



7 November 2018

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday 15 November 2018 in the New Council Chamber, Town Hall, Beeston commencing at 7.00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	D Bagshaw	J Goold (Chair)
	M Brown	G Harvey
	B C Carr	S Kerry
	E Cubley (Vice Chair)	J W McGrath
	T A Cullen	J M Owen

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 6

The Committee is asked to confirm as a correct record the minutes of the Community Safety Committee meetings held on 7 June and 20 September 2018.

4. DOG CONTROL POLICY PAGES 7 - 26
To advise of, and seek approval for, the Dog Control Policy.
5. FOOD SERVICE PLAN PAGES 27 -39
To advise members of, and seek approval for, a revised Food Service Plan.
6. SAFEGUARDING CHILDREN POLICY PAGES 40 - 84
To seek approval for a revised Safeguarding Children Policy.
7. SAFEGUARDING ADULTS POLICY PAGES 85 -131
To seek approval for a revised Safeguarding Adults Policy.
8. PERFORMANCE MANAGEMENT –
REVIEW OF BUSINESS PLAN PROGRESS –
COMMUNITY SAFETY AND HEALTH PAGES 132-137
To report progress against outcome targets identified in the Community Safety Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.
9. WORK PROGRAMME PAGE 138
To consider items for inclusion in the Work Programme for future meetings.

COMMUNITY SAFETY COMMITTEE

7 JUNE 2018

Present: Councillor J C Goold, Chair

Councillors: D Bagshaw
M Brown
B C Carr
E Cubley
T A Cullen
D A Elliott (substitute)
G Harvey
S Kerry
R I Jackson
J W McGrath
J M Owen

An apology for absence was received from Councillor M Radulovic MBE.

1. DECLARATIONS OF INTEREST

Councillor J M Owen declared a non – pecuniary interest in item number 6 due to her membership of Nuthall Parish Council, minute number 6 refers.

2. MINUTES

The minutes of the meeting on 22 March 2018 were confirmed and signed as a correct record.

3. PRESENTATION FROM REDTHREAD CHARITY

The Committee was due to receive a presentation from Redthread, but this was postponed as their representative was unable to attend.

4. FOOD STANDARDS AGENCY AUDIT

The Committee was advised of the latest position with respect to the Food Standards Agency's audit of the Council's food hygiene function. The Committee noted that of the 480 outstanding inspections identified at the start of the audit, 471 had been completed, in addition to all of the scheduled inspections for 2017/18.

Discussion centred on the level of resource that had been made available to conduct food hygiene inspections and the strong intention that the situation should not be allowed to deteriorate again. A request was made that the full action plan be brought before the Committee when the audit was considered next.

5. BASIL RUSSELL PLAYING FIELDS PUBLIC SPACES PROTECTION ORDER

Members were updated on the results of a consultation on the creation of a Public Spaces Protection Order (PSPO) at Basil Russell Playing Fields to assist with controlling dogs.

Councillor J M Owen made the following statement:

First of all I object to the complainant's name being withheld which I know is normal but my name is published; this is unfair, particularly as this was sent to me in an email and I have in fact answered it as it wasn't accurate, and so, if I wished I could now give out the name of the person, I will read you my reply sent from me as Chairman of Nuthall Parish Council.

"I don't know the breed of dog which has frightened children as you will know there are many varieties of dog which use the park. We had two types of complaints, one being comments to the Staff, Clerk and Councillors and the other being more formal complaints which are logged by the Clerk.

The Public Space Protection Order was obtained two years ago in response to numerous complaints received by the Council concerning dogs that were out of control and harassing other park users. In addition there were reports of dogs attacking other dogs and I believe at least one such incident was reported to the Police. All of these incidents were documented at the time by the Parish Council Staff and were submitted as part of the original application for the Public Space Protection Order. This was agreed by all Councillors."

RESOLVED:

- 1. That a PSPO be made, in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014, as detailed in appendix 2.**
- 2. The Chief Executive be authorised to enter into a delegation agreement with Nuthall Parish Council under Section 101 of the Local Government Act 1972 and all other enabling powers to enable the administration and enforcement of the Basil Russell PSPO and all matters ancillary there to including, but not limited to, the service of Fixed Penalty Notices and enforcement where these are not complied with.**

6. LITTERING FROM VEHICLES

The Committee was informed of regulations which had recently come in to force allowing local authorities to give a penalty notice to a person who is the keeper of a vehicle where the Authority has reason to believe that a littering offence has been committed in respect of the vehicle. There was an exemption for licenced taxi vehicles.

There was concern that this legislation would not apply to vehicles littering on private property and it was agreed that further clarity on this would be provided. It was noted that any revenue created from the fixed penalty notices would be received by the Council.

A discussion was had as to whether a councillor was a member of the public and an amendment to the recommendation was proposed by Councillor R I Jackson to make it read "That evidence for the service of a fixed penalty notice be a written statement from a councillor or an officer of the Council, or a minimum of two corroborating statements from members of the public." On being put to the meeting the amendment was carried.

RESOLVED that:

- 1. The provisions of The Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 be adopted.**
- 2. The Head of Public Protection be given delegated authority to serve penalty notices and to authorise officers to serve penalty notices.**
- 3. That the penalty amounts be set at the same level of those set by the Authority for littering in the street (currently £75 or £50 if paid within 14 days).**
- 4. That evidence for the service of a fixed penalty notice be a written statement from a councillor or an officer of the Council, or a minimum of two corroborating statements from members of the public.**

7. TOBACCO CONTROL ACTION PLAN

The Tobacco Control Action Plan 2018-19 was considered with particular reference to the new action plan which detailed efforts to cut the harm caused by smoking to those who live or work in the borough.

The Committee discussed how employees of the Council smoking on the curtilage of Council property could be perceived by members of the public. It was noted that this was covered by the Smoke Free Policy.

RESOLVED that the Tobacco Action Plan 2018/19 be approved.

8. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN - ENVIRONMENT AND COMMUNITY SAFETY - OUTTURN REPORT

The Committee noted the performance of indicators for Community Safety and Health with particular reference to the exploration of commercial opportunities for the Mediation Service. There was also a discussion regarding anti-social behaviour and how it was reported.

There was a discussion about how safe residents felt in their local areas. It was noted that during the day people felt safer, but they felt less safe at night. It was considered that this reflected a national trend whereby people felt less safe after dark.

9. WORK PROGRAMME

There was a discussion about the question and answer session that was to take place with the Nottinghamshire Police Crime Commissioner at the next meeting of the Committee.

RESOLVED that the work programme, as amended, be approved.

COMMUNITY SAFETY COMMITTEE

20 SEPTEMBER 2018

Present: Councillor J C Goold, Chair

Councillors: M Brown
E Cubley
T A Cullen
R H Darby
G Harvey
S Kerry
R I Jackson
J K Marsters
J M Owen

Apologies for absence were received from Councillors B C Carr, J W McGrath and M Radulovic MBE.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. MINUTES

The minutes of the meeting on 7 June 2018 would be confirmed and signed subject to an agreement to include the verbatim statement made by Councillor J M Owen in regard to the PSPO at Basil Russell Playing Fields.

12. QUESTION AND ANSWER SESSION WITH THE POLICE AND CRIME COMMISSIONER

The Nottinghamshire Police and Crime Commissioner answered questions put forward by the Committee with the assistance of the Neighbourhood Policing Inspector for the Borough of Broxtowe.

There were questions on making anonymous complaints, police morale, knife crime, anti-social behaviour, resources, fear of crime, statistics and travellers.

13. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN – ENVIRONMENT AND COMMUNITY SAFETY – OUTTURN REPORT

The Committee noted the performance of indicators for Community Safety and Health.

There was a discussion about dog control and the Committee noted that all aspects of this would be covered by the Dog Control Strategy which was due for publication shortly.

14. WORK PROGRAMME

It was requested that the following reports be added to the work programme for consideration at future meetings:

- A review of Neighbourhood Watches
- The Anti-social Behaviour Action Plan
- The Safeguarding Adults Plan
- The Safeguarding Children Plan.

RESOLVED that the work programme, as amended, be approved.

Report of the Chief Executive

DOG CONTROL POLICY1. Purpose of report

To advise of, and seek approval for, the Dog Control Policy.

2. Detail

There are a number of pieces of legislation which relate to the control of dogs. These include controls on dog fouling, micro chipping, strays, dogs on leads, statutory nuisances, and dangerous dogs. Many of these pieces of legislation are the responsibility of district councils to administer.

The purpose of this report is to bring together all the relevant dog control measures (but not including licensing provisions for pet shops, dog boarding establishments and dog breeders) in one document and so define Broxtowe's policy on dog control.

A copy of the proposed policy is attached at appendix 1, and a table of current fees and charges at appendix 2. Details of the number of strays collected in the current and previous two financial years are shown in appendix 3. An equality impact assessment is included in the report at appendix 4.

The Committee is also asked to consider the following:

- Extending the administration fee (£35) which is currently charged in respect of dogs taken to the kennels, to include cases where dogs are picked up as strays and taken back to their owners by the Neighbourhood Wardens.

3. Financial implications

There are no additional costs associated with the report. It is anticipated that, based upon an assumed 60 dogs returned, the proposed fees would result in an additional income of £2,100 per year. Revenue budgets would then be amended to reflect this additional income.

Recommendation

The Committee is asked to RESOLVE to:

- 1. APPROVE the Dog Control Policy included in appendix 1.**
- 2. RECOMMEND to the Finance and Resources Committee approval of the charging of a fee where dogs are collected as strays and returned to owners without the involvement of the kennels.**

Background papers

Nil



Broxtowe
Borough
COUNCIL

DOG CONTROL POLICY

Community Safety Committee
15 November 2018

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 - 5.10 Animal welfare**
- 6.0 General controls**
 - 6.1 Community Protection Warnings and Notices**
 - 6.2 Public Spaces Protection Orders**
- 7.0 Requests for assistance from third parties**

1.0 Introduction

Statistics show that for the year 2017-18, 26% of the households in the United Kingdom owned at least one dog. In the East Midlands, this equates to 694, 000 households with a dog. (Statista – The Statistics Portal; Pet Food Manufacturers Association). The benefits of dog ownership are well known, but it is vitally important that dogs are kept responsibly to ensure that they don't become a danger or a nuisance to others, or their own welfare is put at risk.

2.0 Purpose

This policy states how Broxtowe Borough Council (the Council) operates in relation to issues of dog control. It covers a number of areas including stray dogs, fouling, microchipping, and dangerous dogs.

The Council's Enforcement Policy governs the general approach to enforcement in all areas of work. As such it should be read in conjunction with this policy document.

This policy should also be read in conjunction with specific departmental written instructions and procedures concerning the operation of the dog control service.

3.0 Overall aim

The aim of this policy is to ensure the needs of dogs and the responsibilities of their owners are met, and the potential for any danger, distress or nuisance that may be caused by dogs is minimised.

4.0 Roles and responsibilities

4.1 Head of Public Protection

The Head of Public Protection will:

- Ensure that this policy is reviewed annually and updated as and when necessary.
- Ensure that the Council's duties and responsibilities with respect to enforcement of the legislation are properly discharged.

4.2 Chief Communities Officer

The Chief Communities Officer is the line manager of the Neighbourhood Wardens and as such, will be responsible for:

- Ensuring proper training is provided, and that appropriate procedures and practices, approved by officers of the Council's Legal Section, are produced, implemented and followed.
- Arranging publicity which may be from time to time considered appropriate in respect of duties of keepers, and other related issues.
- Arranging for the secure retention of data pertinent to the Council's responsibilities and duties relating to the legislation.
- Reporting any relevant matters under the legislation to the Secretary of State
- Ensuring officers are appropriately authorised to undertake their duties
- Ensuring appropriate kennelling services are available to the Council
- Providing and monitoring appropriate performance information

- Managing the relevant income and expenditure budgets
- Monitoring and amending, as appropriate, the contract provisions to ensure the Council has access to adequate kennelling facilities

4.3 Chief Environmental Health Officer

The Chief Environmental Health Officer is the line manager for the Environmental Health Officers and Environmental Health Technical Officers and as such, will be responsible for:

- Ensuring proper training is provided, and that appropriate procedures and practices, approved by officers of the Council's Legal Section, are implemented and followed.
- Ensuring officers are appropriately authorised to undertake their duties

4.4 Neighbourhood Wardens

The Neighbourhood Wardens will be responsible for:

- Undertaking all dog control duties on a day to day basis
- Providing information, guidance and advice to the public and other officers of the Council on all aspects of dog control.
- Notifying the Chief Communities Officer or the Head of Public Protection of any issues where a senior officer decision is required or a matter requires reporting to the Secretary of State.
- Undertaking animal welfare duties where appropriate.

4.5 Environmental Health Officers and Technical Officers

The Environmental Health Officers and Technical Officers will be responsible for;

- Dealing with cases of alleged noise nuisance from dogs.
- Dealing with cases of alleged nuisance from dog faeces on private properties.
- Dealing with cases of filthy and verminous properties arising as a result of the keeping of dogs

5.0 Specific controls

5.1 Microchipping

The relevant legislation is The Microchipping of Dogs (England) Regulations 2015.

In any instance where a dog is found not to be microchipped and the keeper is resident in Broxtowe, action by way of service of a notice requiring the dog to be microchipped will, under normal circumstances, be instigated by a Neighbourhood Warden.

In order to check if a dog has been microchipped, the Council may lawfully take possession of a dog without the consent of the keeper. It is anticipated that checking of a dog will be undertaken by agreement in the majority of cases.

If the notice is not complied with, or an officer is obstructed in carrying out their duties in accordance with the Regulations, further action may be considered as appropriate. This decision will be taken by the Chief Communities Officer or Head of Public Protection in consultation with the Neighbourhood Warden managing the case. Options available include:

- a) The instigation of legal proceedings. The final decision on whether or not to instigate legal proceedings will rest with the Director of Legal and Planning Services.
- b) Arranging for the dog to be microchipped (if necessary without the consent of the owner). Costs may be recovered from the keeper in respect of such action.

If it comes to the attention of the Council that a person undertaking microchipping within the borough is not of a class of persons detailed in Regulation 9(1) of the Regulations, consideration will be given by the Head of Public Protection or the Chief Communities Officer as to whether the matter will be reported to the Director of Legal and Planning Services for a decision on whether or not legal proceedings should be implemented. The operator will be advised, in writing, of their obligations under the legislation.

If it comes to the attention of the Council that a keeper has transferred a dog to a new keeper without being microchipped (unless a certificate issued under regulation states that the dog should not be microchipped for reasons of the animal's health) consideration will be given by the Head of Public Protection or the Chief Communities Officer as to whether the matter will be reported to the Director of Planning and Legal Services for a decision on whether or not legal proceedings should be implemented. Greater emphasis will be given to taking formal action if the person transferring the dog is a breeder.

If it comes to the attention of the Council that there has been an adverse reaction to a microchip, or the failure of a microchip which has not been reported, then the Chief Communities Officer shall report that reaction or failure to the Secretary of State.

If it comes to the attention of the Council, by other means than being collected as a stray, that a dog which is kept outside the borough is not microchipped, the Neighbourhood Wardens will arrange for all relevant details to be passed on to the relevant local authority where the dog is kept.

Where a dog is collected as a stray and is found not to be microchipped, appropriate procedures will be agreed with the kennels to ensure dogs are microchipped before collection / rehoming.

5.2 Stray dogs

The relevant legislation is the Environmental Protection Act 1990.

5.2.1 Handling of stray dogs within the hours of 8 am to 4.30 pm

A stray dog is any dog which is running free in a public place without its owner being present. Legally it makes no difference if the dog is loose accidentally, has been released without authority of the owner, or has been deliberately allowed to roam. Only those dogs which can be classified as such will be secured and removed to kennels for safety by the Neighbourhood Warden.

When reports regarding stray dogs are received by the Council, the receiving officer will attempt to ascertain as much detail as possible with regards to the situation, the dog and precisely where it was found/seen.

Collection of dogs can only be guaranteed where they are secured and not running free.

The Neighbourhood Warden will be provided with details of reports of stray dogs as soon as is practicable and dispatched accordingly to investigate the report.

Once on site the Neighbourhood Warden will assess the situation and secure the dog (where possible) if it can be classified as a stray.

The Neighbourhood Warden is authorised to detain and seize any stray dog on public land. Where a stray dog is found on private land, the Neighbourhood Warden can and will only detain and seize a stray dog where the permission of the land owner has been obtained.

If a dog is found as a stray, the Neighbourhood Warden will make all reasonable enquiries to ascertain the identity of its owner including checking for implanted microchips, looking for details on dog's collar and talking to persons who reported the stray dog or who are in the immediate vicinity. While the Council is not obliged to immediately return stray dogs to their owners, in circumstances where;

a) the owners can be easily identified and contacted, and;

b) where the dog has not been reported as a stray before,

then the Neighbourhood Warden will attempt to return the stray dog to its owner at the point of it being secured and detained. An administration fee will be charged for this service.

Where the above criteria are not met and/or where circumstances make this approach unreasonable or impracticable, the dog will be taken directly to the kennels and registered as a stray dog.

Where the owner of a stray dog can be identified, and where it has not been possible to return to the owner as above, the owner shall be advised that their dog has been reported and collected by the Neighbourhood Warden as a stray dog. The owner will be advised of the release fee which is payable and arrangements needed for them to reclaim their dog.

Stray dogs seized by the Council are held for eight clear days at the Council's kennelling facility. During that period the owners of a stray dog may come forward and reclaim their dog. To do so they must pay the appropriate kennelling costs in addition to a release fee. Kennelling costs and release fees are reviewed annually as part of the budget setting process.

Where keepers do not have access to sufficient funds within the eight day period to reclaim the dog a payment plan can be set up with the council to cover the costs. However where a keeper has defaulted on a previous payment plan this facility will not be available and dogs can only be released on payment in full.

Following the eight-day period, stray dogs which are not reclaimed are handed to the kennels who in turn will attempt to re-home them. However, the kennels will arrange for tests to be undertaken on the dog. If it fails this test, the kennels reserve the right not to accept ownership of the dog.

5.2.2 Handling of stray dogs at other times

Although the Council's Neighbourhood Warden Service operates at weekends, no collection service is provided on any day before 8.30 am or after 4.30pm.

The Council's kennelling facility operates a drop-off facility outside of the operating hours where members of the public, emergency services, etc. can bring found stray dogs to.

Although there is no out of hours call out service a kennel at the Council's kennelling facility where dogs can be securely deposited during the night

All dogs taken in during out of normal operating hours will be registered as a stray and detained in the Council's kennels. Provisions detailed above regarding providing notice to known owners, retaining the dog for seven clear days and finally handing the dog to the kennels for rehoming apply here also.

5.2.3 Veterinary treatment of stray dogs kept within the Council's care

The Council will ensure that all stray dogs within its care receive appropriate veterinary care and attention to ensure they are free from pain and kept in a comfortable condition.

The Council cannot undertake extensive veterinary care of stray dogs beyond that stated above.

Where veterinary treatment is administered to a stray dog which is subsequently re-claimed by its owners, the costs for the veterinary treatment will be recovered from the owner.

No veterinary treatment of stray dogs under the Council's care will be undertaken without the permission of the Chief Communities Officer or Head of Public Protection. The only exception to this is where the need is of an imminent or emergency nature and it is not practicable to contact either of those officers first. In all cases, the Chief Communities Officer must be notified of any veterinary care given to a stray dog at the earliest opportunity. A decision to euthanize a dog in the Council's care will only be made by a Veterinary Surgeon on the basis of the animal's state of health or by the Head of Public Protection on advice by the kennels that the dog is not suitable for rehoming. The Council is not responsible for any veterinary treatments administered to a dog prior to its submission and registration in the Council's kennelling facility.

5.3 Dog fouling in public areas

The relevant legislation is the Dogs (Fouling of Land) Act 1996 and The Litter (Animal Droppings) Order 1991

Although the Dogs (Fouling of Land) Act 1996 has been repealed, the Order made by the Council on 5th June 1998 (the Borough of Broxtowe Prohibition of Dog Fouling Order 1998) and which came into force on the 6th July 1998, still applies on all relevant land apart from Basil Russell Playing Fields (see below).

The Borough of Broxtowe Prohibition of Dog Fouling Order 1998 designates land in the borough where the provisions of the legislation apply, that is if a dog defecates at any time on designated land and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless—

- (a) he has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

The land designated in the Order is as follows:

- All parks, recreation grounds, open spaces and other areas for informal recreation.
- All housing amenity areas
- All twitchells, footways. Footpaths and bridleways including adjoining grass areas.

- All public rights of way.
- All shopping precincts and privately owned, publicly accessible land adjacent to shops.
- All cemeteries and churchyards
- All carriageways with speed limits of 40 miles per hour or less, and adjoining footpaths and verges.

The Neighbourhood Wardens are authorised to issue Fixed Penalty Notices requiring payment of fifty pounds where an individual refuses to pick up their dog's faeces.

Where notifications of dog fouling are received, these will be dealt with in the manner considered for most appropriate. For example, if fouling has taken place near to a school, the Environment Division will arrange for the faeces to be cleaned up as quickly as possible.

If a complainant advises that fouling is taking place regularly at a particular time of day, the Neighbourhood Wardens will endeavour to patrol the area at those times where they fall within normal working hours.

The Litter (Animal Droppings) Order 1991 was made under section 86 (14) of the Environmental Protection Act 1990. It means that the provisions of Part IV of the 1990 Act which apply to refuse shall apply to dog faeces on land of the following descriptions which is not heath or woodland or used for the grazing of animals:

- Any public walk or pleasure ground;
- Any land laid out as a garden or used for the purpose of recreation;
- Any part of the seashore which is frequently used by large numbers of people, and managed by the person having direct control of it as a tourist resort or recreational facility;
- Any esplanade or promenade which is above the place where the tide flows;
- Any land not forming part of a highway, which is open to the air, which the public are permitted to use on foot only, and which provides access to retail premises;
- A trunk road picnic area;
- Picnic sites provided under the s.10 (2) of the Countryside Act 1968;
- Car parks provided in accordance with s.32 of the Road Traffic Regulation Act 1984.

5.4 Dog fouling on private property

The relevant legislation is the Environmental Protection Act 1990.

Complaints of nuisance from dog faeces on neighbouring properties will be investigated by officers of the Environmental Health team. In the case of dog fouling at dwellings owned by Broxtowe Borough Council, investigations and enforcement action will be taken by officers of the Housing Division.

5.5 Filthy and Verminous Premises

The relevant legislation is the Public Health Act 1936

Complaints of filthy and verminous premises arising as a result of the keeping of dogs will be investigated by officers of the Environmental Health team. In the case of filthy and verminous premises owned by Broxtowe Borough Council, investigations and enforcement action will be taken by officers of the Housing Division.

5.6 Dogs on leads

The relevant legislation is the Road Traffic Act 1988.

It is an offence for a dog to be on a designated road without being held on a lead. There are exceptions for dogs proved to be kept for driving or tending sheep or cattle in the course of a trade or business; and dogs proved to have been at the material time in use under proper control for sporting purposes. This legislation is enforced by the County Council.

5.7 Dogs to wear collars

The relevant legislation is the Control of Dogs Order 1992.

This requires every dog (subject to a few exceptions) while on a public highway or in a public place to wear a collar with the name and address of the owner inscribed on it or a plate or badge attached to it. The exceptions include:

- packs of hounds;
- dogs used for sporting purposes;
- dogs being used for the capture or destruction of vermin;
- dogs being used for the driving or tending of cattle or sheep;
- dogs being used on official duties by a member of the Armed Forces or Customs and Excise or a police force;
- dogs being used in emergency rescue work, and;
- dogs registered with the Guide Dogs for the Blind Association.

Anyone failing to comply with the legal requirements for a collar can be prosecuted by the district council under the Animal Health Act 1981. Furthermore, if a dog does not have a collar on a highway or in a public place, it can be treated as a stray dog and seized by the Local Authority.

5.8 Noise from dogs

The relevant legislation is the Environmental Protection Act 1990.

Complaints of noise nuisance from dogs will be investigated by officers of the Environmental Health team. In the case of noise nuisance from dogs at dwellings owned by Broxtowe Borough Council, investigations and enforcement action will be taken by officers of the Housing Division.

5.9 Dangerous dogs

The relevant legislation is the Dangerous Dogs Act 1991

Dangerous Dogs are predominately an area which the police deal with. A memorandum of understanding is in effect between all local authorities and

Nottinghamshire Police which confirms this and commits the police to taking the lead on such matters.

The Council's Neighbourhood Wardens will, where necessary and appropriate, support the police or any other agency in dealing with dangerous dogs, however, the Council does not accept any liability or responsibility in relation to costs for the kennelling of such animals. Such costs are the responsibility of the police.

5.10 Animal Welfare

The relevant legislation is the Animal Welfare Act 2006

Although the lead agency in animal welfare cases is the RSPCA, the Neighbourhood Wardens are authorised to act under this legislation to serve notice on a person to require reasonable steps are taken to ensure that the needs of an animal for which that person is responsible are met to the extent required by good practice.

6.0 General controls

6.1 Community Protection Warnings and Notices

The relevant legislation is the Anti-social Behaviour Crime and Policing Act 2014.

If a dog's behaviour is persistent, unreasonable and negatively affects the quality of life of people or animals, the Council can use Community Protection Warnings (CPW) and ultimately Community Protection Notices (CPN) This process orders the person responsible for the dog (usually the dog owner) to stop or control its behaviour.

The process can be used, for example, when a dog strays, causes alarm, damages property, shows it's capable of aggression.

A CPW contains conditions which order the responsible person to:

- stop doing something, eg letting the dog into children's play areas
- do specified things, eg muzzling the dog or keeping the dog on a lead at all time when in public
- take reasonable steps to get specific results, eg attending dog-training classes

Conditions in a CPW have a timeframe within which the task must be carried out whilst others will be ongoing and can last for as long as the authority issuing it believes is necessary (eg two weeks to fix a fence, or several months to allow someone to attend a training course, up to unlimited time where a dog needs to be kept under control on a lead or muzzled in public).

This legislation can also be used to deal with dog on dog attacks, and noise from dogs.

6.2 Public Spaces Protection Orders (PSPOs) in relation to dog control

The relevant legislation is the Anti-social Behaviour Crime and Policing Act 2014

The Council has one PSPO in relation to dog control in place within the district at Basil Russell Playing Fields at Nuthall. This PSPO covers the following:

- dog fouling
- dogs on leads
- exclusion of dogs from certain areas.

This PSPO was implemented following a public consultation process and aims to address the main issues affecting the public regarding irresponsible dog ownership.

The Order is in place for a three year period after which it is subject to review to ensure it remains appropriate.

This PSPO is enforced by officers of Nuthall Parish Council who have been authorised by Broxtowe Borough Council to issue Fixed Penalty Notices. Any subsequent legal proceedings will have to be undertaken by the Council.

Any future use of PSPOs for dog control will be considered on an individual area basis.

6.3 Civil Proceedings

The relevant legislation is the Dogs Act 1871

As well as being charged with a criminal offence, it is possible for dog owners to face civil proceedings under s 2 of the Dogs Act 1871 if their dog is not under proper control (this usually means it is not on a lead or muzzled) and is dangerous.

The Act allows police, local authorities, or individual members of the public to bring such proceedings before the magistrates' court. The court can specify the measures to be taken for keeping the dog under proper control, whether by muzzling, keeping on a lead, excluding it from specified places or otherwise. In extreme cases, it can order that the dog be destroyed.

It is different to the Dangerous Dogs Act in that:

- it applies everywhere, not just in public;
- proceedings can only be brought against an owner;
- it applies if a dog's general behaviour is considered dangerous, rather than being to act dangerously towards a person
- except in exceptional cases, a single incident is not usually sufficient proof to show that a dog is dangerous.

7.0 Requests for assistance from third parties

Requests for assistance from bodies such as registered social housing providers are sometimes received by the Council. The Neighbourhood Wardens will support and assist where possible. However the Council is not responsible and will not take on any costs in relation to the kennelling of such animals.

Third Parties or the agencies who request the Council assist with a dog which is not a stray will be informed that while we can provide support, all costs for kennelling such animals must be met by themselves.

APPENDIX 2

Cost of kennelling stray dogs (£)

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Kennelling	11.63	23.26	34.89	46.52	58.15	69.78	81.41
Vaccination	23.16	23.16	23.16	23.16	23.16	23.16	23.16
Admin	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Kennel cough vaccination (if dog under 6 months)	14.40	14.40	14.40	14.40	14.40	14.40	14.40
TOTAL	84.19	95.82	107.45	119.08	130.71	142.34	153.97

APPENDIX 3

Number of stray dogs collected in Broxtowe

Year	2016 - 17	2017 - 18	2018 to date
Total strays collected	173	147	74
Returned direct to owner	62	55	27
SOUTH AREAS			
Beeston	57	47	30
Stapleford	34	20	17
NORTH AREAS			
Eastwood	53	33	16
Kimberley	29	47	11

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive's	Lead officer responsible for EIA	David Gell
Name of the policy or function to be assessed:	Dog Control Policy		
Names of the officers undertaking the assessment:	David Gell		
Is this a new or an existing policy or function?	New policy compiled from existing provisions, apart from introduction of charges for returning stray dogs		
<p>1. What are the aims and objectives of the policy or function? The aim of this policy is to ensure the needs of dogs and the responsibilities of their owners are met, and the potential for any danger, distress or nuisance that may be caused by dogs is minimised.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <ul style="list-style-type: none"> • More responsible dog ownership • Reduced problems caused by dogs • Consistent enforcement of relevant legislation 			
<p>3. Who is intended to benefit from the policy or function?</p> <ul style="list-style-type: none"> • People who live and work in the borough • Dog owners 			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <ul style="list-style-type: none"> • Dog owners • Council's kennelling partner • Veterinary surgeries • Residents of the borough • Officers of Broxtowe Borough Council 			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands? Twenty-four percent of households were identified as dog-owning and 52% owned a pet of some type. The research suggested that households were more likely to own a dog if they had more occupants (five or more) or if they had an adult female household member. The age structure of the households was also associated with dog ownership, with households containing older children (between six and 19 years of age) and young adults (between 20 and 29 years of age), more likely to own dogs.</p> <p>(Factors associated with dog ownership and contact with dogs in a UK community. Carri Westgarth, Gina L Pinchbeck, John W S Bradshaw, Susan Dawson, Rosalind M Gaskill, Robert M Christley)</p>			

Pet ownership reported by the mother differed by ethnicity of the child at all time points: at 7 years, 72% of category 'white' owned pets, compared to 59% 'mixed', 33% 'Asian', 15% 'black' and 38% 'other'. When analysed by separate pet types, the same relationship was seen for most years.

(Family Pet Ownership during Childhood: Findings from a UK Birth Cohort and Implications for Public Health Research. Carri Westgarth, Jon Heron, Andy R Ness, Peter Bundred, Rosalind M Gaskill, Karen P Coyne, Alexander J German, Sandra McCune, Susan Dawson

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?

None available

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

None undertaken as largely consolidation of existing.

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways?

Although research indicates certain groups are more likely than others to own dogs, there is no evidence that the policy has the potential to affect different equality groups in different ways.

In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

- **Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?**

No

- **Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Yes

- **Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

No

- **Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

The policy could contribute to equality in that all dog owners would be treated exactly the same, whatever group they belong to.

- **What further evidence is needed to understand the impact on equality?**

None

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age:

No adverse impact has been identified.

Disability:

No adverse impact has been identified.

Gender:

No adverse impact has been identified.

Gender Reassignment:

No adverse impact has been identified.

Marriage and Civil Partnership:

No adverse impact has been identified.

Pregnancy and Maternity:

No adverse impact has been identified.

Race:

No adverse impact has been identified.

Religion and Belief:

No adverse impact has been identified

Sexual Orientation:

No adverse impact has been identified.

Head of Service:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature of Head of Service: D Gell

Report of the Chief Executive

FOOD SERVICE PLAN

1. Purpose of report

To advise members of, and seek approval for, a revised Food Service Plan.

2. Background

The Food Standards Agency Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on food law. It includes the requirement to prepare a Statutory Food Service Plan and prescribes in detail which areas of the service should be covered by the plan.

The plan describes how the service is discharged and details the numbers, types and priority ratings of the borough's food premises, the frequencies of planned interventions, sampling programmes, health promotion activities, reactive work (including responding to food complaints), food hazard warnings and investigating cases of infectious disease. As well as containing data from the last financial year, the plan contains information on proposals for undertaking duties in 2018-19.

A full copy of the proposed Broxtowe Borough Council Statutory Food Service Plan 2018/19 is attached at the appendix.

Recommendation

Committee is asked to RESOLVE that the Food Service Plan 2018-19 be approved.

Background papers

Nil



Food Service Plan 2018-19

Community Safety Committee
15 November 2018

1.0 Introduction

Broxtowe Borough Council (the Council) is committed to ensuring that food produced, sold or consumed in the district is safe to eat and does not pose a risk to public health.

This Food Service Plan sets out how the Council will deliver the elements of food safety and hygiene for which the Council has enforcement responsibility.

The requirement to have a Food Service Plan is laid down by the Food Standards Agency (FSA) in its Framework Agreement on Local Authority Food Law Enforcement. The FSA was established in April 2000 as an independent monitoring and advisory body and is the central competent authority responsible for food safety in the UK.

2.0 Food Service Aims and Objectives

2.1 Aim

To maintain, and where possible improve, the health and wellbeing of residents and visitors to the borough of Broxtowe and the success of local food businesses by ensuring the safe production, processing, handling, storage, distribution and sale of food in the district.

2.2 Objectives

- To meet the standard set out in the Framework Agreement issued by the Food Standards Agency
- To ensure that food is safe to eat and free from extraneous matter
- To keep accurate records of all food enforcement activities and maintain an accurate register of food businesses in the district
- To carry out food hygiene interventions in accordance with the minimum inspection frequencies and to standards determined by the Food Standards Agency
- To encourage standards of hygiene higher than the minimum acceptable in law
- To increase the knowledge of food handlers and the general public about the principles and practice of food hygiene
- To deal with food alerts in accordance with Food Standards Agency guidance
- To investigate complaints relating to food premises or food sold in the borough of Broxtowe
- To investigate notified cases of food and water borne illness and take effective action to control the spread of infection
- To sample and risk-assess private water supplies
- To effectively and efficiently meet the needs of the public and businesses using our service and to respond positively to challenges

- To respond to planning and licensing consultations as a statutory consultee.
- To support and promote schemes and initiatives which improve the health of customers of food businesses (e.g. Healthy Options Takeaway (HOT))
- To undertake surveillance, inspection and sampling of foods and food contact materials including imported food

3.0 Links to Broxtowe Borough Council's Corporate Plan

The Council's priorities are detailed in the Corporate Plan 2016-20.

The Food Service Plan accords with the Council's Vision which is:
"Broxtowe...a great place where people enjoy living, working and spending leisure time"

The Food Service Plan contributes directly to the Business Growth and Health priorities in the Corporate Plan which are:

New and growing businesses providing more jobs for people in Broxtowe and improved town centres

People in Broxtowe enjoy longer, active and healthy lives

4.0 Organisation structure and staffing

The food safety service is currently contained in the Environmental Health section within the Public Protection Division. All officers and the service are directly managed by the Chief Environmental Health Officer resulting in a flat management structure. The Chief Environmental Health Officer reports to the Head of Public Protection.

The establishment provides for six suitably qualified officers who are able to undertake food safety, occupational health and safety, licensing, registrations, private water supply and infectious disease investigation duties. This comprises of the Chief Environmental Health Officer, four Environmental Health Officers (including one part time officer) and one part time Environmental Health Technical Officers (both who is qualified to the Higher Certificate in Food Premises Inspection standard). Administration support is provided by another department which also supports other teams. In 2017/18 the staffing allocation equated to 1.9 Full Time Equivalent (FTE) for food safety duties – additional resource had been allocated to the food safety service following external audit by the FSA and following review to catch up with a backlog of overdue low risk interventions.

5.0 Staff Development and Competency

The Council are accredited by the Investors in People programme. All officers are subject to regular appraisal and participation in competency assessments and authorisation frameworks for the relevant service areas. Specific Continuing Professional Development (CPD) requirements as required by the Food Law Code of Practice, membership of the Chartered Institute of Environmental Health or equivalent professional bodies are also adhered to. It is essential that Officers are up to date in legislation and enforcement issues and the service utilises free and low cost training courses available in addition to completing specific job training as required and utilising tools such as the Regulators Development Needs Assessment (RDNA) and cascade training through the team as appropriate.

The Environmental Health section is responsible for all aspects of food hygiene and safety, private water supplies and infectious disease control, as well as a range of other duties.

In terms of food safety services, responsibilities include:

- Inspection of food premises in accordance with the Food Law Code of Practice
- Registration of food businesses
- Approval and inspection of businesses producing foods of animal origin
- Investigation of complaints about food and hygiene at food premises
- Promotion of documented food safety systems
- Promotion of the National Food Hygiene Rating Scheme
- Sampling of food for microbiological examination
- Investigation of food borne infection
- Investigation of food poisoning outbreaks
- Imported food control
- Sampling
- Food alerts (food hazard warnings)
- Provision of advice and guidance including participation in events that promote food safety and supporting new and proposed food businesses
- Food hygiene training courses

As part of the provision of a complete service, the section works in conjunction with the following partner organisations:

- The Food Standards Agency
- Department for Environment Food and Rural Affairs (DEFRA)
- The Health and Safety Executive
- Public Health England
- Other local authorities including Trading Standards as appropriate

- Public Analyst

The Council is also represented on the following working groups:

- Nottinghamshire Food Liaison Group
- Nottinghamshire Food Sampling group
- Nottinghamshire Licensing and Registration Sub Group
- Infection Liaison Committee
- Nottinghamshire Regulatory Managers Group

These groups also contribute to regional and national working groups.

6.0 Enforcement Protocol

The enforcement protocol has been approved by the Council and reflects the intention of the service to meet the requirements of criminal investigation laws and the Regulators Compliance Code.

7.0 Demands on the Food Service

The following paragraphs outline the various demands on the service.

7.1 Number of Premises

As at 1st April 2018, there were 908 food premises on the Broxtowe food data base. The table below shows the number of each type of food business in each category.

Premises category	Total number of premises in category
Producers	3
Manufacturers/Packers	23
Importers	2
Distributors	4
Retailers	211
Restaurants	665
	908

7.2 Interventions at Food Establishments

The Council uses the Food Hygiene Intervention Rating Scheme as detailed in the Brand Standard for the National Food Hygiene Rating Scheme and the Food Law Code of Practice to determine the frequency that food premises should be inspected. This ensures that all premises are inspected at an appropriate minimum interval determined by their individual risk rating. The risk rating is based on the nature of food handling undertaken, the level of

compliance with legal requirements and confidence in food safety management systems. The minimum frequency varies from six monthly to three years depending on the assessed risk category.

Additional interventions and officer time are directed at those businesses which fail to meet basic compliance with food safety. Ratings of businesses meeting the criteria contained in the Brand Standard are published on the Broxtowe and Food Standards Agency websites as part of the National Food Hygiene Rating scheme.

As at 1st April 2018, the breakdown of food businesses by category in the district was as follows:

Priority	Premises category	Premises Score	Frequency of Inspection	Total number of premises in category
A	High	92 or higher	6 months	8
B	High	72 to 91	12 months	74
C	High	52 to 71	18 months	178
D	Low	31 to 51	24 months	243
E	Other	0 to 30	Alternative Interventions (36 months)	282
Unrated	Other		New premises within 28 days of registration	106
Outside Programme				17
Total				908

A specific database is used to generate and record interventions. This database is also used to extract data to upload to the national Food Hygiene Rating Scheme website, the Local Authority Enforcement Monitoring System (LAEMS) annual data return to the FSA, the Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) return to the Health and Safety Executive (HSE) and other statutory returns (e.g. Drinking Water returns to DEFRA)

The premises score includes weightings for complex processes, type of food handled, number of consumers, vulnerable groups, condition of the structure of the premises and confidence in management etc. Category A premises are usually manufacturers or premises with a poor compliance history. Category E premises are usually retailers of packaged ambient food or wet sales pubs etc.

Inspections with a Hygiene Rating of 0, 1 and 2 (on a scale of 0 to 5) and businesses in categories A and B usually generate a revisit. Additional revisits are generated at the request of the food business operator to review their food hygiene rating, where there are customer complaints, for new business start-ups and where major alterations or refurbishments are planned.

7.3 Food and Water Sampling

Sampling of food, including imported food, water, and materials in contact with food is carried out as part of a county, regional and national sampling programme. Food samples for microbiological examination are sent to the Public Health Laboratory at York. Other food samples and private water supplies are sent to the Public Analyst in Leeds.

7.4 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities.

The service has a policy to investigate any suspected cases of infectious disease to minimise spread of infection. A matrix exists regarding the cases to be investigated and liaison takes place with Public Health England. The greatest number of notifications are currently for campylobacter but unless these are in a high-risk group (under one year old / food handler or carer / associated with a known outbreak), these cases are not logged or investigated. Samples are currently sent to the laboratory at Birmingham for analysis.

7.5 Food Safety Alerts, Product Recall Information and Allergy Alerts.

The policy of this service is to respond appropriately to food alerts and intelligence, to investigate food safety incidents and generate food alerts as necessary in accordance with the requirements of the Food Safety Code of Practice and associated Practice Guidance.

7.6 Health and Food Safety Education and Promotion

The service participates, where resources permit, in targeted local and national activities and interventions.

8.0 Service Data for 2017/18

8.1 Food Hygiene Interventions in 2017/18

Inspections undertaken (by category of premises)

A	B	C	D	E	Unrated	TOTAL
24	66	216	234	260	192	992*

* This includes inspecting the majority of the backlog of food hygiene interventions built up over previous years.

8.2 Number of revisits in 2017/18

98

8.3 Requests for Service in 2017/18

Requests for service include concerns regarding the condition of the premises, or food with microbiological or physical contamination.

Hygiene of Premises	Food Complaints
26	78

8.4 Enforcement Actions (Premises) in 2017/18

Informal Warnings	459
Improvement Notices	2
Hygiene Emergency Prohibition Notices	0
Hygiene Emergency Prohibition Orders	0
Voluntary Closure	0
Seizure, Detention, Voluntary surrender of food	2
Simple Cautions	0
Prosecutions	0

Hygiene Emergency Prohibition Notices are served where an imminent risk of injury to health has been identified and action is required to stop a food business or process from operating. Any notices served must be followed by an application to the Magistrates' Court within three working days for an Order confirming such action.

8.5 Food and Water Sampling in 2017/18

62 food and water samples were taken in 2017/18.

Type of sample	Number taken
-----------------------	---------------------

Prepared dishes	7
Food – Dairy/Eggs/Fish/Fruit/Veg	18
Other swabs/surfaces	37
Total	62

8.6 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities in 2017/18

26 reports of suspected or confirmed cases of infectious disease were notified to the service in 2017/18 which required investigation.

Cases investigated comprised of salmonella, giardia, cryptosporidium, norovirus, leptospirosis, hepatitis and suspected illness following consumption of food and water.

8.7 Food Safety Education and Promotion in 2017/18

The service participated in targeted local and national activities and interventions including Food Safety Week and the development of the Healthy Options Takeaway (HOT) initiative.

9.0 Performance Monitoring

9.1 The Food Service aspect of Environmental Health has a number of performance indicators which are monitored as part of the Community Safety Business Plan.

These are:

- Food Inspections – High Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%
- Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100% (previously 75% but not in accordance with the Food Law Code of practice and revised accordingly)
- Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within one working day of receipt, and non-urgent complaints / general requests for advice within five working days of receipt. Target 100%
- Infectious Disease - Respond to notifications within one working day and requests for advice and information as soon as practicable within five working days of receipt. Target 100%
- Satisfaction of businesses with local authority regulation service. Target 100%

Performance information in respect of these indicators for the last three years is given below.

9.2 Food Inspections 2017/18

Category	Number of inspections due 2017/18	No of inspections undertaken	Percentage completion
A	24	24	100%
B	66	66	100%
C	216	216	100%
Total High Risk	306	306	100%
D	241	234	97%
E	265	260	97%
Total Low Risk	506	494	97%

115 interventions due in 2016-17 were outstanding at the end of March 2017 adding to approximately 350 carried forward as overdue from previous years – total 470 overdue previously carried forward. (See note in additional action). The majority of these were completed as part of the extra resource allocated.

In addition 192 inspections of previously unrated premises were undertaken.

2013/14, 2014/15, 2015/16 and 2016/17

Year	Percentage of High Risk Inspections Completed	Percentage of Low Risk Inspections Completed
2013/14	91%	46%
2014/15	89%	34%
2015/16	82%	34%
2016/17	88%	61%

9.3 Response to Service Requests within target times

Service Type	2013/14	2014/15	2015/16	2016/17	2017/18
Food Safety	98%	96%	98%	99%	98%
Infectious Disease Notifications	87%	100%	100%	84%	100%
Consultations	93%	95%	95%	98%	97%

9.4 Satisfaction of Businesses with Local Authority Regulation Service*

2013/14	2014/15	2015/16	2016/17	2017/18
95%	95%	92%	90%	91%

*This includes licensing responses.

10.0 Proposed Inspection Programme for 2018 -19

Priority	Premises category	Total number of Premises in Category	Inspections due 2018/19
A	High	8	16
B	High	74	74
C	High	178	75
D	Low	243	80
E	Low	282	23
Unrated	Other	106	106
Total		891	374
Outside Programme	Other	17	0
Total including Outside Programme		908	374

The backlog of inspections and data cleansing activities were completed in 2017/18 using temporary additional resource.

There has been a significant number of new business premises registrations being submitted to the Council and which require intervention within 28 days.

It was recognised that additional resource was required to prevent a future build-up of overdue inspections and meet the requirements of the Food Law Code of Practice on interventions and approval was granted for an additional Officer to ensure adequate resource is available for future service delivery.

11.0 Issues for 2018/19

- To continue to monitor the resource provided to food safety enforcement to ensure it is adequate to meet the demands of the service, including new food business interventions in a timely manner
- To continue to provide effective food and registration interventions prioritising high-risk and non-compliant premises
- To continue to provide a competent team to deal with these areas of service delivery
- To continue to use the full range of enforcement tools available to protect the safety, health and welfare of visitors, residents and workers within the borough and to support compliant businesses
- To sign up at least 12 businesses to the HOT (Healthy Options Takeaway) Award
- To continue to participate in the National Food Hygiene Rating Scheme
- To implement changes to animal licensing activities.

12.0 Identification of variation from the Service Plan

Targets include 100% of food hygiene interventions due to be completed and this has not been achieved in previous. A small number of low risk inspections were carried forward at the end of March 2018 and a large number of new premises registrations (over 100 per year) have been received which require on-going intervention. Measures to reduce the backlog of overdue inspections were implemented and completed by the end of March 2018.

Additional staff resource has been allocated to prevent a future backlog of inspections being created and to ensure appropriate timely responses to requests for services and inspections of new food businesses.

13.0 Further Information

Local authority food enforcement statistics are published at

<https://data.food.gov.uk/catalog/datasets/069c7353-4fdd-4b4f-9c13-ec525753fb2c>

Report of the Chief Executive

SAFEGUARDING CHILDREN POLICY1. Purpose of report

To seek approval for a revised Safeguarding Children Policy.

2. Detail

Broxtowe Borough Council has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

As such, Broxtowe Borough Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. The e-learning for Safeguarding Children is a compulsory module for all staff. Each year the Chief Executive chairs two meetings attended by senior offices of each department where adult and children safeguarding is discussed, including presentation of relevant data.

In 2016/17, 11 safeguarding children referrals were made by the Council (six referrals comprising one set of three siblings, three sets of two siblings and two individuals) and in 2017/18, 13 safeguarding children referrals were made (six referrals comprising two sets of two siblings, one set of four siblings and three sets of two individuals). The Safeguarding Children Policy attached at appendix 1 sets out how Broxtowe Borough Council will meet its obligations. An equality impact assessment is included at appendix 2. It is a revised and updated version of the Safeguarding Children Policy agreed by Cabinet in 2015. The main changes are around the reporting structures and changes to the county wide safeguarding children structures.

Recommendation

The Committee is asked to RESOLVE that the revised Safeguarding Children Policy be approved.

Background papers

Nil



Broxtowe
Borough
COUNCIL

SAFEGUARDING CHILDREN POLICY

Community Safety Committee 15 November 2018

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INTRODUCTION

Broxtowe Borough Council has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children. This includes safe recruitment practices for individuals whom the Council permits to work regularly with children, and, when required, obtaining criminal record checks.

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

As such, Broxtowe Borough Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. Broxtowe Borough Council is therefore committed to ensuring the availability of adequate resources and support for employee training and development.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday (including unborn babies). Therefore, for the purpose of this Safeguarding Children Policy, any reference to children and young people means those under the age of 18.

This policy is intended to clarify individual roles and responsibilities, raise awareness and reassure employees that there are clear processes in place should they have any concerns or in the rare event that an allegation is made against an individual employee. The procedures complement those of the Nottinghamshire Safeguarding Children's Board. These may be referred to for further guidance as necessary and can be found at: <http://www.nottinghamshire.gov.uk/nscb>

Even though many councillors, employees and contractors have limited contact with children as part of their duties and responsibilities for Broxtowe Borough Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

There are four types of abuse that can affect children and young people: Physical, Emotional, Sexual, and Neglect. Each type of abuse is covered in more detail in Appendix K.

It is not the responsibility of any councillor, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the councillor, employee or contractor is to refer the case to the appropriate person, not to investigate or make a judgement. Reporting and other procedures are listed in Section 7 and detailed in the subsequent appendices.

1.0 AIM

To safeguard and promote the welfare of children in all aspects of the provision of Broxtowe Borough Council's services.

2.0 OBJECTIVES

To achieve its aim, Broxtowe Borough Council has set the following objectives:

- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of children.
- To provide employees, councillors and volunteers (working on behalf of Broxtowe BC) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all employees working with children can identify the signs and symptoms of the four main types of abuse (physical abuse, sexual abuse, emotional abuse, and neglect).
- To ensure that all employees understand and follow the relevant procedures when they have concerns about child abuse or neglect.
- To ensure that the necessary enhanced Disclosure and Barring Service (DBS) checks are completed, as determined by Broxtowe Borough Council's Recruitment and Selection Policy, for employees that work with or have significant access to children.
- To ensure that the necessary child protection training, information and guidance is made available to all appropriate individuals, clubs, groups, societies and organisations that organise activities for children on behalf of, or within buildings, facilities or on land provided by Broxtowe Borough Council.
- To provide guidance to all councillors and employees on appropriate and safe working practices when working with children.

3.0 SCOPE

This policy is applicable to all of the Council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services for the Council, through grant or contract arrangements. Such organisations must maintain or develop their own safeguarding policy statement and procedures to reflect this policy.

4.0 ROLES AND RESPONSIBILITIES

All individuals, contractors and agencies have a duty to ensure they are familiar with and can access the Council's reporting safeguarding procedures, or are familiar with and can access those of their own company / agency.

4.1 Nottinghamshire Safeguarding Children's Board

Nottinghamshire Safeguarding Children's Board is a statutory multi-agency organisation. It brings together agencies who work to safeguard and promote the welfare of children.

The objective of the Safeguarding Children's Board 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 in the area of the authority by which it is established.

However, significant changes to local safeguarding children arrangements have been established through the Children and Social Work Act 2017. Local Safeguarding Children Boards will be abolished and replaced by new safeguarding arrangements. Police, health clinical commissioning groups and the local authority (County Council), known as the safeguarding partners, will be required to establish the arrangements. Other organisations, known as relevant agencies, will be required to engage with them.

Broxtowe Borough Council, as a relevant agency, will be committed to providing an effective working relationship as part of the new structures with the Nottinghamshire Safeguarding Partners to help achieve our mutual aims in respect of child safeguarding.

4.2 Elected Members

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Head of Public Protection. Guidance for councillors on reporting concerns in relation to safeguarding children are given at Appendix E.

4.3 General Management Team and Heads of Service

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding children responsibilities. The General Management Team in conjunction with Heads of Service will ensure that this policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to safeguarding children are properly discharged. Heads of service are responsible for ensuring the necessary supervision and training of appropriate staff.

4.4 Designated Lead Officer

The Council has a Designated Lead Officer to act as employee champion for the authority with regard to the safeguarding children agenda and to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottinghamshire and Nottingham City Safeguarding Children Procedures.

The Designated Lead Officer is the Head of Public Protection. That officer is responsible for:

- Writing, reviewing, and implementing the Council's Safeguarding Children Policy
- Reporting to General Management Team and Portfolio Holder for Community Safety Chief Communities Officer on the number of referrals made to the Multi Agency Safeguarding Hub (MASH), training, and any changes to policy or guidance.

- Championing training safeguarding children and the dissemination of this policy and associated guidance across the council

4.5 Safeguarding Co-ordinator

The Safeguarding Co-ordinator works with the Designated Lead Officer. The Safeguarding Co-ordinator is the Chief Communities Officer and is responsible for:

- Ensuring the effective implementation of the Safeguarding Children Policy throughout Broxtowe Borough Council
- Working to assess and reduce risks in relation to safeguarding children
- Raising awareness of safeguarding issues amongst staff
- Monitoring all reports to the Multi Agency Safeguarding Hub in relation to safeguarding children
- Establishing and maintaining effective multi-agency working with Nottinghamshire's Safeguarding Partners, other district councils, and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs.

4.6 Human Resources Manager

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Children's Act 2004 and the Safeguarding Children agenda and for ensuring that appropriate checks are carried out on all employees who have regular contact with children. The Head of Human Resources is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff or councillors.

4.7 Departmental Safeguarding Coordinators

Some divisions within the Council (for example, Housing) will have designated Departmental Safeguarding Coordinators. Their role is to liaise with the Designated Lead Officer and Safeguarding Coordinator, as well as officers within their own division, on specific cases and general issues.

4.8 All Employees

All employees have a responsibility to report any concerns about the welfare of children to the Designated Lead Officer or the Safeguarding Coordinator or to their line manager. Employees of the Council are not, however, responsible for deciding on subsequent action after making a report.

All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available through the Nottinghamshire Safeguarding Children Board via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

4.9 Contractors and other agencies

Broxtowe Borough Council will take reasonable care that contractors and other agencies undertaking work on its behalf are monitored appropriately. Any contractor, sub-contractor, or other agency engaged by the Council in areas where workers are likely to come into regular contact with children, should have its own equivalent child protection policy, or failing that, must comply with the terms of this policy. This requirement will be written into the contract. Where contact with children is a necessary part of the contracted service, it is the responsibility of the manager who

is using the services of the contractor or agency to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate, and all other requirements of this policy are complied with.

4.10 Lead Agencies

Nottinghamshire County Council, the police and health clinical commissioning groups will take the lead as Safeguarding Partners in assessing whether or not abuse has taken place, or whether a child is at risk of abuse.

5.0 OTHER RELEVANT ISSUES

5.1 Licensing

The Council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the Council is legally obliged to consider as part of its licensing function, in particular when licensing premises under the Licensing Act 2003, the Gambling Act 2005, and taxi licensing.

5.2 Health and Safety at Work

Where the Council inspects premises to discharge its legal responsibilities in this area, employers may be obliged to carry out risk assessments, including for the employment of young people. As part of the inspection process, officers may examine such risk assessments to determine their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', the Council will report this to Nottinghamshire County Council.

5.3 Homelessness

Broxtowe Borough Council owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. Officers may need to refer families or individuals to Nottinghamshire County Council Social Care.

Persons affected	Reason for contacting Notts Social Care
Homeless 16-17 year olds	A 16 or 17 year old may be referred to Notts Social Care for assessment to determine if they are a child in need with a duty owed to them by Notts Social Care
Intentionally homeless household with children	If a household with children is found to be intentionally homeless, Notts Social Care should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989.

Broxtowe Borough Council only places children or vulnerable adults into 'Bed and Breakfast' or temporary accommodation in an emergency and as a last resort. Officers complete a detailed Housing Options form with applicants. This helps to identify needs and vulnerabilities, and assists in the process of safeguarding children.

5.4 Photography

It is an unfortunate fact that some people have used children's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees and contractors should be vigilant at all times. At events where photographs will be taken, photography signs should be clearly displayed. Anyone using cameras or film recorders for, or on behalf of, the Council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian before the activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the Council will ensure that expectations are made clear in relation to child protection. Council employees should contact the Communications Team on Ext 3825 for advice, forms and posters.

5.5 Human trafficking

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. Broxtowe Borough Council recognises that local authorities have specific responsibilities under the Council of Europe's 2006 'Declaration on the Fight Against Trafficking of Human Beings' to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC) [now part of the National Crime Agency] is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

5.6 Child Sexual Exploitation

Child sexual exploitation (CSE) is a form of child abuse where children and young people are forced or manipulated into sexual activity. The sexual exploitation of children and young people has been identified throughout the UK, in both rural and urban areas. Essentially, it is a form of sexual abuse and as such, the procedures for reporting concerns are the same. Staff should report any concerns to their line manager, or directly with the Designated Lead Officer or the Safeguarding Coordinator, who will complete the relevant form (Appendix H) and refer the matter to Nottinghamshire Police.

5.7 Temporary, External, and Agency Staff

The Council employs a number of staff on a temporary, external, and agency basis (for example, sports coaches). Measures will need to be put in place by the relevant Head of Service to ensure that they have received suitable training in Safeguarding Children, and that Disclosure and Barring Service checks, where appropriate, have been undertaken

5.8 Information sharing

It is important to remember that confidentiality is critically important at all stages of the reporting procedure. This is necessary to safeguard all parties including the potential perpetrator. Employee responsibilities are to inform only those people identified within the policy and not to discuss the case casually with their colleagues. The important statutory duties in relation to safeguarding children cannot be met without effective and appropriate sharing of relevant information, some of which may normally be regarded as confidential between an employee and customer or client. Confidentiality should not be confused with secrecy. Information may be shared in order to comply with a statutory obligation, or if it is in the public interest.

In making decisions about sharing information, the safety and needs of the child must be the primary consideration. Information can be disclosed without consent where an employee has well founded concerns that disclosure is necessary to:

- safeguard a particular child - including disclosure of information about an adult who may pose a risk of significant harm to a child or children
- prevent a criminal act taking place or where seeking consent would interfere in criminal enquiries
- prevent harm to staff
- prevent a child being at increased risk of harm

6.0 DEALING WITH INCIDENTS AND CONCERNS

The procedures for dealing with safeguarding children incidents and concerns are listed in Section 7.0 of this Policy.

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this policy.

It is not the responsibility of employees to decide whether or not child abuse has taken place. They have a duty to report concerns and must not assume someone else has. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All employees are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Designated Lead Officer, or the Safeguarding Coordinator
- Line managers are responsible for referring the disclosure, suspicions, or allegations to the Designated Lead Officer, or the Safeguarding Coordinator.
- The Designated Lead Officer or the Safeguarding Coordinator will then make the referral to the appropriate authority.
- In the absence of the Designated Lead Officer or the Safeguarding Coordinator, the line manager is responsible for making the referral to the appropriate authority. The line manager will then send the report to, and discuss the situation with, the Designated Lead Officer or the Safeguarding Coordinator as soon as possible
- The Safeguarding Coordinator is responsible for logging all referrals
- A brief guide for staff (Safeguarding Children – Staff Guide) is available on the intranet under Document Central / Policies and Procedures/ Safeguarding Policy and Procedures

7.0 PROCEDURES AND INFORMATION

Specific procedures and information are contained in the following appendices:

Appendix A – Reporting a safeguarding children concern

Appendix B – Reporting an immediate safeguarding children concern

Appendix C – Disclosure of information from a child

Appendix D – Disclosure from a member of the public

Appendix E – Councillors guide to reporting a safeguarding children concern

Appendix F - Concerns about a staff member in respect of safeguarding children

Appendix G – Reporting form in respect of safeguarding children referral

Appendix H – Reporting form in respect of Child Sexual Exploitation

Appendix I – Policy statement and procedure template

Appendix J – Guidelines for conduct when working/having contact with children

Appendix K – List of contacts

Appendix L – Signs of child abuse and neglect

REPORTING A SAFEGUARDING CHILDREN CONCERN

1. Officers should try to make notes at the time or as soon as possible after they become concerned. Consider possible witnesses, times, clothing, age, location and any contact information, as well as noting what actions have been taken.
2. Officers must always try to make parents or carers aware of their concerns UNLESS it puts the child at further risk, it puts the officer at further risk, it could affect a criminal investigation, or it is impractical to do so.
3. Report the matter to line manager or directly to the Designated Lead Officer or the Safeguarding Coordinator
4. If the initial referral is to a line manager, that officer must refer the case immediately to the Designated Lead Officer or the Safeguarding Coordinator
5. The Designated Lead Officer or the Safeguarding Coordinator completes the safeguarding referral report form as soon as possible and makes the referral to the Nottinghamshire Multi Agency Safeguarding Hub (MASH), and continue from Step 9 in this procedure.
6. If neither the Designated Lead Officer or the Safeguarding Coordinator is available, the line manager will proceed from Step 7 of this procedure and contact the Designated Lead Officer or the Safeguarding Coordinator at the earliest possible opportunity.
7. Line manager will make a referral to the MASH by e-mail the same day.
mash.safeguarding@nottscc.gcsx.gov.uk
8. Line manager will the same or the next working day e-mail a copy of the referral form to the Safeguarding Coordinator who will arrange for it to be securely stored electronically, and details entered on a secure spreadsheet. The e-mail will be titled "SAFEGUARDING CHILDREN REFERRAL" and be sent to spc@broxtowe.gov.uk
9. MASH should report back to the person reporting the incident within three days on the course of action to be taken.
10. If MASH is of the opinion that the threshold is not met for a Children's Social Care Assessment, they will signpost the person making the referral to the appropriate service.
11. The person making the referral will update the Safeguarding Coordinator by e-mail to spc@broxtowe.gov.uk of the outcome of the referral and of the details of any recommendation to refer to another agency. The e-mail is to be titled "SAFEGUARDING CHILDREN UPDATE"

12. The Safeguarding Coordinator will be responsible for updating the spreadsheet and referring the case on as recommended by the MASH.
13. Any officer submitting a referral, whether directly themselves, through their line manager or Department Safeguarding Officer, or through the Safeguarding Coordinator, MUST inform their Head of Service.

For further advice or information, contact:

Head of Public Protection (Designated Lead Officer)

0115 917 3504

or

Chief Communities Officer (Safeguarding Coordinator)

0115 917 3492

Contact details

Multi Agency Safeguarding Hub (MASH)

Office hours Monday to Thursday 8.30am to 5.00pm

Friday 8.30am to 4.30pm

Tel: 0300 500 80 90

mash.safeguarding@nottscc.gcsx.gov.uk

FAX: 01623 483 295

Mercury House,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Emergency Duty Team

In an emergency outside MASH office hours, contact the Emergency Duty Team (EDT) on 0300 456 4546

REPORTING AN IMMEDIATE SAFEGUARDING CHILDREN CONCERN

If an incident is identified, which requires immediate intervention, employees will be required to respond accordingly. Each incident will be different and specific guidelines for every incident are not feasible.

Wherever possible, an officer with immediate concerns should contact the Designated Lead Officer or the Safeguarding Coordinator. If that is not possible, then the line manager should be contacted and should take charge of the situation.

If the line manager, Designated Lead Officer, or the Safeguarding Coordinator cannot be contacted, and the situation is deemed to be so serious as to warrant immediate action, the officer may be required to deal with the matter themselves.

The well-being of the child is paramount and the appropriate response which, dependent on the nature of the incident, may include:

- Immediate emergency call to Police (999)
- Immediate contact with Nottinghamshire Multi-Agency Safeguarding Hub (MASH) 0300 500 80 90 (Mon to Thur 8.30am-5.00pm, Fri 8.30 to 4.30pm) or Nottinghamshire MASH Emergency Duty Team 0300 456 4546
- Immediate verbal intervention with support from the most senior officer available on site without placing the child or an officer at further risk.

As soon as possible after the incident, the matter must be confirmed by e-mail to the Safeguarding Coordinator who will arrange for a copy to be securely stored electronically, and details entered on a secure spreadsheet.

MASH should report back to the person reporting the incident within three days on the course of action to be taken. In the interests of the child, should MASH fail to report back within three days, it is recommended to pursue feedback.

If MASH is of the opinion that the threshold is not met for a Children's Social Care Assessment, they will signpost the Safeguarding Coordinator to the appropriate service. The Departmental Safeguarding Officer will ensure the referral is e-mailed to any other agency as instructed by the MASH.

Any updates must be forwarded to the Safeguarding Coordinator. The e-mail will be titled "SAFEGUARDING CHILDREN UPDATE" and be sent to spc@broxtowe.gov.uk

The Safeguarding Coordinator shall be responsible for referring the case on to other agencies if advised to do so by the MASH.

For further advice or information, contact:
Head of Public Protection (Designated Lead Officer)
0115 917 3504
or
Chief Communities Officer (Safeguarding Coordinator)
0115 917 3492

DISCLOSURE OF INFORMATION FROM A CHILD

Abused children are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

Actions to be taken by the person being disclosed to include the following:

- React calmly so as not to frighten the child.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is being said by a person who may have a speech impairment or differences in language.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. The Police or Adult and Children's Services may subsequently formally interview them and they should not have to repeat their account on several occasions.
- Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation.
- Reassure the child but do not make promises of confidentiality that will not be feasible in the light of subsequent developments.
- Explain to them that you will have to share your concerns with the Departmental Safeguarding Officer who has the authority to act.
- Tell them they were not to blame and that they were right to tell.
- Record in writing all the details that you are aware of and what was said using the child's own words, immediately.
- Report the matter to a Departmental Safeguarding Officer immediately, who will then contact the Designated Lead Officer or Safeguarding Coordinator as a matter of urgency. The Designated Lead Officer or Safeguarding Coordinator will then deal with the case.

Actions to Avoid

The person receiving the disclosure should NOT:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Suggest any action/s or consequences that may be undertaken in response to the disclosure.

DISCLOSURE / REFERRAL FROM MEMBER OF THE PUBLIC

If a member of the public contacts you with concerns about a child's welfare, you should advise them to act as follows:

- Contact Children's Social Care 0300 500 80 80
- Outside of office hours please call Notts County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- You should take the relevant details from the member of the public and pass these on to the Safeguarding Children Coordinator or the Designated Lead Officer. That officer will then contact MASH by e-mail at mash.safeguarding@nottscc.gcsx.gov.uk confirming the details and that the member of the public has been advised to ring the County Council direct
- The Safeguarding Children Coordinator will update the database.

COUNCILLORS GUIDE TO REPORTING A SAFEGUARDING CHILDREN CONCERN

In cases where councillors become personally aware of a safeguarding children issue they should report in the way outlined below:

- Contact Children's Social Care 0300 500 80 80
- Outside of office hours please call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- The councillor should then notify the Safeguarding Children Coordinator or the Designated Lead Officer that they have made a referral to Notts County Council. That officer will then contact MASH by e-mail at mash.safeguarding@nottscc.gcsx.gov.uk confirming that a referral has been made and giving the details.
- The Safeguarding Children Coordinator will update the database.

If the circumstances involve a relationship to services provided by Broxtowe Borough Council (for example Housing or Leisure), then the information should also be shared with the relevant Head of Service.

CONCERNS ABOUT A STAFF MEMBER OR COUNCILLOR

If staff or councillors have concerns about a fellow officer or councillor's conduct which they feel may be putting a child's safety or welfare at risk, they should implement the provisions of the Whistleblowing Policy. This can be accessed on the intranet (Document central / Policies & Procedures / HR Policies & Procedures). If further guidance or information is required, this can be obtained from one of the Council's Human Resources Officers.

The Human Resources Manager will decide on the most appropriate course of action, which may include referral to Nottinghamshire County Council's Local Authority Designated Officer (LADO) for Safeguarding.

FORM TO REPORT SAFEGUARDING CHILDREN CONCERNS

(Please note, copies of this form are available on the Intranet under Document Central / Policies and Procedures / Safeguarding Policy and Procedures)

Reporting a children's safeguarding concern to Nottinghamshire's Multi Agency Safeguarding Hub

Please use this form to report safeguarding concerns that are **not** urgent.

If you believe that a child is in immediate danger, call the Police immediately on 999. If you believe a child urgently needs specialist support from children's social care, based on the threshold guidance on page 31 of the [Pathway to Provision](#) document, contact the Multi-Agency Safeguarding Hub (MASH) on 0300 500 80 90 and follow up your telephone call by completing and sending this form within 48 hours. If it is not urgent, complete and send this form via email, following the instructions at the end of the form.

Please provide as much information as you can, so that we have a full understanding of the child's circumstances and can respond promptly.

Details of person reporting the safeguarding concern:			
Name of person who is reporting the safeguarding concern:	Job title:		
Address	Organisation:		
Postcode:	Telephone (including mobiles)		
Fax:	Email:		
Are the child's parent(s) / carer(s) aware that you are reporting your concern?	YES	NO	(delete as appropriate)
Has the child's parent(s) / carer(s) consent been obtained?	YES	NO	(delete as appropriate)
Has consent been given for information sharing?	YES	NO	(delete as appropriate)
If not, please explain why:			

Is this form a follow-up to a telephone referral?	YES	NO	(delete as appropriate)
<p>Details about the concern: Please explain the concern you have about the child/ren. Please explain how you think the concern meets the threshold for Children's Social Care; consider the child's needs, parent / carer's capacity, social and environmental factors (See guidelines in the 'Pathway to Provision' handbook). What are the arrangements to keep the child/ren safe? Where is/are the child/ren at present?</p>			
<p>Are you aware of any risks to children's social care staff visiting the child/ren at home?</p>			
<p>Date and time of report:</p>			

Name of child/ren and details of their family and significant others

(Please add extra pages if required)

Name:	Name:
Known as:	Known as:
Address:	Address:
Postcode:	Postcode:
Gender:	Gender:
Date of Birth:	Date of Birth:

Disability:	Disability:
Religion:	Religion:
Ethnicity	Ethnicity
Communication needs (including language) and access needs:	
Any information regarding legal status / immigration status:	
Name:	Known as:
Address:	Date of Birth:
Postcode:	Gender:
Telephone number:	Email address:
Ethnicity:	Relationship with child/ren:
Parental responsibility?	Religion:
Communication needs (including language) and access needs:	

Any information regarding legal status / immigration status:	
Name:	Known as:
Address:	Date of Birth:
Postcode:	Gender:
Telephone number:	Email address:
Ethnicity:	Relationship with child/ren:
Parental responsibility?	Religion:
Communication needs (including language) and access needs:	
Any information regarding legal status / immigration status:	

Professionals who are already involved with the child/ren	
Name:	Title:
Organisation:	Telephone:
Address:	Email:
Postcode:	Name of the child the professional is working with:
Name:	Title:
Organisation:	Telephone:
Address:	Email:
Postcode:	Name of the child the professional is working with:

Additional information – if known

Has a Common Assessment Framework (CAF) been undertaken with the family? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, please send a copy with this form.	
Health – details of child’s doctor	
NHS Number/s:	Role of referrer from Health:
Patient Name:	Doctor’s name:
Address:	Postcode:
	Telephone:
Education – details of child’s nursery/school/college	
Nursery/school/college name:	
Address:	Telephone:
	Designated teacher:
	Additional contact:
Postcode:	

Police - details of police involvement	
Investigating officer:	
Station:	Location of incident:
	Type of incident:
Incident reference number or crime number:	
Alleged perpetrator / person of concern	
Name:	Known as:
Address:	Date of Birth:
Postcode:	Gender:
Ethnicity:	Relationship with child/ren:
Parental responsibility?	Religion:
Has a referral been made about the alleged perpetrator before?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
Current location of alleged perpetrator / person of concern:	

As the person reporting this safeguarding concern, I confirm that the information I have provided is accurate, to the best of my knowledge.

Signed:

Name:

Date:

Please specify who should receive feedback about the outcome of this concern:

Name:

Designation:

Address:

Secure email address:

Post Code:

Returning this form

Once you have completed this form, please send it to the MASH via mash.safeguarding@nottscg.gcsx.gov.uk. If you are able to send the form from a secure email account (for example with the suffix .gcsx, .pnn or .nhs.net) please do so. If not, please protect the form with a password using the instructions below, send it and then send a second, separate email to the MASH with the password you have used.

Microsoft Word 2003: Click 'Tools' then 'Options' then the 'Security' tab and in the box marked 'Password to open' enter your chosen password and click 'OK'.

Microsoft Word 2010: Click 'File' then 'Info' then 'Protect Document' then 'Encrypt with Password' and in the box marked 'Encrypt Document' enter your chosen password, then in the box marked 'Confirm Password' type your chosen password again, then click 'OK'.

If you have any questions when completing the form please call the MASH on 0300 500 80 90. The MASH is open from 8.30am-5pm Monday to Thursday and 8.30am-4.30pm on Friday. In an emergency outside of these hours, contact the Emergency Duty Team (EDT) on 0300 456 4546.

Data Protection Statement

Nottinghamshire County Council abides by the Data Protection Act 1998. Information provided by professionals on this form and emailed to mash.safeguarding@nottscg.gcsx.gov.uk will be stored securely on our electronic data systems. Nottinghamshire County Council documents are confidential. If you are not the intended recipient of this document, please notify the originator of this document (contact details on page 1) immediately by telephone or email.

SUPPLEMENTARY FORM TO REPORT CONCERNS OF CHILD SEXUAL EXPLOITATION

Form available

at: http://www.google.co.uk/url?url=http://www.nottinghamshire.gov.uk/EasySiteWeb/GatewayLink.aspx%3Fallid%3D507313&rct=j&frm=1&q=&esrc=s&sa=U&ei=rnueVb_QAaGR7Ab54oHoCg&ved=0CBQQFjAA&usq=AFQjCNGPUOCGsMr1w-UGZgAJaoCW_rCWBQ

Alternatively, can be accessed on Broxtowe Borough Council intranet under Document Central / Policies and Procedures / Safeguarding Policy and Procedures



Child Sexual Exploitation (CSE) Concerns Network Information Operation STRIVER

Please complete and submit this information sheet if you have concerns regarding CSE. This form should be used by you to identify information concerning people, places, activities, or vehicles which you believe may be involved with, or connected to CSE.

Please complete and submit this information sheet if you have concerns regarding a young person at risk of child sexual exploitation.

- This is not a referral form and should not replace your usual practice of referring to social care, SEIU or CAIU
- Anything of immediate risk should be reported via 999 or 101 to the police control room
- This is an intelligence sharing form for LOW level non-emergency information
- Please be aware this inbox is monitored 24/7

The information contained herein will be shared with Nottinghamshire Police to:

- Develop disruption strategies to be implemented by a multi-agency panel
- Collate intelligence concerned with children and young people exposed to or at risk of CSE
- Inform current/future investigations concerning the sexual exploitation of children and young people

Summary of concern: (Please give a brief account of the information), for example; Names of perpetrators (including nicknames), addresses of interest, areas, locations, Vehicles (registration, colour, make ect..), Patterns of behaviour (connecting either YP/Perpetrators), hotels, parks, shops takeaways ect....

Please be SPECIFIC

•
 Is information supplied by a person other than self, if so using a scale of 1-5 how reliable are they? (1= Always reliable, 5= Unkown/Unreliable)

Please provide details of any child/young person or adults involved (if known):

NAME (including nick names/pseudonyms)	DOB	V/S Suspect)	M/ F	Address	Are other agencies involved if so who

Your Details	
Name	
Agency	
Contact Telephone number	
Email address	

Have the police been notified about this matter: Y/N

If yes, please provide incident number/details/date:

Please email completed information sheet to Lisa Hurst

cnm@nottinghamshire.pnn.police.uk

If you believe the child or young person you have identified above is at risk of CSE, please identify which of the risk indicators you think apply: (If there are High level indicators, discuss with your manager and any safeguarding issues should be referred to social care).

Low Level Risk Indicators

- Frequently returning home late and or going missing
- Overt inappropriate and sexualised clothing
- Sexualised risk taking behaviour, including internet use
- Unaccounted for/unexplained monies or goods
- Associating with adults (unknown or identified as risky), or other sexually exploited children or YP
- Lack of or infrequent contact with family, friends or other support networks
- Sexually transmitted infections
- Experimenting with drugs and/or alcohol
- Low self-esteem, poor self- image, eating disorders and/or self-harm

Medium Level Indicators

- Getting into cars with unknown adults
- Associating adults known to be/have been involved in CSE
- Being groomed on the internet
- "Clipping" i.e. offering sex for money or other payment, but running away before sex takes place
- Disclosing a physical assault without sufficient evidence to support a S47 enquiry and later refusing to make or withdrawing a complaint
- Involved in CSE e.g. being seen in known houses, recruiting grounds or other "hot spots"
- Having an older boyfriend/girlfriend
- Poor school attendance or excluded
- Staying out overnight without explanation and or details of whereabouts
- Breakdown of residential placements due to behaviour
- Unaccounted for/unexplained money or goods, e.g. including mobile phones, drugs and alcohol
- Multiple or frequent sexually transmitted infections
- Episodes of self-harming requiring medical treatment
- Repeat offending
- Gang member or association with gangs

High Level Indicators

- Child under 13 engaging in sexual activity
- Episodes of street homelessness, or staying with adults believed to be sexually exploiting them/other YP
- Child under 16 meeting different adults and exchanging or selling sexual activity
- Found in and removed from known 'red light' district by professionals, due to suspected CSE
- Being taken to clubs and hotels by adults and engaging in sexual activity
- Disclosure of serious sexual assault and then withdrawal of statement
- Abduction and forced imprisonment
- Being moved around for sexual activity
- Disappearing from the 'system' with no contact or support

- Being bought/sold/trafficked
- Multiple miscarriages or terminations
- Indicators of CSE in conjunction with chronic alcohol and drug use
- Indicators of CSE alongside serious self-harming
- Receiving rewards of money or goods for recruiting peers into CSE.

POLICY STATEMENT AND PROCEDURE TEMPLATE FOR VOLUNTARY ORGANISATIONS

Voluntary organisations are free to use all or any sections of the Safeguarding Children Policy. Below is the minimum acceptable for any organisation receiving funding from Broxtowe Borough Council. However, it is important that all organisations know and understand their duties and obligations, whether they use the template or not.

Policy Statement

Children 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 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, at all times. We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults.

(Name of organisation) will ensure that unsuitable people are prevented from working with children through using safe recruitment and selection processes.

(Name of organisation) will take any concern made by a service user, employee, volunteer or child/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/vulnerable adult who raises concerns of abuse.

Procedure

Any concerns will be brought to the attention of *(named senior person)* who will refer the matter to the Nottinghamshire Multi Agency Safeguarding Hub. 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.

GUIDELINES FOR CONDUCT WHEN WORKING/HAVING CONTACT WITH CHILDREN

It is best practice for councillors, employees and contractors who have contact with children, young people or vulnerable adults to follow these guidelines:

- Always be publicly open to scrutiny when working with children.
- Avoid situations where a councillor, employee, volunteer or service provider and a child are alone, unobserved.
- Children have a right to privacy, respect and dignity. Respect the child and provide a safe and positive environment.
- All children should be treated equally in the context of any activity.
- Councillors, employees and contractors must put the wellbeing and safety of the child before the development of performance.
- If a child is accidentally injured as the result of a councillor, employee or contracted service provider's actions; seems distressed in any way; appears to be sexually aroused by your actions; misunderstands or misinterprets something you have done; always report such incidents as soon as possible to your line manager and the Departmental Safeguarding Officer and make a written report.
- If a child arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined above in the policy.
- When administering first aid, employees should ensure that another adult is present where possible, or is aware of the action being taken.
- Parents/carers should always be informed when first aid is administered.

NEVER take children to your home where they will be alone with you.

NEVER engage in rough physical games including horseplay.

NEVER engage in sexually provocative games.

NEVER allow, encourage or engage in inappropriate touching of any form.

NEVER allow children to use language inappropriate to the circumstances unchallenged, or use it yourself.

NEVER make sexually suggestive comments about, or to, a child - even in fun.

NEVER let an allegation a child makes be ignored or unrecorded.

NEVER do things of a personal nature for children that they can do for themselves, for example assist with changing. It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or are disabled. 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 endeavour to have someone else present and inform the parents/carers as soon as is reasonably possible. In such situations it is important that all employees treat the child with the utmost discretion.

NEVER share a room with a child.

NEVER enter areas designated only for the opposite sex.

NEVER use the internet or any other electronic or telephone device to access inappropriate images of children.

CONTACTS

Multi Agency Safeguarding Hub (MASH)

Monday to Thursday 8.30am to 5.00pm
Friday 8.30am to 4.30pm
Tel: 0300 500 80 90
E mail: mash.safeguarding@nottscc.gcsx.gov.uk
FAX: 01623 483 295

Postal address:
MASH,
Mercury House,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Social Services Emergency Duty Team

Tel: 0300 456 4546

Police

Tel: 999 (emergencies)
101 (non-emergencies)

Notts County Council Children's Social Services

Broxtowe Team Office
Tel. 0115 917 5920

Broxtowe Borough Council

Safeguarding Children Designated Lead Officer
Head of Public Protection
Tel 0115 917 3504
spc@broxtowe.gov.uk

Safeguarding Children Coordinator
Chief Communities Officer
Tel 0115 917 3492
spc@broxtowe.gov.uk

Human Resources Manager
Tel 0115 917 3346

SIGNS OF CHILD ABUSE

Child abuse is grouped into four main categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Individual factors or indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is a serious cause for concern.

Identification of child abuse is difficult. The indicators below are not an exhaustive list but should prompt consideration of whether child abuse may be taking place.

PHYSICAL ABUSE

Bruises:

- in children who are not independently mobile
- in babies should always be referred to Children's Social Care
- that are seen away from bony prominences
- to the face, back, abdomen, arms, buttocks, ears and hands
- multiple in clusters
- multiple of uniform shape
- that carry an imprint – of an implement or cord
- with petechiae (dots of blood under the skin) around them.

Bites:

- Differentiating between adult/child bite on size requires a specialist dentist. If an adult is suspected of biting a child a referral should always be made.

Burns or scalds:

- with clear outlines which may match an implement
- that are multiple in nature
- on the body away from the hand e.g back, shoulders or buttocks
- small round which may be from cigarettes.

Scars:

- multiple, unusual shapes or that suggest a child did not receive appropriate medical treatment.

Fractures:

- in children under 18 months
- in children that are inconsistent with developmental stage
- alleged unnoticed fractures – fractures cause pain and it would be difficult for a carer to be unaware.

Other injuries:

- Poisoning, injections, ingestion or other applications of damaging substances (including drugs and alcohol).
- Signs of shaking: may present with unexplained pain, fitting, paralysis, extreme irritability or with less obvious signs, such as increased head circumference, poor feeding, excessive crying, vomiting or associated injury. Excessive crying in babies can be difficult to manage and may make them more vulnerable to inflicted brain injury.
- Female genital mutilation, including female circumcision is abuse and should be reported. If a woman has been circumcised any female children in the family are at increased risk and should be assessed appropriately.

EMOTIONAL ABUSE

- Persistently telling a child they are worthless or unloved
- Bullying a child or frequently making them frightened
- Persistently ridiculing, making fun of or criticising a child
- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders e.g. faecal smearing, excessive drinking, eating unusual substances, and self-harm
- Severely delayed social development, poor language and speech development not otherwise explained
- Excessively nervous behaviour such as rocking or hair twisting
- Low self esteem.

SEXUAL ABUSE

- Recurrent genital or anal symptom (for example, bleeding or discharge) without a medical explanation
- Genital, anal or perianal injury without a suitable explanation
- Anal fissure, without medical explanation
- Unusual sexualised behaviours in a pre-pubertal child
- Pregnancy or sexually transmitted infection, including anogenital warts, in a child younger than 13 years if there is no clear evidence of vertical transmission or blood contamination. In 13-15yr if no disclosure of consenting sexual behaviour with a peer. In 16-17yr consider if power imbalance in relationship, sexual exploitation.

NEGLECT

- Ignoring the child's need to interact
- Failing to express positive feelings to the child, showing no emotion in interactions with the child
- Denying the child opportunities for interacting and communication with peers or adults
- Inadequate provision of food
- Exposure to inadequate, dirty and/or cold environments
- Abandoned or left in circumstances without appropriate adult supervision which are likely to endanger them
- Prevented by their carers from receiving appropriate medical advice or treatment
- Living environment unsafe for child's developmental stage
- Poor standard of hygiene affecting child's health.

Type of abuse	Physical Indicators	Behavioural Indicator
Physical	Frequent or unexplained bruising, marks or injury Bruises which reflect hand marks or shapes of articles e.g. belts Cigarette burns Bite marks Unexplained broken or fractured bones Scalds	Fear of parent being contacted Behavioural extremes – aggressive/angry outbursts/ withdrawn or violent behaviour Fear of going home Flinching when approached or touched Depression Keeping arms/legs covered Reluctance to change clothes Panics in response to pain Reports injury caused by parents
Emotional	Delays in physical development or progress Sudden speech disorders Failure to thrive	Neurotic behaviour Sleeping disorders, unable to play Fear of making mistakes Sucking, biting or rocking Inappropriately adult or infant Impairment of intellectual, emotional, social or behavioral development
Sexual	Pain/itching in the genital area Bruising/bleeding near genital area Sexually transmitted disease Vaginal discharge/infection Frequent unexplained abdominal pains Discomfort when walking/sitting Bed wetting Excessive crying	Inappropriate sexual behaviour or knowledge for the child's age Promiscuity Sudden changes in behaviour Running away from home Emotional withdrawal through lack of trust in adults Unexplained sources of money or 'gifts' Inappropriate sexually explicit drawings or stories Bedwetting or soiling Overeating or anorexia Sleep disturbances Secrets which cannot be told Substance/drug misuse
Neglect	Constant hunger Poor hygiene Weight loss/underweight Inappropriate dress Consistent lack of supervision/abandonment Unattended physical problems or medical needs	Begging/stealing food Truancy/late for school Constantly tired/listless Regularly alone/unsupervised Poor relationship with care giver

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how

they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive's	Lead officer responsible for EIA	David Gell
Name of the policy or function to be assessed:		Safeguarding Children Policy	
Names of the officers undertaking the assessment:		David Gell	
Is this a new or an existing policy or function?		Existing	
<p>1. What are the aims and objectives of the policy or function? Broxtowe Borough Council's (the Council's) Vision for Broxtowe is <i>"a great place where people enjoy living, working and spending leisure time."</i> The Council's corporate objective for Community Safety is <i>"Broxtowe will be a place where people feel safe and secure in their communities."</i></p> <p>The aim of this policy is to safeguard and promote the welfare of children in all aspects of the provision of Broxtowe Borough Council's services.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <ul style="list-style-type: none"> • Implement and maintain systems of working practice to safeguard children during council activities. • To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of children. • To develop and implement appropriate procedures to ensure the well-being of children in need of safeguarding to protect them from harm. • To provide employees, Councillors and volunteers (working on behalf of Broxtowe BC) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect. • To ensure that all employees working with adults with care and support needs can identify the signs and symptoms of the four types of abuse. • To ensure that all employees understand and follow the relevant procedures when they have concerns about safeguarding children. • To ensure that any appropriate Disclosure and Barring Service (DBS) checks are completed, as determined by Broxtowe Borough Council's Recruitment and Selection Policy, for employees that work with, or have significant access to children. 			

<p>3. Who is intended to benefit from the policy or function?</p> <ul style="list-style-type: none"> • Any child in the borough who may be in need of safeguarding. • Staff and councillors of Broxtowe Borough Council
<p>4. Who are the main stakeholders in relation to the policy or function? Children in the borough; Broxtowe Borough Council staff, Nottinghamshire Safeguarding Children Board (soon to become Safeguarding Partners) ; Nottinghamshire County Council; relevant partner agencies, charities and organisations; Nottinghamshire Multi Agency Safeguarding Hub (MASH).</p>
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands? Only ethnicity data found relates to children in need and not specifically to safeguarding referrals.</p>
<p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands? None</p>
<p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact? Not undertaken.</p>
<p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group: The policy does not adversely affect any particular group.</p> <ul style="list-style-type: none"> • Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified? No
<ul style="list-style-type: none"> • Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified? Yes
<ul style="list-style-type: none"> • Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function? No
<ul style="list-style-type: none"> • Could the policy or function promote or contribute to equality and good relations between different groups? If so, how? It is anticipated that positively addressing the issue of safeguarding children across all groups, will only be seen as beneficial.
<ul style="list-style-type: none"> • What further evidence is needed to understand the impact on equality? None

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age: No further action required

Disability: No further action required

Gender: No further action required

Gender Reassignment: No further action required

Marriage and Civil Partnership: No further action required

Pregnancy and Maternity: No further action required

Race: No further action required

Religion and Belief: No further action required

Sexual Orientation: No further action required

Head of Service:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature of Head of Service: D Gell

Report of the Chief Executive

SAFEGUARDING ADULTS POLICY1. Purpose of report

To seek approval for a revised Safeguarding Adults Policy.

2. Detail

The Care Act 2014 requires that an upper tier local authority must co-operate with each of its relevant partners, and each relevant partner must co-operate with the upper tier local authority in relation to relevant functions, one of which is specifically stated as protecting adults with care and support needs who are currently experiencing or at risk of abuse or neglect. It is this part of the legislation which places the requirement on a district council to act in cases of suspected neglect or abuse.

People who may need safeguarding are defined under section 42 of the Care Act 2014 as adults (persons aged 18 or over) who:

- have care and support needs;
- are experiencing, or are at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

As such, Broxtowe Borough Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of adults. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible abuse or neglect.

In 2016/17, eight safeguarding adults referrals were made by the Council and in 2017/18, five referrals were made. The e-learning for safeguarding adults is a compulsory module for all staff. Each year the Chief Executive chairs two meetings attended by senior officers of each department where adult and children safeguarding is discussed, including presentation of relevant data.

The Safeguarding Adults Policy is included at appendix 1 and sets out how Broxtowe Borough Council will meet its obligations. An equality impact assessment is included at appendix 2. It is a revised and updated version of the Safeguarding Adults Policy agreed by Environment and Community Safety Committee on 26 May 2016. The main changes are around the reporting structures.

Recommendation

Committee is asked to RESOLVE that the revised Safeguarding Adults Policy be approved.

Background papers

Nil



Broxtowe
Borough
COUNCIL

SAFEGUARDING ADULTS POLICY

Section 1	Introduction
Section 2	Scope
Section 3	Policy Aim
Section 4	Objectives
Section 5	Background
Section 6	Roles and responsibilities
Section 7	Corporate Actions
Section 8	Dealing with incidents and concerns
Section 9	Other relevant issues
	Appendices

“Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect”

(Chapter 14 of the Care and Support Statutory Guidance, Department of Health 2016 – Updated 2018)

1.0 INTRODUCTION

1.1 This policy has been produced to detail how Broxtowe Borough Council (the Council) will meet its duties and obligations with respect to adults at risk. It builds on numerous Government policies that reflect changes in the philosophy and language of adult health and social care.

It is part of this Council’s ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives. Our Corporate Plan and other policy documents outline how we do this in terms of service provision, improvement and community leadership.

1.2 Although Broxtowe Borough Council does not have primary responsibility for the role of safeguarding adults, as an organisation it does provide a range of services directly or indirectly for adults. It is through these services that our Councillors, staff, contractors, partners and volunteers come into contact with adults on a regular basis. For example:

- Council housing
- Housing and council tax benefit
- Disabled adaptations
- Retirement living
- Tenancy and estates
- Housing maintenance
- Housing options
- Leisure centres and recreation grounds
- Environmental health

1.3 Broxtowe Borough Council has a statutory duty to assist Nottinghamshire County Council in making whatever enquiries it thinks necessary to enable it to decide if and what kind of action should be taken to protect an adult at risk from suspected abuse, neglect or exploitation (including financial and sexual exploitation). Staff from Broxtowe Borough Council must work closely with officers from Nottinghamshire County Council, who will follow-up on safeguarding concerns and determine the best course of action.

1.4 When delivering services in people’s homes or at our venues, proper systems must be in place to ensure that everyone is safe, particularly those who are less able to protect themselves. We need to be alert to signs of abuse and neglect and be prepared to raise our concerns with Nottinghamshire County Council.

1.5 All those who come into contact with adults at risk in their everyday work, including staff who do not have a specific role in relation to adult safeguarding,

have a duty to safeguard and promote the welfare and wellbeing of those adults. It is vital that every person who has contact with adults at risk should be able to recognise when such adults are, or may be, at risk of harm and to report all incidents or concerns they may have

- 1.6 The adoption of a Safeguarding Adults Policy brings with it the requirement to regulate many of our services, including specific recruitment, selection, training and vetting procedures. This policy highlights the need for ongoing training in safeguarding at all levels of the organisation so as to ensure that it is adhered to in a consistent manner.

2.0 SCOPE

- 2.1 This policy covers all activities, areas and services provided by the Council and its agents, contractors or partners, and includes all Council employees, volunteers, agency workers, contractors and partners acting for and on behalf of the Council who come into contact with adults covered by the policy whilst going about their daily duties. The policy is also considered to be an appropriate reference guide for use by those Councillors whose particular roles may involve them coming into contact with adults at risk.
- 2.2 This policy aims to provide a brief introduction to the law in relation to safeguarding, and offers practical guidance for best practice about safeguarding adults to all employees, partner agencies and other professionals working with the Council.
- 2.3 It highlights the main themes and issues in adult safeguarding, defines key terms, delineates some of the possible indicators of abuse, and recommends what action to take when dealing with a suspected or actual case of abuse against an adult at risk. It also includes a list of contacts of organisations which can provide help and support to both adults at risk and practitioners.
- 2.4 A detailed outline of procedures to follow when dealing with safeguarding concerns and disclosures is included at Appendix A.
- 2.5 This policy complements the Council's Safeguarding Children Policy.
- 2.6 Broxtowe Borough Council has signed up to the Nottinghamshire Safeguarding Adults Board Multi-agency Safeguarding Vulnerable Adults Guidance. This Multi-agency Guidance is published by the Board on the web pages at <http://site.nottinghamshire.gov.uk/thecouncil/plans/councilplansandpolicies/policy-library/?entryid100=556386&q=0~safeguarding>
It covers all aspects of how to respond to concerns in relation to safeguarding adults and how to protect them and can be used in conjunction with this policy document.
- 2.7 There is a link between some legislation, procedures and guidance which may mean there is a need to follow more than one process at the same time. Where an adult at risk, as defined later in this document, is subject to any of the following, the safeguarding adult at risk procedures in this policy must be considered in addition to any other procedures:
- Domestic violence and abuse
 - Modern slavery
 - Honour based abuse, forced marriage, and female genital mutilation
 - Hate crime and mate crime
 - Anti-social behaviour
 - Unlawfully depriving someone of their liberty
 - Human trafficking
 - Extreme radicalisation
 - Violent extremism
- Further information and contact details are contained in Section 9.0 below.

3.0 POLICY AIM

To enable Broxtowe Borough Council to meet the moral and legal responsibilities necessary to safeguard and promote the welfare of adults with care and support needs in order to keep them safe from abuse or neglect.

4.0 OBJECTIVES

4.1 To achieve its aim, Broxtowe Borough Council has set the following objectives:

- Implement and maintain systems of working practice to safeguard vulnerable adults during council activities
- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of adults with care and support needs who are experiencing, or at risk of, abuse or neglect.
- To develop and implement appropriate procedures to ensure the well-being of adults in need of safeguarding to protect them from harm
- To provide employees, Councillors and volunteers (working on behalf of the Council) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all employees working with adults with care and support needs can identify the signs and symptoms of the ten types of neglect and abuse
- To ensure that all employees understand and follow the relevant procedures when they have concerns about adult abuse or neglect.
- To ensure that any appropriate Disclosure and Barring Service (DBS) checks are completed, as determined by Broxtowe Borough Council's Recruitment and Selection Policy, for employees that work with, or have significant access to, adults at risk of abuse or neglect.
- To facilitate the Complex Cases Panel in Broxtowe. This is a multi-agency forum which meets to share intelligence on known adults at risk and other adults who may be considered vulnerable (including medium risk victims of domestic violence and abuse), to ensure all appropriate help and support can be provided.

5.0 BACKGROUND

5.1 The Care Act 2014 and the Statutory Guidance

Although upper tier local authorities have been responsible for safeguarding adults for many years, there was never a clear set of laws behind it. As a result, it was often very unclear in practice who was responsible for what. The Care Act 2014 aimed to put this right by creating a legal framework so key organisations and individuals with responsibilities for adult safeguarding could agree on how they must work together and what roles they must undertake to keep adults at risk safe.

5.2 When the Human Rights Act 1998 came into force in 2000, the Department of Health issued statutory guidance, called *No Secrets*. This provided guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. This led, among other things, to local authority adult social services setting up safeguarding procedures to try and protect adults from abuse and neglect, and to deal with abuse when it occurred.

5.3 *No Secrets* has now been replaced and the new law on adult safeguarding which was introduced by the Care Act 2014 (specifically in sections 42 to 46 and Schedule 2), is explained and elaborated in chapter 14 of the Care and Support Statutory Guidance 2016 (updated October 2018), which has been issued by the Department of Health. It is interesting to note that there has been a conscious shift away from the term “vulnerable adult” which was defined in *No Secrets* as “*a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation*”.

5.4 The word “vulnerable” is not used at all in the Care Act 2014, and is predominantly applied to a situation or a witness in the Statutory Guidance.

5.5 The new legislation defines who may need safeguarding (Section 42), and also requires upper tier local authorities to set up a Safeguarding Adults Board (Section 43) and carry out Safeguarding Adult Reviews in certain circumstances (Section 44),

5.6 The Act also requires that an upper tier local authority must co-operate with each of its relevant partners, and each relevant partner must co-operate with the upper tier local authority in relation to relevant functions, one of which is specifically stated as protecting adults with care and support needs who are currently experiencing or at risk of abuse or neglect. It is this part of the legislation which places the requirement on a district council to act in cases of suspected neglect or abuse.

5.7 Who does the law set out to protect?

People who may need safeguarding are defined under section 42 of the Care Act 2014 as adults (persons aged 18 or over) who:

- have care and support needs;
- are experiencing, or are at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

5.8 What is abuse or neglect?

The Statutory Guidance states that local authorities 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; although the legal criteria at paragraph 5.7 will need to be met before the issue is considered as a safeguarding concern. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence and abuse – including psychological, physical, sexual, financial, emotional abuse and so called ‘honour’ based abuse, forced marriage, and female genital mutilation.
- 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.
- 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 inhumane 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 (Institutional) 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 around neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

5.9 Other adults who may need assistance

It is recognised that some adults may not fit the legal definition of an “adult at risk”, but for whatever reason, may be in a situation where they are not coping or are in need of support from statutory and/or other agencies. It is important therefore that such individuals are identified and any appropriate action taken. Any individual who is suspected of being in this category but may not be classified “at risk” should still be reported using the procedures in this policy.

6.0 ROLES AND RESPONSIBILITIES

6.1 Nottinghamshire Safeguarding Adults Board

The Nottinghamshire Safeguarding Adults Board (NSAB) is made up of representatives from organisations including Nottinghamshire Police, Crown Prosecution Service, National Health Service, local councils and the voluntary sector. Its main responsibility is to ensure organisations work together to help adults who may have been abused and to help prevent adults being abused.

6.2 Elected Members

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Head of Public Protection or the Chief Communities Officer.

6.3 General Management Team and Heads of Service

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding adult responsibilities. The General Management Team in conjunction with Heads of Service, will ensure that this policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to safeguarding adults are properly discharged. In particular, Heads of Service whose areas of work are heavily involved with adults who may become "at risk" (for example, Housing Services) will ensure that appropriate extra training is provided for relevant staff, as well as developing and implementing appropriate procedures to ensure the well-being of adults in need of safeguarding to protect them from harm

Broxtowe Borough Council's Chief Executive is currently the district councils' representative on the Nottinghamshire Safeguarding Adults Board.

6.4 Designated Lead Officer

The Council has a Designated Lead Officer to act as employee champion for the authority with regard to the safeguarding adults agenda and to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottingham and Nottinghamshire Multi-agency Safeguarding Procedure for Raising a Concern.

The Designated Lead Officer is the Head of Public Protection. That officer is responsible for:

- Writing, reviewing, and implementing the Council's Safeguarding Adults Policy
- Reporting to General Management Team and the Chair of Community Safety Committee on the number of referrals received, training, and any changes to policy or guidance.
- Championing training with regard to safeguarding adults and the dissemination of this policy and associated guidance across the Council
- Supporting and working with the Safeguarding Coordinator
- Representing the Council on formal investigations into allegations of abuse led by Social Care Services

6.5 Safeguarding Co-ordinator

The Safeguarding Co-ordinator works with the Designated Lead Officer. The Safeguarding Co-ordinator is the Chief Communities Officer and is responsible for:

- Ensuring the effective implementation of the Safeguarding Adults Policy throughout Broxtowe Borough Council
- Administration of the Complex Cases Panel
- Forwarding relevant cases to the Multi Agency Safeguarding Hub (MASH), the County Council, Complex Cases Panel, and / or other appropriate specialist agencies
- Taking appropriate action if Adult Social Care advise they will not action the referral
- Managing reporting forms and recording systems
- Working to assess and reduce risks in relation to safeguarding adults
- Raising awareness of safeguarding issues amongst staff
- Monitoring all reports to the County Council in relation to Safeguarding Adults
- Establishing and maintaining effective multi-agency working with Adult Social Care, the police, other district councils, the Nottinghamshire Safeguarding Adults Board and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs.
- Receiving referrals from agencies and departments for the Complex Cases Panel

6.6 Departmental Safeguarding Officers

Some divisions within the Council (for example, Housing) will have designated Departmental Safeguarding Coordinators. Their role is to liaise with the Designated Lead Officer and Safeguarding Coordinator, as well as officers within their own division, on specific cases and general issues.

6.7 Human Resources Manager

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Safeguarding Adults agenda and for ensuring that appropriate checks are carried out on all employees who have regular contact with adults who are likely to be subject to abuse or neglect. The Human Resources Manager is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff

6.8 Learning and Development Officer

The Learning and Development Officer will be responsible for working with the Safeguarding Coordinator to develop and monitor suitable training for staff and Members.

6.9 All Employees

All employees have a responsibility to report any concerns about adults who they are concerned may be suffering from neglect or abuse to the Safeguarding Coordinator or to their line manager. Employees of the Council are not, however, responsible for deciding on subsequent action after making a report.

All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

6.10 Partner Organisations and Contractors

Broxtowe Borough Council requires that all its partner organisations and contractors who work with adults at risk have appropriate safeguarding policies and procedures in place which complement this document.

Officers responsible for negotiating and monitoring contracts are required to ensure that all contractors and partner organisations:

- have relevant policies and procedures in place
- have robust recruitment procedures in place
- train their staff appropriately
- have adequate and appropriate reporting procedures in place
- ensure safeguarding adults policy requirements are never contravened

6.11 Broxtowe Complex Cases Panel

This is a multi-agency panel, facilitated by Broxtowe Borough Council, which has the following objectives:

- Ensure agencies are aware of individuals considered to be in need of support but who may not meet the threshold for intervention by a partner agency.
- Share information to increase the safety and well-being of victims of anti-social behaviour, victims of medium risk domestic violence and abuse, and other persons at risk.
- Identify all support available and ensure agencies are tasked with providing support and signposting information.
- Ensure agencies are aware of the support and activity being provided, and any other agency involvement.
- Reduce repeat victimisation.
- Improve agency accountability.
- Review cases and agree additional actions that need to be put in place by partners to protect such people from harassment and anti-social behaviour considered likely to have a disproportionately negative impact upon them.

7.0 ACTIONS

7.1 Sharing Information

Broxtowe Borough Council has signed up to share information in accordance with the Nottinghamshire Information Sharing Protocol. This is the overarching agreement which underpins information sharing between agencies in Nottinghamshire. The protocol and Broxtowe's Data Protection Officer should be consulted where there is any concern as to whether or how to share information.

7.2 Recruitment

All employers must be alert to the possibility that any person may pose a risk of harm to an adult at risk. Employers of staff or volunteers who have access to adults at risk must guard against the potential abuse, through a rigorous selection process, Disclosure and Barring Service checks, supervision, training and ongoing awareness of staff behaviour.

Broxtowe Borough Council has specific recruitment procedures in place to ensure that adults at risk are protected from potential harm. These include:

- Risk assessments of all posts
- Relevant job descriptions and person specifications being issued with an application form
- Qualifications and details of competence being requested and checked
- References being requested and followed up
- Relevant staff undergoing an enhanced Disclosure and Barring Service check
- The Council's annual appraisal system and review procedure ensuring that posts and their responsibilities are regularly tracked

7.3 Training and Support

Every new member of staff at Broxtowe Borough Council is given a brief introduction to safeguarding adults and children during their induction and is required to complete e-learning courses. Further, more comprehensive safeguarding training, is available to all staff and can be organised through the Learning and Development Officer. All staff will undergo refresher training every three years.

The aim of the training is to make staff aware of:

- Their responsibility to act when concerns about an adult at risk arise
- The respective roles and responsibilities of the different professionals
- Ways to identify adults at risk
- Ways to recognise risks and situations where abuse might be occurring
- The appropriate way to accurately record facts, including concerns about abuse and neglect and actions taken as a result
- Appropriate inter-agency working

It will be the responsibility of each Head of Service to identify if any individuals or groups within their division require further training in any aspect of safeguarding adults and to arrange for this to be implemented.

8.0 DEALING WITH INCIDENTS AND CONCERNS

8.1 Identifying an Adult at Risk

An adult at risk is a person aged 18 or over who:

- has care and support needs;
- is experiencing, or is at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

An adult at risk may, therefore, be an individual who:

- is elderly, with poor health, a physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is unable to demonstrate the capacity to make a decision as defined by the Mental Capacity Act 2005 and is in need of care and support

8.2 Identifying Abuse and Neglect

Signs of abuse can often be difficult to detect. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment. Abusers may try to prevent access to the person they abuse. It is vital that staff who come into contact with people with care and support needs are able to identify abuse and recognise possible indicators.

People may be subjected to a number of different types of abuse, including physical, financial, sexual, psychological, discriminatory, institutional, professional, or acts of neglect. The list of possible indicators and examples of behaviour can be found in Appendix G but the list is not exhaustive.

Staff must keep in mind that instances of antisocial behaviour, harassment, bullying and hate crime may feed into safeguarding concerns. Recording instances of the latter in full and dealing with them adequately when they arise will help to prevent cases and safeguarding concerns developing.

8.3 Specific procedures

The procedures for dealing with safeguarding incidents and concerns are listed in Appendix A of this policy.

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this policy.

It is not the responsibility of employees to decide whether or not abuse has taken place. They have a duty to report concerns and must not assume someone else has. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All employees are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Safeguarding Coordinator.
- Line managers are responsible for referring the disclosure, suspicions, or allegations to the Safeguarding Coordinator.
- The Designated Lead Officer or the Safeguarding Coordinator will then make a decision on the most appropriate referral pathway
- In the absence of the Designated Lead Officer or the Safeguarding Coordinator, the Line Manager is responsible for making the referral to the County Council by telephoning 0300 500 80 80. The Line Manager will then send the report to, and discuss the situation with, the Designated Lead Officer or the Safeguarding Coordinator as soon as possible
- In cases involving Broxtowe Borough Council's housing stock, the referrals should be discussed with the Retirement Living Manager in the first instance.
- The Safeguarding Coordinator is responsible for logging all referrals
- A brief guide for staff (Safeguarding Adults – Staff Guide) is available on the intranet under Document Central / Policies and Procedures/ Safeguarding Policy and Procedures

9.0 OTHER RELEVANT ISSUES

9.1 Domestic violence and abuse

The cross-government definition of domestic violence and abuse is:

“any incident or pattern of incidents of controlling, coercive, 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.”

The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

The Council is committed to highlighting the issues of domestic abuse and working to reduce it and the problems it causes. To that end, the Council has signed up to the White Ribbon Campaign to help reduce male violence against women.

Domestic violence and abuse can be reported to the Police on 101 (or 999 in an emergency). Further information and help is available from the following:

- Freephone Nottinghamshire 24 Hour Domestic and Sexual Abuse Helpline run by Women's Aid Integrated Services (WAIS) - Tel: 0808 800 0340
- Broxtowe Women's Project –
Tel: 01773 719111
- Midlands Women's Aid (South Broxtowe) - Tel: 0115 925 7647
- Equation (guidance and support for men) - Tel: 0115 960 5556

9.2 Modern slavery

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment. A large number of active organised crime groups are involved in modern slavery. But it is also committed by individual opportunistic perpetrators.

The scale of modern slavery in the UK is significant. Modern slavery crimes are being committed across the country and there have been year on year increases in the number of victims identified.

Concerns about modern slavery can be reported using the form at <https://modernslavery.co.uk/contact.html> Alternatively, the Modern Slavery Helpline can be contacted on 0800 0121 700.

9.3 Honour based abuse and forced marriage

There is no specific offence of "honour based crime". It is an umbrella term to encompass various offences covered by existing legislation. Honour based abuse can be described as a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based crime may not always involve violence but includes psychological abuse, written or verbal threats, abusive phone calls, emails and messages. Crimes committed in the name of honour may include assaults, disfigurement, versions of sati (burning), sexual assault and rape, forced marriage, dowry abuse, female genital mutilation, kidnap, false imprisonment and stalking. In the most extreme cases, people are killed because their actions are thought to be dishonourable.

It is a violation of human rights and may be a form of domestic and/or sexual violence. There can never be any honour or justification for abusing the human rights of others.

A forced marriage is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under s121 of the Anti-social Behaviour, Crime and Policing Act 2014. However, a clear distinction must be made between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the intended spouses. In forced marriages, one or both spouses do not consent to the marriage and some element of duress is involved. Duress includes both physical and emotional pressure.

Any concerns about honour based abuse and / or forced marriage should be reported to the Police on 101 if it is not considered an emergency. In cases of emergency, ring 999.

9.4 Hate crime and hate crime

A hate crime is *'any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's difference or perceived difference'*.

A hate incident is *'any non-crime incident which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person's difference or perceived difference'*.

Hate incidents can feel like crimes (although no crime has been committed) to those experiencing them. For example, a launderette refuses to let a member of the gypsy or travelling community use their facilities.

“Mate crime” is the relatively new term used for the phenomenon where vulnerable people (e.g. elderly people or those with learning disabilities) are befriended and then taken advantage of. Mate crime is not a nationally monitored category but is most likely to be included under disability hate crime.

Nottinghamshire Police define hate crime as *“any incident (which may or may not constitute a criminal offence) which is perceived by the victim or any other person as being motivated by prejudice or hate.”* As such, all hate crime and hate incidents reported to the Police in Nottinghamshire are given a crime number but are categorised separately.

Broxtowe Borough Council has a specific Hate Crime Policy

Any incident of hate crime should be reported to the Police on 101 (or 999 if an emergency). An online reporting facility called “True Vision” is available at http://www.report-it.org.uk/your_police_force This allows for the reporting of hate crimes online.

9.5 **Anti-social behaviour**

Anti-social behaviour is defined in the Anti-social Behaviour Crime and Policing Act 2014 as *“conduct that has caused, or is likely to cause, harassment, alarm or distress to any person”*.

Examples of anti-social behaviour include:

- Nuisance, rowdy or inconsiderate neighbours
- Vandalism, graffiti and fly-posting
- Street drinking
- Environmental damage including littering, dumping of rubbish and abandonment of cars
- Prostitution related activity
- Begging and vagrancy
- Fireworks misuse

The Council has its own separate Anti-social Behaviour Policy.

Concerns about anti-social behaviour should be referred to the Police on 101. If the situation is considered an emergency, ring 999.

9.6 Unlawfully depriving someone of their liberty

The Deprivation of Liberty Safeguards (DoLS) are part of the Mental Capacity Act 2005. They aim to make sure that people in care homes, hospitals and supported living are looked after in a way that does not inappropriately restrict their freedom. The safeguards should ensure that a care home, hospital or supported living arrangement only deprives someone of their liberty in a safe and correct way, and that this is only done when it is in the best interests of the person and there is no other way to look after them.

Any concerns in respect of potential deprivation of liberty should be reported to Nottinghamshire's Deprivation of Liberty Standards Team on 0115 8040 128.

9.7 Human trafficking

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. Broxtowe Borough Council recognises that local authorities have specific responsibilities under the Council of Europe's 2006 'Declaration on the Fight Against Trafficking of Human Beings' to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC), now part of the National Crime Agency, is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

9.8 Violent extremism

The UK Counter-Terrorism Strategy is known as Contest.

The strategy involves many organisations and people working together across the UK and the world to protect the public.

The Contest Strategy has four key elements:

- Pursue - to stop terrorist attacks
- Prevent - to stop people becoming terrorists or supporting terrorism
- Protect - to strengthen our protection against terrorist attack
- Prepare - where an attack cannot be stopped, to lessen its impact

The aim of Prevent is to stop people becoming or supporting terrorists or violent extremists, as well as supporting vulnerable members of our communities by helping to turn them away from violent extremism.

Prevent in Broxtowe is delivered in partnership with Nottinghamshire Police and a wide range of organisations. Together, these organisations recognise that the best long term solution to preventing terrorism is to stop people becoming terrorists in the first place. We will aim is to support local communities and institutions to challenge and reject the message of extremism.

As the UK faces a continuing threat from both international and domestic terrorism, no one is better placed than members of the public to notice extremist activity within their own community.

Violent extremist activity can be recognised in a variety of forms and just a few of them include:

- Giving out leaflets or displaying posters that carry a violent extremist message
- Looking at violent extremist forums or websites, perhaps in internet cafes
- Extremist groups meeting in private or community centres
- Watching terrorist or violent extremist promotional videos.

If violent extremism is seen or suspected, it should be reported by phoning the confidential Anti-Terrorist Hotline on 0800 789 321 or

email: Prevent@nottinghamshire.pnn.police.uk

For immediate threats, such as a suspicious package or vehicle **always call 999.**

ACTIONS TO TAKE WHERE POTENTIAL ABUSE OR NEGLECT IS DISCLOSED OR SUSPECTED

All relevant forms are available on the intranet at Document Control/Forms and applications/Standard-Other Forms

1. Action by members of the public

Any member of the public who contacts Broxtowe Borough Council with concerns should be advised to call Nottinghamshire County Council on **0300 500 80 80** as soon as possible to discuss those concerns. They can be reported anonymously.

However, if their concerns relate to a case of hoarding, details should be recorded and passed on in accordance with Item 6 in this Appendix.

2. Action by staff in cases of emergency

When you are first made aware of, or witness, a concern of abuse or neglect, your initial response must always be to the immediate health, safety and welfare of the adult at risk and anyone else at risk. Remember, this may include the alleged perpetrator.

In an emergency, you should contact the relevant emergency services (police, ambulance, and fire and rescue service) by dialling **999**.

Wherever possible, establish with the adult at risk the action they wish you to take. Do not question the alleged victim any more than you need to in order to clarify what possible abuse has taken place.

Once the emergency services have been contacted, ensure that you inform the Council's Safeguarding Coordinator or the Designated Lead Officer giving full details using the form at Appendix C as soon as possible.

All cases will be logged on a secure database by the Safeguarding Coordinator, along with details of relevant referrals and outcomes

3. Action by staff in cases of non-emergency where there is no direct involvement

It should be noted that in some circumstances, staff will have concerns about an adult but will not be in a position to speak with them. In these circumstances, the member of staff should carry out the following procedure:

Record all relevant details including

- Reason for concern
- Date, time and place of the incident or reason for concern
- Address of person
- Appearance and behaviour of the adult at risk
- Any injuries observed
- Any other relevant information

The matter should be discussed with a Line Manager or the Safeguarding Coordinator who will complete the form at Appendix C. If the Line Manager has completed the form, they will then e-mail the form to the Council's Safeguarding Coordinator spc@broxtowe.gov.uk. The Safeguarding Coordinator will assess the situation and decide on the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Make a referral to the Multi Agency Safeguarding Hub
- Make a referral to Nottinghamshire County Council
- Make a referral to another agency
- Make a referral to Broxtowe's Complex Cases Panel.

All cases will be logged on a secure database by the Safeguarding Coordinator, along with details of relevant referrals and outcomes

4. Action by staff in cases where they become aware of potential abuse or neglect and are in a position to work with the adult at risk OR an adult discloses information

If the case is not an emergency, check with the adult at risk whether other agencies are aware of them. Clarify the situation, but do not conduct an investigation; Adult Social Care are responsible for this.

Provide the adult at risk with information about the safeguarding process and how it could help to make them safer.

Obtain the views of the adult at risk about what has happened and what they want done about it.

Do not make any promises in respect of actions which may be taken.

Do not promise confidentiality – in some cases, as outlined below, other agencies will need to be informed about the situation, even if you have not been able to obtain the adult at risk's consent to do so.

If the adult at risk refuses to consent to the information being shared, this can be over-riden if:

- the case is very high risk
- there is coercion involved
- there are other individuals at risk (including other adults at risk or children)
- the alleged abuser is an adult at risk
- the victim appears to lack the mental capacity to act. If the adult at risk does not have the capacity to make decisions for themselves, any actions taken or decisions made on their behalf must be made in their best interests
- a serious crime has been committed
- staff are implicated (in which case the information will only be shared with the Human Resources Team).

Explain that you have a duty to tell your manager or other designated person, and that their concerns may be shared with others who could have a part to play in safeguarding them;

Reassure them that they will be involved in decisions about what will happen;

Explain that you will try to take steps to protect them from further abuse or neglect;

If they have specific communication needs, provide support and information in a way that is most appropriate to them;

Do not be judgemental or jump to conclusions;

Do not discuss the concern with the person alleged to have caused harm or anyone else, unless the immediate welfare of the adult at risk makes this unavoidable (or you are Whistleblowing – see 5 below).

Make an accurate record at the time, or immediately after, including:

- Name, address, date of birth (if known), gender.
- Details of person's General Practitioner (if known)
- Date, time and place of the incident
- Exactly what the adult at risk said, using their own words (their account) about the abuse and how it occurred or exactly what has been reported to you
- Appearance and behaviour of the adult at risk
- Any injuries observed
- Name and signature of the person making the record
- If you witnessed the incident, write down exactly what you saw.

It is vital that a written record of any incident or allegation of crime is made as soon as possible after the information is obtained, and made available to the referrer. Written records must reflect, as accurately as possible, what was said and done by the people initially involved in the incident either as a victim, alleged perpetrator or potential witness. The notes must be kept safe as it may be necessary to make records available as evidence and to disclose them to a court.

If the person is not living in a property owned by Broxtowe Borough Council, the officer should complete an Adults at Risk Referral Form (Appendix C). Ideally, a Risk Assessment Matrix (Appendix D) should also be completed. The completed forms and any other supporting information should then be e-mailed, with a heading "Safeguarding Adults Referral", to the Safeguarding Coordinator at spc@broxtowe.gov.uk who will review the information and decide on the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Make a referral to the Multi Agency Safeguarding Hub
- Make a referral to Nottinghamshire County Council Social Services
- Make a referral to another agency
- Make a referral to Broxtowe's Complex Cases Panel.

If the person is living in a property owned by Broxtowe Borough Council, the officer should complete an Adults at Risk Referral Form (Appendix C), and a Risk Assessment Matrix (Appendix D), and forward these to the Retirement Living Manager at hlc@broxtowe.gov.uk who will decide on and take the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Make a referral to the Multi Agency Safeguarding Hub
- Make a referral to Nottinghamshire County Council Social Services
- Make a referral to another agency
- Make a referral to Broxtowe's Complex Cases Panel

The Retirement Living Manager will then ensure the details are passed to the Safeguarding Coordinator who will log all cases on a secure database.

If staff are unsure about how to handle the case, they should contact the Chief Communities Officer, who is the Council's Safeguarding Coordinator, on Ext 3492. Alternatively, they can contact the Head of Public Protection, who is the Council's Safeguarding Designated Lead Officer, on Ext 3504.

If children are involved, or located at the scene of suspected abuse, the matter should be reported directly to the Multi Agency Safeguarding Hub (MASH) or either of the two officers above.

5 Allegations Against Staff

Adults at risk are particularly vulnerable to the actions of employees who wilfully or otherwise disregard legislative guidance or regulations, local Safeguarding Board decisions or Borough Council guidance and policy. Every individual has a responsibility for raising concerns about unacceptable practice or behaviour, including when a colleague is the source of concern. If this is the case, the procedure in the Council's Whistleblowing Policy should be followed. Further advice can be obtained from the Council's Human Resources Manager on Ext 3345.

Staff should voice their concerns, suspicions or uneasiness as soon as they feel they can. The earlier a concern is expressed, the easier and sooner action can be taken.

6 Cases of hoarding

Cases of hoarding should be referred by e-mail to the Senior Private Sector Housing Officer at health@broxtowe.gov.uk if the adult is a private tenant or an owner occupier, or to the Neighbourhood Services Manager at hlc@broxtowe.gov.uk if the adult is a council tenant. These officers will take appropriate action under the agreed Hoarding Protocol, as well as advising the Council's Safeguarding Coordinator.

7 Referrals straight to the Complex Cases Panel

Some staff will be more familiar with details of procedures than others and be fully aware of when a referral should go straight to the Complex Cases Panel as it is not a safeguarding issue. In such cases, the Complex Cases Panel referral form (Appendix E) along with the Risk Assessment Matrix (Appendix D) should be completed and forwarded to the Retirement Living Manager in Housing if it involves a Broxtowe Borough Council owned property and to the Chief Communities Officer in other cases.

CONTACTS

Multi Agency Safeguarding Hub (MASH)

Monday to Thursday 8.30am to 5.00pm
Friday 8.30am to 4.30pm
Tel: 0300 500 80 90
E mail: mash.safeguarding@nottscc.gcsx.gov.uk
FAX: 01623 483 295

Postal address:
MASH,
Mercury House,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Nottinghamshire County Council Referrals
0300 500 80 80

Police

Tel: 999 (emergencies)
101 (non-emergencies)

Broxtowe Borough Council

Safeguarding Adults Designated Lead Officer
Head of Public Protection
Tel 0115 917 3504

Safeguarding Adults Coordinator
Chief Communities Officer
Tel 0115 917 3492

Human Resources Manager
Tel 0115 917 3345

Adult at Risk Referral Form
Details required when making a referral

This pro forma is to assist you in gathering all of the relevant details prior to making a referral to the Safeguarding Coordinator. If answers to any of the questions are not known, simply enter N/K

Details of Vulnerable Adult

Name Date of Birth
Address

Service User ID/
Episode ID Gender M F

Date of Referral

Has a referral been made about this vulnerable adult before? Y N

Has a referral been made about this service/provider before? Y N

Has a referral been made about the alleged perpetrator before? Y N

Clients Ethnic Origin

- Black African Black Caribbean Mixed White and Asian
 Bangladeshi Chinese Mixed White and Black African
 Indian Pakistani Mixed White and Black Caribbean
 White British White Irish Mixed White and Chinese
 Other Asian Other Black Other Mixed background
 Other White Other Ethnic group

Vulnerable Adults Client Group

- Over 65s Learning Disability Physical Disability
 Mental ill Health Issues Substance Misuse Deaf
 Blind HIV/Aids Carer

Is the Vulnerable Adult known to other agencies:

Yes If yes please provide details:

No

Is the Vulnerable Adult from another District / Authority:

Yes If yes please provide details:

No

Details about the Allegation of Abuse

Source of Alert

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Partner | <input type="checkbox"/> Main Family Carer | <input type="checkbox"/> Other Family Member |
| <input type="checkbox"/> Paid Carer | <input type="checkbox"/> Other Service User | <input type="checkbox"/> Vulnerable Adult themselves |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Formal Advocate | <input type="checkbox"/> Acute Hospital (including A&E) |
| <input type="checkbox"/> GP | <input type="checkbox"/> Service Provider | <input type="checkbox"/> Independent Healthcare Provider |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> General Hospital | <input type="checkbox"/> Healthcare Commission |
| <input type="checkbox"/> Police | <input type="checkbox"/> Social Services | <input type="checkbox"/> Specialist/Community Hospital |
| <input type="checkbox"/> Other PCT | <input type="checkbox"/> Neighbour | <input type="checkbox"/> Alleged Perpetrator |
| <input type="checkbox"/> Complaints | <input type="checkbox"/> Prison/Probation | <input type="checkbox"/> Domestic Violence Unit |
| <input type="checkbox"/> CSCI | <input type="checkbox"/> Voluntary Agency | <input type="checkbox"/> Counsellor/Therapist |
| <input type="checkbox"/> Anonymous | <input type="checkbox"/> Member of Public | <input type="checkbox"/> Other (please specify): |

Location of Abuse

<input type="checkbox"/>	Residential Home	<input type="checkbox"/>	Independent Healthcare
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	General Hospital	<input type="checkbox"/>	Sheltered Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Nursing Care Home	<input type="checkbox"/>	Supported Accommodation
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Acute Hospital	<input type="checkbox"/>	Day Centre/Service
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Public Place	<input type="checkbox"/>	College/Adult Education/Work
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Own Home	<input type="checkbox"/>	Vulnerable Adults' Parents Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Vulnerable Adults' Relatives Home	<input type="checkbox"/>	Alleged Perpetrators' Home
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Specialist/Community Hospital	<input type="checkbox"/>	Adult Placement Scheme
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>		<input type="checkbox"/>	

Type of Abuse

- Discriminatory
 Psychological
 Sexual
 Financial
 Physical
 Neglect and Acts of Omission

Date and time of Incident:

Brief description of the allegation / abuse:

Details about the alleged perpetrator

Name Telephone

Address

Age

<input type="checkbox"/> -18	<input type="checkbox"/> 18-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 51-60	<input type="checkbox"/> 61-70	<input type="checkbox"/> 71-80	<input type="checkbox"/> 80+
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Gender M F

Alleged Perpetrator

- Partner Main Family Carer Other Family Member
- Friend Stranger Other Service User
- Neighbour Unknown Volunteer/Befriender
- Institution staff (residential home, domiciliary, nursing home, prison, secure units etc) Other Professional (Nurse, GP, Social Worker etc)

Actions against the alleged perpetrator (suspension etc):

Details of the Referrer

Name Telephone

email

Job title:

I agree to the above information being shared by Broxtowe Borough Council, both internally and with appropriate partner agencies, in order that appropriate referrals can be made in respect of my care and support needs.

.....
Signature of adult thought to be at risk

Forward the completed form to Marice Hawley, Chief Public Protection Officer spc@broxtowe.gov.uk

RISK ASSESSMENT FORM

RISK ASSESSMENT MATRIX (RAM)		
Name:	Incident No:	
Address:	File/Case No:	
Tel No:	Score	Scoring options

History	1. Other than this occasion - how often do you have problems?	5 - Daily. 3 - Most days. 2 - Most weeks. 1 - Most months. 0 - Only occasionally.
	2. Do you think the current incident is linked to previous incidents? If scored yes, why?	2 - Yes 0 - No
	3. Do you think that incidents are happening more often and/or are getting worse?	2 - Yes 0 - No
	4. Do you know the offender/ s?	2 - They know each other well. 1 - They are 'known' to each other. 0 - They do not know each other
	5. Has the perpetrator intimidated you or anyone you know, in the past?	6 - Perpetrator or their associates are currently harassing the complainant 4 - Perpetrator or their associates have harassed the complainant in the past 2 - Perpetrator or their associates have not harassed the complainant, but have a history or reputation for harassment or violent behaviour 0 - Perpetrator or their associates have no history or reputation for harassment or intimidation
	6. Have you informed any other agencies about what has happened? If yes, are you happy for us to discuss this problem with them? Details:	0 - Yes 1 - No

Vulnerability	7. Which of the following do you think that this incident deliberately targeted. Specify:	4 - You. 3 - Your family. 1 - Your community. 0 - None.
	8. Do you feel that this incident is associated with your faith, nationality, ethnicity, sexuality, gender or disability? Details:	3 - Yes 0 - No
	9. In addition to what has happened, do you feel that there is anything that is increasing you or your household's personal risk (e.g. because of personal circumstances) Details:	3 - Yes 0 - No
	10. How affected do you feel by what has happened? Details:	0 - Not at all. 1 - Affected a little. 2 - Moderately affected. 3 - Affected a lot. 5 - Extremely affected.

Officer's Personal Assessment	
Reasons:	

Support	11. Has yours or anyone's health been affected as a result of this and any previous incidents? Details:	3 - Physical health 3 - Mental health
	12. Do you have a social worker, health visitor or any other type of professional support? Can we speak to them about this? Details:	0 - No 1 - Yes
	13. Do you have any friends and family to support you?	3 - Complainant lives alone and is isolated 3 - The complainant is isolated from people who can offer support 1 - The complainant has a few people to draw on for support 0 - The complainant has a close network of people to draw on for support
	14. Apart from any effect on you, do you think anyone else has been affected by what has happened? Details:	1 - Your family 3 - Local community 0 - Other

SCORE:	SCORE: 0-20 STANDARD 20+ RAISED (requires supervisor review)	OVERALL RISK ASSESSMENT: STANDARD / RAISED
Officer completing assessment: Name: Rank/Collar Number: Signature:		Officer supervising: Name: Rank/Collar Number: Signature:

CONSENT TO INFORMATION SHARING I consent to agencies obtaining and sharing information (including the "internet cloud based IT systems") as part of the multi-agency work to help and secure my safety and that of my family. Please note: If there are child protection concerns, information will be shared regardless of whether this form is signed.		
SIGNATURE:	PRINT NAME:	Date:

This scorecard is designed to help you identify vulnerable victims, witnesses, and complainants. It should be used as a guide, and in combination with your own judgement (and that of your neighbourhood partnership) to help ascertain what support and protection is required in any given situation. All action taken as a result of your assessment should be discussed with the witness to ensure it meets their needs.

Opening a case

- Outline what will happen so that the citizen knows what to expect
- Put together an action plan that's been agreed and understood by the complainant – agreed timescales, lead contact number.
- Elicit information by listening and assessment and ask the 5 Ws – Who, what, where, when and why
- Maintain witness confidentiality
- Seek permission to speak to aggrieved party
- Be honest and realistic with the plan
- Be aware of the support and other partners involved
- Keep in constant communication with the complainant, tailored to the needs of the individual, how do they want you to keep in touch?
- Complainants need to have co-ownership of the action plan, make sure you get it signed.

Closing a case

- Easier if you're communicating with complainant regularly
- Try to contact complainant again after case closure – after 3 months, by email, phone call
- If you are the first responder on the job, link with anything that the Neighbourhood Police Team is doing in terms of call backs – joint responsibility after case closes.
- Ensure that each case is managed and monitored locally via the local neighbourhood partnership – ensure links to local tasking – not good getting a result at court if local partnership aren't aware of it – work at this and inform partners of active tools such as ASBO or other court order in each NPT area
- Record why the case has been closed – keep on file.

Communicate with witness / complainant regularly

COMPLEX CASES PANEL REFERRAL FORM

***MANDATORY FIELDS**

<p>* A WORD version of this form MUST be sent by EMAIL to spc@broxtowe.gov.uk and marice.hawley@broxtowe.gov.uk A signed consent form MUST be submitted <u>or</u> the CCP Data Sharing form submitted to be assessed All documents should be uploaded to ECINs</p>	
Date *	Matrix Score *
Name *	ECINs Profile Number *
DOB /approx. age *	ECINs Case Number * BBC Case number
Address *	SIGNED CONSENT YES / NO *
Tenancy Type *	If Consent to Share Information has not been gained a Data Sharing Form MUST be completed
Name of RSL/Landlord *	
Phone Number *	
Referred by Officer/ Agency *	Repeat Referral
Risk Factors to Officers *	
NATURE OF VULNERABILITY - full information of pre-existing vulnerability and what has happened to increase this MUST be provided *	
What does the person want to happen *	
Agency Involvement and Updates (please add others as necessary)	Contact
Housing •	BBC
Private Sector Housing •	BBC
Health/Mental Health •	Social Care (Mental Health)
Notts Healthcare NHS (CMHT)	Notts Healthcare NHS – Community Mental Health Team

Fire •	Fire
Social Care •	NCC
Police •	Police
Public Protection •	BBC
Probation •	Probation – DLNR CRC
CAB •	Beeston Eastwood
Victim Care •	Victim Care
Other •	
ACTION: •	

TYPES AND POSSIBLE INDICATORS OF ABUSE

<p>Types of physical abuse</p> <p>Hitting, slapping, punching, kicking, hair-pulling, biting, pushing Rough handling Scalding and burning Physical punishments Inappropriate or unlawful use of restraint Making someone purposefully uncomfortable (e.g. opening a window and removing blankets) Involuntary isolation or confinement Misuse of medication (e.g. over-sedation) Forcible feeding or withholding food Restricting movement (e.g. tying someone to a chair)</p>	<p>Possible indicators of this abuse occurring</p> <p>No explanation for injuries or inconsistency with the account of what happened Injuries are inconsistent with the person's lifestyle Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps Frequent injuries Unexplained falls Subdued or changed behaviour in the presence of a carer Signs of malnutrition Failure to seek medical treatment or frequent changes of GP</p>
<p>Types of sexual abuse</p> <p>Any sexual activity that the person lacks the capacity to consent to Inappropriate touch anywhere Sexual penetration or attempted penetration Inappropriate looking, innuendo or sexual harassment Rape, attempted rape or sexual assault Sexual photography or forced use of pornography or witnessing of sexual acts Indecent exposure</p>	<p>Possible indicators of this abuse occurring</p> <p>Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck Torn, stained or bloody underclothing Bleeding, pain or itching in the genital area Unusual difficulty in walking or sitting Infections or sexually transmitted diseases Pregnancy in a woman who is unable to consent to sexual intercourse The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude Incontinence not related to any medical diagnosis Self-harming Poor concentration, withdrawal, sleep disturbance Excessive fear/apprehension of, or withdrawal from, relationships Fear of receiving help with personal care Reluctance to be alone with a known individual</p>

<p>Types of professional abuse</p> <p>Lack of individualised care Inappropriate use of rules, custom and practice No flexibility Misuse of medical procedures</p>	<p>Possible indicators of this abuse occurring</p> <p>Dirty clothing or bed linen Lack of personal possessions or clothing Deprived environment or lack of stimulation Punitive responses to challenging behaviours Denying adults at risk access to professional support and services</p>
<p>Types of Financial or material abuse</p> <p>Theft of money or possessions Fraud Preventing a person from accessing their own money or assets Employees taking a loan from a person using the service Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions Arranging less care than is needed to save money to maximise inheritance Denying assistance to manage/monitor financial affairs Denying assistance to access benefits Misuse of personal allowance in a care home Someone moving into a person's home and living rent free without agreed financial arrangements False representation, using another person's bank account, cards or documents Exploitation of a person's money or assets, e.g. unauthorised use of a car Misuse of a power of attorney, deputy, appointeeship or other legal authority</p>	<p>Possible indicators of this abuse occurring</p> <p>Missing personal possessions Unexplained lack of money or inability to maintain lifestyle Unexplained withdrawal of funds from accounts Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so The person allocated to manage financial affairs is evasive or uncooperative The family or others show unusual interest in the assets of the person Signs of financial hardship in cases where the adult at risk's financial affairs are being managed by a court appointed deputy, attorney or LPA Recent changes in deeds or title to property Rent arrears and eviction notices A lack of clear financial accounts held by a care home or service Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house</p>

<p>Types of Neglect and Acts of Omission</p> <p>Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care</p> <p>Failure to provide care in the way the person wants</p> <p>Failure to administer medication as prescribed</p> <p>Refusal of access to visitors</p> <p>Not taking account of individuals' cultural, religious or ethnic needs</p> <p>Not taking account of educational, social and recreational needs</p> <p>Ignoring or isolating the person</p> <p>Failure to allow choice and preventing people from making their own decisions</p> <p>Failure to allow use of glasses, hearing aids, dentures, etc</p> <p>Failure to ensure appropriate privacy and dignity</p>	<p>Possible indicators of this abuse occurring</p> <p>Poor environment – dirty or unhygienic</p> <p>Poor physical condition and/or personal hygiene</p> <p>Pressure sores or ulcers</p> <p>Malnutrition or unexplained weight loss</p> <p>Untreated injuries and medical problems</p> <p>Inconsistent or reluctant contact with medical and social care organisations</p> <p>Accumulation of untaken medication</p> <p>Uncharacteristic failure to engage in social interaction</p> <p>Inappropriate or inadequate clothing</p>
<p>Types of Discriminatory Abuse</p> <p>Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010)</p> <p>Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic</p> <p>Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader</p> <p>Harassment or deliberate exclusion on the grounds of a protected characteristic</p> <p>Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic</p> <p>Substandard service provision relating to a protected characteristic</p>	<p>Possible indicators of this abuse occurring</p> <p>The person appears withdrawn and isolated</p> <p>Expressions of anger, frustration, fear or anxiety</p> <p>The support on offer does not take account of the person's individual needs in terms of a protected characteristic</p>

<p>Types of Domestic Violence.</p> <p>Psychological Instilling or attempting to instil fear</p> <p>Physical Inflicting or attempting to inflict physical injury Withholding access to resources necessary to maintain health</p> <p>Sexual Coercing or attempting to coerce any sexual contact without consent Attempting to undermine the victim' sexuality</p> <p>Financial Making or attempting to make the victim financially dependent</p> <p>Emotional Undermining or attempting to undermine victim sense of worth</p>	<p>Possible indicators of this abuse occurring</p> <ul style="list-style-type: none"> • Having low self-esteem; being extremely apologetic and meek • Referring to the partner's temper but not disclosing the extent of the abuse • Having a drug or alcohol abuse problem • Having symptoms of depression such as sadness or hopelessness, or loss of interest in daily activities • Talking about suicide, attempting suicide, or showing other warning signs of suicide • Bruises or injuries that look like they came from choking, punching, or being thrown down. Black eyes, red or purple marks at the neck, and sprained wrists are common injuries in violent relationships. • Attempting to hide bruises with make-up or clothing • Making excuses like tripping or being accident-prone or clumsy. Often the seriousness of the injury does not match up with the explanation. • Having few close friends and being isolated from relatives and coworkers and kept from making friends • Having to ask permission to meet, talk with, or do things with other people • Having little money available; may not have credit cards or even a car
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<p>Types of Institutional Abuse</p> <p>Discouraging visits or the involvement of relatives or friends Run-down or overcrowded establishment Authoritarian management or rigid regimes Lack of leadership and supervision Insufficient staff or high turnover resulting in poor quality care Abusive and disrespectful attitudes towards people using the service Inappropriate use of restraints Lack of respect for dignity and privacy Failure to manage residents with abusive behaviour Not providing adequate food and drink, or assistance with eating Not offering choice or promoting independence Misuse of medication Failure to provide care with dentures, spectacles or hearing aids Not taking account of individuals' cultural, religious or ethnic needs Failure to respond to abuse appropriately Interference with personal correspondence or communication Failure to respond to complaints</p>	<p>Possible indicators of this abuse occurring</p> <p>Lack of flexibility and choice for adults using the service Inadequate staffing levels People being hungry or dehydrated Poor standards of care Lack of personal clothing and possessions and communal use of personal items Lack of adequate procedures Poor record-keeping and missing documents Absence of visitors Few social, recreational and educational activities Public discussion of personal matters or unnecessary exposure during bathing or using the toilet Absence of individual care plans Lack of management overview and support</p>
<p>Types of psychological or emotional abuse</p> <p>Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance Preventing someone from meeting their religious and cultural needs Preventing the expression of choice and opinion Failure to respect privacy Preventing stimulation, meaningful occupation or activities Intimidation, harassment, use of threats, humiliation, bullying, swearing or verbal abuse Addressing a person in a patronising or infantilising way</p>	<p>Possible indicators of this abuse occurring</p> <p>An air of silence when a certain person is present Withdrawal or change in the psychological state of the person</p>

Types of self neglect	Possible indicators of this abuse occurring
<p>Living in grossly unsanitary conditions</p> <p>Suffering from an untreated illness, disease or injury</p> <p>Suffering from malnutrition to such an extent that, without an intervention, the adult's physical or mental health is likely to be severely impaired.</p> <p>Creating a hazardous situation that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets (for example, hoarding)</p> <p>Suffering from an illness, disease or injury that results in the adult dealing with his or her assets in a manner that is likely to cause substantial damage to or loss of the assets.</p>	<p>Weight Loss</p> <p>Incontinence</p> <p>Infected Sores</p> <p>Skin Integrity compromised</p> <p>Missed health appointments, health professionals unable to gain access,</p> <p>Failure to follow treatment plans, medication regimes.</p> <p>Repeated injuries as a result of falls, accidents in the kitchen etc</p> <p>Fire Hazards, alerts raised by fire service, unsafe electrical appliances.</p> <p>Alerts raised by police, ambulance, re concerns for safety.</p> <p>Extreme clutter</p> <p>Windows/Locks broken</p> <p>No heating, water, electricity</p> <p>Little or no sign of food in the home</p> <p>Infestations</p>

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how

they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive's	Lead officer responsible for EIA	David Gell
Name of the policy or function to be assessed:		Safeguarding Adults Policy	
Names of the officers undertaking the assessment:		David Gell	
Is this a new or an existing policy or function?		Existing	
<p>1. What are the aims and objectives of the policy or function? Broxtowe Borough Council's (the Council's) Vision for Broxtowe is <i>"a great place where people enjoy living, working and spending leisure time."</i> The Council's corporate objective for Community Safety is <i>"Broxtowe will be a place where people feel safe and secure in their communities."</i></p> <p>This policy sets out the Council's commitment to safeguarding adults who are at risk and how it will meet its moral and statutory obligations through decision making, service delivery, and other appropriate actions and developments.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <ul style="list-style-type: none"> • Implement and maintain systems of working practice to safeguard at risk adults during council activities. • To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of adults with care and support needs who are experiencing, or at risk of, abuse or neglect. • To develop and implement appropriate procedures to ensure the well-being of adults in need of safeguarding to protect them from harm. • To provide employees, Councillors and volunteers (working on behalf of Broxtowe BC) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect . • To ensure that all employees working with adults with care and support needs can identify the signs and symptoms of the types of neglect and abuse. • To ensure that all employees understand and follow the relevant procedures when they have concerns about adult abuse or neglect. • To ensure that any appropriate Disclosure and Barring Service (DBS) checks are completed, as determined by Broxtowe Borough Council's Recruitment and Selection Policy, for employees that work with, or have significant access to, adults at risk of abuse or neglect. 			

- To facilitate the Complex Case Panel in Broxtowe. This is a multi-agency forum which meets to share intelligence on known adults at risk and other adults who may be considered to have complex needs, to ensure all appropriate help and support can be provided.

3. Who is intended to benefit from the policy or function?

Adults in the borough who may be considered at risk of abuse or neglect; employees and councillors who will become aware of the proper action to take.

4. Who are the main stakeholders in relation to the policy or function?

Adult residents of the borough; Broxtowe Borough Council staff and councillors, Nottinghamshire Safeguarding Adults Board; Nottinghamshire County Council; relevant partner agencies, charities and organisations; Nottinghamshire Multi Agency Safeguarding Hub (MASH).

5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?

In 2016/17, there were 364, 605 concerns of adult abuse raised in England. Of these, 151,160 resulted in formal safeguarding enquiries.

Nottinghamshire Safeguarding Adults s.42 Enquiries 2016/17

Age	18-64	65-74	75-84	85+
Number of s.42 referrals* per 100,000 adults	180	251	1000	3353

Sex	Female	Male	Not stated
Actual no. of S.42 referrals	1335	945	25

Ethnicity	Asian	Black	Mixed	No Data	Other	White
Actual no. of S.42 referrals	35	25	20	55	5	2165

*The Care Act 2014 (Section 42) requires that each local authority must make enquiries, or cause others to do so, if it believes an adult is experiencing, or is at risk of, abuse or neglect. An enquiry should establish whether any action needs to be taken to prevent or stop abuse or neglect, and if so, by whom.

In percentage terms, the referrals, when broken down by gender, age and ethnicity, were similar to previous years with women being significantly more likely to be the subject of a referral. The over 85's represented the biggest number of referrals per 100,000 of the Nottinghamshire population based on age group.

The number of referrals meeting the threshold for an enquiry went up nationally by 6% from 2015/16.

The type of abuse which leads to the largest numbers of enquiries is neglect and acts of omission, followed by physical abuse, and financial abuse.

(Information taken from NHS Safeguarding Adults Collection, Annual Report, England 2016-17)

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?
None available

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?
Not undertaken.

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:
The policy does not adversely affect any particular group.

- **Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?**

Some of the issues highlighted in the policy are particular to certain ethnic groups. Specifically, this relates to the issue of forced marriage. The targeting of this is wholly justified on the basis that it is now illegal.

- **Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Yes

- **Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

No

- **Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

It is anticipated that positively addressing the issue of safeguarding adults across all groups, will only be seen as beneficial.

- **What further evidence is needed to understand the impact on equality?**

None

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age: No further action required

Disability: No further action required
Gender: No further action required
Gender Reassignment: No further action required
Marriage and Civil Partnership: No further action required
Pregnancy and Maternity: No further action required
Race: No further action required
Religion and Belief: No further action required
Sexual Orientation: No further action required

Head of Service:
I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature of Head of Service: D Gell

Report of the Chief Executive

**PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN
PROGRESS – COMMUNITY SAFETY AND HEALTH**1. Purpose of report

To report progress against outcome targets identified in the Community Safety Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective committees each year.

This Committee recommended the latest Community Safety and Health Business Plan on 18 January 2018 to the Finance and Resources Committee before final approval at Full Council on 7 March 2018.

3. Performance management

As part of the Council's performance management framework, each committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end.

This quarterly report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Community Safety and Health Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 and the latest data relating to Key Performance Indicators (KPIs). This summary is detailed in the appendix.

Recommendation

The Committee is asked to CONSIDER the progress made in achieving the Business Plan for Community Safety and Health and to NOTE the current Key Performance Indicators for 2018/19.

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

A new Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

The Business Plans are linked to the five corporate priority areas, including Community Safety and Health, and were approved by approved by the Full Council on 7 March 2018, following recommendations from the respective Committees in January/February 2018.

The Council's priority for Community Safety is that 'Broxtowe will be a place where people feel safe and secure in their communities'. Its objectives are to:

- Reduce the amount of anti-social behaviour in Broxtowe (CS1)
- Reduce domestic violence in Broxtowe (CS2)

The Council's priorities and objectives for Health is that 'People in Broxtowe enjoy longer, active and healthy lives'. Its objectives are to:

- Increase the number of people who have active lifestyles (He1)
- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)






The Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.





3. Performance Management

As part of the Council's performance management framework, the Community Safety Committee receives regular reports of progress against the Community Safety and Health Business Plan. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).


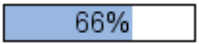

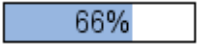

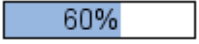

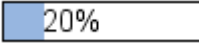

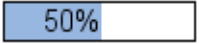








The Council monitors its performance using the Pentana performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.






The key to the symbols used in the Pentana performance reports is as follows:

Action Status Key		
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed



Key Performance Indicator and Trends Key	
	Alert
	Warning
	Satisfactory
	Unknown

Community Safety Key Tasks and Priorities for Improvement 2018/19

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1620_11	Develop and deliver 2018 Neighbourhood Action Plan for Eastwood South	Develop and deliver a Neighbourhood Action Plan for Eastwood South		31-Mar-2019	Eastwood South plan produced and actions underway. Stapleford plan prepared and submitted to Police and Crime Commissioner.
	COMS1620_16	Develop and deliver 2018 Action Plans for Broxtowe Strategic Partnership	Develop and deliver Action Plans for Broxtowe Strategic Partnership		31-Oct-2018	Update report to be presented to Local Strategic Partnership Board on 24 October 2018.
	COMS1620_19	Review Alcohol Licensing Policy	Review Alcohol Licensing Policy		31-Mar-2019	To be submitted to Full Council for approval 19 December 2018.
	COMS1720_03	Sex Establishment Policy	Sex Establishment Policy		31-Mar-2019	Policy review process commenced in October 2018.
	COMS1720_04	Deliver the ASB Action Plan 2018/19	Deliver the cross Departmental ASB Action Plan		31-Mar-2019	Plan created. Report being presented to Community Safety Committee 15 November 2018.
	COMS1821_02	Review of Dog Control provisions	Agree policies to enable appropriate control of dogs and their behaviour		31-Dec-2019	Report being presented to Community Safety Committee 15 November 2018.
	COMS1821_03	Develop and produce South Notts. Community Safety Guide	Community Safety Information readily available in respect of the three boroughs in South Notts.		30-Apr-2019	Draft prepared and sent for production.
	COMS1821_06	Review Safeguarding Adults Policy	Ensure the Council has a "fit for purpose" Safeguarding Adults Policy		30-Nov-2018	Report being presented to Community Safety Committee 15 November 2018.
	COMS1821_07	Review Safeguarding Children Policy	Ensure the Council has a "fit for purpose" Safeguarding Children Policy		30-Nov-2018	Report being presented to Community Safety Committee 15 November 2018.

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1821_09	Create a risk rating system for licensed premises	Targeted inspection and enforcement of regime for licensed premises	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 50%	31-Oct-2018	Initial system produced. Undergoing refinements with implementation anticipated 1 December 2018.
	COMS1821_10	Review the authority's Statement of Gambling Policy	Ensure the authority has a "fit for purpose" Statement of Gambling Policy	<div style="width: 60%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 60%	31-Jan-2019	Report to be submitted to Full Council for approval on 19 December 2018.
	COMS1821_11	Transfer Scrap Metal Dealers functions to Licensing Section	Licensing and Enforcement function appropriately located	<div style="width: 16%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 16%	31-Mar-2019	Action plan produced. Training underway. Due Date revised from September 2018.
	COMS1821_13	Produce Food Service Plan	Authority has a "fit for purpose" Food Service Plan" which informs activity in this area	<div style="width: 95%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 95%	30-Jun-2018	Report being presented Community Safety Committee 15 November 2018.
	COMS1821_15	Review of Authority's policy on toilet provision in cafes and restaurants	Production of approved policy on toilet provision in cafes and restaurants	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 50%	31-Mar-2019	Assessing premises that will be specifically affected by any changes. Policy options to be reviewed following further legal advice cases progressing. Due date revised from December 2018.

Community Safety Key Performance Indicators 2018/19

PI Status	PI Code/Description	Frequency	2016/17	2017/18	Q2 2018/19		Trend	Notes
					Value	Target		
	ComS_012d(i) ASB cases Environmental Health closed in 3 mnths	Quarterly	70.8%	72.2%	95.9%	72%	Positive	In Q2 147 cases were reported. 141 cases closed within 3 months in Q2.
	ComS_013d(i) ASB cases Housing closed in 3 months	Quarterly	67.1%	80.3%	106.8%	95%	Positive	In Q2 59 cases were reported. 63 cases closed within 3 months in Q2.

PI Status	PI Code/Description	Frequency	2016/17	2017/18	Q2 2018/19		Trend	Notes
					Value	Target		
	Coms_014d(i) ASB Cases Community Services closed in 3 months	Quarterly	53.6%	90.6%	73.3%	60%	Positive	In Q2 15 cases were reported. 11 cases closed within 3 months in Q2.
	Coms_048 Food Inspections: High Risk	Quarterly	88%	100%	72%	100%	Negative	Performance in Q1 and Q2 was affected by reduced resources to complete inspections. Agency staff have been employed and we anticipate being able to catch up to achieve 100% by the year end.
	ComS_053 HEALTH & SAFETY: Respond to specific complaints/ accident notifications/requests	Annual	97%	94%	100%	100%	Positive	Meets target for Q2.

Report of the Interim Strategic Director

WORK PROGRAMME1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

3. Work Programme

24 January 2019	<ul style="list-style-type: none"> • Child Poverty • CCTV Shared Service Annual Report • Report on Neighbourhood Watches
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Recommendation

The Committee is asked to consider the Work Programme and RESOLVE accordingly.

Background papers

Nil