

Safeguarding Children and Adults at risk of harm Policy



August 2023

Safeguarding is everyone's responsibility

Cambridge City Council

is committed to safeguarding and promoting the welfare of children, young people and adults.
We take our responsibilities seriously and expect all staff to share this commitment

1. Policy Statement

- 1.1 Cambridge City Council has a responsibility to provide a safe environment for children and adults and their welfare is of paramount importance. The Council will:
- a) Implement service procedures to safeguard children and adults at risk of harm, whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
 - b) Respect and promote the rights, wishes and feelings of children and adults.
 - c) Promote good practice that encourages a safe environment, protects all parties, and avoids mistaken allegations of abuse.
 - d) Ensure effective and robust employment processes are in place which includes comprehensive safeguarding procedures within the recruitment and selection process.
 - e) Recruit, train and supervise those working for or on behalf of the Council (which includes employees, agency workers, contractors, volunteers, and councillors) to ensure they are properly equipped to:
 - identify where there may be a problem
 - know how to obtain timely, professional advice
 - refer concerns to relevant specialists
 - protect themselves from false accusations of abuse
 - f) Communicate and refer any appropriate child protection or adult at risk concerns to the appropriate services at Cambridgeshire County Council.
 - g) Ensure procurement and contracting policies and procedures adequately reflect our safeguarding responsibilities.
 - h) Make an immediate referral to the Police where a criminal offence may have taken place.
 - i) Ensure all incidents of poor practice, allegations and suspicions are reported, taken seriously and responded to swiftly and appropriately.
 - j) Work with the Cambridgeshire and Peterborough Safeguarding Partnership Boards through representation at meetings and completion of the Children Act 2004 Section 11 Audit and Safeguarding Adults Self-Assessment to enable continuous improvement of our safeguarding arrangements. This includes reviewing and monitoring Safeguarding practice, including learning from Child Safeguarding Practice Reviews (CSPRs) and Safeguarding Adult Reviews (SARs).

2. Roles and Responsibilities

Safeguarding is everyone's responsibility

2.1 Cambridge City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk of harm. We take our responsibilities seriously and expect all our staff to share this commitment to recognise the signs and indicators of abuse and respond accordingly.

2.2 Staff are required to:

- a) Be aware of this policy and service safeguarding procedures
- b) Undertake safeguarding training identified for their post or specialist role
- c) Not to undertake any unsupervised regulated activity involving access to children and / or adults prior to receiving a satisfactory Disclosure & Barring Service (DBS) Certificate
- d) Be aware of appropriate and inappropriate behaviour for staff working with children and adults at risk of harm and the signs of potential abuse (Appendix 2)
- e) Know who the **Designated Safeguarding Officers** are and how to contact them (Appendix 3)
- f) Report any concerns, disclosures, actual or suspected cases of child or adult abuse, however small (Appendix 3)
- g) Report any concerns of inappropriate behaviour or bad practice (Appendix 3)

2.3 Managers must:

- a) Promote safeguarding and support staff to undertake their responsibilities
- b) Ensure staff are aware of and understand this policy and service safeguarding procedures
- c) Ensure people they engage to undertake duties on the Council's behalf (e.g. contractors, volunteers), which involves contact with children or adults, understand and comply with this policy and service safeguarding procedures
- d) Adhere to the safeguarding procedures in contract procurement and management
- e) Ensure they and their staff complete appropriate safeguarding training for their post and report all safeguarding concerns

2.4 Designated Safeguarding Officers will:

2.5 **Designated Safeguarding Officers** have been trained to support staff who have safeguarding concerns about a child, young person, or adult at risk of harm. Their role is to:

- a) Provide a point of contact for staff who want to discuss concerns about a child or adult at risk
- b) Seek advice from relevant agencies, such as Health, Social Care, and Police, and provide a point of contact for these agencies.
- c) Ensure staff take forward concerns of abuse to the appropriate agency and offer support if needed.
- d) Provide a champion role for safeguarding issues in their service, including monitoring policy and procedure, offering support and guidance, discussing safeguarding at team meetings to ensure any updates are communicated and training needs or concerns are highlighted.
- e) Participate in safeguarding meetings and attend regular training
- f) Escalate any gaps in the Local Authority to the Safeguarding Leads

A list of **Designated Safeguarding Officers** is on the intranet under 'Safeguarding'

2.6 Human Resources will:

- a) Manage allegations relating to staff, volunteers and contractors (with the appropriate Assistant Director)
- b) Provide a lead role in establishing corporate employment policies and procedures
- c) Monitor and review the safeguarding employment standards
- d) Ensure DBS checks and references that refer to the candidates' suitability to work with children or adults are taken up for all appropriate posts
- e) Maintain secure and confidential records for all staff that have completed a DBS check and ensure rechecks are undertaken every three years
- f) Ensure appropriate safeguarding training is included in the corporate training programme
- g) Ensure safeguarding is part of the induction programme for all new staff
- h) Ensure the implementation of required Safer Recruitment practices and procedures when undertaking recruitment that requires it

2.7 Safeguarding Leads

The Council has **Safeguarding Leads** (contact details available on the intranet under 'Safeguarding') for Children, Adults, Staff, Volunteers, and Contractors, who will:

- a) Monitor the Safeguarding inboxes regularly, record Safeguarding concerns and provide staff advice
- b) Ensure policies are up to date and feed into Safeguarding improvements across the Local Authority
- c) Actively create Safeguarding awareness within the Local Authority with regular communications
- d) Where staff are concerned following the outcome of a referral, follow the correct Escalation (Resolving Professional Differences) procedure

2.8 Elected Members are required to:

- a) Be aware of this policy and procedures
- b) Undertake and/or attend safeguarding training / briefings
- c) Not to undertake any unsupervised activity involving access to children and adults at risk of harm
- d) Be aware of appropriate and inappropriate behaviour towards children and adults at risk of harm and the signs of abuse
- e) Report any concerns, disclosures, actual or suspected cases of child or adult abuse
- f) Report any concerns of inappropriate behaviour or bad practice

If you have an Elected Member has a concern:

- If it is an emergency call 999
- Out of hours, if someone is in danger and unable to protect themselves, or cannot remain in the community without immediate intervention, telephone: 01733 234724 (Cambridgeshire County Council out of hours Duty Team)
- During office hours or for non-emergency cases, you can report or discuss a concern with the Safeguarding Leads: childrens.safeguarding@cambridge.gov.uk or adult.safeguarding@cambridge.gov.uk or domesticabuselead@cambridge.gov.uk

2.9 The Council's Safeguarding Champion is the Director of Communities

3. Background

- 3.1 **Children** may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their everyday lives. These threats can take a variety of different forms, including sexual, physical, and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation.
- 3.2 The **Children Acts of 1989 and 2004**, and as amended by the **Children and Social Work Act 2017**, place a duty on key statutory agencies, including local authorities, to work together to safeguard and promote the welfare of children in their areas.
- 3.3 **Working Together 2018** guidance sets out these statutory functions in more detail and defines safeguarding and promoting the welfare of children for the purposes of the guidance as:
- protecting children from maltreatment
 - preventing impairment of children's health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - taking action to enable all children to have the best outcomes.
- 3.4 The **Care Act 2014** places a duty on local authorities (the County Council) to develop a local approach to preventing harm to adults at risk of abuse and in need of care and support. Chapter 15 of the Care Acts Code of Guidance (COG) identifies the need for public services to integrate, co-operate and form partnerships to promote and maximise the health and well-being of the public. The Council has signed an agreement with Cambridgeshire County Council to work within their Adult Safeguarding policy guidelines and procedures. More information is available [here](#).
- 3.5 **Adult Abuse** - Chapter 14 of the Care Act COG which refers to safeguarding adults replaces the former "No Secrets Guidance" and extends the categories of abuse which apply to adults:
- Abuse: Physical, Sexual, Psychological, Financial or Material, Discriminatory, Organisational
 - Domestic abuse (this applies to anyone over the age of 16)
 - Neglect and Acts of Omission
 - Modern slavery
 - Self-Neglect
- 3.6 The **Vulnerable Groups Act 2006** provides the legislative framework for the Independent Safeguarding Authority Scheme following Recommendation 19 of the Bichard Inquiry Report, introducing new arrangements for those who wish to work with children or adults.
- 3.7 The **Cambridgeshire and Peterborough Safeguarding Children and Adults Partnership Boards** (C&PSPB) membership includes local authorities, health bodies, the police, and others, and it coordinates the effectiveness of key agencies in safeguarding children and adults at risk of harm. The Council is a partner on the Local Children's and Adult Safeguarding Boards, participates in various multi agency safeguarding roles and has signed up to the LSB's policies, procedures and good practice guidelines detailed on their comprehensive [website](#).
- 3.8 This document outlines the City Council's policy to meet these obligations and promote good practice to protect children and adults from harm. It is supported by other corporate policies including the safer recruitment practices, whistle blowing policy and volunteer policy, as well as

service specific procedures for those areas of the Council that have close contact with children and/or adults at risk of harm.

- 3.9 For the purpose of this policy key definitions are attached in Appendix 1 along with additional information.

4. Confidentiality & Data Protection

- 4.1 Effective sharing of information between employees and key organisations is essential for early identification of need, assessment, and service provision to keep children and adults at risk of harm safe.
- 4.2 Council staff and representatives in contact with children and adults at risk of harm may become party to information which is personal and/or that may raise concerns about the welfare of the child or adult. The following principles will apply:
- a) Every effort will be made to ensure that confidentiality is maintained for all concerned.
 - b) The Council has an obligation to report disclosures and concerns and therefore will always reserve the right to report child and adult safeguarding issues.
 - c) Information will be handled and disseminated according to agreed protocols between agencies and on a 'need to know' basis as well as in the best interests of the child or adult who may be at risk.
 - d) Information will be accurate, regularly updated, relevant and stored securely with limited access to nominated officers, in line with current Data Protection Regulations and Human Rights legislation.
 - e) In regard to adult safeguarding, the consent of the adult to share a disclosed concern with the relevant public agency will be sought. However, if the person appears to lack capacity or is at risk of significant harm, the officer will seek the guidance of a designated officer or suitable manager to act in the best interests of the person concerned. In some cases, an officer may need to disclose a person's basic details in order for a suitably qualified health professional to make a capacity assessment for that individual. Referrals should include the [Lived Experience of the Adult](#) and the six principals of [Making Safeguarding Personal for Adults at Risk](#).
 - f) In regard to child safeguarding, you do not need consent from the child to make a referral, however you must advise the parents/guardians that you are making a referral, unless doing so would put the child at further risk of harm. Referrals should include the Lived Experience of the Child, and further information on this can be found [here](#).
 - g) If referring a child to Early Help, parent/guardian consent must be obtained. Further information can be found within the [Effective Support for Children and Families \(Threshold\) Document](#).

5. Recruitment and Engagement Procedures

- 5.1 The Council will take all reasonable steps to deter unsuitable applicants from applying for positions and ensure unsuitable people are prevented from working with children and adults at risk of harm by:
- a) Using the Safer Recruitment, Selection and Supervision guidance produced by the C&PSPB.
 - b) Undertaking safer recruitment practices, as set out in the Council's Safer Recruitment Guide and Criminal Records Checks Policy, including carrying out DBS and DBS Adult First checks as appropriate for those posts undertaking regulated activity.
 - c) Seeking assurances through the procurement process from contractors and suppliers about how they will comply with the Council's Safeguarding Children and Adults Policy.
 - d) Implementing joint procedures with all partners to ensure consistent good practice, and clarity of responsibilities.
 - e) Reporting any concerns about an adult who works or volunteers with children to the Local Authority Designated Officer (LADO)
 - f) Following the procedure for managing allegations against People in Positions of Trust (PiPOT) where there are concerns about an adult who works or volunteers with adults at risk.
 - g) All new and existing applicants for Hackney Carriage and Private Hire driver, proprietors of Hackney Carriage and Private Hire vehicle and Operator licences will be required to pass Safeguarding and Domestic Abuse awareness courses as approved by this Local Authority. Where the Licensing Authority receives a complaint regarding the moral, physical, sexual harm or neglect of a child or vulnerable person as a consequence of the actions or inactions of a licence holder, the Licensing Authority will liaise with Cambridgeshire County Council and the police. Where necessary, they will revoke a licence, and if satisfied the driver is posing an immediate risk to public safety, the revocation will take effect immediately.

6. Training

- 6.1 The Council will take reasonable steps to ensure that all staff and managers who are likely to come into contact with children and/or adults at risk of harm as a regular part of their job will be provided with appropriate safeguarding training including:
- Induction
 - Service procedures
 - Specific safeguarding training identified for relevant posts
 - Corporate training such as Recruitment & Selection
 - Supervision framework: 1 to1 meetings, team meetings and performance reviews
 - Mental Health Awareness

7. Monitoring and Review

- 7.1 This policy is subject to review every three years and refreshed sooner if there are changes to legislation or Council operations.
- 7.2 The Designated Safeguarding Officers will meet regularly to ensure that awareness of the policy is raised and reviewed in the light of legislative changes and developing best practice.

Appendix 1 – Definitions and Signposting

For the purposes of this policy the following definitions apply:

Child – A child is anyone who has not yet reached their 18th birthday. Child therefore means ‘child or young person’ throughout this document.

Adult at Risk – A person aged 18 or over who has a need for care or support (whether or not the Local Authority is meeting any of those needs), who is experiencing, or at risk of, abuse or neglect and as a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. (Care Act 2014).
For the purposes of domestic abuse an adult at risk is anyone over the age of 16 to which the above applies.

Representative – A ‘Representative’ of Cambridge City Council may be an employee, agency worker, contractor, volunteer, Councillor or other person working for or on behalf of the Council.

Parent – A generic term to represent parents, carers and guardians.

What is Safeguarding?

Safeguarding Children – safeguarding and promoting the welfare of children:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding Adults – All adults should be able to live free from fear and harm and have their rights and choices respected. It is recognised that an adult may be vulnerable at any point in their life. However, some adults are less able to protect themselves than others and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse and in need of protection.

A-Z

Abuse – The definitions of abuse are attached as Appendix 2

Allegations – Where a specific action has been observed or said to have happened. These require thorough action and investigation (for example under the Council’s Managing Allegations and Disciplinary Procedures).

Child Criminal Exploitation – where a child is manipulated and coerced into committing crimes, which may involve County Lines. County Lines is a term used to describe gangs, groups or drug networks that supply drugs from urban to suburban areas across the country, using dedicated mobile phone lines or “deal lines”. They exploit children and vulnerable adults to move the drugs, money, and they are also forced to sell drugs to local users. Victims are recruited using intimidation, deception, violence, debt bondage or grooming. County Lines puts people at risk of criminal and sexual exploitation, as well as serious harm through physical and sexual violence and emotional abuse. Gangs and networks are also known to target vulnerable adults and take over their premises to distribute Class A drugs in a practice referred to as ‘cuckooing’.

Child Exploitation and Online Protection (CEOP) Centre is dedicated to eradicating the sexual abuse of children. It is part of UK policing and about tracking and bringing offenders to account either directly or in partnership with local and international forces.

Internet abuse relates to four main areas of abuse to children:

- Abusive images of children (not confined to the internet)
- A child being groomed for the purpose of sexual abuse
- Exposure to pornographic images and other offensive material via the internet
- The use of the internet, in particular social media sites, to engage children in extremist ideology

Internet abuse may also include cyber-bullying or online bullying. Sexting describes the use of technology to generate images or videos made by children or of other children; images of a sexual nature and are indecent. Young people are not always aware that their actions are illegal, and the increasing use of smart phones has made this practice much more common place. Further information [here](#)

Child Sexual Exploitation (CSE) is a form of sexual abuse in which a young person is manipulated or forced into taking part in a sexual act. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity:

- in exchange for something the victim needs or wants and/or
- the financial advantage or increased status of the perpetrator or facilitator

The victim may have been sexually exploited even if the sexual activity appears consensual and it does not always involve physical contact. Further information [here](#).

Disclosure – Where a child or adult tells someone something that is of concern to their health and wellbeing. These are usually referred to the relevant team at the County Council who have a responsibility to investigate.

Domestic Abuse –

The [Domestic Abuse Act 2021](#) defines domestic abuse “as any incident, or pattern of incidents, between those aged 16 years or over who:

- are a partner
- are an ex-partner
- are a relative
- have, or there has been a time when they each have had, a parental responsibility in relation to the same child
-

The Domestic Abuse Act 2021 outlines the following behaviours as abuse:

The abuse can encompass, but is not limited to:	Other forms of domestic violence and abuse are:
<ul style="list-style-type: none"> • physical or sexual abuse • violent or threatening behaviour • controlling or coercive behaviour • financial / economic abuse • psychological, emotional, or other abuse 	<ul style="list-style-type: none"> • so called 'honour' based violence • female genital mutilation (FGM) • forced marriage • stalking and harassment

The Domestic Abuse Act 2021 recognises children under the age of 18 years who see, or hear, or experience the effects of the abuse, as a victim of domestic abuse if they are related or have a parental relationship to the adult victim or perpetrator of the abuse.

More information about how the Council manages domestic abuse can be found in our Supporting Customers Affected by Domestic Abuse Policy

Disclosure & Barring Service (DBS) – The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The Council uses criminal records checks (via the DBS) to help inform the recruitment and selection process when we employ people to work with children or adults or be in a position of trust. Further information: [Disclosure and Barring Service – GOV.UK](#)

Female Genital Mutilation (FGM) is an illegal procedure where the female genital organs are deliberately removed, cut, or injured with no medical reason for doing so. Effective from 31.10.15 there is a mandatory duty to report FGM in girls under 18 to the police via the 101 number. Further information [here](#).

Forced Marriage – when a marriage is conducted under the duress of a person and without their valid consent which could be performed through emotional/psychological pressure, threats, abuse, and/or violence.

Modern Slavery & Human Trafficking – occurs when an individual is exploited by others for personal or commercial gain. The individual may have been coerced and be unaware they are being exploited, or they may be fearful of their exploiters. Individuals may be more likely to be exploited if they have learning disabilities, mental health conditions, problems with addiction, or have been involved with crime. In all circumstances, the result is that the individual has been forced to lose their freedom. This can take many forms including labour exploitation ('forced or compulsory labour'), sexual exploitation, criminal exploitation, and/or domestic servitude. Human trafficking and debt bondage may also be involved. Further information [here](#).

Mental Capacity – means being able to make your own decisions, with reasonable support or guidance. It is assumed that someone has mental capacity unless it's proved otherwise. People who cannot make their own decisions are said to 'lack capacity'. This might be due to injury, a learning disability, mental health problem or a condition such as dementia that may affect the way a person's brain makes decisions. An individual may have the capacity to make some decisions, but not other more complex ones and it is important to remember that someone with capacity can still make unwise decisions. More information can be found [here](#).

Multi Agency Safeguarding Hub (MASH) - provides a safeguarding response where vulnerable adults have or are at risk of being abused. It sees a wide range of partner agencies working together to deliver coordinated safeguarding activity in line with requirements under the Care Act 2014.

Prevent (Extremism and Radicalisation) – Prevent involves the identification and referral of those susceptible to violent extremism into appropriate interventions to divert the susceptible and vulnerable from embarking down the path to radicalisation. Extremism is defined as the vocal or active opposition to fundamental human values of our society, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation is defined as the act or process of encouraging extremist views or actions in others, including forms of extremism leading to terrorism. Referrals are made for children at risk of radicalisation. Children can be drawn into violence or exposed to the messages of extremist groups by many means, and increasingly through the internet, drawing them into criminal activity with the potential to cause significant harm. More information [here](#).

Regulated Activity - The statutory term used to describe specific activities which involve working with children or vulnerable adults and certain situations where individuals have the opportunity to have contact

with children or (vulnerable) adults that will require checking (see the Criminal Records Checks Policy for full definition).

Suspicion – Where a representative observes some behaviour or exchange which causes them concern for a child or adult. These are usually logged internally and monitored but can be referred if felt appropriate.

Cambridgeshire & Peterborough Safeguarding Children and Adult Partnership Boards – these multi agency boards have been established by the government to ensure that organisations work together to safeguard both children and adults and promote their welfare. Their websites have a vast range of information and training.

Logging a concern and referral forms, designated officer contacts and additional advice and information is on the City Council's [Safeguarding](#) intranet site

If someone is at immediate risk of harm telephone 999

Appendix 2 – Abuse & Neglect

It is not the responsibility of a Cambridge City Council representative to decide that abuse is occurring but it is their responsibility to act on any concerns by reporting any suspicions they have.

There are different types of abuse, and a person may suffer from more than one type. The following definitions are based on those from HM Government 'Working together to safeguard children', the Care Act 2014 and information from the Cambridgeshire & Peterborough Safeguarding Partnership Boards.

Child Abuse

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their everyday lives. These threats can take a variety of different forms, including sexual, physical, and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. (See Appendix 1 for definitions and further information)

Child Protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse – a form of maltreatment of a child. Somebody 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 (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect – The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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:

- Provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- Protect a child from physical or emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs, such as love, affection, and attention.

Physical Abuse – a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. 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.

They may also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

Child Sexual Exploitation is a form of Child Sexual Abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator/facilitator.

Emotional Abuse – 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 valued only insofar as they may meet the needs of another person.

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. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction.

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.

Child online abuse and exploitation – includes harassment and bullying through text messaging, purchasing mobile phones for victims and sharing their numbers among group or gang members, randomly contacting children via social networking sites, using ‘friends’ lists on networking sites of known victims to target children and young people, viewing extreme or violent pornography and discussing it during sexual assaults, posting images of victims with rival gang members to invite a sexual assault as punishment, filming and distributing incidents of rape, contacting and grooming children and young people through online gaming sites. More information can be found [here](#).

Children Missing Education (CME) and Elective Home Education (EHE) – CME involves where children of compulsory school age are not registered at a school and are not receiving suitable education other than at a school. EHE involves parent/guardian providing evidence how they are fulfilling their legal responsibility to educate a child other than at a school. More information can be found [here](#).

Missing from home or care – includes children/young people up to the age of 18 who have run away from their home or care placement, have been forced to leave, or whose whereabouts is unknown, a child/young person who is absent from their placement without permission and who is subject to an order or requirement resulting from the criminal justice process such as curfews, tagging etc. or a secure order made in either civil or criminal proceedings, and where a child/young person has been abducted or forcibly removed from their place of residence. More information can be found [here](#).

Children recognised as victims under the Domestic Abuse Act 2021 more information can be found [here](#).

Child trafficking and Modern Slavery – where children are recruited and moved to be exploited, forced to work, or sold. Children are trafficked for all sorts of reasons, including child sexual exploitation, forced labour, criminal activity (such as pick pocketing or transporting drugs), benefit fraud, forced marriage, or domestic servitude. Trafficked children experience multiple forms of abuse. Physical, sexual, and emotional violence are often used to control victims. Children are also likely to be neglected. More information [here](#).

Further details of signs and indicators of Child Abuse can be found [here](#). Disabled children are recognised as being at greater risk of abuse, and specific practice guidance relating to this can be found [here](#).

Adult Abuse

There are similarities with the above and additional categories of abuse.

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication restraint or inappropriate physical sanctions

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, or sexual acts to which the adult has not consented or was pressurized into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including 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, or the misuse or misappropriation of property, possessions, or benefits.

Neglect and acts of omission – including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.

Discriminatory abuse – including the unequal treatment of an individual based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

Discriminatory abuse can include suffering insulting language, harassment, or ill-treatment due to these personal characteristics.

Hate crimes are any criminal acts that are targeted at a person because of hostility or prejudice towards a person's disability, race and ethnicity, religion or belief, sexual orientation, and gender identity.

Acts can include physical attacks, verbal abuse, harassment, damage to property, or bullying.

Domestic abuse – The [Domestic Abuse Act 2021](#) defines domestic abuse “as any incident, or pattern of incidents, between those aged 16 years or over who:

- are a partner
- are an ex-partner
- are a relative
- have, or there has been a time when they each have had, a parental responsibility in relation to the same child
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The Domestic Abuse Act 2021 recognises children under the age of 18 years who see, or hear, or experience the effects of the abuse, as a victim of domestic abuse if they are related or have a parental relationship to the adult victim or perpetrator of the abuse.

More information about how the Council manages domestic abuse can be found in our Supporting Customers Affected by Domestic Abuse Policy

Organisational abuse – including neglect and poor care practices within an institution or care setting such as a care home, hospital or by a visiting care agency. This may range from one off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.



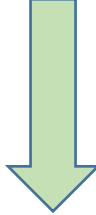
Modern Slavery – encompasses labour exploitation ('forced or compulsory labour'), sexual exploitation, criminal exploitation, domestic servitude, human trafficking, and debt bondage. Traffickers and/or criminal networks may use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Self-Neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Individuals' mental capacity will be considered and the rights of people with capacity to exercise what might be considered to many as unwise lifestyle choices.

Further details of signs and indicators of abuse and neglect can be found [here](#).

Appendix 3 – Reporting Safeguarding Concerns

What to do if you have a safeguarding concern about

A child	An adult	Someone undertaking work on behalf of the Council
A child or young person under the age of 18	A person aged 18 and over who needs care and support and are experiencing, or at risk of, abuse or neglect and as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect	A member of staff, manager, volunteer, contractor, agency worker
ACT NOW	ACT NOW	ACT NOW
		
Contact a Designated Officer	Contact a Designated Officer	Contact the appropriate Assistant Director or Head of People

Internal contact information is available on the intranet under 'Safeguarding'

<https://www.safeguardingcambspeterborough.org.uk/concerned/>

Child Safeguarding 0345 045 5203 **Out of hours** 01733 234724

Adult Safeguarding 0345 045 5202 **Out of hours** 01733 234724

Please send a copy of completed referrals to:

children.safeguarding@cambridge.gov.uk or adult.safeguarding@cambridge.gov.uk

Safeguarding is everyone's responsibility