

## **9a. Appendix 1**

### **Mid Sussex District Council Safeguarding Children and Adults Policy and Procedures**

**December 2016**

**Review due 2019**

#### **Introduction**

Mid Sussex District Council is required to take reasonable measures for the protection and promotion of the welfare of Children and Vulnerable adults. Such measures are irrespective of race, religion, ethnicity, gender or sexuality. This policy applies to all staff (Permanent, and temporary) volunteers and Elected Members. It is designed to ensure that all staff, volunteers and Elected Members have the knowledge to undertake their role in respect of Mid Sussex District Councils responsibility to safeguarding children and adults.

#### **Policy statement**

Mid Sussex District Council recognises the need to ensure the welfare and protection of Children and adults within the District and within services provided by the Council. All staff, volunteers and Elected Members of the Council have a responsibility to have undertaken appropriate safeguarding training and follow the policy guidance for the reporting of concerns. This responsibility extends to consultants and contractors through procurement arrangements.

Mid Sussex District Council will promote the welfare and protection of Children and Adults throughout its service provision, policy and service plans.

Mid Sussex District Council is a member of the Multi Agency West Sussex Children's Safeguarding Board and as such this policy supports the national and local guidance/policy recommended by them in respect of safeguarding children

Mid Sussex District Council is a member of the Multi Agency West Sussex Adults Safeguarding Board and as such this policy supports the national and local guidance/policy recommended by them in respect of safeguarding adults.

All staff have a duty to report allegations, disclosures or concerns of abuse or neglect. It is not the Councils job to establish whether or not abuse is taking place however it is the Councils responsibility to report any concerns over the welfare of children or adults who are thought to be at risk. This duty extends to the identification of abuse, poor practice by internal staff, volunteers and Elected Council Members as well as allegations brought to the attention of the Council by members of the public.

## Scope

This policy is for all staff (Permanent and Temporary), Elected Members of the Council and Volunteers. This policy also extends to persons, agencies carrying out duties on behalf of the Council.

In respect of safeguarding a 'child' is any person under the age of 18 years irrespective of their educational status or living arrangements. This includes unborn children.

In respect of safeguarding an 'Adult' (Formerly Adult at Risk or Vulnerable Adult) is any person over the age of 18 who meets the criteria of:

- a) Has the need for care and support
- b) Is experiencing or is at risk of experiencing abuse or neglect
- c) As a result of those care needs is unable to protect themselves from the either the risk of, or the experience of, abuse or neglect.

Carers of those persons meeting the above criteria are also entitled to an assessment for appropriate support.

This policy provides guidance to safeguard Children and Adults in line with the Working Together to Safeguard Children guidance and the Care Act 2014. The three components of this are;

- A duty to protect Children from maltreatment
- A duty to prevent impairment
- A Duty to safeguard adults in accordance with the Care Act 2014

Abuse and Neglect are forms of maltreatment and can either be the infliction of harm or the failure to prevent harm. Mid Sussex District Council intends to safeguard Children and Adults from the following types of abuse

- Physical Abuse
- Sexual Abuse and Child Sexual Exploitation
- Emotional Abuse
- Neglect
- Modern Slavery and Human Trafficking
- Financial Abuse
- Bullying
- Radicalisation
- Cyber Abuse
- Female Genital Mutilation

In addition to safeguarding from abuse Mid Sussex District Council will work to promote the welfare and wellbeing of Children and Adults living in the community. Mid Sussex District Council will promote the welfare of children by creating opportunities for them to have best chance to thrive. This will include the promotion of;

- Physical, mental and emotional health

- Protection from harm and neglect
- Education and training
- Social and economic wellbeing

The Council supports the rights of Adults to make decisions based on personal choice and self-determination with the premise that safeguarding should be 'made personal' as detailed in the Care Act 2014.

Mid Sussex District Council will achieve its responsibilities to safeguard Children and Adults by;

- Respecting and promoting the rights, wishes and opinions of Children and Adults in the communities served by the Council.
- Raising awareness about safeguarding and our responsibilities within the communities and within the Council.
- Having a formal process for the notification to other agencies about potential abuse.
- Responding to allegations of abuse or misconduct in line with this policy and LSCB/SAB guidance following where appropriate relevant disciplinary and appeals procedures.
- Promoting and implementing the procedures as detailed in the Safeguarding Children and Adults Policy. This includes training, safer recruitment and responding to allegations of abuse.
- Completion and monitoring of Section 11 audits in accordance with Children's Act 2004.
- To regularly review this policy in line with developments in Local and National Policy including learning from Serious Case Reviews.

### **Key guidance and Legislation**

Mid Sussex District Council fulfils its safeguarding responsibilities in accordance with the guidance detailed in the following documents

- Working Together to Safeguard Children (2015) A guide to inter-agency working to safeguard and promote the welfare of children. HM Gov
- The Care Act (2014)
- What to do if you are worried a child is being abused (2006)
- The Children Act (2004)
- "No Secrets" Department of Health (2000)
- Information Sharing (2008)

The Safeguarding Children and Adults policy also supports the Mid Sussex District Council internal working policies. Details of these can be found on The Wire for internal staff or on the Mid Sussex District Council Website. This Policy should be read in conjunction with internal policies available on The Wire

Lone Working Policy  
Whistleblowing Policy  
Information Sharing Protocols

Disciplinary Policy and Procedure  
Members Code of Conduct  
Officers Code of Conduct

**Mid Sussex District Council Prevent Duty**

The Prevent Strategy (2011) forms part of the overall UK counter terrorism strategy. Mid Sussex District Council has a statutory duty to ensure that frontline staff have an understanding of Prevent, are trained to recognise vulnerability of being drawn into terrorism and are aware of the correct reporting mechanism for concerns.

- Mid Sussex District Council will provide training for staff and a clear mechanism for reporting concerns via the Prevent Lead and Designated Officers.
- Mainstream the Prevent duty so it becomes part of the day-to-day work of the authority and in particular children's' safeguarding.
- Mid Sussex District Council is represented on the Multi Agency Risk Group to ensure effective Partnership working across the locality including the sharing of relevant local information.

Further detail regarding signs of vulnerability to radicalisation and action to take can be found in Appendix 1

**Organisational Accountability and Structure**

Accountability for safeguarding lies with the Chief Executive as detailed in the Children's Act 2004 and the Care Act 2014. The Council has delegated this responsibility to the following organisational structure

**Head of Digital and Customer Services – Corporate Lead for Safeguarding**

- The Corporate Lead for Safeguarding is responsible on behalf of the Chief Executive for leading the implementation of the work programme for Safeguarding within the Council
- The Lead for Safeguarding at Mid Sussex will attend the LSCB as a board member and reports to the Executive Board for District and Boroughs.

**Cabinet Member** - The Elected Member of the Council responsible for safeguarding Children and Adults is the Cabinet Member for Health and Community.

**Lead Safeguarding Officer** - Mid Sussex District Council has a Lead Safeguarding Officer (0.6wte) with responsibility for representing the Council at the District and Boroughs Safeguarding Group, LSCB/SAB Sub Groups and co-ordinating training, referrals and campaigns related to safeguarding undertaken by the Council. The Lead Safeguarding Officer will also co-ordinate the internal Safeguarding Working group and support the Designated Safeguarding Officers.

**Designated Safeguarding Officers** – Each Business Unit have a Designated Safeguarding Officer who holds responsibility for ensuring that all safeguarding concerns are reported to the relevant agencies in accordance with the Safeguarding Policy and that the information is reported correctly. Details of the Designated Safeguarding Officers will be displayed within each department.

**Business Unit Leaders**

Business Unit Leaders should ensure that all staff they have line management responsibility for;

- Have read and understood the policy as part of their induction and are able to access it for reference.
- Are aware of and have understood their role in terms of reporting concerns and the correct channels for reporting.
- Have undertaken the appropriate safeguarding training appropriate to their role.
- Have an understanding of the policy and procedures

### **Safer Recruitment**

Mid Sussex District Councils Recruitment and Selection procedures are in accordance with the principle of safer recruitment. This includes the process of ensuring all necessary checks are carried out on staff and Elected Members of the Council.

Safeguarding and the use of DBS (Disclosure Barring Service) reporting is detailed in job descriptions and at interview (role specific). All employees are required to undertake mandatory safeguarding training and are expected to apply their knowledge as a part of their working practice.

In accordance with DBS procedures Mid Sussex District Council will report to DBS any individuals who through the course of recruitment checks have a record for having caused harm to a Child or Adult.

Detailed information on the Disclosure Barring Service is available on The Wire for internal staff

### **Training and Development**

Mid Sussex District Council supports the development and training needs of its staff to ensure they can fulfil their duties and to ensure that the safeguarding policy is implemented effectively.

Mid Sussex District Council provides tiered training for staff appropriate to role.

Tier	Target group	Frequency
Tier 1	Mandatory for all staff, volunteers and Elected Members of the Council.	3 yearly
Tier 2	Staff with an enhanced level of engagement with the community	2 Yearly
Tier 2	Elected Member Training	2 Yearly
Tier 3	Designated Officer Training	2 Yearly

Additional training on relevant subjects related to safeguarding can be provided by internal or external providers as appropriate.

Staff training and development needs should be identified at induction, probationary period reviews and annual Personal Development Reviews. Training will also be reviewed in line with relevant

legislation changes. Training will be facilitated internally or through accredited external providers depending on subject matter and relation to job description. There will also be updates provided to staff relevant to any local or national policy changes.

### **Information Sharing**

Mid Sussex District Council works to the information sharing guidance in reference to safeguarding as detailed in the following legislation and Information Sharing Protocols;

‘Care Act 2014’ HM Gov 2014

‘Information Sharing – Advice for practitioners providing safeguarding services to Children, Young People, Parents and Carers’ HM Gov March 2015

The Council is committed to working effectively with partner agencies in order to achieve the best outcomes for Children and Adults in relation to safeguarding.

In accordance with Data Protection Act 1998 information will only be shared without consent when there is a need to safeguard, prevent a crime, comply with a lawful court order or to discharge an overriding duty of care.

All communication with external agencies regarding safeguarding containing personal or sensitive information will be sent via secure GCSX email or secure encrypted email. Any information sent without the use of GCSX/encryption constitutes a data protection breach and will be addressed accordingly through internal structure.

Records related to safeguarding will be kept on the internal secure server for the purpose of audit.

Information requests related to safeguarding will be managed by the Senior Designated Data Protection Officer and recorded in accordance with Local and National Policy.

### **External Organisations**

Mid Sussex District Council provides funding for a range of services and projects. These providers are required to demonstrate that they are able to meet the safeguarding requirements as directed by the Council in line with the Safeguarding responsibilities. This will include providing evidence of appropriate safeguarding policies and procedures, evidence of safer recruitment practice and training for staff and volunteers and ongoing commitment to safeguarding within their organisation.

### **Procurement**

Contractors or organisations working with or on behalf of the Council will need to demonstrate evidence of their ability to meet the Councils requirements for safeguarding. All contracts which involve services which are likely to encounter Children or adults must comply with the procurement risk assessment policy

Evidence of compliance with the risk assessment policy must be provided at the point of tender and may be subsequently checked periodically through the course of the contract.

[Integrating Safeguarding of Children, Young People and Vulnerable Adults into Procurement](#)

This information is also available on The Wire.

### **Mid Sussex District Council Safeguarding Children and Adults Procedures**

Mid Sussex District Council safeguarding procedures detail the actions that should be taken by staff, Elected Members and volunteers in the case of alleged, disclosed or suspected abuse. Staff, Elected Members and volunteers may come across suspected abuse or concerns about a person's safety through part of their daily work or through a third party concern. Some roles (Housing, Environmental Health, Benefits or Performance and Partnership Staff) will have a higher level of interaction with the public and therefore will be well placed to identify and raise concerns. All staff have a responsibility to raise concerns regardless of job role.

The primary responsibility of Staff, Elected Members or Volunteers is to ensure that any information is conveyed to the appropriate Designated Officer to then discuss the most appropriate course of action or referral to relevant authorities.

### **Responding to allegations/disclosures or concerns about abuse.**

#### **Disclosure or allegations of abuse**

- Remain calm and be sensitive. Listen, but do not ask leading or probing questions.
- Inform the individual that you will need to discuss this with one of the Councils Designated Officers and depending on the information disclosed with the MASH/Adult Care point and the Police.
- Document your observations and the content of the disclosure. Documentation should be factual rather than your opinion.
- Contact your Designated Officer or the Lead Safeguarding Officer at the earliest opportunity.

### **Allegations against staff, Elected Members of Council or Volunteers.**

Any allegation of abuse, harassment, inappropriate conduct or poor practice against staff, Elected Members or Volunteers should be reported to the person's line manager, Lead Safeguarding Officer and to the Lead Allegations Manager who is the Corporate Lead for Safeguarding.

An internal investigation will take place in accordance with Councils disciplinary procedures. This may result in suspension from duty whilst the investigation takes place. Depending on the outcome of the investigation the case may be referred to Children or Adult Services including the Police for further investigation. The Council will make every effort to ensure that confidentiality is maintained for all concerned and that information is stored in line with data protection guidelines.

Allegations of poor practice or conduct will be dealt with through the Personnel and Line management structure and the Councils disciplinary policy if appropriate.

### **Allegations against an Elected Member of the Council**

If the complaint refers to an Elected Member of the Council the Lead Allegations Manager in consultation with the Solicitor to the Council will investigate, refer the case to the appropriate services and address it through the Councils Elected Standards Committee.

### **Allegations relating to Child Sexual Exploitation (CSE)**

Mid Sussex District Council is committed to the identification and disruption of Child Sexual Exploitation. Mandatory staff training covers the indicators of CSE and covers contact and non-contact sexual abuse. Training also references the risks attached to online grooming and CSE.

If the complaint or concern is related to Child Sexual Exploitation this can be referred via MASH. It can also be reported via Sussex Police on 101 quoting Operation Kite and this will be forwarded to the Safeguarding Investigations Unit.

### **Allegations relating to Modern Slavery**

The National Referral Mechanism (NRM) is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support. Local Authorities are classed as 'First Responders' If you have a concern or receive information relating to Modern Slavery or Human Trafficking you can report this through the Adult Carepoint or MASH for Under 18s.

The NRM form should be used if the victim is an adult and consents to provide their personal details and would like to receive Government funded specialist support, or for a child victim (where consent is not needed). NRM forms and associated guidance are available on the gov.uk website (<https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms>)

An MS1 form should only be used if the potential adult victim wants to remain anonymous and does not want specialist support (or if you are not able to contact the potential victim and do not know their personal details).

The MS1 form is available on the gov.uk website ([www.gov.uk/government/publications/duty-to-notify-the-home-office-of-potential-victims-of-modern-slavery](http://www.gov.uk/government/publications/duty-to-notify-the-home-office-of-potential-victims-of-modern-slavery)).

Forms should continue to be sent to the NCA Modern Slavery and Human Trafficking Unit (MSHTU) by email to [nrm@nca.x.gsi.gov.uk](mailto:nrm@nca.x.gsi.gov.uk) or by fax to 0870 496 5534.



## **Mid Sussex District Council Safeguarding Children Procedure**

You become aware of or suspect abuse of a person under 18 years

If the person is in immediate danger contact 999. If you contact Emergency Services inform your Designated Officer at the earliest opportunity

- Discuss with your Designated Officer or Lead Safeguarding Officer
- What are your concerns? (Refer to Appendix 1 for Types and indicators of abuse)
- Is this a Safeguarding issue that requires a referral to MASH? (Refer to the MASH Threshold Document – See Appendix 2)

**Decision - Following discussion with your Designated Officer: What type of referral do you need to make? Is this a safeguarding concern?**

### **Yes – this is a safeguarding concern**

**Contact MASH Multi Agency Safeguarding Hub**

**Tel: 01403 229900** [MASH@westsussex.gcsx.gov.uk](mailto:MASH@westsussex.gcsx.gov.uk)

- Complete the online MASH referral form – Ensure you give as much detail of the child, family, circumstances and concerns (Refer to threshold document)
- Send it to [MASH@westsussex.gcsx.gov.uk](mailto:MASH@westsussex.gcsx.gov.uk) **via secure GCSX email**
- MASH will assess the referral and allocate it to the appropriate team.
- Complete the internal SAF (Safeguarding Alert Form) form on the Safeguarding page of The Wire. In addition email a copy of the referral to [safeguardingenquiries@midsussex.gov.uk](mailto:safeguardingenquiries@midsussex.gov.uk)
- You will receive receipt of your referral and confirmation of the course of action from MASH. If you do not receive this please contact the Lead Safeguarding Officer for follow-up.
- If you are not satisfied with the response you receive from MASH please contact your Designated Officer or the Lead Safeguarding Officer for follow up.

If your concern is related to Child Sexual Exploitation you need to refer this to Operation Kite in addition to the MASH. Phone 101 and ask for Operation Kite.

If your concern is related to Modern Slavery/Human Trafficking contact the Lead Safeguarding Officer in order to report under the Modern Slavery Act. Details can be found on the Wire on the Safeguarding Pages.

### **No – this is not a safeguarding concern**

Do you have concerns that are not safeguarding?

Contact MASH on 01403 229900 or [MASH@westsussex.gcsx.gov.uk](mailto:MASH@westsussex.gcsx.gov.uk) to discuss whether a referral to Integrated Prevention and Earliest Help (IPEH) would be appropriate. You can refer via MASH but please clarify it is for IPEH

## **Mid Sussex District Council Safeguarding Adults Procedure**

You become aware of or have a concern about an adult experiencing or at risk of experiencing abuse.

If the person is in immediate danger contact 999. If you contact Emergency Services inform your Designated Officer at the earliest opportunity.

- Discuss with your Designated Officer – What are your concerns?
- Does the person have needs for care and support?
- Is experiencing or is at risk of experiencing abuse or neglect?

Making it personal – Have you spoken to the person about your concerns? (Refer to Appendix 1 for Types and indicators of abuse) What do they want to happen? Have they given consent for a referral to be made?

**Decision - Following discussion with your Designated Officer: What type of referral do you need to make? Is this a safeguarding concern?**

### **Yes - this is a safeguarding concern**

**Adult Carepoint – 01243 642121 (You can use this number out of hours)**

- Contact the Adult Care point Complete the online form - <https://www.westsussex.gov.uk/social-care-and-health/how-to-get-social-care-help/adults/raise-a-concern-about-an-adult/>
- Complete the online Carepoint referral form – Ensure you give as much detail of the person, circumstances and concerns
- Carepoint will assess the referral and allocate it to the appropriate team.
- Complete the internal SAF (Safeguarding Alert Form) form on the Safeguarding page of The Wire. In addition email a copy of the referral to [safeguardingenquiries@midsussex.gov.uk](mailto:safeguardingenquiries@midsussex.gov.uk)
- You will receive receipt of your referral and confirmation of the course of action from Carepoint. If you do not receive this please contact the Lead Safeguarding Officer for follow-up.
- If you are not satisfied with the response you receive from Carepoint please contact your Designated Officer or the Lead Safeguarding Officer for follow up.

If your concern is related to Modern Slavery/Human Trafficking contact the Lead Safeguarding Officer in order to report under the Modern Slavery Act. Details can be found on the Wire on the Safeguarding Pages.

**No - this is not a safeguarding concern**

If you have concerns that are not safeguarding but you the person would benefit from further assessment or support

Mid Sussex Prevention Assessment Team – Service for adults and older people with unmet health, psychological, functional or environmental needs to improve quality of life.

Phone: (01403) 229510

Email: [pat.north@westsussex.gov.uk](mailto:pat.north@westsussex.gov.uk) (This is not secure so do not send confidential personal details)

Or

Mid Sussex Wellbeing Hub – Service for adults and families who need health and wellbeing services.

Telephone: 01444 477191 (Monday to Thursday 9am – 5pm, Friday 9am – 4pm)

**Mid Sussex District Council Safeguarding Allegation Management Procedure**

You become aware of an allegation of abuse, poor practice or conduct relating to a member of Council staff, Elected Member of the Council or Volunteer working on behalf of the Council. This allegation may be directly or via a third party. If there is a child or adult in immediate danger contact 999

**Staff Member, Volunteer or staff working on behalf of the Council**

- Report the allegation or concern to the person's line manager and the Lead Safeguarding Officer/Lead Allegations Manager at the earliest opportunity.
- Document the information, your observations and concerns – Document facts not opinions.
- Maintain the confidentiality of the reported victim and alleged perpetrator within the organisation.

### **Elected Member of Council**

If the allegation relates to an Elected Member of the Council this should be reported directly to the Allegations Manager for Mid Sussex District Council which is the Corporate Lead for Safeguarding

- Report to the Corporate Lead for Safeguarding who in conjunction with the Solicitor for the Council will investigate and take necessary action.
- Document the information, your observations and concerns – Document facts not opinions.
- Maintain the confidentiality of the reported victim and alleged perpetrator within the organisation.

## **Appendix 1**

### **Types of abuse and indicators of potential abuse**

<b>Types of Abuse</b>	<b>What indicators might suggest possible abuse</b>
<p><b><u>Physical Abuse</u></b></p> <p>Physical Abuse may involve varying forms of physical assault including hitting, scalding, burning or any action which causes physical harm to a child. Physical harm may also be caused when a parent of carer fabricates symptoms or deliberately induces illness in a child.</p>	<ul style="list-style-type: none"><li>• Unexplained or suspicious injuries – cuts, bruises, burns – especially if situated in a place you would not expect.</li><li>• Inconsistent history/stories to injuries</li><li>• Repeated incidents of injuries occurring</li><li>• Child or Adult describing an incident or abusive act they have experienced</li><li>• Changes in mood – quiet or withdrawn, angry or disruptive</li><li>• 3<sup>rd</sup> party reporting – somebody stating they believe someone has been subjected to physical abuse.</li></ul>
<p><b><u>Neglect</u></b></p> <p>Neglect refers to the persistent failure to meet basic physical and/or psychological care needs of the child which are likely to result in serious impairment of the child's health or development. Neglect can occur prior to birth as a result of maternal self-neglect or</p>	<p><b>In the unborn child</b> – mother who is suffering from abuse herself, maternal substance misuse, maternal self-neglect, maternal disengagement from statutory services.</p> <p><b>In Children</b></p>

<p>substance misuse. Neglect can be the following;</p> <ul style="list-style-type: none"> <li>• Failure to provide adequate food, clothing or shelter.</li> <li>• Failure to protect child from physical or emotional harm.</li> <li>• Failure to ensure adequate supervision (including use of inadequate care givers)</li> <li>• Failure to ensure access to appropriate medical care of treatment.</li> <li>• Failure to ensure access to appropriate education and development.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of physical neglect – inadequate clothing, weight loss, poor self care – unkempt, poor hygiene, tooth decay,</li> <li>• Children left unsupervised or with persons unable to effectively and safely supervise the</li> <li>• School attendance poor or spending extended periods at school as unable to return home</li> <li>• Reports of poor living conditions, lack of nutrition, lack of engagement socially and developmentally.</li> <li>• Persistent failure to attend planned appointments with health professionals or statutory services – housing, school etc</li> </ul>
<p><b><u>Sexual Abuse</u></b></p> <p>The act of forcing or enticing a child to take part in sexual activities. This does not necessarily have to occur with the child present. It can happen online. Sometimes the child may not realise what is happening to them is abuse. There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse.</p> <p><b>Contact abuse</b> involves touching activities where an abuser makes physical contact with a child, including penetration. It includes:</p> <ul style="list-style-type: none"> <li>• sexual touching of any part of the body whether the child's wearing clothes or not</li> <li>• rape or penetration by putting an object or body part inside a child's mouth, vagina or anus forcing or encouraging a child to take part in sexual activity</li> <li>• making a child take their clothes off, touch someone else's genitals or masturbate.</li> </ul> <p><b>Non-contact abuse</b> involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes:</p> <ul style="list-style-type: none"> <li>• encouraging a child to watch or hear sexual acts</li> <li>• not taking proper measures to prevent a child being exposed to sexual activities by others</li> <li>• meeting a child following sexual grooming with the intent of abusing them</li> <li>• online abuse including making, viewing or distributing child abuse images</li> <li>• allowing someone else to make, view or</li> </ul>	<ul style="list-style-type: none"> <li>• Statements by self or others that Sexual Abuse has occurred</li> <li>• Increase in non age appropriate sexual awareness</li> <li>• Engaging in sexually explicit behaviour in games</li> <li>• Mistrust of adults with whom you would normally expect a normal engaged relationship.</li> <li>• Physical indicators – bruising, genital injury, sexually transmitted infections or pregnancy.</li> <li>• Deterioration in mental health – low mood, anxiety, self harm.</li> </ul>

<ul style="list-style-type: none"> <li>• distribute child abuse images</li> <li>• showing pornography to a child</li> <li>• sexually exploiting a child for money, power or status (child exploitation).</li> </ul> <p>Perpetrators of sexual abuse can be both male and female. Sexual abuse can be perpetrated by other children. It is worth noting that 90% of reported sexual abuse cases were perpetrated by someone known to the child.</p>	
<p><b><u>Child Sexual Exploitation</u></b></p> <p>Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability. (HM Gov, 2009)</p> <p>Child Sexual Exploitation affects children and young people across all communities and backgrounds. It equally affects males and females. Particular groups are more vulnerable and the most vulnerable time is between the age of 13-15.</p>	<ul style="list-style-type: none"> <li>• Change in mood and behaviour</li> <li>• Going out with no explanation and not returning home for extended periods of time</li> <li>• Secrecy about new friends, older friends</li> <li>• Lack of interest in previous activities/hobbies</li> <li>• Truancy</li> <li>• Unexplained gifts/phones or phone credit/clothes</li> <li>• Drug and alcohol use</li> <li>• Physical signs such as self-neglect, evidence of bruising/assault, Sexually transmitted infections,</li> <li>• Deterioration in mental health – low mood, self-harm, suicidal thoughts</li> <li>• It is worth noting that many of these signs can be similar to normal teenage behaviour however it is important to consider CSE in the context of a young person presenting with these behaviours</li> </ul>
<p><b><u>Emotional Abuse</u></b></p> <p>Emotional abuse refers to 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 making a child feel that they are worthless and unloved, inadequate. This can be through verbal interaction, through age or developmentally inappropriate expectations or through being unwilling to hear the views of the child. It may also involve overprotection of a child which</p>	<ul style="list-style-type: none"> <li>• Evidence of poor self esteem, deterioration in mental state – low mood, self harm, thoughts of suicide</li> <li>• Difficult engaging in healthy relationships – peer and with adults.</li> <li>• Incidents of aggressive behaviour towards peers.</li> <li>• Overly affectionate relationships with adults i.e. teachers,</li> </ul>

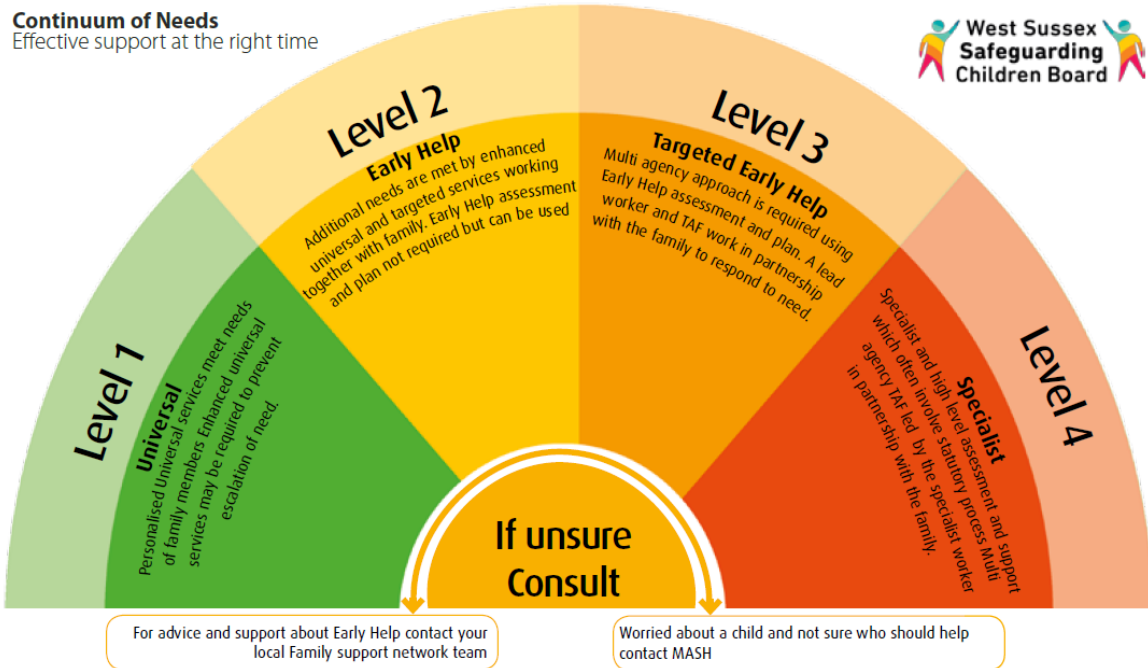
<p>prevents them from meeting normal developmental milestones and engaging in social interaction. It may be bullying which causes the child to frequently feel frightened, unsafe or exploited. It could be argued that all forms of abuse have some form of emotional abuse involved.</p>	
<p><b><u>Human Trafficking and Modern Slavery</u></b></p> <p>Children and adults are brought into the country or moved around the country for a number of reasons. They may be victims of Child Sexual Exploitation, subjected to modern slavery – domestic servitude, sex work, engagement in criminal activity, benefit fraud or forced marriage.</p>	<ul style="list-style-type: none"> <li>• Isolated from community – social groups, peers</li> <li>• Unregistered with GP, Dentist, Nursery, School,</li> <li>• Is not aware of their geographical location</li> <li>• Has falsified documents or no access to documents.</li> <li>• Has no access to their parents or is in an unclear living situation</li> </ul>
<p><b><u>Female Genital Mutilation</u></b></p> <p>Female Genital Mutilation is illegal in the UK. It is also expected that if someone is suspected to have experienced or is at risk of being subjected to FGM. This must be reported to both Children’s Services and the Police. FGM is the partial or full removal of the external female genitals. It is a dangerous and abusive procedure.</p> <p>Any procedure involving female genitals performed on females under 18 for non-medical purposes is considered to be FGM – This therefore includes Genital Piercing and intimate tattooing.</p>	<ul style="list-style-type: none"> <li>• Child referring to a procedure that will symbolise the commencement of womanhood</li> <li>• Family have made reference to being in favour of FGM and have a child of the age where FGM is performed.</li> <li>• Non consent of family for child receiving school based education around FGM</li> <li>• References to an older female relative visiting or an organised trip home often at the commencement of the summer holidays.</li> <li>• Following FGM – Urinary difficulties or physical complications as a result of procedure.</li> <li>• Mental Health Difficulties as a result of trauma</li> </ul>
<p><b><u>Radicalisation</u></b></p> <p>The PREVENT strategy is part of the government’s overall strategy to prevent the development of terrorism and to prevent people from being drawn into terrorism. The Prevent strategy engages sectors and institutions where there are risks of radicalisation or where those potentially at risk of radicalisation can be identified. These definitions are taken from the HM Government Prevent Strategy 2011.</p> <p><b>Radicalisation</b> is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist activity.</p> <p><b>Extremism</b> is vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and</p>	<p>Those at risk of being radicalised may have particular vulnerabilities</p> <ul style="list-style-type: none"> <li>• Experiences of racism or discrimination</li> <li>• Social and/or cultural isolation</li> <li>• Personal factors – Family tensions, sense of dissociation from friendships and becoming involved with new group.</li> <li>• Questioning self around faith, identity and belonging</li> <li>• Experiences of migration,</li> <li>• Experience of community tensions,</li> <li>• Concerns with wider national and international events</li> <li>• History or engagement in criminality – Experiences of imprisonment, poor settlement/reintegration</li> </ul>

<p>tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of the armed forces.</p> <p>There is no such thing as a 'typical extremist' and people from all backgrounds and experiences can be susceptible to this type of abuse. Radicalisation can occur in respect of both Islamic State organisations and Far right movements.</p> <p>Some of the vulnerabilities listed can be appropriate to adolescent behaviour and do not necessarily indicate radicalisation however within context particular groups may be more at risk.</p>	<ul style="list-style-type: none"> <li>• Having a Learning Disability or Mental Health issue can be an additional vulnerability</li> <li>• Are they accessing extremist ideological, political or religious material online or in their possession?</li> <li>• Are they vocalising support for extremist movements and their activities?</li> <li>• Are they looking at or vocalising plans to travel to areas of conflict?</li> <li>• Has there been a change in their belief system, lifestyle choices, dress choice, values?</li> <li>• Is the person becoming dissociated from their usual support network – family, friends, education, and employment?</li> </ul>
<p><b><u>Organisational Abuse</u></b></p> <p>Repeated instance of poor or inappropriate care may be an indicator of persistent care failure referred to as 'organisational abuse' Organisational abuse occurs when an organisations systems and processes and/or management fails to safeguard children or adults leaving them at risk of harm or causing harm.</p>	<ul style="list-style-type: none"> <li>• Inadequate policies and procedures leaving either children or vulnerable adults at risk of abuse or neglect.</li> <li>• Failure to provide adequate care/supervision</li> <li>• Single or repeated incidents of poor practice which impact on peoples care and wellbeing.</li> <li>• Concerns raised by third parties about standards of care.</li> </ul>
<p><b><u>Self Neglect</u></b></p> <p>Self neglect is the inability to maintain a socially and culturally acceptable standard of self care. This also includes neglect of physical and mental health conditions leading to detrimental impact on self.</p>	<ul style="list-style-type: none"> <li>• Unable or unwilling to provide adequate care for themselves</li> <li>• Unwilling or unable to meet their care needs. Declining essential support with regards to health and safety</li> <li>• Living in an unclean or unsafe environment which is a hazard to the health of themselves and those around them</li> <li>• Poor diet, nutritional intake inadequate or hazardous to health.</li> <li>• Poor personal hygiene which has the potential to be detrimental to health (for example foot care)</li> </ul>
<p><b><u>Financial Abuse</u></b></p> <p>Deliberate misuse of Child or adults money or material possessions. This includes theft, fraud, scamming and coercion in relation to finances or financial affairs. In Vulnerable adults this may be in relation to wills, property, inheritance and financial transactions. In younger people it can be that appropriation of finances and/or possessions,</p>	<ul style="list-style-type: none"> <li>• Unexplained inability to pay for household shopping or bills etc.</li> <li>• Withdrawal of large sums of money which cannot be explained</li> <li>• Missing personal possessions</li> <li>• Disparity between the person's living conditions and their financial resources.</li> <li>• Unknown or new persons becoming involved in day to day management of persons care and affairs. Unusual and extraordinary interest and involvement in the vulnerable adult's assets.</li> </ul>



## Appendix 2

### Multi Agency Safeguarding Hub (MASH) Continuum of Need



Children, young people and their families can require support from services that respond to different levels of need across the continuum from Universal to Specialist support. The challenges of family life can mean that some children and families will move between different levels of support. Local Safeguarding Children Board are committed to ensuring that this journey is supported by effective partnership working informed by good assessments and managed with care providing simple communication and clear accountability.

## Useful Contacts and Organisations

Corporate Lead for Safeguarding MSDC	Simon Hughes	01444 477243 (Via Rowan Sky) <a href="mailto:Simon.Hughes@midsussex.gov.uk">Simon.Hughes@midsussex.gov.uk</a>
Solicitor for the Council	Tom Clark	01444 477459
West Sussex MASH	Multi Agency Safeguarding Hub (U18s)	01403 229900 <a href="mailto:mash@westsussex.gcsx.gov.uk">mash@westsussex.gcsx.gov.uk</a>
West Sussex Care point	Adult Social Care	01243 642121 <a href="mailto:socialcare@westsussex.gov.uk">socialcare@westsussex.gov.uk</a>
West Sussex LSCB	Local Children's Safeguarding Board	0330 222 7799 <a href="mailto:lscb@westsussex.gov.uk">lscb@westsussex.gov.uk</a>
West Sussex SAB	Adult Safeguarding Board	01243 642121 <a href="mailto:safeguardingadultsboard@westsussex.gov.uk">safeguardingadultsboard@westsussex.gov.uk</a>
Operation Kite (CSE)	Sussex Police CSE Operation	101
NSPCC	Advice Line	0808 800 5000
Sussex Partnership Mental Health Line	24hr mental health support	0300 5000 101
Worth Services Domestic Abuse	Domestic Abuse Advisors	03302228181
Samaritans	24hr crisis support	116 123 or visit <a href="http://www.samaritans.org">www.samaritans.org</a>