photographic filming equipment immediately without prior warning. Failure to stop photography when asked may result in the photographer being asked to leave or reporting the incident to the police
- The photographer should be sensitive to other users/participants and, as far as reasonably possible, restrict the images taken to those of the subject(s)
- If, at any time, another user in the area where the photographs are being taken complains about the activity then the photography or filming must stop immediately
- If, in the case of private hiring of facilities, it is the responsibility of the organisers/hirers to inform carers of the individuals attending the event that photographs will be taken
- It is the responsibility of any commercial photographer taking images at Council facilities to obtain written permission of any subjects included in their photographs to use the images before publication
- Images may only be taken in the areas shown and on the date indicated on the Photography and Filming Permission Request form
- If, for any reason, the details shown on the permission request change, the form should be returned to the Council for alteration. If, when challenged, a discrepancy is found between the photographer and the Council, copies of the permission request, permission to use photographic and filming equipment will be withdrawn.

20.1 Photography and filming during external hire of facilities

The control of the use of photographic/film/video equipment by external hirers of Council facilities is the responsibility of the hirer. This responsibility extends from who

is allowed to use photographic/film/video equipment, to where and where not equipment is used and what images are and are not allowed to be taken.

It is the hirer's responsibility to ensure that all participants are aware that photographic/filming/video equipment is going to be used. Where appropriate, they may be required to get written permission from participants, their guardians/carers to use the photographs in publicity promotional or media material.

20.2 Guidelines for taking photographs of Adults

There will be occasions when photographs are taken for the purposes of gathering evidence for enforcement action or contractual compliance, and the following precautions will be taken:

- If a photograph is used, avoid naming individuals
- Before the images are taken, the written permission of the individual(s) should be sought
- Only use images of individuals in suitable dress to reduce the risk of inappropriate use
- There are some activities, e.g. swimming, gymnastics and athletics, where the risk of potential misuse is much greater. With these sports, the photographs should focus on the activity not a particular subject and should avoid full face and body shots. For example, photographs of adults in a pool/on poolside would be appropriate from the waist or shoulders up.

21. VIGILANCE BY THE GENERAL PUBLIC

No matter what arrangements are put in place to prevent the misuse of cameras, videos or mobile phones with digital image recording, the nature of "peeping tom" type activity makes it very difficult to police. In recognition of this Bolsover District Council asks users of their facilities to be alert to any suspicious activity, particularly where adults may be involved, and encourages them to report any such incidents or concerns at the earliest opportunity to a Council employee.



**Derby Safeguarding Adults Board and
Derbyshire Safeguarding Adults Board
Referral Form**



When completing the referral form please consult the Derby and Derbyshire Safeguarding Adults Procedures.

FOR ALL SAFEGUARDING REFERRALS PLEASE TELEPHONE the relevant local authority to make the referral before submitting this form.

For Derby City, please call 01332 640777 or 01332 786968 outside of office hours. You can also fax this form to Adult Social Care on 01332 643299.

For Derbyshire County, all safeguarding referrals must be rung through to Call Derbyshire on 01629 533190 during the following hours:

- After 17.00 and before 09.00am – Monday to Friday
- All day Saturday and Sunday
- All Bank Holidays and any other public holidays

Referral forms must NOT be sent through to area duty points via GCSX accounts during the above times.

If you have an email address with the following suffixes (@gsi.gov.uk, @gsx.gov.uk, @gcsx.gov.uk, @nhs.net, and @pnn.police.uk, @cjsm.net) you can email the form securely to the email addresses below:

Derby City	DDadultsocialcare@derby.gov.uk.cjsm.net
Amber Valley Area (Ripley, Alfreton, Belper)	AC.BSAmbervalley@derbyshire.gcsx.gov.uk
Bolsover Area (Clowne, Whitwell)	AC.BSBolsover@derbyshire.gcsx.gov.uk
Chesterfield Area	AC.BSChesterfield@derbyshire.gcsx.gov.uk
Erewash (Long Eaton, Ilkeston)	AC.BSErewash@derbyshire.gcsx.gov.uk
High Peak Area (Glossop, Buxton)	AC.BSHighpeak@derbyshire.gcsx.gov.uk
Matlock Area	AC.BSHQ@derbyshire.gcsx.gov.uk
North East Area (Clay Cross/Dronfield/ Eckington)	AC.BSNorthEast@derbyshire.gcsx.gov.uk
South Dales Area (Ashbourne, Swadlincote, Shardlow, Willington, Hilton, Etwall)	AC.BSSouthDales@derbyshire.gcsx.gov.uk

Please note: sending person identifiable information using the above email addresses may amount to a breach of Data Protection legislation if you do not send from a secure email address to a secure email address.

ALL QUESTIONS MUST BE COMPLETED IN FULL
Any incomplete forms will be reported to agency safeguarding leads for quality assurance.

DETAILS OF THE ADULT			
Name of relevant adult:		Date of Birth	Ethnic Origin
Address:			
Present location of adult if different from above:			
Is the adult aware of the referral?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, why not:
What does the adult want to happen as an outcome of the referral?			
Have they consented to the referral?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Have they got Capacity under the MCA to consent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Known <input type="checkbox"/>
	Date of assessment		
Is the adult able to independently represent their views and wishes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Who would the adult like to support or represent them?			
Does the adult need referral to formal advocacy support or services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

STATUTORY SAFEGUARDING CRITERIA	
What care and support needs does the adult have?	
How do these needs prevent the adult keeping themselves safe?	

CATEGORY OF ALLEGED ABUSE/RISK OF ABUSE									
Physical	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Psychological/Emotional	<input type="checkbox"/>	Financial/Material	<input type="checkbox"/>	Discriminatory	<input type="checkbox"/>
Domestic Abuse	<input type="checkbox"/>	Sexual Exploitation	<input type="checkbox"/>	Neglect/Acts of Omission	<input type="checkbox"/>	Modern Day Slavery	<input type="checkbox"/>	Organisational	<input type="checkbox"/>
Self-Neglect	<input type="checkbox"/>								

DETAILS OF ALLEGED ABUSE/RISK OF ABUSE			
Details of alleged abuse/ risk of abuse/ concerns. Please give as much detail as possible about what the concerns are, what has happened and what risk of future abuse/harm has been identified (Who is involved, What has happened, Where has it happened, When did it happen, How has it happened)			
What immediate safeguarding action has been taken?			
Where has the alleged abuse occurred or is likely to occur (if this is a regulated setting, please provide full address and postcode)			
Date of suspected abuse:		Time of suspected abuse	
Have police already been informed?	Yes	<input type="checkbox"/>	If yes, what is the incident number?
	No	<input type="checkbox"/>	
	Unknown	<input type="checkbox"/>	
Date of Death (if applicable)			
Does making this referral place anyone at risk of harm including other adults or children? (Think Family- please		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		If yes please detail	

make a referral to children's services if you have concerns for the welfare or safety of a child)				
Has the abuse or neglect been directly observed?	Yes	<input type="checkbox"/>	If yes by whom?	
	No	<input type="checkbox"/>		
	Unknown	<input type="checkbox"/>		

DETAILS OF THE PERSON WHO HAS ALLEGEDLY CAUSED HARM						
Name of person alleged to have caused harm			Date of Birth			
Address						
Is this person:	A carer	<input type="checkbox"/>	Family member	<input type="checkbox"/>	Partner	<input type="checkbox"/>
	Professional	<input type="checkbox"/>	Stranger	<input type="checkbox"/>	Unknown/ other	<input type="checkbox"/>
	Details of relationship					
Is the person who has allegedly caused harm/abuse aware of the referral?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

DETAILS OF THE PERSON MAKING THIS REFERRAL			
Name of referrer and referring agency			
Address			
Telephone no		E-mail:	
Signature of referrer		[by typing your name you are signing this electronic form]	
Print name			
Date alert raised in referring agency			
Date form completed		Time	

ADDITIONAL INFORMATION

Appendix 2

Quick reference guide

The information below is available in a small credit card size to enable it to be used for easy reference. This is available from the Child Protection Link Officers and Human Resources.

Safeguarding children and vulnerable adults

Definition of a child

A child or young person under 18 years of age.

Definition of a vulnerable adult

A Vulnerable Adult is any person aged 18 years or over who appears to be eligible for Local Authority or mental health services by reason of mental illness, age or disability and may be unable to take care of themselves or protect themselves against significant harm or serious exploitation. Includes vulnerable adults who make arrangements for their own care and/or support.

Mental Health Issues

We all have mental health, like we all have physical health. Both change throughout our lives, and, like our bodies, our minds can become unwell.

One in four of us will be affected by mental health issues in any year.

Mental health problems cover a wide spectrum from mild stress-related symptoms, to severe acute conditions such as bipolar, depression, psychosis and schizophrenia.

The following can often be indicators that someone may need help: Suicidal thoughts, social withdrawal, delusions, paranoia, confusion, self-harm, marked mood swings, severe anxiety.

For more information on mental health see the intranet or pick up a 'Rethink Mental Illness - SOS' guide in one of our contact or leisure centres. For more immediate concerns, contact one of the Safeguarding Link Officers, or for employee concerns contact HR.

What is abuse? - some examples

- Physical – examples: physical assault, rough handling, shaking, throwing or unreasonable physical restraint
- Emotional – examples: emotional maltreatment such as conveying they are worthless or unloved, or preventing someone from interacting socially with others, it could be bullying or exploitation
- Sexual – examples: any non consenting sexual act or behaviour, inappropriate physical contact, involving children or vulnerable adults in pornographic materials, encouraging children to behave in sexually inappropriate ways
- Neglect – examples: failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, failing to provide adequate food and clothing, failing to maintain the child's or vulnerable adults hygiene standards, inadequate supervision, unresponsive to the individual's emotional needs
- Financial – examples: misappropriation of funds or action that is against the person's best interest, theft of money or possessions, fraud or extortion

Indicators of abuse - some examples

- Unexplained or suspicious injuries such as cuts, bruises, burns or in unusual places or parts of the body

- An injury for which the explanation seems inconsistent
- The child/young person/vulnerable adult describes what appears to be an abusive act involving them
- Unexplained changes in behaviour
- Inappropriate sexual awareness
- Distrusting of adults
- Difficulty making friends
- Is prevented from socialising with others
- Becomes increasingly dirty or unkempt.

How to respond to suspected abuse

- React calmly
- Reassure the person that they were right to tell you
- Do not make promises of confidentiality, let the person know that you may have to tell another adult
- Keep questions to an absolute minimum and concentrate on listening
- Keep questions to Who? Where? When? What?
- Make a full written record of what they have said as soon as possible.

How to report it

The Council has a number of designated child and vulnerable adults protection link officers. These officers are the point of contact for any employee that needs to report any incidents or concerns they may have.

At BDC the contacts are;

- Paul Hackett, Executive Director - Transformation Tel: 01246 217543
- Lee Hickin, JAD - Leisure Tel: 01246 242225
- Dawn Clarke, JAD - Finance, Revenues & Benefits Tel: 01246 242214
- Alison Donohoe, Customer Services Manager Tel: 01246 242230
- Diane Bonsor, Housing Needs Manager Tel: 01246 593062
- Deborah Whallett, Housing Enforcement Manager Tel: 01246 593057
- Janice Barltrop, Human Resources Advisor Tel: 01246 217013

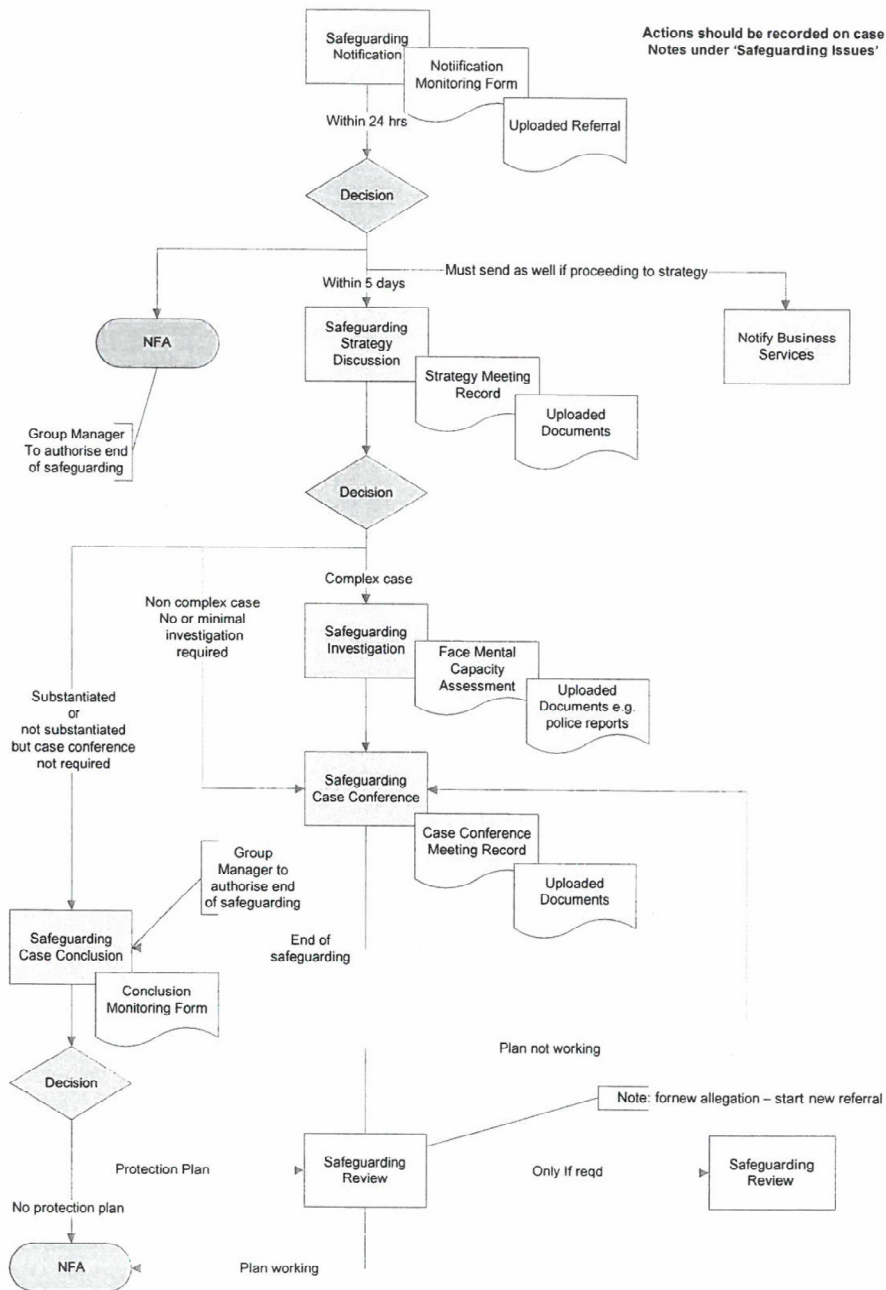
At NEDDC the contacts are;

- Paul Hackett, Executive Director - Transformation Tel: 01246 217543
- Lee Hickin, JAD - Leisure Tel: 01246 217218
- Dawn Clarke, JAD - Finance, Revenues & Benefits Tel: 01246 217658
- Carl Griffiths, Private Rented Sector and Housing Options Manager Tel: 01246 217625
- Rachel Pope, Customer Services Manager Tel: 01246 217544
- Janice Barltrop, Human Resources Advisor Tel: 01246 217013
- Tania Morrell, Senior HR Advisor Tel: 01246 217006

**Or alternatively out of hours - you can call 'Starting Point'
24 hrs a day 7 days a week on; 01629 533190 or 08456 058 058.**

Safeguarding Workflow

CONTROLLED



Glossary

This glossary sets out what is meant in the Policy by some key terms.

Term	Meaning
Abuse and neglect	Form of maltreatment of a Adult
Adult	A Adult is any person aged 18 years or over who appears to be eligible for Local Authority or mental health services by reason of mental illness, age or disability and may be unable to take care of themselves or protect themselves against significant harm or serious exploitation. Includes Adults who make arrangements for their own care and/or support.
Employees	Those employed by the Council , partners, contractors as well as volunteers involved in the delivery of the Council's activities
Local Authority	County, District and Borough Councils.
The Council	Bolsover District Council
Safeguard and promote the welfare of Adults	The process of protecting from abuse or neglect, preventing impairment of their health and development, and ensuring their circumstances are consistent are the provision of safe and effective care which is undertaken so as to enable Adults to have optimum life chances

Managing Work Experience Policy Guiding Principles and Procedures

Before a Adult commences in a placement or work experience, Managers will:

- Contact the Human Resource Section before any arrangements are put in place, or agreement is given, to offer a placement or work experience to a adult
- Arrange for the referring organisation or individual to complete and return a Work Experience Application Form to the Human Resource Section
- Carry out risk assessments of all activities to be undertaken by the adult
- Inform Safeguarding Adults/Carers and/or referring organisation of the risks and the measures in place to control them
- Prepare a draft programme of activities to discuss and agree with the adult and/or referring organisation before the start of the placement
- Identify any restrictions placed on work activities
- Determine the level of supervision required
- Identify a named person responsible for the supervision

On commencement in placement, Managers will:

Ensure the following induction is covered on day one:

- Nature of the tasks to be undertaken
- Issue and explain risk assessments in place relating to these tasks
- Discuss the main hazards of the tasks and the environment, and the measures in place to control them
- Fire and emergency safety – location of fire assembly point, extinguishers, and fire exits, evacuation procedures, bomb procedures
- First aid facilities – first aiders and location of first aid box
- Accident reporting procedure – how and who to report an accident or near miss to
- Issue and explain relevant Safety Advice Notes
- Give task specific instruction in manual handling
- Undertake an assessment of the DSE and workstation, if appropriate
- Issue and explain the use of personal protective clothing, if appropriate
- Introduce Supervisor, buddy, and other staff
- Undertake tour of the premises and site, including kitchen and toilet facilities.

Following induction on day one, Managers and those undertaking work experience will sign and date the Induction Checklist which should be forwarded to Human Resources, who will retain a copy on file. Further induction will take place over a number of days. Managers will also ensure those on a long-term work placement also attend Corporate Induction.

Undertaking Risk Assessments

Under Health and Safety law, we must assess the risks to adults before they start in placement. We must also tell them what these risks are.

Risk assessments should be carried out in accordance with the document 'Further Guidance – the Purpose of Risk Assessments' using the standard risk assessment template. Managers will also need to take into account that adults may be:

- Inexperienced
- Lack training
- Mentally or physically immature.

We should take specific account of:

- How the workplace is fitted and laid out
- What type of equipment will be used and how will it be handled
- How the work is organised
- What training is needed to carry out the tasks safely
- Any hazardous substances they may be exposed to
- What are the risks from the work hazards.

Restrictions on work:

A adult must not undertake any tasks where a significant risk remains in spite of the best efforts made to take all reasonable steps to control it, for example:

- Work or tasks that cannot be adapted to meet any physical or mental limitations they may have
- Exposure to substances which are toxic or cause cancer
- Exposure to radiation
- Works or tasks involving extreme heat, noise or vibration.

Training and supervision:

All adults undertaking work experience placements need to be trained to do the work without putting themselves and other people at risk. It is important to ensure that processes are in place to check that they have understood the training, which should cover:

- The hazards of the workplace
- The control measures in place
- A basic introduction to health and safety.

adults will face unfamiliar risks from the job they will be doing and from their surroundings, and for this reason, may require more supervision.

Managers will ensure:

- The supervision of the adult at all times, including breaks
- Clearly defined work tasks
- Clear methods of working and safe instruction
- A relevant training programme
- Any work restrictions are clearly defined and checked that they have been understood.

CONSENT FORM FOR PHOTOGRAPHS OF ADULTS

A. Name of carer: _____

B. Name of Adult: _____

Home address (if required): _____

Bolsover District Council would like to take photographs at a Council organised event. These photographs may appear in our printed publications, on our web site, or both.

Note to carer: Before taking any photographs of the person named above, we need your permission. Please answer questions 1 and 2 below, then sign and date the form where shown. **Please return the completed form to a Council Officer attending the event or send to the address at the bottom of this form.**

To the carer	Please circle
1. May we use the photograph of the person named in B above in printed publications produced by Bolsover District Council?	Yes/No
2. May we use the photograph of the person named in B above on our web site?	Yes/No

Please note that web sites can be viewed throughout the world, not just in the United Kingdom where UK law applies.

This form is valid for four years from the date of signing. Bolsover District Council will seek renewed consent if the photograph(s) are to be re-used after that time.

Signature: _____ Date: _____

Please return this form to: APPROPRIATE SERVICE TO INSERT ADDRESS DETAILS

All personal information provided to Bolsover District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given.

Key contact points

Bolsover District Council

SAMT Lead Officer – Paul Hackett, Executive Director Transformation:- 01246 217543

Safeguarding Lead Officer – Diane Bonsor, Housing Needs Manager:- 01246 593062

Safeguarding Link Officers

- Lee Hickin, Joint Assistant Director Leisure, telephone: 01246 232225
- Dawn Clarke, Joint Assistant Director Resources:- 01246 217013
- Deborah Whallett, Housing Enforcement Manager:- 01246 593062
- Alison Donohoe, customer Services Manager:- 01246 242230
- Janice Barltrop, Human Resources Advisor:- 01246 217013
- Melanie Osborne, Senior Parenting Practitioner:- 01246 593024