

Dover District Council

Safeguarding Policy

2025

Including Person in a
Position of Trust Policy

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1. Introduction

- 1.1 The Council provides a wide range of services that have a significant impact on children, young people and adults at risk. The Council is committed to safeguarding and promoting the welfare of children, young people, and adults at risk.
- 1.2 Everyone has a responsibility to act if it is suspected that a child, young person or an adult at risk may be a victim of harm or abuse and / or makes an allegation of abuse or neglect.
- 1.3 This Policy supports the Council's Corporate Plan 2023 to 2027 . Our Corporate Plan has four strategic themes, with a fifth ambition for our Council underpinning them. These are: Improving our housing, growing our economy, protecting our environment, supporting our communities, and modernising our Council.

2. Definitions

- 2.1 For the purposes of this Policy:
 - 'We', 'ours' and 'us' refers to Dover District Council ("the Council").
 - 'Staff' refers to members of staff employed by the Council.
 - 'Contractors/Suppliers' refers to third party organisations who carry out any work on behalf of the Council.
 - Grant funding recipients refers to third party charity or voluntary sector organisations who have been funded via the Council to deliver projects approved by the Council.
 - 'Volunteers' refers to individuals who volunteer on behalf of the Council
 - 'The Policy' refers to this Safeguarding Policy.

3. Policy purpose and scope

- 3.1 The purpose of this Policy is to set out how the Council works with other support services, both statutory and voluntary, to protect and promote the welfare of children, young people, and adults at risk. The Policy sets out:
 - The legal framework and the Council's statutory responsibilities
 - The roles and responsibilities of staff with regards to safeguarding
 - Definitions of safeguarding and abuse
 - Recognising and responding to suspected child, young person, or adult at risk of harm or abuse
 - Reporting and recording procedures
 - Multi-agency working
 - Training requirements for staff
 - How the Policy will be monitored and reviewed
 - Persons In the Position of Trust (PiPoT) procedures
- 3.2 All staff, members and volunteers are required to comply with this Policy and associated procedures. Contractors should have an awareness of this Policy. Contractors should also have a safeguarding policy in place and supporting processes, which complies with all legislative requirements, which are to be made available to DDC upon request in response to a Safeguarding incident.

- 3.3 This Policy should be read alongside the following documents: (staff members and volunteers)
- The Corporate Plan 2023-2027
 - The Equality Policy
 - The Domestic Abuse Policy (Housing)
 - The Whistleblowing Policy
 - Staff Code of Conduct
 - Corporate Privacy Notice
- 3.4 It may be necessary on occasions that some functions and service areas require additional policies, processes, and training. It is the responsibility of the Heads of Service and Line Managers, in consultation with the Designated Safeguarding Officers to assess any additional needs and where appropriate seek advice from the Lead Safeguarding Officer (staff and volunteers).

4. Policy aims

- 4.1 This Policy highlights how the Council protects and promotes the welfare of all children, young people, and adults at risk by:
- Raising awareness of safeguarding responsibilities amongst officers.
- Ensuring that everyone within the Council understands their roles and responsibilities regarding safeguarding.
 - Considering the rights and viewpoints of children, young people and adults at risk in the Council's decision making.
 - Establishing and embedding robust processes and procedures as a clear mechanism to report concerns.
 - Identifying and responding appropriately to any safeguarding concerns, incidents or allegations raised.
 - Establishing and facilitating regular awareness and training, to employees and volunteers. This is achieved through online learning platforms that are monitored. Line Managers to make sure that all staff are completing mandatory training requirements. This can also be achieved through awareness days and in person bespoke training opportunities either led by the safeguarding officer or via a third-party organisation.
 - HR to maintain and undertake recognised vetting procedures appropriate to the roles held by staff and volunteers.
 - Ensuring that organisations the Council contracts with or receives services from or provides funding to have appropriate safeguarding processes and protocols in place to undertake suitable vetting procedures (contract and grant agreements included).
 - Taking as many steps as possible to promote the wellbeing for children, young people, and adults at risk.
 - Reviewing this policy and any associated procedures annually or by exception.

5. Legal framework and statutory responsibilities

Safeguarding Children, Young People and Adults at Risk

- 5.1 The Council fulfils its statutory safeguarding responsibilities in accordance with the following key pieces of legislation and guidance:

[Children Act 1989](#)

- 5.2 Provides that the welfare and development of needs of children are met, including their need to be protected from harm. The welfare of the child is paramount. A child is defined to be a person under the age of eighteen.

[Children Act 2004](#)

- 5.3 Creates a statutory framework for local co-operation between local authorities, key partner agencies ('relevant partners') and other relevant bodies ('other bodies or persons'), including the voluntary and community sector, in order to improve the well-being of the children in the area.

Section 10 of the Act requires as a relevant partner we will cooperate, so far as our statutory duties permit, to improving the child's wellbeing, as envisaged by Section 10 of the Act.

Section 11 requires a range of organisations (including district councils) to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged with regard to the need of safeguard and promote the welfare of children.

Statutory guidance on making arrangements to safeguard and promote the welfare of children under the Children Act 2004 came into force on 1 October 2005.

[Children and Social Work Act 2017](#)

- 5.4 Improves support for looked after children and care leavers, promote the welfare and safeguarding of children, and make provisions about the regulation of social workers.

[Working together to Safeguard Children 2023](#)

- 5.5 A guide to multi-agency working to help, protect and promote the welfare of children. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Care Act 2014

- 5.6 The legal responsibilities for safeguarding adults at risk of abuse or neglect are set out in Part 1 of the Care Act 2014. Kent County Council is the lead agency, and the Council is a key partner and has a duty to co-operate in order to protect adults from abuse or neglect. There are six principles under the Care Act 2014, which are:
- Empowerment: people being supported and encouraged to make their own decisions and be able to give informed consent.
 - Prevention: it is better and more cost effective to take action before harm occurs.
 - Proportionality: provide the least intrusive response appropriate to the risk presented.
 - Protection: support and representation for those in greatest need.
 - Partnership: local solutions through services working with their communities. Communities have a role to play in preventing, detecting and reporting neglect and abuse.
 - Accountability: accountability and transparency in delivering safeguarding.

Safeguarding Vulnerable Groups Act 2006

- 5.7 Provides a new vetting and barring scheme to replace the existing arrangements for safeguarding children and vulnerable adults from harm, or the risk of harm, by employees and volunteers whose work gives them significant access to these vulnerable groups.

Domestic Abuse Act 2021

- 5.8 Kent County Council is the lead agency, and the Council is a key partner and has a duty to co-operate. The Act has placed a number of additional duties on the Council that must be considered within our safeguarding response. These include:
- The definition of Domestic Abuse (DA) has changed to cover those 'personally connected'.
 - Children are now seen as victims of domestic abuse in their own right, if they hear or experience the effects of the abuse and should be able to access support.
 - Appropriate priority will be given to victims of DA and like for like lifetime tenancies will be upheld. Victims should not find that their tenure is affected by fleeing DA.
 - The Individual(s) fleeing DA should be offered safe accommodation or at the choice of the victim to remain in their home have access to the sanctuary scheme and local support.
- 5.9 The Social Housing (Regulation) Act 2023 also direct the Regulator of Social Housing to review and update the Consumer Standards for Landlords. As part of the review, Registered Providers of Social Housing, including Local Authorities, are required to have published a Domestic Abuse Policy for Housing, as well as contribute to a wider strategy on dealing with DA.

Counter Terrorism and Security Act 2015

- 5.10 Contains powers to help the UK respond to the threat of terrorism. Under this Act, Local Authorities are vital to the Prevent work which exists to reduce the risk of people being drawn into terrorism.

Modern Slavery Act 2015

- 5.11 Gives law enforcement the tools to fight modern slavery, ensure perpetrators can receive suitably severe punishments for these appalling crimes and enhance support and protection for victims. Under this Act, the Council has a duty to report and provide notification to the National Crime Agency (NCA) about any potential victims of modern slavery or trafficking that we encounter and is also under duty to cooperate with the Commissioner.

6. Definitions of Abuse and Neglect

- 6.1 A full list of definitions, types of abuse and neglect, including the signs and indicators are listed in Appendix 3 and Appendix 4.

7. Roles and responsibilities

External agencies

- 7.1 Whilst safeguarding is everyone's responsibility, there are several key roles and statutory duties that partner agencies hold:

Kent County Council

- 7.2 Kent County Council (KCC) is the lead authority for safeguarding children, young people and adults at risk. Specialist Children's Services and Adult and Support Services are responsible for investigating allegations of abuse and neglect and determining whether it has or has not taken place and taking action to protect children or adults and risk. Designated officers within the Council liaise with and report safeguarding concerns, incidents, or allegations to the relevant section.

Kent Safeguarding Children Multi-Agency Partnership (KSCMP)

- 7.3 The KSCMP is led by the three safeguarding partners: KCC, the Police and Health Service who work together with other relevant agencies to safeguard, promote and protect the welfare of children and young people in the area, including commissioning Serious Case Reviews.

Kent and Medway Safeguarding Adults Board (KMSAB)

- 7.4 KMSAB is a statutory multi-agency partnership that make sure that agencies are working together to safeguard and keep adults safe from harm and / or protect their rights.

Kent Police

- 7.5 Kent Police has a duty to investigate criminal offences and refer any suspicion, allegation, or disclosure that a child, young person or adult at risk may be suffering significant harm to KCC.

Dover District Council

- 7.6 Safeguarding is a collective responsibility. All staff, councillors, volunteers, and contractors have several legal duties and responsibilities under several pieces of legislation to undertake safeguarding functions in relation to children, young people and adults at risk. These include:
- Knowing what it means to 'safeguard' and understand the different types of abuse, neglect, or exploitation.
 - Identify and report any safeguarding concern about actual or suspected abuse of a child, young person, or adult at risk.
 - Have a clear reporting process and understand how to access and use this.
 - Assess and undertake regular training.
- 7.7 It is not the responsibility of the Council, councillors, volunteers, or contracted staff to determine whether abuse is or has taken place, nor are they expected to investigate claims or incidents. However, everyone has a responsibility to act if it is suspected that a child, young person or an adult at risk may be a victim of harm or abuse and / or makes an allegation of abuse or neglect.

- 7.8 External organisations, Contractors, providing services to, or on behalf of the Council, should abide by their own policies and can seek support from Dover District Council if unsure.
- 7.9 The responsibilities of individual roles within the Council are listed within Appendix 5.

8. Policy statements

Recognising and responding to abuse and neglect

- 8.1 Any council employee, Member, or volunteer who has contact with people or who works where people may have access, could potentially meet someone who experiences a form of abuse or at risk of abuse, and they may be required to make a safeguarding report. Responsibilities under this Policy are to report concerns. **It is not the responsibility of the person who suspects or has witnessed abuse, to make a judgement or to investigate.** This will be the responsibility of the Police and / or KCC Safeguarding team.
- 8.2 The Council is not a 24-hour service and safeguarding concerns do not always happen during office hours. **If it is suspected that a person is or could be in significant and immediate harm, then information must be passed to the Police immediately by calling 999.** The Designated Safeguarding Officer can be notified after the point. An internal Safeguarding referral to be completed (as per the procedure set out in Appendix 1).
- 8.3 Safeguarding concerns will usually fall into one or more of the categories stated in Appendix 3 and could happen to any child, young person, or vulnerable adult at risk. Several different types of abuse may be being committed at the same time.
- 8.4 The Council will follow the Kent-wide referral procedures as set out in Kent County Council's Multi-agency Safeguarding Adults Policy, Protocols and Guidance for Kent and Medway ([Kent and Medway SAB - KMSAB Policies and Procedures](#)) and 'Kent and Medway Safeguarding Children Procedures' ([Welcome to the Safeguarding Procedures Manual \(trixonline.co.uk\)](#)).
- 8.5 Safeguarding concerns that are escalated to KCC must be monitored. A response from KCC should be expected within 72 hours of submitting the safeguarding concern. **It is the responsibility of the person who raised the safeguarding concern to make sure that this has been picked up and reviewed by KCC.**
- 8.6 Staff should also follow the reporting process as outlined in Appendix 1.
- 8.7 Staff should follow the [Kent and Medway Multi Agency Policy & Procedures to Support People who self-Neglect or Demonstrate Hoarding Behaviours](#) where there are indicators of possible self-neglect or hoarding. Staff should also refer to the [Clutter Image Rating Scale](#) and the KMSAB [A Quick Guide to Identifying and Responding to Self-Neglect and Hoarding](#) when assessing the risk level.

What happens after a safeguarding concern is reported?

- 8.8 The Lead Safeguarding Officer will discuss and review the information with the person raising the concern. They will then agree the 'best way' forward plan of action with the member of staff and / or their line manager who report the concern, and then request they complete the relevant actions to raise the concerns.

Professional curiosity

- 8.9 Professional curiosity is where a practitioner explores and proactively tries to understand what is happening within a family or for an individual, rather than making assumptions or taking a single source of information and accepting it at face value. Further guidance and resources are available on [KMSAB](#).

- 8.10 Staff in contact with children, young people and adults at risk should exercise professional curiosity (respectful uncertainty) and should be confident in their own judgment and always outline their observations and concerns to other professionals or the Council's safeguarding leads. Further guidance and resources are available on [KSCMP](#).

Recording concerns

- 8.11 If any Elected Member, employee, or volunteer has concerns about the welfare or safety of a child, young person, or adult at risk, or has concerns about the behaviour of an Elected Member, employee, or volunteer, it is vitally important to record all relevant details regardless of whether the concerns are shared with the Police, KCC or other appropriate partners. Contractors will observe their own safeguarding policy but are expected to inform DDC, if there are concerns for an individual.
- 8.12 It is the responsibility of the person who directly observes / witnesses the event (e.g., living situation) or concern or who has participated in the meeting / conversation that has caused concern, to record details of the concern. You should always record:
- How you are involved
 - What your concerns are
 - What the person has said to you
 - Actions you have taken and who you have spoken to
- 8.13 Good records should:
- Be written as soon as possible after the event
 - Include dates and times
 - Be clear and use professional language.
 - Be kept in a safe place
 - Be accurate, balanced and objective
 - Include facts and observations, not speculation or opinions
 - Have copies of all letters, emails and other documents pertaining to the case / concern uploaded.
- 8.14 It is important that accurate records and notes are kept in the accordance with the above as they may be used as evidence for investigations, in Court proceedings, for monitoring and quality assurance purposes, and in disciplinary procedures.

Consent

- 8.15 Every individual has the right to make their own decisions, and all individuals should be deemed to have mental capacity to make decisions unless it is proved otherwise by a specialist.
- 8.16 It is always best practice to obtain consent from an adult at risk (or parent in relation to children / young people) prior to making referrals or sharing information with another agency. However, consent is not required for a service referral / information sharing where an adult (or their children) is at high risk of serious harm.
- 8.17 There may be occasions when an adult refuses consent for information sharing or referrals for support. Where they have made this decision, this should be respected unless failure to act will leave them, other adults, young people or children at risk, or there is anti-social behaviour, or a crime has or will be committed.

Capacity

- 8.18 It must always be assumed that everyone is able to make a decision for themselves, until it is proven that they cannot. The only way to do this is for a mental capacity assessment to be undertaken by a trained professional. If there is a concern that an adult at risk may not have capacity to make a decision related to their safety or wellbeing, advice must be taken from the Designated Safeguarding Officer as to how to proceed. Guidance can be found on [KMSAB](#).

Advocacy

- 8.19 If an individual finds it difficult to understand, or finds it difficult to speak up, an advocate can provide support. Advocates play a vital role within safeguarding adults at risk. They help recognise and raise safeguarding concerns, support individuals through safeguarding processes, address system issues and feed into Safeguarding Adult Boards.
- 8.20 The Council can provide an advocate if an individual requires support but does not have any friends or family to do this for them. Advocates help the individual to understand and remember the abuse / neglect, communicate their views, and understand the pros and cons of different options. [The Advocacy People](#) can be contacted or an alternate organisation if an individual requires advocacy support.

Requirements for Specific Circumstances

- 8.21 The Council funds and assists others to undertake functions on council property or land. It is important that any individuals or organisations that the council liaises with have an awareness of safeguarding and that council property and open spaces are wherever possible designed to promote safety and wellbeing.

Housing

- 8.22 As a social housing landlord, the Council has a duty of care to tenants and check that there is appropriate and adequate safeguarding support in place. The Council has various Housing related functions which fall within the remit of safeguarding. This includes functions of providing housing assistance and advice, tenancy audits, maintenance, and repairs, dealing with incidents of anti-social behaviour and supporting victims / survivors of domestic abuse. In all safeguarding incidents Housing Services works closely with other teams and external organisations to support the individual.
- 8.23 Housing Officers, and staff conducting housing-related tasks are best placed to recognise the signs of abuse and neglect. As part of this function, they are required to notify any concerns or direct safeguarding referrals to the Designated Safeguarding Officer to check that there is a cross-organisation response, by following the process in Appendix 1.
- 8.24 Contractors working on behalf of the Council to carry out housing-related tasks will observe their own safeguarding policy but are expected to inform DDC of any safeguarding concerns they may have regarding a tenant or leaseholder.

Leisure, heritage, events, and land hire

- 8.25 The Council is responsible for managing leisure contracts in facilities, open spaces, and foreshores.

- 8.26 The Council should check that any sports club, leisure provider who has lease agreements or land/property agreements with the Council or regularly hire out or lease council facilities or open spaces owned by the Council, should have appropriate child, young person, and adults at risk procedures in place. The Council should check that appropriate clauses are written into such agreements to make sure that any volunteer or employee that has unsupervised contact with children, young people or vulnerable adults at risk undertakes a DBS check.
- 8.27 Organisers of public events on council land must check there is a safeguarding policy in place and where necessary make sure that staff, contractors, volunteers etc have had the appropriate DBS checks in place for events taking place on Council land. Event organisers are required to submit the appropriate [event planning](#) documentation to the Council, which must include a proportionate safeguarding policy and procedure. This can be included within the event management plan added as a stand-alone document. Where events are organised by Council staff, appropriate DBS checks should be in place, where required. Further information on the requirements for DBS checks can be found by contacting the safeguarding lead / Council events team.

Grant applications

- 8.28 All grant funded organisations must consider national legislation regarding equal opportunities, disability, access, as well as safeguarding children and vulnerable adults. During the application stage, it is made clear that DDC is not responsible for ensuring project meet these requirements. Further to this, applicants are requested to confirm they adhere to national legislation, before submitting their applications.
- 8.29 In support of applications, DDC may request that applicants provide additional documentation, for example safeguarding policies. If applicants are unable to supply evidence when asked, or it is deemed insufficient, the application will not progress to the next stage.

Procurement and third-party service providers

- 8.30 The Council is obligated to make sure that any third-party service provider (whose services are commissioned, procured or grant funded by the Council) or who occupy property owned by the Council are responsible for safeguarding. The Council will take reasonable steps to check that any third-party service provider it works with are monitored appropriately.
- 8.31 Where the Council works with, commissions or grants funds to other organisations, or lease buildings to such organisations working with these groups, that come into contact with children, young people and adults at risk, they will be required to have safeguarding arrangements in place to adhere to this Policy and association procedures.
- 8.32 Safeguarding should also form part of the agenda of any contract monitoring meetings for any third-part services that encounter children, young people or adults at risk.
- 8.33 Access to this Policy is available on the Council webpages, and Safeguarding referred to as clauses within contracts and grant offers.

Health and safety

- 8.34 The Council undertakes Health and Safety enforcement in some premises providing customer services and leisure facilities, including but not limited to shops and restaurants. Employers are obliged to carry out risk assessments, including for the employment of young people.

- 8.35 Whilst undertaking normal duties, some Council departments may wish to view such risk assessments. Employers are only legally required to form a written risk assessment if they have five or more employees and, where it is written down, a young person's risk assessment may be a separate risk assessment or the risks to young persons may be reviewed as part of an existing risk assessment. If a business employs five or more people and a written risk assessment is not available, or there is information to suggest employers may be putting children, young people or vulnerable adults at risk, then this information will be passed onto Kent County Council Social Services.

Licensing

- 8.36 The Council is responsible for several licensing functions. Protecting children from harm is a Licensing objective that the council is legally obliged to consider, when licensing premises under the [Licensing Act 2003](#) or [Gambling Act 2005](#).
- 8.37 The Council also issues personal, private hire and hackney carriage, as well as selective licenses to landlords. To be licensed in any of these circumstances, there are provisions within the respective legislations, that stipulate if asked, the applicant must be able to show that they are a 'fit and proper' person.
- 8.38 The applicant be asked to undertake a DBS check to demonstrate that they don't have any convictions that would bring this into question. Such convictions could include relevant violence, safeguarding and sexual offences.

9. Managing allegations made about a person in a position of trust (PiPoT)

Definition of PiPoT

- 9.1 A person is considered to be in a 'position of trust' where they are likely to have contact with adults with care and support needs as part of their paid, unpaid or voluntary work:
- Where the role carries an expectation of trust and;
 - The person is in a position to exercise authority, power or control over an adult with care and support needs (as perceived by the adult themselves).
- 9.2 Allegations that relate to a person who works with adults with care and support needs may include:
- Behaved in a way that has harmed or may have harmed an adult.
 - Possibly committed a criminal offence against, or related to, an adult.
 - Behaved towards an adult in a way that indicates they may pose a risk of harm to adults with care and support needs.
- 9.3 Positions of trust may include, but are not limited to, any staff working on behalf of:
- Social care
 - Health services
 - Policy and criminal justice
 - Housing
 - Education
 - Advocacy
 - GPs
 - Private and voluntary sector
 - Agency and bank workers
 - Religions / faith leaders
 - Commissioning services

- 9.4 Appendix 4 provides a list of roles and their responsibilities within the process of managing allegations made about a PiPoT (see 'Adults at risk' in Appendix 4).

Scope

- 9.5 This section only applies to adults at risk, it does not apply to children. To understand what you must do in scenarios involving children and young people, you must follow the process demonstrated in Appendix 2.

How we will respond

General

- 9.6 The Council will take any allegation made against a PiPoT, whether they are a member of staff, a Councillor, volunteer, contractor and / or third-party organisation seriously. Any PiPoT about whom an allegation has been made will be treated fairly.
- 9.7 Information regarding any allegation will be dealt with confidentially, and in accordance with existing data protection and safeguarding legislation, and policies, procedures and protocols published by KMSAB.

Allegations made about Council staff

- 9.8 All allegations and subsequent investigations will be conducted in accordance with the expectations within the Care and Support Statutory Guidance.
- 9.9 Allegations made about a member of Council staff will be reported to their Line Manager, who should inform the designated safeguarding officer (DSO) and their Head of Services. Line Managers and HR will investigate the allegation, and where appropriate will follow internal disciplinary and misconduct procedures.
- 9.10 Staff will be informed that an allegation has been made against them and will be included throughout the investigative process where appropriate.

Allegations made about Councillors

- 9.11 Allegations made against a Councillor will be reported to the Monitoring Officer who will determine what actions should be taken. Including (but not limited to):
- Referring the matter to the Police
 - Inviting a formal complaint that the Councillor has failed to comply with the Council's Code of Conduct for Members

Allegations made about contractors and third-party organisations

- 9.12 Contractors and third-party organisations are expected to have their own Safeguarding policies and procedures and must comply with the requirements of the Care Act 2014 and the Care and Support Statutory Guidance.
- 9.13 If we are given information about an allegation, we will give careful consideration to what information is shared with the contractor or third-party organisation, and our decision to share such information is justifiable, proportionate and based on the potential or actual harm to adults at risk and the rationale for the decision will always be recorded. We will cooperate with contractors and third-party organisations during their investigations where this is required.

10. Safeguarding Council Staff

Staff Risk and Unacceptable Behaviour Register

- 10.1 The Staff Risk and Unacceptable Behaviour Register is used to record information on residents / customers who have exhibited unacceptable behaviour towards staff or contractors working on behalf of the Council. This behaviour includes (although not exclusively) verbal aggression or abuse, threats of violence, physical violence, intimidation, stalking in person or through social media. Other hazards such as dangerous animals, dangerous structures etc. can also be included on the register.

Recruitment and employment

- 10.2 The Council is committed to safer recruitment procedures set out by the Kent Safeguarding Children Multi-Agency Partnership (KSCMP). Any role that has a degree of regular contact with children, young people or vulnerable adults at risk or is listed on the Exceptions Order 2015, will necessitate a Disclosure and Barring Service (DBS) check to be undertaken. This check enables the Council to make safer recruitment decisions and prevents unsuitable candidates working with potentially vulnerable people.
- 10.3 Each role within the Council, including those of members, volunteers and contractors will be categorised and a level of vetting and assessment will be required for roles where there is likely or regular unsupervised contact with children, young people, and vulnerable adults at risk.

Disclosure & Barring Service (DBS) Checks

- 10.4 There are four types of DBS checks: basic, standard, enhanced and Police Level 2. The degree of contact with a child, young person, or adult at risk should be considered alongside the job role and responsibilities, which will determine the level of vetting or disclosure checking needed.

In relation to DBS checks, guidance and procedures are followed as per the government guidance pages for recruiting and hiring staff.

Applications for DBS checks can be undertaken for volunteers at no charge.

- 10.5 A table of rehabilitation periods for the most common sentences and disposals can be found [here](#), along with some example scenarios.
- 10.6 The degree of contact with a child, young person, or vulnerable adult at risk, which the role and responsibilities require will determine the level of vetting or disclosure checking that is required. As well as roles listed on the DBS Filtering Guide.

Work Experience and volunteers

- 10.7 The Council works with volunteers and offers work experience for some roles within the organisation. Prior to establishing a volunteer or work experience programme, consultation should be had with a designated safeguarding officer and Human Resources (HR).
- 10.8 Once a placement has been agreed with HR, a Work Experience Risk Assessment should be completed by the DDC placement lead, in consultation with Corporate Health & Safety, to assess the risks and agree any planned activities.
- 10.9 It is the responsibility of any employees, members, or contractors working with volunteers or initiating work experience to put appropriate safeguarding measures in place and adequate training has been provided, prior to commencing any role.

11. Training and Supervision

- 11.1 All staff, members and volunteers must be aware of the Safeguarding Policy and their roles and responsibilities to children, young people, and vulnerable adults at risk. The level of safeguarding training required to be undertaken by staff, members and volunteers will reflect the likely level of contact and / or responsibility for children, young people, or adults at risk associated with their role.
- 11.2 All staff, members and volunteers who have computer access are required to undertake the 'Safeguarding Children and Adults at Risk' training. The level of training needed is dependent on each roles' responsibilities and job requirements and may change depending on specific projects and / or initiatives. It is the responsibility of Line Manager to identify if a specific task requires additional training and / or awareness.

12. Implementation, monitoring, and review

- 12.1 This Policy will be reviewed annually or in response to relevant changes in legislation, organisational structures, development of good practice guidance or to address operational issues.
- 12.2 Any minor amendments required to this Policy will be made by officers of the Council. Any significant amendments made to the Policy due to changes to national legislation will be approved by the Council's Cabinet. Where significant changes are required, relevant officers and teams will be consulted before the changes are implemented.
- 12.3 Safeguarding is everyone's responsibility. That is why all staff should monitor the effectiveness of this Policy and associated procedures. Concerns should be raised with line managers in the first instance, before raising these with a Designated Safeguarding Officer.

13. Equality, diversity, and inclusion

- 13.1 The Council is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of actual or perceived race, age, disability, gender, sexual orientation, religion, belief, financial status, and any other difference that can lead to discrimination or unfair treatment considering the principles of the Equality Act 2010. Please see our [Equality Policy](#) for more details.
- 13.2 A full Equality Impact Assessment (EIA) was conducted for this policy in accordance with our Public Sector Equality Duty (PSED) when carrying out our duties (S149 of Equality Act 2010), and mitigations put into place where potential negative impacts to individuals with protected characteristic were identified.

14. Data protection and confidentiality

- 14.1 The Council is a Data Controller under GDPR and is therefore required to process and protect personal data. We process data in compliance with data protection legislation including the Data Protection Act 2018 and UK General Data Protection Regulations (GDPR). All processing of personal data will be complete in line with legislation and where appropriate the necessary exemption applied.
- 14.2 Full details of how we store and use personal information about residents can be found on our website and in our privacy statement.

- 14.3 We have a duty to make sure that all safeguarding concerns raised are recorded and raised appropriately. Information sharing is vital to safeguarding and promoting the welfare of children, young people, and adults at risk. The lawful basis for processing most safeguarding-related personal data will usually be 'public task' or 'legal obligation', and the consent of the data subject is therefore not necessary.
- 14.4 Information which is relevant to safeguarding will sometimes be 'special category' data, meaning it is particularly sensitive and therefore subject to more stringent restrictions. The Data Protection Act 2018 allows special category personal data to be processed without the consent of a child, a young person, or an adult at risk for the purpose of protecting their wellbeing or preventing harm to them, as long as the processing is necessary for reasons of substantial public interest and their consent cannot reasonable be obtained.

15. Complaints

- 15.1 The Council's definition of a complaint is:
- "An expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual resident or a group of residents."*
- 15.2 The Council takes complaints made about any service it provides, officers who work for the Council or contractors who provide our services, seriously. If a resident wishes to make a complaint about the service they have received, a Council officer they can be made:
- In writing (letter or email)
 - Using our online complaint form
 - Using the Council's Complaint Leaflets (these are available at the Council's office reception, or they can be posted to the tenant / leaseholder)
 - Via telephone; or
 - In person by an appointment
- 15.3 All complaints received will be dealt with in accordance with the Council's Complaints Policy and Procedure. More information about how to make a complaint can be found on our website: [if you are unhappy \(dover.gov.uk\)](https://www.dover.gov.uk/if-you-are-unhappy).

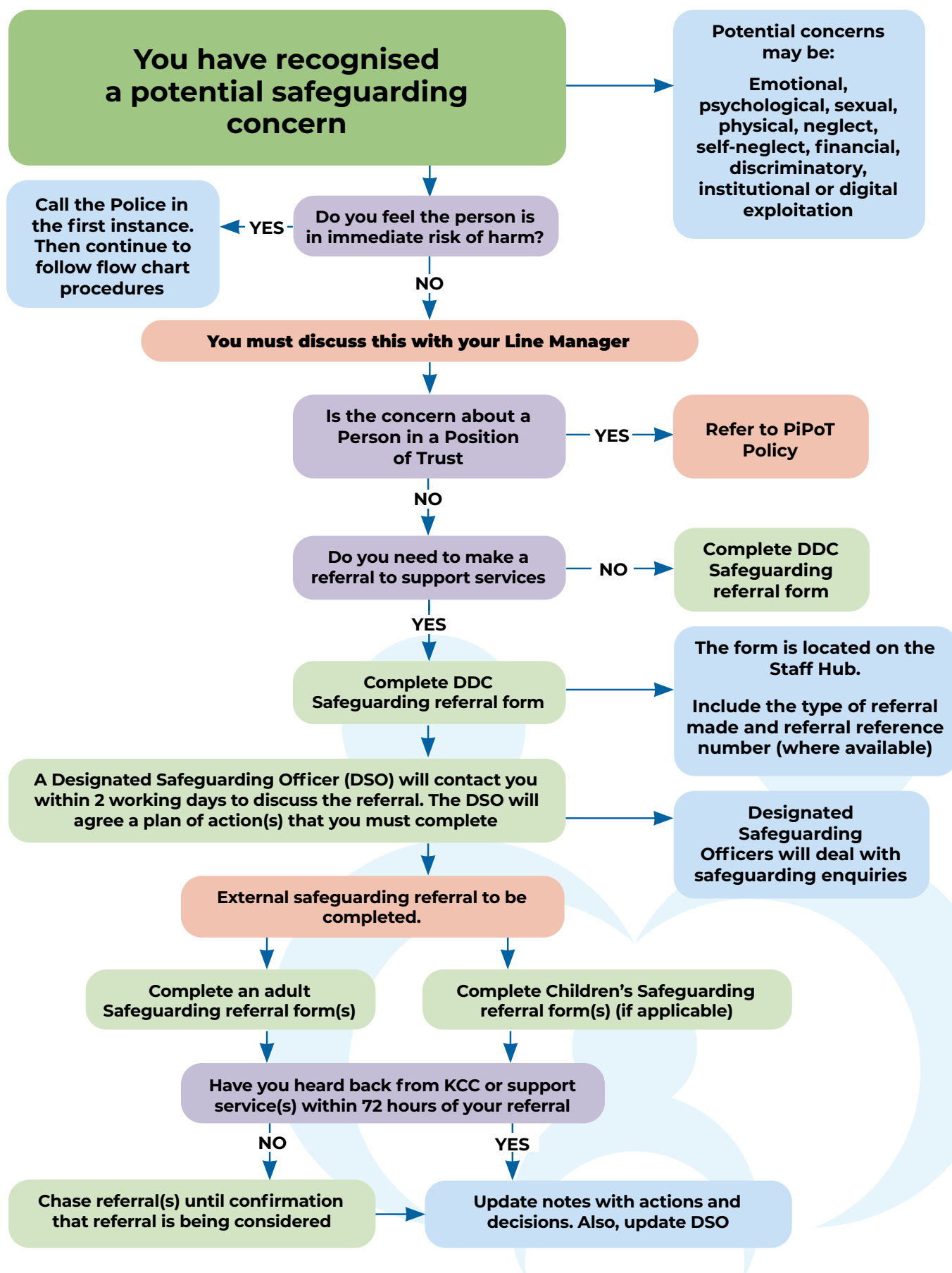
16. Version control

Approval date	
Approved by	Cabinet
Policy owner	
Scheduled review	September 2026

Policy controls sheet		
Date	Summary of change	Author and approver
		Author: Approver(s):

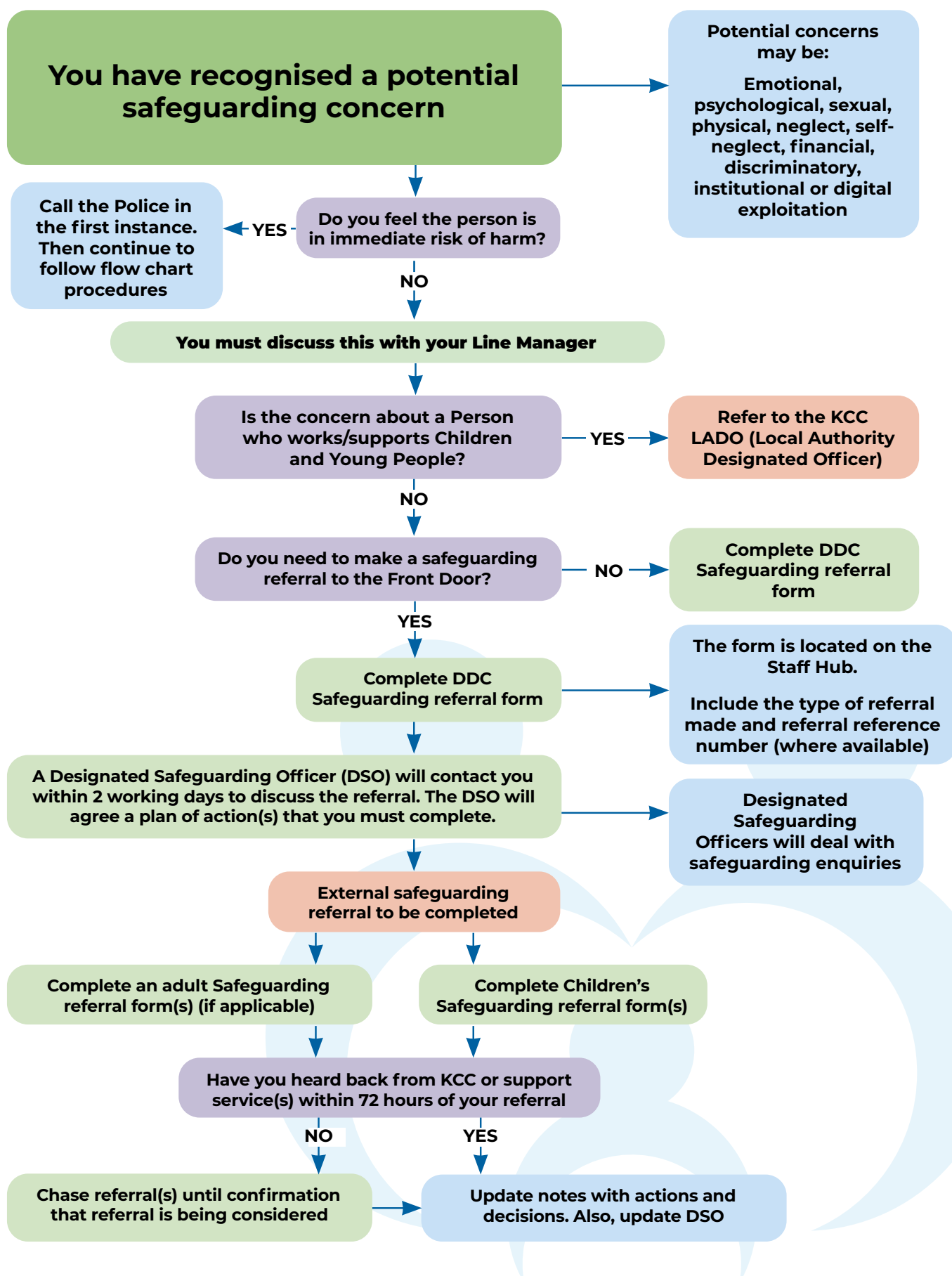
Appendix 1

Safeguarding referral process for Vulnerable Adults with any associated Children



Appendix 2

Safeguarding referral process for Children and Young People with any associated Adults



Appendix 3: Safeguarding definitions

Abuse – an act or omission of an individual's human and civil rights by any other person. Abuse may consist of a single or repeated act, it may be physical, verbal, or psychological, or an act of neglect or omission to do something.

Children and young people – refer to anyone under the age of 18.

Abuse is defined as a form of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Contextual Safeguarding – assessing contexts in which abuse occurs, including peer groups, schools, and public spaces. Speaking with young people about their feelings of safety in public and private spaces and how their behaviour changes in those different contexts.

Safeguarding – includes all forms of activity that aims to protect or promote the welfare of a group of people or an individual.

Vulnerable adult at risk – refers to anyone over the age of 18 and could be considered 'vulnerable' when (for reasons of mental health, learning, physical disability, age, illness or another personal characteristic) requires a form of intervention or community care to take care of themselves or are unable to protect themselves from harm or exploitation. This may also include having money stolen or taken under duress.

Even for those experienced with working with child or adult abuse it is not always easy to recognise a situation where abuse may occur or already has taken place. While it is accepted that staff are not experts at such recognition all staff have a duty to act if they have any concerns.



Appendix 4: Type of abuse and neglect

Child or Young Person at risk

The following are types of abuse and neglect that may be perpetrated against a child or young person.

Type of abuse	Description
Physical abuse	<p>A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child.</p> <p>Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</p>
Emotional Abuse or Psychological Abuse and Mental Abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or value only insofar as they meet the needs of another person.</p> <p>It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, preventing the child participating in normal social interaction.</p> <p>It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>
Sexual abuse	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening or not. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing.</p> <p>They may also include non-contact activities, such as involving children in look at, or in the production of, sexual images, watching sexual activities, encouraging children to behave sexually inappropriate, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>
Child sexual exploitation (CSE)	<p>CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:</p> <ol style="list-style-type: none"> 1) in exchange for something the victim needs or wants, and /or 2) for the financial advantage or increased status of the perpetrator or facilitator. <p>The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.</p>
Grooming	<p>Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.</p> <p>Children and young people can be groomed online or face-to-face, by a stranger or by someone they know, for example a family member, friend or professional.</p> <p>Groomers can be male or female and can be of any age. Many children and young people don't understand that they have been groomed or that what has happened is abuse.</p>

Type of abuse	Description
Neglect	<p>The persistent failure to meet a child's basic physical and / or psychological needs, and likely to result in the serious impairment of the child's health or development.</p> <p>Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ol style="list-style-type: none"> 1) provide adequate food, clothing, and shelter (including exclusion from home or abandonment). 2) protect a child from physical and emotional harm or danger. 3) ensure adequate supervision (including the use of inadequate caregivers). 4) Ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
Domestic abuse	<p>Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.</p> <p>Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. However, domestic abuse is not just physical violence, but includes emotional, physical, sexual, financial or psychological abuse. Abusive behaviour can occur in any relationship.</p> <p>This definition includes honour-based abuse and forced marriage and is clear that victims are not confined to one gender or ethnic group.</p> <p>The frequency and severity of domestic violence can vary dramatically, just one encounter counts as abuse, and it can be an ongoing pattern of behaviour. However, the one constant element of domestic abuse is the abuser's consistent efforts to maintain power and control over the victim.</p>
Female genital mutilation (FGM)	<p>FGM is the collective term used for illegal procedures, partial or total removal of external female genitalia for non-medical reasons. It is also known as 'female circumcision' or 'cutting'.</p> <p>Religions, social or cultural reasons are sometimes given for FGM, however it is a form of child abuse.</p> <p>There are no medical reasons for carrying out FGM. It does not enhance fertility, and it does not make childbirth safer. It is used as a form of controlling female sexuality and can cause severe and long-lasting damage to physical and emotional health.</p>
Bullying and cyberbullying	<p>Bullying is behaviour that is aimed at hurting someone else, such as name calling, hitting, pushing, spreading rumours, or threatening or undermining someone. Bullying is usually repeated over a long period of time and can hurt a child both physically and emotionally.</p> <p>Bullying that happens online, using social networks, games, and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.</p> <p>Bullying and cyberbullying can be perpetrated by adults and other children, by both males and females or any age.</p>

Type of abuse	Description
Extremism	<p>Extremism goes beyond terrorism and includes people who target the vulnerable, including the young, by:</p> <ol style="list-style-type: none"> 1) Seeking to sow division between communities based on race, faith or denomination. 2) Justify discrimination towards women and girls. 3) Persuade others that minorities are inferior. 4) Argue against the primacy of democracy and the rule of law in our society. <p>Extremism is defined in the Counter Extremism Strategy 2015 as the coal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.</p> <p>Prevent – relates to the National Counter Terrorism agenda, where ‘Prevent’ is one of four delivery strands, aimed at raising awareness and training around safeguarding someone from becoming involved in terrorism, or being persuaded to be involved due to being vulnerable.</p> <p>CONTEST is the national counter terrorism strategy. The aim of CONTEST is to reduce the risk to the United Kingdom and its interests overseas from international terrorism, so that people can go about their lives freely and with confidence. The Office for Security and Counter Terrorism (OSCT) is responsible for providing strategic direction and governance on CONTEST.</p> <p>The strategy has four work streams:</p> <ul style="list-style-type: none"> ● Prevent: to stop people becoming terrorists or supporting terrorism ● Pursue: to stop terrorist attacks ● Protect: to strengthen our protection against terrorist attack ● Prepare: where an attack cannot be stopped, to mitigate its impact <p>The objectives of the Prevent work stream are to:</p> <ul style="list-style-type: none"> ● Respond to the ideological challenge of terrorism and the threat we face from those who promote it. ● Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support. ● Work with sectors and institutions where there are risks of radicalisation which we need to address. <p>In relation to Local Authorities, the CONTEST document says:</p> <p><i>Delivery of Prevent is locally led and driven by analysis of the threat in communities. Local authorities are among the most vital partners in our network. The Prevent duty requires local authorities to establish or make use of existing multi-agency groups to assess the local picture, coordinate activity and to put in place arrangements to monitor the impact of safeguarding work. In priority areas where the risk of radicalisation is assessed as being highest, Prevent coordinators employed by local authorities build partnerships in communities, oversee the delivery of local action plans to respond to the risk of radicalisation, and work with partners to embed safeguarding activity in statutory services including social care, health and education.</i></p> <p><i>The Channel programme was developed as a key part of the Prevent strategy. Channel is a Home Office funded programme to utilise the existing partnership working and expertise between the police, local authority, other partner agencies and the local community in the form of a professionals panel to identify those at risk of being drawn into terrorism or violent extremism and to provide them with community-based safeguarding strategies and interventions. Prevent will address all forms of terrorism but continue to prioritise according to the threat posed to our national security.</i></p>

(Continued over)

Type of abuse	Description
	<i>Channel Panel is a multi-agency panel made up of statutory partners, the Prevent coordinator and chaired by the local authority. The panel looks at individual cases (individuals) who are deemed to be a safeguarding risk. Many of the cases are for young people who have expressed right wing views or support right wing ideologies. Recommendations are put in place regarding interventions and cases are brought back monthly, until the individual has received all necessary support, and a notable change has been made.</i>
Exploitation	Can be summarised as treating someone unfairly for your own advantage. It is often referred to in terms of child/criminal or child sexual exploitation (CSE) but is not exclusive to young people.
Child criminal exploitation	<p>As set out in the Serious Violence Strategy, child criminal exploitation is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:</p> <ol style="list-style-type: none"> 1) In exchange for something the victim needs or wants, and / or 2) For the financial or other advantage of the perpetrator or facilitator, and / or 3) Through violence or the threat of violence. <p>The victim may have been criminally exploited even if the activity appears consensual.</p> <p>Child criminal exploitation does not always involve physical contact; it can also occur using technology.</p>
Child trafficking and modern slavery	<p>Child trafficking and modern slavery are child abuse. Children are recruited, moved, or transported and then exploited, forced to work, or sold. Children are trafficked for:</p> <ul style="list-style-type: none"> ● Child sexual exploitation ● Benefit fraud ● Forced marriage ● Domestic servitude such as cleaning, childcare, cooking ● Forced labour in factories or agriculture ● Criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft. <p>Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.</p>



Adults at risk

The Care and Support Statutory Guidance sets out the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which would give rise to a safeguarding concern. Many of the type of abuse which may be experienced by children are also experienced by adults at risk.

The following are types of abuse and neglect that may be perpetrated against an adult at risk

Type of abuse	Description
Physical abuse	<p>Assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.</p> <p>Physical abuse is the use of physical force against someone in a way that injures or endangers that person. The police have the power and authority to protect you from physical attack.</p>
Domestic abuse	<p>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.</p> <p>Domestic abuse - any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.</p> <p>Domestic abuse can also impact on other people within a household where it is experienced, including children. Children are now seen as victims of domestic abuse in their own right. For example, violence, fear, and intimidation may have an indirect impact on other people such as children or vulnerable adults at risk who could suffer due to witnessing or hearing incidents.</p>
Controlling behaviour	<p>Is a range of actions designed to make a person dependant by isolating them from sources of support, depriving and exploiting them for personal gain.</p> <p>Controlling behaviour is a range of acts performed by the abuser and designed to make their victim subordinate and/or dependent. These acts include, but are not limited to:</p> <ul style="list-style-type: none">● isolating the victim from sources of support● exploiting the victim's resources and capacities for personal gain● depriving the victim of the means needed for independence, resistance and escape● regulating the victim's everyday behaviour
Coercive behaviour	<p>Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used by the abuser to harm, punish, or frighten their victim.</p>
Sexual abuse	<p>Sexual abuse is a form of physical abuse. Forced sex, even by a spouse or intimate partner with whom you may also have consensual sex, is an act of aggression and violence.</p> <p>Forms of Sexual abuse are: Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.</p>

Type of abuse	Description
Psychological abuse	Emotional, psychological, and mental abuse are often closely linked terms that can be used interchangeably. The aim of the perpetrator of emotional abuse in relationships is to reduce confidence and self-esteem to make their victim increasingly reliant on them. They use tactics such as intimidation, bullying, constant criticism and keeping someone isolated from family and friends to exert control. Emotional abuse in relationships is often a means of controlling the victim by having a strong mental hold over them.
Financial or material abuse	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, the misuse or misappropriation of property, possessions, or benefits.
Modern slavery	<p>Slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane.</p> <p>Human Trafficking – also known as ‘Modern Slavery’ – involves the recruitment, transfer, harbouring or receipt of people, with the threat or use of force, coercion, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery, or similar practices.</p> <p>Slavery, servitude and forced or compulsory labour.</p> <p>There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. Someone is in slavery if they are:</p> <ul style="list-style-type: none"> ● Forced to work – through mental or physical threat. ● Owned or controlled by an “employer”, usually through mental or physical abuse or the threat of abuse. ● Dehumanised, treated as a commodity or bought and sold as property. ● Physically constrained or has restrictions placed on his/her freedom of movement. ● Subject to human trafficking. ● Most common forms of Human Trafficking and Modern Slavery. <p>Sexual - when someone is deceived, coerced, or forced to take part in sexual activity.</p> <p>Labour - This refers to situations where people are coerced to work for little or no remuneration, often under threat of punishment. There are several means through which a person can be coerced.</p> <p>Domestic Servitude- A domestic worker or helper is a person who works within their employer's home, performing a variety of tasks. This arrangement becomes exploitative when there are restrictions on the domestic worker's movement, and they are forced to work long hours for little pay.</p> <p>Forced Criminality - This is when somebody is forced to carry out criminal activity through coercion or deception.</p> <p>Contemporary slavery takes various forms and affects people of all ages, gender and race. Adults who are enslaved are not always subject to human trafficking. Recent court cases have found homeless adults promised paid work opportunities enslaved and forced to work and live in dehumanising conditions, and adults with a learning difficulty restricted in their movements and threatened to hand over their finances and work for no gains.</p> <p>From 1 November 2015, specified public authorities have a duty to notify the Secretary of State of any person identified in England and Wales as a suspected victim of slavery or human trafficking, under Section 52 Modern Slavery Act 2015.</p>

Type of abuse	Description
Discriminatory abuse	Harassment, slurs, or similar treatment, because of race, gender and gender identity, age, disability, sexual orientation, religion.
Organisational 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	Ignoring medical, emotional, or physical care needs. Failure to provide access to appropriate health, care and support or education services. The withholding of the necessities of life, such as medication, adequate nutrition, and heating.
Self-neglect	<p>This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.</p> <p>It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case-by-case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.</p>
ACEs – Adverse Childhood Experiences (ACEs)	Are stressful events occurring in childhood, including: domestic violence, parental separation or divorce, a parent with a mental health condition, being the victim of abuse or neglect, a member of the household being in prison, a member of the household experiencing alcohol and drug problems. ACEs have been found to have lifelong impacts on health and behaviour.
Honour Based Abuse and Honour-Based Violence	<p>Honour Based Abuse (HBA) is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.</p> <p>It is a form of domestic abuse which relates to a victim who does not abide by the 'rules' of an honour code. This will have been set at the discretion of relatives or community; the victims are punished for bringing shame on the family or community.</p>
Forced marriage	<p>Forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is recognised as a form of violence against women and men, domestic / child abuse, and a serious abuse of human rights.</p> <p>Forced Marriage - Forced Marriage is the act of pressuring someone to marry against their will. Forced marriages can occur in this country or abroad, and differs significantly from an arranged marriage, which is entered into freely by both people, despite their families taking a leading role in the choice of partner. Victims are coerced into marrying someone against their will. They may be physically threatened or emotionally blackmailed to do so. It is an abuse of human rights and cannot be justified on any religious or cultural basis. It's not the same as an arranged marriage where people have a choice as to whether to accept the arrangement or not. The tradition of arranged marriages has operated successfully within many communities and countries for a very long time</p>

Appendix 5 – Roles and Responsibilities

Role	Role applies to:		Responsibilities
	Safeguarding referral / investigation	PiPoT investigation	
Lead Executive Officer for Safeguarding	✗	✗	Overall responsibility for Safeguarding sits with the Chief Executive.
Lead Senior Officer for Safeguarding	✓	✓	This role acts as a senior lead officer for all strategic safeguarding matters and oversees policy and procedural decisions. All Allegations made against a member of staff with regards to safeguarding are reported to the LADO (Local Authority Designated Officer) from KCC.
Lead Member for Safeguarding	✓	✓	The Portfolio holder for with responsibility for the Communities acts as lead officer within the Cabinet and promotes safeguarding.
Designated Safeguarding Officers	✓	✗	Hold responsibility as Designated Officers, and are district leads on the respective children and adult Safeguarding Boards. They take measures to keep the Corporate Management Team (CMT) and members briefed, and up to date on policy and procedural reviews. Whilst supervising the Safeguarding function on behalf of the Local Authority, liaising with other senior safeguarding partners These roles give advice on requirements for vetting and training requirements and co-ordinate serious safeguarding cases or reviews.
Safeguarding Support	✓	✗	Community Safety Officers (CSOs) all have access and clearance to assist with safeguarding enquiries, record and process referrals and give general advice.
HR	✗	✓	To make sure that all new roles have been through a safeguarding process to check for their potential for contact or lone working with children, young people, and Adults at risk. The HR Advisor is to approach a Designated Safeguarding Officer if unsure. They are also able to undertake Disclosure and Barring Service (DBS) checking for new or amended roles, on behalf of the council.

Role	Role applies to:		Responsibilities
	Safeguarding referral / investigation	PiPoT investigation	
Managers and Supervisors	✓	✓	<p>All managers and supervisors are responsible for complying with the Safeguarding Policy. This includes a need to check that any staff working within their service areas have read and understand the policy and associated procedures, can easily access them, comply with them, and undertake prescribed training when required.</p> <p>Managers and supervisors are also responsible when recruiting new or amending existing posts, to liaise with a designated safeguarding officer and complete the relevant section on the 'establishment change form' indicating perceived level of contact with children, young people and/ or vulnerable adults at risk. Roles and responsibilities contained within job descriptions may also need to be formed in consultation with designated officers, alongside any requirements for DBS checks, Disclosure Scotland, or Police Vetting.</p> <p>It is also the responsibility of managers for all new staff are inducted and undertake e-learning or are booked onto the next available classroom based safeguarding training sessions - which will be made available on the Learning and Development Human Resources intranet pages.</p> <p>Safeguarding forms part of the Managers Assurance process and should also be discussed regularly in 1:1s and team meetings where relevant or topical.</p> <p>Managers also have responsibility for ensuring contracts, leases, grants, service level agreements and arrangements with volunteers operating within their service area, hold clauses and considerations for safeguarding.</p>
Safeguarding champion	✓	✗	<p>Has responsibility to attend regular internal safeguarding forum chaired by the Lead Safeguarding Officer. To receive updates and an enhanced level of training and awareness and cascade this information amongst their team.</p>

Role	Role applies to:		Responsibilities
	Safeguarding referral / investigation	PiPoT investigation	
All employees	✓	✗	Have responsibility for reading and understanding this policy and associated procedures, attending training when required as appropriate for their role. To have an awareness of safeguarding, report and refer any concerns in accordance with the policy.
Contractors	✓	✗	Must comply with their own policies and procedures, these must be made available to Dover District Council on request. Also have an awareness of the Council's Safeguarding Policy.
Councillors	✓	✗	Having an awareness of this policy and associated procedures, attending training when required as appropriate for their role. To have an awareness of safeguarding, report and refer any concerns in accordance with the policy.

Appendix 6 – Further resources

- [Educate Against Hate Parents' Hub](#) provides resources and government advice for parents and carers on keeping young people safe from extremism.
- [UK Safer Internet Centre](#) has guides on the privacy settings, parental controls and internet safety features of the major internet service providers.
- [Parent Zone](#) works with Prevent to provide digital safety advice for parents.
- [Childnet](#) has developed guidance for parents and carers to begin a conversation about online safety, and on keeping under-fives safe online.
- [NSPCC guidance for parents and carers](#) is designed to help keep children safe online. Their [Net Aware](#) produced in collaboration with O2, provides specific safety information on popular apps and websites.
- [Childline](#) can provide advice and support if your child is worried, from dialling 0800 1111 or downloading the 'For Me' app.
- This list of [online education resources for home education includes resources](#) to support your child's mental wellbeing.
- Anti-Terrorist Hotline 0800 789 321
- Any member of the public can report terrorist content they find online through the [GOV.UK referral tool](#). The [Action Counters Terrorism campaign](#) provides more information on this.
- <https://www.kelsi.org.uk/child-protection-and-safeguarding>
- [KCC - Domestic Abuse Support](#) The Kent and Medway Referral Pathway gives you more information about domestic abuse, support services and tools to keep you safer.