

POLICY SCRUTINY COMMITTEE

Tuesday, 12 March 2024

6.00 pm

**Committee Rooms 1-2, City
Hall**

Membership:	Councillors Emily Wood (Chair), Calum Watt (Vice-Chair), Debbie Armiger, Liz Bushell, Natasha Chapman, Bill Mara and Mark Storer
Substitute member(s):	Councillors Martin Christopher, Clare Smalley, Dylan Stothard, Pat Vaughan and Aiden Wells
Officers attending:	Democratic Services, Emily Holmes, Michelle Hoyles and Kieron Manning

A G E N D A

SECTION A	Page(s)
1. Confirmation of Minutes - 9 January 2024	3 - 6
2. Declarations of Interest	
Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
3. Renewal of Regulation 7 Direction of Lettings Boards	7 - 26
4. Safeguarding & Protecting Vulnerable People Policy 2024	27 - 110
5. Health Scrutiny Update	Verbal Report
6. Draft Policy Scrutiny Work Programme 2024/25 and Executive Work Programme Update	111 - 122

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Present: Councillor Emily Wood (*in the Chair*),
Councillor Debbie Armiger, Councillor Liz Bushell,
Councillor Bill Mara and Councillor Calum Watt

Apologies for Absence: Natasha Chapman and Councillor Mark Storer

25. Confirmation of Minutes - 3 October 2023

RESOLVED that the minutes of the meeting held on 3 October 2023 be confirmed and signed by the Chair.

26. Declarations of Interest

No declarations of interest were received.

27. Proposals for the Extension of Existing Public Space Protection Order in the City Centre

Ben Jackson, Public Protection, Anti-Social Behaviour and Licensing Services Manager

- a. presented a report to:
 - i. brief Policy Scrutiny Committee on the process and consideration given to date, to extend an existing Public Space Protection Order (PSPO) in the City Centre
 - ii. seek the views of the Policy Scrutiny Committee on proposals regarding the extension of the existing PSPO prior to consideration by the Executive
- b. advised that in February 2021 the Executive approved the extension of an already implemented PSPO that covered the City Centre
- c. explained that the current PSPO prohibited the following behaviours within the designated areas (Appendix A):
 - 1. *No person in the restricted area shall engage in any of the following activities: ingesting, inhaling, injecting, smoking or otherwise using an intoxicating substance unless for an exempted use;*
 - 2. *Any person within the restricted area who breaches the prohibition in paragraph (1) shall surrender any intoxicating substances in their possession to an authorised person*
- d. explained that a PSPO had a maximum duration of three years therefore it was advisable to review the order after 3 years to determine whether it should be subject to extension or variation
- e. summarised the consultation that had taken place with both public and partner agencies and explained that 4 partner and 12 public responses had been received. All 4 of the partner responses called for the existing PSPO to remain in place, 9 of the public responses also called for the PSPO to remain with the other 3 disagreeing

- f. referred to paragraph 7 of the report and detailed the evidence that had been gathered from Lincolnshire Police, the CCTV Team and the Rough Sleeping Team
- g. proposed that the existing PSPO be renewed without any further variations for a further 3 years
- h. referred to paragraph 9 and 10 of the report and advised how the PSPO would be implemented and enforced
- i. invited Committees views on the proposal:

Question: Was there any data available on how many times the PSPO had been used and was there any comparable data from before the PSPO came in to force?

Response: There was not any data available for the amount of times that the PSPO had been used for enforcement. An example of how the PSPO was used was that the police would ask someone to surrender alcohol. This would not be recorded by the Police, therefore there was not data available.

Question: Who was responsible for enforcing the PSPO?

Response: Both the Council and the Police could enforce the PSPO. The Council had lacked resources for enforcement, however more staff had been recruited to the team and therefore there would more resource available to enforce the PSPO once training had taken place.

Question: Were cameras used for enforcement?

Response: CCTV cameras were used as well as body worn cameras.

RESOLVED that the proposal to extend the current PSPO without variations to the prohibition or location be supported and referred to Executive for approval.

28. Proposal to Increase Fixed Penalty Notices in Relation to Environmental Crime

Ben Jackson, Public Protection, Anti-Social Behaviour and Licensing Service Manager:

- a. presented a report to brief members on the process and consideration given to date to increase the fixed penalty notices in relation to environmental crime
- b. advised that on 7 June 2023, the Department for Environment, Food and Rural Affairs (DEFRA) announced that the maximum fee for on-the-spot fines for litter, graffiti and fly-tipping were set to rise
- c. referred to the table at 4.2 of the report and explained the current Fixed Penalty Notices (FPN) and the new maximum FPN's which were in line with the legislation and proposal
- d. explained that the ability to prosecute for offences remained open to Local Authorities where issuing a Fixed Penalty Notice would not be considered appropriate. This would continue to be the preferred approach in cases of serious or repeat fly tipping

- e. advised that in 2021/22 seven fixed penalty notice had been issued for fly tipping and there was one prosecution, for 2022/23 twenty seven fixed penalty notices had been issued for fly tipping and there were no prosecutions
- f. requested that the committee considered and commented on the proposals to increase the fixed penalty notice fees as set out at paragraph 4.2 of the report:

Question: What was a duty of care fixed penalty notice?

Response: A duty of care fixed penalty notice related to the contracting of waste disposal for example when somebody removed waste on another person's behalf without the relevant licence and then the waste was fly tipped. If the individual worked with the Council to identify the contractor then a fixed penalty notice would not be issued to the individual.

Question: How many fixed penalty notices had been issued for duty of care?

Response: This information would be circulated following the meeting.

Question: What was the difference between fly tipping and littering?

Response: Littering was anything dropped in a public place, from sweet wrappers to bin liners or household rubbish whereas fly tipping could include anything from single bags to several tons of waste.

Question: Would the fixed penalty fine be the same for one single bag of rubbish as it would be for a large lorry load of waste?

Response: Yes, the same fine would apply.

Question: Why was it not proposed to increase the fixed penalty notice fine to the maximum level permitted?

Response: There was potential that people would not pay the fine and it would have to go to prosecution. There would be an increased cost to the council associated with prosecution and the court could issue a lesser fine than the fixed penalty notice.

Question: Did other Lincolnshire authorities issue the maximum fixed penalty charge?

Response: Yes, but this was in more rural areas where there was larger scale fly tipping rather than in urban areas like Lincoln.

Question: What was the reasoning behind the proposed fines?

Response: There had to be a balance between the fine acting as a deterrent and also that people could afford to pay the fine. The cost of disposing the waste was also taken into consideration for example the fine needed to be more than it would cost to hire a skip.

Question: How much did it cost to dispose of the waste left by fly tipping?

Response: This information would be circulated following the meeting.

RESOLVED that the proposal to increase the Fixed Penalty Notice Fees as set out at paragraph 4.2 of the report be supported.

29. Health Scrutiny Update

The Chair of Policy Scrutiny Committee updated members of the business that had been discussed at the Health Scrutiny meetings held on 4 October, 8 November and 6 December 2023, these were:

- Urgent and Emergency Care Update
- Lincolnshire System Winter Planning
- Humber Acute Services Review Programme
- Lincolnshire Acute Service Review –Orthopaedics and Stroke Services Implementation Update
- General Practice Quality Assurance & Improvement
- General Practice Provision
- Specialist Mental Health Services in Lincolnshire – Update
- Response to Consultation by Humber and North Yorkshire Integrated
- Care Board: Your Health, Your Hospitals – Let's Get Better Hospital Care

She further advised that RAF Scampton and the impact on health services would be discussed at the next meeting of the Health Scrutiny Committee and asked Members if they had any questions that they would like her to ask at the meeting.

The following questions were suggested by Members:

- What were the contingencies if someone was taken ill or injured on the camp?
- What medical support would there be available on camp?
- Would residents of the camp need to be registered with a GP?

RESOLVED that the report be noted.

30. Policy Scrutiny Work Programme 2023-24 and Executive Work Programme Update

The Democratic Services Officer:

- a. presented the report 'Policy Scrutiny Work Programme 2023-24 and Executive Work Programme Update'
- b. presented the Executive Work Programme December 2023 – November 2024
- c. requested councillors to submit what items they wished to scrutinise from the Executive Work Programme and policies of interest
- d. invited members questions and comments:

Members made no further comments or suggestions regarding the Policy Scrutiny work programme.

RESOLVED that:

1. the work Policy Scrutiny work programme be noted.
2. the Executive work programme be noted.

SUBJECT:	RENEWAL OF REGULATION 7 DIRECTION OF LETTINGS BOARDS
DIRECTORATE:	COMMUNITIES AND ENVIRONMENT
REPORT AUTHOR:	DONNA MORRIS, PLANNING ENFORCEMENT OFFICER

1. Purpose of Report

- 1.1 To provide an update on the Regulation 7 Direction on lettings boards in certain areas of the City which removed deemed consent for lettings boards on residential properties.
- 1.2 To decide whether to apply to the Secretary of State for a ten year renewal of the Regulation 7 Direction which expires in April 2024.

2. Executive Summary

- 2.1 Approval was given by the Secretary of State on 8 April 2019 to implement a restriction under Regulation 7 of the Town and Country Planning (Control of Advertisements) Regulations 2007. This removed deemed consent for lettings boards usually given under Class 3(A) of the regulations and meant that express advertisement consent would be required for lettings boards in the specific areas covered by the Regulation 7. This restriction requires renewal after a period of five years.
- 2.2 The areas covered by the Direction are the Monks Road area, West End area, Sincil Bank area, Union Road and Waterloo Street (Appendix A). These areas were identified, through enforcement complaints from residents and Councillors and by officers of the Council as being the areas where the most lettings boards were being displayed.

3. Background

- 3.1 The Town and Country Planning (Control of Advertisements) Regulations 2007 currently gives deemed consent for residential sale and lettings boards provided they meet the following criteria:
 - It must not exceed 0.5 of a square metre for a single board
 - It must not exceed 0.6 of a square metre for two boards joined together
 - It must not extend outwards from a building by more than 1 metre
 - Only one board may be displayed on a property
 - It must be removed not later than 14 days after completion of a sale or granting of a tenancy
- 3.2 Boards which do not meet the criteria for deemed consent were dealt with using Planning Enforcement powers under the Town and Planning (Control of

Advertisements) Regulations 2007. However, due to the proliferation of lettings boards in certain areas where there are a high number of houses in multiple occupation, this became increasingly difficult to enforce. The main issue was the continuous display of many boards and the difficulty in establishing if these properties do have rooms available to rent. The proliferation of lettings boards were harmful to visual amenity and to the overall residential amenity of the areas in question.

3.3 A consultation took place between 16 October and 30 November 2017 as part of the application for Regulation 7 Direction. This consultation was open to everyone regardless of where they lived. An explanatory leaflet and questionnaire was made available in the Council's Reception area and a dedicated page created on the Council's website with a link to the online questionnaire. The consultation also targeted stakeholders in the following ways:

- Article placed in the Council's newsletter 'Your Lincoln' which is distributed City wide
- Article placed in Sincil Bank newsletter
- 82 letters and emails were sent out to letting agents, landlord associations and signage installers with a link to the questionnaire
- Affected Residents Associations were emailed and 150 paper copies of the information leaflet sent out where required
- 8 site notices were posted around the proposal areas
- Ward Councillors were emailed and encouraged to discuss the proposal with their constituents in order to encourage participation in the consultation
- The City's two universities and the College within one of the proposed areas was consulted by email; emails were sent to Accommodation Officers and/or Student Union Presidents where direct email addresses were known.

3.4 The consultation highlighted the following:

- 134 responses were received; of these responses 61% considered the display of lettings boards to be a very serious problem and almost 18% considered them to be a fairly serious problem
- 85 of the respondents supported a complete ban on lettings boards

- 91% of respondents agreed with restriction being implemented on the areas proposed

- 3.5 Following on from this, an application was made to the Secretary of State to implement a Regulation 7 Direction in the most problematic areas of the City. The Direction was approved and came in to force on 8 April 2019.
- 3.6 Since the implementation of the Direction in 2019, 55 complaints have been made to Planning Enforcement regarding the display of unauthorised lettings boards. Of these 55, 100% of them were removed upon request by the Planning Enforcement Officers once the offender was made aware of the Regulation 7 Direction in place. To date, no further action has been necessary.
- 3.7 Five years have now passed since the implementation of the Regulation 7 Direction and it is necessary to decide whether to begin the process for renewal of the current Direction which will expire on 8 April 2024.
- 3.8 The character of the areas covered by the Direction has not changed since the original application. The Sincil Bank, West End and Monks Road areas have a high density of properties, many of which are occupied as houses in multiple occupation resulting in a transient community. The streets in these areas exhibit a repeated pattern of vertical facades and a strong, singular building line which means that the proliferation of lettings boards was very apparent. Should the Regulation 7 Direction be removed it is likely that the proliferation of boards would be recur, causing significant visual harm in this area.
- 3.9 Union Road and Wellington Street were previously recognised as a problem due to the high number of boards on such a small number of properties on these streets. This again caused significant visual harm which is likely to recur if the Regulation 7 Direction is not renewed.

4. Survey results

- 4.1 A survey of the five areas currently covered by the Regulation 7 Direction was carried out on 15 January 2024. During the course of the survey, only two lettings board were identified within the restricted areas. The letting agents were contacted and reminded of the Direction and these were removed.
- 4.2 The photographs included as Appendix B were taken before and after the implementation of the current Regulation 7 Direction and illustrate the improvement made to the visual amenity of the areas.

5. Strategic Priorities

Let's enhance our remarkable place

The Regulation 7 Direction on lettings boards serves to improve the visual amenity and enhance those areas previously identified as problematic.

6. Organisational Impacts

Finance (including whole life costs where applicable)

6.1 The financial impact identified is Officer time which will be absorbed in the existing Development Management Structure

6.2 Legal Implications including Procurement Rules

The display of lettings boards which are not considered deemed under the Town and Country Planning (Control of Advertisements) Regulations are currently subject to prosecution. Similarly any boards which are displayed in the areas covered by a Regulation 7 Direction will be subject to prosecution and the impact on the Legal Team as a result of the implementation of this Direction should be unchanged. As with all offences dealt with by the Planning Enforcement Team, every effort is made to rectify the breach without recourse to legal proceedings where possible.

6.3 Equality, Diversity and Human Rights

Consideration has been given to the impact on equality, diversity and human rights and the Equality Analysis has been completed and is attached. The consultation provided an opportunity for residents, tenants, the universities and college to raise any concerns.

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

6.4 Human Resources

No current implications.

6.5 Land, Property and Accommodation

Landowners were consulted through the original consultation process.

6.6 Significant Community Impact &/or Environmental Impact

The Regulation 7 Direction has proven to have a significant positive community impact and the renewal would continue this.

6.7 Corporate Health and Safety implications

No current implications.

7. Risk Implications

7.1 (i) Options Explored

1. Renew the current Regulation 7 Direction of lettings boards

Due to the success of the Direction, this is considered to be the preferred option

2. Vary the areas included in the Regulation 7 Direction

At the present time, there is insufficient evidence to suggest that lettings boards are a problem in other areas of Lincoln.

3. Not renew the current Regulation 7 Direction

It is felt that if the Direction is not renewed, then the likelihood of boards being permanently displayed is high. This would result in harm to the visual amenity of the area and the amenity of residents.

(ii) Key risks associated with the preferred approach

No risk has been identified as this is a renewal of a successful Regulation 7 Direction.

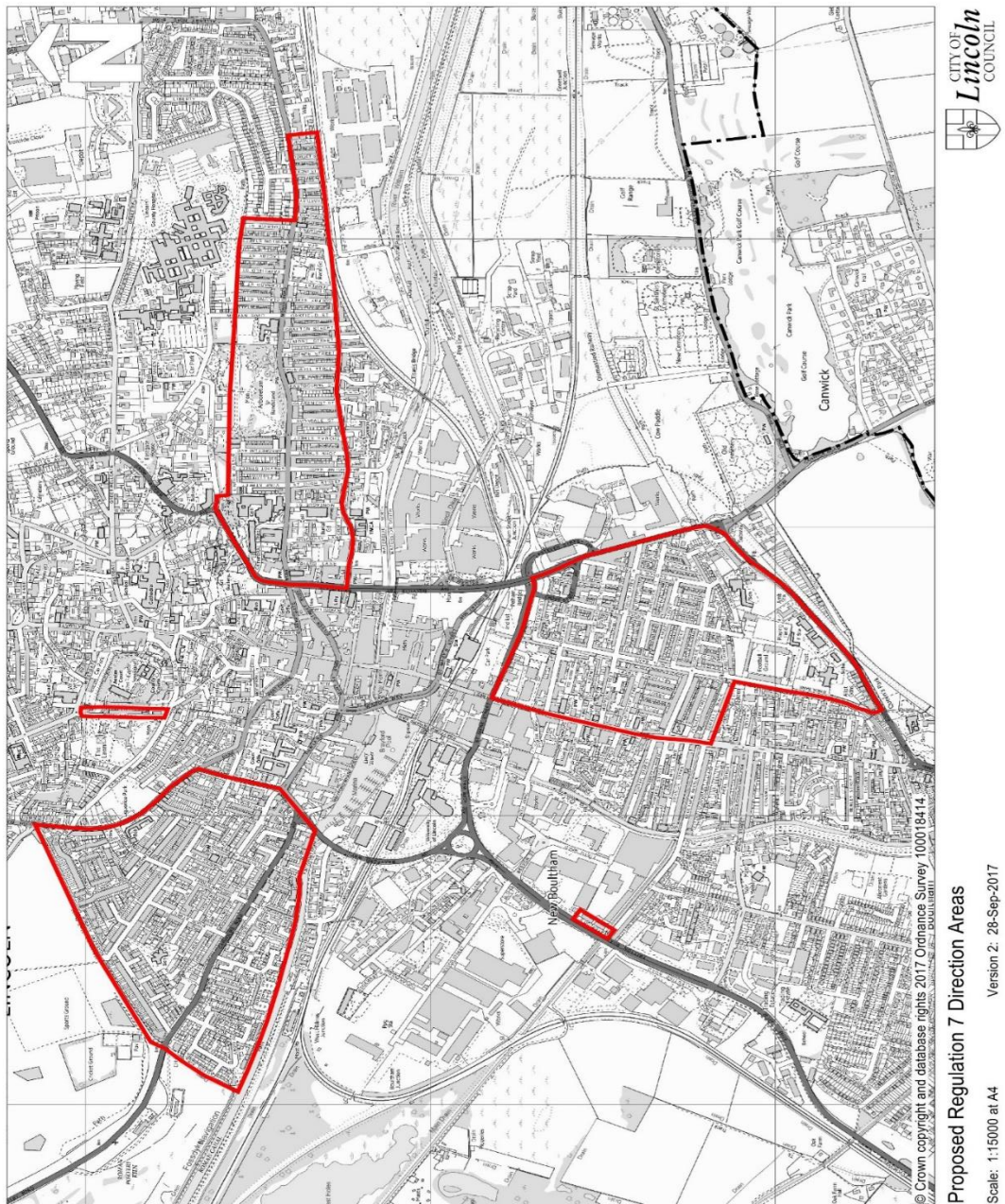
8. Recommendation

- 8.1 To approve the recommendation that the City Council apply to the Secretary of State for a renewal of the Regulation 7 Direction to remove deemed consent for the display of lettings boards in the Monks Road area, West End area, Sincil Bank area, Union Road and Waterloo Street, Lincoln.

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	2
List of Background Papers:	None

Lead Officer: Donna Morris, Planning Enforcement Officer
Email: donna.morris@lincoln.gov.uk

Appendix A



Appendix B

Newland St West - Before



Newland St West – After



Baggholme Road - Before



Baggholme Road - After



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Equality with Human Rights Analysis Toolkit



The Equality Act 2010 and Human Rights Act 1998 require us to consider the impact of our policies and practices in respect of equality and human rights.

We should consider potential impact before any decisions are made or policies or practices are implemented. This analysis toolkit provides the template to ensure you consider all aspects and have a written record that you have done this.

If you need any guidance or assistance completing your Equality and Human Rights Analysis contact:

Corporate Policy Team - Email: policy@lincoln.gov.uk

Legal Services – Email: becky.scott@lincoln.gov.uk

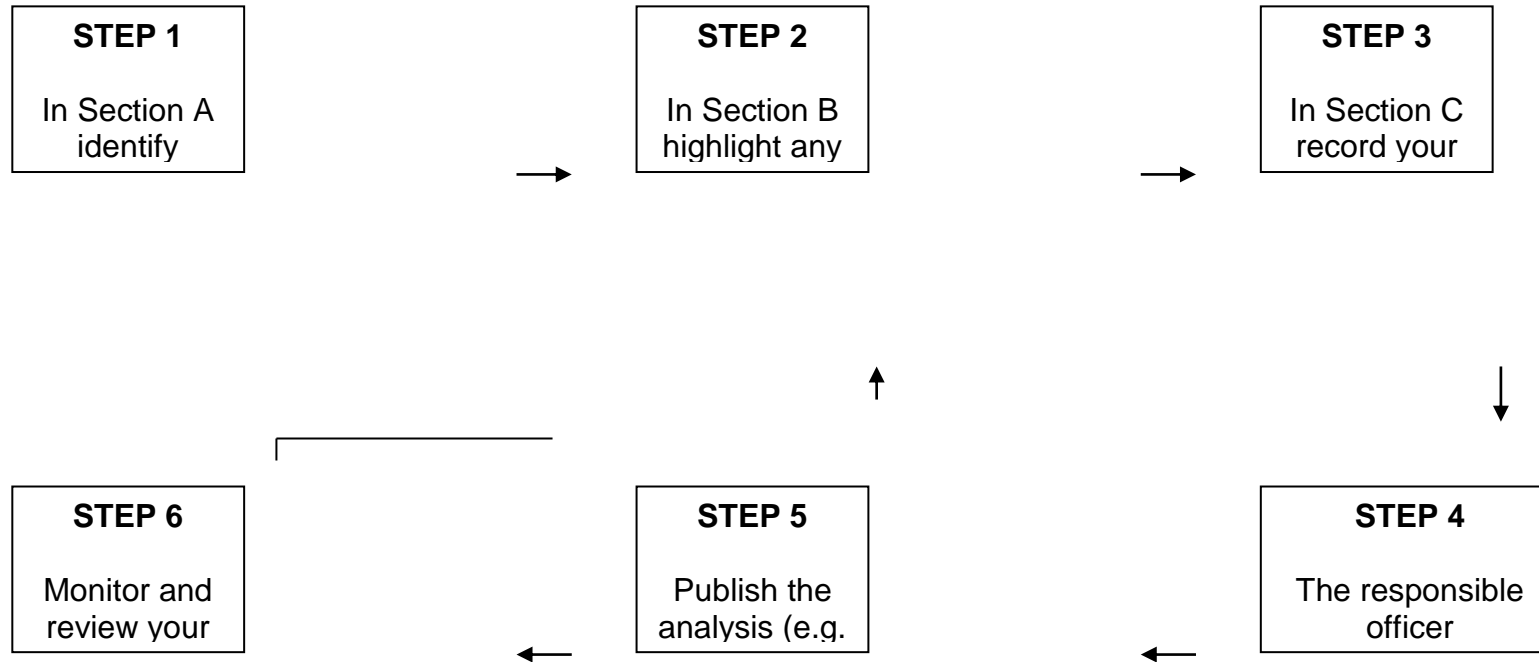
A diagram of the process you should follow is on page 2, and glossary and guidance to help you complete the toolkit can be found on pages 6-9.

↗ Even after your policy, project or service has been implemented; it is recommended that analysis is undertaken every three years, and that this analysis is updated at any significant points in between. The purpose of any update is that the actual effects will only be known after the implementation of your policy, project or service. Additionally, area demographics could change, leading to different needs, alternative provision can become available, or new options to reduce an adverse effect could become apparent.

Useful questions to consider when completing this toolkit

1. What is the current situation?
2. What are the drivers for change?
3. What difference will the proposal make?
4. What are the assumptions about the benefits?
5. How are you testing your assumptions about the benefits?
6. What are the assumptions about any adverse impacts?
7. How are you testing your assumptions about adverse impacts?
8. Who are the stakeholders and how will they be affected?
9. How are you assessing the risks and minimising the adverse impacts?
10. What changes will the Council need to make as a result of introducing this policy / project / service / change?
11. How will you undertake evaluation once the changes have been implemented?

STEP BY STEP GUIDE TO EQUALITY ANALYSIS



* Evidence could include information from consultations.

SECTION A

Name of policy / project / service	Renewal of the Regulation 7 Direction which removes deemed consent to display lettings boards in certain areas of Lincoln.
Background and aims of policy / project / service at outset	A Regulation 7 Direction was implemented in April 2019 which removed the rights of agents and property owners to display lettings boards in the Monks Road area, West End, Sincil Bank area, Union Road and Waterloo Street, Lincoln. The aim of this Direction was to improve the visual amenity of the areas where a proliferation of these boards had been evidenced. The current Direction expires in April 2024 and we now seek to apply to the Secretary of State for a ten year renewal of it.
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis	Kieron Manning – Planning Manager
Key people involved <i>i.e. decision-makers, staff implementing it</i>	Donna Morris – Planning Enforcement Officer

SECTION B

This is to be completed and reviewed as policy / project / service development progresses

	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this and if appropriate who you have consulted with*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age			X	The removal of deemed consent to display lettings boards is not considered to have a positive or negative effect on the 'age' protected characteristic. As removing lettings boards may require landlords to rely more heavily on digital advertising, the primary impact is likely to be digital exclusion, which is influenced by a range of socio-economic factors, rather than age alone. The Council's Housing Solutions team provides a range of services to support people in finding accommodation including private tenancies, therefore people can still use that service should the need support to find a property.	No	N/A
Disability including carers (see Glossary)			X	The removal of deemed consent to display lettings boards encourages agents and landlords to advertise in alternative, more accessible ways. There are no adverse equality impacts on disability.	N/A	N/A
Gender re-assignment			X	The removal of deemed consent to display lettings boards does not have an impact on gender reassignment.	N/A	N/A
Pregnancy and maternity			X	The removal of deemed consent to display lettings boards has anything to do with pregnancy and maternity and does not have an impact in that regard.	N/A	N/A
Race			X	The removal of deemed consent to display lettings board has anything to do with race	N/A	N/A

				and does not have an impact in that regard.		
Religion or belief				The removal of deemed consent to display lettings board has anything to do with religion and does not have an impact in that regard.	N/A	N/A
Sex				The removal of deemed consent to display lettings board has anything to do with sex and does not have an impact in that regard.	N/A	N/A
Sexual orientation				The removal of deemed consent to display lettings board has anything to do with sexual orientation and does not have an impact in that regard.	N/A	N/A
Marriage/civil partnership				The removal of deemed consent to display lettings board has anything to do with marriage or civil partnership and does not have an impact in that regard.	N/A	N/A
Human Rights (see page 8)				The removal of deemed consent to display lettings board has anything to do with human rights and does not have an impact in that regard.	N/A	N/A

**Evidence could include information from consultations; voluntary group feedback; satisfaction and usage data (i.e. complaints, surveys, and service data); and reviews of previous strategies*

Did any information gaps exist?	Y/N/NA	If so what were they and what will you do to fill these?
	N/A	

SECTION C



Decision Point - Outcome of Assessment so far:

Based on the information in section B, what is the decision of the responsible officer (please select one option below):

- | | |
|---|------------------|
| | Tick here |
| • No equality or human right Impact (your analysis shows there is no impact) - sign assessment below | [x] |
| • No major change required (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below | [] |
| • Adverse Impact but continue (record objective justification for continuing despite the impact)-complete sections below | [] |
| • Adjust the policy (Change the proposal to mitigate potential effect) -progress below only AFTER changes made | [] |
| • Put Policy on hold (seek advice from the Policy Unit as adverse effects can't be justified or mitigated) -STOP progress | [] |

Conclusion of Equality Analysis (describe objective justification for continuing)	The renewal of the Regulation 7 Direction does not have an impact on equality and human rights. It is considered a reasonable course of action given the rise in use of searching over the internet. Those individuals who are not online still have the option of contacting letting/estate agents for a list of available rentals which could counter any potential detrimental impact.
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When and how will you review and measure the impact after implementation?*	The Regulation 7 Direction will be reviewed in ten years as per the requirements of the Direction.
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Checked and approved by responsible officer(s) (Sign and Print Name)		Date	30/01/2024
Checked and approved by Assistant Director (Sign and Print Name)		Date	30/01/2024

When completed, please send to policy@lincoln.gov.uk and include in Committee Reports which are to be sent to the relevant officer in Democratic Services

The Equality and Human Rights Commission guidance to the Public Sector Equality Duty is available via: www.equalityhumanrights.com/new-public-sector-equality-duty-guidance/

City of Lincoln Council Equality and Human Rights Analysis Toolkit: Glossary of Terms

Adult at Risk - an adult at risk is a person aged 18 years or over who is or may be in need of community care services by reason of mental health, age or illness, and who is or may be unable to take care of themselves, or protect themselves against significant harm or exploitation.

Adverse Impact. Identified where the Council's operations has a less favourable effect on one or more groups covered by the Equality Act 2010 than

it has on other groups (or a section of a group)

Carer - see also disability by association. A carer is a person who is unpaid and looks after or supports someone else who needs help with their day-to-day life, because of their age, long-term illness, disability, mental health problems, substance misuse

Disability by association. Non disabled people are also protected from discrimination by association to a disabled person. This might be a friend, partner, colleague or relative. This applies to carers who have a caring responsibility to a disabled person.

Differential Impact. Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.

Disability. It is defined under the Equality Act 2010 as 'having a physical or mental impairment which has a substantial and adverse long term effect on a person's ability to carry out normal day to day activities'.

Physical impairment is a condition affecting the body, perhaps through sight or hearing loss, a mobility difficulty or a health condition.

Mental impairment is a condition affecting 'mental functioning', for example a learning disability or mental health condition such as manic depression

Diversity. Diversity is about respecting and valuing the differences between people. It is also recognising and understanding the mix of people and communities who use services and their different needs.

Discrimination. Discrimination has been defined as 'the unequal treatment of individuals or groups based on less because of a protected characteristic – see protected characteristic. This includes discrimination by association, perception, direct and indirect discrimination.

Example of discrimination: An employer does not offer a training opportunity to an older member of staff because they assume that they would not be interested, and the opportunity is given to a younger worker

Equality. The right of different groups of people to have a similar social position and receive the same treatment:

Equality Analysis. This is a detailed and systematic analysis of how a policy, practice, procedure or service potentially or actually has differential impact on people of different Protected Characteristics

Equality Objectives. There are specific strategic objectives in the area of equalities and should set out what services are seeking to achieve in each area of service in terms of Equality.

Equality of Opportunity. Equality of opportunity or equality opportunities may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities:

1. Equality of treatment is concerned with treating everyone the same. Thus, in an organisational context it recognises that institutional discrimination may exist in the form of unfair procedures and practices that favour those with some personal attributes, over others without them. The task of equal opportunities is therefore concerned with the elimination of these barriers.
2. Equality of outcome focuses on policies that either have an equal impact on different groups or intend the same outcomes for different groups.

Evidence. Information or data that shows proof of the impact or non impact - evidence may include consultations, documented discussions, complaints, surveys, usage data, and customer and employee feedback.

Foster good relations. This is explicitly linked to tackling prejudice and promoting understanding.

General Equality Duty. The public sector equality duty on a public authority when carrying out its functions to have 'due regard' to the need to eliminate unlawful discrimination and harassment, foster good relations and advance equality of opportunity.

Gender reassignment. The process of changing or transitioning from one gender to another – for example male to trans-female or female.

Harassment. This is unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

Human Rights – Human rights are the basic rights and freedoms that belong to every person in the world - **see below**

Marriage and Civil Partnership. Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. Single people are not protected. Discrimination on grounds of marriage or civil partnership is prohibited under the Act. The prohibition applies only in relation to employment and not the provision of goods and services.

Pregnancy and Maternity. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Protected Characteristics. These are the grounds upon which discrimination is unlawful. The characteristics are:

- | | | |
|-----------------------|--|----------------------------------|
| • Age | • Race | • Marriage and civil partnership |
| • Disability | • Religion and belief (including lack of belief) | • Pregnancy and maternity |
| • Gender reassignment | • Sex/gender | • Sexual orientation |

Public functions. These are any act or activity undertaken by a public authority in relation to delivery of a public service or carrying out duties or functions of a public nature e.g. the provision of policing and prison services, healthcare, including residential care of the elderly, government policy making or local authority services.

Race. This refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion or belief. Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Section 11 of the Children Act. This duty is a duty under the Children Act 2004 that requires all agencies with responsibilities towards children to discharge their functions with regard to the need to safeguard and promote the welfare of children. They must also ensure that any body providing services on their behalf must do the same. The purpose of this duty is that agencies give appropriate priority to safeguarding children and share concerns at an early stage to encourage preventative action.

Sex. It refers to whether a person is a man or a woman (of any age).

Sexual Orientation. A person's sexual attraction is towards their own sex; the opposite sex; or to both sexes: *Lesbian, Gay or Bisexual*

Victimisation. Victimisation takes place where one person treats another less favourably because he or she has exercised their legal rights in line with the Equality Act 2010 or helped someone else to do so.

Vulnerable Adult. A Vulnerable Adult is defined as someone over 16 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation'

Human Rights

Human rights are the basic rights and freedoms that belong to every person in the world. They help you to flourish and fulfill your potential through:

- being safe and protected from harm
- being treated fairly and with dignity
- living the life you choose
- taking an active part in your community and wider society.

The Human Rights Act 1998 (also known as the Act or the HRA) came into force in the United Kingdom in October 2000. It is composed of a series of sections that have the effect of codifying the protections in the European Convention on Human Rights into UK law.

The Act sets out the fundamental rights and freedoms that individuals in the UK have access to. They include:

- Right to life
- Freedom from torture and inhuman or degrading treatment
- Right to liberty and security
- Freedom from slavery and forced labour
- Right to a fair trial
- No punishment without law
- Respect for your private and family life, home and correspondence
- Freedom of thought, belief and religion
- Freedom of expression
- Freedom of assembly and association
- Right to marry and start a family
- Protection from discrimination in respect of these these rights and freedoms
- Right to peaceful enjoyment of your property
- Right to education
- Right to participate in free elections

Many every day decisions taken in the workplace have no human rights implications. However, by understanding human rights properly you are more likely to know when human rights are relevant and when they are not. This should help you make decisions more confidently, and ensure that your decisions are sound and fair.

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POLICY SCRUTINY COMMITTEE

12 MARCH 2024

SUBJECT:	SAFEGUARDING & PROTECTING VULNERABLE PEOPLE POLICY 2024
DIRECTORATE:	CHIEF EXECUTIVE & TOWN CLERK
REPORT AUTHOR:	EMILY KATE HOLMES – ASSISTANT DIRECTOR – TRANSFORMATION & STRATEGIC DEVELOPMENT

1. Purpose of Report

- 1.1 To present the revised Safeguarding & Protecting Vulnerable People Policy to the Policy Scrutiny Committee and to seek feedback before presenting to Executive Committee for approval.

2. Executive Summary

- 2.1 Safeguarding is a statutory duty for the council. It encompasses a range of legal duties and responsibilities designed to protect people's health, wellbeing, and human rights, and support them in preventing problems from escalating and enabling them to live free from harm, abuse, and neglect. This report provides an overview of the policy to support the council to fulfil its statutory responsibilities and to demonstrate safeguarding competence and compliance.
- 2.2 City of Lincoln's existing safeguarding policy was already aligned to agreed county multi-agency policy and practices. Safeguarding compliance is audited and checked through a process of self-assessment and external audit by the respective safeguarding boards.
- 2.3 This report presents the updated safeguarding policy and procedures which have been amended as part of the full review which is required every three years. The key changes are summarised in the report.

3. Background

- 3.1 The Council has statutory duties to undertake in relation to safeguarding and to promote the wellbeing of individuals and communities. Safeguarding covers a range of legal duties and responsibilities to protect people's health, wellbeing and human rights, to prevent problems from escalating and enabling households and individuals to live free from harm, abuse and neglect.
- 3.2 To safeguard residents, the council works collaboratively with other statutory services including Lincolnshire Police, Adult Social Care and Children's Services. The way agencies work together is shaped through countywide strategic partnerships including Lincolnshire Safeguarding Children's Partnership, Lincolnshire Safeguarding Adults Board, Safer Lincolnshire Partnership and Domestic Abuse Strategic Partnership.

4. Safeguarding and Protecting Vulnerable People Policy and Procedures

4.1 The Safeguarding and Protecting Vulnerable Policy and Procedures supports the Council to protect those who need safeguarding by providing a reference point and guidance for staff, elected members, volunteers and commissioned services acting on behalf of the Council. This document seeks to provide practical guidance to ensure the Council undertakes its duties and promotes the wellbeing of residents and communities.

4.2 Safeguarding responsibilities are broadly consistent across the different areas of protecting vulnerable people. This includes;

- Having effective policy and procedures in place with clear roles and responsibilities
- Recognising abuse or knowing how to recognise concerns
- Training and safely recruiting a capable workforce
- Reporting concerns to partner agencies
- Working closely with partners such as social care services, health agencies, Lincolnshire Police and other local authorities
- Responding to allegations
- Undertaking and participating in regular audit and scrutiny for continuous improvement

4.3 This report provides an updated version of existing policies and framework to fulfil statutory duties and demonstrate safeguarding competence and compliance following a full review.

4.4 The key policy changes in the document can be summarised;

- Updated Policy title to include Protecting Vulnerable People
- Roles and responsibilities updated to reflect change in personnel
- Sectioned the policy into parts for ease of navigation and to enable clear version control and updates for topics
- Updated guidance on domestic abuse to reflect the implementation of the Domestic Abuse Act 2021 and joint multi-agency domestic abuse protocol
- Updated to reflect multi-agency working practices including the joint agency escalation protocol, self-neglect protocol and joint multi-agency domestic abuse protocol
- Updates to Prevent to reflect the updated statutory guidance and Venue Hire Policy
- Refreshed and updated links to external resources and guidance

5. Strategic Priorities

- 5.1 Consideration and support for vulnerable residents is an integral part of the council's strategic plan, Vision 2025, and particularly the priority 'Let's reduce all kinds of inequality'. The remit covered through the Safeguarding & Protecting Vulnerable People Policy and Procedures demonstrate how the Council provides help and support to the most vulnerable in the city. This is delivered by making sure vulnerable residents have access to advice and services, working closely with partners to ensure that correct support is in place.

6. Organisational Impacts

- 6.1 Finance (including whole life costs where applicable)

There are no direct financial implications arising from this report.

- 6.2 Legal Implications including Procurement Rules

Maintaining appropriate Safeguarding Policy & Procedures, the council ensures that any legal requirements and duties are being met including;

- The Children Act 1989 and 2004
- The Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Counter-Terrorism and Security Act 2015
- Domestic Abuse Act 2021
- Working Together to Safeguard Children 2023 statutory guidance
- Prevent Duty Guidance (updated 2023)

- 6.3 Equality, Diversity and Human Rights

The policy and procedures provides information to protect vulnerable individuals from significant harm. There is a responsibility to protect children and young people until they reach their 18th birthday and adult safeguarding responsibilities are in place for vulnerable individuals from the age of 18 onward. The policy highlights the need to have specific regard to individuals with disabilities, be aware of additional care needs and mental capacity at a given time. The policy refers to cultural abuse and also protection of harm for those individuals impacted by Hate Crime and Mate Crime. A person is not defined as vulnerable because of a single characteristic however some characteristics may be a contributing factor in putting an individual at risk.

7. Risk Implications

- 7.1 (i) Alternative options considered were that the policy is not updated or that the council has 8 separate policies and procedures for Safeguarding Children, Safeguarding Adults at Risk, Domestic Abuse, Stalking, Hate Crime & Mate Crime, Modern Slavery & Human Trafficking, County Lines & Cuckooing and Preventing Violent Extremism. This is not recommended.
- 7.2 (ii) Key risks associated with the preferred approach – "Failure to protect the vulnerable in relation to the Council's PREVENT and compliance with safeguarding and domestic abuse duties" is a risk identified in the Council's strategic risk register. Having

an up-to-date policy and procedure that is relevant, current and simple to understand helps mitigate against this risk.

8. Recommendations

8.1 That the content of the report and the updated policy and procedures be noted and

8.2 That Policy Scrutiny Committee provide feedback on the documents and recommend the adoption of the revised Safeguarding and Protecting Vulnerable People Policy and Procedures.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? 9

List of Background Papers: None

Lead Officers: Emily Kate Holmes, Assistant Director
Transformation & Strategic Development and
Joanne Smith, Safeguarding Lead Officer
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Safeguarding & Protecting Vulnerable People Policy and Procedures 2024

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INTRODUCTION

Safeguarding encompasses a range of legal duties and responsibilities designed to protect people's health, wellbeing, and human rights, and support them in preventing problems from escalating and enabling them to live free from harm, abuse, and neglect.

The Council has a range of statutory duties to carry out in relation to safeguarding and promoting the wellbeing of individuals and communities. This policy has been written to support the Council in protecting those who need safeguarding by providing a reference point and guidance for staff, elected members, volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council. It seeks to provide practical guidance to ensure that the Council plays its full part in safeguarding and promoting the wellbeing of its individuals and communities at all times.

Safeguarding involves a number of key agencies including; Lincolnshire County Council's Children's Services and Adult Social Care, Health Agencies including GPs, mental health services and commissioned services in the county and Criminal Justice Agencies including Lincolnshire Police and Probation. Our duties do not extend to areas which would be considered the responsibility of our partners, but there are duties to cooperate and to have effective processes in place with regard to collaboration.

A consistent and effective approach is needed across the Council to ensure that statutory responsibilities are met, to protect the community, and protect the reputation of the Council. Safeguarding responsibilities of the Council include:

- Having effective safeguarding policies and procedures in place;
- Recognising signs of abuse or safeguarding concerns;
- Effective training of staff, safe recruitment and capable workforce
- Referring concerns to partner agencies;
- Working closely with partners such as the police, social care, health agencies, probation and other local authorities;
- Undertaking and participating in regular audit and scrutiny for assurances.

OVERVIEW AND POLICY COMMITMENT

This Policy aims to protect: children, young people and adults who need safeguarding, including employees, volunteers, apprentices and students; those who use our services or are cared for by others who use our services; and those with whom our staff, elected members, volunteers, key contractors and directly commissioned providers acting on behalf of the Council have contact.

It aims to:

- Ensure that the Council plays its full role in safeguarding and promoting the health, welfare and wellbeing of children, young people, and adults at risk, at all times;
- Raise awareness of the duty of care and responsibilities relating to safeguarding throughout the Council;
- Ensure a person-centred approach which puts people's own needs and wishes first, hears their voice, respects their views, and upholds their human rights;
- Achieve the best possible outcomes for all individuals, including enabling all children and young people to 'Stay Safe, Be Healthy, Enjoy and Achieve, make a Positive Contribution and

Achieve Economic Wellbeing' (Children Act 2004), promoting the wellbeing of adults who have care or support needs and safeguarding vulnerable groups to avoid harm;

- Secure stable relationships with professionals built on trust, with consistent support to meet their individual needs and with all decisions taken in line with the Mental Capacity Act (MCA) 2005;
- Ensure that everyone involved gets the support they need before a problem escalates;
- Provide a proportionate, timely, supportive, informed, and professional response to anyone experiencing abuse or neglect;
- Actively encourage good practice amongst staff and promote wider awareness where possible (for example partner organisations, service user groups and community);
- Create a safe and healthy environment within all of our services, avoiding situations where abuse or allegations of abuse may occur;
- Ensure that we safely recruit, train, supervise and support staff, elected members and volunteers appropriately and in accordance with Disclosure and Barring Service (DBS) guidance.
- Ensure commitment to working in partnership with other agencies at both a strategic and operational level

ROLES AND RESPONSIBILITIES

Safeguarding is everyone's business. This policy provides guidance for anyone working on behalf of the Council who may come into contact with children, young people, vulnerable adults, and their families. This policy affects every Council staff member, elected member, volunteer and anyone working on behalf of and / or representing the Council.

All individuals to whom this policy and procedures apply must know where and how to access it, have a clear understanding of how, why and who to contact with their concerns and complete appropriate training in order to fulfil their responsibility in being able to identify and respond to wellbeing concerns, abuse or alleged abuse and poor practice. All officers who visit people's homes must be particularly alert to signs of abuse or neglect. All officers must always report and respond to concerns, doing so swiftly to ensure the safety and wellbeing of anyone at risk or suspected of being at risk. All employees should discuss concerns with the appropriate person or organisation as set out throughout this policy and its associated procedures.

It is the responsibility of those who have a role in engaging services to ensure that volunteers, key contractors, consultants and directly commissioned providers acting on behalf of the Council meet these requirements.

If anyone subject to this policy finds, for whatever reason, they do not believe that they can fully comply with all requirements they must notify the Designated Safeguarding Officer or a Deputy Designated Safeguarding Officer immediately:

Safeguarding Lead & Deputy Designated Safeguarding Officer

Jo Smith, joanne.smith@lincoln.gov.uk 01522 873 834

Designated Safeguarding Officer

Emily Kate Holmes, Assistant Director – Transformation & Strategic Development, emily.kate.holmes@lincoln.gov.uk 01522 873 277

Whilst safeguarding is everyone's business, the Council has named officers who take specific responsibility for:

- Supporting staff to report concerns;
- Developing and reviewing policies and procedures;
- Working in partnership with other organisations to develop best practice and shared learning
- Providing, coordinating, and monitoring training for staff and elected members;
- Providing training to all new staff and elected members as part of the council's induction process;
- Ensuring engagement and compliance with audit frameworks;
- Implementing audit recommendations and changes to legislation;
- Engaging in serious case reviews and domestic homicide reviews;
- Co-ordinating a corporate safeguarding group to ensure that protecting vulnerable people is embedded across the organisation.

The Councils corporate safeguarding roles and responsibilities are set out below:

Corporate Safeguarding Role	Overview of Responsibilities	Corporate Lead Officer(s)
Designated Safeguarding Officer (DSO)	The Designated Safeguarding Officer has overall responsibility for safeguarding and will: Represent the council on safeguarding matters at an external and strategic level and have overall responsibility for ensuring the council is meeting its safeguarding requirements; Review the safeguarding policy and procedures; Represent the council in the instance of any serious case review or domestic homicide review; Be the council spokesperson in the event of any public / media enquiries;	Assistant Director – Transformation & Strategic Development
Lead Safeguarding Officer and Deputy DSO	Lead Safeguarding Officer will: Deputise for the Designated Safeguarding Officer as required; Advise staff on responding to and referring safeguarding concerns; Represent the council at multi-agency case management meetings, and support and guide officers presenting cases when needed Maintain communication channels with outside agencies including attending strategic partnership meetings Ensure that all cases are collated, recorded, reported, and reviewed, and all requests for information are responded to within the required timescales to support case reviews and inspections Advise on policy updates and learnings from case reviews Provide professional advice and expertise on policy and procedure matters and develop and implement new policies Advise on training requirements and briefings Be the Council's point of contact for external agencies for case work	Safeguarding Lead Officer

Senior Safeguarding Officers and Deputy Safeguarding Officers	<p>Senior Safeguarding Officers will:</p> <p>Deputise for the Lead Safeguarding Officer as required</p> <p>Represent the council at multi-agency case management meetings on occasion</p> <p>Advise staff on responding to and referring safeguarding concerns</p> <p>Be a point of contact for safeguarding within their directorate</p>	PPASB & Licensing Services Manager, Business Manager – Corporate Policy & Transformation Customer Services Team Leader Housing
Prevent Lead	<p>The Prevent Lead will:</p> <p>Represent the Council at relevant meetings;</p> <p>Ensure that the website, intranet and Safeguarding Policy contain up-to-date information and advice</p> <p>Recommend training for staff and elected members</p> <p>Provide advice to Safeguarding Officers on Prevent/Channel referrals</p>	PPASB & Licensing Services Manager
Protecting Vulnerable People Group	<p>The Protecting Vulnerable People group will:</p> <p>Ensure that safeguarding is effectively managed and understood across the organisation and that safeguarding responsibilities are complied with</p> <p>Be responsible for delivering safeguarding actions and sharing learning across the organisation.</p>	
Corporate Leadership Team – CMT & ADs	<p>CLT will:</p> <p>Be responsible for ensuring safeguarding is embedded and prioritised throughout directorates</p> <p>Seek assurances through annual reporting</p> <p>Monitor strategic corporate risks regarding safeguarding</p>	
Portfolio Holder and Member Safeguarding Champion	<p>The Portfolio Holder and Member Safeguarding Champion;</p> <p>Will encourage and promote member training and awareness on safeguarding topics and emerging issues</p> <p>Will receive relevant briefings from officers and provide annual updates to members to give assurance that the council is compliant with safeguarding duties.</p>	
Safer Recruitment	<p>Employers need to identify candidates who may be unsuitable for certain jobs, especially work that involves vulnerable groups including children.</p> <p>Ensure that the Council makes safe recruitment decisions in line with the requirements of the Disclosure and Barring Service (DBS)</p> <p>Ensure that the Council's DBS policy is up to date and reviewed in line with any legislative changes.</p> <p>HR will:</p> <p>Support safeguarding leads to identify posts that need DBS clearance;</p>	Service Managers, Human Resources

	Undertake DBS checks for all identified posts; Advise management of strategic risks relating to people; Maintain records to demonstrate current compliance of DBS for identified posts.	
Service Managers and Line Managers	Service Managers and Line Managers are responsible for increasing safeguarding awareness in their services. Dealing with abuse and neglect can be stressful and distressing and staff can be left feeling concerned about a situation or case they have experienced. They will: Support and supervise staff appropriately; Ensure that their team members complete all relevant training requirements; Share safeguarding information throughout teams, supported by the protecting vulnerable people group; Respond promptly to requests for information regarding specific cases and maintain clear communication with the safeguarding officers, and good working relationships with other agencies to address any difficulties between front line staff; Support the review of this policy and its procedures where required; Ensure that all concerns and cases are reported, logged and responded to appropriately.	

TRAINING AND DEVELOPMENT

It is essential that everyone to whom this safeguarding policy applies is able to recognise and respond to possible safeguarding risks and concerns across all relevant policy areas. The level of training and knowledge required by each person is determined by their role and their level of contact with vulnerable customers – all roles within the organisation will be categorised using the requirements of the National Competencies Framework (NCF) for Children and Adults.

All training is delivered either face to face, via workshops or via e-learning modules which are either delivered in partnership with, or endorsed by the respective safeguarding, domestic abuse, prevent boards and strategic groups. **Safeguarding training is mandatory.** Training is undertaken during induction to the organisation and then on a six-year rolling programme. This follows the Lincolnshire Safeguarding Adult Board 6 Year Safeguarding Adult Training Pathway and the Lincolnshire Safeguarding Children Partnership 6 Year Safeguarding Children Training Pathway. E-Learning modules are reviewed and updated quite regularly as courses must be updated to meet the changing needs. The e-learning modules are accessed through the Lincolnshire Safeguarding Children Partnership and Lincolnshire Safeguarding Adults Board [learning platform](#).

The table below outlines the training groups. If you are unsure which level of training is relevant to your role or if you have any questions, please contact the Safeguarding Lead Officer for advice or email safeguarding@lincoln.gov.uk

Training Group	Definition for Grouping	Who is this?
1	Those with infrequent contact with children, young people and vulnerable adults who may become aware of possible abuse, neglect, or maltreatment.	All staff, volunteers, general contractors, consultants
2	Those with regular contact or periods of intense but irregular contact with children, young people, and vulnerable adults who may be in a position to identify concerns regarding abuse, neglect, or maltreatment.	Key contractors, housing, homelessness, PPASB, community safety, communities, leisure and culture and staff involved in home visits
3	Operational Managers at all levels. Senior managers responsible for strategic management of services. Those with oversight of systems, policies, and procedures in their department.	Service managers, senior officers, Assistant Directors of relevant services.
4	Designated lead professionals in TAC, child protection, MAPPA, and MARAC work. Those responsible for ensuring their organisation is at all levels fully committed to safeguarding and have appropriate systems and resources in place.	Defined roles in housing, homelessness, PPASB, community safety, safeguarding, designated safeguarding officer, deputy designated safeguarding officer,
5	Staff without IT access	Staff without IT will be trained through briefings

Elected Members: All elected members will be offered safeguarding training when they are elected, as part of the induction process. They will also be required to complete the e-learning induction module 'Introduction to Safeguarding Everyone in Lincolnshire' during their first year in office. Elected Members will be offered opportunities to increase their safeguarding awareness through e-learning modules and thematic training and briefings.

Staff without IT access: All staff without IT access will need to attend safeguarding briefing sessions. The briefing will cover general safeguarding principles, personal responsibilities and who to contact with any concerns. These may be delivered face to face, or virtually.

Multi-agency face to face training: certain role, predominantly those in training group 4 will require more in-depth face to face training. These are accessed via the

SUPERVISION AND APPRAISAL

People work best when they are well informed, trained and supported. Supervision should improve the quality of practice, support the development of integrated working and ensure continuing professional development. Effective supervision involves regular face-to-face discussion with skilled managers, including reflective practice, to enable staff to work confidently and competently with difficult and sensitive situations.

This includes:

- Ensuring that service users and their carers receive a quality service
- Enabling understanding and implementation of policies and procedures
- Supporting staff to be clear about their responsibilities and accountabilities
- Giving staff opportunities to reflect on, analyse and evaluate practice
- Giving staff opportunities to discuss best practice and safeguarding concerns
- Providing personal support when dealing with difficult cases.

Staff leading on Team Around the Child (TAC) cases, MARAC, dealing directly with complex or distressing cases, involved in case reviews or court cases, will need and should receive appropriate support from their manager, the Safeguarding Lead Officer, Designated Safeguarding Officer or their deputies. This may include regular and ad hoc de-briefs, and opportunities to seek external support for their wellbeing if required. Appraisals should always include discussion of the safeguarding responsibilities of the role and training and development needs.

To support personal development and professional competence, managers can identify good practice through:

- Direct observation of the activity or service
- Undertaking case file audits, where appropriate
- Reviewing service user's feedback on the activities or services

Team Meetings should also include regular agenda items to share safeguarding information, concerns and best practice.

REPORTING CONCERNS AND RECORD KEEPING

If you feel that a child, young person, or vulnerable adult is at immediate risk of significant harm, then call Lincolnshire Police on 999. If however, you think they are at risk but that risk is not immediate, you must take appropriate action, calling 101 if you think a crime has been committed. You can contact the Safeguarding Lead Officer for advice and may also need to report the matter to the LCC Customer Services Centre (CSC) on 01522 782111 for children, 01522 782155 for adults, or emergency out of hours 01522 782333.

In all cases you should report the incident to the Safeguarding Lead Officer through the [Internal Safeguarding Online Form](#) or by emailing safeguarding@lincoln.gov.uk

For staff without IT access, please speak to your supervisor/line manager to report a concern.

Customer facing, front line services are most likely to come across safeguarding concerns in their day-to-day roles and will have an enhanced level of awareness. These staff groups/services will be more experienced in engaging with external agencies to report safeguarding concerns – as referrals or through multi-agency case management procedures such as Early Help, ASBRAC, VAP, MARAC. If you are aware that a case is already open and external services are aware of the child, family or vulnerable adult you can contact the relevant officer through LCC Customer Services Centre.

If you need advice on the most appropriate course of action, please speak with your line manager, Designated Safeguarding Officer or Deputy Safeguarding Officer.

If you have concerns – share them. For further guidance refer to Appendix A: Safeguarding Incident Flow Chart

Records must always be made with great care. They will almost always be open to inspection by others, including those about whom they are made; they may be required as evidence in case reviews of legal proceedings. Good records are factual, accurate, legible, comprehensive and made as soon after the incident as possible. They include direct evidence, such as the words used by individuals themselves, and specific information, such as the exact location of an injury (e.g. bruising 'on the left lower forearm just above the wrist', rather than 'on the arm'). Diagrams which explain family relationships, layouts of locations, or locations of injuries are helpful.

When making records, do not:

- Make value judgements about those involved
- Criticise those involved for their behaviours, attitudes, beliefs or actions
- Use jargon, slang, derogatory or negative language about victims or perpetrators
- Use abbreviations which are not explained
- Speculate or make assumptions about someone's explanations or actions.
- Speculating makes assumptions; professional curiosity teases out concerns and prevents assumptions being made.

Always record:

- The date and time of the incident
- The person's name, address and date of birth if known
- The nature of the allegation or incident and, if possible, the name, address, date of birth or any others involved, including the employer of anyone alleged to have caused the harm.
- Factual observations: visible injuries, the person's behaviour / physical / emotional state, etc.
- Exactly what they said, using their own words, and exactly what you said.
- Their consent to share the information.
- All actions you took: who you spoke to and all resulting actions so far. Include names, addresses and telephone numbers wherever possible.
- Date your record and store the information securely.

Consider whether a person involved needs adding to the Council's Exercise with Caution Register. If you feel that staff, councillors, volunteers, contractors or consultants may be at risk of harm from a person involved in a safeguarding incident or concern, seek advice from the Safeguarding Lead Officer, Designated Safeguarding Officer.

Where there is a case file for the person, your record should be stored securely on their file. Staff without IT access should telephone the Safeguarding Lead Officer.

CONFIDENTIALITY AND INFORMATION SHARING

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child, young person, or vulnerable adult, to their family and any child protection, adult safeguarding or police investigations that may follow.

Informing the parents of a child or young person you have concerns about needs to be dealt with in a sensitive way and should be done in consultation with children's services / police. Any individual under

suspicion has the right to be notified about the cause for concern. It is important that the timing of this does not prejudice any investigation.

Recorded information (both paper and electronic) should be stored in a secure place, with access limited to officers named within the corporate safeguarding structure, in line with data protection laws.

If enquiries arise from the public (including parents) or any branch of the media, it is vital that staff, elected members, volunteers and anyone working for or on behalf of the Council are briefed as required so that they do not make any comments regarding the situation. The Designated Safeguarding Officer will be the designated spokesperson in the event of any public / media enquiries. In the absence of the Designated Safeguarding Officer, the query should be escalated to the Strategic Director of Housing and Investment or the Chief Executive.

Information Sharing: The Council is signed up to the Safer Lincolnshire Partnership Information Sharing Agreement, allowing full sharing of information between signatories, with the constraints of the GDPR. The Council is also signed up to specific information sharing agreements referring to Multi-Agency Risk Assessment Conference (MARAC), Anti-Social Behaviour Risk Assessment Conference (ASBRAC), ECINS and others. These agreements are updated annually.

As partnership approaches develop, case management forums or referral processes could be created or amended and as part of this, information sharing will be considered.

The Seven Golden Rules of Information Sharing

The following 'golden rules' have been taken directly from the [government guidance](#), "Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers" HM Government, July 2018

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

CURIOSITY AND UNCERTAINTY

Professional Curiosity has previously been a recurring theme in Serious Case Reviews (SCR) across Lincolnshire. Professional curiosity is about having the capacity and communication skills to explore and understand what is happening with an individual or family. It is about enquiring more deeply and using proactive questioning and challenge. It is about challenging your own responsibility and knowing when to act rather than making assumptions or taking things at face value. The LSCP have published a [Professional Curiosity Resource Pack](#) which provides further information and guidance.

Respectful Uncertainty is about considering and where necessary challenging responses, looking beneath the surface and testing the facts and ‘gut feelings’ rather than accepting an explanation, however plausible.

INTER-AGENCY DISPUTES AND ESCALATION POLICIES

When working in the arena of safeguarding, it is inevitable that at times there will be professional disagreement. Whilst this is accepted, it is vital that such differences do not affect the outcomes for children, young people and vulnerable adults or detract from ensuring that they are safeguarded.

Disagreements could arise in a number of areas of multi-agency working as well as within single agency working, but are most likely to arise in relation to:

- Criteria for referrals;
- Outcomes of assessments;
- Roles and responsibilities of workers;
- Service provision;
- Information sharing and communication.

Having an Escalation Policy became a statutory requirement following a number of Serious Case Reviews.

If you are concerned or unhappy with the decisions or action/lack of action of another agency when referring a case or securing their involvement in supporting an individual, issues can be escalated through the Designated Safeguarding Officer or their Deputy, as they are required to challenge the managers within that partner agency by using the escalation policies set out by the LSCP or LSAB or other overarching body. Escalation actions can also be discussed and agreed through internal case meetings. The [Lincolnshire Joint Professional Escalation & Resolution Protocol](#) provides further advice and guidance.

If you feel that you need to use this process, please speak to the Lead Safeguarding Officer or Designated Safeguarding Officer before making a referral.

WHISTLE BLOWING

All staff, elected members, volunteers, key contractors and directly commissioned providers acting on behalf of the Council should refer to the Council's [Whistleblowing Policy](#) if they are concerned about how a safeguarding issue **has been dealt with**.

The Council will always adhere to the procedures set out by the LSCP, LSAB or other overarching body in such event. In addition, the NSPCC Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation. They can be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk

AUDIT AND QUALITY ASSURANCE

As a statutory agency, District Councils are subject to a number of internal and external audits and quality assurance mechanisms to ensure compliance and effective practices in each of the areas covered by this policy and associated procedures. All audit recommendations will be integrated into the Protecting Vulnerable People Development Plan. Regular updates will be monitored via the Protecting Vulnerable People Group with briefings provided to the Portfolio Holder and member Safeguarding Champion.

An annual report will be provided to members to provide assurance that the council continues to be vigilant on safeguarding matters, fulfilling its legal duties.

Ideas for improvement on response to safeguarding in any way, from changing the way we communicate through to adapting working practices, are always welcome. Feedback will always be taken on board and where we can make changes or improvements, we will do so. Initial suggestions can be emailed to safeguarding@lincoln.gov.uk for further discussion at Protecting Vulnerable People Group.

SAFER RECRUITMENT

It is the duty of employers to identify candidates who may be unsuitable for certain jobs, especially jobs that involve working with vulnerable groups such as children. The Human Resources team offers advice and support to the Council to enable relevant officers to make safer recruitment decisions in line with the requirements of the Disclosure and Barring Service (DBS). Council officers are responsible for the recruitment and management of staff within their service areas, but the Human Resources service provides support, guidance, and direction in terms of good practice and best approach.

MONITORING AND REVIEW

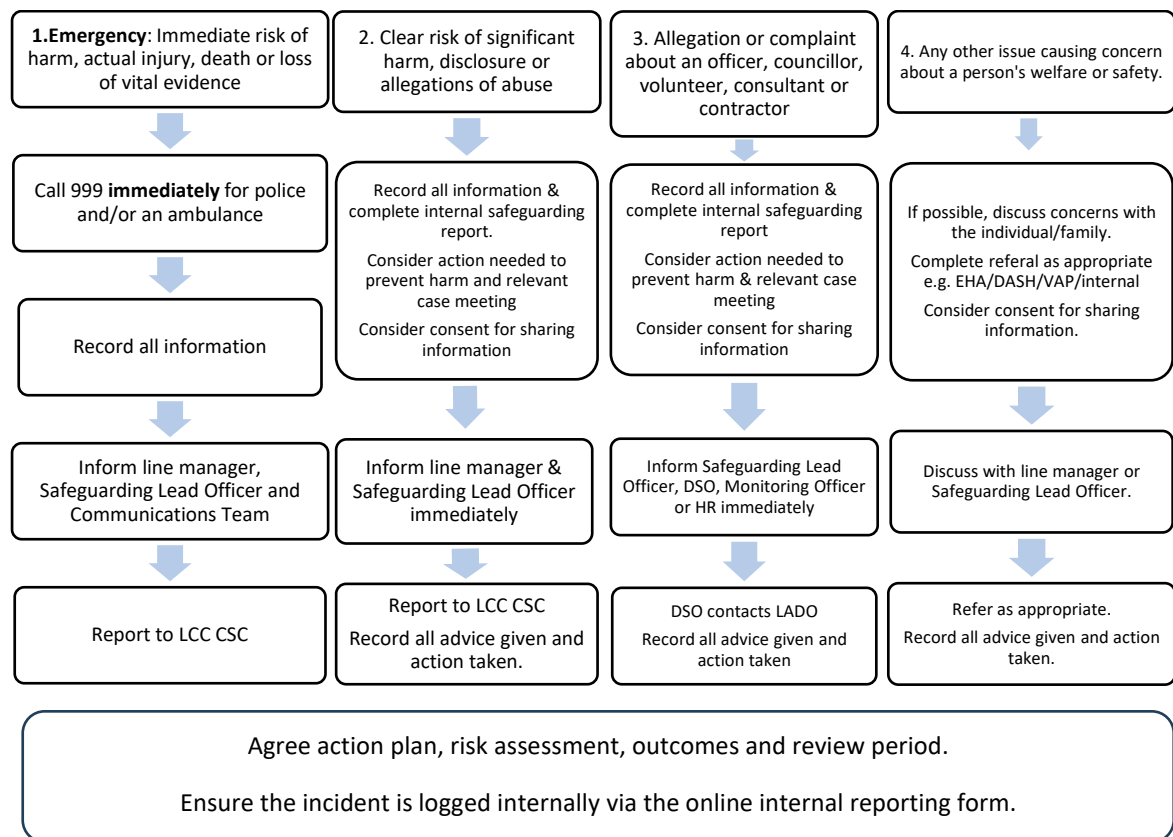
This Policy and its Procedures will be fully reviewed every three years. The revised policy will be discussed at Policy Scrutiny Committee and then approved by the Executive. The Policy will also be reviewed on an annual basis and updated where appropriate. If a weakness is identified in procedures or if national guidelines change between reviews, the policy will be reviewed and revised by the Designated Safeguarding Officer.

Changes to the policy or procedures will be reviewed via Protecting Vulnerable People Group and communicated via CLT and Service Managers across the organisation with briefings and information provided on the intranet.

All policy revisions will be dated and recorded in the table below.

Version	Reason	Amended	Approved	Published
1.0	Full 3 year review	Rebecca James Safeguarding Co-ordinator ELDC & Paula Burton, Housing Solutions Manager City of Lincoln Council September 2019	Daren Turner, Safeguarding Champion and Executive Committee	October 2019
2.0	Annual Review and updated Job Titles	Paula Burton, Safeguarding Officer	Protecting Vulnerable People Group December 2020	December 2020
3.0	Full 3 year review	Emily Kate Holmes, Assistant Director – Transformation & Strategic Development (DSO) January 2024	Executive 18.03.24 TBC	

Appendix A: Safeguarding Incident Flow Chart



Appendix B EXTERNAL LINKS AND INFORMATION

Safeguarding is complex and wide ranging. Given the breadth of importance of the areas contained within this policy, it cannot and must not be read and taken in isolation. Links to important external procedures and processes are included throughout the document and must be followed. The principle external links are:

Lincolnshire Safeguarding Children Partnership (LSCP)	https://www.lincolnshire.gov.uk/safeguarding/lscp https://www.lincolnshirescp.org.uk/ (April 2024)
Working together to safeguard children 2023 statutory guidance 2023	Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)
Lincolnshire Safeguarding Adults Board (LSAB) Multi Agency Policy and Procedures	https://www.lincolnshire.gov.uk/safeguarding/lisab
Lincolnshire Multi Agency Domestic Abuse Guidance	https://www.lincolnshire.gov.uk/crime-prevention/domestic-abuse
Lincolnshire Domestic Abuse Specialist Service	Lincolnshire Domestic Abuse Specialist Service (ldass.org.uk)
Lincolnshire Prevent/Channel Guidance	https://www.lincolnshire.gov.uk/crime-prevention/preventing-extremism Prevent Lincolnshire Police (lincs.police.uk) Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)
Hate Crime Information and Guidance	http://www.stophateuk.org https://www.lincs.police.uk/advice/advice-and-information/hco/hate-crime/
Modern Slavery and National Referral Mechanism	https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales Modern slavery Lincolnshire Police (lincs.police.uk)
Human Trafficking	https://www.gov.uk/government/publications/victims-of-human-trafficking https://www.lincs.police.uk/advice/advice-and-information/ms/human-trafficking/
Online Training - Enable	https://safeguardinglincolnshire.vc-enable.co.uk/Login/Login
Disclosure and Barring Service	https://www.gov.uk/government/organisations/disclosure-and-barring-service

Appendix C

GLOSSARY OF TERMS

Anti-Social Behaviour	ASB	Behaviour causing or likely to cause harassment, alarm, and distress.
Anti-Social Behaviour Risk Assessment Conference	ASBRAC	Multi-agency risk assessment conference for victims of anti-social behaviour. Targeting high end ASB to protect the most vulnerable.
CHANNEL		Multi-agency approach to protect people at risk from radicalisation.
CONTEST		The Governments counter terrorism strategy.
Customer Service Centre	CSC	Lincolnshire County Council mechanism to make safeguarding referrals or raise safeguarding queries.
Domestic Abuse, Stalking & Harassment and Honour Based Violence risk assessment	DASH	Approved risk assessment tool used by professionals to identify risk of domestic abuse and to inform future safety planning and referrals to MARAC. http://www.dashriskchecklist.co.uk
Domestic Abuse Partnership	DAP	A formal partnership to meet the statutory duties within the Domestic Abuse Act 2021. The Lincolnshire Domestic Abuse Strategy sets out the key areas of action to tackle domestic abuse – relevant to all victims of domestic abuse. https://www.lincolnshire.gov.uk/crime-prevention/domestic-abuse
Disclosure and Barring Service	DBS	The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.
Early Help Assessment	EHA	A template to facilitate a meaningful assessment with the participation of a child, young person and their parents or carers. This is undertaken by a professional who is best placed for the family. Social care – Early help assessments - Lincolnshire County Council
Independent Domestic Violence Advisor	IDVA	IDVA's support high risk domestic abuse victims at a point of crisis, supporting them to plan appropriate safety management strategies.
Independent Sexual Violence Advisor	ISVA	Similar to the role of an IDVA but supporting victims of sexual violence to access support and safety planning.
Lincolnshire Safeguarding Adults Board	LSAB	A statutory multi-agency partnership, comprising of a range of organisations that all have stakeholder interest in the safeguarding adult's agenda. https://www.lincolnshire.gov.uk/lsab
Lincolnshire Safeguarding Children Partnership	LSCP	A statutory multi-agency board made up of representatives from the Local Authority, Police, Health Service, Probation Trust, Youth Offending Service, the Voluntary Sector, and others. Soon to change from Board to Partnership. https://www.lincolnshire.gov.uk/safeguarding/lscp

Multi-Agency Risk Assessment Conference	MARAC	Multi-agency meetings where information about high risk domestic abuse victims (those at risk of murder or serious harm) is shared to develop a risk focussed, coordinated safety plan to support the victim.
Mental Capacity Act (2015)	MCA	The Mental Capacity Act 2005 covers people in England and Wales who cannot make some or all decisions for themselves. The ability to understand and make a decision when it needs to be made is called 'mental capacity'.
National Referral Mechanism	NRM	The National Referral Mechanism (NRM) is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support.
PREVENT		A key strand of the Government's counter-terrorism strategy. Its main objective is to stop people becoming terrorists or supporting violent extremism.
Safer Lincolnshire Partnership	SLP	A statutory multi-agency board focussed on reducing crime and promoting community safety in Lincolnshire. https://www.lincolnshire.gov.uk/safer-lincolnshire-partnership/
Vulnerable Adult Panel	VAP	A local multi-agency panel to identify and progress and support solutions for individuals with complex needs.

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PART A – SAFEGUARDING CHILDREN AND YOUNG PEOPLE

INTRODUCTION

“Protecting children from abuse, neglect and exploitation requires multi-agency join up and co-operation at all levels. Local organisations and agencies that work with children and families play a significant and often statutory roles when it comes to safeguarding children.”

Working Together (2023)

This section applies to all situations within the council’s operation, which could potentially involve children or young people. This ranges from children in council office receptions, attending our venues or projects to participate to home visits where children or young people are present.

Although your work may not directly impact on or relate to children or young people, you have a duty to recognise and respond to child protection situations and concerns appropriately and you must be aware of this policy and its procedures.

Young people (under 18) may also be working within the Council’s buildings or services; either as members of staff, or as part of apprenticeships or work experience schemes. All staff must remember that these individuals are children and, as such, are protected by this policy and associated procedures.

The **Children Act (2004)** places a duty on key statutory agencies to safeguard and promote the welfare of children. The Act embodies five principles that are key to wellbeing in children and young people:

- Being healthy;
- Staying safe;
- Enjoying and achieving;
- Making a positive contribution;
- Achieving economic wellbeing.

To assist us all in our duty of care of children and young people, this policy and its associated procedures reflect the principles and practices promoted in the most recent Government ‘Working Together’ guidance, which sets out key principles of safeguarding and promoting the welfare of children 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.

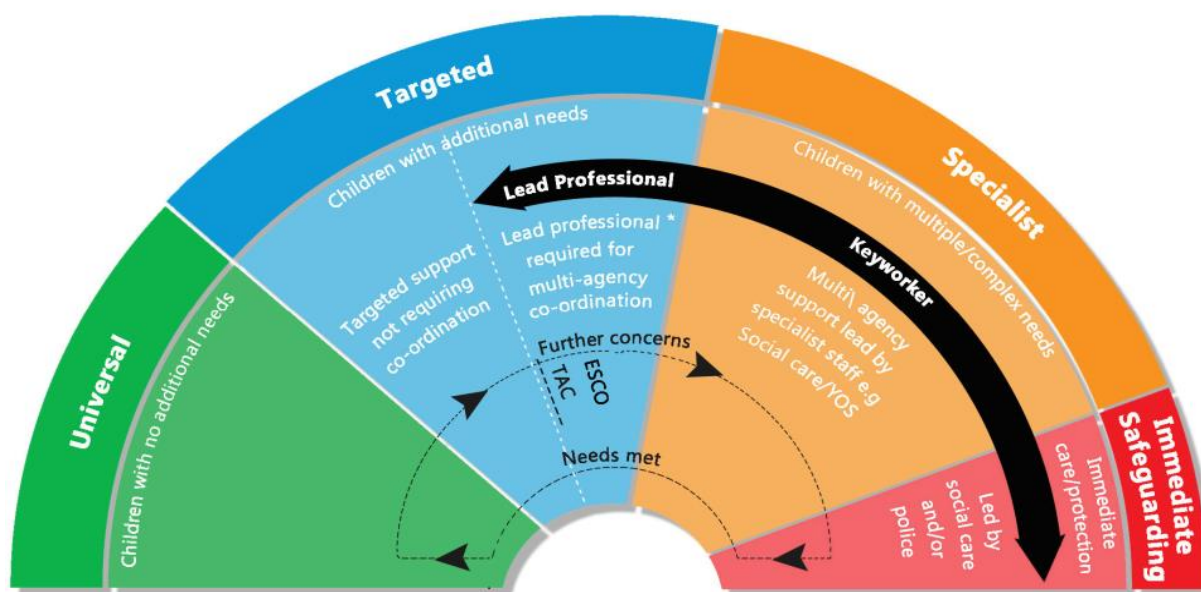
You should always exercise professional curiosity and respectful uncertainty, looking beneath the surface, testing the facts and also use your ‘gut feelings’ rather than accepting explanations, however plausible.

UNDERSTANDING SAFEGUARDING THRESHOLDS

“No single practitioner can have a full picture of a child’s needs and circumstances so effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe”

Working Together (2023)

Children and family needs are constantly changing and at different times in their lives they will have differing levels of involvement from a range of services, from universal, targeted and specialist support services. It is important that professionals work together effectively to ensure that families experience smooth transition between services and that all services supporting the family remain focused on the needs of the child. It is also critical that all professionals remain aware of their responsibilities in relation to safeguarding and protecting children. The support and services available to children, young people and families are defined according to their needs at any given time and are set out in the diagram below:



Threshold	Overview	Details
Universal services	For children with no additional needs.	Available to all children, young people, and families, working with families to promote positive outcomes for everyone, by providing access to education, health services and other positive activities. It is important that all practitioners can identify where children and families would benefit from extra help at an early stage.
Targeted services	For children with additional needs.	Children, young people, and families who may need support either through a single service or through an integrated multi-agency response. There may be signs that without support a child may not achieve good outcomes and fulfil their potential. Targeted services can prevent escalation into specialist services and can assist with continuing lower level support once a higher-level intervention has been completed.
Specialist services	For children with multiple / complex needs	Families with individual or multiple complex needs or where a specific disability or condition is diagnosed.

Immediate Safeguarding	For immediate care/protection	To protect children and young people at immediate risk. Professionals have a duty to recognise and report safeguarding concerns.
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The Lincolnshire Safeguarding Children Partnership Manual has further details on the [Thresholds model](#) providing information on the different levels of support available and the situations where appropriate support is needed. The model is based on the principle that services should be provided as soon as possible (The Early Help Offer), at the lowest level proportionate to the assessed needs of the child or young person. The model identifies levels of need and how to meet them, rather than levels of service. The document covers;

- Child Developmental Needs
- Parenting Capacity
- Family/Environmental Factors
- Significant Harm

EARLY INTERVENTION – EARLY HELP

“Early help means providing support as soon as a problem emerges, at any point in a child’s life, from the foundation years through to the teenage years”

Working Together (2018)

Lincolnshire’s Early Help Offer can be simply described as early intervention to ensure that children and families get the support they need before a problem escalates.

Early Help aims to identify the need for help for children and families as soon as problems start to emerge, or when there is a strong likelihood that problems will emerge in the future. The Early Help Offer is available at any point throughout childhood and adolescence. Early Help builds on what is working well and involves action planning for what needs to change and who will take what action, enabling everyone involved to own the solutions.

Other than when there is an immediate risk of serious harm, an Early Help assessment should be completed whenever there is a concern about a child by the person who has contact with them and their family, to identify specific actions with those involved and to determine whether the issue needs further escalation and referral to social care. Where possible, the assessment should be undertaken with the agreement of the child and their parents/carers. It should involve the child and family as well as all the professionals who are working with them. Full details of Lincolnshire’s Early Help Offer can be found [here](#). If you are unsure about making an Early Help Assessment, please speak to the Designated Safeguarding Officer or a Deputy Safeguarding Officer.

Please Note - Early Help Assessments are not an alternative to formal safeguarding referrals.

RECOGNISING ABUSE AND NEGLECT

There are many ways in which children and young people can be harmed. A person may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family, or in an institutional or community setting. Children and young people may be abused by someone known to them or, more rarely, by a stranger. Children and young people can be subjected to more than one form of abuse at any one time. Children and young people may also be perpetrators of abuse against other children or against adults. In such cases, they may still also require safeguarding themselves.

Sometimes a child ‘fails to thrive’ and they do not achieve the expected growth and development for their age. Although there may be a medical cause, most children who fail to thrive have no organic disorders. Failure to thrive often occurs on the overall context of emotional deprivation and neglect; the child not only fails to grow but fails to develop intellectually and emotionally.

Types of Abuse
<p>Physical Abuse: This can include, hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm. Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or failure to act to protect. Physical harm may also be caused when a parent or carer fabricates symptoms or deliberately causes ill health to a child, young person, or vulnerable adult.</p>
<p>Emotional Abuse: This is the persistent emotional maltreatment of a child, young person, or vulnerable adult such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p> <p>Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children or young people. It may also involve causing children or young people to frequently feel frightened or in danger, or the exploitation or corruption of a child or young person. It can include the seeing or hearing of ill-treatment of others, for example through domestic abuse. It may also include the over-protection and limitation of exploration and learning or preventing the child from participating in normal social interaction.</p>
<p>Sexual Abuse: This involves forcing or enticing a child, young person, or vulnerable adult to take part in sexual activities, whether they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative acts such as prostitution, rape, buggery or oral sex or non-penetrative acts such as fondling.</p> <p>Sexual abuse may also include non-contact activities, such as involvement in looking at, or in the production of, indecent material or watching sexual activities or encouraging them to act in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and/or by other young people.</p> <p>Child Sexual Exploitation (CSE) is a form of sexual abuse that is based on an ongoing exploitative relationship between perpetrator(s) and child/children.</p>
<p>Neglect: Neglect is the persistent failure to meet a child or young person’s basic physical and/or psychological need, likely to result in the serious impairment of health or development. It may also include neglect of, or unresponsiveness to, a child or young person’s basic emotional needs. Neglect may:</p> <ul style="list-style-type: none"> • Involve a parent or carer failing to provide adequate food, clothing or shelter including exclusion from home or abandonment; • Involve failing to protect from physical and emotional harm or danger; • Occur during pregnancy as a result of maternal substance abuse or self-harm (please refer to the Lincolnshire Safeguarding Children Board pre-birth protocol for more information).

Recognising child abuse is not easy. It is not your responsibility to decide whether child abuse has taken place or if a child or young person is at significant risk. You do however have a responsibility to

act if you have concerns and to pass on information. Many safeguarding concerns arise on a day to day basis, and often they will not develop into abuse or neglect. If you have any concerns or questions, please speak to the Safeguarding Lead Officer or Deputy Safeguarding Officer as soon as possible. The role of staff, elected members, volunteers and others working for or on behalf of the Council is to help identify concerns and pass them on to the relevant agency. It is the role of Children's Services, Adult Services and/or the Police to investigate allegations or concerns.

REMEMBER: It is not your role to judge or investigate, but to inform and share your concerns.

Every child and young person is unique and it is difficult to predict how their behaviour will change as a result of their experience of abuse. The table below outlines some physical signs and behavioural indicators that may be associated with a risk of abuse. It is important to remember that many children and young people will exhibit some of these signs and indicators at some time, but the presence of one or more should not be taken as proof that abuse is occurring. There may be other reasons for changes in behaviour, for example: bereavement, the birth of a new baby in the family, relationship problems between parents/carers.

Type of abuse	Physical Indicator	Behavioral Indicator
Physical	<ul style="list-style-type: none"> • Frequent or unexplained bruising, marks, or injury • Bruises which reflect hand marks or shapes of articles e.g. belts • Cigarette burns • Bite marks • Unexplained broken or fractured bones • Scalds • Female Genital Mutilation 	<ul style="list-style-type: none"> • Fear of parent being contacted • Behavioral extremes – aggressive / angry outbursts or withdrawn • Fear of going home • Flinching when approached/touched • Depression • Keeping arms/legs covered • Reluctance to change clothes • Panics in response to pain • Reports injury caused by parents
Emotional	<ul style="list-style-type: none"> • Delays in physical development or progress • Sudden speech disorders • Failure to thrive • Bedwetting and/or diarrhoea • Frequent psychosomatic complaints, headaches, nausea, abdominal pains 	<ul style="list-style-type: none"> • Mental or emotional development lags • Behaviours inappropriate for age • Fear of failure, overly high standards, reluctance to play • Fears consequences of actions, often leading to lying • Extreme withdrawal or aggressiveness, mood swings • Overly compliant, too well-mannered • Excessive neatness and cleanliness • Extreme attention-seeking behaviours • Poor peer relationships • Severe depression, may be suicidal • Runaway attempts • Violence is a subject for art/writing • Complains of social isolation • Forbidden contact with other children

Sexual	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • Sexually transmitted disease • Vaginal discharge/infection • Frequent unexplained abdominal pains • Discomfort when walking/sitting • Bed wetting • Excessive crying 	<ul style="list-style-type: none"> • Inappropriate sexual behavior or knowledge for the child's age • Promiscuity • Sudden changes in behaviour • Running away from home • Emotional withdrawal through lack of trust in adults • Unexplained money or 'gifts' • Inappropriate sexually explicit drawings or stories • Bedwetting or soiling • Overeating or anorexia • Sleep disturbances • Secrets which cannot be told • Substance/drug misuse • Reports of assault
Neglect	<ul style="list-style-type: none"> • Constant hunger • Poor hygiene • Weight loss/underweight • Inappropriate dress • Consistent lack of supervision/abandonment • Unattended physical problems or medical needs 	<ul style="list-style-type: none"> • Begging/stealing food • Truancy/late for school • Constantly tired/listless • Regularly alone/unsupervised • Poor relationship with care giver

All children, regardless of background, should be given the same level of support and protection. It is important to have an understanding and awareness that some children and young people are potentially more vulnerable and may have additional care needs. This could include children young people and vulnerable adults from families affected by domestic abuse, substance misuse and mental illness as well as those from ethnic minority backgrounds, migrant and travelling communities, those with a disability or learning difficulty, those living away from home, unaccompanied asylum seeking children (UASC), children or young people in care or other temporary accommodation, as well as those who are in custody or have run away from home. Regard should always be given to a young person's religion or belief.

Additional guidance is available in the Policy and Procedures Manual of the Lincolnshire Safeguarding Children Partnership, found [here](#).

CHILD EXPLOITATION

The Lincolnshire Safeguarding Children Partnership [Child Exploitation Policy](#) outlines the support for children or young people where it is expected that they may be at risk of, or suffering harm through, exploitation. This includes criminal exploitation, sexual exploitation, trafficked children or those in modern slavery situations. Child exploitation results in cruel or harmful treatment of the child, as the activities they may be forced to take part in can cause emotional, physical, and social problems. Child Exploitation:

- Can affect any child or young person under the age of 18 years. In relation to sexual exploitation, 16 and 17 year olds who can legally consent to sex can be impacted.

- Can still be exploitation even if the activity appears consensual;
- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- Can be perpetrated by individuals or groups, of any gender, and young people or adults; and
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources;
- Can occur within the context of teenage relationship abuse
- Can take place in person and via technology, or a combination of both;
- Doesn't stop when a child turns 18;
- Can be intra- and extra-familiar.

Child Sexual Exploitation

The sexual exploitation of children and young people is both a child protection issue and a complex crime. The [Child Sexual Exploitation definition and guide for practitioners](#) defines child sexual exploitation as 'a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for 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. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.'

Sexually exploitative relationships are characterised by an imbalance of power and the use of controlling behaviours to keep the victim in a dependent position. A child or young person may not recognise the level of risk or harm that they are exposed to. It is particularly important that professionals exercise judgment when assessing a child or young person's circumstances.

Survivors of Child Sexual Abuse, The REIGN Collective challenges the concept of there being an exchange as it suggests that there is agreement to the abuse as they receive something in return. Perpetrators use their power and any form of trickery possible to ensure the victim acts as the perpetrator wishes. This power and trickery may involve giving the victim items such as food, money, accommodation, drugs etc. but may also involve controlling elements of their lives such as accessing the bathroom or seeing family or friends. By using this trickery, the victims are forced into being sexually abused by violence, coercion or intimidation.

You should be aware of the following when considering the risks of a young person experiencing or being at risk of Child Sexual Exploitation:

- Boys and girls are equally vulnerable to being victims of child sexual exploitation;
- Coercers and perpetrators are usually adults, of either gender, in a position of power, but can be other children and young people;
- Young people may exchange or sell sex as a result of constrained choices such as poverty, isolation, and historic abuse;
- Parents/carers may be involved in the sexual exploitation of their children, or fail to prevent/protect them from it;

- Groups of children and young people and multiple perpetrators may be involved;
- No child under 13 years or with a learning disability will be assessed as Low Risk if their behaviours indicate involvement in CSE;
- Children and young people with additional needs up to and including those aged 24 years require special consideration;
- Disclosure of information may take time and evident risks may only emerge during on-going assessment, support, and interventions with the young person and/or their family.

Grooming: Child sexual exploitation usually involves a ‘grooming’ stage. Grooming describes the variety of methods that are used to manipulate and control victims including:

- The giving of gifts or presents;
- The giving of rewards – like mobile phone top-ups or games credits;
- False promises of love and/or affection;
- The supply of alcohol and/or drugs

It is very common for the grooming of children and young people to take place online. Children and young people can make themselves vulnerable through their online activities and abusers are quick to exploit this. Victims may have been persuaded or coerced into posting indecent images or performing sexual acts on webcam. Online grooming can also progress to meeting face to face.

Grooming is a way of developing an exclusive bond with the victim. Adolescents are particularly vulnerable to grooming where the abuser deceptively constructs a connection between sought after love or affection. As a result, the child or young person will believe that this person is actually their boyfriend or girlfriend – having no prior experience of sex or love against which to measure the relationship.

Gang Activity: Children and young people associating with or targeted by gang members are at particular risk of being sexually exploited and abused. All agencies working with young people need to ensure that they work together to prevent young people being drawn into gangs, to support those who have been drawn into the margins of gangs and to protect those who are at immediate risk of harm from gangs.

Impact of Sexual Exploitation on Children & Families: As a result of the grooming process, children and young people will rarely recognise the coercive and abusive nature of the relationship they are involved in and will often prioritise their attachment or loyalty to the offender over their own safety.

Perpetrators of sexual exploitation are very skilled at driving a wedge between a child and their family and will also isolate them from their usual friends and support networks. Sexually exploited children also suffer physical, psychological, behavioural, and attitudinal changes, all of which present severe challenges to their parents and carers.

While there is some evidence that an unstable home life can increase the vulnerability of child sexual exploitation, the grooming process can bring chaos to a formerly ‘stable’ household. Further information about child sexual exploitation can be found [here](#).

For officers with concerns about child exploitation, please report these internally and discuss with the Safeguarding Lead Officer or Designated Safeguarding Officer and further [Lincolnshire guidance and support](#) is available. This includes the [Lincolnshire Child Sexual Abuse Strategy 2023-2026](#).

Child Criminal Exploitation

While there is no legal definition of Child Criminal Exploitation (CCE), it is increasingly being recognised as a major factor behind crime in communities across the UK, while also simultaneously victimising vulnerable young people and leaving them at risk of harm. The Children's Society offers the following definition: (When) a person or persons manipulate, deceive, coerce or control the person to undertake activity which constitutes a criminal offence where the person is under the age of eighteen. This could include county lines and other drug related offences, financial fraud or stealing. As with other types of exploitation, criminal exploitation can occur through the use of technology.

CCE often occurs without the victim being aware that they are being exploited and involves young people being encouraged, cajoled, or threatened to carry out crime for the benefit of others. In return they are offered friendship or peer acceptance, but also cigarettes, drugs (especially cannabis), alcohol or even food and accommodation.

Children as young as 10 or 11 are being groomed to enter gangs and commit crime on behalf of older criminals. These young people are being exploited and, by being persuaded or lured into carrying out illegal activities, often with the promise of something they desire as a reward, they become incredibly vulnerable.

Victims of CCE are often fearful of getting into trouble themselves – for the very actions they have been exploited into carrying out – so it can also be difficult to get these young people to come forward and speak out about their situation.

[Lincolnshire has Multi Agency Child Exploitation \(MACE\)](#) arrangements which contribute to the delivery of the child exploitation strategic priority and outcome. Professionals concerned that a child is being sexually or criminally exploited should use the [Multi-Agency Child Exploitation Screening Tool](#). Please contact the Safeguarding Lead Officer to report your concerns and for further advice.

Operation Insignia

In Lincolnshire there is a multi-agency system for sharing information with Lincolnshire Police to help support vulnerable children and adults when there is no clear route to inform police of information. This information can help form a picture around a situation and may allow the police to take further action in investigating an issue. This could include but is not limited to information that is indicating;

- Child exploitation (criminal and sexual)
- Human trafficking
- Modern slavery
- County lines
- Cuckooing
- Knife crime

Please report and discuss your concerns with the Safeguarding Lead Officer who can advise on completing a [Partnership Information Report](#).

More information on one of the main types of criminal exploitation can be found in **PART G – County Lines and Cuckooing**. Child Exploitation can also include Modern Slavery and Human Trafficking which is covered in **PART F** of the Council's Safeguarding & Protecting Vulnerable People Policy and Procedures.

CONTEXTUAL SAFEGUARDING

Contextual Safeguarding is an approach to safeguarding children and young people, which aims to understand and respond to young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

Contextual Safeguarding aims to ensure that children's social care practitioners engage with individuals and sectors who do have influence over/within extra-familial contexts, and recognises that assessment of, and intervention with, these spaces is a critical part of safeguarding practices. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts. The approach is built on three core ideas:

1. That it is possible to change contexts in which harm can occur;
2. That inequality is both the cause and the consequence of contextual harm as not everyone experiences a context in the same way;
3. That harm occurs in an interaction between individual choice and structural/environmental constraints

The Lincolnshire Children Safeguarding Partnership (LSCP) is committed to using a Contextualised Safeguarding Model in response to Child Exploitation. Working with victims alone is not effective in reducing exploitation. By agencies working together to disrupt exploitation, the safety and wellbeing of all young people within Lincolnshire is improved.

IMPACT OF SUSTAINED ABUSE AND NEGLECT

The sustained abuse or neglect of children physically, emotionally, or sexually can have long-term effects on the child's health, development, and well-being. It can impact significantly on their self-esteem, self-image and on their perception of self and of others. The effects can also extend into adult life and lead to difficulties in forming and sustaining positive and close relationships. In some situations, it can affect parenting ability and can lead to the perpetration of abuse on others.

The context in which the abuse takes place may also be significant. The interaction between a number of different factors can serve to minimise or increase the likelihood or level of significant harm. Relevant factors will include the individual child's coping and adapting strategies, support from family or social network, the impact and quality of professional interventions and subsequent life events.

Physical Abuse: can lead directly to neurological damage, as well as physical injuries, disability or at the extreme, death. Harm may be caused to children, both by the abuse itself, and by the abuse taking place in a wider family or institutional context of conflict and aggression. Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems, and educational difficulties.

Severe Neglect: associated with major impairment of growth and intellectual development. Persistent neglect can lead to serious impairment of health and development, and long-term difficulties with social functioning, relationship, and educational progress. Neglect can also result in extreme cases in death.

Sexual Abuse: can lead to disturbed behaviour including self-harm, inappropriate sexualised behaviour and adverse effects which may last into adulthood. The severity of impact is believed to increase the longer the abuse continues, the more extensive the abuse and the older the child. A number of features of sexual abuse have also been linked with the severity of impact, including the extent of premeditation, the degree of threat and coercion, sadism and bizarre or unusual elements. A child's ability to cope with the experience of sexual abuse, once recognised or disclosed, is strengthened by the support of a non-abusive adult or carer who believes the child, helps the child to understand the abuse and is able to offer help and protection.

Emotional Abuse: There is increasing evidence of the adverse long-term consequences for children's development where they have been subject to sustained emotional abuse. Emotional abuse has an important impact on a developing child's mental health, behaviour, and self-esteem. It can be especially damaging in infancy. Underlying emotional abuse may be as important, if not more so, than other more visible forms of abuse in terms of its impact on the child. Domestic abuse, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse.

SIGNIFICANT HARM

The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the child. It gives Local Authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the wellbeing of a child who is suffering, or likely to suffer significant harm.

There are no absolute criteria to rely on when judging what constitutes significant harm, but considerations should include:

- the severity of ill-treatment;
- the degree and the extent of physical harm;
- the duration and frequency of abuse and neglect;
- the extent of premeditation;
- the degree of threat, coercion, sadism.

Each of these is associated with more severe effects on the child and/or relatively greater difficulty in being able to overcome their impact. Sometimes a single traumatic event may constitute significant harm, e.g. a violent assault, suffocation, or poisoning. More often, suffering significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development.

Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long term emotional, physical, or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any ill-treatment alongside the families' strengths and supports.

The child's reactions, his or her perceptions, and wishes and feelings should be ascertained and given due consideration, so far as is reasonably practicable and consistent with the child's welfare and having regard to the child's age and understanding.

The following considerations may indicate that further enquiry is needed and should be considered when assessing risks to a child. Some of these have arisen from learning from serious case reviews following incidents of significant harm:

- An unexplained delay in seeking treatment that is obviously needed;
- An unawareness or denial of any injury, pain, or loss of function;
- Incompatible explanations offered or several different explanations given for a child's illness or injury;
- A child reacting in a way that is inappropriate to his/her age or development;
- Reluctance to give information or failure to mention previous known injuries;
- Frequent attendances at Accident and Emergency Departments or use of different doctors and Accident and Emergency Departments;
- Frequent presentation of minor injuries (which if ignored could lead to a more serious injury);
- Unrealistic expectations/constant complaints about the child;
- Alcohol and/or drug misuse or other substance misuse;
- A parent's request to remove a child from home or indication of difficulties in coping with the child;
- Domestic abuse;
- Parental mental ill health;
- The age of the child and the pressures of caring for a number of children in one household;
- Parental conflict about separation and contact with serious threats to harm the children.

RESPONDING TO DISCLOSURES, CONCERNS OR ALLEGATIONS

These procedures are intended as a guide to help you understand what action should be taken if you have concerns about or encounter a case of alleged or suspected child abuse.

Responding to a child or young person making an allegation of abuse

Abused children and young people will only tell people they trust and with whom they feel safe. By listening and taking seriously what the child or young person is saying, you are already helping the situation. The following points are a guide to help you respond appropriately:

- Stay calm;
- **Listen** carefully to what is said;
- Find an appropriate early opportunity to explain that the information may need to be shared with others – **do not promise to keep secrets**;
- Allow the child or young person to continue at their own pace;
- Ask questions for clarification only, and **avoid asking questions that suggest a particular answer**;
- Reassure them that they have done the right thing in telling you;
- Tell them what you will do next and with whom the information will be shared;
- Record in writing all the details that you are aware of and what was said using the child or young person's own words, as soon as possible. In your record you should include:
 - The date and time;
 - The child or young person's name, address, and date of birth;
 - The nature of the allegation or incident;
 - A concise, factual description of any visible injuries, including a diagram if possible;
 - Your observations e.g. a description of the child or young person's behaviour and physical and emotional state;
 - Exactly what the child or young person said and what you said. Record the child or young person's account of what has happened as closely as possible;
 - Any action you took as a result of your concerns e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers;

- Sign and date your record (signature not required with electronic form);
- Store the information in accordance with relevant procedures, e.g. GDPR.
- Follow the Council's reporting procedures or speak to the Designated Safeguarding Officer for advice.

In all cases, the incident should be reported to the Lead Safeguarding Officer so that this can be logged.

The Council's Safeguarding Lead Officer should, where there is felt to be no immediate risk to the child, be consulted prior to the referral being made. Where it is not possible to do this the same working day, then an appropriate referral should be made by the individual with the concern, supported by their line manager. Safeguarding referrals do not need consent from the child or their family, but it is best practice to seek this wherever possible.

When a safeguarding referral is made, the referral will be screened in order to decide on the best course of action. LCC has one working day to decide on the response needed. If a referral meets the threshold for a social work assessment under the Children Act (1989), the referrer will be informed by letter and Social Care colleagues will take the case forward. If the referral does not meet the threshold, the referrer should also be informed of this by letter. At this point, individuals may be advised to consider Early Help support and/or to set up a Team around the Child (TAC) case. In such cases, individuals should discuss this with a Safeguarding Officer or seek advice from the Early Help Advisors regarding their next steps.

Officers should be aware that in the case of professional referrals relating to child protection, the assumption of the Lincolnshire Safeguarding Children Partnership (LSCP) is that the family may be told where the referral has come from by Children's Services officers. Any referral made by an officer of the Council is regarded as a professional referral but can be made in the name of the Designated Safeguarding Officer or Safeguarding Lead Officer.

You must be aware that if there is a need by Children's Social Care or the Lincolnshire Safeguarding Children Partnership to open a Child Protection Plan or Serious Case Review, you may be called to give evidence. In these instances, you will be supported by the Safeguarding Lead Officer or Deputy Safeguarding Officer.

It is possible that the Council will have allegations referred to them by third parties. For example, neighbours may contact staff to advise they suspect the welfare of a child or young person is suffering. Under these circumstances staff should be encouraged to ring the customer services centre themselves directly (members of the public can report anonymously).

Responding to allegations or concerns against a member of staff, elected member, volunteer or any other person

- Take the allegation or concern seriously;
- Consider any allegation or concern to be potentially dangerous to the child or young person;
- Record in writing all the details that you are aware of as soon as possible.

If an allegation of abuse is made against a member of staff, elected member or volunteer, the Designated Safeguarding Lead must be informed immediately.

The Designated Safeguarding Officer will inform the Chief Executive (providing that the allegation is not against them) and Local Authority Designated Officer for Allegations (LADO) and consideration will be given to suspending the member of staff from work or moving them to alternative duties not

involving contact with children, young people, or adults at risk – in accordance with the Council's Disciplinary Procedure. If the Designated Safeguarding Officer is the subject of the suspicion/allegation, the report must be made directly to the Chief Executive.

If it is necessary to investigate events surrounding the complaint, this will be done in accordance with advice from the Local Authority Designated Officer (LADO), and through the Council's Disciplinary Policy and Procedure, and will include any further procedures as set out by the Lincolnshire Safeguarding Children Board.

If the complaint is against someone other than a member of staff, elected member, volunteer, contractor or consultant i.e. parent, carer, other service user, etc., then Designated Safeguarding Officer must be informed in line with the Council's reporting procedures.

It is important to remember that the language used in recording safeguarding concerns should remain objective and those making records should not use negative or inflammatory language to describe children and young people.

GOOD PRACTICE GUIDANCE

It is possible to limit the situations where the abuse of children, young people or adults may occur. These guidelines aim to promote positive practice and are examples to help safeguard children, young people, and vulnerable adults. They will also protect staff, elected members, volunteers and anyone working for or on behalf of the Council.

Staff, elected members, volunteers and contractors should always remember:

- Avoid situations where they and an individual child or young person are alone and unobserved;
- Ensure that children or young people are not left unattended. For example, it is the parents/carers responsibility to supervise any children in their care whilst visiting Council offices, or when an employee, elected member, volunteer or contractor is carrying out a home visit;
- Respect the individual and provide a safe and positive environment;
- If any form of physical contact is required it should be provided openly and according to appropriate guidelines, i.e. National Governing Body of Sport Guidelines;
- If supervision in changing rooms or similar environments is required, ensure you work in pairs and never enter opposite sex changing rooms;
- With mixed groups, supervision should be by a male and female member of staff where possible;
- Staff, elected members, volunteers and contractors must respect the rights, dignity and worth of every person and treat everyone equally within the context of the activity;
- Every assessment should reflect the unique characteristics of the child within their family and community context. The Children Act (1989) promotes the view that a; children and their parents should be considered as individuals and that family structures, culture, religion, ethnic origins, and other characteristics should be respected;
- Where appropriate, use a simple Equality Monitoring form for Children and Young People to help you assess how accessible our services are to children and young people;
- Staff, elected members, volunteers and contractors must place the well-being and safety of the child or young person above the development of performance;
- If a child or young person is: accidentally injured as the result of a staff member, elected member, volunteer or contractor action; seems distressed in any way; appears to be sexually

aroused by your actions; misunderstands or misinterprets something you have done; always report such incidents as soon as possible to a Safeguarding Officer and make a written report;

- If a child or young person arrives at the activity or service showing any signs or symptoms that give you cause for concern, you must act appropriately and follow the safeguarding reporting procedures;
- Staff must avoid being left alone with a child. This may happen if the adult present is distracted by, for example, a telephone call in another room. Under such circumstances, the member of staff must mention the situation to the adult concerned and if the adult is intent on leaving the member of staff alone with a child, the member of staff must leave the property.

It is **not** good practice for staff, elected members, volunteers or contractors to:

- Spend unreasonable amounts of time alone with children or young people away from others;
- Take children or young people alone on a car journey, however short;
- Take children or young people to your home where they will be alone with you;
- Arrange to meet children or young people outside an organized activity or service;
- Agree to 'look after' or be left in sole charge of children, even for short periods of time during the course of your duties;
- Knowingly visit or enter a property unless in the company of an adult who resides at the property. No member of staff should enter a property where only a child is present. If a child left alone is suspected of being below an age when an adult should supervise them, a Safeguarding Officer should be contacted;
- Ask children to leave a message for their guardian (direct contact must be made with the guardian before it can be assumed that a message has been received). Similarly, children should not be asked to interpret for their guardian.

If these situations are unavoidable, they should ONLY occur with the full prior knowledge and consent of your line manager and the child or young person's parent/carer.

Staff, elected members, volunteers and contractors should **never**:

- Engage in rough physical games including horseplay;
- Engage in sexually provocative games;
- Allow or engage in inappropriate touching of any form;
- Allow anyone to use inappropriate language unchallenged, or use it yourself;
- Make sexually suggestive comments about or to a child or adult, even in fun;
- Let any allegation a child or adult makes be ignored or go unrecorded;
- Do things of a personal nature for children or adults that they can do for themselves, e.g. assist with changing;
- Enter areas designated only for the opposite sex without appropriate warning (e.g. cleaning staff for toilets etc.);
- Share a room with a child or young person (e.g. overnight accommodation);
- Take a child to the toilet, unless this is an emergency and a second, same-sex member of staff is present;
- Use a mobile phone, camera or other recording device in any changing area or other single sex location such as toilets. Exceptions to this may arise, for example where a photographic record of vandalism to a changing room is required. In such circumstance's customers should be temporarily excluded from the location.

PHOTOGRAPHY AND PORNOGRAPHY

There is increasing evidence that some people have used children's and young persons' activities and events as an opportunity to take inappropriate photographs or video footage of children and young people. Staff, elected members, volunteers and contractors should be vigilant at all times, and any person using cameras or videos within the Council services and events or activities that involve children and young people should be approached and asked to complete a consent form for the use of cameras and other image recorders.

When commissioning professional photographers or inviting the press to cover Council services, events, or activities you must ensure that you make your expectations clear in relation to child protection. Remember:

- Check credentials of any photographers and organisations used;
- Ensure identification is worn at all times. If they do not have their own, provide it;
- Do not allow unsupervised access to children or young people or one-to-one photographic sessions;
- Do not allow photographic sessions outside of the activities or services, or at a child or young person's home;
- Parents must be informed that photographs of their child or young person may be taken during Council services, activities or events and parental consent forms need to be signed agreeing to this. This must include information about how and where these photographs will be used;
- It is recommended that the names of children or young people should not be used in photographs or video footage

PART B – SAFEGUARDING ADULTS AT RISK

INTRODUCTION

Safeguarding adults is “protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risk and experience of abuse and neglect whilst at the same time making sure that the adult’s wellbeing is being promoted”.
The Care Act (2014)

This section applies to all situations within the Council’s operation which could potentially involve contact with adults at risk. It applies to all staff, elected members, volunteers and anyone else working for or on behalf of and/or representing the Council who may come into contact with adults at risk in the course of their work/duties, whether in someone’s home, on Council premises or in the community. It should be a priority of all of the above to ensure the safety and protection of adults at risk and to fulfil their duty to act in a timely manner regarding any concern or suspicion that an adult is being, or is at risk of being abused, neglected or exploited.

The Lincolnshire Safeguarding Adults Board (LSAB) is responsible for developing the multi-agency policy and procedures that all relevant organisations in Lincolnshire need to follow. The LSAB has a [policy](#) and [procedures](#) to support and guide staff from across partner agencies to respond to safeguarding concerns. The Lincolnshire Safeguarding Adults Board has a [Strategic Plan](#) which sets out the mission to oversee and co-ordinate the effective delivery of safeguarding arrangements across the county with partner agencies.

Safeguarding adults requires people and organisations to work together to prevent and stop abuse or neglect, and make sure that the adult’s wellbeing is promoted, taking account of their views, wishes, feelings and beliefs in deciding on any action.

The aims of adult safeguarding are to:

- Stop abuse or neglect wherever possible;
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- Support vulnerable adults in making choices and having control about how they want to live;
- Focus on improving life for the adults concerned;
- Raise public awareness so that communities play their part in preventing, identifying, and responding to abuse and neglect;
- Provide accessible information so people understand the types of abuse, how to stay safe and how to raise a concern about someone’s safety or wellbeing;
- Address what has caused the abuse or neglect.

To achieve these aims, it is necessary to:

- Ensure that everyone is clear about their roles and responsibilities;
- Create strong multi-agency partnerships that provide timely and effective prevention of, and responses to abuse and neglect;
- Develop a positive learning environment to break down cultures that are risk-averse and seek to scapegoat or blame practitioners;
- Enable access to community resources (e.g. leisure facilities, town centre, community groups) that can reduce social and physical isolation which may increase the risk of abuse or neglect;

- Clarify how responses to safeguarding concerns arising from poor quality and inadequate service provision should be responded to.

MAKING SAFEGUARDING PERSONAL

Making Safeguarding Personal is a Department of Health initiative which primarily engages the second Care Act objective which is about **engaging** the person in a **conversation** about how best to respond to their safeguarding situation in a way that enhances their involvement, choice and control as well as improving their quality of life, wellbeing and safety. People's lives and relationships are complex, and they may be ambivalent, unclear, or unrealistic about their own circumstances. Being safe is only one of the things people need, and agencies should work with the adult to establish what being safe means to them and how that can be achieved, taking account of their individual wellbeing.

Statutory safeguarding duties apply to any adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs;
- Is experiencing, or at risk of, abuse or neglect;
- As a result of those care and support needs, is unable to protect themselves from either the risk of or the experience of abuse or neglect.

Local authority statutory adult safeguarding duties apply to adults with care and support needs regardless of whether those needs are being met, irrespective of whether the adult lacks mental capacity or not and regardless of setting – other than for prisons and approved premises (bail hostels) and include anyone who:

- Is frail due to age, ill-health, physical disability or cognitive impairment, or a combination of these;
- Has a learning disability, a physical disability and/or a sensory impairment;
- Has mental health needs including dementia or a personality disorder;
- Has a long-term illness or condition;
- Misuses substances or alcohol;
- Is a carer who provides assistance to adults and is subject to abuse;
- Is unable to demonstrate the capacity to make a decision.

This is supported by the [Making Safeguarding Personal Toolkit](#).

ADULT SAFEGUARDING ENQUIRIES

The Care Act 2014 requires that first tier local authorities (in Lincolnshire this is LCC) **must** make enquiries or direct others to do so, whenever abuse or neglect are suspected in relation to an adult and the local authority thinks it necessary to enable it to decide what (if any) action is needed to help and protect the adult.

The scope of the enquiry, who leads it, its nature and how long it takes, will depend on the specific circumstances. It will usually start with asking the adult their views and wishes to determine the next steps. Everyone involved in an enquiry must focus on improving the adult's wellbeing and work together to that shared aim.

The key objectives of making an enquiry about abuse or neglect are to:

- Establish facts
- Ascertain the adult's views and wishes
- Assess the needs of the adult for protection, support, and redress and how these might be met
- Protect from abuse and neglect, in accordance with the wishes of the adult.
- Make decisions as to what follow-up action should be taken with regard to the person or organisation responsible for the neglect
- Enable the adult to achieve resolution and recovery.

Alongside this, there are **SIX** national principles of good practice in safeguarding adults:

Empowerment	People are supported and encouraged to make their own decisions and involved through informed consent. <i>"I am asked what outcomes I want from the safeguarding process and these directly inform what happens."</i>
Prevention	Action is taken before harm occurs and to prevent a repeat of harm. <i>"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."</i>
Proportionality	The least intrusive response appropriate to the risk presented. <i>"I am sure that the professionals will work in my interests as I see them and will only get involved as much as needed."</i>
Protection	People in need are safe and have support and representation. <i>"I get help and support to report abuse and neglect. I am helped to take part in the safeguarding process to the extent to which I want."</i>
Partnership	Local services work together and with their communities to prevent, detect and report neglect and abuse. <i>"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."</i>
Accountability	Processes are transparent, consistent, robust, and scrutinised. <i>"I understand the role of everyone involved in my life and so do they."</i>

ABUSE AND NEGLECT

There are different types of abuse and neglect, and different circumstances in which these occur. Incidents may be one-off or multiple, may affect one person or many, and may involve an act of abuse or neglect or a failure to act. The following types of abuse are defined in an adult safeguarding context:

Type of abuse	Physical examples	Behavioural Indicator
Physical	Hitting, slapping, pushing, kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, unlawfully depriving a person of their liberty.	<ul style="list-style-type: none"> • Unexplained or inappropriately explained injuries • Evidence of untypical self-harm • Unexplained bruising to the face, torso, arms, back, buttocks, thighs, in various stages of healing. Collections of bruises, in regular patterns and/or in the shape of an object and/or appear on several areas of the body • Unexplained burns on unlikely areas of the body (e.g. soles of the feet, palms of the hands, back), immersion burns (from scalding in hot water/liquid), rope burns, burns from an electrical appliance • Unexplained or inappropriately explained fractures at various stages of healing to any part of the body • Untreated medical problems • Sudden and unexplained urinary and/or faecal incontinence • Evidence of over-/under-medication
Sexual	Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.	<ul style="list-style-type: none"> • Person has urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained • Person appears unusually subdued, withdrawn or has poor concentration • Person exhibits significant changes in sexual behaviour or outlook • Person experiences pain, itching or bleeding in the genital/anal area • Underclothing is torn, stained or bloody. • A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant

Emotional/Psychological	<p>emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.</p>	<ul style="list-style-type: none"> • Untypical ambivalence, deference, passivity, resignation • Person appears anxious or withdrawn, especially in the presence of the alleged abuser • Person exhibits low self-esteem • Untypical changes in behaviour (e.g. continence problems, sleep disturbance)
Financial or material abuse	<p>Theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions, or benefits.</p> <p>Financial abuse can seriously threaten an adult's health and wellbeing. The website 'Friends Against Scams' is a National Trading Standards Scams Team initiative which aims to protect and prevent people from becoming victims of scams by empowering people to take a stand against scams. Guidance on financial abuse can be found here.</p>	<ul style="list-style-type: none"> • Change in living conditions • Lack of heating, clothing, or food • Inability to pay bills, unexplained shortage of money or withdrawals from an account, or unexplained loss or misplacement of financial documents • The recent addition of authorised signers on a signature card • Sudden or unexpected changes in a will or other financial documents
Neglect and acts of omission	<p>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, a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental</p>	<ul style="list-style-type: none"> • Person has inadequate heating and/or lighting • Person's physical condition / appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing) • Person is malnourished, has sudden or continuous weight loss and/or is dehydrated • Person cannot access appropriate medication or medical care • Person is not afforded appropriate privacy or dignity • Person and/or a carer has inconsistent or reluctant

	capacity to assess risk for themselves.	<p>contact with health, social services, etc.</p> <ul style="list-style-type: none"> • Callers/visitors are refused access to the person • Person is exposed to unacceptable risk
Discriminatory abuse	Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation, or political views, racist, sexist, homophobic or ageist comments or jokes. It also includes not responding to dietary needs, not providing appropriate spiritual support.	<p>May not always be obvious. May also be linked to acts of physical abuse and assault, sexual abuse and assault, financial abuse, neglect, psychological abuse, and harassment so all the indicators listed above may apply to discriminatory abuse.</p> <p>A person may reject their own cultural background and/or racial origin or other personal beliefs, sexual practices, or lifestyle choices</p>
Organisational Abuse	Includes neglect or poor care in a person's home or in an institution e.g. a hospital or care home; from isolated incidents or ongoing ill treatment; through neglect or poor practice due to an organisations structure, policies, processes, and practices.	
Self-Neglect & Hoarding	<p>Self-Neglect: When a person is unable or unwilling to care for their own essential needs. It covers a range of behaviour including neglecting personal hygiene, health or surroundings and includes refusal of support. The Lincolnshire Multi-Agency Self-Neglect Protocol sets out guidance for intervention and multi-agency working in Lincolnshire to support an individual – balancing their rights with the duties and responsibilities of agencies.</p> <p>Hoarding: Excessive collection and storing of items, often in a chaotic manner, to the point where living space cannot be used for its intended purpose. There are typically 3 types: compulsive hoarding; bibliomania; animal hoarding. A link to the clutter scale for compulsive hoarding can be found here.</p> <p>The Lincolnshire Multi-Agency Hoarding Protocol and guidance for frontline staff is available and should be referred to for appropriate action and support.</p> <p>You can also use the link to make a professional referral for a Safe and Well Check through the SHERMAN campaign which is a free assessment of the fire risks within people's homes should you have concerns about their safety or your own home.</p> <p>The SHERMAN campaign highlights seven factors that put people at greater risk of having a fire, or being less likely to react to a fire.</p> <ul style="list-style-type: none"> Smoking Hoarding Elderly people or those who live alone Reduced mobility, hearing or visual impairments Mental Health issues Alcohol misuse, drugs/medication dependence 	

	Needing care or support
Modern Slavery	Includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters coerce, deceive and force individuals into abuse, servitude, and inhumane treatment. For more information please see chapter 7.
Cultural Abuse	<p>Female genital mutilation (FGM): a procedure where the female genitals are deliberately cut, injured, or changed, but where there's no medical reason for this to be done. For more information click here.</p> <p>Forced marriage: A marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence.</p> <p>Honour based violence: Practices to control behaviour or punish people within families or other social groups, perceived to protect cultural and religious beliefs and/or honour when perpetrators perceive that a relative has shamed the family and/or community.</p>

Criminal Exploitation of Vulnerable Adults: This relates to vulnerable adults who are used, through whatever means, to engage in criminal activity by other adults who are able to coerce them to do so. The coercion is achieved through grooming, intimidation, acts of violence and debt bondage. The individuals involved may not identify themselves as being 'exploited' as such, but it is clearly to their detriment that they are involved in this type of activity. More information on this can be found in **PART G – County Lines and Cuckooing**.

It is vital to begin to establish the facts at the earliest opportunity (for example, the behaviours that are occurring and the circumstances in which they are happening).

Where a concern, complaint or allegation is raised, please discuss this with the Safeguarding Lead Officer to enable them to facilitate an internal exercise to look for:

- Past Incidents
- Concerns
- Risks and
- Patterns

RECOGNISING ABUSE AND NEGLECT

Recognising abuse or neglect is not easy. Abuse can happen anywhere: in someone's own home, in a public place, in a hospital or care home; when an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- Spouses / partners and other family members;
- Friends and acquaintances;
- Neighbours and local residents;
- People who deliberately exploit adults they perceive as vulnerable to abuse;
- Paid staff or professionals; and
- Volunteers and strangers

The Care Act also identifies self-neglect as a safeguarding adult concern.

Personal characteristics that <u>increase</u> vulnerability may include:	Personal characteristics that <u>decrease</u> vulnerability may include:
<ul style="list-style-type: none"> • Not having mental capacity to make decisions about their own safety including fluctuating mental capacity associated with mental illness and other conditions • Communication difficulties • Physical dependency – being dependent on others for personal care and activities of daily life • Low self-esteem • Experience of abuse • Childhood experience of abuse • Drug/alcohol addiction 	<ul style="list-style-type: none"> • Having mental capacity to make decisions about their own safety • Good physical and mental health • Having no communication difficulties or if so, having the right equipment/support • No physical dependency or, if needing help, able to self-direct care • Positive former life experiences • Self-confidence and high self-esteem
Social/situational factors that <u>increase</u> the risk of abuse may include:	Social/situational factors that <u>decrease</u> the risk of abuse may include
<ul style="list-style-type: none"> • Being cared for in a care setting, i.e. more or less dependent on others • Not receiving the right amount or the right kind of care • Isolation and social exclusion • Stigma and discrimination • Lack of access to information and support • Being the focus of anti-social behaviour 	<ul style="list-style-type: none"> • Good family relationships • Active social life and a circle of friends • Able to participate in the wider community • Good knowledge and access to a range of community facilities • Remaining independent and active • Access to sources of relevant information

While targeted fraud or internet scams are often done by strangers, in most cases of abuse, the abuser is known to the adult and in a position to gain their trust or to exert pressure or have power over them.

Anyone can witness or become aware of abuse and neglect. Everyone has a role in identifying when an adult is at risk. The adult may say or do things that provide a clue e.g. making a complaint, calling for an urgent response, voicing a concern, or issues may emerge during a needs assessment. Regardless of how a concern is identified, you must be vigilant on behalf of those who are unable to protect themselves, knowing what to do and where to get advice.

All adults, regardless of their background, should be given the same level of support and protection.

Always give regard to a person's religion or belief. Those with disabilities or different nationalities, victims of trafficking, domestic abuse and bullying may have additional care needs. Those with autism may be more likely to suffer abuse or neglect.

CARERS AND SAFEGUARDING

Sometimes a carer (e.g. family member or friend) may:

- Witness or speak up about abuse or neglect;
- Experience intentional or unintentional harm from the adult they care for or from professionals and organisations they are in contact with; or,
- Unintentionally or intentionally harm or neglect the adult they support.

The needs of the carer **and** the adult they care for must be considered, including:

- Whether a carer's assessment is needed to explore their individual needs; and whether or not joint assessment is appropriate in each individual case;
- Whether the carer and/or the adult they care for need independent advocacy;
- the risk factors that may increase the likelihood of abuse or neglect occurring;
- Whether a change in circumstance changes the risk of abuse or neglect; a change in circumstance should trigger a review of any care and support plan;
- Where abuse or neglect may be unintentional, whether the carer is struggling, and needs support or help (without losing the focus on safeguarding the adult);
- Where abuse or neglect is deliberately intended to cause harm, whether immediate steps are needed to protect the adult and/or whether a criminal investigation by the police is needed.

Whenever a carer speaks up about abuse or neglect, it is essential that they are listened to and, where appropriate, a safeguarding enquiry is undertaken.

PEOPLE ALLEGED TO BE RESPONSIBLE FOR ABUSE OR NEGLECT

Sometimes the person alleged to have carried out the abuse has care and support needs themselves and/or is unable to understand the significance of questions put to them or their replies. They have a right to support from an 'appropriate' adult if they are questioned in relation to a suspected crime under the Police and Criminal Evidence Act 1984 (PACE). Victims of crime and witnesses may also require the support of an 'appropriate' adult. If those alleged to be responsible for abuse lack capacity, they are entitled to the help of an Independent Mental Capacity Advocate.

CONSENT

It is always essential in safeguarding to consider whether the adult at risk is capable of giving informed consent in all aspects of their life. If they are able, their consent should be sought.

If, after discussion with the adult at risk who has mental capacity, they refuse any intervention, their wishes will be respected *unless*:

- There is an aspect of *public interest* (e.g. not acting will put other adults or children at risk);
- There is a *duty of care on a particular agency* to intervene (for example the police if a crime has been or may be committed);
- Seeking consent is not possible and you have a safeguarding concern;
- Consent has been refused but you feel the referral is reasonable, justified, and proportionate.

MENTAL CAPACITY, CONSENT TO REFER

The Mental Capacity Act 2005 defines capacity as the ability to make a particular decision or take a particular action at the time the decision or action needs to be taken.

The Act applies to everyone aged over 16 and sets out five statutory principles:

1. Always assume a person has capacity to make their own decisions unless it is established that they lack capacity;
2. All practicable steps to help the person decide must have been taken without success;
3. A person must not be treated as lacking capacity and being unable to make a decision merely because they make an unwise decision;
4. Any action taken or decision made on behalf of a person who lacks capacity must be in their "best interests". A record of the action or decision and the reasons for it must be made;

5. An act or decision on behalf of a person who lacks capacity must aim to be the least restrictive of their rights and freedom of action.

Assessing capacity involves a two-stage test:

1. Is there an impairment of or disturbance in the functioning of the person's mind or brain?
2. If so, is the impairment or disturbance sufficient that the person lacks the capacity to make that particular decision? A person is unable to make a decision if they cannot:
 - Understand "relevant information" (e.g. the nature of the decision, why it is needed, the likely effects of deciding one way or another or of making no decision), or
 - Retain the information in their mind, or
 - Use or weigh that information in the process of making the decision, or
 - Communicate their decision to others

Remember – people may make what others consider to be unwise choices, even when they have capacity.

Capacity may vary as a result of illness, injury, medication, or other circumstances. Staff will need to use their professional judgement and seek guidance from Safeguarding Lead Officer or Adult Social Care in order to help adults to manage risk and give them control of making their own decisions.

It is important to note that just because someone is old, frail or has a disability, this does **NOT** mean that they are inevitably 'at risk' or that they lack capacity. A person with a disability who has mental capacity to make decisions about their own safety may be perfectly able to make informed choices and protect themselves from harm. It is equally important to note that people with capacity can also be vulnerable.

It is vital to try and decide whether an adult has the mental capacity to make decisions about their own safety or to give informed consent about:

- a referral being made;
- the actions that may follow under multi-agency policy and procedures;
- their own safety, including understanding the potential for longer-term harm as well as immediate effects;
- what action they need to take to protect themselves from future harm.

For consent to be meaningful and legal, two criteria need to be satisfied:

- The person must have the capacity to consent, AND
- The consent must be their own choice, and must be given freely and not through coercion, intimidation or pressure from family or professionals.

If the person **has** capacity, you must always seek their consent to make a referral.

If you are concerned that the person **does not have** mental capacity, a referral or further action may still be needed. Always do this in the person's best interests. **Please speak to the Safeguarding Lead Officer will assist you to help determine next steps and external advice.** If a decision is needed quickly, make it, recording all actions and decisions and the reasons for these.

ADVOCACY

If there is a concern that an adult at risk of abuse or neglect requires an advocate to help them to understand and make decisions, the County Council has a duty consider whether the adult requires an independent advocate to represent and support the adult in an enquiry.

There are two distinct types of advocacy:

Instructed advocates: they take their instructions from the person they are representing. For example, they will only attend meetings or express views with the permission of that person;

Non-instructed advocates: they work with people who lack the capacity to make decisions about how the advocate should represent them. Non-instructed advocates independently decide how best to represent the adult.

RESPONDING TO AN ADULT WHO IS MAKING A DISCLOSURE

- Stay calm;
- Speak to them in a private and safe place. It is essential that the person alleged to have caused harm is not present;
- Listen carefully to what they are telling you and get as clear a picture as you can. Avoid asking too many questions at this stage unless for clarification;
- Let them talk at their own pace;
- Do not give promises of complete confidentiality – **do not promise to keep secrets**. Explain that you have a duty to tell a designated safeguarding officer and that the adult at risk's concerns may be shared with other professionals who could have a part to play in protecting them;
- Reassure the adult at risk that they have done the right thing in telling you;
- Reassure the adult at risk that they will be involved in decisions about what will happen;
- Explain that you will try to take steps to prevent them from further abuse or neglect;
- If they have specific communication needs, provide support and information in a way that is most appropriate to them;
- Do not be judgemental;
- Do not jump to conclusions;
- Record in writing all the details that you are aware of and what was said, using the person's own words, as soon as possible.

In your record you should include:

- The date and time;
- The person's name, address, and date of birth;
- The nature of the allegation;
- A description of any visible injuries;
- Your observations, for example a description of the person's behaviour and physical and emotional state;
- Exactly what the person said and what you said. Record the person's account of what has happened as soon as possible;
- Any action you took as a result of your concerns, e.g. who you spoke to and resulting actions. Include names, addresses and telephone numbers;
- Date what you have recorded

- Store the information in accordance with relevant procedures, e.g. GDPR;
- Report to relevant person – to the Safeguarding Lead Officer via email or online reporting form or, in an emergency, contact Adult Social Care and/or the Police.

RESPONDING TO ALLEGATIONS OR CONCERNS AGAINST A MEMBER OF STAFF, ELECTED MEMBER, VOLUNTEER OR ANY OTHER PERSON

You should always:

- Take the allegation or concern seriously
- Consider any allegation or concern to be potentially dangerous to the person
- Record in writing all the details that you are aware of as soon as possible

If an allegation of abuse is made against a member of staff, elected member or volunteer, the Designated Safeguarding Officer must be informed immediately. They will inform the Chief Executive (providing that the allegation is not against them) and Local Authority Designated Officer for Allegations (LADO). Consideration will be given to suspending the member of staff or moving them to alternative duties not involving contact with adults at risk, in accordance with the Council's Disciplinary Policy and Procedure. If the Designated Safeguarding Officer is the subject of the suspicion/allegation, the report must be made directly to the Chief Executive.

If the complaint is against someone other than a member of staff, elected member, volunteer, contractor or consultant i.e. parent, carer, other service user, then the Designated Safeguarding Officer must be informed in line with the Council's reporting procedures.

REPORTING CONCERNS

Anybody subject to this policy may witness or be informed of an issue that they feel should be referred to Adult Social Care or other appropriate agencies for support.

The first priority must always be to ensure the safety and wellbeing of the adult. The adult should experience the safeguarding process as empowering and supportive. Practitioners should, wherever practicable, seek the consent of the adult before taking action. However, there may be circumstances when consent cannot be obtained because the adult lacks capacity to give it, but it is in their best interests to undertake an enquiry. Whether or not the adult has capacity to consent, action may need to be taken if:

- Others are or will be put at risk if nothing is done;
- It is in the public interest to take action because a criminal offence has occurred.

If anyone to whom this policy applies thinks an adult is being abused, or that their safety is at risk, they should raise their concerns.

If you have reasonable suspicion (e.g. reasons to suspect that an adult with care or support needs is experiencing or is at risk from abuse or neglect) it is important to tell someone. You do not need to know everything about the situation or what is happening. You may just be worried or feel that something is not right. Please speak to the Safeguarding Lead Officer for advice and report your concern using the online form or emailing safeguarding@lincoln.gov.uk

If you are worried about an adult and think they may be a victim of neglect, abuse or cruelty and have care and support needs you can call the CSC on 01522 782155 or out of hours 01522 782333.

If you believe a crime has been committed and there is an immediate risk of danger, you should telephone the Police on 999. If you believe a crime has been committed but there is no immediate danger, you should call 101 to report your concerns.

Customer facing, front line services are most likely to come across safeguarding concerns in their day to day roles and should have an enhanced level of awareness. These staff groups/services will be more experienced in engaging with external agencies to report safeguarding concerns and should do so wherever possible (this should still be reported internally via email or online form).

When an adult safeguarding referral is made, Lincolnshire County Council will apply the six objectives of the safeguarding enquiry to the discussions with colleagues and although the local authority is the lead agency for making enquiries, it may require others to undertake them.

The specific circumstances will often determine who the right person to begin an enquiry is. Statutory guidance sets out that in many cases a professional who already knows the adult will be the best person; for example, this could be a housing support worker or community safety officer.

It is possible that the Council will have allegations referred to them by third parties. For example, neighbours may contact staff to advise that they suspect that the welfare of an adult at risk is suffering. Under these circumstances staff should encourage those reporting such concerns to contact the police or the CSE for adults accordingly.

Officers should be aware that in the case of professional referrals relating to an adult at risk, the assumption of the Safeguarding Adults Team at Lincolnshire County Council is that the adult at risk may be told where the referral has come from. Any referral made by an officer of the Council is regarded as a professional referral but can be made in the name of the Designated Safeguarding Officer or Safeguarding Lead Officer.

You must be aware that if there is a need by Adult Social Care or the Lincolnshire Safeguarding Adults Board to open an Adult Protection Plan or Serious Case Review you may be called in to give evidence. In these instances, you will be supported by the Designated Safeguarding Officer or Deputy Safeguarding Officer.

WHAT HAPPENS WHEN YOU REPORT ABUSE OR NEGLECT

The Care Act (2014) requires Lincolnshire County Council (LCC) to undertake enquiries, or to cause others (potentially including appropriate Council staff) to do so, if they reasonably suspect an adult who meets the criteria is, or at risk of, being abused or neglected. The purpose of an enquiry is to decide whether LCC or any other agency should do something to help and protect the adult. The adult should always be involved from the start of the enquiry unless that would increase the risk of abuse. If they have severe difficulty in being involved or if there is no one appropriate to support them, LCC must arrange for an independent advocate to represent them. The objectives of an enquiry into abuse or neglect are to:

- establish the facts;
- ascertain the adult's views and wishes;
- assess the need for protection, support, redress, and how this might be met;
- protect the adult from the abuse and neglect, in line with their wishes;
- make decisions about further action against the person or organisation causing the abuse or neglect;

- enable the adult to achieve resolution and recovery.

The first priority is always to ensure the safety and wellbeing of the adult.

The process should be empowering and supportive. Wherever practicable, the consent of the adult will be sought before taking action but action may need to be taken if others are or will be put at risk if nothing is done, or if it is in the public interest because a criminal offence has occurred. Complex cases need to involve a social worker: for example, if abuse or neglect is suspected within a family. In other cases, a professional who already knows the adult or who has specific knowledge may be better placed to do an enquiry e.g. health professionals for medical issues or housing issues. If LCC asks another agency to make the enquiry, they must set timescales and what action will follow if this is not done.

On completion of the enquiry, the outcome should be notified to LCC who must determine with the adult what, if any, further action is needed, agreeing an action plan, to be recorded on their care plan. Agencies must agree:

- what steps are to be taken to assure their safety in future;
- the provision of any support, treatment or therapy including on-going advocacy;
- any modifications to the way services are provided;
- how to support the adult through any action they take to seek justice or redress;
- any on-going risk management strategy as appropriate;
- any action to be taken regarding the person or organisation causing the concern.

Actions could include disciplinary or criminal investigations, supporting the person through mediation, developing safeguarding plans or securing fuller assessments by health and social care agencies. A criminal investigation takes priority over all other enquiries but a multi-agency approach will be agreed to ensure that the interests and wishes of the adult are considered throughout, even if they do not wish to give evidence or support a prosecution. The welfare of the adult and others, including children, requires continued risk assessment to ensure the outcome is in their interests and supports their wellbeing.

ACTING TO PROTECT AN ADULT AT RISK AND DEAL WITH IMMEDIATE NEEDS

In an emergency, or if there is an immediate concern for the person's safety or wellbeing:

- **Call 999** for an ambulance if they are injured and/or for the police if you suspect a crime has been committed;
- Inform the appropriate LCC Customer Service Centre (CSC);
- Take steps to ensure they are not in immediate danger (without risk to yourself);
- Avoid disturbing evidence: try to secure the scene e.g. lock the door;
- Consider the risk to any other adults or children;
- Support the person to contact the police themselves if a crime has been or may have been committed;
- Provide reassurance, whilst being clear that you need to report the issue.

Also, as soon as possible after the emergency has been resolved:

- Record exactly what happened on the relevant safeguarding referral form;
- Notify the Safeguarding Lead Officer or Designated Safeguarding Officer;
- Ensure that your record is dated, reported and securely stored.

If a person is at risk of significant harm, or if they have made a disclosure or a direct or indirect allegation about a person or organisation outside City of Lincoln Council, including a relative, carer or employee of that organisation:

- Take the allegation or concern seriously;
- Speak to them in a private and safe place;
- Ensure that the person alleged to have caused harm is not present;
- Make sure they are and feel safe and know what is happening;
- Evaluate the risk the adult; do this on the same day as the concern is identified;
- **Ask for consent to share the information** (although you may not need consent if there is significant harm, it is still good practice);
- Record the details on the Safeguarding Report Form, using their own words;
- As soon as possible, contact LCC's Customer Service Centre who will tell you what to do next. Write this down;
- Notify the Safeguarding Lead Officer or Designated Safeguarding Officer
- Ensure that your record is reported, dated, and securely stored.

If someone makes allegations against a member of staff, elected member, volunteer, key contractor, consultant or directly commissioned provider acting on behalf of the Council, regardless of your role or status or theirs, **YOU MUST ALWAYS ACT!**

WHAT TO DO IF SOMEONE MAKES A THREAT OF SUICIDE

If someone indicates over the phone that they are going to take their own life offering an opportunity to talk about those thoughts or feelings may reduce the risk that someone may act upon their suicidal feelings.

Start by asking questions.

The first step is to find out whether the person is in danger of acting on suicidal feelings. Be sensitive, but ask direct questions, check details, and give further information such as:

- Check the details of what has been said (explaining again may get them to realise what they said and explain they do not mean it);
- Check their contact number and current location (in case you need to call them back or send someone to the address);
- Ask if they are thinking about committing suicide;
- Ask who is with them (either an adult for support or a child that may need safeguarding);
- Inform them of the Samaritans number 116123
- Inform them of the number for the Lincolnshire NHS 24 helpline 0800 001 4331 for adults or 0800 234 6342 for under 18s
- Advise them they can text SHOUT to 85258
- Recommend they make an appointment with their GP or ask their permission to contact their GP on their behalf.

If the call gets cut off and you are unable to get back in touch or if you have concerns that the person needs medical attention or is at immediate risk to themselves or another person, please call 999.

In all cases you should report the incident to the Safeguarding Lead Officer via email or online report form.

The Lincolnshire Suicide Prevention Strategy can also be referred to for sources of support.

RECORD KEEPING

Good record keeping is essential. Whenever a complaint or allegation is made, all agencies should keep clear and accurate records with all relevant records put into a file to record all action taken. Always and as soon as possible, make a factual record of everything that happened, was said, and was seen, including:

- The date and time and the person's name, address, and date of birth;
- The nature of the allegation or incident and, if possible, the name, address, date of birth, employer of the person alleged to have caused the harm;
- Factual observations e.g. any visible injuries, the person's behaviour, physical/emotional state etc.;
- Exactly what they said, using their own words, and exactly what you said;
- Their consent to share the information;
- All actions you took e.g. who you spoke to and all resulting actions so far. Included names, addresses and telephone numbers wherever possible;
- Date your record and store the information securely.

Where there is a file for the individual, the record should be stored in their file.

REPORTING TO THE POLICE

The police take any crime against an adult at risk seriously, and will investigate it thoroughly, professionally, and compassionately. The police work very closely with partner agencies to ensure effective information sharing, risk assessment and decision-making takes place every time an incident of abuse is reported.

There are now special measures that can be put into place to help vulnerable people through the court process. These measures have allowed many people who may once have been denied access to the criminal justice system the opportunity to give their evidence in court. The police will discuss these special measures with victims at the earliest stage possible in the investigation.

CASE MEETINGS AND TEAM AROUND THE ADULT

Through the work of frontline teams in public service there will be occasions where additional concerns or support needs for residents are identified that do not fall directly under the definition of safeguarding, or meet the threshold for a s42 enquiry. However, individuals may be known to a number of agencies, concerns for their wellbeing raised by practitioners or the local community and a co-ordinated multi-agency response is needed to offer support. These can be complex cases and can sometimes be met with a reluctance to engage with services. A creative or problem solving approach is often needed, or additional support from partner agencies and services. Internal case meetings, Vulnerable Adult Panels and Team Around the Adult are not designed to replace other processes and procedures such as MAPPA, MARAC or Lincolnshire Safeguarding Adults Board procedures. The Vulnerable Adult Panel will co-ordinate a multi-agency response to complex cases to provide access to appropriate support, assistance or accommodation. Team Around the Adult gives district council officers a pathway into additional support and bespoke intervention, where an individual has complex needs and where all traditional methods have been exhausted and were unable to resolve the situation.

WELLBEING LINCS

Wellbeing Lincs is a countywide preventative service aimed at adults 18+. It is designed to promote confidence in living independently. It is funded by Lincolnshire County Council and delivered on contract by the district councils working together. More information can be found [here](#).

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PART C – DOMESTIC ABUSE

INTRODUCTION

Section 1 of the Domestic Abuse Act 2021 creates a statutory definition of domestic abuse.

“Behaviour of a person (A) towards another person (B) is ‘domestic abuse’ if

- a) A and B are each aged 16 or over and are personally connected to each other, and
- b) the behaviour is abusive

Behaviour is ‘abusive’ if it consists of any of the following;

- a) physical or sexual abuse
- b) violent or threatening behaviour
- c) controlling or coercive behaviour
- d) economic abuse
- e) psychological, emotional or other abuse

and it does not matter whether the behaviour consists of a single incident or a course of conduct”

TYPES OF ABUSE

Recognising domestic abuse is not easy. The table below details some of the different types of abuse that may be present in an abusive relationship, but this list is not exhaustive.

Category of Abuse	Examples
Psychological/Emotional	Intimidation, insulting, isolating a person from friends and family, constantly criticising. Denying abuse, treating them as inferior, threatening to harm children or take them away, forced marriage. Swearing, undermining confidence, making racist remarks, making a person feel unattractive, calling them stupid or useless, eroding their independence, threatening suicide if the person leaves them.
Physical	Shaking, smacking, punching, kicking presence of finger or bite marks, starving, tying up, stabbing, suffocation, throwing things, using objects as weapons, female genital mutilation, ‘honour based violence’. Physical effects such as bruises may be on areas of the body that are usually covered and hidden.
Sexual	Forced sex, forced prostitution, ignoring religious prohibitions about sex, refusal to practice safe sex, sexual insults, sexually transmitted diseases, preventing breastfeeding.
Financial	Not letting a person work, undermining their efforts to find work or study, refusing to give them money, asking for an explanation of how every penny is spent, making them beg for money, gambling, not paying bills.

Controlling	A range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of their means needed for independence, resistance and escape and regulating their everyday behaviour.
Coercive	An act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten the victim.
Stalking	An activity that is designed to force contact on the subject. The stalker may use a variety of methods to attempt to establish a relationship including calling, emailing, sending letters, waiting in areas where the subject works or lives and attempting to approach or use third parties as intermediaries.
Harassment	Involves behaviour that is threatening and disturbing, conducted with the goal of intimidating, frightening, or irritating someone. A variety of activities can be considered harassment, and some may technically be legal, but when they occur in the context of a pattern of other behaviours, they are considered harassment and can be prosecuted. This activity can include filing false reports against someone and distributing abusive materials designed to malign someone.

LINCOLNSHIRE PREVENTING DOMESTIC ABUSE STRATEGY 2021 - 2024

The [Lincolnshire Preventing Domestic Abuse Strategy 2021 - 2024](#) recognises that each person's experience of domestic abuse will be different. This partnership strategy focuses on four forms of domestic abuse;

Intimate Partner Abuse	It has long been accepted that domestic abuse most commonly takes place in intimate partner relationships, including same sex relationships. Such abuse in intimate relationships can vary in severity and frequency, ranging from a one-off occurrence to a continued pattern of behaviour. Abuse often continues or intensifies when a relationship has ended, which can be a very dangerous time for a victim. Post-separation abuse, including stalking, harassment and forms of physical, emotional, sexual and economic abuse controlling and coercive behaviour often continues and causes ongoing harm
Teenage Relationship Abuse	Young people can experience domestic abuse in their relationships, regardless of whether they are living together. It should be noted that if a young person is under 16 years old, the definition of domestic abuse under the 2021 Act will not apply to them, instead this abuse would be considered as child abuse. Victims under 16 would be treated as victims of child abuse and age appropriate consequences will be considered for perpetrators under 16. Abuse may also arise out of casual relationships. Some perpetrators may deny abuse by stating that they were not in a

	relationship with the victim. Some victims may not self-identify as victims due to the casual nature of their relationship. Some perpetrators may have multiple romantic and sexual partners via dating apps and demonstrate abusive behaviour even though the perception is not one of being in an intimate personal relationship with the victim.
Abuse by Family Members	Abuse by family members can involve abuse by any relative or multiple relatives. A wide range of family members will be considered to be “relatives” that can perpetrate and be victims of abuse, and there is no requirement for the victim and the perpetrator to live together within the 2021 Act. For instance, familial abuse may be perpetrated by children, grandchildren, parents, those with parental responsibility, siblings, or extended families. Abuse by family members also encompasses forced marriage, “honour”-based abuse and female genital mutilation.
Child to Parent/Carer Abuse	It is important to remember that this form of abuse, though commonly referred to as CPCA, can also include parents, those with parental responsibility, siblings, or extended families. There is no specific legal definition of CPCA, but it is important to recognise that CPCA is likely to involve a pattern of behaviour. This can include physical violence from a child towards a parent or other family members such as siblings and a number of different types of abusive behaviours, including damage to property, emotional abuse, and economic/financial abuse. Violence and abuse can occur together or separately. Abusive behaviours can encompass, but are not limited to, humiliating language and threats, belittling, damage to property and stealing and heightened sexualised behaviours. Patterns of coercive control are often seen in cases of CPCA, but some families might experience episodes of explosive physical violence from their child with fewer controlling, abusive behaviours.

WHY DO PEOPLE STAY IN ABUSIVE RELATIONSHIPS?

Making the decision to leave a violent or abusive partner is not easy. There are a number of reasons why people do not leave an abusive relationship. It is important to understand some of these reasons. The table below sets out some of the reasons, but everyone’s circumstances are different, and this is not an exhaustive list.

Fear of further violence: Leaving may end the relationship but may not end the abuse. Many victims are tracked down and further abused when they leave, often for weeks and months afterwards. Research shows that about half of all women murdered by their partners had left or were in the process of leaving when they were killed.

Lack of knowledge and access to help: Despite increased awareness about domestic abuse, many victims do not know how to take advantage of their legal and housing rights. Even if they are aware of these services, some may experience problems due to language difficulties, inappropriate responses from service providers, living in isolated areas or lack of funds.

Economic dependence: If a victim is working, he/she may lose their job due to needing time off work, moving too far away, or staying off work so they cannot be found there. For other victims,

becoming a single parent may mean working is no longer possible; others may face months of legal dispute over property and financial matters.

Staying because of the children: Many abused victims think they should stay in their relationship for the sake of their children.

Social isolation: Most victims experiencing domestic abuse are extremely isolated. Their partner may have deliberately isolated them from sources of support including family and friends, they may be too ashamed or afraid to tell anyone, or they may have told someone whose response has been unhelpful and judgmental.

Emotional dependence: Conflicting feelings of fear, shame, bewilderment, care for the abuser, a hope that things will improve, a commitment to the relationship but not to the abuse, all often contribute to a victim staying in an abusive situation.

Lack of confidence: After living with an abusive partner, the self-esteem of most victims has been eroded to the point where they no longer have confidence in themselves, including their ability to survive alone, and may believe that there are no other options.

Cultural reasons: Many victims and abusers have been brought up to believe that real fulfillment comes from being a husband/wife and mother/father or that divorce is wrong and may even be encouraged to stay in the relationship by family members or religious leaders.

It is important never to judge a person for not leaving an abusive relationship. Support them, regardless of their decision and advise them how to keep safe while living with domestic abuse and when they are ready to move, enable them to do so.

It is not your job to judge or investigate, but to inform and share your concerns.

LINCOLNSHIRE DOMESTIC ABUSE PARTNERSHIP MULTI-AGENCY DOMESTIC ABUSE JOINT PROTOCOL

The [Lincolnshire Multi-Agency Domestic Abuse Joint Protocol](#) sets out how agencies in Lincolnshire work together to support adults and/or children who may be experiencing domestic abuse directly or indirectly. It outlines practical good practice for responding to adults and families who are affected by domestic abuse. This protocol should be read in conjunction with the [Multi-Agency Risk Assessment Conference \(MARAC\) Operating Protocol](#). Officers supporting individuals through MARAC case meetings must follow these protocols and complete the appropriate training.

RESPONDING TO CONCERNS, ALLEGATIONS AND DISCLOSURES

Disclosing domestic abuse is not easy. It is vital that the procedures in this section are understood and applied consistently by all staff, elected members, volunteers and anyone working for or on behalf of the Council.

- At all times the person who has experienced Domestic Abuse must be dealt with in confidence. This is important to maximise the confidence that the individual has in the colleague/manager/practitioner and the organisation;
- At all times take steps to protect the victim, accept their perception of the danger they are in and listen appropriately;

- Permission must be sought to share information. Information should never be discussed with other members of the public and should only be shared with colleagues where it is appropriate (e.g. the [MARAC](#) process)
- A risk assessment (known as a [DASH](#)) should be used in all cases and its use explained to the victim – please contact the Safeguarding Lead Officer, Designated Safeguarding Officer or a Deputy Designated Safeguarding Officer if you need advice or guidance.
- Concerns about the welfare of any children will take precedence over issues of confidentiality and be over-riden by Child Protection procedures;
- Ensure that at all times the victim is aware of organisational procedures and any action you are taking. Records should be kept of all interviews. This may be important for later evidential purposes. Use the client's exact words to record the abuse. Be as precise as possible e.g. 'my husband hit me with a cricket bat' rather than 'client has been abused';
- Do not insist on joint sessions with the victim and the perpetrator or that they should seek legal remedies if they do not wish to do so;
- If the victim concerned does not want to leave yet, it does not mean they will never leave, nor that they do not require ongoing and continual support.

City of Lincoln Council operates a 'Safe at Home' Scheme also known as the "Sanctuary Offer" which is managed in partnership with the district's Independent Domestic Violence Advisor (IDVA). The scheme is open to all victims of domestic abuse who are in the district, but priority may be given to high risk victims managed under the MARAC arrangements. The scheme can be accessed via self-referral, MARAC referral and professional referral. Most MARAC referrals are managed by the IDVA who holds a stock of equipment. A range of housing options will be discussed and offered as well as the Safe at Home scheme to enable the client to make an informed decision about the options that best suits their needs and circumstances.

REPORTING CONCERNS

Any officer may, in the course of their duties, witness or be informed of an issue that they feel should be referred to a domestic abuse trained officer. Please contact the Safeguarding Lead Officer or Designated Safeguarding Officer for advice using the Internal Online Form or by emailing the safeguarding@lincoln.gov.uk If officers are confident to do, they should complete a DASH risk assessment. Officers completing a risk assessment should discuss the outcome with the Safeguarding Lead Officer.

It is possible that the Council will have allegations referred to them by third parties. For example, neighbours may contact staff to advise that they suspect that somebody is at risk of or is experiencing domestic abuse. Under these circumstances, staff should encourage those reporting such concerns to contact the Police or the CSC for adults accordingly. Advice on how to help someone in an abusive relationship is available [here](#) and this can be shared with third parties.

'ASK FOR ANI'

Ask for ANI (Action Needed Immediately) is a code word scheme developed by the Home Office to provide a discreet way for victims of domestic abuse to signal that they need emergency help from the safety of their local pharmacy.

Victims of domestic abuse will be able to use the code word **ANI** in participating pharmacies (including all Boots stores and participating independent pharmacies) to let staff know that they require an emergency police response or help contacting a helpline or specialist support service.

Participating pharmacies will display posters in their window and around the pharmacy to let customers know that they can approach their staff to seek help. Any information shared will be treated confidentially.

When a victim uses the code word or asks for help, the member of staff will offer to accompany the individual to the consultation room. They will then check whether the victim wants the police to be called. If so, the staff member will offer the use of a phone to dial 999 or make the call on the victim's behalf.

If the victim is not in an emergency situation, the staff member will support the victim to contact a national domestic abuse helpline or local support service. They may also contact the police via 101.

If an employee of the council receives a call from a victim who asks to speak to ANI or a pharmacy requesting help. Please follow the reporting process below or contact the Police if they are in immediate danger.

CLARE'S LAW

Clare's Law - Domestic Violence Disclosure Scheme: This gives individuals a 'right to ask' Police where they have a concern that their partner may pose a risk to them or where they are concerned that the partner of a member of their family or a friend may pose a risk to that individual.

If an application is made under the scheme, Police and partner agencies will carry out checks. If these show that the partner has a record of abusive offences, or there is other information to indicate that there may be a risk from the partner, the Police will consider sharing this information. For more information please contact [Lincolnshire Police](#).

LOCAL SUPPORT

- [Lincolnshire Domestic Abuse Specialist Service](#) 01522 510 041 provides a wide range of information, advice and support to those in Lincolnshire affected by domestic abuse.
- [Andy's Man Club](#) is a men's suicide prevention charity, offering free-to-attend peer-to-peer support groups both locally and nationally.
- [LDASS](#) provides help for women, men and children experiencing domestic abuse in Lincolnshire.
- [H.A.Y. Lincolnshire](#) is a family of websites that bring together everything in the local community that boosts wellbeing.
- [Lincolnshire Rape Crisis](#) supports people of all genders and ages who live or work in Lincolnshire, who have been affected by any form of sexual violence.
- [Mental Health Helplines](#) offers information on Lincolnshire services available for adults and children.
- [Migrant Workers Helpline](#) trained advisors are fluent in Polish as well as being experts in providing all the help you need.
- [SoLDAS - Boston Womens Aid](#) is a South Lincolnshire charity providing support, advice and safe housing for those experiencing domestic abuse.
- [Spring Lodge](#) is a Sexual Assault Referral Centre for children and adults.
- [Safe Spaces locations](#) provides information on businesses where safe and discreet spaces are available for those who need to contact specialist services

PART D – STALKING AND HARASSMENT

INTRODUCTION

Stalking and harassment is when someone repeatedly behaves in a way that makes someone feel scared, distressed or threatened. Stalking and harassment are offences under the Protection from Harassment Act 1997. There are different types of stalking and harassment and anyone can be a victim of this.

HARASSMENT

Harassment is defined as unwanted behaviour that has happened more than once. It may include;

- Sending abusive text messages
- Cyber stalking (using the internet to harass someone)
- Unwanted phone calls, letters, emails or visits
- Sending unwanted gifts
- Anti-social behaviour
- Bullying at school or in the work place

Sexual harassment is unlawful as a form of discrimination under the Equality Act 2010 which says that sexual harassment is unwanted behaviour which;

- Violates someone's dignity
- Creates an intimidating, hostile, degrading, humiliating or offensive environment (including the digital environment online)

STALKING

The Suzy Lamplugh Trust defines stalking as 'a pattern of fixated and obsessive behaviour which is repeated, persistent, and intrusive and causes fear of violence or engenders alarm and distress in the victim.' Stalking is similar to harassment but is more aggressive and the stalker will have an obsession with the person they are targeting.

Stalking can consist of any type of behaviour and can include;

- regularly sending flowers or gifts
- making unwanted or malicious communication
- damaging or interfering with property
- regularly following someone
- repeatedly going uninvited to their home
- checking someone's internet use, email or other electronic communication
- hanging around somewhere they know the person often visits
- watching or spying on someone
- identity theft (signing-up to services, buying things in someone's name)

If the unwanted behaviour has happened more than once and causes fear, distress, or anxiety then it is stalking.

One in two domestic stalkers will carry out the threats to harm their victim. One in ten non domestic stalkers will carry out the threats to harm their victim

About 45% of people who contact the Suzy Lamplugh Trust are being stalked by ex-intimates (i.e. ex partners) and a further third have had some sort of prior acquaintance with their stalker such as having dated, married or been friends with their stalker. Just because a person knows or knew their stalker does not mean that the situation is their fault - it is still stalking, and it is wrong.

Anyone can become a victim of stalking. A report produced by Dr. Lorraine Sheridan and Network for Surviving Stalking, in which 2,292 victims of stalking were surveyed, found that victims' ages ranged from 10 to 73, they were male and female, were spread across the entire socio-economic spectrum and a large proportion (38%) were professionals. Dr. Sheridan concluded that virtually anyone can become a victim of stalking and the only way to avoid doing so would be to avoid the social world. This report found that stalking could last anywhere from 1 month to 43 years. The average length of time was found to be between 6 months and 2 years. Dr. Sheridan also found that the duration of stalking tends to increase as the stalker's emotional investment in the relationship increases. This is one of the reasons ex-intimate stalking is often considered to be the most dangerous. Stalking without violence can cause harm. The absence of violence in a stalking case does not mean the victim is unaffected. Stalking can cause severe psychological distress to a victim. Depression, anxiety, sleep disturbance, paranoia, agoraphobia, and post-traumatic stress disorder are all common side effects of stalking.

There are four warning signs of stalking. If the behaviour an individual is experiencing is;

- **Fixated**
- **Obsessive**
- **Unwanted**
- **Repeated**

It can be reported as a crime. The [National Stalking Helpline](#) has further advice.

RESPONDING TO DISCLOSURES, CONCERNS OR ALLEGATIONS

These procedures are intended as a guide to help understand what action should be taken if you have concerns about or encounter a case of alleged or suspected stalking.

In order to help identify a pattern of behaviour such as turning up at home unannounced, calling a person numerous times, sending gifts etc., best practice is to encourage a log to be kept of all incidents, keep notes regarding anything that could help show a pattern, anything witnessed such as flowers being delivered, an unwanted text message etc. Encourage reporting to police and encourage use of the original police incident number in any future reports in order to show that there is a pattern of behaviour emerging.

Depending on the nature of the disclosure/concern/allegation, different approaches may be needed to get the best outcome. Please complete a [DASH Risk Assessment](#) to check the current level of risk. More information can also be found by ringing the National Stalking Helpline on 0808 802 0300.

Residents can [report stalking or harassment to Lincolnshire Police](#) if they, or someone they know has been a victim of stalking or harassment or they can call 101. If it is an emergency and risk of immediate danger please call 999.

Please contact the Safeguarding Lead Officer for advice and to report and record any concerns internally.

PART E – Hate and Mate Crime

This section sets out the policy for identifying, reporting, and dealing with hate and mate crime in Lincolnshire.

This policy and the commitments made are made in the context of the Equality Act, which requires public authorities to consider how they can take action to eliminate discrimination, advance equality of opportunity and foster good relations in the community. A key part of this is the correct identification and handling of hate and mate crime.

Hate crime can affect all communities, both urban and rural, and it is important that staff and members are aware of hate crime issues and what to do when hate crime is identified, and to be aware of hate crime issues across the city. Furthermore, mate crime is a growing area of concern, and one which is not yet widely recognised, but is prevalent in all areas of society. Employee awareness is a key part of tackling the problem

Hate Crime	<p>A hate crime or hate incident is any crime or incident which is perceived by the victim or any other person to be motivated by hostility or prejudice based on a person's actual or perceived social group. There are common social groups who encounter such prejudice or hostility, and therefore the focus within this chapter is on the following strands:</p> <ul style="list-style-type: none">• Disability;• Race;• Religion or belief;• Sexual orientation;• Transgender. <p>It is worth noting however, that hate crime can be based on any identifying factor, or a combination of 2 or more factors.</p>
Mate Crime	<p>There is currently no formally agreed definition of mate crime. However, the below is a widely accepted description:</p> <p><i>'When a person is harmed or taken advantage of by someone they thought was their friend. It is more common with people with learning disabilities and mental health conditions but not exclusive'.</i></p> <p>Those with substance misuse issues can also be more at risk.</p>

RECOGNISING HATE OR MATE CRIME

A **hate crime** or incident can encompass a large number of actions, directed at a particular person or more generally at a group of people, for the sole reason of their inclusion, or perceived inclusion, in one of the social groups mentioned above. These can include:

- Physical attacks;
- Verbal abuse;
- Offensive graffiti;
- Harassment;
- Damage to property;

- Exclusion from a group or community.

It can be any activity directed at a person or group because of their social group. Usually hate crimes and incidents are easy to recognise for both the victims and the observers due to type of language used, or person targeted. However, not all attacks on minority social groups are because of hate, they may just be randomly targeted, and this must be considered.

Mate crime can be more difficult to recognise as often the victim thinks the perpetrator is their friend and may not perceive themselves as a victim, or what is happening to them as wrong.

Mate crime may include:

- Financial abuse e.g. visiting when the victim has just got their benefit and 'borrowing' money or going out for a drink and getting the victim to buy all the drinks;
- Physical abuse, making a joke of physical abuse, making it part of a 'game';
- Emotional abuse, distancing the victim from their family or other support, manipulating them into doing things they normally would not;
- Sexual abuse, coercion into prostitution, exploitation by their 'friend'.

Mate crime can be very subjective, and it is important to consider the vulnerability of the victim, the incidents occurring and any known background of the alleged perpetrator when dealing with mate crime. If you are unsure, please seek advice from a Safeguarding Officer.

Indicators of a victim of mate crime may be:

- Lack of money shortly after payday;
- Withdrawal from services or family;
- Over reliance on a new friend;
- Changes in behaviour or mood;
- Making excuses for the behaviour or actions of a friend.

Those subject to hate crime may be more at risk of early extremist tendencies, or those perpetrating may be exhibiting extremist views. In such cases Section H – Preventing Violent Extremism, of this policy should be referred to, which will give guidance on who to contact and go to for advice.

RESPONDING TO A REPORT OF HATE CRIME OR MATE CRIME

Across Lincolnshire, partners use [True Vision](#) as the third party reporting centre. If a report is made to a member of staff or elected member, the following process should be followed:

1. Take notes of the incident or allegation;
2. Encourage the person to report the hate or mate crime to Lincolnshire Police;
3. If the victim does not wish to make the report themselves, contact Lincolnshire Police to report the hate or mate crime as a third party. Inform the Safeguarding Lead Officer of the report and any action taken through the internal report form;
4. Consider any additional factors such as Anti-Social Behaviour, Domestic Abuse or Prevent. Where these factors are identified, refer the case to the Safeguarding Lead Officer for further advice;
5. Make any necessary referrals arising from the above risk assessments;
6. Offer the victim appropriate support, giving them a named contact. Identify any additional vulnerabilities including alcohol or substance misuse which may require a referral to substance

misuse services or adult social care. If additional concerns or support needs are identified consider a referral to internal case meetings.

If an allegation is made against a member of staff or elected member, the Designated Safeguarding Officer or Deputy must be informed immediately. The Designated Safeguarding Officer will inform the Chief Executive and the Local Authority Designated Officer for Allegations (LADO) and consideration will be given to suspending the member of staff from work or moving them to alternative duties. If the Safeguarding Officer is the subject of an allegation, the report must be made directly to the Chief Executive. If it is necessary to conduct an investigation into events surrounding the complaint, this will be conducted in accordance with advice from the LADO, and through the Council's Disciplinary Policy and Procedure.

Staff Welfare is a key concern for the Council. If a member of staff or elected member is experiencing hate or mate crime, they will be offered the same support as a member of the public reporting to us, plus any extra support the council can offer such as management support. If the person perpetrating the hate or mate crime is an employee or elected member, the same process as described in the above paragraph will be followed, with serious consideration given to suspension to allow for proper investigation and to safeguard the welfare of staff, guided by the Council's Disciplinary Procedure.

Training is provided to ensure that staff not only know how to respond to a report of hate or mate crime, but also so that they are aware of the assistance they can get from the organisation.

REPORTING CONCERNS ABOUT HATE CRIME OR MATE CRIME

Please contact the Safeguarding Lead Officer or Designated Safeguarding Officer for advice or central recording, using the Internal Online Reporting Form or email safeguarding@lincoln.gov.uk and detail the concerns and action taken so far.

Reporting to the Police: Hate crimes are just that: a crime. Reporting a hate crime to the Police is always the preferred choice so that accurate data can be captured, and the incident dealt with appropriately. There is still a perception that hate crimes will not be taken seriously, which leads to huge under-reporting. A recent report into transgender hate incidents suggested that victims did not know where to go for help as they felt embarrassed to go to the Police and did not believe any action would be taken. The Police can and do take action and victims can be reassured that their complaint will be dealt with, and that they will be treated with dignity.

Third party reporting centres: Where a victim or witness to an incident will not go to the police in person, third party reporting centres can be used. There are various third-party reporting centres which can be accessed in person, by phone or on the internet. Once contacted, the centre can then report an incident to the Police on behalf of the victim or concerned person, provide advice and support and signpost to other agencies as appropriate. Third party reporting provides a safe and confidential environment, with an agency that the individual may have more trust in. Some third-party reporting centres also have specialists in languages and law.

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PART F – Modern Slavery and Human Trafficking

INTRODUCTION

The **Modern Slavery Act**, enacted in March 2015, was an important milestone in the fight against slavery and for social justice. It unified and simplified previous legislation and gave law enforcement new powers, including increased sentencing and protection for survivors. Section 54 of the Modern Slavery Act 2015 requires certain organisations to develop a slavery and human trafficking statement each year. The slavery and human trafficking statement sets out what steps organisations have taken to ensure modern slavery is not taking place in their business or supply chains. The Council's statement can be found on the website.

Modern Day Slavery is a term that covers:

- Slavery
- Servitude
- Human Trafficking

Modern Slavery

Modern slavery is a complex crime, often crossing international borders and involving multiple forms of exploitation. It is usually hidden. The common factors are that a victim is, or is intended to be, used, or exploited for someone else's (usually financial) gain, without respect for their human rights.

Victims may be any age, gender, and ethnicity, may have been brought from overseas or be vulnerable people from the UK. They are usually forced to work illegally against their will in many different sectors. Victims may not be aware that they are being trafficked or exploited and may appear to have consented to elements of their exploitation or accepted their situation.

Modern slavery takes many forms. There are currently four broad ways in which perpetrators may seek to exploit victims:

1. **Labour Exploitation** - exploitation usually involves unacceptably low pay, poor working conditions or excessive wage deduction, but is not solely about this. In order to constitute modern slavery, there will also be some form of coercion meaning that victims cannot freely leave for other employment or exercise choice over their own situation. Where the perpetrator is taking advantage of a child or vulnerable person, an offence can be committed without the element of coercion. Lincolnshire has been the centre of recent, high profile labour exploitation crime;
2. **Domestic Servitude** - typically involves victims working in a private family home where they are ill-treated, humiliated, subjected to unbearable conditions or working hours, working for little or no pay. The victim could be used in this way by their own family members or partner, or by an employer. Again, it is very difficult for them to leave, for example because of threats, the perpetrator holding their passport, or using a position of power over the victim;
3. **Sexual Exploitation** - Victims are coerced into sex work or sexually abusive situations. This includes child sexual exploitation. Victims may be brought to the UK on the promise of legitimate employment or moved around the UK to be sexually exploited. In some cases, they may know they will be involved in sex work but are forced into a type or frequency they did not agree to. Victims are more commonly female but can also be male;

4. **Criminal Exploitation** - Criminal exploitation forces a person to commit a crime for someone else's gain. For example, victims could be coerced into shoplifting, pickpocketing, entering into a sham marriage, benefit fraud, begging or drug cultivation such as cannabis farming.

Human Trafficking

For a person to have been a victim of human trafficking there must have been:

- **Action** – recruitment, transportation, transfer, harbouring or receipt, which can include either domestic or cross-border movement;
- **Means** – threat or use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability – however, there does not need to be a means used for children as they are not able to give informed consent;
- **Purpose of exploitation** – for example sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Slavery, Servitude And Forced Or Compulsory Labour

For a person to have been a victim of slavery, servitude and forced or compulsory labour there must have been:

- **Means** – being held, either physically or through threat of penalty – e.g. threat or use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability. However, there does not need to be a means used for children as they are not able to give informed consent;
- **Service** – an individual provides a service for benefit, e.g. begging, sexual services, manual labour, or domestic service.

Forced or compulsory labour may be present in trafficking cases. However, not every person who is exploited through forced labour has been trafficked.

There will be cases of exploitation that do not meet the threshold for modern slavery – for example someone may choose to work for less than the national minimum wage, or in undesirable conditions, without being forced or deceived. In these instances, cases should be referred to the Police or Gangmasters & Labour Abuse Authority (GLAA).

Slavery and servitude are more serious versions of forced or compulsory labour. You can find more information on the indicators of modern slavery through [Gangmasters & Labour Abuse Authority](#) or [Lincolnshire Police](#).

The Home Office provided updated [Modern Slavery Statutory Guidance](#) and [The Slavery and Trafficking Survivor Care Standards](#) have been updated by the Human Trafficking Foundation and provides advice when supporting individuals.

RECOGNISING SIGNS OF MODERN SLAVERY

The signs of slavery are often hidden, making it difficult to recognise victims. Here are some of the common signs to be aware of:

- **Physical appearance:** victims may show signs of physical or psychological abuse. They may look malnourished or unkempt, or appear withdrawn.

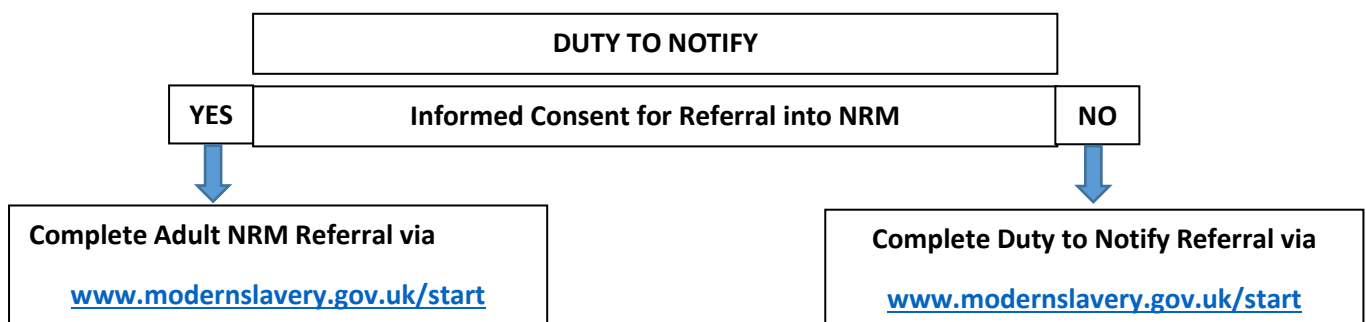
- Isolation: victims may rarely be allowed to travel on their own or seem under the control and influence of others. They may rarely interact or appear unfamiliar with their neighbourhood or where they work.
- Poor living conditions: victims may be living in dirty, cramped or overcrowded accommodation, or living and working at the same address.
- Few or no personal items: victims may have no identification documents, and very few personal possessions. They may always wear the same clothes. What clothes they do wear may not be suitable for the work they do.
- Unusual travel times: they may be dropped off or collected for work on a regular basis either very early or late at night
- Reluctant to seek help: victims may avoid eye contact, or appear frightened or hesitant to talk to strangers. They may fear law enforcers for many reasons, such as not knowing who to trust or where to get help, fear of deportation, fear of violence to them or their family.

The [Unseen mobile app](#) can be downloaded for more information on spotting the signs of slavery and for help to report any concerns.

DUTY TO NOTIFY

In England and Wales, First Responder Organisations have a duty to notify the Secretary of State when they become aware of a potential victim of modern slavery. The 'duty to notify' is set out in Section 52 of the Modern Slavery Act 2015 and a full list of First Responder Organisations can be found [here](#).

In respect of adults, the duty is discharged by referring a potential victim into the National Referral Mechanism (NRM) where they consent, or by completing a 'Duty to Notify' referral where they do not consent. Where there may be concerns about a potential victim's capacity to independently make a decision about whether to consent to entering the NRM steps should be taken to support them to make that decision.



Things to consider prior to completing the NRM referral

- Prior to filling out the referral it's crucial that you adopt a person-centred approach, explaining the purpose of the process and who will have access to the information.
- Consider completing the referral with multi agency input from Police, charities, health teams and other relevant organisations.
- When speaking to the potential victim consider whether any uniform might increase their anxieties, avoid a structured interview format, and try to gather information as part of an organic conversation.
- It is essential that the potential victim is not required to answer any questions in front of other people who may potentially be controlling them or may also be another potential victim. This can

be any other person present including family members or people who the potential victim describes as a friend or partner.

- If English is not the preferred language use an interpreter. Ensure the interpreter has no links with the potential victim and that they understand they are to interpret the potential victim's exact words rather summarise.
- If you do not have access to a computer for the interview, you can download and print the [NRM prompt sheet](#) to help you. The prompt sheet contains the questions you will need to ask and the type of information needed for a referral to be made, however, you will still need to complete the online form after the interview - the potential victim will not be referred until you do.

Things to consider when completing the NRM referral

- The referral should not, unless due to urgent need, be completed over the telephone.
- Disclosing a full history is difficult for any potential victim. There are many reasons for this including fear or the way traumatic events have been processed. Take time to consider an account rather than dismissing anything that is said because it seems flawed.
- If the potential victim is not at urgent risk, it is important to send the referral with as much information as is useful to identify them as a potential victim. In most cases it is likely that it will take time to obtain all of the potential victim's information as they are traumatised, and trust needs to be built. Make sure to note on the referral that you may not have obtained all information. As more information is identified it can be sent with the potential victim's consent.
- If the referral is completed urgently it is important to note that on the referral, that this should not prejudice the decision and that there are more likely to be inconsistencies as a result.
- Remember that the exploitation does not necessarily fit into one 'type' of exploitation and to disclose relevant indicators disclosed to you.
- You do not need to select a set number of indicators to equate to a person being a potential victim. It could be that just one demonstrates this.
- Summarise the potential victim's vulnerabilities and their needs.

Things to consider when completing the Duty to Notify referral

- It must be anonymised if the potential victim does not consent for their personal details to be used

If it is known that another organisation has already notified the Secretary of State a potential victim by completing a 'Duty to Notify' referral then an additional referral is not required. It would be good practice to seek confirmation in writing from the First Responder who completed the referral if that is the case

National Referral Mechanism (NRM) Frequently Asked Questions

What is the NRM?

The NRM is the framework for recognising potential victims of Modern Slavery and ensuring that they receive the appropriate support.

How to access the support?

Referrals for potential adult victims can only be made – with their consent – and by a person who works for a First Responder Organisation.

Who provides the support?

The current adult Victim Care Contract is provided by the Salvation Army although in some areas of the UK they work closely with other charities that provide support on their behalf.

What support is available?

The support available will depend upon the potential victim's needs and wishes. It could include;

- Access to emergency accommodation or outreach support if already in safe and secure accommodation
- Financial support
- Access to material assistance, medical care, and counselling
- Access to translation and interpretation services
- Access to legal aid for immigration advice
- Assistance to return to their home country if not a UK national

How long will the support last?

If the potential victim receives a positive '*reasonable grounds*' decision, they will be entitled to a minimum of 45 days support.

Following that initial 45-day period of support, if they then receive a positive '*conclusive grounds*' decision they will receive, at a minimum, a further 45 days support. However, that could potentially be longer dependent upon circumstances.

If, following the initial 45-day period of support a negative '*conclusive grounds*' decision is made then support will only be available for a further 9 working days, however, that could potentially be longer dependent upon circumstances.

What support is available if a potential victim decides not to be referred?

Support will very much be dependent upon the potential victim's circumstances as well as support services available locally. However, it's important to note that because someone has initially said 'no' to a referral that they can't change their mind at a later date – there is no time frame for them doing so.

The Modern Slavery Helpline is available for confidential advice 24/7 on 08000 121 700 with further information available [online](#).

The Salvation Army provides specialist support to protect and care for all adult survivors of modern slavery in England and Wales. Their confidential referral helpline is available 24/7 on 0800 808 3733.

Reporting Concerns about Modern Day Slavery or Human Trafficking

Anybody subject to this policy may witness, be informed of, or see during the course of their duties, a modern day slavery or human trafficking concern. The duty to refer applies to everybody to whom this policy applies. If you think that modern slavery has taken place, the case should be referred to the NRM so that a competent authority can fully consider the case. You do not need to be certain that someone is a victim.

Please report and discuss your concerns with the Safeguarding Lead Officer to agree next steps.

Operation Insignia

In Lincolnshire there is a multi-agency system for sharing information with Lincolnshire Police to help support vulnerable children and adults when there is no clear route to inform police of information. This information can help form a picture around a situation and may allow the police to take further action in investigating an issue. This could include but is not limited to information that is indicating;

- Child exploitation (criminal and sexual)
- Human trafficking
- Modern slavery
- County lines
- Cuckooing
- Knife crime

Please report and discuss your concerns with the Safeguarding Lead Officer who can advise on completing a [Partnership Information Report](#).

PART – G County Lines and Cuckooing

INTRODUCTION

‘County Lines’ and ‘Cuckooing’ are forms of criminal exploitation involving children and vulnerable adults. They are geographically widespread forms of harm about which currently relatively little is known or recognised by those best placed to spot its potential victims. This chapter is intended to explain the nature of this harm to enable staff to recognise the signs and respond appropriately so that potential victims get the support and help that they need.

COUNTY LINES

County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery, and missing persons; and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and VCS (voluntary and community sector) organisations.

The UK Government defines county lines as follows:

“County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.”

Those who become involved in county lines will almost undoubtedly be caught up in other safeguarding issues, potentially drugs, criminality, trafficking, modern slavery, sexual exploitation, and gangs. It is extremely important that those involved in safeguarding children and vulnerable adults have an understanding of county lines. A typical county lines scenario is defined by the following components:

- A group (not necessarily affiliated as a gang) establishes a network between an urban hub and county location, into which drugs (primarily heroin and crack cocaine) are supplied;
- A branded mobile phone line is established in the market, to which orders are placed by introduced customers. The line will commonly (but not exclusively) be controlled by a third party, remote from the market;
- The group exploits young or vulnerable persons, to achieve the storage and/or supply of drugs, movement of cash proceeds and to secure the use of dwellings (commonly referred to as cuckooing);
- The group or individuals exploited by them regularly travel between the urban hub and the county market, to replenish stock and deliver cash;
- The group is inclined to use intimidation, violence, and weapons, including knives, corrosives, and firearms.

Some potential indicators of county lines involvement and exploitation are listed below, with those at the top of particular concern:

- persistently going missing from school or home and / or being found out-of-area;
- unexplained acquisition of money, clothes, or mobile phones;
- excessive receipt of texts / phone calls and/or having multiple handsets;
- relationships with controlling / older individuals or groups;
- leaving home / care without explanation;

- suspicion of physical assault / unexplained injuries;
- parental concerns;
- carrying weapons;
- significant decline in school results / performance;
- gang association or isolation from peers or social networks;
- self-harm or significant changes in emotional wellbeing.

One of the key factors found in most cases of county lines exploitation is the presence of some form of exchange (e.g. carrying drugs in return for something). Where it is the victim who is offered, promised or given something they need or want, the exchange can include both tangible (such as money, drugs or clothes) and intangible rewards (such as status, protection or perceived friendship or affection). It is important to remember the unequal power dynamic within which this exchange occurs and to remember that the receipt of something by a young person or vulnerable adult does not make them any less of a victim. It is also important to note that the prevention of something negative can also fulfil the requirement for exchange, for example a young person who engages in county lines activity to stop someone carrying out a threat to harm his/her family.

The **National County Lines Coordination Centre (NCLCC)** was established in September 2018 with the aim of developing the national intelligence picture of the complexity and scale of the threat, prioritising action against the most serious offenders, and engaging with partners across government, including in the health, welfare and education spheres, in tackling the wider issues.

CUCKOOING

Cuckooing is a practice where people take over a person's home and use the property to facilitate exploitation. The most common form of cuckooing is where drug dealers take over a person's home and use it to store or distribute drugs.

Drug dealers will often target the most vulnerable in society. They are seeking to establish relationships to access the vulnerable person's home. Once they gain control over the victim, whether through drug dependency, debt or as part of their relationship, larger groups will sometimes move in. The threat of violence is often used to control the victim.

It is common for the drug dealers to have access to several cuckooed addresses at once, and to move quickly between them to evade detection. The victims of cuckooing are most commonly class 'A' drug users, but there are cases of victims with learning difficulties, mental health issues and, to a lesser extent, physical disabilities.

Signs that cuckooing may be going on at a property include:

- An increase in people entering and leaving;
- An increase in cars or bikes outside;
- An increase in anti-social behaviour;
- Increasing litter outside;
- People coming and going at strange times;
- Damage to the door/the door propped open;
- Unknown people pressing buzzers to gain access to the building;
- You haven't seen the person who lives there recently or, when you have, they have been anxious or distracted;

If just one of these is taking place in a property, it may not mean anything. But if three or more of them are taking place, it could indicate that the property is being cuckooed.

LINKS BETWEEN COUNTY LINES AND CUCKOOING

‘The cuckooing model was initially used by county lines groups originating from London. County line dealing ‘franchises’ then spread throughout the country, taking the cuckooing model with them. However, due to the success of this method, cuckooing has now been adopted by other drug supply networks.’

National Police Chiefs Council

In 2017, 77% of police forces documented incidents of cuckooing that were associated to county lines activity. Cuckooing clearly remains the dominant method of obtaining access to suitable premises to operate and deal from. Virtually every force that reported the presence of a county line endpoint reported cuckooing. County lines groups will target new premises by pursuing vulnerable individuals who attend recovery groups, dependency units and areas associated with those experiencing problems. They seek to establish relationships with vulnerable individuals for access to their homes. Once they gain control over the victim, whether through drug dependency, debt or as part of their relationship, groups move in. Once this happens the risk of domestic abuse, sexual exploitation, and violence increases. In some instances, drug users may appear to be complicit in allowing their home to be used, however the issue of true consent is questionable, as many drugs users will not necessarily see themselves as being vulnerable.

Cuckooed addresses have been linked to many county lines, with victims of all ages encountered by law enforcement in such properties. There is an emergence of cuckooed addresses being used by multiple county lines groups simultaneously, although there is currently insufficient detail to confirm how complicit or collaborative groups might be. It is also common for county lines networks to have access to several cuckooed addresses at any one time. They will move quickly between vulnerable peoples’ homes and will stay for just a few hours, a couple of days or sometimes longer. This helps groups evade detection, especially as intelligence gathered by law enforcement is often unclear and is quickly out of date.

In Lincolnshire, an increase of violence has been seen. Warrants executed have revealed weapons such as knives and machetes, and intelligence has been received surrounding access to firearms amongst gang members. In 2018, following a spate of knife related assaults in Lincolnshire, arrests were made which led to child trafficking convictions. It was the first time in UK legal history that child trafficking convictions had been secured under the Modern Slavery Act as part of a ‘county lines’ operation.

Reporting Concerns about County Lines or Cuckooing

Anybody subject to this policy may witness, be informed of, or see during the course of their duties, a county lines or cuckooing concern. The duty to refer applies to everybody to whom this policy applies.

Please report and discuss your concerns with the Safeguarding Lead Officer to agree next steps. This may need a referral into Children’s Services, Adult Services or Lincolnshire Police – or for action to be taken through internal case meetings or through multi-agency case management in MACE or VAP.

Operation Insignia

In Lincolnshire there is a multi-agency system for sharing information with Lincolnshire Police to help support vulnerable children and adults when there is no clear route to inform police of information.

This information can help form a picture around a situation and may allow the police to take further action in investigating an issue. This could include but is not limited to information that is indicating;

- Child exploitation (criminal and sexual)
- Human trafficking
- Modern slavery
- County lines
- Cuckooing
- Knife crime

Please report and discuss your concerns with the Safeguarding Lead Officer who can advise on completing a [Partnership Information Report](#).

PART H – PREVENTING VIOLENT EXTREMISM

INTRODUCTION

Prevent and Channel protect the most vulnerable in our society and prevent them from being drawn into terrorism. Channel panels are there to ensure that individuals receive the support they need in a timely manner to guide them away from such activity.

The **Counter-Terrorism and Security Act**, approved in March 2015, contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty. The act ensures that law enforcement and intelligence agencies have the powers they need to help keep the country safe from the threat posed by terrorism and hostile state activity.

In June 2018, a new **Counter-Terrorism and Border Security Act** was introduced to the House of Commons and received Royal Assent on 12th February 2019. The act updates and closes gaps in existing counter-terrorism legislation to ensure that it is fit for the digital age and reflects contemporary patterns of radicalisation.

The Act enables local authorities, in addition to the police, to refer an individual at risk of being drawn into terrorism for discussion at a Channel panel. Previously this power was only available to the Police. To achieve this change, the Act amended sections 36 and 38 of the Counter-Terrorism Act 2015. This will streamline the process of referring individuals by removing some of the existing administrative burden on local authorities and the police and ensure that at risk individuals can be supported in a timely manner.

The Government's counter-terrorism strategy CONTEST has the overall aim to reduce the risk from terrorism to the UK, its citizens and interests overseas, so that people can go about their lives freely with confidence. There are four pillars to the CONTEST strategy;

- Prevent: to stop people becoming terrorists or supporting terrorism
- Pursue: to stop terrorist attacks
- Protect: to strengthen our protection against a terrorist attack
- Prepare: to mitigate the impact of a terrorist attack

PREVENT

PREVENT is a key strand of the Government's counter-terrorism strategy, CONTEST. Its main objective is to stop people becoming terrorists or supporting violent extremism. The revised [Prevent Duty Guidance](#) came into force on 31st December 2023. The [Prevent Duty Toolkit](#) is available to support local authorities.

The Prevent duty requires local authorities, along with other specified authorities to help prevent the risk of people becoming terrorists or supporting terrorism and sits alongside other safeguarding duties to protect people from other harms for example substance abuse, involvement with gangs and exploitation. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes.

The PREVENT duty guidance outlines three objectives to:

1. Tackle the ideological causes of terrorism
2. Intervene early to support people susceptible to radicalisation

3. Enable people who have already engaged in terrorism to disengage and rehabilitate

Prevent is a multi-agency strategy and not solely a Police initiative. It is important everyone works together to disrupt those who promote violent extremism and identify people who are susceptible to radicalisation and providing support to those suitable for intervention. Prevent focuses on reducing the influence of radicalisers on susceptible audiences and takes a partnership approach to disrupting radicalisers.

Prevent operates in the non-criminal space. This means that individuals who are referred to Prevent can be supported to move away from terrorism, rather than being criminalised. This multi-agency process is called 'Channel'. Prevent intervenes early by identifying people who are susceptible to radicalisation and providing support to those suitable for intervention. Where the police assess a radicalisation risk following a Prevent referral, a Channel panel will meet to discuss the referral, assess the risk and decide whether the person should be accepted into Channel. Once accepted, the panel agree a tailored package of support to be offered to the person.

It is important to note that Prevent applies to violent extremism across all groups. Tackling radicalisation relies, to a certain extent, on the vast majority of people who reject violent extremism and are determined to challenge it.

Prevent is **not** about spying on people or stigmatising and criminalising individuals and/or communities. It is about working with communities to identify individuals who may be susceptible to being drawn toward a path of violent extremism. Our aim is to provide support to such individuals to divert them away from violent extremism before they commit any criminal acts.

Experience has shown that results are best achieved through:

- Partnership working and community engagement;
- Understanding the challenge and its context;
- Developing an effective action plan;
- Managing risk;
- Tracking progress and evaluating success;
- Sharing learning.

PREVENT is included within the Council's safeguarding remit. Through awareness and partnership working, PREVENT seeks to safeguard and support vulnerable individuals and protect communities. You can find further information about the PREVENT duty for England and Wales [here](#).

ACT – ACTION COUNTERS TERRORISM

[ACT](#) provides information on the many factors that can make someone vulnerable to radicalisation and gives information on the signs of radicalisation, behaviours and vulnerabilities and what to look for.

CHANNEL

CHANNEL is a key element of the PREVENT strategy. It is a multi-agency approach designed to protect people at risk from radicalisation. It is a voluntary, confidential, early intervention programme that supports people who may be at risk or being drawn into terrorism.

CHANNEL is a voluntary, confidential, early intervention programme that supports people who may be at risk of being drawn into terrorist related activity. It aims to protect and divert people away from the risk they face before illegality occurs.

CHANNEL uses existing collaboration between local authorities, statutory partners, the police, and the local community to:

- Identify individuals at risk of being drawn into terrorism;
- Assess the nature and extent of that risk;
- Develop the most appropriate support plan for the individuals concerned.

Taking part in Channel does not go on someone's criminal record and will not negatively impact future education or career prospects. It means an individual can receive the right support to move away from extremism and may also include help with mental health, substance misuse, education or career advice and mentoring.

KEY DEFINITIONS

- **'Extremism'** is defined in the 2011 Prevent Strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for the death of members of our armed forces, whether in this country or overseas;
- **'Interventions'** are projects intended to divert people who are being drawn into terrorist activity. Interventions can include mentoring, counselling, theological support, encouraging civic engagement, developing support networks (family and peer structures) or providing mainstream services (education, employment, health, finance, or housing);
- **'Non-Violent Extremism'** is extremism, as defined above, which is not accompanied by violence;
- **'Prevention'** in the context of this work means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes, but is not confined to, the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation;
- **'Safeguarding'** in this context is the process of protecting vulnerable people from crime, abuse or from being drawn into terrorist related activity;
- **'Terrorism'** (UK definition as given in the Terrorism Act 2000) is defined as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes with or disrupts an electronic system. The use or threat must be designed to influence the Government or to intimidate the public and is made for the purposes of advancing a political, religious, or ideological cause;
- **'Terrorist Related Offences'** are those (such as murder) which are not offences in terrorist legislation, but which are judged to be committed in relation to terrorism;
- **'Vulnerability'** in this context describes the condition of being capable of being injured; difficult to defend; open to moral or ideological attack. Within Prevent, the word describes factors and characteristics associated with being susceptible to radicalisation.

REPORTING CONCERNS

If there are concerns for an individual's immediate safety please call 999.

A referral to Lincolnshire Police Prevent team can be made [online](#).

The national police Prevent advice line can also be called to share concerns in confidence with specially trained officers and for advice on next steps on 0800 011 3764.

Anyone who is referred to Prevent is assessed to see if they are suitable for specialist support through Channel and a referral can be made [online](#)

Please report all concerns or action taken to the Safeguarding Lead Officer or the PPASB & Licensing Services Manager.

VENUE HIRE & EXTERNAL SPEAKER POLICY

Introduction

City of Lincoln Council (the Council) is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued.

This policy details the Council's approach to ensuring that we protect our staff, elected members and our community whilst following legislation that we are responsible for upholding.

Legal Context

Local authorities operate in a complex legal environment so it is vital that all individuals involved in the venue hire and external speaker process, including the speakers themselves, understand the legal framework and context that governs this area.

Examples of some of the relevant areas of law are given below.

- Prevent Duty contained within Section 26 of the Counter Terrorism and Security Act 2015. The Prevent Duty states that authorities in the exercise of their functions must have "due regard to the need to prevent people from being drawn into terrorism"
- Private rights – people are entitled to protection from harassment, defamation and unlawful breach of their human rights, as well as from unfair treatment under equality law, health and safety law and data protection
- Criminal law – hate crimes, harassment and breach of the peace and terrorism all come under criminal law
- Public law – freedom of speech and some duties under the Equality Act are captured under public law

Objectives

The Council is expected to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. The Council must not allow its venues to be used by those whose views would draw people into terrorism.

The objectives of this policy are:

- To provide an environment where freedom of expression and speech are protected whilst balanced with the need to ensure that our community is free from harm and that incitement to hatred is never acceptable
- To provide a supportive, inclusive and safe environment for staff, elected members and the community
- To provide clearly defined and effective procedures to ensure that the law is upheld

- To provide clear instructions for organising an event with external contribution or using one of the Council's venues

Freedom of speech and expression

This section details the Council's expectations around freedom of speech and expression.

- Freedom of speech and expression are basic human rights that are protected by law
- The Council has a duty to ensure the safety and welfare of staff, elected members and the community.
- The freedom to express views needs to be balanced with the need to secure freedom from harm for staff, elected members and communities
- The Council wants to ensure that all of our events, activities and initiatives are safe, without risk to the Council or wider community, and are within the law

Hiring an External Venue for Council Events

The Council has a duty to ensure that when hiring an external venue for events that Council organisers, volunteers and any participants involved in the organisation of the event are protected from radical and extremist views.

The external venue must not provide a platform for extremists and must not be used to disseminate extremist views. The external venue must not allow its premises to be used by those whose views would draw people into terrorism.

The Council reserves the right to cancel the booking at a Council venue if it finds that the venue is in breach of the law.

City of Lincoln Council Venue Hire

External clients hiring a Council venue will be made aware of this policy and that the Council will not permit its accommodation to be let:

- for political rallies or demonstrations which incite hatred or violence or any breach of criminal law and/or spread hatred and intolerance
- for purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules
- for functions attended by people whose presence may cause civil unrest or division within the community
- to an organisation or individual which has been banned by law

The Council reserves the right to cancel any booking where it considers:

- such events may be contrary to the interest of the general public or contrary to any law or act of Parliament
- bookings may also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking

- users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the Council or harm the reputation of the Council

City of Lincoln Council is committed to creating a community which is safe and inclusive, where facilities and activities are available to diverse groups of people having access to similar life opportunities, knowing their rights and responsibilities and where local institutions act fairly.

To this purpose, no individuals or groups will be denied the opportunity for access to local authority managed properties unless there is a justifiable reason to do so within the spirit of this policy.

External Speakers

The Council expects external speakers to act in accordance with the law and not to breach the lawful rights of others.

Set out below are some of the Council's expectations. Please note that this is not an exhaustive list of unacceptable conduct by external speakers.

The Council reserves the right to not permit an external speaker to speak at or attend an event, to refuse to permit an event and/or to halt an event at any time if it reasonably considers there may be a breach of this policy or of any legal obligation.

During the course of the event at which he or she participates the speaker must not:

- act in breach of criminal law
- incite hatred or violence or any breach of criminal law
- encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism
- spread hatred and intolerance
- discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or similar belief, sexual orientation or age
- defame any person or organisation
- raise or gather funds for any external organisation or cause without express permission of the Council

POLICY SCRUTINY COMMITTEE

12 MARCH 2024

SUBJECT: DRAFT POLICY SCRUTINY WORK PROGRAMME 2024/25 AND EXECUTIVE WORK PROGRAMME UPDATE

REPORT BY: CHIEF EXECUTIVE & TOWN CLERK

LEAD OFFICER: CLAIRE TURNER, DEMOCRATIC SERVICES OFFICER

1. Purpose of Report

- 1.1 To present the Draft Policy Scrutiny Committee Work Programme for 2024/25 and receive comments and considerations from members with items for the municipal year 2024/2025 and to advise Members of the items that are on the current edition of the Executive Work Programme.

2. Background

- 2.1 The work programme is attached at **Appendix A**.
- 2.2 The Constitution provides for the publication of the Executive Work Programme on a monthly basis detailing key decisions/ exempt para (Section B) items to be taken by the Executive, a committee of the Executive or a Member of the Executive during the period covered by the programme. This is attached at **Appendix B** and has been provided to assist members in identifying items for inclusion within the work programme.

3. Recommendation

- 3.1 That Members give consideration to the Policy Scrutiny Work Programme for 2024/25 and update where appropriate to include items which they wish to consider from the Executive Work Programme as required.

List of Background Papers:

None

Lead Officer:

Claire Turner, Democratic Services Officer
Email: claire.turner@lincoln.gov.uk

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Policy Scrutiny Committee Work Programme – Timetable for 2024/25

11 June 2024

Item(s)	Responsible Person(s)	Comments
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Policy Scrutiny Work Programme 2024 -2025	Democratic Services	Regular Report
Grounds Maintenance Specification (for new contracts from 1/9/2026)	Caroline Bird	
Car Park Strategy	Simon Walters	
Customer Complaints Policy - PROVISIONAL	Emily Holmes	
Annual Review of County Homelessness Strategy	Alison Timmins	

6 August 2024

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2024-2025 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

1 October 2024

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2024 -2025	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Corporate Document Review	Michelle Hoyles	Annual Report

19 November 2024

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2024-2025 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

January 2025

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2024-2025 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report

March 2025

Item(s)	Responsible Person(s)	Comments
Policy Scrutiny Work Programme 2024-2025 Update	Democratic Services	Regular Report
Health Scrutiny Update	Chair of Policy Scrutiny	Regular Report
Annual Review of County Homelessness Strategy	Alison Timmins	Annual Report
Safeguarding Policy	Emily Holmes	Annual Report

Unscheduled Items.

Recycling- paper and card collections proposal

EXECUTIVE WORK PROGRAMME

March 2024 - February 2025

NOTES

1. The Leader in consultation with the Chief Executive and Town Clerk prepares an Executive Work Programme to cover a period of twelve months.
2. The Executive Work Programme contains matters which the Leader has reason to believe will be the subject of a key decision during the period covered by the Plan or Executive decisions which are likely to be taken in private.
3. A Key Decision is one which is likely:
 - a) to result in the Local Authority incurring expenditure which is , or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which it relates; or
 - b) to be significant in terms of its effect on communities living or working in an area comprising 2 or more wards in the area of the local authority.
4. Whilst the majority of the Executive's business at the meetings listed in the Executive Work Programme will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or person information.

This document serves as formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that certain items in the Executive Work Programme will be considered in private because the item contains exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. If an item is to be considered in private this will indicated on the individual decision notice.

If you have any queries, please telephone 01522 873387 or email democratic.services@lincoln.gov.uk.

EXECUTIVE WORK PROGRAMME SUMMARY

Date of Decision	Decision	Decision: Summary	Decision Taken By	Key Decision	Exempt Information
18 March 2024	Contract of Employment	Change to the Councils Contract of Employment	Executive	No	Public
18 March 2024	Recruitment Policy	Proposed changes to the Councils Recruitment Policy	Executive	No	Public
18 March 2024	Belmont Street	Property negotiation	Executive	Yes	Private
18 March 2024	Housing Pipeline Approach	Decision on the approach to developing a housing pipeline on City Council owned land	Executive	Yes	Public
18 March 2024	Tenancy Policy	To consider Policy	Executive	No	Public
18 March 2024	Tenancy Strategy	Approval of Strategy	Executive	Yes	Public
18 March 2024	Regulation 7 Direction on Letting Boards	To seek authorisation to apply to the Secretary of State for the renewal of the Regulation 7 Direction covering lettings boards in the West End, Sincil Bank area, Monks Road area, Union Road and Wellington Street	Executive	No	Public
18 March 2024	Western Growth Corridor- Eastern Access	Approval for arrangements- Eastern Access	Executive	Yes	Private
18 March 2024	UKSPF Project Funding Update	Update on phase 1 UKSPF (UK Shared Prosperity Fund) programme	Executive	Yes	Private

18 March 2024	Performance Measure Target Setting 2024/25	To approve Performance Measure Target Setting parameters for 2023/24	Executive	No	Public
18 March 2024	Aids and adaptations policy	To note the contents of the report for the updated Aids and Adaptations policy and approve for use and distribution	Executive	No	Public
15 April 2024	Chelmsford Street	Possible sale of land	Executive	No	Private
28 May 2024	Cornhill Market - Operational Plan	Update on progress to set context for decisions covering: - permanent staff - operational budget - operational business plan	Executive	Yes	Partly Private
28 May 2024	City Centre Masterplan - Review	Agreement to proceed with the City Centre Masterplan Review including the specific detailed pieces of work on Town Fund projects on Tentercroft Street and Wigford Way	Executive	Yes	Public
03 June 2024	Treasury Management Stewardship and Actual Prudential Indicators Report 2023/24 (Outturn)	To review the treasury management out-turn of the City of Lincoln Council 2023/24	Executive	No	Public
03 June 2024	Quarter 4 2023/24 Operational Performance Report	To present to Members a summary of the operational performance position for the final quarter of the financial year 2023/24.	Executive	No	Public
03 June 2024	Financial Performance Quarterly Monitoring	To present to Executive the fourth quarter's financial performance 2023/24	Executive	No	Public

03 June 2024	Strategic Risk Register Quarterly Review	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the year 2023/24.	Executive	No	Partly Private
17 June 2024	Acquisitions Policy	Approval of policy	Executive	Yes	Public
17 June 2024	City Council car parking strategy	Adopt the revised and updated car park strategy for the maintenance and development of city council public car parks	Executive	Yes	Public
17 June 2024	Disposals Strategy	Approval of Strategy	Executive	Yes	Private
17 June 2024	GROUNDS MAINTENANCE SPECIFICATIONS (FOR NEW CONTRACT FROM 1/9/2026)	To provide an update on the specification for the grounds maintenance contract prior to commencing procurement, with specific reference to comments received in the All-Member workshops.	Executive	No	Public
19 August 2024	Treasury Management and Prudential Code Update - Quarter 1	To note the Prudential and Local Indicators and the performance against the Treasury Management Strategy 24/25 Quarter 1	Executive	No	Public
19 August 2024	Operational Performance Quarterly Monitoring Report	To present to Members a summary of the operational performance position for the first quarter of the financial year 2023/24.	Executive	No	Public
19 August 2024	Strategic Risk Register Quarterly Review	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the first quarter 2024/25.	Executive	No	Partly Private
19 August 2024	Financial Performance Quarterly Monitoring	To present to Executive the first quarter's financial performance 2024/25	Executive	No	Public

14 October 2024	Lincoln Business Improvement Group Ballot	To confirm City Council's position in relation to voting in the BIG ballot . Ballot seeks businesses views on continuation of Lincoln BIG for a further 5 years	Executive	Yes	Public
18 November 2024	Strategic Risk Register Quarterly Review	To provide the Executive with a status report of the revised Strategic Risk Register as at the end of the second quarter 2024/25.	Executive	No	Partly Private
18 November 2024	Quarter 2 2024/25 Operational Performance Report	To present to Members a summary of the operational performance position for the second quarter of the financial year 2023/24.	Executive	No	Public
18 November 2024	Financial Performance Quarterly Monitoring	To present to Executive the second quarter's financial performance 2024/25.	Executive	No	Public
18 November 2024	Treasury Management Stewardship and Actual Prudential Indicators Report 2024/2025	To note the Prudential and Local Indicators and the performance against the Treasury Management Strategy 24/25 Quarter 2	Executive	No	Public

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