Borough Council of Wellingborough
Safeguarding Policy

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1. Introduction

The Borough Council of Wellingborough (the council) is committed to delivering a service that promotes good practice and protects children and vulnerable adults from harm.

Section 11 of the Children Act 2004 places a duty on key persons and bodies to have arrangements in place to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children.

The Care Act 2014 sets out a clear legal framework for how local authorities and other parts of the health and care system should protect adults at risk of abuse or neglect.

The council recognises that the services it provides can bring its employees, elected members and others into both regular and ad hoc contact with children and vulnerable adults. As such they are in a position to observe outward signs of abuse.

In recent years the safeguarding duties placed on councils have been extended beyond safeguarding children and vulnerable adults to encompass domestic abuse and violence, child sexual exploitation, honour based abuse and forced marriage, female genital mutilation and Prevent (the Government’s counter terrorism strategy).

More recently responsibilities have been further extended to ensure the council has policies, procedures and practices to champion e-safety, and that policies are in place for disseminating learning from Domestic Homicide Reviews, Serious Case reviews and other reviews of this nature.

The council is not an investigative or intervention agency for the protection of vulnerable people. However safeguarding is everyone’s responsibility and through this policy the council and its representatives will report cases of abuse or suspected abuse through approved countywide procedures.

In carrying out these duties the council works in partnership with other agencies with a role to play in relation to the welfare of children, young people and vulnerable adults, aiming to ensure that they are protected against abuse, neglect and exploitation. This includes councils, schools, the police and health professionals. All have a duty in ensuring that women and girls in particular are protected from violence.

Scope

This policy and the appended procedures apply to anyone who undertakes activities on behalf of the council, including but not limited to employees, elected members, agency workers, contractors, agents, licence holders, volunteers and partners. It includes instances when home visits or site visits are made.

The information contained in this policy is not exclusive or exhaustive.
2. Definitions

(a) A child or young person is anyone under 18 years of age.

(b) A vulnerable adult is anyone over the age of 18 who is, or may be in need of community services, by reason of mental or other disability, age or illness and who is unable to take care of him or herself or protect him or herself against harm or exploitation.

A wider definition of abuse and the main signs are set out in Appendix 1

3. Aims of the policy

The overall purpose of this policy is to:

- Encourage a safe and healthy environment for children and vulnerable adults to engage with the council.
- Set out the council’s commitment to the Integrated Working Procedures adopted by the Northamptonshire Early Help Partnership, of which the council is a partner.
- Support the Northamptonshire Safeguarding Adults Board by raising any concerns and sharing information when requested
- Minimise the potential for abusive behaviour by the council’s own employees, elected members, contractors, agents, licence holders and volunteers, and safeguard and support them against false accusations.
- Embed this policy and appendices into the culture of the organisation and ensure all representatives of the council are aware of their responsibilities and adhere to the council’s policy and procedures.
- Set out the council’s arrangements for how suspected cases of abuse to children and vulnerable adults will be dealt with.
- Raise awareness of links to other concerns, such as domestic abuse, child sexual exploitation, e-safety, missing children and trafficking, and potential radicalisation.

The council recognises that:

- The term ‘children’ or ‘young people’ is used to refer to anyone under the age of 18 years
- The policy and appended procedures relate to representatives working for and on behalf of the council, including but not limited to employees, elected members, agency workers, contractors, agents, licence holders, volunteers and partners.
- Everybody has the right to protection from abuse. It is recognised that some people, including children and vulnerable adults, have protected characteristics under the Equalities Act 2010 and positive action may be required to help to protect them from abuse.
4. Safeguarding Arrangements

Statement of responsibility

Section 11 of the Children’s Act 2004 places certain responsibility on the council to have arrangements in place to have regard to the need to safeguard and promote the welfare of children. This includes suitable policies, procedures, training, reporting and review mechanisms to ensure that statutory obligations are fulfilled.

The Care Act 2014 sets out a similar requirement for how the council should protect adults at risk of abuse or neglect.

It is the responsibility of all to keep children and vulnerable adults free from harm and the council confirms its commitment to making sure that children and vulnerable adults are protected, and kept safe while they are being supervised by representatives of this council.

The council accepts the moral and legal responsibility to implement procedures; to provide a duty of care for children and vulnerable adults; safeguard their wellbeing and protect them from abuse when they are engaged in services organised and provided by the council.

The council is a partner within the Northamptonshire Early Help Partnership. The partnership provides the strategic lead for services to children and young people across the county. The Northamptonshire Thresholds and Pathways Framework, commissioned by the partnership aims to ensure consistent and structured approaches to the identification of early help and intervention for children and families across the county. The council will adhere to the Thresholds and Pathways Framework.

The council acknowledges that children and vulnerable adults are more susceptible to specific forms of risk, such as child sex exploitation or a tendency to be drawn towards radicalisation or terrorism. In these aspects, the council will ensure that procedures are in place to recognise the signs, minimise the risks and report any concerns.

The council will endeavour to safeguard children and vulnerable adults by:

a. adopting child and vulnerable adult protection guidelines through a code of conduct for employees and volunteers;

b. sharing information and good practice about safeguarding and staying alert to emerging threats;

c. sharing information about concerns with agencies who need to know and involving parents, carers and children appropriately;

d. taking appropriate action to respond to issues of child and vulnerable adult protection, which occur on the Council’s premises, activity schemes or involve representatives working for and on behalf of the council;
e. ensuring all employees, agency workers, and volunteers working for and on behalf of the council receive adequate training in the issues affecting safeguarding, and how to respond to such issues;

f. completing the annual ‘Section 11 audit’ and setting out an improvement plan to maintain high standards when dealing with actual or potential safeguarding issues;

g. engaging with the Northamptonshire safeguarding boards to enable the receipt and dissemination of learning from domestic homicide reviews, serious case reviews and other similar review processes;

h. ensuring that all contractors, grant holders, agents, licensees and others have policies, procedures and checks in place to minimise the risks and deal appropriately with safeguarding issues.

**Designated Safeguarding Officers**
Overall accountability for the safety and wellbeing of children when engaged in services organised by the council lies with the council's Chief Executive/ Head of Paid Service.

The Senior Human Resources Officer will oversee this policy and the appended procedures.
The Senior Management Team and Principal Managers will provide the appropriate support and advice for employees when dealing with cases.

The Principal Community Support Manager will be the designated single point of contact (SPOC) on an operational level.

**Monitoring and Review**
This policy will be reviewed bi-annually and updated/reviewed in line with changes in legislation and partnership procedures.

Appendix 1: Definitions and signs of Abuse

Child - A child is anyone under 18 years of age

Vulnerable Adult - A vulnerable adult is anyone over the age of 18 who is, or may be in need of community services, by reason of mental or other disability, age or illness and who is unable to take care of him or herself or protect him or herself against harm or exploitation.

This includes:

- People with a mental health problem or mental illness, including dementia
- People with a physical disability
- People with a sensory impairment
- People with a learning difficulty
- People who are frail and/or experiencing a temporary illness
- People with a substance misuse or an alcohol problem

There are several different categories of abuse officially defined in government guidance and these are central to safeguarding.

There are several sorts of abuse defined as follows:

Neglect - Ignoring medical or physical care needs, failure to provide access to appropriate medical care, and withholding the necessities of life, such as medication, adequate nutrition, adequate hygiene, clothing, funds and heating.

Physical – Including hitting, slapping, pushing, kicking, misuse of medication and unapproved restraint or restriction.

Sexual – For example rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting. Child sexual exploitation is illegal activity by people who have power over young people and use it to sexually abuse them.

Emotional or Psychological – For example treating a person in a way that was different because of their age and or cultural background; bullying, blaming, verbal abuse, insulting, harassing, deprivation of contact or privacy and denial of basic human rights, such as choice, privacy and dignity.

Discriminatory – Including racism, sexism, based on a person’s disability (vulnerability) and other forms of harassment or similar treatment.

Financial – Misappropriating money, valuables or property, forcing changes to a will, preventing access to money, property, possessions, inheritance or theft.
**Institutional** – Mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution. This can be through isolated or repeated acts of poor or inadequate care. Institutions may include registered residential and nursing homes as well as settings such Day Centres, Hospitals, Sheltered Accommodation or Supported Living.

Indicators may include things such as loss of weight, unexplained injury or unexplained change in personality.

**How to Recognise Signs of Abuse**

It is not the responsibility of the employees or volunteers who are co-ordinating events and activities to decide that abuse is occurring, but it is their responsibility to act on any concerns.

The following list is not exhaustive but may help employees and volunteers to recognise possible indicators of abuse.

However, the presence of one or more of the indicators is not proof that abuse is actually taking place.

- Unexplained or suspicious injuries eg bruising, cuts or burns (particularly if situated on a part of the body not normally prone to such injuries)
- An injury for which the explanation seems inconsistent
- The child or vulnerable adult described what appears to be an abusive act involving him/her
- Someone else (a child or adult) expresses concern about the welfare of another child or vulnerable adult
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outburst of temper)
- Inappropriate sexual awareness
- Cyberbullying and internet harm
- Informal exchange of sex for attention accommodation, gifts or cigarettes
- Engaging in inappropriate sexually behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty making friends
- Is prevented from socialising with other children or vulnerable adults
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.
Appendix 2: Definitions and signs of Child Sex Exploitation (CSE)

What is sexual exploitation?

Sexual exploitation is a form of sexual abuse, in which a young person aged under 18 years is manipulated or forced into taking part in a sexual activity. This could be as part of a seemingly consensual relationship, or in return for attention, affection, money, drugs, alcohol or somewhere to stay.

The young person may think that the abuser is their friend, or even their girlfriend or boyfriend. But they will put them into dangerous situations, forcing the young person to do things they don’t want to do, or are not appropriate for a child. The abuser may physically or verbally threaten the young person, or be violent towards them. They will control and manipulate them, and try to isolate them from friends and family.

Who does it affect?

The victims of abuse are not at fault; abusers are very clever in the way they manipulate and take advantage of the young people.

This type of abuse could happen to any young person from any background. It happens to boys and young men as well girls and young women.

The children who are at most risk of being targeted by perpetrators are children who:

- Are frequently missing from school, home or residential care
- Are vulnerable due to living in neglectful households
- Have been separated or trafficked
- Are unaccompanied and seeking asylum
- Are living in residential care

How does it happen?

Often an abusing adult will befriend the young person and make them feel special by buying them gifts or giving them lots of attention. They may be targeted in person or online. Sexual exploitation can also occur between young people of a similar age.

In most cases, the abuser will have power of some kind over the child. It may be that the abuser is older or more emotionally mature, physically stronger, or that they are in a position where they are able to control the young person.
What are the signs?

Children and young people who are the victims of sexual exploitation often do not realise that they are being exploited.

However, signs can include:

- Going missing for periods of time or regularly returning home late
- Regularly missing school or not taking part in education
- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older girlfriends or boyfriends
- Mood swings or changes in emotional wellbeing
- Drug and alcohol misuse
- Displaying inappropriate sexualised behaviour

What can I do?

As a professional coming into contact with children and young people, you may have opportunities to identify issues early, and so it is important that you familiarise yourself with the signs that a young person is being exploited, and to make sure you know the procedure to follow if you have concerns about a young person:

- **Jot down the main information points and transfer onto a disclosure form at the earliest opportunity**
- **Tell your line manager**
- **Line manager to complete corporate spreadsheet and refer to the Multi Agency Safeguarding reporting Hub – the child safeguarding team**
- **Or contact the Police in an emergency**
Appendix 3: Safeguarding Code of Conduct for Employees and Volunteers

All employees and volunteers working at the Borough Council of Wellingborough will probably come into contact with children and vulnerable adults through;

- Directly working with children and vulnerable adults
- Home or site visits conducted by officers
- Young people (under 18 years of age) and vulnerable adults working or volunteering at the council.

Under no circumstances should staff:

- Engage in inappropriate behaviour or contact which is physical, verbal or sexual
- Make suggestive remarks or threats, even in fun
- Form a relationship with a child or vulnerable adult that is an abuse of trust
- Create an unacceptable situation within a relationship of trust eg a sexual relationship with a child or vulnerable adult, even if that person is over the age of consent.

Always

Think first; remember someone else might misinterpret your actions, no matter how well-intentioned.

Working guidelines

To ensure children, vulnerable adults and employees are protected we provide these guidelines to be observed when working.

As an employee you should:-

- Treat vulnerable people with dignity, respect and equality
- Allow children and vulnerable adults to query any instructions you give them, be patient and explain why we do things the way we do
- If they have any concerns you cannot deal with, ensure your supervisor or line manager is informed
- Always respect a person’s right to personal privacy
- Avoid being drawn into inappropriate attention seeking behaviour
- Young people regard adults as role models, so set them an example you would wish them to follow. Ensure your behaviour, language and gestures are above reproach.
• Never place yourself in a compromising position, do not work alone with a child or vulnerable adult; ensure there are always colleagues around to observe what is happening.

• If you see something happening which seems inappropriate you must report it to your line manager.

Lone working
The Council’s approved Lone Working safety note and individual service section risk assessments apply.

Home visits
Officers making home visits must ensure there are adults in attendance before entering the home. Do not enter a home where only young people are present. If young people are in the home on their own, an alternative time to visit should be made.
Appendix 4: Safeguarding Reporting Procedures

Officers who come into contact with the public may see something that raises their suspicions of a child or vulnerable adult being abused (mentally, physically or sexually).

Do not let allegations, suspicions, or concerns about abuse go unreported.

<table>
<thead>
<tr>
<th>Taking effective action to deal with abuse in the community</th>
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</thead>
<tbody>
<tr>
<td><strong>Concerns raised by employees about abuse in the community</strong></td>
</tr>
<tr>
<td>• Jot down the main information points and transfer onto a disclosure form at the earliest opportunity</td>
</tr>
<tr>
<td>• Tell your line manager</td>
</tr>
<tr>
<td>• Line manager to complete corporate spreadsheet and refer to MASH or NCC adults if appropriate</td>
</tr>
<tr>
<td>(certain services receive more cases and suitably trained staff will make direct referrals)</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Reporting suspected cases of abuse by a member of staff</th>
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<tbody>
<tr>
<td><strong>Concerns raised by a council employee about a council employee, volunteer, agent, contractor or licence holder</strong></td>
</tr>
<tr>
<td>• Refer to Whistleblowing policy</td>
</tr>
<tr>
<td>• Write down concerns on disclosure form</td>
</tr>
<tr>
<td>• Refer case to your line manager or a senior manager</td>
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</tbody>
</table>

Line managers:
If a referral is deemed appropriate:
• complete the spreadsheet in the shared management drive
• follow the MASH or Adult safeguarding current procedures
Appendix 5: Responding to a safeguarding disclosure

All Council employees (including volunteers) are expected to recognise signs of abuse and know what to do if they are suspicious abuse is taking place.

It is also extremely important that Council employees and volunteers operate within the Code of Conduct contained in the Safeguarding Policy.

However, front line employees will have greater exposure to the general public and therefore have additional responsibilities. They may be approached with information that a child or vulnerable adult is being abused.

In such circumstances it is vital that appropriate action is taken immediately.

The person receiving the information needs to:

a) React calmly and in a sensitive manner
b) Allow the person time to speak
c) Listen carefully
d) Reassure the person that they have done the right thing by telling someone and this it is not their fault
e) Be honest with them and tell them that you have to talk to someone else who can help
f) Do not ask too many questions
g) Make a full written record of what has been said, heard and seen as soon as possible. A disclosure report form can be obtained from the intranet or the Human Resources team.
h) Remember that this is a confidential matter

It is important that the person receiving the information does not:

a) Show feelings of disgust, anger or disbelief as the disclosee may stop talking for fear of upsetting the person further
b) Interrupt or make suggestions
c) Ask probing or leading questions
d) Speculate or make assumptions
e) Make negative comments about the alleged abuser
f) Approach the alleged abuser
g) Make promises or agree to keep secrets
Confidentiality
This is a key issue. Whilst information should not be shared freely it should be shared with appropriate agencies to ensure that a child or vulnerable adult is not left unprotected.

If an individual suspects by what has been said that abuse has taken place, the individual should:

a) Record the information accurately and as soon as possible
b) Inform your line manager
c) Your manager will be responsible for any onward referral

The procedure is the same whether an employee or volunteer is suspicious abuse has taken place, or a disclosure has been made
Appendix 6: Dealing with a Missing Child or Vulnerable Adult

When children and vulnerable adults arrive at events and activities and are handed over by parents/carers, the employees and volunteers of the Borough Council of Wellingborough become in loco parentis. This means that the employees and volunteers take the place of the parents/guardian/carer and have a duty of care towards the children and vulnerable adults.

Employees and volunteers should act in accordance with the following guidelines:

- A register must be taken if parents/carers are leaving their children/vulnerable adult in the care of Council employees/volunteers.
- Children/vulnerable adults must be signed out when leaving the event or activity.
- Activities and events should be supervised with the correct employee/volunteer to participant ratio. (This information should be obtained from your line manager or by reference to the relevant professional governing body).

If it is thought that a child or vulnerable adult is missing, the following actions should be taken:

- Call a register/roll call to identify the missing individual

*Employees/volunteers co-ordinate the conduct of a search of the vicinity - ensuring that the remaining individuals are supervised at all times by employees/volunteers.*

- When an individual is reported missing there must be a maximum of twenty minutes before the police are called.
- The emergency contact detailed on the consent form should be called and informed of the situation.
- The relevant Principal Manager should be informed.
- If the police are called they will take the lead role in implementing their procedures. Employees/volunteers should make themselves available to assist.

The Police should keep those involved informed at all times.
Appendix 7: Photographic and Filming Equipment

Correct Usage

There is evidence that some people use activities and events as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. All employees and volunteers should be vigilant and act on any concerns.

There are 3 forms associated with using photographic filming equipment.

These are:

- **Application** to photograph, film or video a sporting event or activity involving children/vulnerable adults. This should be completed by a professional photographer.
- **Consent** form for the use of photographs, film or video recordings of children or vulnerable adults. This should be completed by the child/vulnerable adult, parent/guardian/carer.
- Photography/film/video footage **checklist**. Completed by Borough Council of Wellingborough employee.

Employees and volunteers involved in events and activities where photographic filming equipment is used must be familiar with the content of these forms and ensure that they are completed in advance of any event or activity taking place.

Professional Photographers

If professional photographers are commissioned to take photographs or film footage on behalf of an organisation it is important to ensure that:

- They are clear about the expectations of the organisation in relation to child and vulnerable adult protection issues.
- They are provided with a clear brief as to what is considered appropriate in terms of content and behaviour.
- They complete an [Application Form](#), available on the intranet or Human Resources.
- They are issued with a visitors badge on arrival at the premises and worn by them for the duration of the visit.

**In addition to the procedure for dealing with photographers the following must be completed:**

- Inform parents and carers that a photographer will be in attendance.
• Ensure that parents and carers consent to the taking and publication of films or photographs.

Checklist

• Managers should ensure that a photography/film/video footage Checklist is completed prior to any use of this type of equipment.
• Unsupervised one to one photo sessions must not be allowed
• No approval is given for photo sessions outside of the event or activity or at a child or vulnerable adult's home.

Section 3: Using Video Equipment

Correct Usage

It is not the intention to stop employees and volunteers from using video equipment as a legitimate teaching aid. However, participants and their parents/carers should be made aware that this is a part of the activity and / or teaching programme.

The guidelines for using photographic filming equipment, should be followed when using video equipment. The same consent forms and checklists need to be completed in advance of the event or activity.

Care should be taken:

• In the storing of films
• Permitting access to such films by others
Appendix 8: Supporting people vulnerable to violent extremism and radicalisation (the ‘Prevent’ agenda)

What is the ‘Prevent’ Agenda?

The Government’s ‘Prevent Strategy’ aims to stop radicalisation, reduce support for terrorism and violent extremism and discourage people from becoming terrorists.

The biggest threat is around groups seeking to radicalise and recruit people. This threat is greater among young people.

The council’s responsibility for safeguarding extends to preventing and protecting young people and vulnerable adults who are more susceptible to engagement by groups seeking to radicalise and recruit people.

Who does it affect?

Whilst anybody may be targeted, often it is young people or vulnerable adults who may have a number of vulnerability indicators.

How does it happen?

Often the recruiting groups spot the vulnerabilities in people and work to build a sense of trust by offering a ‘better way’. These groups can be extreme political groups as well as religious or terrorist groups.

The internet, in particular social media, is used as a channel not only to promote and engage, but also as a command structure. Often this promotion glorifies violence, attracting and influencing many people including children and young and vulnerable adults, and in extreme cases, radicalising them.

Research suggests that children and vulnerable adults can be trusting and not necessarily appreciate bias that can lead to them being drawn into these groups and adopting extremist views. In viewing this shocking and extreme content, they may become normalised to it.

What are the signs?

These early warning signs may or may not indicate a serious problem; they do not necessarily mean that a child or vulnerable adult is prone to violence towards themselves or others, but act as a basis to check concerns:

Identity crisis – distance from cultural/religious heritage; parent or carer who holds extremist views; recent religious conversion;
Personal crisis – family tensions; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; recent experience of traumatic events; graffiti symbols, writing or artwork promoting extremist messages or images;

Personal circumstances – migration, local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism; association with others who hold extremist views;

Unmet expectations – perceptions of injustice; feeling of failure; rejection of civic life;

Criminality – experiences of imprisonment; poor resettlement/reintegration; use of extremist or hate crime terms to exclude others or incite violence

What can I do?

As a council representative coming into contact with children and vulnerable adults, you may have opportunities to identify issues early, and so it is important that you familiarise yourself with the signs that a person is potentially being exploited with a view to drawing them into radicalism or terrorism, and to make sure you know the procedure to follow if you have concerns:

• Jot down the main information points and at the earliest opportunity, transfer onto a disclosure form (saved on the intranet under ‘safeguarding’)
• Tell your Principal Manager or section designated officer if you have one
• Principal Manager to ensure completion of the corporate spreadsheet (saved on the shared EMT drive) and ensure referral to the appropriate children or adult countywide safeguarding hub
• In an emergency, if you feel the person is in immediate danger of harm, call the Police.
• If you need extra guidance, contact the Principal Community Support Manager (Gill Chapman) on extn 1839
Appendix 9: Honour based abuse including forced marriage and female genital mutilation (FGM)

What is it?

**Honour based abuse** is violence in the name of honour, covering a variety of behaviours including crimes, mainly, but not exclusively against females. 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.

**Forced Marriage** is “a marriage conducted without the valid consent of both parties, where duress is a factor” (‘A Choice by Right’ HM Government 2000). One or both of the people may be forced to marry due to emotional pressure, intimidation, threats and/or physical abuse. The person is made to feel that unless they marry as instructed, they are bringing unacceptable shame and dishonour on their family. A marriage must be entered into with the full and free consent of both people. Everyone involved should feel that they have a choice.

**Female genital mutilation (FGM)** is defined by the World Health Organisation as “all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons”. The practice is not required by any religion. It can leave women and girls traumatised as well as in severe pain, cause difficulties in child birth, and in some rare cases it can lead to death.

Who does it affect?

**Honour based violence and forced marriage** can affect young and vulnerable people from families where there is a perceived need to:

- maintain the family’s honour in the eyes of the community
- control someone’s behaviour so that it meets the traditional expectations of a person’s family or community. For example, controlling unwanted behaviour and sexuality, particularly that of women, and preventing ‘unsuitable’ relationships
- peer group or family pressure
- protecting perceived cultural or religious ideals, which can often be misguided
- prevent relationships with individuals from outside one’s ethnic, cultural, religious or social group
- long-standing family commitments
- strengthen family ties with the community or extended family; sometimes in order to improve the family’s financial position
- ensuring land remains within the family
- preserve and maintain the family’s wealth
- maintain the order of marriage within siblings (in many cases it is customary for the oldest sibling to marry first)
- providing a carer for a disabled family member/reducing any perceived stigma of disability
- to help claims for residence and citizenship
Alongside information about a child's community or country of origin, there are a number of factors that can also be used to determine a child's potential level of risk of FGM:

• communities traditionally affected by FGM and who are less integrated into the UK may be at greater risk of carrying out FGM

• if a child's mother has undergone FGM, then any of her female children could also be risk

• any child with an older sibling who has had FGM can be considered at risk of the practice

• a child who is withdrawn from personal, social and health education or personal and social education could be at risk as parents may wish to keep her uninformed about the procedure and her rights

How does it happen?
For some families the most important thing is their cultural concept of honour. Honour or 'izzat' is the reputation and social standing of an individual, a family or a community and is based on judgements about the behaviour and morality of its female members. Honour based violence encourages violence towards family members who are considered to have dishonoured their family and is mainly directed towards female family members. It is a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community. It is rooted in domestic violence but is not necessarily carried out by just one person - family members, associates and members of the community are often involved, meaning that victims are at risk from their parents, families and community. It includes forced marriage, honour killings, extra control at home.

FGM is performed on women and girls at different ages, depending on the community or ethnic group that carries it out. In some cases the procedure is carried out on babies or infants, and in other cases is carried out as a 'rite of passage' at a later stage in a girl's life. FGM may be practised illegally by doctors or traditional health workers in the UK, or girls may be taken abroad for the operation.

What are the signs?
These early warning signs may or may not indicate a serious problem; they do not necessarily mean that a child or vulnerable adult is prone to violence towards themselves or others, but act as a basis to check concerns:

Risk factors: honour based violence and forced marriage
• family history of relatives gone missing, self-harm or suicide

• relatives making decisions on behalf of the victim

• victims may truant or have extended absences from school due to policing at home
• victims may report that they are being kept at home against their will
• there may be a decline in academic or work performance
• the victim may report threats to kill which tend to be credible
• victims may report they are being emotionally blackmailed
• victims may be isolated due to physical, financial or cultural barriers
• victims may suffer from depression, self harm or attempt suicide
• psycho-somatic symptoms
• emotional and/or physical abuse
• older siblings or relatives may have a history of forced marriage

Risk Factors: FGM
Professionals should also be aware of a number of other risk factors that can indicate that FGM may be about to happen, including:

• children may talk of having a long holiday to their country of origin where the practice is prevalent
• children talk of undergoing a “special procedure” or having a ceremony to “become a woman”
• parents state that a relative may be taking the child out of the country for an extended visit
• a child may confide in a teacher or another person if she is at immediate risk
• a professional may hear a reference to FGM in children’s conversation
• families may perform FGM when a senior female family member is in the country, particularly if she is visiting from their country of origin.


What can I do?

As a council representative coming into contact with children and vulnerable adults, you may have opportunities to identify issues early, and to make sure you know the procedure to follow if you have concerns:

Do not attempt to mediate between the young person and any of their family members. Mediation, reconciliation, and family counselling as a response to forced marriage can be extremely dangerous and put the young person at risk.
• Jot down the main information points and at the earliest opportunity, transfer onto a disclosure form (saved on the intranet under ‘safeguarding’)
• Tell your Principal Manager or section designated officer if you have one
• Principal Manager to ensure completion of the corporate spreadsheet (saved on the shared EMT drive) and ensure referral to the appropriate children or adult countywide safeguarding hub or the police.
• In an emergency, if you feel the person is in immediate danger of harm, call the Police.
• If you need extra guidance, contact the Principal Community Support Manager (Gill Chapman) on extn 1839
Appendix 10: Modern Slavery (or human trafficking)

What is it?
Modern slavery (or human trafficking) involves the recruitment, transportation, harbouring or receipt of people who, with the threat of, or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. Victims are trafficked all over the world, including in and around the UK.

Often the practice can be linked to other forms of abuse such as child sex exploitation, drug running or radicalisation.

Who does it affect?
Victims found in the UK come from many different countries, including the UK itself. Poverty, limited opportunities at home, lack of education, unstable social and political conditions, economic imbalances and war are some of the key drivers that contribute to trafficking of victims. Victims can often face more than one type of abuse and slavery, for example if they are sold to another trafficker and then forced into another form of exploitation.

There is no typical victim of slavery – victims can be men, women and children of all ages and cut across the population. But it is normally more prevalent amongst the most vulnerable, minority or socially excluded groups.

How does it happen?
Adult victims are trafficked all over the world for little or no money – including to and within the UK. They can be forced to work in the sex trade, domestic service, forced labour, and criminal activity or have their organs removed to be sold.

Victims are often trafficked to a foreign country where they cannot speak the language, have their travel and identity documents removed, and are told that if they try to attempt an escape, they or their families will be harmed.

Young people may have been in the care system, or be driven to a destination away from their home town, in order to be abused in situations such as CSE.

What are the signs?
Victims may be living in squalid or overcrowded conditions or in houses of multiple occupancy, paying a higher than expected rent, or living ‘rent free’.

They may be of unkempt appearance, wear the same clothes for days on end and appear malnourished.

They may make journeys at unusual times eg dropped off or collected for work regularly very early in the morning or late at night.

They may be reluctant to make eye contact, appear frightened or hesitant to talk to
strangers. They may fear law enforcers and not know where to get help.

These early warning signs may or may not indicate a serious problem; they do not necessarily mean that a child or vulnerable adult is prone to trafficking or abuse, but act as a basis to check concerns:

- Is the victim in possession of a passport, identification or travel documents? Are these documents in possession of someone else?
- Does the victim act as if they were instructed or coached by someone else? Do they allow others to speak for them when spoken to directly?
- Was the victim recruited for one purpose and forced to engage in some other job? Was their transport paid for by facilitators, whom they must pay back through providing services?
- Does the victim receive little or no payment for their work? Is someone else in control of their earnings?
- Was the victim forced to perform sexual acts?
- Has the victim or family been threatened with harm if the victim attempts to escape?
- Is the victim under the impression they are bonded by debt, or in a situation of dependence?
- Can the victim freely contact friends or family? Do they have limited social interaction or contact with people outside their immediate environment?

**What can I do?**

As a council representative coming into contact with children and vulnerable adults, you may have opportunities to identify issues early, and to make sure you know the procedure to follow if you have concerns:

If you think slavery is happening, do not attempt to let the victim know that you have reported it or confront the traffickers. You need to ensure their safety and yours.

- **Jot down the main information points and at the earliest opportunity, transfer onto a disclosure form (saved on the intranet under ‘safeguarding’)**
- **Tell your Principal Manager or section designated officer if you have one**
- **Principal Manager to ensure completion of the corporate spreadsheet (saved on the shared EMT drive) and ensure referral to the appropriate children or adult countywide safeguarding hub or the police.**
- **In an emergency, if you feel the person is in immediate danger of harm, call the Police.**
- **If you need extra guidance, contact the Principal Community Support Manager (Gill Chapman) on extn 1839**