



Children and Young People Safeguarding Policy and Procedures



**November 2013
Review Date November 2014
Review Officer Children's Services Coordinator**

Please Note

Remember it is not up to you to decide if abuse has taken place, that is the role of the lead agency, BUT it is up to you to report ANY concerns.

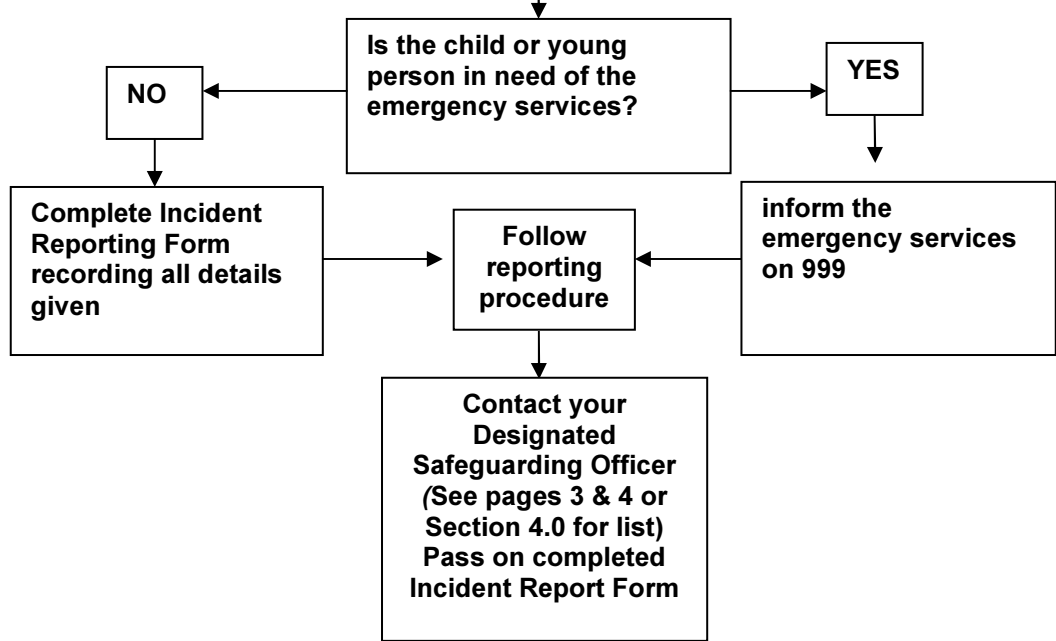
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Guide for dealing with concerns relating to child or young person abuse

Staff, member, volunteer, coach or parent/carer has concerns about a child or young person
or
A child or young person has disclosed information relating to safeguarding to you

- Stay Calm
- If child or young person is present reassure them
- Don't make promises of confidentiality or outcome
- Keep questions to a minimum



Designated Safeguarding Officer to decide:

- Is the concern relating to the safeguarding?

NO

Where the child may benefit from additional support, fill in the First Response, Request for Services On-Line Form. If no further action required, store Incident Report Form in lockable file within Human Resources.

YES

Concern referred to Leicestershire Social Care / Police Services for action to be taken. Use First Response phone line for Safeguarding issues

**Out of office hours contact:
Social Care on 0116 305 0004
Police 101 or 999**

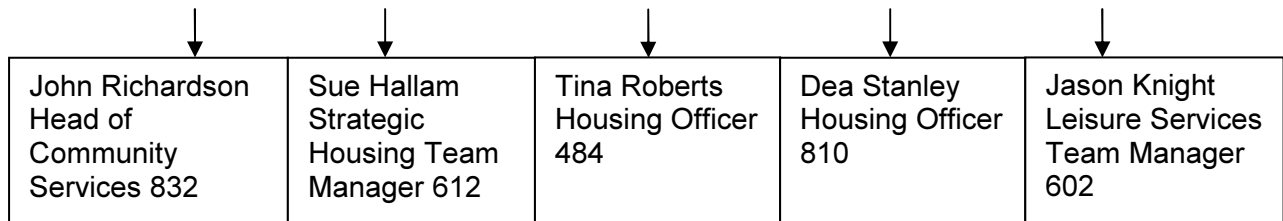
Who are the Designated Safeguarding Officers for concerns relating to Children and Young People?

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
Sarah Favell – Community Safety Team Manager 719
Karen Talbot - Safer and Stronger Communities Team Manger 696
Duncan Gibb – Leisure Centre Manager 328

If unavailable go to:



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



Always follow the reporting procedure back to the Designated Safeguarding Officers

999!

If you feel that there is an immediate risk, always contact the emergency services!

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 2013 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
- Taking action to enable all children to have the best outcomes

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 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. Further guidance is available from Working Together to Safeguard Children, 2013.

North West Leicestershire District Council is a statutory agency of the Leicestershire and Rutland Local Safeguarding Children's Board as defined in Section 13 of the Children Act 2004. This policy document is based on LSCB guidance. For more information go to www.lrlscb.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
- Ensuring all staff receive Safeguarding training at a relevant level as set by the Local Safeguarding Children Board
- 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
- Ensuring that relevant commissioned services are compliant with Safeguarding expectations as set out by the Local Safeguarding Children Board
- Responding to any allegations of misconduct or abuse of children or young people in line with this Policy and Procedures and Local Safeguarding Children 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 an annual basis

1.2 Definitions

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 including commissioned services
- 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.lrlscb.org.uk
- Children and Young People are vulnerable to abuse from adults or from other children or young people
-

1.3 Principles

Section 11 of the Children Act 2004 places a duty on:

- *Local authorities and district councils that provide Children's and other types of services, including children's and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and youth services*
- *a range of organisations and individuals to ensure their functions, and any services that they contract out to others are discharged having regard to the need to safeguarding and promote the welfare of children.*

- The welfare of children and young people is the primary concern
- All children and young people have the right to protection from abuse
- Local Agencies, including those in universal services and those providing services to adults with children, should understand their role in identifying emerging problems and sharing information with other professionals to support early identification and assessment. (*Working Together 2013*)
- It is everyone's responsibility to report any concerns about abuse
- Professionals working in universal services have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need. (*Working Together 2013*)
- 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

1.4 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

1.5 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. Full support will be given in line with the local authority Whistle Blowing Policy which ensures that mechanisms are in place to ensure that staff are confident that concerns will be dealt with appropriately. These include confidentiality guidelines and access to counselling services. Contact HR for more information and a copy of the Whistle Blowing Policy.

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.

Any allegation or concern regarding a member of staff, officer or volunteer involving conduct towards a child or young person should be referred to the Designated Safeguarding Officer who will then engage Human Resources who has the responsibility to refer to the Local Authority Designated Officer (LADO), who will:

- provide advice and guidance to employers and voluntary organisations;
 - liaise with the police; and
 - monitor the progress of all cases to ensure that they are dealt with as quickly and consistently

Details of the LADO are on page 12

1.6 Confidentiality and information share

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

Seven golden Rules for Information Share

Leicestershire and Rutland have robust inter-agency information sharing protocols for the purposes of protecting children. For more information please check...

2.0 Reporting and Managing Incidents and Concerns

It is our duty as officers, members or volunteers of North West Leicestershire District Council to report any concerns we may have concerning the safeguarding or welfare of a child or family.

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.

2.1 Responding to Suspicions

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

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 1.6

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.

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.

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
- Say what might happen as a result of the disclosure

Remember: Listen – write it down – report it

2.3 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. ***Do not delay when reporting concerns as a child's welfare or safety may be imminently at risk.***

Copies of the Incident Report Form are available from:

- Intranet
- Designated Safeguarding Officers

The Incident Reporting Form is an important tool for Designated Safeguarding Officers to keep track of concerns, to ensure that the necessary action is being taken and to help to draw out the relevant information.

If you have to fill in a form, please include all relevant facts about you, about the incident and about the victim. Please talk to a Designated Officer for advice and guidance.

2.4 Types of Investigation

There may be circumstances where you could be involved in an investigation as a result of an incident or concern. You will receive full support from HR and from your line manager should this happen. Designated Safeguarding Officers will also be available for help, information and advice.

2.5 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.

Staff support can be accessed through the Employee Wellbeing Free Helpline

0800 141 2784

www.hmassist.com

3.0 Systems and Structures

Districts and Boroughs in Leicestershire have developed systems and structures for internal use and in line with the Local Safeguarding Children Board procedures for multi agency working which can be found at www.lrlscb.or.uk. For more information contact Claire MacRory-Smith on 01530 454642

3.1 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-Smith	01530 454642
Community Safety Team Leader	Sarah Favell	01530 454719
Stronger and Safer Communities	Karen Talbot	01530 454696
Human Resources	Amanda Shakespeare-Ensor	01530 454524
Strategic Housing Manager	Sue Hallam	01530 454612
Leisure Services Team Manager	Jason Knight	01530 454602
Housing Management	Dea Stanley	01530 454810
Housing Management	Tina Roberts	01530 454484
Leisure Centre Manager	Duncan Gibb	01530 454328

:

Social Care Services

First Response Team 24 hour phone line

Phone: 0116 305 0004

Fax: 0116 305 7440 (office hours only)

Emergency Services

999

Leicestershire Police

101

Leicestershire Police Comprehensive Referral Desk

0116 248 5311

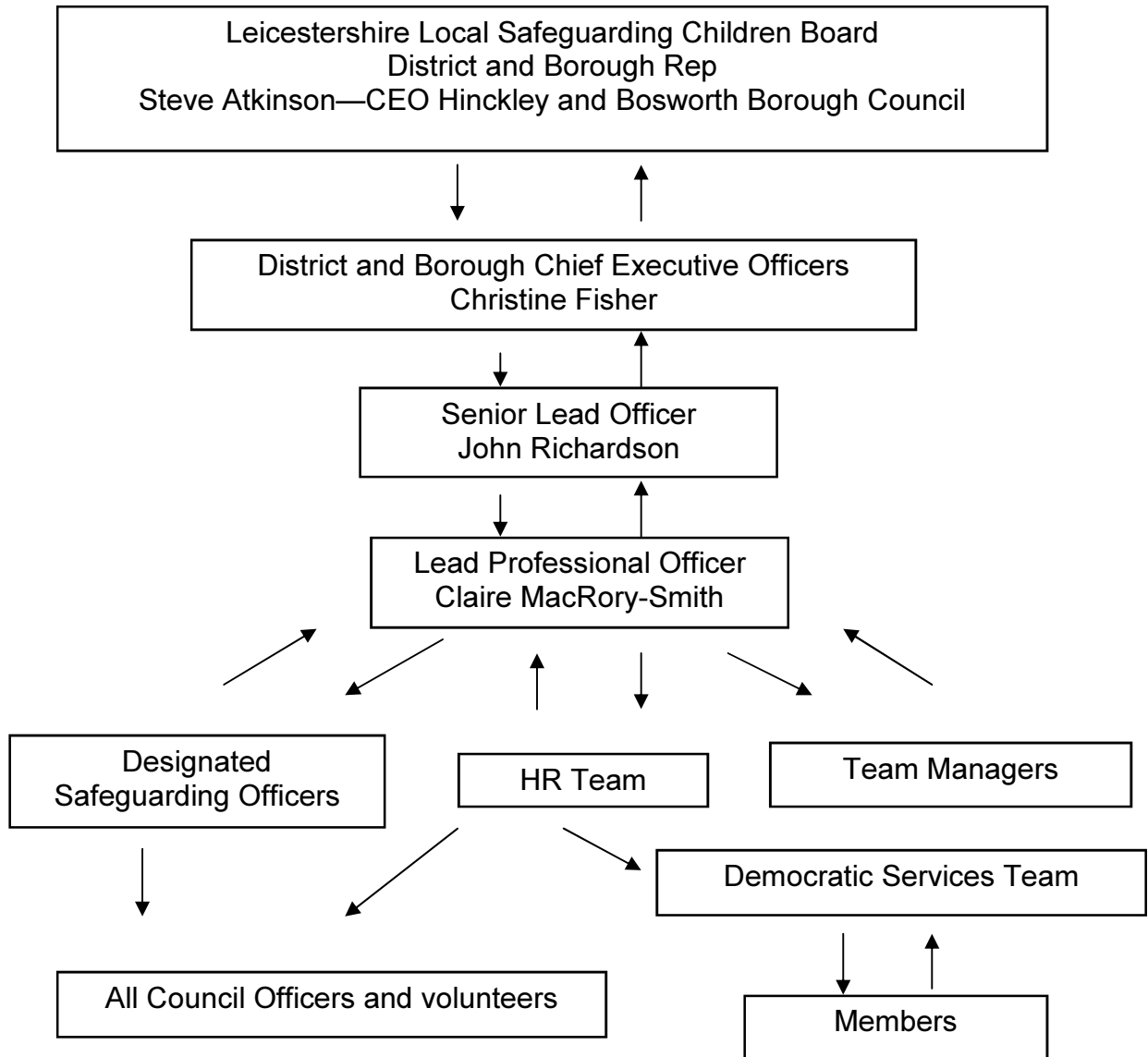
Local Authority Designated Officer (LADO)

Mark Goddard

0116 305 7409

3.1 Leicestershire Structure and Contacts

Local Safeguarding Children Board Safeguarding Communication and Accountability Flow Chart



3.2 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 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 HR are alerted and included in any issues that may result in staff being reported to the Independent Safeguarding Authority
- Ensure that information is recorded and stored appropriately
- Provide information to staff reporting concerns about support available to them
- Receive the appropriate training

3.3 What is the role of the Lead Professional

- Ensure that arrangements are made to identify staff that require training in child protection issues within their responsive area
- Support staff in the organisation
- Map training needs
- Ensure that all staff have access to relevant level training
- Develop and review policies
- Manage incident forms
- Retain an overview of all incidents reported
- Report to senior lead officer
- Ensure partnerships are in place

3.4 What is the role of the Senior Lead Officer

- Work with Lead professional
- Represent the Council on formal investigations into allegations of abuse led by Social Care Services
- Check and challenge structures
- Drive safeguarding agenda to senior team and chief exec
- Ensure communication strands are strong
- Ensure members are appropriately informed



Safeguarding / Cause for Concern Reporting Form

This form is used for reporting both suspicions and disclosures of possible abuse or causes of concern; 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.

Subject(s) Details

Name of Subject(s)	
Current Address	
Postcode	
Telephone number	
Date(s) of Birth	
Gender of subject(s)	
Does anybody concerned about have a disability If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Families First language	
Any communication barriers that need to be considered? If yes, please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>What is your reason for contact with the subject? For example, environmental health investigation, ASB dispute, customer services contact, housing/support visit. etc</p>	
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<p>Details of most recent Contact (please give your name and role, date, time, location, who subject was accompanied by, actions/interventions taken</p>	
--	--

<p>Are you likely to have ongoing contact with the subject(s) If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>What is your concern leading to this referral? Please give as much factual information as possible including the time and date of any incident</p>	
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<p>Is the subject of concern already known to social care?</p> <p>If yes, please give details, including if they are on a Child protection plan, have been or are a looked after child in local authority care or</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p>
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Are you aware of any of the following within the household

Domestic Abuse	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Substance Misuse	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Disabilities	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Learning Difficulties	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Mental Illness	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Sexual exploitation	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
If yes to any of above, please give details	

Significant others in Subject life – including family and perpetrator

Name	Name	Name	Name
Address	Address	Address	Address
Relationship to subject	Relationship to subject	Relationship to subject	Relationship to subject
Contact Number(s)	Contact Number(s)	Contact Number(s)	Contact Number(s)

Key agencies involved

Please list in the boxes below the key agencies involved with the Child / Young Person / Family or Adult.

This will include details of a GP, Health Visitor, Midwife, Mental Health worker, Social Care worker, School/College/Nurse, Offender Manager, Police, other

Name	Name	Name	Name
Address	Address	Address	Address
Contact Number(s)	Contact Number(s)	Contact Number(s)	Contact Number(s)

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)	5
1	6
2	7
3	8
4	
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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