



## **Safeguarding Policy and Procedures**

### **Appendices**

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**For those working with children and young people**

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## Appendix 1

### Safeguarding contacts

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

#### **Vulnerable Adults**

Julie Still, Group Manager – Resident Services <a href="mailto:Julie.still@dacorum.gov.uk">Julie.still@dacorum.gov.uk</a>	01442 228453 / 2453
Dharini Chandarana – Supported Housing <a href="mailto:Dharini.chandarana@dacorum.gov.uk">Dharini.chandarana@dacorum.gov.uk</a>	01442 228672 / 2672
Nicola Bryant, ASB Team Leader <a href="mailto:Nicola.bryant@dacorum.gov.uk">Nicola.bryant@dacorum.gov.uk</a>	01442 228377/ 2377

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

<b><u>Group/Service Designated Safeguarding Officers:</u></b>	<b><u>Tel ext:</u></b>
Natasha Brathwaite, Team Leader, Strategic Housing	2840
Isobel Connolly, Team Leader, Strategic Housing	2151
Cynthia Hayford, Lead Officer, Strategic Housing	2061
Craig Thorpe, Group Manager, Environmental Services	2027
Fiona Webb, Asst. Team Leader, Strategic Planning and Regeneration	2509
Lindsey Walsh, Team Leader, Tenants and Leaseholders	2462
Dharini Chandarana, Team Leader, Supported Housing	2672
Nick Egerton, Team Leader, Environmental Protection & Housing	2288
Tracy Aldridge-Jones, Environmental Health Officer	2857
Gill Grace, Manager, Bennetts End Adventure Playground	01442 242301
Graham Rayner, Manager, Chaulden Adventure Playground	01442 213864
Veronica Hackett, Manager, Woodhall & Grovehill Adventure P/ground	01442 215872

Matt Steadman, Manager, Adeyfield Adventure Playground	01442	242852
Nicola Bryant, Team Leader, ASB		2377
Madeleine Green, Solicitor Advocate		2620
Andy Linden, Commissioning, Procurement & Compliance		2263
Anne Stunnell, Human Resources, Performance, Policy & Projects		2089
Liz Hine, Property and Place		2646
Elaine Hopkins, Team Leader, Revenues, Benefits & Fraud		2291
Sara Hamilton, Team Leader, Communications & Consultation		2504
Emma Lee, Team Manager, CSU		3400
Claire Lynch Team Leader, Partnerships, Policy and Innovation		2743
Linda Dargue, Insurance & Risk manager, Finance		2320
Paul Newton, Team Leader, Planning		2380
Fiona Bogel, Team Leader, Planning		2520
Richard Butler, Asst. Team Leader, Planning		2580
Joanne Freeman, Lead Officer, Planning Support		2674
Lee Biggerstaff, Lead Officer, Building Control		2439
Andrew Howard, Lead Officer, Building Control		2428

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

**Team Leader – Communications and Consultation 2504**

**To be advised**

**Local Authority Designated Officer**

**Tony Purvis**

**Child Protection Statutory Review and Performance Team.**

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

**01992 556979**

**07920 283106**

**[tony.purvis@hertfordshire.gov.uk](mailto:tony.purvis@hertfordshire.gov.uk)**

**[anthony.purvis@hertscc.gcsx.gov.uk](mailto:anthony.purvis@hertscc.gcsx.gov.uk)**

**Senior Management Team Are:**

Sally Marshall – Chief Executive

[Sally.Marshall@dacorum.gov.uk](mailto:Sally.Marshall@dacorum.gov.uk)

01442228000

Julie Still

01442 228453 / 2453

Group Manager - Resident Services

07786505251

[Julie.still@dacorum.gov.uk](mailto:Julie.still@dacorum.gov.uk)

Councillor Neil Harden

Portfolio Holder, Resident and Regulatory Services

[Neil.harden@dacourm.gov.uk](mailto:Neil.harden@dacourm.gov.uk)

**Useful contacts:**

Children Services

Including out of hours service

0300 123 4043

Customer Service Centre

0300 123 4043

Targeted Advice Service

01438 737511

Police (Emergency)

999

Police non emergency

101

Police Child Abuse Investigation Unit

0845 33 00 222

Safeguarding Adults

0300 123 4042

HALO Referrals via police

101 / 999

Prevent Advice – Dave Moore

ext 2641

Julie Still

ext 2453

Nicola Bryant

ext 2377

**Hertfordshire Safeguarding Children Board**

General enquiries or information, please contact us:

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

Telephone: 01992 588757, Fax: 01992 588201

Website: [www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk)


Childline

0800 11 11

NSPCC

0808 800 5000

## Appendix 2 - Safeguarding referral form

	<h3 style="text-align: center;">Refer</h3> <p style="text-align: center;"><b>INFORMATION TO BE PROVIDED WITH A REFERRAL</b></p> <p>As much of the following information as possible should be obtained, but do not delay referral if you cannot find it. Page one, priority information, page two, secondary information that may be required. The formal HSCB Form should be used to make the referral this form is for guidance on the type of information that is required only. Please discuss referrals with the Lead Designated Officers prior to referral.</p>	
Date and time of referral:		Referral made by:
Referral made to:		
Information required	Details	
Full name/s of the child/children, date/s of birth and gender  First language of family		
The cause for concern, including details of any allegation, the source, time and location of incident/s		
Childs current location, emotional and physical condition		
Does the child need immediate protection?		
Family address (include any previous addresses if you know the family have recently moved)		
Names of those with parental responsibility		
Parents/carers know of and agree to referral?		

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

## Appendix 3



### DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2015

#### CONFIDENTIAL - Parental/Carer Consent Form

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

#### PERSONAL DETAILS

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_

School Attending \_\_\_\_\_

#### HEALTH

Emergency Contact \_\_\_\_\_

Tel No \_\_\_\_\_

Relationship to child/young person/vulnerable adult \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

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

Signed \_\_\_\_\_ (Parent/Guardian/Carer)

Date \_\_\_\_\_

Name (in capitals) \_\_\_\_\_

Please return this form by \_\_\_\_\_ to:

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

## Appendix 4



### DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2015

#### MEDIA/ PHOTOGRAPHY/IMAGE GUIDANCE

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

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

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

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

There are some easy steps to take:

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



## **POLITE NOTICE**

# **PHOTOGRAPHS**

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

## Appendix 5



### DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2015

#### MEDIA CONSENT FORM

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

<input type="checkbox"/> Consent to the use of the images is limited to the following specific purpose/event:			
Data Protection			
<p>Dacorum Borough Council is a Data Controller for the purpose of the Data Protection Act 1998. This Act regulates how we obtain, retain and use personal information about individuals. Photographic images of individuals may, in certain circumstances, be classified as personal data. To comply with the Act, we may require your consent to make use of these images.</p> <p>In law, if the image is of someone under 16 years of age, that person has the capacity to give consent for that image to be used, if they are of sufficient age and maturity to understand fully, what is involved. However, best practice suggests that where possible, the consent of a person who has parental responsibility is obtained. This is particularly relevant if the image is a close up shot of an individual or if personal details will accompany the image.</p> <p>The images to which this consent form relates, will only be used for the purposes you have agreed and will only be retained for as long as required for those purposes. Consent will be valid for a period of five years but this does not remove your right to withdraw your consent at any time, should you wish to do so. Further information on data protection can be obtained by contacting the Council's Data Protection Officer.</p>			
Person Giving Parental Consent (if required)			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:		
Name		Relationship	
Declaration			
<p>I confirm that I consent to the use of the images of <b>me*/the above mentioned young person*</b> as detailed above, being used for the purpose stated. I understand that any images placed on the internet may be accessible by anyone, anywhere with internet access.</p>			
Signature		Date	

## Appendix 6



### DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2015

#### FIRST AID - GUIDANCE

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

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

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

Child welfare is of paramount importance. In certain circumstances, consent forms will not have been obtained for example, open access play days. In such cases, Members, Employees, volunteers or contracted service providers may undertake first aid as a last resort, following the guidelines above and notifying parents/carers as soon as possible to minimise a child's, young person's or vulnerable adults distress.

## Appendix 7



### PROFESSIONAL RESPONSIBILITIES for Officers Working with Children and Young People

#### When using any form of ICT, including the Internet

##### For your own protection we advise that you:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with setting policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole community or be incompatible with your professional role.
- Use setting systems and resources for all professional business. This includes your work email address, work mobile phone and work video camera.
- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to children, parents, carers and others.
- Do not disclose any passwords and ensure that personal data is kept secure and used appropriately in line with Dacorum Borough Council Policies.
- Only take images of children and/ or staff for professional purposes, in accordance with setting policy and with the knowledge of Lead Officers.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, **both in setting and outside**, will not bring your organisation or professional role into disrepute.

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

## Appendix 8



### DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY 2015

#### TEMPLATE FOR SAFEGUARDING POLICY AND PROCEDURE

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

#### Policy Statement

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

(Name of organisation) is committed to safeguarding children, young people and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by (name of organisation). We will endeavour to keep children, young people and vulnerable adults safe from abuse and suspicion of abuse will be responded to promptly and appropriately. We will act in the best interest of the child, young person or vulnerable adult at all times.

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

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

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

#### Procedure

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

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

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