



Leicestershire District and Borough Councils' Child Safeguarding Policy and Procedures

March 2010

Important:

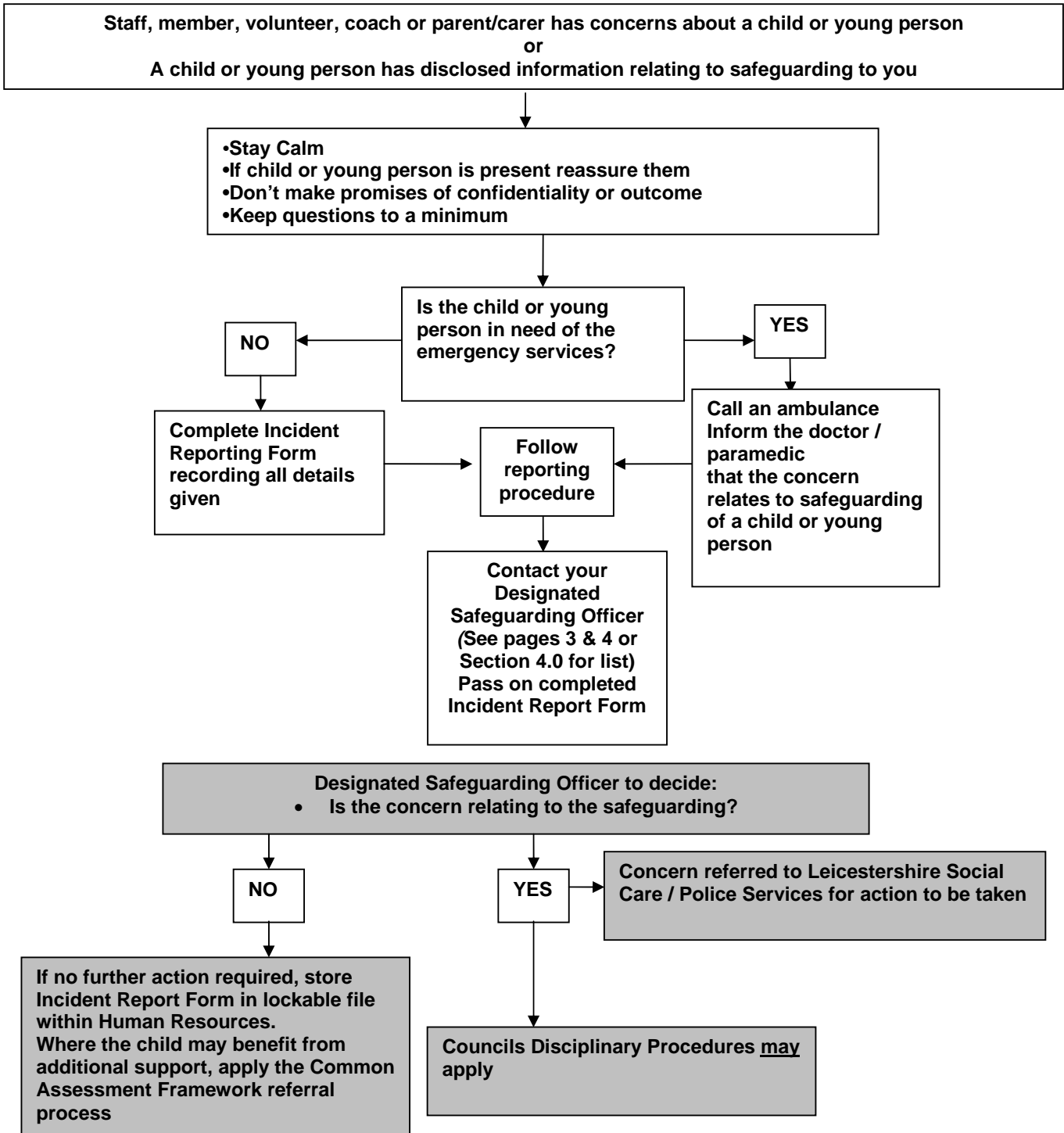
Remember it is not up to you to decide if abuse has taken place, that is the role of Leicestershire's Social Care Services, BUT it is up to you to report ANY concerns to your Designated Safeguarding Officer.

We have a legal responsibility to respond to any issues that may concern us even if they don't involve our staff or services

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Guide for dealing with concerns relating to child or young person abuse

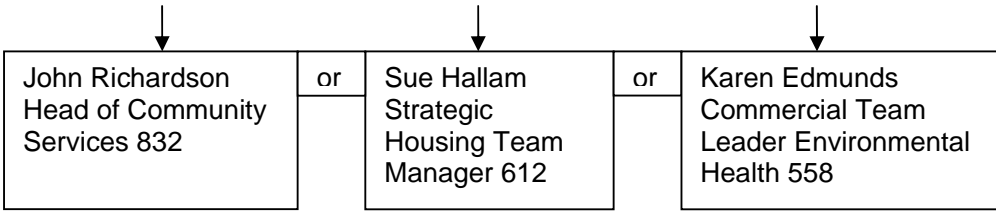


Who are the Designated Safeguarding Officers for concerns relating to Children and Young People?

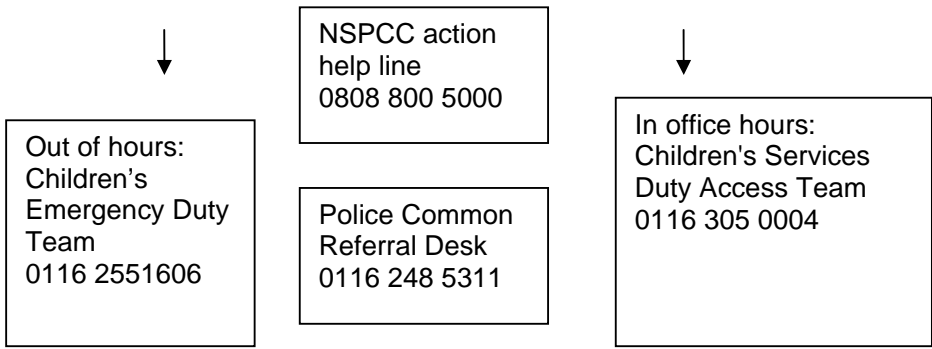
If appropriate and helpful to you, you may speak to your line manager who will support you through the following process:

In the first instance report to either:
Claire MacRory - Children's Services Coordinator 642
Amanda Shakespeare-Ensor – Senior HR Advisor 524
Amanda Harper –Housing Management Team Manager 808
Jason Knight – Leisure Services Team Manager 602
Karen Talbot - Safer and Stronger Communities Team Manger 696

If unavailable go to:



If all DSO's unavailable or out of hours ask for advice from



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Always follow the reporting procedure back to the Designated Safeguarding Officers

1.0 Introduction

Every child and young person has the right not to be abused.

What does 'safeguarding' mean?

The government guidance on Working Together to Safeguard Children 2010 defines safeguarding children and promoting their welfare 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
- Enabling those children to have optimum life chances and enter adulthood successfully

Who is this policy for?

This policy is for you if you are a member of North West Leicestershire District Council staff, an elected member, a volunteer or anyone working on behalf of, delivering a service for or representing the Council.

It is important to be aware that North West Leicestershire District Council has both a moral and legal obligation to ensure the duty of care for children across all of its services. Council staff may come across cases of suspected abuse either through direct contact with children, for example running a sports or community event, or as peripatetic staff visiting homes as part of their day to day work. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in services organised by the Council.

What does this policy cover?

The policy equips you with the information you need regarding what actions to take if you suspect or are told about abuse, and what will happen next. Read it now and then keep it somewhere safe, this may just be the tool that helps you to save a child's life.

While it is not our job to establish whether or not abuse is taking place, it ***IS*** our responsibility to report any concerns we have over the welfare of children or young people. This duty extends to the identification of abuse, poor practice by internal members/staff of the Council, as well as allegations brought to the attention of the Council by a member of the public/community.

This policy outlines that your primary concern is to ensure that you record relevant information and pass it on to the Designated Safeguarding Officer's without delay, so that they can discuss any action or referral to the relevant authority.

Safeguarding Children

This policy has been developed in accordance with the following legislation and procedures:

The legal obligations concerning children and young people are underpinned by Section 11 of the Children Act 2004, and features as part of the Every Child Matters Green Paper 2003. Further guidance is available from Working Together to Safeguard Children, 2010.

North West Leicestershire District Council is a statutory agency of the Leicestershire and Rutland Local Safeguarding Children's Board. As such employees, volunteers and elected members should follow local LSCB procedures found on www.lscb-llr.org.uk.

Independent Safeguarding Authority Vetting and Barring Scheme

The Vetting and Barring Scheme has been put into place following the Soham murders to improve the methods of safeguarding children. The scheme works alongside CRB checks. The most up to date information regarding ISA requirements can be found at www.isa-gov.org.uk

1.1 Policy Statement

North West Leicestershire District Council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children, safeguard their well being and protect them from abuse when they are engaged in services organised and provided by the Council. We aim to do this by:

- Respecting and promoting the rights, wishes and feelings of children and young people
- Raising the awareness of the duty of care responsibilities relating to children and young people throughout the Council
- Promoting and implementing appropriate procedures to safeguard the well-being of children and young people to protect them from harm
- Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and young people from abuse, and minimise risk to themselves
- Responding to any allegations of misconduct or abuse of children or young people in line with this Policy and Procedures and Local Area Safeguarding Board guidance as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Requiring staff, elected members and volunteers to adopt and abide by the Council's Children and Young People Safeguarding Policy and Procedures
- Reviewing and evaluating this Policy and Procedures document on a regular basis

1.2 Definitions and principles

This policy and these procedures are based on the following definitions and principles:

- The term child, or young person is used to refer to anyone under the age of 18yrs
- The term parent is used as a generic term to represent parent, carers and guardians
- The terms staff, elected members and volunteers is used to refer to employees, district councillors, volunteers and anyone working on behalf of, delivering a service for, or representing the Council
- There are 4 broad types of child abuse: physical abuse, emotional abuse, sexual abuse and neglect. Full definitions of these can be found in Chapter 3 of the Local Safeguarding Children's Board Procedures available from www.lscb-llr.org.uk.
- The welfare of children and young people is the primary concern
- All children and young people have the right to protection from abuse
- It is everyone's responsibility to report any concerns about abuse
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998

1.3 Support for members of staff, elected members or volunteers raising concerns

In the event of having a concern, you may choose to talk to your line manager in the first instance, who will support you to report your concerns to an appropriate Designated Safeguarding Officer.

When a member of staff, an elected member or a volunteer raises concerns with their Designated Safeguarding Officer, the DSO will ensure that:

- The procedures are followed appropriately in consultation with Social Care Services
- The appropriate agencies, staff members, parents/ carers are informed
- Information is recorded and stored appropriately
- Staff involved are supported as required in line with the Council's employee wellbeing policies. This includes access to a confidential counselling service

The Local Authority recognises that when safeguarding concerns relate to a colleague's conduct, this can involve additional stress to reporters. We will fully support and protect all staff/members who, in good faith (without malicious intent), report his or her concern about a colleague's practice or the possibility that a child may be being abused.

1.4 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children and young people. Information should be handled and disseminated on a need to know basis only. Your line

manager and the Designated Safeguarding Officer will guide you as to who needs to know information about the case.

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion. The person should be informed that the member of staff will at the very least, have to disclose the conversation to the line manager and depending on the severity of the information may be disclosed to Social Care Services or the Police.

Remember - The Welfare of the Child is Paramount

The responsible **Designated Safeguarding Officer** will:-

- Ensure that the procedures are followed appropriately in consultation with Social Care Services
- The appropriate agencies are informed
- Information is recorded and stored appropriately
- Provide information about available support to staff reporting concerns

2.0 Procedure for responding to concerns relating to the safety or welfare of a child or young person

This Policy and its procedures informs all staff, elected members and volunteers of the actions they should take if they have concerns or encounter a case of alleged or suspected child, young person or vulnerable adult abuse, i.e. response actions.

Council staff may come across cases of suspected abuse either through direct contact with children, young people and vulnerable adults, for example, running a holiday activity, or as peripatetic staff visiting homes as part of their day to day work. It is not your responsibility to decide whether or not a child, young person or vulnerable adult has been abused. It **IS** your responsibility to report your concerns.

Your primary concern is to ensure that any relevant information is passed to the appropriate Designated Safeguarding Officer/s who will then discuss any action or referral to the relevant authority e.g. Police or Social Care Services without delay.

2.1 Responding to Suspicions

You are not expected to investigate suspicions or concerns, other agencies are trained to do this.

Most suspicions arise because a member of staff notes a pattern of occurrences or a significant incident happens.

If you have a concern about the safety or welfare of a child or young person:

- Note the concerns and your reasons using the incident reporting form
- You may choose to see your line manager
- Report to an appropriate Designated Safeguarding Officer
- Maintain confidentiality in line with Section 1.4

Do not undertake further investigations.

When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child or young person, the parent or carer should not be contacted about the allegation of abuse. Social Care Services and/or the Police will do this at an appropriate time.

The process on how to respond to concerns is detailed in the flowchart on page 2: Guide for dealing with concerns relating to child abuse.

2.2 Responding to Disclosure

Abused children and young people 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 or young person is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

What to do if a child or young person discloses information to you:

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions
- Reassure the person that they were right to tell **and do not make promises of confidentiality**
- Be open and honest, explain to them that you will have to share your concerns with the Designated Safeguarding Officer
- Immediately record all details in writing, using the child or young person's own words.
- As soon as possible fill out the Incident Reporting Form (See Appendix 1) again including all the details that you are aware of and what was said using the child or young person's own words. Attach your original notes to the Incident Reporting Form and give these to an appropriate Designated Safeguarding Officer.

The process on how to respond to disclosure is detailed in the flowchart on page 2: Guide for dealing with concerns relating to child abuse.

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
- Should not suggest any action/s or consequences that may be undertaken in response to the disclosure

Remember: Listen – write it down – report it

2.3 Safeguarding Incident Reporting Form

You need to fill in an Incident Report Form for all concerns, suspicions and disclosures relating to the safeguarding of children and young people, (see Appendix 1 for Incident Reporting Form). This needs to be done as soon as practicable to ensure all the facts are recorded. Copies of the Incident Report Form are available from:

- Intranet
- Within central administration areas in the Council Offices

If you have to ask someone in order to find this form, do not discuss the situation with him or her. The same form is used for all disclosures and allegations and suspicions. Do not worry if all the sections do not apply to your situation, it is purely to help you to remember as much relevant information as possible. It is the responsibility of the Designated Safeguarding Officer to take a lead on suspicions and report them to Social Care Services and/or the Police to take the appropriate course of action.

3.0 Additional considerations when concerns relate to an internal employee/member of the Council e.g. staff, contractors, volunteers, and Elected Members

It can be very worrying to have concerns about a child's safety or welfare that relate to the conduct of a colleague. The Local Authority recognises that this can involve additional stress for those reporting concerns. Within the incident reporting structures there are support mechanisms in place to ensure that staff are confident that these concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services.

Where you have concerns about a colleague, the reporting procedures should be followed in exactly the same manner as outlined above. You may need to have regard to which Designated Safeguarding Officer (and manager if you wish) it is appropriate to report your concerns to.

You can report to:

- Your line manager
- Human Resources

You **must** report to:

- A Designated Safeguarding Officer

Remember that the safety of the child is paramount.

There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the Designated Safeguarding Officer for guidance and appropriate action. Managers wishing to seek further advice

can refer to Chapter 13 of the Local Safeguarding Children's Board Procedures available from www.lscb-llr.org.uk.

Where an allegation is made against an elected member this should be referred to Designated Safeguarding Officer who will then engage the Monitoring Officer or Deputy Monitoring Officer who has responsibility to address Member code of conduct related issues.

3.1 Types of Investigation

Where there are allegations of abuse or concerns about poor practice of an employee or member there may be three strands of investigation:

1. Child Safeguarding investigation (externally led by Social Care Services)
2. Criminal Investigation (externally led by the police authority)
3. A disciplinary or misconduct investigation (internally led)

In the first two instances, the Council will not be involved in any form of investigation unless requested to do so by the Social Care Services or the Police authority and feedback on outcomes of any investigation will not usually be fed back to the Designated Safeguarding Officer involved unless there are outstanding misconduct issues to address.

As a North West Leicestershire District Council employee, the usual terms and conditions for disciplinary investigations will apply. If this happens consideration will be given to suspension on full pay pending the outcome of the investigation.

The Council will assess each individual allegation on its own, taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with Council policy and procedures. Depending on the outcome of the investigation, the Council will assess the appropriateness of the staff member returning to work in their previous environment. A decision to withdraw permission for the employee to work with vulnerable groups may lead to the Council having a legal duty to report the person to the Independent Safeguarding Authority. This also applies in instances where the Council would have withdrawn permission for the individual to engage in regulated or controlled activity had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated or controlled activity.

3.2 Support for Staff

If an allegation is made towards another member of staff, full support will be given in line with the local authority whistle blowing policy. Contact HR for more information and a copy of the policy.

4.0 Key Contacts

The Designated Safeguarding Officers for North West Leicestershire District Council are:

	Designated Safeguarding Officer & contact no.	
Head of Community Services	John Richardson	01530 454832
Children's Services Coordinator	Claire MacRory	01530 454642
Leisure Services Team Manager	Jason Knight	01530 454602
Commercial Team Leader	Karen Edmunds	01530 454558
Housing	Amanda Harper	01530 454808
Housing	Sue Hallam	01530 454612
Stronger and Safer Communities	Karen Talbot	01530 454696
Human Resources	Amanda Shakespeare-Ensor	01530 454524

:

Social Care Services Duty Officer
Local Children's Duty Access Team (office hours)
Phone: 0116 305 0004

Social Care Services children's emergency out of hours service
Phone 0116 255 1606
Fax: 0116 305 7440 (office hours only)

Leicestershire Constabulary
0116 222 2222

Leicestershire Police Common Referral Desk
0116 248 5311

4.1 What is the role of the Designated Safeguarding Officers?

All suspicions, concerns and disclosures have to be reported immediately to a Designated Safeguarding Officer. (See pages 4 & 5 and Section 4.0 for the list of Designated Safeguarding Officers)

They have the responsibility to;

- Ensure that arrangements are made to identify staff that require training in child protection issues within their responsive area
- Ensure that Incident Report Forms and copies of the policy and procedures are available in their respective service areas
- Receive information from staff, volunteers and others who have concerns, and record them, using appropriate forms and procedures identified
- Ensure that the procedures for reporting concerns are followed appropriately in consultation with Social Care services
- Ensure that the appropriate agencies are informed
- Ensuring that people are reported to the Independent Safeguarding Authority as appropriate through HR
- Ensure that information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them
- Represent the Council on formal investigations into allegations of abuse led by Social Care Services
- Receive the appropriate training



Children, Young People and Vulnerable Adults Safeguarding Incident Reporting Form

This form is used for reporting both suspicions and disclosures of possible abuse, therefore not all sections may be appropriate. Please complete with as much information as possible, using verbatim reports from people involved where possible. This information will be treated in the strictest confidence.

About you, the reporter	
Your name:	
Your job role:	
Your telephone number and email address:	
Date you are completing this form:	
Are you reporting the concern on behalf of someone else?	
If yes to above, what is their name and their position?	
What involvement have you had? (Have you had contact with family/ other professionals etc)	
About the child, young person or vulnerable adult	
Name:	
Age and date of birth:	
Gender:	
Address, telephone and email contact details:	
Housing tenure (CNH tenant/ Housing Association/ private rented/ owner occupier):	
Ethnic and/or religious background:	
Disabilities or other special factors:	

About the person's family/ support network	
Who is the person's next of kin?	
Address, telephone and email contact details:	
Names of other people living at the address or significantly involved:	
About the concern	
What has happened/ what are your concerns? (Please give full details, using verbatim reporting where possible and include physical or behavioural indicators)	
Have you or anyone else involved spoken to the person or with their parents/ family/ others involved? If so, what was discussed (record this verbatim where possible)? <i>Remember, you are not expected to undertake investigations so don't worry if you don't know.</i>	
Dates and times of significant events:	

About the alleged abuser, if known	
Name:	
Job position/ role:	
Address, telephone and email contact details:	
About other agencies involved	
Are you aware of any other services or professionals who are involved with the person?	
Name of agency and professional:	
Address, telephone and email contact details:	
Details of involvement and any advice you have received with dates:	
<i>For Designated Safeguarding Officer use only</i>	
<i>DSO name:</i>	
<i>Date, time, venue/ method of initial staff report regarding suspicions, concerns or disclosure relating to safeguarding: Who was present:</i>	
<i>Date, time and venue of Incident Reporting Form handover: Who was present:</i>	
<i>Notes regarding DSO follow up actions:</i>	

Remember; do not discuss this with friends or colleagues. Arrange to see your Designated Safeguarding Officer urgently, they will initiate appropriate action.

Appendix 2

Promoting Good Practice with Children

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and vulnerable adults in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. There seems a lot to remember but do not worry you will probably find that you already do the majority of these things naturally.

- Always put the welfare of the children before any other agenda, i.e. winning, finishing a project
- Provide a good role model of behaviour
- Maintain correct statutory staff to child ratios, always ensure that another staff member or adult is working with you or is close by.
- Always have a register of children in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not them leave with anyone else without checking with a parent first
- If working with children without parents present, an appropriate consent form should be filled in by parents detailing emergency contacts and medical issues
- If children are old enough to make their own way home after a session this should be clarified on the consent form
- Treat all children equally with respect and dignity using positive constructive encouragement.
- Stay vigilant for the safety of all children around you, not just the ones immediately in your care
- If you have to physically touch a child i.e. for swimming lessons, gymnastic coaching, restraint etc, then do so with consideration, never touch intimate areas and always tell the child what you are going to do
- Always wear appropriate clothing when working with children. E.g. dress according to the duties to be undertaken in a manner befitting the responsible care of children. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council must be worn at all times
- Ensure a code of behaviour is established at the start of each session so that everyone knows what is expected of them and what is acceptable. If you have to discipline a child then do so in a positive constructive manner making sure that the child knows it is the behaviour and not the child that is not welcome
- Use appropriate language and explanations. (It is not always what is said but how it is said that can be of concern and of great importance)
- Enhanced/Standard Criminal Records Bureau checks must be undertaken for all employees who will be working with children.

Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Transporting children should never be undertaken by just one member of staff, no matter what the urgency is, (always contact appropriate emergency service where appropriate)
- There should always be two adults within your selected mode of transport.
- Being alone with a child - if they are upset or need first aid then take them to one side but do not enclose yourself in a room with the door shut
- Making sexually suggestive comments to or around a child
- Engaging in rough physical or sexually provocative play with a child
- Allowing or engaging in inappropriate touching
- Inviting or allowing a child to stay in your home
- Taking children to your home, for however short a time
- Performing personal care for someone which they can do themselves or that you are not trained to do

- Sharing a room with a child on residential based activities
- Forming inappropriate relationships with children in your care, N.B Remember this legally means a child up to 18 years of age
- Allowing allegations made by a child to go unchallenged, unrecorded or un-acted upon
- Giving home or mobile number to children (unless there is a good reason to do so) or obtaining children's mobile phone numbers

NB – some situations may require an amendment to good practice regulations. This should be done in advance and checked with a DSO or with HR to ensure that it is appropriate for the situation.

First Aid and Treatment of Injuries

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

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

For Transporting Children Away From Home

If it is necessary to provide transport or take children and vulnerable adults away from home the following good practice must be followed:

- You should only transport a child/ren where there are two members of staff/adults present in the selected mode of transport
- Ensure where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by the Council's Safeguarding Policy and Procedures
- In addition to this, where practical, request written parental/guardian consent
- Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other staff and parents/guardians
- Ensure all vehicles are correctly insured
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are working

Use of Contractors

North West Leicestershire District Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children should have their own equivalent Safeguarding Policy, or failing this, comply with the terms of this policy.

Where there is potential for contact with children it is the responsibility of the manager who is using the services of the contractor to check that the correct CRB check has been satisfactorily completed.

Use of the Internet and other technology including photography and mobile phones

There is increasing concern, not just nationally but world wide, about the use of the internet to abuse and exploit children. Computer technology, including web cams and mobile phones, is being used in the production and widespread distribution of images and pseudo images of the abuse of children, from babies to teenagers.

As an individual wishing to take photographs (employee/ member/volunteer)

Due to the potential misuse of photographic and video/camera/mobile phone data the following procedures are to be implemented in permitting photography to take place or video/digital etc cameras to be used in certain situations. This is particularly relevant where young children may be the subjects e.g. parks and play areas, sport and recreation settings, events and community gatherings.

There are a number of public buildings which may include swimming pools, sports centres and the like that have a clearly defined policy of not allowing the taking of photographs under any circumstances.

Always ensure that you are aware of the policy underpinning the taking of and use of material within the building/open spaces that you intend to take images within. Some operators exercise a no use policy particularly in swimming pools and changing areas. This should include Mobile phone usage.

In addition to any policy operated at the premises or facility there are a number of requirements that are identified through this policy for your own safety and that of the public. As an employee of North West Leicestershire District Council you are required to enforce these.

Photos taken by North West Leicestershire District Council will be kept and stored on file for up to 2 years.

Always ensure that you:

- Obtain permission prior to using any media equipment or other device to take pictures whilst on their premises or facility checking out any in place policy
- Permission must be in written form, given by an authorised and designated person who is aware of the reasons for the taking of the images and how they are to be used. (See Appendix 6 for sample Photography Permission form)
- Take images of crowds that show general images and do not focus in upon any one person or child without permission.
- Try to keep children's faces obscure and away from direct identification where at all possible. (Even if permission is given by the premises/facility operator that child or parent or guardian will be happy to consent for their child to be photographed.)
- Cross-reference the photographs with a code and not names and addresses, and never keep stored images with names and addresses attached or together.
- Make it clear to the parent or guardian who you are – show your security badge, why you are taking the photos and their use, how they will be stored, making it clear that the photos will not be used for any other business other than that of the promotion of the Council or by the use of any third party
- Abide by parental wishes. If a parent or guardian does not wish their child or to be shown in an image, then this wish must be undertaken

- Report any unauthorised taking of images to the facility/building operator or your manager immediately
- Report any suspected misuse of/stolen images to a Designated Safeguarding Officer immediately
- Ensure that all web images have the consent of parent and guardians for the reason they are being used
- Ensure CD's and portable files/photographs are kept within secured and lockable cabinets, preferable in a central designation, with a booking in and out system if on a central loaned system
- Images are not passed electronically to a third party who has not been identified to the parent or guardian as a third party involved in the original usage of the material
- Images are not passed to any other family member or friend of the child and vulnerable adults. (The photographs belong to the photographer/media producer who has full responsibility for the welfare and wellbeing of the images and their protection)
- Only use images of children in suitable dress to reduce the risk of inappropriate use. (With sports such as swimming - the content of the photograph should focus on the activity not on a particular child or vulnerable adult and should avoid full face and body shots. (So for example shots of children in a pool would be appropriate or if on poolside from the waist or shoulder up)
- If unsure ask for guidance from a Designated Safeguarding Officer

You never, under any circumstances take lone photographs or images of a child at the facility or at their home without written consent.

As an operator of a facility/building or an event co-ordinator:-

You must always ensure that:-

A policy is in place that covers and identifies the facility or building that replicates the requirements within this policy.

Signage is displayed in a clear and accessible place as to the requirement of visitors and users. Clearly state how some one needs to get permission to take images.

You provide a sign for stating that under the facilities Child Safeguarding Policy and for the protection of data, all users must ask permission to take images on the premises.

The sign should clearly state what will happen if any unauthorised images are taken via media equipment (including mobile phones). E.g. A request will be made for all unauthorised images to be removed immediately. If this request is refused then the facility Manager will be notified, who reserves the right to call the Police to attend to either remove any materials or confiscate the equipment according to their assessment.

In such cases the Designated Safeguarding Officer should be notified as soon as is practical of the incident and of the outcome.

Ensure that all staff adhere with the policy requirements and are briefed on how to approach and enforce the policy for victors and users.

Ensure staff understand the authorisation procedures, which should be in writing and who can give authorisation to a person to take any images in site.

Ensure there is a visible list of areas where photographic and recording equipment including mobile phones is forbidden under all circumstances e.g.

All changing areas including:

- Swimming pool
- Sports facilities
- Team changing facilities

- Health suite
- Sauna areas
- Sun bed areas
- Fitness suite and gyms
- Toilet areas
- Crèche
- Play scheme facilities

If parents or other spectators are intending to take photographs or images at an event they should also be made aware of your expectations.

- Spectators should be asked to register at an event if they wish to use photographic equipment
- Participants and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern

Commissioning photography

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to the safeguarding of child.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
 - Issue the photographer with identification which must be worn at all times
 - Inform users, participants, parents/guardians that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
 - Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at the home of child

Appendix 3 Example Consent Form

All information will be treated in strict confidence

Event: Activity	Date:
Name of child	Date of birth:
Home Address:	
Home Telephone Number:	Mobile Telephone Number:
Medical conditions (if any) asthma, diabetes, allergies:	

- I confirm that my son/daughter/ is in good health and I give consent for my son/daughter to participate in the above event/activity
- I consent to any emergency treatment required by my son/daughter during the course of the event/activity
- I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by North West Leicestershire District Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).
- The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Name of Parent/Guardian

Signature

Date

**Appendix 4
Consent Form for the use of Cameras and other
Image Recorders**

Venue/area:	Ref No:
Description of equipment:	
Surname:	Forenames:
Address:	
Tel No:	Mobile Tel No:
Fax No:	E-mail address:
Name(s) of the subject(s) 1 2 3 4	5 6 7 8
Relationship of the photographer and subject(s)	
Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising etc)	

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed.....

Date

Authorised by:.....

Date:.....

Position held:.....

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes monitoring camera and image recorder use and will be destroyed at the end of a year.

RESOURCES

Working Together to Safeguard Children 2010: A guide to inter-agency working to safeguard and promote the welfare of children. Available from www.everychildmatters.gov.uk/workingtogether/

NCVCCO Positively safe: A guide to developing safeguarding practices

WEBSITES

Leicestershire and Rutland Local Safeguarding Children's Board -www.lscb-llr.org.uk

Department for Education
www.education.gov.uk

The National Society of Prevention of Cruelty for Children
www.nspcc.org.uk

The Department of Health
www.dh.gov.uk

The Independent Safeguarding Authority
www.isa-gov.org.uk

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