



# **The Art Ministry**

*Creating Community*

## **Combined Safeguarding Policy for Children, Young People, and Vulnerable Adults**

**January 2025 - next review December 2025**

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## **INTRODUCTION**

Children, young people and vulnerable adults have the right to participate in and be safe in the services provided for them by The Art Ministry regardless of age, race, disability, culture or gender. This includes a right to protection from abuse.

## **POLICY STATEMENT**

The Art Ministry Combined Safeguarding Policy for Children, Young People, and Vulnerable Adults (the “Combined Safeguarding Policy”) aims to ensure that an overarching approach to safeguarding covers all services provided by The Art Ministry. The Art Ministry will promote the welfare and protection of children, young people and vulnerable adults within all services by:

- Respecting the rights, wishes, feelings and privacy of children, young people and vulnerable adults.
- Raising awareness among trustees, staff, volunteers, contractors, etc. of the safeguarding duty placed on them and on The Art Ministry.
- Taking seriously and responding appropriately and promptly to all concerns, incidents and allegations.
- Providing training appropriate to the level of involvement with children, young people and vulnerable adults to ensure that trustees, staff and volunteers understand the different forms of abuse as well as their roles and responsibilities under the Charity’s various codes of conduct and the Combined Safeguarding Policy.
- Ensuring that everyone knows how to record and report safeguarding concerns, incidents and allegations.
- Requiring organisations that the Charity works with or that provide the Charity with services, to have appropriate safeguarding procedures and training in place and to use an appropriate safeguarding policy.
- Ensuring that unsuitable people are prevented from working with children, young people and vulnerable adults through The Art Ministry's ‘Safer Recruitment Policy’.
- Not tolerating harassment of any trustees, staff, volunteers, contracted service providers or children, young people or vulnerable adults who raise concerns of abuse.
- Preventing abuse by promoting good practice, creating a safe and healthy environment and avoiding situations where abuse or allegations of abuse occur.

This policy applies to all services within the scope of The Art Ministry. In addition to staff and trustees, it also applies to volunteers, outside organisations delivering services on behalf of The Art Ministry and contractors.

In order to stay at the forefront of safeguarding, The Art Ministry is committed to reviewing its safeguarding policies and procedures at least on an annual basis.

## DEFINITIONS

• **Abuse** - is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. ("No Secrets", Department of Health, 2000)

• **Children and young people** - anyone under the age of 18 years.

• **Child Sexual Exploitation** - involves children and young people receiving something — for example, accommodation, drugs, affection — as a result of them performing sexual activities, or having others perform sexual activities on them. It can occur without physical contact; when children are groomed to post sexual images of themselves on the internet. Vulnerable groups are particularly at risk, such as looked after children, children leaving care, children missing from school, home or care, and children with learning difficulties. Victims may be trafficked locally, regionally, nationally and internationally.

• **Coercive behaviour** - "an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim." This definition includes so called 'honour' based violence, female genital mutilation and forced marriage. Victims are not confined to one gender or ethnic group.

• **Controlling behaviour** - a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

• **Domestic Abuse** - domestic abuse consists of 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.

• **Female Genital Mutilation** - is a term used to describe procedures that include the partial or total removal of the external female genital organs, such as female circumcision, excision or infibulation. This collective term also covers injury to the female genitalia for a cultural or non-medical reason.

• **Forced Marriage** - this is the act of physically, emotionally, psychologically or financially pressurising someone to marry against their will. Forced marriages can occur in this country or abroad, and differs significantly from an arranged marriage, which is entered into freely by both people, despite their families taking a leading role in the choice of partner. Chapter 12 part 10 of The Anti-Social Behaviour, Crime and Policing Act 2014 made, from 16 June 2014, parents who force their children to marry liable to be punished by up to seven years in prison. The new law also applies to UK nationals overseas who are at risk of becoming the victim of a forced marriage.

• **Hate Crime** - hate crime is a term used to describe an offence committed against a person because of hate or prejudice. It affects such a range of people it is difficult to define but it is described as, any incident, which may be a criminal offence, motivated by prejudice or hatred towards a particular social group because of their:

- Race, Colour, Ethnic origin and Nationality
- Religion and Faith
- Gender or Gender Identity
- Sexual Orientation
- Disability and Learning Difficulties
- Mental Health

- **Honour Based Abuse** - refers to crimes committed against a person as punishment for breaking an 'honour code', usually imposed by a family or community.
- **Human Trafficking** - also known as 'Modern Slavery', human trafficking involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. This can occur either from one country to another or even within the same country, county or town. Specialist Police Officers believe that people are almost certainly trafficked into and out of the country through the Essex ports of Stansted, Tilbury and Harwich. Some of these people are forced to work in places like cannabis factories, nail bars, brothels and car washes. Police investigations in some parts of the country have explored whether vulnerable people, often British nationals, have been used for forced labour, effectively held as slaves, on some traveller sites. There is no typical victim and some victims don't understand that they have been exploited and are entitled to help and support.

Key indicators that someone may be a victim of trafficking might include:

- The person's passport, identification or travel documents are being held by someone else.
  - The person appears to have been 'coached' or told what to say in certain circumstances and he or she allows others to speak on their behalf.
  - The person must pay a facilitator back for travel costs through working or providing services.
  - They are living in accommodation with multiple people where conditions are cramped and poor.
  - They receive little or no payment for their work.
  - The person does not appear to have freedom of movement.
  - The person regularly appears withdrawn, timid or frightened.
  - The person is under the impression they are bonded by debt or in a situation of dependence.
  - The person has been physically or emotionally harmed or deprived of food, water, sleep, medical care or other life necessities.
  - A child or young person who is not in school or any other form of education or training.
- **Parents** - this term is used in its broadest sense to include parents, carers and guardians.
  - **Safeguarding** - includes all forms of activity that aim to protect or promote the welfare of a group of people. This generally includes: prevention, raising awareness, activities designed to promote inclusion, providing personalised benefit and risk management, and specialist safeguarding services.
  - **Vulnerable adult** - any person aged 18 years or over who according to the Care Act (2014), has needs for care and support 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. The Care Act (2014) does not use the term 'Vulnerable Adult', however for the purpose of this Combined Safeguarding Policy we will use the term 'Vulnerable Adult' to describe an adult who meets the above criteria.

## **SAFEGUARDING RESPONSIBILITIES**

In Essex, safeguarding children, young people and vulnerable adults is an inter-agency responsibility involving the city/borough/district councils, Essex County Council, the Essex Safeguarding Children Board and the Essex Safeguarding Adults Board.

### **The role of The Art Ministry trustees, staff and volunteers**

It is the responsibility of all trustees, staff and volunteers to adhere to best practice, participate in relevant training and report any concerns, incidents or allegations to The Art Ministry's Safeguarding Officer in accordance with the relevant procedure set out within this policy. Safeguarding reports cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the person making the report may be required as a prosecution witness.

In addition to their responsibilities for reporting safeguarding issues, all trustees, staff and volunteers should work to prevent safeguarding concerns arising by following the 'Safe working practices' found in Appendix A. All external organisations and contractors providing services to the Charity are required to comply with the Combined Safeguarding Policy and, where relevant, have their own policy, procedures and training in place.

Whilst safeguarding is everyone's responsibility, there are two specific safeguarding roles within The Art Ministry. The following briefly sets out the responsibilities of two safeguarding roles within the Charity:

### **Safeguarding Officer**

The Safeguarding Officer's key responsibilities are:

- To ensure that trustees, staff, volunteers and contractors are properly vetted for working with children, young people and/or vulnerable adults
- To see that trustees, staff and volunteers are appropriately trained in matters relating to safeguarding
- To keep a record of checks carried out and training successfully completed
- To receive, record and report on cases of the suspected or actual abuse
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The Art Ministry's Safeguarding Officer is:

Allan Webb, [allanwebb@theartministry.org.uk](mailto:allanwebb@theartministry.org.uk), 07582 025163

### **Deputy Safeguarding Officer**

The Deputy Safeguarding Officer's role is to carry out the Safeguarding Officers' role when they are not available, have a conflict of interest and/or are the subject of a concern or incident.

The Art Ministry's Deputy Safeguarding Officer (for when the Safeguarding Officer is unavailable or implicated) can be contacted as follows:

[contact@theartministry.org.uk](mailto:contact@theartministry.org.uk), 07582 025163

## **The role of the Essex Safeguarding Boards**

Essex Safeguarding Children Board (ESCB) is a statutory multi-agency organisation, which brings together agencies who work to safeguard and promote the welfare of children and young people. The objective of the ESCB is to co-ordinate what is done by each person or body represented on the board for the purposes of safeguarding and promoting the welfare of children and young people in the area of the authority by which it is established.

For more information, please see the ESCB's website at: [www.escb.co.uk](http://www.escb.co.uk)

The Essex Safeguarding Adults Board (ESAB) is an inter-agency forum for agreeing how the different services and professional groups should cooperate to safeguard vulnerable adults across Essex. It also makes sure that arrangements work effectively to identify abuse or inadequate care, help vulnerable people and plan and implement joint preventative strategies. The board aims to raise awareness and promote the welfare of vulnerable adults by the development of an effective cooperative involving people from a wide range of public and voluntary services and other organisations.

For more information, please see the ESAB's website at: [www.essexsab.org.uk](http://www.essexsab.org.uk)

## **Related responsibilities**

### **The role of Essex County Council**

Essex County Council has responsibilities as the Children's Services Authority and the Social Services Authority for Essex. The Art Ministry will report safeguarding concerns, incidents and allegations to Essex Social Care Direct. The relevant officers at Essex County Council will then be responsible for coordinating any investigation.

## RECOGNISING POTENTIAL INCIDENCES OF ABUSE

Trustees, staff, volunteers and contracted service providers will have varied levels of direct contact with children, young people and vulnerable adults, but it is important they are all aware of the potential indicators of abuse and what to do if they have concerns. Responsibilities under this policy are limited to reporting any concerns, incidents or allegations, it is not the responsibility of those representing the Charity to investigate or judge allegations.

Abuse will usually fall into one or more of seven categories: physical, neglect/omission, emotional, sexual, financial, discriminatory and institutional. Details of the physical and behavioural indicators for each can be found in the table below.

Type of Abuse	Physical Indicator / Signs	Behavioural Indicator
Emotional - acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to individuals. This may also be present in other forms of abuse	<ul style="list-style-type: none"> <li>• Threats of harm or abandonment</li> <li>• Humiliation, shaming or ridicule</li> <li>• Harassment, bullying, intimidation</li> <li>• Control or coercion</li> <li>• Deprivation of choice or privacy</li> <li>• Deliberate social isolation</li> <li>• Infantilisation – treating an adult like a child</li> </ul>	<ul style="list-style-type: none"> <li>• Disturbed sleep or tendency to withdraw to a room or to bed</li> <li>• Loss of appetite or over eating especially at inappropriate times</li> <li>• Anxiety, confusion or general resignation</li> <li>• Extreme submissiveness or dependency in contrast to known capacity</li> <li>• Sharp changes in behaviour in the presence of certain persons</li> <li>• Excessive or inappropriate craving for attention</li> <li>• Self-abusive behaviour – self mutilation, head banging, hand biting</li> <li>• Loss of weight without apparent loss of appetite</li> <li>• Loss of confidence</li> </ul>
Sexual - direct or indirect involvement in sexual activity without consent. This could also be the inability to consent, pressured or induced to consent or take part.	<ul style="list-style-type: none"> <li>• Rape</li> <li>• Indecent assault</li> <li>• Indecent exposure</li> <li>• Exposure to inappropriate sexual behaviour or images/material</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained and uncharacteristic changes in behaviour</li> <li>• New tendency to withdraw and spend time in isolation</li> <li>• Recent development of openly sexual behaviour/language</li> <li>• Deliberate self-harm</li> <li>• Incontinence/bedwetting</li> <li>• Irregular or disturbed sleep patterns</li> <li>• Difficulty/discomfort in walking</li> <li>• Unexplained soreness around the genital area</li> <li>• Repeated urinary tract infections</li> <li>• Bruising or bleeding in the genital or rectal area</li> <li>• Excessive washing</li> <li>• Unexplained “love bites”</li> <li>• Stained or torn underclothing especially with blood or semen</li> <li>• Sexually transmitted disease</li> <li>• Pregnancy</li> </ul>

<p>Physical - the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.</p>	<ul style="list-style-type: none"> <li>• An inflicted physical injury, which is not satisfactorily explained</li> <li>• An injury where there is knowledge or suspicion that it was inflicted intentionally or through lack of care</li> <li>• Assaults on the body including hitting, slapping, pushing, kicking resulting in injuries such as burns, abrasions, fractures, dislocation, welts, wounds or marks of physical restraint</li> <li>• Misuse of medication or medical process e.g. catheterisation</li> <li>• Inappropriate restraint or inappropriate actions or inactions</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple bruising that is inconsistent with the explanation given</li> <li>• Cowering and flinching</li> <li>• Bruises or marks resulting from a slap or kick</li> <li>• Abrasions, especially to neck, wrists and/or ankles</li> <li>• Unexplained burns</li> <li>• Scalds, especially with a well defined edge from immersion in water</li> <li>• Hair loss in one area, scalp sore to touch</li> <li>• Frequent minor accidents without seeking medical help</li> <li>• Unusually sleepy or docile</li> <li>• Unexplained fractures</li> <li>• Frequent “hopping” from one GP to another or from one care agency to another</li> <li>• Untypical self-harm, emotional distress, low self esteem</li> </ul>
<p>Neglect and acts of omission - ignoring or withholding physical or medical care needs which result in a situation or environment detrimental to individual(s)</p>	<ul style="list-style-type: none"> <li>• Failure of a person who has responsibility, charge, care or custody of a vulnerable person to provide access to appropriate health, social care or educational services (unintentional or deliberate)</li> <li>• Withholding necessities of life, including nutrition, medication, heating, shelter (Unintentional or deliberate)</li> </ul>	<ul style="list-style-type: none"> <li>• Poor hygiene and cleanliness of a person who has assistance with their personal care</li> <li>• Unkempt or unsuitable clothing for the weather conditions/environment</li> <li>• Untreated illness or condition</li> <li>• Dehydration, weight loss, malnutrition</li> <li>• Repeated infections</li> <li>• Repeated/unexplained falls or trips</li> <li>• Unexplained or untreated pressure ulcers or other sores</li> <li>• Inadequate heating or lighting available</li> <li>• Incontinence issues not addressed - e.g. odour on clothes and/or furnishings</li> <li>• Clear failure to ensure the taking of medication appropriately</li> <li>• Inconsistent or reluctant contact with health or social care agencies</li> <li>• Withholding of appropriate devices such as hearing aids, glasses etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• The failure to intervene in behaviour which is dangerous to the vulnerable adult or to others</li> <li>• Repeated incidences of poor care e.g. poor moving and handling – see also institutional abuse.</li> </ul>	
*Financial - unauthorised, fraudulent obtaining and improper use of funds, property or any resources of a vulnerable person	<ul style="list-style-type: none"> <li>• The misuse or misappropriation of property, possessions or benefits</li> <li>• Theft, fraud, exploitation</li> <li>• Pressure in connection with wills, property or inheritance or financial transactions</li> <li>• Extortion of money, property and possessions by threat, coercion or fraudulent means</li> <li>• Refusal to let the vulnerable person have access to their own money, property or possessions</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained or sudden inability to pay bills</li> <li>• Unexplained or sudden withdrawal of money from accounts</li> <li>• Personal possessions of value go missing without explanation</li> <li>• Contrast between known income and actual living conditions</li> <li>• Someone responsible for paying bills, buying food, etc., is not doing so</li> <li>• Unusual interest by a relative, friend or neighbour, etc. in financial assets especially if little real concern is shown in other matters</li> <li>• Next of kin insists on informal arrangements re: financial affairs despite being advised re: Court of Protection, etc.</li> <li>• Where services are refused under pressure from potential beneficiaries</li> <li>• Unusual purchases unrelated to the known interests of the vulnerable people</li> </ul>
*Discriminatory Abuse - exists when values, beliefs or culture result in a misuse of power that denies mainstream opportunities to some groups or individuals	<ul style="list-style-type: none"> <li>• Unequal treatment</li> <li>• Verbal abuse</li> <li>• Inappropriate use of language</li> <li>• Harassment</li> <li>• Exclusion</li> <li>• It includes discrimination on the basis of race, gender, age, sexuality, disability or religion</li> </ul>	<ul style="list-style-type: none"> <li>• The vulnerable person is subjected to racist, sexist/gender or homophobic abuse</li> <li>• The vulnerable person is subject to abuse relating to their age, illness or disability</li> <li>• Not meeting cultural or religious needs</li> <li>• Imposing unwanted political, cultural, religious beliefs</li> <li>• Acts or comments motivated to harm and damage, including incitement of others to commit abuse based on difference</li> <li>• Lack of effective communication provision – e.g. interpreters, BSL, etc.</li> </ul>

<p>*Institutional Abuse- occurs where the culture of the organisation (such as a care home) places emphasis on the running of the establishment and the needs of the staff above the needs and care of the vulnerable person.</p>	<ul style="list-style-type: none"> <li>• Abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, intrusive or invasive interventions; or an environment allowing inadequate privacy or physical comfort.</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of or inappropriate care plans – not regularly reviewed</li> <li>• Contact with the outside world not encouraged</li> <li>• Few visitors or notification required before visiting</li> <li>• Visiting restricted, not accounting for individuals preferences or allowing privacy on visits</li> <li>• Little opportunity for outside activities</li> <li>• Routines of “care” engineered for the convenience of staff</li> <li>• No choice or flexibility re: getting up or going to bed</li> <li>• Lack of choice or consultation about meals or opportunities for snacks and drinks</li> <li>• Lack of consultation, involvement, preparation, discussion when medical or personal care tasks carried out</li> <li>• Lack of privacy e.g. not knocking before staff enter bedrooms</li> <li>• Lack of privacy when carrying out personal care tasks</li> <li>• Unusually subdued behaviour</li> <li>• Residents keep out of the way of staff</li> <li>• Care of personal clothing lacking, dressed in other peoples clothes, given others spectacles, teeth, or hearing aids</li> <li>• Strong smell of urine – bed linen or clothes not changed appropriately</li> <li>• Chairs/tables positioned to restrict movement</li> <li>• Inappropriate use of medicines or nursing procedures to make clients easier to manage rather than for bona fide health needs</li> <li>• Not allowing views or opinions to be expressed</li> <li>• Loss of rights as a citizen e.g. denying opportunity to vote</li> <li>• Poor moving and handling practice</li> </ul>
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\* Applies only to vulnerable adults.

## SAFEGUARDING REPORTING

Southend, Essex, and Thurrock (SET) have produced a common set of safeguarding and child protection procedures and safeguarding adults guidelines outlining the safeguarding and child protection procedures and guidelines which should be followed by all organisations in Southend, Essex and Thurrock.

For reference, the procedures for children can be viewed at:

[Southend Essex Thurrock Safeguarding and Child Protection Procedures](#)

and the equivalents for adults are available at:

[Southend, Essex & Thurrock Safeguarding Adults Guidelines](#)

The Charity has used these guidelines to form our own robust procedures for handling safeguarding issues internally.

The following procedures outline the steps that trustees, staff, volunteers and contractors should take when they become aware of a safeguarding concern, incident or allegation. Which procedure is taken will depend on the nature of the safeguarding incident.

There are three main types of reporting procedure to follow:

**Procedure A** — If the child, young person or vulnerable adult is thought **NOT** to be in immediate danger

**Procedure B** — If the child, young person or vulnerable adult is thought to be **IN** immediate danger\*

**Procedure C** — To report a safeguarding allegation against a trustee, member of staff, volunteer or contractor

\* Please note that 'immediate danger' means that a child, young person or vulnerable adult is thought to be at risk of death or serious physical or psychological harm as a result of abuse.

A full description of each of these procedures is included over the next few pages.

## **Procedure A**

Scenario: A trustee, member of staff or volunteer notices a possible safeguarding concern, witnesses an incident or is made aware of an allegation

Reporting a safeguarding concern if the child, young person or vulnerable adult is thought NOT to be in immediate danger

STEP 1: Stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult, if it does not compromise the situation.

STEP 2: Whilst talking to the child, young person or vulnerable adult, or soon after, complete the Report of Concern form (Appendix B) to capture as much detail as possible regarding the occurrence. This form is available on the internet at:

<http://www.theartministry.org.uk/Safeguarding.htm>

Paper copies are in the filing cabinet in our art room.

STEP 3: Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions

STEP 4: Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people - do not promise to keep secrets.

STEP 5: As soon as it is practically possible contact The Art Ministry's activity supervisor or Safeguarding Officer to notify them of the situation and pass on your notes and the Report of Concern form.

STEP 6: The Safeguarding Officer will then discuss the case the trustees to decide the best course of action, e.g. whether to:

- refer the case to Essex Social Care Direct
- keep the case open and investigate further
- decide not to refer the case

STEP 7: The individual who initially reported the case will be informed of the decision made.

## **Procedure B**

Scenario: A trustee, member of staff or volunteer notices a serious safeguarding concern, which could indicate that the child, young person or vulnerable adult is in immediate danger OR they witness a violent incident.

Reporting a safeguarding concern if the child, young person or vulnerable adult is thought to be IN immediate danger

STEP 1: Stay calm and try to obtain another witness to your conversation with the child, young person or vulnerable adult, if it does not compromise the situation. If the incident is considered severe, immediately call the police on 999.

STEP 2: Whilst talking to the child, young person or vulnerable adult, or soon after, complete the Report of Concern form (Appendix B) to capture as much detail as possible regarding the occurrence. This form is available on the internet at:

<http://www.theartministry.org.uk/Safeguarding.htm>

Paper copies are in the filing cabinet in our art room.

STEP 3: Listen carefully to what is said and allow the child, young person or vulnerable adult to talk at their own pace. Only ask questions for clarification and do not ask leading questions.

STEP 4: Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people - do not promise to keep secrets.

STEP 5: As soon as it is practically possible contact The Art Ministry's activity supervisor or Safeguarding Officer to notify them of the situation and pass on your notes and the Report of Concern form.

STEP 6: The Safeguarding Officer will then discuss the case the trustees to decide the best course of action, e.g. whether to:

- refer the case to Essex Social Care Direct
- keep the case open and investigate further
- decide not to refer the case

STEP 7: The individual who initially reported the case will be informed of the decision made.

## Procedure C

Scenario: A complaint or allegation is made that a trustee, member of staff or volunteer has:

- behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult
- possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult
- behaved towards a child, young person or vulnerable adult in a way that indicates she/he may be unsuitable to work with vulnerable individuals

Reporting safeguarding allegations made against a trustee, member of staff or volunteer.

STEP 1: If the allegation is made face to face, stay calm and try to obtain another witness to your conversation with the person reporting that allegation, if it does not compromise the situation.

STEP 2: Whilst talking to the child, young person or vulnerable adult, or soon after, complete the Report of Concern form (Appendix B) to capture as much detail as possible regarding the occurrence. This form is available on the internet at:

<http://www.theartministry.org.uk/Safeguarding.htm>

Paper copies are in the filing cabinet in our art room.

STEP 3: Listen carefully to what is said and allow the person making the allegation to talk at their own pace. Only ask questions for clarification and do not ask leading questions.

STEP 4: Find an appropriate opportunity to explain that it is likely that the information will need to be shared with other responsible people - do not promise to keep secrets.

STEP 5: As soon as it is practically possible contact The Art Ministry's activity supervisor or Safeguarding Officer to notify them of the situation and pass on your notes and the Report of Concern form.

STEP 6: The Safeguarding Officer will then discuss the case the trustees to decide the best course of action, e.g. whether to:

- refer the case to Essex Social Care Direct
- keep the case open and investigate further
- decide not to refer the case

STEP 7: Any internal safeguarding allegations will be treated in the strictest confidence and kept separate from all cases relating to members of the public.

STEP 8: The individual who initially reported the case will be informed of the decision made.

STEP 9: Where relevant, it is the responsibility of the Charity to make a referral to the Disclosure and Barring Services.

## **Once a Report of Concern has been made**

### **Confidentiality**

Trustees, members of staff, volunteers or contractors must not:

- Discuss any allegations of abuse or bullying, substantiated or not, with anyone from The Art Ministry, other than Safeguarding Officer or trustees, if relevant.
- Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency, other than as part of a formal investigation.
- Discuss any allegations of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child, young person or vulnerable adult without the express permission of the person with overall responsibility for the investigation.

This does not exclude the trustee, member of staff or volunteer from the need or right to consult with a solicitor or other bona fide legal adviser.

## **SAFEGUARDING REQUIREMENTS FOR SPECIFIC CIRCUMSTANCES**

### **Use of photographic or filming equipment**

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. Trustees, members of staff, volunteers and contracted service providers should be vigilant at all times to ensure that misuse of photography does not occur.

Filming is part of a creative arts and crafts activity and there is no intention to prevent activity supervisors using video equipment as part of a creative arts and craft activity. Children, young people and vulnerable adults and their supervising adult/parents/carers should, however, be made aware that this is part of the activity and parental /carer consent should be secured in writing. See Appendix C for further guidelines and Appendix D for a Consent For Taking And Recording Images form.

When commissioning professional photographers or inviting the press to cover Charity services, events and activities you must ensure that you make your expectations clear in relation to safeguarding. The following steps should be taken when professional photographers or the press are invited to events:

1. Check the 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
4. Do not allow photographic sessions outside of the activities or services,
5. Ensure that the names of children, young people, or vulnerable adults are not used in photographs or footage, unless the express permission of the parent/carers of the child, young person or vulnerable adult has been given.

### **Social media**

The open nature of the internet means that social networking sites can leave Charity trustees, staff and volunteers vulnerable if they fail to observe a few simple precautions. The guidelines below are intended as general advice on how to avoid social media putting you in a position where your actions may be misconstrued or give rise to a safeguarding concern.

Please be aware that children, young people, vulnerable adults or their parents and carers may be able to view your profile and could, if they find any posts offensive, complain to the Charity. It is important therefore that your privacy settings and the way that you conduct yourself on social media are appropriate.

#### Conduct on social networking sites

- You should not accept friend requests or the like from (or send friend requests to) a child, young person, vulnerable adult who you are in contact with as a result of your involvement with The Art Ministry.
- All social media engagement on behalf of The Art Ministry should take place via an approved Charity's official account and not via personal accounts. You should not, outside of formal

channels, engage in online discussion with any child, young person or vulnerable adult who you are in contact with as a result of your involvement with The Art Ministry.

- Do not post any comments about or pictures of children, young people or vulnerable adults who you are in contact with as a result of your involvement with The Art Ministry unless it is part of your agreed role to do so.
- Be aware that other users could tag you in an inappropriate post or photograph. If you find inappropriate references to yourself on social media you should de-tag yourself and contact the user to ask for it to be removed.

### **Use of contractors**

The Art Ministry will take reasonable steps to ensure that contractors doing work on behalf of the Charity are monitored appropriately. Any contractor or sub-contractor engaged by the Charity in areas where workers are likely to come into regular contact with children, young people or vulnerable adults, should comply with the terms of this policy, and this requirement will be written into the contract. They must also ensure that they are familiar with The Art Ministry reporting procedures for suspected abuse as set out in this policy.

Where contact with children, young people and vulnerable adults is a necessary part of the contracted service, the contractors and/or suppliers providing the services must ensure that adequate staff training is given.

### **SAFEGUARDING TRAINING**

Whenever The Art Ministry recruits trustees, staff or volunteers it will ensure that they are well informed, trained, supervised and supported so that they are better able to identify potential indicators of abuse, less likely to become involved in actions that may cause harm to children, young people and vulnerable adults and less likely to do anything that could be misinterpreted.

#### **Induction and Basic Training**

All new starters should familiarise themselves with the Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide which summarises what they must do if they suspect abuse, gives contact details for key officers and also details safe working practices.

The Guide is available here:

<https://www.theartministry.org.uk/Safeguarding%20Children%20YP%20and%20VA%20Induction%20and%20Basic%20Training%20Guide.pdf>

Everyone also has the responsibility to familiarise themselves with the content of our Combined Safeguarding Policy.

The Policy is available to all clicking on the following link:

<https://www.theartministry.org.uk/The%20Art%20Ministry%20Combined%20Safeguarding%20Policy.pdf>

More specific training is required according to the role undertaken at The Art Ministry:

### **Volunteers working with children and young people**

In addition to reading the Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through a safeguarding level 1 e-learning course. This is provided for free by the Essex Social Care Academy.

To access the course known as "Safeguarding Children Level 1 – Basic awareness" click [here](#).

### **Session Leaders working with children and young people**

In addition to reading the Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through a safeguarding level 1 e-learning course **and** an on-line course about working with children with disabilities, if relevant.

The safeguarding course is provided by the Essex Social Care Academy and is known as "Safeguarding Children Level 1 – Basic awareness". Click [here](#) to access the free course.

Session Leaders who work with children with learning difficulties and/or disabilities must also take a paid for e-learning course on "Working with Children with Learning Difficulties and Disabilities".

Details are available [here](#). The Art Ministry will book and pay for the course.

Session Leaders must also attend a paid for "[Safeguarding Children Level 2](#)" course provided by Essex Safeguarding Children Board. The Art Ministry will book and pay for the course.

### **Volunteers working with vulnerable adults**

In addition to reading the Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through the basic safeguarding adults e-learning course provided for free by Essex Social Care Academy. Click [here](#) to register for and to access the course "Safeguarding Adults Basic Awareness e-Learning", also known as "Safeguarding Adults v3 E-Learning".

### **Session Leaders working with vulnerable adults**

In addition to reading the Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through the basic safeguarding adults e-learning course provided for free by Essex Social Care Academy.

Click [here](#) to register for and to access the course known as " Safeguarding Adults v3 E-Learning"

Session Leaders must also attend the Essex Safeguarding Adults Board's "[Safeguarding Adults Basic Awareness](#)" course. The Art Ministry will book and pay for the course.

### **Safeguarding Officer and their Deputy**

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide, it is a requirement to go through the following:

the free on-line course "Safeguarding Children Level 1 – Basic awareness". Click [here](#) to access, attend a paid for "[Safeguarding Children Level 2](#)" course provided by Essex Safeguarding Children Board. The Art Ministry will book and pay for the course,

or the CPD On-Line "[Safeguarding Children Level 2](#)"

attend a paid for Essex Safeguarding Children Board "[Safeguarding Children Level 3 - Designated Person Training](#)" course. The Art Ministry will book and pay for the course,

or the CPD Online "[Safeguarding Children Level 3 \(Designated Officer course\)](#)"

to go through the paid for e-learning course on "Working with Children with Learning Difficulties and Disabilities". Details are available [here](#). The Art Ministry will book and pay for the course,

to go through the basic safeguarding adults e-learning course provided for free by Essex Social Care Academy. Click [here](#) to register for and to access the course "Safeguarding Adults Basic Awareness e-Learning", also known as "Safeguarding Adults v3 E-Learning",

attend the Essex Safeguarding Adults Board's "[Safeguarding Adults Basic Awareness](#)" course. The Art Ministry will book and pay for the course'

or the CPD Online "[Safeguarding Vulnerable Adults \(SOVA\) Level 2](#)"

attend the paid for Essex Safeguarding Adults Board "[Designated Adult Safeguarding Lead](#)" course. The Art Ministry will book and pay for the course,

or the CPD Online "[Safeguarding Vulnerable Adults \(SOVA\) Level 3](#)"

## **All Trustees**

In addition to reading this Safeguarding Children, Young People and Vulnerable Adults Induction and Basic Training Guide within one month of appointment, it is a requirement to go through two free on-line courses within three months of appointment. These courses are "[Safeguarding Children Level 1 – Basic awareness](#)" and "[Safeguarding Adults Basic Awareness e-Learning](#)", also known as "Safeguarding Adults v3 E-Learning". Both e-learning courses provided for free by Essex Social Care Academy. Click [here](#) to register for the courses.

Complete the paid for CPD Online course "[Safer Recruitment](#)" prior to any involvement in recruiting.

The Deputy Safeguarding Officer is responsible for notifying people of their training obligations. The Safeguarding Officer is responsible for monitoring their progress.

The Deputy Safeguarding Officer is responsible for notifying people of their training obligations. The Safeguarding Officer is responsible for monitoring their progress. All training is to be refreshed at least every 3 years, and sooner if there is a major change in Safeguarding guidelines.

## SAFE RECRUITMENT

At The Art Ministry involvement directly with children and young people or with vulnerable adults is the norm. Therefore, it is important that the Charity takes all reasonable steps to prevent unsuitable people working with vulnerable groups. For all new staff confirmation of employment will be dependent on satisfactory checks.

The trustees are responsible for risk assessing all job and role descriptions to identify which are likely to involve regular and/or substantial unsupervised contact with children, young people and vulnerable adults.

All role application packs will expressly state The Art Ministry's commitment to safe recruitment and safeguarding generally.

A copy of The Art Ministry's Safer Recruitment Policy is contained in Appendix C.

Appointment is subject to some or all of the following requirements:

- Completion of an Application Form.
- Having the appropriate skills and experience.
- Being interviewed, the formality of which depends on the role.
- The Art Ministry obtaining at least two satisfactory References.
- An appropriate level of Disclosure and Barring Service check where the role demands.

## USEFUL CONTACTS

### The Art Ministry

Safeguarding Officer, Allan Webb - [allanwebb@theartministry.org.uk](mailto:allanwebb@theartministry.org.uk) , 07582 025163

Deputy Safeguarding Officer, [contact@theartministry.org.uk](mailto:contact@theartministry.org.uk) or 07582 025163

### Essex (except Southend and Thurrock)

Telephone enquiries and referrals (Children)	0345 603 7627—ask for either the Consultation Line or Priority Line  Out of hours—0345 606 1212—ask for the Priority Line  <a href="mailto:Emergency.DutyTeamOutOfHours@essex.gov.uk">Emergency.DutyTeamOutOfHours@essex.gov.uk</a>
Telephone enquiries and referrals (Vulnerable Adults)	0345 603 7630  Out of hours—0345 606 1212 (general public) or 0300 123 0779 (statutory agencies)  <a href="mailto:socialcaredirect@essex.gov.uk">socialcaredirect@essex.gov.uk</a>

### Southend

Telephone enquiries and referrals (Children)	<p>01702 215007</p> <p>Out of hours - 0845 606 1212</p> <p>NPSCC Child Protection - 0808 800 5000</p> <p>Childline - 0800 1111</p>
Telephone enquiries and referrals (Vulnerable Adults)	<p>01702 215008 (Option 1)</p> <p>Out of hours—0345 606 1212 (general public) or 0300 123 0778 (statutory agencies)</p> <p><a href="mailto:accessteam@southend.gov.uk">accessteam@southend.gov.uk</a></p>

## Thurrock

Telephone enquiries and referrals (Children)	<b>01375 652802</b>  Out of hours - 01375 372468  safeguardingadults@thurrock.gov.uk  NPSCC Child Protection - 0808 800 5000  Childline - 0800 1111
Telephone enquiries and referrals (Vulnerable Adults)	01375 511000  Out of hours - 01375 372468  thurrock.first@thurrock.gov.uk

## APPENDIX A - SAFE WORKING PRACTICES

### GUIDELINES FOR CONDUCT WHEN WORKING WITH/HAVING CONTACT WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

The following guidelines should be followed by trustees, staff, volunteers and contracted service providers who have contact with children, young people or vulnerable adults.

#### You should:

- Always ensure you can be seen and observed publicly when working with children, young people and vulnerable adults and avoid situations where you would be alone with them.
- Children, young people and vulnerable adults have a right to privacy, respect and dignity. Respect the child, young person or vulnerable adult, provide a safe and positive environment and treat them equally in the context of any activity.
- You must put the wellbeing and safety of the child, young person or vulnerable adult before what you are trying to achieve with them such as the development of their performance. In other words you may have to cease the planned activity if carrying on would undermine their wellbeing or safety.
- If a child, young person or vulnerable adult is accidentally injured as the result of your actions or failure to act or arrives at an activity or service showing signs or symptoms that give you cause for concern you must act appropriately following the procedures outlined in the policy and always report such incidents as soon as possible to your activity supervisor and the Safeguarding Officer and make a written report.

#### You should not:

- Spend unreasonable amounts of time alone with children, young people and vulnerable adults.
- Take children, young people and vulnerable adults to your home or any other place away from The Art Ministry or third party premises where they will be alone with you. However, if it is necessary for them to go on trips with The Art Ministry, the activity supervisor must write to parents/carers in advance to ask for their permission and explain why it is necessary.
- Add or accept children, young people or vulnerable adults you work with or come into contact with on social networking sites (e.g. Facebook and Twitter, etc.)
- Arrange to meet or approach children, young people or vulnerable adults outside an organised activity or service.

#### You should never:

- Leave children, young people or vulnerable adults unattended.
- Engage in rough physical games including horseplay.

- Engage in sexually provocative games or allow, encourage or engage in inappropriate touching of any form.
- Make sexually suggestive comments about or to a child, young person or vulnerable adult.
- Allow children, young people and vulnerable adults to use language inappropriate to the circumstances, unchallenged, or use it yourself.
- Ignore or fail to record an allegation a child, young person or vulnerable adult makes about you or others.
- Do things of a personal nature for children, young people and vulnerable adults that they can do for themselves e.g. assist with changing. It may sometimes be necessary to assist them, particularly if they are very young or are disabled. In such a situation, these tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should try to have someone else present and inform the parents/carers as soon as is reasonably possible.
- Use the internet or any other electronic or telephone device to access child pornography sites.

### Warning

The Art Ministry takes its responsibility very seriously. Staff who breaches the guidelines above will face investigation and may face disciplinary action where appropriate, which could lead to a dismissal and the possibility of a criminal investigation where there is evidence of illegal activity.

Trustees, volunteers and contracted service providers in breach of the above the guidelines will have their services terminated with immediate effect. Where there is evidence of illegal activity, they will be reported to the relevant authorities and may face criminal investigation.

**APPENDIX B - SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS REPORT OF CONCERN FORM**

**REPORT OF CONCERN FORM**

Your name:
Your position:
Name of The Art Ministry activity at which concern was observed:
Brief description of the activity and venue:
Child's/Young Person's/Vulnerable Adult's full name:
Child's/ Young Person's/Vulnerable Adult's address (if known, or contact details of host organisation for the project – e.g. school or hospital):
Parents'/carers' names and address (if known):
Child's/ Young Person's/Vulnerable Adult's date of birth (if known):
Date and time when concerns were raised or incident occurred:
Your observations:

Exactly what the child/ young person/vulnerable adult said and what you said: (Remember: do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action taken so far (include time and date first reported to The Art Ministry):	
External agencies contacted (date & time):	
Police? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which:  Name and contact number:  Details of advice received:
Local authority Children’s Services Department? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which:  Name and contact number:  Details of advice received:
Other (e.g. NSPCC)	Which:  Name and contact number:  Details of advice received:
Signature:	
Print name:	
Date:	

Remember to maintain confidentiality on a need to know basis – only if it will protect the child/adult. Do not discuss this incident with anyone other than those who need to know.

This form should be discussed with The Art Ministry’s Safeguarding Officer or a Trustee before being sent to any other party.

## **APPENDIX C - GUIDELINES FOR TAKING AND USING IMAGES OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

### **GUIDELINES FOR TAKING AND USING IMAGES OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

#### **Key concerns**

The key concerns regarding the use of images of children, young people and vulnerable adults relate to:

- The possible identification of them when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of them.

#### **Guidelines for taking images**

- All children, young people and vulnerable adults featured in images and recordings must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (i.e.: a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity. Where possible images of children, young people or vulnerable adults should be recorded in small groups (the group may comprise any combination of adults and children).
- You should ensure that images of those under a court order are not recorded or published.
- Any instances of use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF).
- There is no intention to stop activity supervisors using video equipment or photographs as part of a creative arts and crafts activity. However, performers and their parents/carers should be made aware that this is part of the activity and consent should be secured in writing.

#### **Guidelines for using images**

- If the child, young person or vulnerable adult is named in the photograph, avoid using it.
- If a photograph is used, avoid naming the child or vulnerable adult or use their first name only.
- Personal details of children or vulnerable adults such as an email address, home address or telephone number should never be revealed on digital media or in print.
- Make children or adults aware that pictures will be taken and how they will be used.
- Make sure you have parental/carers consent to use an image of a child, young person or vulnerable adult who takes part in our regular sessions. A Consent For Taking and Using Images Form is the best way of achieving this and can be done when they join.

## APPENDIX D - CONSENT FOR TAKING AND USING IMAGES FORM

### CONSENT FOR TAKING AND USING IMAGES FORM

#### Our protocol for taking and using images of people

- No image of an individual or group of identifiable people will be used for the purpose of The Art Ministry's publicity without the consent of that individual or the people depicted in that image.
- In the case of children under the age of 16 the written consent of a parent or carer must be obtained. Without proof of age young people over the age of 16 will need the consent of their parent or carer.
- Images will only be used in the context they were taken and there will be no criticism or defamation of character of the person depicted.
- The Art Ministry recognises the need to ensure the welfare and safety of all people taking part in its activities.
- The Art Ministry will follow its 'Guidelines For The Use of Images' section in our Combined Safeguarding Children, Young People and Vulnerable Adults Policy.
- The Art Ministry will store all consent forms and the images taken for publication securely.
- A copy of your consent form can be sent to you on request.

#### Consent for the use of your still/moving image

By signing the consent form you are giving your permission for us to use your (or your child's) image in the following ways:

**A** in publications and display material.

**B** in the local and national press.

**C** on our, Facebook and Twitter pages, Flickr, YouTube and social networking and websites.

**D** all consent granted by me shall be effective in perpetuity and throughout the universe.

If you object to any of the uses above please use the exclusions column on the form below by placing the relevant letter/s below to your details.

It is important that you read the information above before signing this form.

Name of image owner:
Age of image owner, if under 16:
Signature if 16 or over, or signature of parent/carers if under 16:
Name of parent/carers if image owner under 16:
Email address or phone number:
Date:
Exclusions (A-D):

## APPENDIX E - SAFER RECRUITMENT POLICY

### SAFER RECRUITMENT POLICY

The purpose of this policy is to set out the minimum requirements of The Art Ministry's recruitment process, that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children, young people or vulnerable adults;
- identify and reject applicants who are unsuitable for work with children, young people or vulnerable adults.

Advertisements for salaried posts – whether in newspapers, journals or on-line – will include the statement:

“The Art Ministry is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment. Full employment checks and an enhanced DBS check are required for all posts.”

Prospective job applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- access to The Art Ministry's Combined Safeguarding Policy
- copy of the Safer Recruitment Policy
- the selection procedure for the post;
- an application form which will include the statement:

“The Art Ministry is committed to safeguarding children, young people and vulnerable adults. Full employment checks will be undertaken and an enhanced DBS check, to protect children, young people and vulnerable adults.”

Short-listing of candidates will be against the person specification for the post.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies for Group Leader will require an interview of shortlisted candidates by at least two people appointed by the Trustees. Interviews will always be face-to-face. One member of the interview panel must have received 'Safer Recruitment' Training.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information provided;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children, young people and vulnerable adults.

All successful applicants are required:

- to provide proof of identity
- to complete an enhanced DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to provide proof of eligibility to live and work in the UK

All staff who are new to The Art Ministry will receive induction training that will include our Combined Safeguarding Policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee and the appropriate trustee.

The Art Ministry is committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

## APPENDIX F - SAFEGUARDING LEGISLATION

### SAFEGUARDING LEGISLATION

The following legislation and guidance underpin the Combined Safeguarding Policy and aim to ensure that children, young people and vulnerable adults are protected from harm.

#### Legislation relating to safeguarding Children and Young People

Below is a comprehensive list of legislative acts that empower and compel organisations to ensure adequate safeguarding measures for children are in place.

Legislation (in date order)	Description
The Anti-Social Behaviour, Crime and Policing Act 2014	Chapter 12 part 10 of this act saw forced marriage officially become a criminal offence in England and Wales, punished by up to seven years imprisonment. This came into effect on 16th June 2014, and also applied to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
Working Together to Safeguard Children (April 2013)	This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children, and how practitioners should conduct the assessment of children.
Protection of Freedoms Act 2012	<p>This confirmed that the registration and continuous monitoring of those involved in a regulated activity would not be introduced.</p> <p>From 10th September 2012 what constitutes a 'regulated activity' was changed in relation to children and young people. Also from 10th September 2012 the controlled activity category was scrapped, under 16s will not be able to apply for a DBS check and the information police can release on an enhanced DBS check will be subject to a more rigorous relevancy test.</p> <p>From December 2012 the Independent Safeguarding Authority (ISA) and CRB were merged into a single authority responsible for barring and vetting applicants. This is known as the Disclosure and Barring Service (DBS). The DBS has a greater focus on the roles working most closely with vulnerable groups.</p> <p>From 17th June 2013 an update service was introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.</p>
The Apprenticeships, Skills, Children and	Section 9 makes amendments to the Children Act 2004, specifically regarding the establishment of Children's Trust Boards. The Children's

<p>Learning Act 2009</p>	<p>Trust comprises:</p> <ul style="list-style-type: none"> <li>a. the local authority including all constituent services that impact on children and families, such as housing,</li> <li>b. named statutory 'relevant partners' — this includes district councils,</li> <li>c. any other partners the local authority considers appropriate</li> </ul> <p>The 'relevant partners' are placed under a duty to cooperate in the making of arrangements to improve wellbeing and have a power to pool budgets and share other resources.</p>
<p>Safeguarding Vulnerable Groups Act 2006</p>	<p>This created the Independent Safeguarding Authority (ISA) which aims to prevent unsuitable people working with children, young people and vulnerable adults across all services.</p>
<p>Mental Capacity Act 2005</p>	<p>This made it an offence to neglect or deliberately ill-treat a person who lacks capacity.</p>
<p>Children Act 2004</p>	<p>Section 11 places a statutory duty on district councils to make arrangements to ensure that in discharging their functions they consider the need to safeguard and promote the welfare of children.</p> <p>Section 10 outlines the duty to promote inter-agency cooperation between named agencies (including district councils). There is a reciprocal duty on those agencies to co-operate with the Child Support Agency (CSA) in budget pooling — a key provision that underpins children's trust arrangements.</p> <p>Section 13 requires each local authority to be a statutory partner of the Local Safeguarding Children Board.</p> <p>Section 17 entitles district councils to be consulted on the CSA's Children and Young People's Plan (CYPP).</p>
<p>The Sexual Offences Act 2003</p>	<p>This replaced the Sex Offenders Act (1997). This incorporated 50 new offences, including a new 'Grooming' offence. Offences also include the use of the internet in child abuse and abuse of positions of trust. It also includes a new definition of rape.</p>

Female Genital Mutilation Act 2003	This Act made FGM illegal in this country. It is an offence to: undertake the operation (except on specific medical grounds), assist a girl to mutilate her own genitalia, and assist a non-UK national or UK national to undertake FGM of a UK national outside the UK (except on specific medical grounds).
Homelessness Act 2002	It is a requirement for the Council to refer homeless people with dependent children who are ineligible for homelessness assistance or are intentionally homeless to Children's Social Care, but only if the person consents. If unable to obtain consent, the Council can disclose information to Social Services if they believe the child is, or will be, at risk of significant harm.
The Sexual Offences (Amendment) Act 2000	Introduces the concept of 'abuse of trust,' whereby adults could commit an offence in engaging in sexual activity with someone younger than them if they are seen to be in a position of trust, even if the younger person is above the age of consent (16-18 in the case of child protection).
Care Standards Act 2000	The Care Standards Act 2000 sets out a regulatory framework and standards for services people might receive. This applies to regulated services such as residential care, domiciliary care or adult placement schemes.  Part 7 makes provision for the Protection of Vulnerable Adults (POVA) scheme to prevent abusers from working with vulnerable adults.
Local Government Act 2000	The Council has a responsibility to address the needs of children and young people living in the area.
Protection of Children Act 1999	Sets out the framework to enable employers to check on the suitability of employees to work with children. This act builds on the Police Act (1997), which set up the Criminal Records Bureau.
The Human Rights Act 1998	Sets out the rights of children and families to challenge what they perceive to be an infringement of their human rights.

<p>Children Act 1989</p>	<p>Section 17 — Children In Need: The Local Authority has a general duty to safeguard and promote the welfare of children within their area who are in need and to promote the upbringing of such children by their families.</p> <p>Section 47— Children At Risk: The Local Authority shall make enquiries where there is reasonable cause to suspect that a child or young person living in the area is suffering or is likely to suffer significant harm.</p> <p>The Children Act 1989 defines “harm” in Section 31 (9) as: ill-treatment, the impairment of health, and the impairment of development (Definition includes impairment suffered from seeing or hearing the ill-treatment of another).</p>
<p>Every Child Matters, the Government’s vision for children’s services</p> <p>(No longer in force, yet the principles remain key cross cutting priorities)</p>	<p>This set out 5 key outcomes - be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing. District councils contribute to these outcomes in a variety of ways:</p> <p>Housing – for example: preventing homelessness, providing supported accommodation for young parents and care leavers, re-housing families fleeing domestic abuse, supported accommodation for vulnerable adults, adaptations to properties etc.</p> <p>Planning – for example: providing appropriate play facilities in new housing developments, making road safety schemes child-friendly.</p> <p>Culture, leisure and learning opportunities – for example: provision of local leisure centres, art, crèche and playgroup facilities, museums, theatres.</p> <p>Environmental health services – for example: promoting the health of children and adults, particularly in relation to food hygiene and nutrition.</p> <p>There are a number of other ways that district councils contribute to improving outcomes for children, young people and vulnerable adults, including community safety, and as a licensing authority, the roll out of children’s centres and the promotion of local employment.</p>

### Legislation relating to safeguarding vulnerable adults

At present, there is no specific piece of legislation relating to safeguarding adults. This does not mean that there are no powers to act — rather that the legislation is fragmented. A wide range of legislation applicable to adults who may be vulnerable has been developed over a number of years. It includes laws about adult care services, where upper-tier councils have the statutory lead, and laws about crime, contracts and property, human rights, and mental health and capacity. The following acts form part of this legislation:

Legislation (in date order)	Description
The Care Act 2014	This act was introduced to reform the law relating to care and support for adults and the law relating to support for carers. The Care Act outlines the responsibility of local authorities to carry out safeguarding enquiries where it is suspected that someone is suffering or at risk of abuse or neglect; and the obligation to create Safeguarding Adults Boards (SABs) in every area in order to bring together the key local partners to focus on safeguarding strategy and practice.
The Anti-Social Behaviour, Chapter 12 Crime and Policing Act England and Wales 2014	Chapter 12 part 10 of this act saw forced marriage officially become a criminal offence in England and Wales, punished by up to seven years imprisonment. This came into effect on 16th June 2014, and also applied to UK nationals overseas who are at risk of becoming the victim of a forced marriage.
Protection of Freedoms Act 2012	<p>This confirmed that the registration and continuous monitoring of those involved in a regulated activity would not be introduced.</p> <p>From 10 September 2012 what constitutes a 'regulated activity' was changed in relation to vulnerable adults. Adults are no longer labelled as 'vulnerable', instead activities are set out which if required make them vulnerable at that particular point in time. Also from 10 September 2012 the controlled activity category is scrapped, under 16s will not be able to apply for a DBS check and the information police can release on an enhanced DBS check will be subject to a more rigorous relevancy test.</p> <p>From 3 December 2012 the ISA and CRB were merged into a single authority responsible for barring and vetting applicants. This is known as the Disclosure and Barring Service (DBS). The DBS has a greater focus on the roles working most closely with vulnerable groups.</p> <p>From early 2013 an update service was introduced allowing employers to check whether there have been any changes to a criminal record since the last certificate.</p>
The Safeguarding Vulnerable Groups Act 2006	Created the Independent Safeguarding Authority (ISA), which aims to prevent unsuitable people working with children and vulnerable adults. It includes social care services, as well as health, education, housing support and supporting people services.
The 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.
The Care Standards Act 2000	This act sets out a regulatory framework and standards for services people might receive. This applies to regulated services, including care in a care home, domiciliary care and adult placement schemes.

