



Wednesday, 4 November 2020

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday, 12 November 2020 via Microsoft Teams, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: D Bagshaw
B C Carr
L Fletcher
J C Goold
S Kerry
H Land
R D MacRae (Vice-Chair)

J P T Parker
C M Tideswell
R I Jackson
P Roberts-Thomson
P Lally (Chair)
R H Darby

AGENDA

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 1 - 4)

To approve the minutes of the previous meeting held on 10 September 2020.

4. UPDATE FROM THE NEIGHBOURHOOD POLICING INSPECTOR

To provide a verbal update to the Committee from the Neighbourhood Policing Inspector.

5. UPDATE ON THE POLICE AND CRIME PANEL

To provide a verbal update to the meeting from Councillor R MacRae on the work of the Police and Crime Panel.

6. SAFEGUARDING CHILDREN AND SAFEGUARDING ADULTS POLICIES (Pages 5 - 84)

To seek approval for a revised Safeguarding Children Policy and a revised Safeguarding Adults Policy.

7. EASTWOOD VEHICLE NUISANCE PUBLIC SPACES PROTECTION ORDER (Pages 85 - 92)

To seek approval to introduce a Public Spaces Protection Order in order to control nuisance from gatherings of motor vehicles at and around Tinsley Road Bridge, Eastwood.

8. RENEWAL OF CHILWELL RETAIL PARK, BASIL RUSSELL PLAYING FIELDS, AND MALTHOUSE CLOSE / KNAPP AVENUE PUBLIC SPACES PROTECTION ORDERS (Pages 93 - 116)

To seek approval to renew three Public Spaces Protection Orders to assist in the control of anti-social behaviour in the borough.

9. ANTI-SOCIAL BEHAVIOUR ACTION PLAN (Pages 117 - 136)

To advise Committee of the progress made on the Anti-social Behaviour (ASB) Action Plan, and to seek approval for a new plan.

10. QUESTIONS AND COMMENTS ON NOTING REPORTS

To note the information provided in the following reports:

- Domestic Abuse
- Safeguarding Referrals
- Performance Management – Review of Business Plan Progress – Community Safety

11. WORK PROGRAMME

(Pages 137 - 138)

To consider items for inclusion in the Work Programme for future meetings.

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Agenda Item 3.

COMMUNITY SAFETY COMMITTEE

THURSDAY, 10 SEPTEMBER 2020

Present: Councillor P Lally, Chair

Councillors: D Bagshaw
R H Darby
L Fletcher
J C Goold
T Hallam (substitute)
H Land
R D MacRae (Vice-Chair)
J P T Parker
C M Tideswell
R I Jackson
P Roberts-Thomson

An apology for absence was received from Councillors B C Carr and S Kerry.

13 DECLARATIONS OF INTEREST

There were no declarations of interest.

14 MINUTES

The minutes of the meeting held on 4 June 2020 were confirmed as a correct record.

15 NEIGHBOURHOOD POLICING INSPECTOR UPDATE

Members received an update on local policing issues from Chief Inspector Simon Riley.

16 UPDATE ON THE POLICE AND CRIME COMMISSIONER PANEL.

Councillor Richard MacRae, the Council's representative on the Police and Crime Commissioner Panel, provided the Committee with an update.

17 PRESENTATION ON THE ON THE NOTTINGHAMSHIRE VIOLENCE REDUCTION UNIT (VRU), DAVID WAKELIN, VRU DIRECTOR.

The Director of the Violence Reduction Unit, Mr David Wakelin, presented information to the Committee on the work of the Unit.

18 PUBLIC CONVENIENCES

Members was informed of the current provision of Public Conveniences in the borough.

It was noted that each of the four main Town Centres has one public convenience located within it. Members considered the possibility of establishing a changing places toilet to assist people with disabilities in the town centres.

RECOMMENDED to the Finance and Resources Committee that a budget of £140,000 be set aside to allow the installation of a high quality Space to Change plus a unisex toilet facility adjacent to the former Explore Learning Unit in Beeston. Reflecting its location immediately adjacent to the bus/tram interchange it is suggested that this be largely funded via s.106 ITPS and any shortfall via a new General Fund capital allocation. A formal tendering exercise would be required.

19 PURPLE FLAG ACCREDITATION SCHEME

The Committee was informed of the Purple Flag scheme in respect of evening and night time economies and how this may apply in Broxtowe.

RESOLVED that a Task and Finish Group be formed, to include five members with membership delegated the Head of Public Protection in consultation with the Leader of the Council.

20 PROPOSED PUBLIC SPACES PROTECTION ORDER (PSPO)

Members considered the introduction a Public Spaces Protection Order (PSPO) in order to control nuisance from gatherings of motor vehicles at and around Tinsley Road Bridge, Eastwood.

Various methods to try and control the behaviour have been considered, and it is felt that the introduction of a PSPO would be the most suitable. This view is also supported by the police who would have responsibility for enforcing the provisions of the PSPO if it were introduced.

RESOLVED that the undertaking of consultation on the making of a PSPO at Tinsley Road Bridge to control nuisance from motor vehicles in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014.

21 ALCOHOL CONTROL PUBLIC SPACES PROTECTION ORDER (PSPO)

Members considered the introduction of two restricted areas as part of the existing Alcohol Control Public Spaces Protection Order (PSPO) in order to continue helping to control issues around public consumption of alcohol.

RESOLVED that the additional Restricted Areas, as detailed in appendix 2 of the report, be added to the Alcohol Control PSPO in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014.

22 MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT

The Committee was updated on the Modern Slavery and Human Trafficking Statement for 2019-20.

RESOLVED that the Modern Slavery and Human Trafficking Statement 2019/20 be approved.

23 QUESTIONS AND COMMENTS ON NOTING REPORTS

23.1 NOTING REPORTS

The Committee noted the following reports:

- Bonfires
- Serious and Organised Crime Strategy
- Performance Management – Review of Business Plan Progress – Community Safety

24 WORK PROGRAMME

Members considered the Work Programme and agreed that a reports on Families in Distress, Update on Covid-19 be submitted to the next meeting and an Enforcement Policy Review to the meeting in January 2021. The Air Quality Action Plan would also be transferred to the Environment and Climate Change Committee.

RESOLVED that the Work Programme, as amended, be approved.

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Report of the Chief Executive

**SAFEGUARDING CHILDREN AND SAFEGUARDING ADULTS
POLICIES**

1. Purpose of report

To seek approval for a revised Safeguarding Children Policy and a revised Safeguarding Adults Policy.

2. Detail

In regard to children, Broxtowe Borough Council has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

In regard to adults, The Care Act 2014 requires that an upper tier local authority must co-operate with each of its relevant partners, and each relevant partner must co-operate with the upper tier local authority in relation to relevant functions, one of which is specifically stated as protecting adults with care and support needs who are currently experiencing or at risk of abuse or neglect. It is this part of the legislation which places the requirement on a district council to act in cases of suspected neglect or abuse.

Further details are given in appendix 1.

As such, Broxtowe Borough Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of adults and children. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment, abuse or neglect.

The Safeguarding Children Policy (appendix 2), and the Safeguarding Adults Policy (appendix 3) set out how Broxtowe Borough Council will meet its obligations. They are revised and updated versions of the Safeguarding Children Policy approved by Cabinet in 2015, and the Safeguarding Adults Policy approved by Environment and Community Safety Committee on 15 November 2018.

Recommendation

The Committee is asked to RESOLVE that the revised Safeguarding Children Policy and Safeguarding Adults Policy be APPROVED.

Background papers

Nil.

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APPENDIX 1

Safeguarding Children

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' 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; and
- taking action to enable all children to have the best outcomes.

Safeguarding Adults

People who may need safeguarding are defined under section 42 of the Care Act 2014 as adults (persons aged 18 or over) who:

- have care and support needs;
- are experiencing, or are at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.

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Broxtowe
Borough
COUNCIL

SAFEGUARDING CHILDREN POLICY

Community Safety Committee 12th November 2020

CONTENTS

| | |
|------------|---|
| | Introduction |
| Section 1 | Aim |
| Section 2 | Objectives |
| Section 3 | Scope |
| Section 4 | Roles and Responsibilities |
| | 4.1 Nottinghamshire Safeguarding Children Partnership |
| | 4.2 Elected Members |
| | 4.3 General Management Team and Heads of Service |
| | 4.4 Designated Lead Officer |
| | 4.5 Safeguarding Co-ordinator |
| | 4.6 Head of Human Resources |
| | 4.7 Department Safeguarding Officers |
| | 4.8 All employees |
| | 4.9 Contractors and other agencies |
| | 4.10 Lead Agencies |
| Section 5 | Other Relevant issues |
| | 5.1 Licensing |
| | 5.2 Health and Safety at Work |
| | 5.3 Homelessness |
| | 5.4 Photography |
| | 5.5 Human trafficking |
| | 5.6 Child Sexual Exploitation |
| | 5.7 Temporary, External, and Agency Staff |
| | 5.8 Information sharing |
| Section 6 | Dealing with Incidents and Concerns |
| Section 7 | Procedures and Information |
| Appendices | A – Reporting a safeguarding children concern |
| | B – Reporting an immediate safeguarding children concern |
| | C – Disclosure of information from a child |
| | D – Disclosure from a member of the public |
| | E – Councillors guide to reporting a safeguarding children concern |
| | F - Concerns about a staff member or councillor in respect of safeguarding children |
| | G – Supplementary reporting form in respect of Child Sexual Exploitation |
| | H – Policy statement and procedure template for voluntary organisations |
| | I – Guidelines for conduct when working/having contact with children |
| | J – List of contacts |
| | K – Signs of child abuse |

INTRODUCTION

Broxtowe Borough Council (the Council) has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, are discharged with regard to the need to safeguard and promote the welfare of children. This includes safe recruitment practices for individuals whom the Council permits to work regularly with children, and, when required, obtaining criminal record checks.

Safeguarding and promoting the welfare of children is defined in Government Guidance 'Working Together to Safeguard Children 2018' 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; and
- taking action to enable all children to have the best outcomes

As such, the Council is responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of children and young people. This includes ensuring employees are aware of how to recognise and respond to safeguarding concerns, including signs of possible maltreatment. The Council is therefore committed to ensuring the availability of adequate resources and support for employee training and development.

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday (including unborn babies). Therefore, for the purpose of this Safeguarding Children Policy, any reference to children and young people means those under the age of 18.

This policy is intended to clarify individual roles and responsibilities, raise awareness and reassure employees that there are clear processes in place should they have any concerns or in the rare event that an allegation is made against an individual employee. The procedures complement those of the Nottinghamshire Safeguarding Children Partnership. These may be referred to for further guidance as necessary and can be found at: <https://www.nottinghamshire.gov.uk/nscp/policy-procedures-and-guidance>

Even though many councillors, employees and contractors have limited contact with children as part of their duties and responsibilities for the Council, everyone should be aware of the potential indicators of abuse and be clear about what to do if they have concerns.

There are four types of abuse that can affect children and young people: Physical, Emotional, Sexual, and Neglect. Each type of abuse is covered in more detail in Appendix J.

It is not the responsibility of any councillor, employee or contractor to determine whether abuse is taking place. Concerns, incidents or allegations must be reported. The role of the councillor, employee or contractor is to refer the case to the appropriate person, not to investigate or make a judgement. Reporting and other procedures are listed in Section 7 and detailed in the subsequent appendices.

1.0 AIM

To safeguard and promote the welfare of children in all aspects of the provision of Broxtowe Borough Council's services.

2.0 OBJECTIVES

To achieve its aim, Broxtowe Borough Council has set the following objectives:

- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of children.
- To provide employees, councillors and volunteers (working on behalf of the Council) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all employees working with children can identify the signs and symptoms of the four main types of abuse (physical abuse, sexual abuse, emotional abuse, and neglect).
- To ensure that all employees understand and follow the relevant procedures when they have concerns about child abuse or neglect.
- To ensure that the necessary enhanced Disclosure and Barring Service (DBS) checks are completed, as determined by the Council's Recruitment and Selection Policy, for employees that work with or have significant access to children.
- To ensure that the necessary child protection training, information and guidance is made available to all appropriate individuals, clubs, groups, societies and organisations that organise activities for children on behalf of, or within buildings, facilities or on land provided by the Council.
- To provide guidance to all councillors and employees on appropriate and safe working practices when working with children.

3.0 SCOPE

This policy is applicable to all of the Council's functions and services, as well as the operations of partners, contractors and voluntary organisations that deliver services for the Council, through grant or contract arrangements. Such organisations must maintain or develop their own safeguarding policy statement and procedures to reflect this policy.

4.0 ROLES AND RESPONSIBILITIES

All individuals, contractors and agencies have a duty to ensure they are familiar with and can access the Council's reporting safeguarding procedures, or are familiar with and can access those of their own company / agency.

4.1 Nottinghamshire Safeguarding Children Partnership

Nottinghamshire Safeguarding Children Partnership provides the safeguarding arrangements required under the Children and Social Work Act 2017 and the statutory guidance 'Working Together to Safeguard Children 2018'. The purpose of safeguarding arrangements is to support and enable local organisations and agencies to work together to safeguard and promote the welfare of children. The partnership was formed on 1 January 2019 and intends to build on the strengths of the previous arrangements under the Local Safeguarding Children Board (LSCB). Through the introduction of new arrangements, in compliance with the legislation, the partnership is particularly seeking to achieve the following:

- Clear accountability – the safeguarding partners (police, clinical commissioning groups and local authority) have a joint and equal responsibility for setting up the arrangements and making sure they work.
- Faster response to serious child safeguarding cases including undertaking 'Rapid Reviews' to identify if any immediate action is needed to ensure children's safety, identify any learning or improvements needed, and consider whether a more in depth Child Safeguarding Practice Review is needed.
- Engage with a wider range of organisations and connect better with lead safeguarding practitioners.
- Provide a streamlined structure, reducing duplication and lessening the demand on safeguarding leads to attend meetings.

The vision for the partnership is 'That children and young people in Nottinghamshire grow up in a safe and stable environment and are supported to lead healthy, happy and fulfilling lives

The safeguarding partners responsible for the safeguarding arrangements under the Nottinghamshire Safeguarding Children Partnership are Nottinghamshire County Council, Nottinghamshire Police, and the Nottinghamshire Clinical Commissioning Group.

All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements. In situations that require a clear, single point of leadership, the safeguarding partners will decide who should take the lead on that issue.

The safeguarding partners are obliged to set out within their arrangements which organisations and agencies are required to work as part of those arrangements to safeguard and promote the welfare of local children. These organisations and agencies are referred to as relevant agencies and when nominated by the safeguarding partners as a relevant agency, organisations should act in accordance with the arrangements.

Acting in accordance with the safeguarding arrangements requires safeguarding partners and relevant agencies to work together and:

- Fully engage with the Nottinghamshire Safeguarding Children Partnership functions.
- Provide information which enables and assists the safeguarding partners to perform their functions to safeguard and promote the welfare of children in their area, including as related to local and national child safeguarding practice reviews.
- Ensure that their organisation works in accordance with the interagency safeguarding procedures approved by the partnership.
- Have appropriate robust safeguarding policies and procedures in place specifically relevant to their organisation.
- Provide evidence of the above to the Safeguarding Assurance and Improvement Group.

Broxtowe Borough Council, as a relevant agency, will be committed to providing an effective working relationship as part of the new structures with the Nottinghamshire Safeguarding Partners to help achieve our mutual aims in respect of child safeguarding.

4.2 Elected Members

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Head of Public Protection. Guidance for councillors on reporting concerns in relation to safeguarding children is given at Appendix E.

4.3 General Management Team and Heads of Service

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding children responsibilities. The General Management Team in conjunction with Heads of Service will ensure that this policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to safeguarding children are properly discharged. Heads of Service are responsible for ensuring the necessary supervision and training of appropriate staff, so that any concerns of safeguarding children are reported promptly and appropriately.

4.4 Designated Lead Officer

The Council has a Designated Lead Officer to act as employee champion for the authority with regard to the safeguarding children agenda and to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottinghamshire and Nottingham City Safeguarding Children Procedures.

The Designated Lead Officer is the Head of Public Protection. That officer is responsible for:

- Writing, reviewing, and implementing the Council's Safeguarding Children Policy
- Reporting to General Management Team and Portfolio Holder for Community Safety on the number of referrals made to the Multi Agency Safeguarding Hub (MASH), training, and any changes to policy or guidance.
- Championing training on safeguarding children and the dissemination of this policy and associated guidance across the Council

4.5 Safeguarding Co-ordinator

The Safeguarding Co-ordinator works with the Designated Lead Officer. The Safeguarding Co-ordinator is the Chief Communities Officer and is responsible for:

- Ensuring the effective implementation of the Safeguarding Children Policy throughout the Council
- Working to assess and reduce risks in relation to safeguarding children
- Raising awareness of safeguarding issues amongst staff
- Monitoring all reports to the Multi Agency Safeguarding Hub in relation to safeguarding children
- Establishing and maintaining effective multi-agency working with Nottinghamshire's Safeguarding Partners, other district councils, and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs.

4.6 Human Resources Manager

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Children's Act 2004 and the Safeguarding Children agenda and for ensuring that appropriate checks are carried out on all employees who have regular contact with children. The Head of Human Resources is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff or councillors.

4.7 Departmental Safeguarding Coordinators

Some divisions within the Council (for example, Housing) will have designated Departmental Safeguarding Coordinators. Their role is to liaise with the Designated Lead Officer and Safeguarding Coordinator, as well as officers within their own division, on specific cases and general issues.

4.8 All Employees

All employees have a responsibility to report any concerns about the welfare of children to the Designated Lead Officer or the Safeguarding Coordinator or to their line manager. Employees of the Council are not, however, responsible for deciding on subsequent action after making a report.

All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available through the Nottinghamshire Safeguarding Children Partnership via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

4.9 Contractors and other agencies

The Council will take reasonable care that contractors and other agencies undertaking work on its behalf are monitored appropriately. Any contractor, sub-contractor, or other agency engaged by the Council in areas where workers are likely to come into regular contact with children, should have its own equivalent child protection policy, or failing that, must comply with the terms of this policy. This requirement will be written into the contract. Where contact with children is a necessary part of the contracted service, it is the responsibility of the manager who is using the services of the contractor or agency to ensure that satisfactory Disclosure and Barring Service (DBS) checks have been completed where appropriate, and all other requirements of this policy are complied with.

4.10 Lead Agencies

Nottinghamshire County Council, the police and health Clinical Commissioning Groups will take the lead as Safeguarding Partners in assessing whether or not abuse has taken place, or whether a child is at risk of abuse.

5.0 OTHER RELEVANT ISSUES

5.1 Licensing

The Council is responsible for carrying out certain licensing functions. Protection of children from harm is a licensing objective that the Council is legally obliged to consider as part of those functions, in particular when licensing premises under the Licensing Act 2003, the Gambling Act 2005, and taxi licensing. Safeguarding children training is compulsory for anyone applying to be licensed as a taxi driver by the Council.

5.2 Health and Safety at Work

Where the Council inspects premises to discharge its legal responsibilities in this area, employers may be obliged to carry out risk assessments, including for the employment of young people. As part of the inspection process, officers may examine such risk assessments to determine their suitability. If evidence is gained that young people are working without relevant permits in place, or in 'unsuitable workplaces', the Council will report this to Nottinghamshire County Council.

5.3 Homelessness

The Council owes a legal duty to provide temporary accommodation to individuals whose status and circumstances meet certain criteria as defined by statute. Officers may need to refer families or individuals to Nottinghamshire County Council Social Care.

| Persons affected | Reason for contacting Notts Social Care |
|--|--|
| Homeless 16-17 year olds | A 16 or 17 year old may be referred to Children's Social Care for assessment to determine if they are a child in need with a duty owed to them by Nottinghamshire County Council. |
| Intentionally homeless household with children | If a household with children is found to be intentionally homeless, Children's Social Care should be advised in writing so that they can ascertain whether a duty is owed under the Children Act 1989. |

The Council only places children or vulnerable adults into 'Bed and Breakfast' or temporary accommodation in an emergency and as a last resort. Officers complete a detailed Housing Options assessment with applicants. This helps to identify needs and vulnerabilities, and assists in the process of safeguarding children.

5.4 Photography

It is an unfortunate fact that some people have used children's events as opportunities to take inappropriate photographs or footage of children and young people. Councillors, employees and contractors should be vigilant at all times. At events where photographs will be taken, photography signs should be clearly displayed. Anyone using cameras or film recorders for, or on behalf of, the Council must have either completed media consent forms from the parents of children being photographed or filmed, or have checked with the parent or guardian before the activity commences. When commissioning professional photographers or inviting the press to cover the organisation's services, events and activities, the Council will ensure that expectations are made clear in relation to child protection. Council employees should contact the Communications Team on Ext 3825 for advice, forms and posters.

5.5 Human trafficking

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. The Council recognises that local authorities have specific responsibilities under the Council of Europe's 2006 'Declaration on the Fight Against Trafficking of Human Beings' to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC) [now part of the National Crime Agency] is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

5.6 Child Sexual Exploitation

Child Sexual Exploitation (CSE) is a form of child abuse where children and young people are forced or manipulated into sexual activity. The sexual exploitation of children and young people has been identified throughout the UK in both rural and urban areas. Essentially, it is a form of abuse and as such, the procedures for reporting concerns are the same as for other categories. Staff should report any concerns to their line manager, or directly with the Designated Lead Officer or the Safeguarding Coordinator, who will complete the relevant form (Appendix G) and refer the matter to Nottinghamshire Police.

5.7 Temporary, External, and Agency Staff

The Council employs a number of staff on a temporary, external, and agency basis (for example, sports coaches). Measures will need to be put in place by the relevant Head of Service where such staff are employed to ensure that they have received suitable training in Safeguarding Children, and that Disclosure and Barring Service checks, where appropriate, have been undertaken

5.8 Information sharing

It is important to remember that confidentiality is critically important at all stages of the reporting procedure. This is necessary to safeguard all parties including the potential perpetrator. Employee responsibilities are to inform only those people identified within the policy and not to discuss the case casually with their colleagues. The important statutory duties in relation to safeguarding children cannot be met without effective and appropriate sharing of relevant information, some of which may normally be regarded as confidential between an employee and customer or client. Confidentiality should not be confused with secrecy. Information may be shared in order to comply with a statutory obligation, or if it is in the public interest.

In making decisions about sharing information, the safety and needs of the child must be the primary consideration. Information can be disclosed without consent where an employee has well-founded concerns that disclosure is necessary to:

- safeguard a particular child - including disclosure of information about an adult who may pose a risk of significant harm to a child or children
- prevent a criminal act taking place or where seeking consent would interfere in criminal enquiries
- prevent harm to staff
- prevent a child being at increased risk of harm

6.0 DEALING WITH INCIDENTS AND CONCERNS

The procedures for dealing with safeguarding children incidents and concerns are listed in Section 7.0 of this policy.

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this policy.

It is not the responsibility of employees to decide whether or not child abuse has taken place. They have a duty to report concerns and must not assume someone else has done so. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All employees are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Designated Lead Officer, or the Safeguarding Coordinator.
- Line managers are responsible for referring the disclosure, suspicions, or allegations to the Designated Lead Officer, or the Safeguarding Coordinator.
- The Designated Lead Officer or the Safeguarding Coordinator will then make the referral to the appropriate authority with regards to the thresholds in the Pathway to Provision (Version 8).
- In the absence of the Designated Lead Officer or the Safeguarding Coordinator, the line manager is responsible for making the referral to the appropriate authority with regards to the thresholds in the Pathway to Provision (Version 8).
- The line manager will then send the report to, and discuss the situation with, the Designated Lead Officer or the Safeguarding Coordinator as soon as possible
- The Safeguarding Coordinator is responsible for logging all referrals
- The only exception to this process is the Housing Department. The Housing Operations Manager has received enhanced training and can make referrals directly. The Housing Operations Manager will follow the same process as set out in the appendices and ensure that the Safeguarding Coordinator is informed of any referrals and kept up to date.
- A brief guide for staff (Safeguarding Children – Staff Guide) is available on the intranet under Document Index / Corporate documents / Safeguarding <https://intranet.broxtowe.gov.uk/media/4175/guidance-leaflet-for-safeguarding-children.pdf>

7.0 PROCEDURES AND INFORMATION

Specific procedures and information are contained in the following appendices:

Appendix A – Reporting a safeguarding children concern

Appendix B – Reporting an immediate safeguarding children concern

Appendix C – Disclosure of information from a child

Appendix D – Disclosure from a member of the public

Appendix E – Councillors guide to reporting a safeguarding children concern

Appendix F - Concerns about a staff member in respect of safeguarding children

Appendix G – Supplementary form for Child Sexual Exploitation

Appendix H – Example policy statement and procedure template

Appendix I – Guidelines for conduct when working/having contact with children

Appendix J – List of contacts

Appendix K – Signs of child abuse and neglect

REPORTING A SAFEGUARDING CHILDREN CONCERN

1. Officers should try to make notes at the time or as soon as possible after they become concerned. Consider possible witnesses, times, clothing, age, location and any contact information, as well as noting what actions have been taken.
2. Officers must always try to make parents or carers aware of their concerns UNLESS it puts the child at further risk, it puts the officer at further risk, it could affect a criminal investigation, or it is impractical to do so.
3. Report the matter to line manager or directly to the Designated Lead Officer or the Safeguarding Coordinator
4. If the initial referral is to a line manager, that officer must refer the case immediately to the Designated Lead Officer or the Safeguarding Coordinator
5. The Designated Lead Officer or the Safeguarding Coordinator makes the referral to the Nottinghamshire Multi Agency Safeguarding Hub (MASH) as soon as possible, and continues from Step 9 in this procedure.
6. If neither the Designated Lead Officer or the Safeguarding Coordinator is available, the line manager will proceed from Step 7 of this procedure and contact the Designated Lead Officer or the Safeguarding Coordinator at the earliest possible opportunity.
7. Line manager will make a referral to the MASH online or by e-mail the same day.
mash.safeguarding@nottscc.gov.uk
8. Line manager will the same or the next working day e-mail a copy of the referral form to the Safeguarding Coordinator. The e-mail will be titled "SAFEGUARDING CHILDREN REFERRAL" and be sent to spc@broxtowe.gov.uk The Safeguarding Coordinator will arrange for it to be securely stored electronically, and details entered on a secure spreadsheet.
9. MASH should report back to the person reporting the incident within three days on the course of action to be taken.
10. If MASH is of the opinion that the threshold is not met for a Children's Social Care Assessment, they will signpost the person making the referral to the appropriate service.
11. The person making the referral will update the Safeguarding Coordinator by e-mail to spc@broxtowe.gov.uk of the outcome of the referral and of the details of any recommendation to refer to another agency. The e-mail is to be titled "SAFEGUARDING CHILDREN UPDATE"

12. The Safeguarding Coordinator will be responsible for updating the spreadsheet and referring the case on as recommended by the MASH.
13. Any officer submitting a referral, whether directly themselves, through their line manager or Department Safeguarding Officer, or through the Safeguarding Coordinator, MUST inform their Head of Service.

For further advice or information, contact:

Head of Public Protection (Designated Lead Officer)

0115 917 3504

or

Chief Communities Officer (Safeguarding Coordinator)

0115 917 3492

Contact details

Multi Agency Safeguarding Hub (MASH)

Office hours Monday to Thursday 8.30am to 5.00pm

Friday 8.30am to 4.30pm

Tel: 0300 500 80 90

mash.safeguarding@nottsc.gov.uk

FAX: 01623 483 295

Piazza,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Emergency Duty Team

In an emergency outside MASH office hours, contact the Emergency Duty Team (EDT) on 0300 456 4546

REPORTING AN IMMEDIATE SAFEGUARDING CHILDREN CONCERN

If an incident is identified, which requires immediate intervention, employees will be required to respond accordingly. Each case will be different and specific guidelines for every incident are not feasible.

Wherever possible, an officer with immediate concerns should contact the Designated Lead Officer or the Safeguarding Coordinator. If that is not possible, then the line manager should be contacted and then take charge of the situation.

If the line manager, Designated Lead Officer, or the Safeguarding Coordinator cannot be contacted, and the situation is deemed to be so serious as to warrant immediate action, the officer may be required to deal with the matter themselves.

The well-being of the child is paramount and the appropriate response which, dependent on the nature of the incident, may include:

- Immediate emergency call to Police (999)
- Immediate contact with Nottinghamshire Multi-Agency Safeguarding Hub (MASH) 0300 500 80 90 (Mon to Thur 8.30am-5.00pm, Fri 8.30 to 4.30pm) or outside these hours, Nottinghamshire MASH Emergency Duty Team 0300 456 4546
- Immediate verbal intervention with support from the most senior officer available on site without placing the child or an officer at further risk.

As soon as possible after the incident, the matter must be confirmed by e-mail to the Safeguarding Coordinator who will arrange for a copy to be securely stored electronically, and details entered on a secure spreadsheet.

MASH should report back to the person reporting the incident within three days on the course of action to be taken. In the interests of the child, should MASH fail to report back within three days, it is recommended to pursue feedback.

Any updates must be forwarded to the Safeguarding Coordinator. The e-mail will be titled "SAFEGUARDING CHILDREN UPDATE" and be sent to spc@broxtowe.gov.uk

The Safeguarding Coordinator shall be responsible for referring the case on to other agencies if advised to do so by the MASH.

For further advice or information, contact:

Head of Public Protection (Designated Lead Officer) 0115 917 3504

or

Chief Communities Officer (Safeguarding Coordinator) 0115 917 3492

DISCLOSURE OF INFORMATION FROM A CHILD

Abused children are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

Actions to be taken by the person being disclosed to include the following:

- React calmly so as not to frighten the child.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is being said by a person who may have a speech impairment or differences in language.
- Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. The Police or Adult and Children's Services may subsequently formally interview them and they should not have to repeat their account on several occasions.
- Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation.
- Reassure the child but do not make promises of confidentiality that will not be feasible in the light of subsequent developments.
- Explain to them that you will have to share your concerns with the Designated Lead Officer, or the Safeguarding Coordinator, who have the authority to act.
- Tell them they were not to blame and that they were right to tell.
- Record in writing immediately all the details that you are aware of and what was said using the child's own words.
- Report the matter to your line manager immediately, who will then contact the Designated Lead Officer or Safeguarding Coordinator as a matter of urgency. The Designated Lead Officer or Safeguarding Coordinator will then deal with the case.

Actions to Avoid

The person receiving the disclosure should NOT:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Suggest any action/s or consequences that may be undertaken in response to the disclosure.

DISCLOSURE / REFERRAL FROM MEMBER OF THE PUBLIC

If a member of the public contacts you with concerns about a child's welfare, you should advise them to act as follows:

- Contact Nottinghamshire Children's Social Care 0300 500 80 80
- Outside of office hours, call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- You should take the relevant details from the member of the public and pass these on to the Safeguarding Coordinator or the Designated Lead Officer. That officer will then contact MASH by e-mail at mash.safeguarding@nottscc.gov.uk confirming the details and that the member of the public has been advised to ring the County Council direct
- The Safeguarding Coordinator will update the database.

COUNCILLORS' GUIDE TO REPORTING A SAFEGUARDING CHILDREN CONCERN

In cases where councillors become personally aware of a safeguarding children issue, they should report in the way outlined below:

- Contact Nottinghamshire Children's Social Care 0300 500 80 80
- Outside of office hours, call Nottinghamshire County Council's emergency duty team on 0300 456 4546
- If the situation is considered to be an emergency, contact the Police on 999 or 101
- The councillor should then notify the Safeguarding Coordinator or the Designated Lead Officer that they have made a referral to Nottinghamshire County Council. That officer will then contact MASH by e-mail at mash.safeguarding@nottscc.gov.uk confirming that a referral has been made and giving the details.
- The Safeguarding Coordinator will update the database.

If the circumstances involve a relationship to services provided by Broxtowe Borough Council (for example Housing or Leisure), then the information should also be shared with the relevant Head of Service.

CONCERNS ABOUT A STAFF MEMBER OR COUNCILLOR

If staff or councillors have concerns about a fellow officer or councillor's conduct which they feel may be putting a child's safety or welfare at risk, they should implement the provisions of the Whistleblowing Policy. This can be accessed on the intranet (Document Index / HR Documents / Whistleblowing). If further guidance or information is required, this can be obtained from one of the Council's Human Resources Officers.

The Human Resources Manager will decide on the most appropriate course of action, which may include referral to Nottinghamshire County Council's Local Authority Designated Officer (LADO) for Safeguarding.

SUPPLEMENTARY FORM TO REPORT CONCERNS OF CHILD SEXUAL EXPLOITATION

Form available at: <https://www.nottinghamshire.gov.uk/nscp/resources/for-professionals-and-volunteers>

Alternatively, can be accessed on Broxtowe Borough Council intranet under Document Index / Corporate Documents / Safeguarding



Child Sexual Exploitation (CSE) Concerns Network Information Operation STRIVER

Please complete and submit this information sheet if you have concerns regarding CSE. This form should be used by you to identify information concerning people, places, activities, or vehicles which you believe may be involved with, or connected to CSE.

Please complete and submit this information sheet if you have concerns regarding a young person at risk of child sexual exploitation.

- This is not a referral form and should not replace your usual practice of referring to social care, SEIU or CAIU
- Anything of immediate risk should be reported via 999 or 101 to the police control room
- This is an intelligence sharing form for LOW level non-emergency information
- Please be aware this inbox is monitored 24/7

The information contained herein will be shared with Nottinghamshire Police to:

- Develop disruption strategies to be implemented by a multi-agency panel
- Collate intelligence concerned with children and young people exposed to or at risk of CSE
- Inform current/future investigations concerning the sexual exploitation of children and young people

Summary of concern: (Please give a brief account of the information), for example; Names of perpetrators (including nicknames), addresses of interest, areas, locations, Vehicles (registration, colour, make ect..), Patterns of behaviour (connecting either YP/Perpetrators), hotels, parks, shops takeaways ect....

Please be **SPECIFIC**

| |
|--|
| |
|--|

Please provide details of any child/young person or adults involved (if known):

| NAME (including nick names/pseudonyms) | DOB | V/S (Victim/ Suspect) | M/ F | Address | Are other agencies involved if so who |
|---|------------|------------------------------------|-----------------|----------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---------------------------------|--|
| Your Details | |
| Name | |
| Agency | |
| Contact Telephone number | |
| Email address | |

Have the police been notified about this matter: Y/N

If yes, please provide incident number/details/date:

| |
|--|
| |
|--|

Please email completed information sheet to Lisa Hurst

cnm@nottinghamshire.pnn.police.uk

If you believe the child or young person you have identified above is at risk of CSE, please identify which of the risk indicators you think apply: (If there are High level

indicators, discuss with your manager and any safeguarding issues should be referred to social care).

Low Level Risk Indicators

- Frequently returning home late and or going missing
- Overt inappropriate and sexualised clothing
- Sexualised risk taking behaviour, including internet use
- Unaccounted for/unexplained monies or goods
- Associating with adults (unknown or identified as risky), or other sexually exploited children or YP
- Lack of or infrequent contact with family, friends or other support networks
- Sexually transmitted infections
- Experimenting with drugs and/or alcohol
- Low self-esteem, poor self- image, eating disorders and/or self-harm

Medium Level Indicators

- Getting into cars with unknown adults
- Associating adults known to be/have been involved in CSE
- Being groomed on the internet
- "Clipping" i.e. offering sex for money or other payment, but running away before sex takes place
- Disclosing a physical assault without sufficient evidence to support a S47 enquiry and later refusing to make or withdrawing a complaint
- Involved in CSE e.g. being seen in known houses, recruiting grounds or other "hot spots"
- Having an older boyfriend/girlfriend
- Poor school attendance or excluded
- Staying out overnight without explanation and or details of whereabouts
- Breakdown of residential placements due to behaviour
- Unaccounted for/unexplained money or goods, e.g. including mobile phones, drugs and alcohol
- Multiple or frequent sexually transmitted infections
- Episodes of self-harming requiring medical treatment
- Repeat offending
- Gang member or association with gangs

High Level Indicators

- Child under 13 engaging in sexual activity
- Episodes of street homelessness, or staying with adults believed to be sexually exploiting them/other YP
- Child under 16 meeting different adults and exchanging or selling sexual activity
- Found in and removed from known 'red light' district by professionals, due to suspected CSE
- Being taken to clubs and hotels by adults and engaging in sexual activity
- Disclosure of serious sexual assault and then withdrawal of statement
- Abduction and forced imprisonment
- Being moved around for sexual activity
- Disappearing from the 'system' with no contact or support
- Being bought/sold/trafficked
- Multiple miscarriages or terminations

- Indicators of CSE in conjunction with chronic alcohol and drug use
- Indicators of CSE alongside serious self-harming
- Receiving rewards of money or goods for recruiting peers into CSE.

EXAMPLE POLICY STATEMENT AND PROCEDURE TEMPLATE FOR VOLUNTARY ORGANISATIONS

Voluntary organisations are free to use all or any sections of the Safeguarding Children Policy. Below is the minimum acceptable for any organisation receiving funding from Broxtowe Borough Council. However, it is important that all organisations know and understand their duties and obligations, whether they use the template or not.

Policy Statement

Children have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

(Name of organisation) is committed to safeguarding children and protecting them from abuse when they are engaged in services organised and provided by *(name of organisation)*. We will endeavour to keep children, young people and vulnerable adults safe from abuse. Any suspicion of abuse will be responded to promptly and appropriately. We will act in the best interest of the child at all times. We will proactively seek to promote the welfare and protection of all children, young people and vulnerable adults.

(Name of organisation) will ensure that unsuitable people are prevented from working with children through using safe recruitment and selection processes.

(Name of organisation) will take any concern made by a service user, employee, volunteer or child/vulnerable adult seriously and sensitively. Concerns cannot be anonymous and should be made in the knowledge that, during the course of any enquiries, the agency that made that referral will be made clear.

(Name of organisation) will not tolerate harassment of any service user, employee, volunteer or child/vulnerable adult who raises concerns of abuse.

Procedure

Any concerns will be brought to the attention of *(named senior person)* who will refer the matter to the Nottinghamshire Multi Agency Safeguarding Hub (MASH). Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible. Officers, employees and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.

GUIDELINES FOR CONDUCT WHEN WORKING/HAVING CONTACT WITH CHILDREN

It is best practice for councillors, employees and contractors who have contact with children, young people or vulnerable adults to follow these guidelines.

- Always be publicly open to scrutiny when working with children.
- Avoid situations where a councillor, employee, volunteer or service provider and a child are alone, unobserved.
- Children have a right to privacy, respect and dignity. Respect the child and provide a safe and positive environment.
- All children should be treated equally in the context of any activity.
- Councillors, employees and contractors must put the wellbeing and safety of the child before the development of performance.
- If a child is accidentally injured as the result of a councillor, employee or contracted service provider's actions; 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 your line manager and the Safeguarding Coordinator or the Designated Lead Officer and make a written report.
- If a child arrives at an activity or service showing signs or symptoms that give you cause for concern, you must act appropriately following the procedures outlined above in the policy.
- When administering first aid, employees should ensure that another adult is present where possible, or is aware of the action being taken.
- Parents/carers should always be informed when first aid is administered.

NEVER take children to your home where they will be alone with you.

NEVER engage in rough physical games including horseplay.

NEVER engage in sexually provocative games.

NEVER allow, encourage or engage in inappropriate touching of any form.

NEVER allow children to use language inappropriate to the circumstances unchallenged, or use it yourself.

NEVER make sexually suggestive comments about, or to, a child - even in fun.

NEVER let an allegation a child makes be ignored or unrecorded.

NEVER do things of a personal nature for children that they can do for themselves, for example assist with changing. It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation that requires this type of help, you should endeavour to have someone else present and inform the parents/carers as soon as is reasonably possible.

NEVER share a room with a child.

NEVER enter areas designated only for the opposite sex.

NEVER use the internet or any other electronic or telephone device to access inappropriate images of children.

CONTACTS

Multi Agency Safeguarding Hub (MASH)

Monday to Thursday 8.30am to 5.00pm
Friday 8.30am to 4.30pm
Tel: 0300 500 80 90
E mail: mash.safeguarding@nottscc.gov.uk
FAX: 01623 483 295

Postal address:
MASH,
Piazza,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Social Services Emergency Duty Team

Tel: 0300 456 4546

Police

Tel: 999 (emergencies)
101 (non-emergencies)

Nottinghamshire County Council Children's Social Services

Broxtowe Team Office
Tel. 0115 917 5920

Broxtowe Borough Council

Safeguarding Children Designated Lead Officer
Head of Public Protection
Tel 0115 917 3504
spc@broxtowe.gov.uk

Safeguarding Children Coordinator
Chief Communities Officer
Tel 0115 917 3492
spc@broxtowe.gov.uk

Human Resources Manager
Tel 0115 917 3552

SIGNS OF CHILD ABUSE

Child abuse is grouped into four main categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Individual factors or indicators of abuse may not be particularly worrying in isolation, but in combination they can suggest that there is a serious cause for concern.

Identification of child abuse is difficult. The indicators below are not an exhaustive list but should prompt consideration of whether child abuse may be taking place.

PHYSICAL ABUSE

Bruises:

- in children who are not independently mobile
- in babies should always be referred to Children's Social Care
- that are seen away from bony prominences
- to the face, back, abdomen, arms, buttocks, ears and hands
- multiple in clusters
- multiple or uniform shape
- that carry an imprint – of an implement or cord
- with petechiae (dots of blood under the skin) around them.

Bites:

- Differentiating between adult/child bite on size requires a specialist dentist. If an adult is suspected of biting a child a referral should always be made.

Burns or scalds:

- with clear outlines which may match an implement
- that are multiple in nature
- on the body away from the hand eg back, shoulders or buttocks
- small round which may be from cigarettes

Scars:

- multiple, unusual shapes or that suggest a child did not receive appropriate medical treatment.

Fractures:

- in children under 18 months
- in children that are inconsistent with developmental stage
- alleged unnoticed fractures – fractures cause pain and it would be difficult for a carer to be unaware.

Other injuries:

- Poisoning, injections, ingestion or other applications of damaging substances (including drugs and alcohol).
- Signs of shaking: may present with unexplained pain, fitting, paralysis, extreme irritability or with less obvious signs, such as increased head circumference, poor feeding, excessive crying, vomiting or associated injury. Excessive crying in babies can be difficult to manage and may make them more vulnerable to inflicted brain injury.
- Female genital mutilation, including female circumcision is abuse and should be reported. If a woman has been circumcised any female children in the family are at increased risk and should be assessed appropriately.

EMOTIONAL ABUSE

- Persistently telling a child they are worthless or unloved
- Bullying a child or frequently making them frightened
- Persistently ridiculing, making fun of or criticising a child
- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders eg. faecal smearing, excessive drinking, eating unusual substances, and self-harm
- Severely delayed social development, poor language and speech development not otherwise explained
- Excessively nervous behaviour such as rocking or hair twisting
- Low self-esteem.

SEXUAL ABUSE

- Recurrent genital or anal symptom (for example, bleeding or discharge) without a medical explanation
- Genital, anal or perianal injury without a suitable explanation
- Anal fissure, without medical explanation
- Unusual sexualised behaviours in a pre-pubertal child
- Pregnancy or sexually transmitted infection, including anogenital warts, in a child younger than 13 years if there is no clear evidence of vertical transmission or blood contamination. In 13-15yr if no disclosure of consenting sexual behaviour with a peer. In 16-17yr consider if power imbalance in relationship, sexual exploitation.

NEGLECT

- Ignoring the child's need to interact
- Failing to express positive feelings to the child, showing no emotion in interactions with the child
- Denying the child opportunities for interacting and communication with peers or adults
- Inadequate provision of food
- Exposure to inadequate, dirty and/or cold environments
- Abandoned or left in circumstances without appropriate adult supervision which are likely to endanger them
- Prevented by their carers from receiving appropriate medical advice or treatment
- Living environment unsafe for child's developmental stage
- Poor standard of hygiene affecting child's health.

| Type of abuse | Physical Indicators | Behavioural Indicator |
|---------------|--|---|
| Physical | 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 | Fear of parent being contacted Behavioural extremes – aggressive/angry outbursts/ withdrawn or violent behaviour Fear of going home Flinching when approached or touched Depression Keeping arms/legs covered Reluctance to change clothes Panics in response to pain Reports injury caused by parents |
| Emotional | Delays in physical development or progress Sudden speech disorders Failure to thrive | Neurotic behaviour Sleeping disorders, unable to play Fear of making mistakes Sucking, biting or rocking Inappropriately adult or infant Impairment of intellectual, emotional, social or behavioural development |
| Sexual | 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 | Inappropriate sexual behaviour 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 sources of 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 |
| Neglect | Constant hunger Poor hygiene Weight loss/underweight Inappropriate dress Consistent lack of supervision/abandonment Unattended physical problems or medical needs | Begging/stealing food Truancy/late for school Constantly tired/listless Regularly alone/unsupervised Poor relationship with care giver |

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Broxtowe
Borough
COUNCIL

SAFEGUARDING ADULTS POLICY

Community Safety Committee
12th November 2020

- Section 1** Introduction
- Section 2** Scope
- Section 3** Policy aim
- Section 4** Objectives
- Section 5** Background
- Section 6** Roles and responsibilities
- Section 7** Corporate actions
- Section 8** Dealing with incidents and concerns
- Section 9** Other relevant issues

Appendix A – Actions to be taken where potential abuse is disclosed or suspected.

Appendix B – Contacts

Appendix C – Adult at risk referral form

Appendix D – Broxtowe complex case panel referral form

Appendix E – Types and possible indicators of possible abuse

“Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect”

(Chapter 14 of the Care and Support Statutory Guidance, Department of Health and Social Care 2016 – Updated 2020)

1.0 INTRODUCTION

1.1 This policy has been produced to detail how Broxtowe Borough Council (the Council) will meet its duties and obligations with respect to adults at risk. It builds on numerous Government policies that reflect changes in the philosophy and language of adult health and social care.

It is part of this Council’s ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives. Our Corporate Plan and other policy documents outline how we do this in terms of service provision, improvement and community leadership.

1.2 Although the Council does not have primary responsibility for the role of safeguarding adults, as an organisation it does provide a range of services directly or indirectly for adults. It is through these services that our councillors, staff, contractors, partners and volunteers come into contact with adults on a regular basis. For example:

- Council housing
- Housing and council tax benefit
- Disabled adaptations
- Retirement living
- Tenancy and estates
- Housing maintenance
- Housing options
- Leisure centres and recreation grounds
- Environmental health

1.3 The Council has a statutory duty to assist Nottinghamshire County Council in making whatever enquiries it thinks necessary to enable it to decide if and what kind of action should be taken to protect an adult at risk from suspected abuse, neglect or exploitation (including financial and sexual exploitation). Staff from the Council must work closely with officers from Nottinghamshire County Council, who will follow-up on safeguarding concerns and determine the best course of action.

1.4 When delivering services in people’s homes or at our venues, proper systems must be in place to ensure that everyone is safe, particularly those who are less able to protect themselves. We need to be alert to signs of abuse and neglect and be prepared to raise our concerns with Nottinghamshire County Council.

1.5 All those who come into contact with adults at risk in their everyday work, including staff who do not have a specific role in relation to adult safeguarding, have a duty to safeguard and promote the welfare and wellbeing of those adults. It is vital that every person who has contact with adults at risk should be able to recognise when such adults are, or may be, at risk of harm and to report all incidents or concerns they may have.

1.6 The adoption of a Safeguarding Adults Policy brings with it the requirement to regulate many of our services, including specific recruitment, selection, training and vetting procedures. This policy highlights the need for ongoing training in safeguarding at all levels of the organisation so as to ensure that it is adhered to in a consistent manner.

2.0 SCOPE

- 2.1 This policy covers all activities, areas and services provided by the Council and its agents, contractors or partners, and includes all Council employees, volunteers, agency workers, contractors and partners acting for and on behalf of the Council who come into contact with adults covered by the policy whilst going about their daily duties. The policy is also considered to be an appropriate reference guide for use by those councillors whose particular roles may involve them coming into contact with adults at risk.
- 2.2 This policy aims to provide a brief introduction to the law in relation to safeguarding, and offers practical guidance for best practice about safeguarding adults to all employees, partner agencies and other professionals working with the Council.
- 2.3 It highlights the main themes and issues in adult safeguarding, defines key terms, outlines some of the possible indicators of abuse, and recommends what action to take when dealing with a suspected or actual case of abuse against an adult at risk. It also includes a list of contacts of organisations which can provide help and support to both adults at risk and practitioners.
- 2.4 A detailed outline of procedures to follow when dealing with safeguarding concerns and disclosures is included at Appendix A.
- 2.5 This policy complements the Council's Safeguarding Children Policy.
- 2.6 The Council has signed up to the Nottinghamshire Safeguarding Adults Board Multi-agency Safeguarding Vulnerable Adults Guidance. This Multi-agency Guidance is published by the Board on the web pages at <https://www.nottinghamshire.gov.uk/media/1728155/nottingham-and-nottinghamshire-safeguarding-adults-procedure-for-raising-a-concern-and-referring-2018.pdf>
It covers all aspects of how to respond to concerns in relation to safeguarding adults and how to protect them and can be used in conjunction with this policy document.
- 2.7 There is a link between some legislation, procedures and guidance which may mean there is a need to follow more than one process at the same time. Where an adult at risk, as defined later in this document, is subject to any of the following, the safeguarding adult at risk procedures in this policy must be considered in addition to any other procedures:
- Domestic violence and abuse
 - Modern slavery
 - Honour based abuse, forced marriage, and female genital mutilation
 - Hate crime and mate crime
 - Cuckooing
 - Anti-social behaviour
 - Unlawfully depriving someone of their liberty
 - Human trafficking
 - Extreme radicalisation

- Violent extremism

Further information and contact details are contained in Section 9.0 below.

3.0 POLICY AIM

To enable Broxtowe Borough Council to meet the moral and legal responsibilities necessary to safeguard and promote the welfare of adults with care and support needs in order to keep them safe from abuse or neglect.

4.0 OBJECTIVES

4.1 To achieve its aim, Broxtowe Borough Council has set the following objectives:

- Implement and maintain systems of working practice to safeguard vulnerable adults during council activities
- To fully assist Nottinghamshire County Council and other relevant agencies in the safeguarding and promotion of the welfare of adults with care and support needs who are experiencing, or at risk of, abuse or neglect.
- To develop and implement appropriate procedures to ensure the well-being of adults in need of safeguarding to protect them from harm
- To provide employees, councillors and volunteers (working on behalf of the Council) with training, guidance and support to assist them in recognising and responding to indicators of possible abuse or neglect
- To ensure that all employees working with adults with care and support needs can identify the signs and symptoms of the ten types of neglect and abuse
- To ensure that all employees understand and follow the relevant procedures when they have concerns about adult abuse or neglect.
- To ensure that any appropriate Disclosure and Barring Service (DBS) checks are completed, as determined by the Council's Recruitment and Selection Policy, for employees that work with, or have significant access to, adults at risk of abuse or neglect.
- To facilitate the Complex Cases Panel in Broxtowe. This is a multi-agency forum which meets to share intelligence on known adults at risk and other adults who may be considered vulnerable (including medium risk victims of domestic violence and abuse), to ensure all appropriate help and support can be provided.

5.0 BACKGROUND

5.1 The Care Act 2014 and the Statutory Guidance

Although upper tier local authorities have been responsible for safeguarding adults for many years, there was never a clear set of laws behind it. As a result, it was often very unclear in practice who was responsible for what. The Care Act 2014 aimed to put that right by creating a legal framework so key organisations and individuals with responsibilities for adult safeguarding could agree on how they must work together and what roles they must undertake to keep adults at risk safe.

5.2 When the Human Rights Act 1998 came into force in 2000, the Department of Health issued statutory guidance, called *No Secrets*. This provided guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. This led, among other things, to local authority adult social services setting up safeguarding procedures to try and protect adults from abuse and neglect, and to deal with abuse when it occurred.

5.3 *No Secrets* has now been replaced and the new law on adult safeguarding, which was introduced by the Care Act 2014 (specifically in sections 42 to 46 and Schedule 2), is explained and elaborated in chapter 14 of the Care and Support Statutory Guidance 2016 (updated June 2020), which has been issued by the Department of Health & Social Care.

5.4 It is interesting to note that there has been a conscious shift away from the term “vulnerable adult” which was defined in *No Secrets* as:
“a person 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 or herself, or unable to protect him or herself against significant harm or exploitation”. The word “vulnerable” is not used at all in the Care Act 2014, and is predominantly applied to a situation or a witness in the Statutory Guidance.

5.5 The 2014 legislation defines who may need safeguarding (Section 42), and also requires upper tier local authorities to set up a Safeguarding Adults Board (Section 43) and carry out Safeguarding Adult Reviews in certain circumstances (Section 44),

5.6 The Act also requires that an upper tier local authority must co-operate with each of its relevant partners, and each relevant partner must co-operate with the upper tier local authority in relation to relevant functions, one of which is specifically stated as protecting adults with care and support needs who are currently experiencing or at risk of abuse or neglect. It is this part of the legislation which places the requirement on a district council to act in cases of suspected neglect or abuse.

5.7 Who does the law set out to protect?

People who may need safeguarding are defined under section 42 of the Care Act 2014 as adults (persons aged 18 or over) who:

- have care and support needs;
- are experiencing, or are at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

5.8 What is abuse or neglect?

The Statutory Guidance states that local authorities should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered; although the legal criteria at paragraph 5.7 above will need to be met before the issue is considered as a safeguarding concern. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence and abuse – including psychological, physical, sexual, financial, emotional abuse and so called ‘honour’ based abuse, such as forced marriage, and female genital mutilation.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, cuckooing, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

- Organisational (Institutional) abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one’s own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect This covers a wide range of behaviour around neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

5.9 Other adults who may need assistance

It is recognised that some adults may not fit the legal definition of an “adult at risk”, but for whatever reason, may be in a situation where they are not coping or are in need of support from statutory and/or other agencies. It is important therefore that such individuals are identified and any appropriate action taken. Any individual who is suspected of being in this category but may not be classified “at risk” should still be reported using the procedures in this policy.

6.0 ROLES AND RESPONSIBILITIES

6.1 Nottinghamshire Safeguarding Adults Board

The Nottinghamshire Safeguarding Adults Board (NSAB) is made up of representatives from organisations including Nottinghamshire Police, Crown Prosecution Service, National Health Service, local councils and the voluntary sector. Its main responsibility is to ensure organisations work together to help adults who may have been abused and to help prevent adults being abused.

6.2 Elected Members

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation to the Head of Public Protection or the Chief Communities Officer at the Council.

6.3 General Management Team and Heads of Service

The General Management Team, led by the Chief Executive, will lead the authority with regard to safeguarding adult responsibilities. The General Management Team in conjunction with Heads of Service, will ensure that this policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to safeguarding adults are properly discharged. In particular, Heads of Service whose areas of work are heavily involved with adults who may become "at risk" (for example, Housing Services) will ensure that appropriate extra training is provided for relevant staff, as well as developing and implementing appropriate procedures to ensure the well-being of adults in need of safeguarding to protect them from harm.

Broxtowe Borough Council's Chief Executive is currently the district councils' representative on the Nottinghamshire Safeguarding Adults Board.

6.4 Designated Lead Officer

The Council has a Designated Lead Officer to act as employee champion for the authority with regard to the safeguarding adults agenda and to ensure all reports of abuse or allegations against staff are dealt with promptly in accordance with this policy and the Joint Nottingham and Nottinghamshire Multi-agency Safeguarding Procedure for Raising a Concern.

The Designated Lead Officer is the Head of Public Protection. That officer is responsible for:

- Writing, reviewing, and implementing the Council's Safeguarding Adults Policy
- Reporting to General Management Team and the Chair of Community Safety Committee on the number of referrals received, training, and any changes to policy or guidance.
- Championing training with regard to safeguarding adults and the dissemination of this policy and associated guidance across the Council
- Supporting and working with the Safeguarding Coordinator
- Representing the Council on formal investigations into allegations of abuse led by Social Care Services
- Providing advice to staff on cases

6.5 Safeguarding Co-ordinator

The Safeguarding Co-ordinator works with the Designated Lead Officer. The Safeguarding Co-ordinator is the Chief Communities Officer and is responsible for:

- Ensuring the effective implementation of the Safeguarding Adults Policy throughout the Council
- Administration of the Complex Cases Panel
- Forwarding relevant cases to the Multi Agency Safeguarding Hub (MASH), the County Council, Complex Cases Panel, and / or other appropriate specialist agencies
- Taking appropriate action if Adult Social Care advise they will not action the referral
- Managing reporting forms and recording systems
- Working to assess and reduce risks in relation to safeguarding adults
- Raising awareness of safeguarding issues amongst staff
- Monitoring all reports to the County Council in relation to Safeguarding Adults
- Establishing and maintaining effective multi-agency working with Adult Social Care, the police, other district councils, the Nottinghamshire Safeguarding Adults Board and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs.
- Receiving referrals from agencies and departments for the Complex Cases Panel
- Providing advice to staff on cases

6.6 Departmental Safeguarding Coordinators

Some divisions within the Council (for example, Housing) will have designated Departmental Safeguarding Coordinators. Their role is to liaise with the Designated Lead Officer and Safeguarding Coordinator, as well as officers within their own division, on specific cases and general issues.

6.7 Human Resources Manager

The Human Resources Manager is responsible for ensuring safe recruitment and employment practices are in place in accordance with the Safeguarding Adults agenda and for ensuring that appropriate checks, in accordance with national guidance, are carried out on all employees who have regular contact with adults who are likely to be subject to abuse or neglect. The Human Resources Manager is also responsible for receiving and acting on all concerns of abuse allegedly being perpetrated by staff of the Council.

6.8 Learning and Development Officer

The Learning and Development Officer will be responsible for working with the Safeguarding Coordinator to develop and monitor suitable training for staff and Members.

6.9 All Employees

All employees have a responsibility to report any concerns about adults who they are concerned may be suffering from neglect or abuse to the Safeguarding Coordinator or to their line manager. Employees of the Council are not, however, responsible for deciding on subsequent action after making a report.

All staff are responsible for participating in relevant training and in particular, will complete the e-learning package made available via the Broxtowe Learning Zone. For new members of staff this will be a compulsory part of their induction and for other officers, there will be a requirement to undertake refresher training on a three yearly basis.

6.10 Partner Organisations and Contractors

The Council requires that all its partner organisations and contractors who work with adults at risk have appropriate safeguarding policies and procedures in place which complement this document.

Officers responsible for negotiating and monitoring contracts are required to ensure that all contractors and partner organisations:

- have relevant policies and procedures in place
- have robust recruitment procedures in places
- train their staff appropriately
- have adequate and appropriate reporting procedures in place
- ensure safeguarding adults policy requirements are never contravened

6.11 Broxtowe Complex Cases Panel

This is a multi-agency panel, facilitated by the Council, which has the following objectives:

- Ensure agencies are aware of individuals considered to be in need of support but who may not meet the threshold for intervention by a partner agency.
- Share information to increase the safety and well-being of victims of anti-social behaviour, victims of medium risk domestic violence and abuse, and other persons at risk.
- Identify all support available and ensure agencies are tasked with providing support and signposting information.
- Ensure agencies are aware of the support and activity being provided, and any other agency involvement.
- Reduce repeat victimisation.
- Improve agency accountability.
- Review cases and agree additional actions that need to be put in place by partners to protect such people from harassment and anti-social behaviour considered likely to have a disproportionately negative impact upon them.

7.0 ACTIONS

7.1 Sharing Information

The Council has signed up to share information in accordance with the Nottinghamshire Information Sharing Protocol. This is the overarching agreement which underpins information sharing between agencies in Nottinghamshire. The protocol and the Council's Information Governance Officer should be consulted where there is any concern as to whether or how to share information.

7.2 Recruitment

All employers must be alert to the possibility that any person may pose a risk of harm to an adult at risk. Employers of staff or volunteers who have access to adults at risk must guard against the potential abuse, through a rigorous selection process, Disclosure and Barring Service checks, supervision, training and ongoing awareness of staff behaviour.

The Council has specific recruitment procedures in place to ensure that adults at risk are protected from potential harm. These include:

- Risk assessments of all posts
- Relevant job descriptions and person specifications being issued with an application form
- Qualifications and details of competence being requested and checked
- References being requested and followed up
- Relevant staff undergoing an enhanced Disclosure and Barring Service check
- The Council's annual appraisal system and review procedure ensuring that posts and their responsibilities are regularly tracked

7.3 Training and Support

Every new member of staff at the Council is given a brief introduction to safeguarding adults and children during their induction and is required to complete e-learning courses. Further, more comprehensive safeguarding training, is available to all staff and can be organised through the Learning and Development Officer. All staff will undergo refresher training every three years.

The aim of the training is to make staff aware of:

- Their responsibility to act when concerns about an adult at risk arise
- The respective roles and responsibilities of the different professionals
- Ways to identify adults at risk
- Ways to recognise risks and situations where abuse might be occurring
- The appropriate way to accurately record facts, including concerns about abuse and neglect and actions taken as a result
- Appropriate inter-agency working

It will be the responsibility of each Head of Service to identify if any individuals or groups within their division require further training in any aspect of safeguarding adults and to arrange for this to be implemented.

8.0 DEALING WITH INCIDENTS AND CONCERNS

8.1 Identifying an Adult at Risk

An adult at risk is a person aged 18 or over who:

- has care and support needs;
- is experiencing, or is at risk of abuse or neglect; and
- because of their care and support needs cannot protect themselves against actual or potential abuse or neglect

An adult at risk may, therefore, be an individual who:

- is elderly, with poor health, a physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is unable to demonstrate the capacity to make a decision as defined by the Mental Capacity Act 2005 and is in need of care and support

8.2 Identifying Abuse and Neglect

Signs of abuse can often be difficult to detect. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment.

Abusers may try to prevent access to the person they abuse. It is vital that staff who come into contact with people with care and support needs are able to identify abuse and recognise possible indicators.

People may be subjected to a number of different types of abuse, including physical, financial, sexual, psychological, discriminatory, institutional, professional, or acts of neglect. The list of possible indicators and examples of behaviour can be found in Appendix G but the list is not exhaustive.

Staff must keep in mind that instances of anti-social behaviour, harassment, bullying and hate crime may feed into safeguarding concerns. Recording instances of the latter in full and dealing with them adequately when they arise will help to prevent cases and safeguarding concerns developing.

8.3 Specific procedures

The procedures for dealing with safeguarding incidents and concerns are listed in Appendix A of this policy.

Allegations made by others, even where anonymous, must always be taken seriously and must not be assumed to be malicious in the first instance. Officers informed of a concern by a member of the public, employee, or colleague, must act in accordance with this policy.

It is not the responsibility of employees to decide whether or not abuse has taken place. They have a duty to report concerns and must not assume someone else has. It is an employee's responsibility to act on any disclosures, suspicions, or allegations as follows:

- All employees are responsible for discussing any disclosure, suspicions or allegations immediately with their line manager or directly with the Safeguarding Coordinator.
- Line managers are responsible for referring the disclosure, suspicions, or allegations to the Safeguarding Coordinator.
- The Designated Lead Officer or the Safeguarding Coordinator will then make a decision on the most appropriate referral pathway.
- In the absence of the Designated Lead Officer or the Safeguarding Coordinator, the Line Manager is responsible for making the referral to the County Council by telephoning 0300 500 80 80. The Line Manager will then send the report to, and discuss the situation with, the Designated Lead Officer or the Safeguarding Coordinator as soon as possible
- In cases involving the Council's housing stock, the referrals should be discussed with the Retirement Living Manager or the Housing Operations Manager in the first instance.
- The Safeguarding Coordinator is responsible for logging all referrals
- The only exception to this process is the Housing Department. The Housing Operations Manager has received enhanced training and can make referrals directly. The Housing Operations Manager will follow the same process as set out in the appendices and ensure that the Safeguarding Coordinator is informed of any referrals and kept up to date.
- A brief guide for staff (Safeguarding Adults – Staff Guide) is available on the intranet under Corporate Documents / Safeguarding

9.0 OTHER RELEVANT ISSUES

9.1 Domestic violence and abuse

The Government definition of domestic violence and abuse is:

“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.”

The abuse can encompass, but is not limited to:

- *psychological*
- *physical*
- *sexual*
- *financial*
- *emotional*

Controlling behaviour is: 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 the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

The Government definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

The Council is committed to highlighting the issues of domestic abuse and working to reduce it and the problems it causes. To that end, the Council has signed up to the White Ribbon Campaign to help reduce male violence against women.

Domestic violence and abuse can be reported to Nottinghamshire Police on 101 (or 999 in an emergency). Further information and help is available from the following:

- Freephone Nottinghamshire 24 Hour Domestic and Sexual Abuse Helpline run by Juno Women's Aid - Tel: 0808 800 0340
- Broxtowe Women's Project – Tel: 01773 719111
- Midlands Women's Aid - Tel: 0774 8535 203
- Equation (guidance and support, including for men) - Tel: 0808 802 4040

9.2 Modern slavery

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking. Traffickers and slave drivers coerce, deceive and force individuals against their will into a life of abuse, servitude and inhumane treatment. A large number of active organised crime groups are involved in modern slavery. But it is also committed by individual opportunistic perpetrators.

The scale of modern slavery in the UK is significant. Modern slavery crimes are being committed across the country and there have been year on year increases in the number of victims identified.

Concerns about modern slavery can be reported using the form at <https://www.gov.uk/government/collections/modern-slavery> Alternatively, the Modern Slavery Helpline can be contacted on 0800 0121 700.

9.3 Honour based abuse and forced marriage

There is no specific offence of "honour based crime". It is an umbrella term to encompass various offences covered by existing legislation. Honour based abuse can be described as a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based crime may not always involve violence but includes psychological abuse, written or verbal threats, abusive phone calls, emails and messages. Crimes committed in the name of honour may include assaults, disfigurement, sexual assault and rape, forced marriage, dowry abuse, female genital mutilation, kidnap, false imprisonment and stalking. In the most extreme cases, people are killed because their actions are thought to be dishonourable.

It is a violation of human rights and may be a form of domestic and/or sexual violence. There can never be any honour or justification for abusing the human rights of others.

A forced marriage is 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 under s121 of the Anti-social Behaviour, Crime and Policing Act 2014. However, a clear distinction must be made between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the intended spouses. In forced marriages, one or both spouses do not consent to the marriage and some element of duress is involved. Duress includes both physical and emotional pressure.

Any concerns about honour based abuse and / or forced marriage should be reported to the Police on 101 if it is not considered an emergency. In cases of emergency, ring 999.

9.4 Hate crime and mate crime

A hate crime is *‘any criminal offence which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person’s difference or perceived difference’*.

A hate incident is *‘any non-crime incident which is perceived, by the victim or any other person, to be motivated by a hostility or prejudice based on a person’s difference or perceived difference’*.

Hate incidents can feel like crimes (although no crime has been committed) to those experiencing them. For example, a launderette refuses to let a member of the gypsy or travelling community use their facilities.

“Mate crime” is the relatively new term used for the phenomenon where vulnerable people (e.g. elderly people or those with learning disabilities) are befriended and then taken advantage of. Mate crime is not a nationally monitored category but is most likely to be included under disability hate crime.

Nottinghamshire Police define hate crime as *“any incident (which may or may not constitute a criminal offence) which is perceived by the victim or any other person as being motivated by prejudice or hate.”* As such, all hate crime and hate incidents reported to the police in Nottinghamshire are given a crime number but are categorised separately.

Broxtowe Borough Council has a specific Hate Crime Policy

Any incident of hate crime should be reported to the Police on 101 (or 999 if an emergency). An online reporting facility called “True Vision” is available at http://www.report-it.org.uk/your_police_force This allows for the reporting of hate crimes online.

9.5 Anti-social behaviour

Anti-social behaviour is defined in the Anti-social Behaviour Crime and Policing Act 2014 as “*conduct that has caused, or is likely to cause, harassment, alarm or distress to any person*”.

Examples of anti-social behaviour include:

- Nuisance, rowdy or inconsiderate neighbours
- Vandalism, graffiti and fly-posting
- Street drinking
- Environmental damage including littering, dumping of rubbish and abandonment of cars
- Prostitution related activity
- Begging and vagrancy
- Fireworks misuse

The Council has its own separate Anti-social Behaviour Policy.

Concerns about anti-social behaviour should be referred to the Police on 101. If the situation is considered an emergency, ring 999.

9.6 Unlawfully depriving someone of their liberty

The Deprivation of Liberty Safeguards (DoLS) are part of the Mental Capacity Act 2005. They aim to make sure that people in care homes, hospitals and supported living are looked after in a way that does not inappropriately restrict their freedom. The safeguards should ensure that a care home, hospital or supported living arrangement only deprives someone of their liberty in a safe and correct way, and that this is only done when it is in the best interests of the person and there is no other way to look after them.

Any concerns in respect of potential deprivation of liberty should be reported to Nottinghamshire’s Deprivation of Liberty Standards Team on 0300 500 80 80 80.

9.7 Human trafficking

Trafficking involves the transportation of persons in the UK in order to exploit them by the use of force, violence, deception, intimidation, coercion or abuse of their vulnerability. The Council recognises that local authorities have specific responsibilities under the Council of Europe’s 2006 ‘Declaration on the Fight Against Trafficking of Human Beings’ to which the UK is a signatory. While trafficking mainly involves adults, children can be involved. Staff should discuss concerns they may have with the Designated Lead Officer. Also, the United Kingdom Human Trafficking Centre (UKHTC), now part of the National Crime Agency, is a national organisation that can provide advice.

<http://www.nationalcrimeagency.gov.uk/>

9.8 Violent extremism

The United Kingdom's strategy for countering terrorism is known as CONTEST.

The strategy involves many organisations and people working together across the UK and the world to protect the public.

The CONTEST Strategy has four key elements:

- Pursue - to stop terrorist attacks
- Prevent - to stop people becoming terrorists or supporting terrorism
- Protect - to strengthen our protection against terrorist attack
- Prepare - where an attack cannot be stopped, to lessen its impact

The aim of Prevent is to stop people becoming or supporting terrorists or violent extremists, as well as supporting vulnerable members of our communities by helping to turn them away from violent extremism.

Prevent in Broxtowe is delivered in partnership with Nottinghamshire Police and a wide range of organisations. Together, these organisations recognise that the best long term solution to preventing terrorism is to stop people becoming terrorists in the first place. We will aim is to support local communities and institutions to challenge and reject the message of extremism.

As the UK faces a continuing threat from both international and domestic terrorism, no one is better placed than members of the public to notice extremist activity within their own community.

Violent extremist activity can be recognised in a variety of forms and just a few of them include:

- Giving out leaflets, displaying posters or distributing messages through social media that carry a violent extremist message
- Looking at violent extremist forums or websites, perhaps in internet cafes
- Extremist groups meeting in private or community centres
- Watching terrorist or violent extremist promotional videos.

If violent extremism is seen or suspected, it should be reported by phoning the confidential Anti-Terrorist Hotline on 0800 789 321 or email:

Prevent@nottinghamshire.pnn.police.uk

For immediate threats, such as a suspicious package or vehicle **always call 999.**

ACTIONS TO TAKE WHERE POTENTIAL ABUSE OR NEGLECT IS DISCLOSED OR SUSPECTED

All relevant forms are available on the intranet at Document Index / Safeguarding

1. Action by members of the public

Any member of the public who contacts Broxtowe Borough Council with concerns should be advised that they must call Nottinghamshire County Council on **0300 500 80 80** as soon as possible to discuss those concerns. They can be reported anonymously.

However, if their concerns relate to a case of hoarding, details should be recorded and passed on in accordance with Item 6 in this Appendix.

2. Action by staff in cases of emergency

When you are first made aware of, or witness, a concern of abuse or neglect, your initial response must always be to the immediate health, safety and welfare of the adult at risk and anyone else at risk. Remember, this may include the alleged perpetrator.

In an emergency, you should contact the relevant emergency services (police, ambulance, and fire and rescue service) by dialling **999**.

Wherever possible, establish with the adult at risk the action they wish you to take. Do not question the alleged victim any more than you need to in order to clarify what possible abuse has taken place.

Once the emergency services have been contacted, ensure that you inform the Council's Safeguarding Coordinator or the Designated Lead Officer giving full details using the form at Appendix C as soon as possible.

All cases will be logged on a secure database by the Safeguarding Coordinator, along with details of relevant referrals and outcomes

3. Action by staff in cases of non-emergency where there is no direct involvement

It should be noted that in some circumstances, staff will have concerns about an adult but will not be in a position to speak with them. In these circumstances, the member of staff should carry out the following procedure:

Record all relevant details including

- Reason for concern
- Date, time and place of the incident or reason for concern
- Name and address of person
- Appearance and behaviour of the adult at risk
- Any injuries observed
- Any other relevant information

The matter should be discussed with a Line Manager or the Safeguarding Coordinator who will complete the form at Appendix C. If the Line Manager has completed the form, they will then e-mail the form to the Council's Safeguarding Coordinator spc@broxtowe.gov.uk The Safeguarding Coordinator will assess the situation and decide on the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Make a referral to the Multi Agency Safeguarding Hub
- Make a referral to Nottinghamshire County Council
- Make a referral to another agency
- Make a referral to Broxtowe's Complex Cases Panel
- Request additional information to make a decision
- Take no action where there is insufficient information or grounds to take action

All cases will be logged on a secure database by the Safeguarding Coordinator, along with details of relevant referrals and outcomes

4. Action by staff in cases where they become aware of potential abuse or neglect and are in a position to work with the adult at risk OR an adult discloses information

If the case is not an emergency, check with the adult at risk whether other agencies are aware of them. Clarify the situation, but do not conduct an investigation; Adult Social Care are responsible for this.

Provide the adult at risk with information about the safeguarding process and how it could help to make them safer.

Obtain the views of the adult at risk about what has happened and what they want done about it.

Do not make any promises in respect of actions which may be taken.

Do not promise confidentiality – in some cases, as outlined below, other agencies will need to be informed about the situation, even if you have not been able to obtain the adult at risk's consent to do so.

If the adult at risk refuses to consent to the information being shared, this can be over-riden if:

- the case is very high risk
- there is coercion involved
- there are other individuals at risk (including other adults at risk or children)
- the alleged abuser is an adult at risk
- the victim appears to lack the mental capacity to act. If the adult at risk does not have the capacity to make decisions for themselves, any actions taken or decisions made on their behalf must be made in their best interests
- a serious crime has been committed
- staff are implicated (in which case the information will only be shared with the Human Resources Team).

Explain that you have a duty to tell your manager or other designated person, and that their concerns may be shared with others who could have a part to play in safeguarding them;

Reassure them that they will be involved in decisions about what will happen;
Explain that you will try to take steps to protect 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 or jump to conclusions;

Do not discuss the concern with the person alleged to have caused harm or anyone else, unless the immediate welfare of the adult at risk makes this unavoidable (or you are Whistleblowing – see 5 below).

Make an accurate record at the time, or immediately after, including:

- Name, address, date of birth (if known), gender.
- Details of person's General Practitioner (if known)
- Date, time and place of the incident
- Exactly what the adult at risk said, using their own words (their account) about the abuse and how it occurred or exactly what has been reported to you
- Appearance and behaviour of the adult at risk
- Any injuries observed
- Name and signature of the person making the record
- If you witnessed the incident, write down exactly what you saw.

It is vital that a written record of any incident or allegation of crime is made as soon as possible after the information is obtained, and made available to the referrer. Written records must reflect, as accurately as possible, what was said and done by the people initially involved in the incident either as a victim, alleged perpetrator or potential witness. The notes must be kept safe as it may be necessary to make records available as evidence and to disclose them to a court.

If the person is not living in a property owned by Broxtowe Borough Council, the officer should complete an Adults at Risk Referral Form (Appendix C). The completed form and any other supporting information should then be e-mailed, with a heading "Safeguarding Adults Referral", to the Safeguarding Coordinator at spc@broxtowe.gov.uk who will review the information and decide on the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Make a referral to the Multi Agency Safeguarding Hub
- Make a referral to Nottinghamshire County Council Social Services
- Make a referral to another agency
- Make a referral to Broxtowe's Complex Cases Panel.
- Request additional information
- Take no action where there is insufficient information or grounds to take action

If the person is living in a property owned by Broxtowe Borough Council, the officer should complete an Adults at Risk Referral Form (Appendix C) and forward this to the Retirement Living Manager at hlc@broxtowe.gov.uk who will

decide on and take the most appropriate course of action. This may be one or more of the following, however the list is not exhaustive:

- Make a referral to the Multi Agency Safeguarding Hub
- Make a referral to Nottinghamshire County Council Social Services
- Make a referral to another agency
- Make a referral to Broxtowe's Complex Cases Panel

The Retirement Living Manager will then ensure the details are passed to the Safeguarding Coordinator who will log all cases on a secure database.

If staff are unsure about how to handle the case, they should contact the Chief Communities Officer, who is the Council's Safeguarding Coordinator, on Ext 3492. Alternatively, they can contact the Head of Public Protection, who is the Council's Safeguarding Designated Lead Officer, on Ext 3504.

If children are involved, or located at the scene of suspected abuse, the matter should be reported directly to the Multi Agency Safeguarding Hub (MASH) or either of the two officers above.

5 Allegations Against Staff

Adults at risk are particularly vulnerable to the actions of employees who wilfully or otherwise disregard legislative guidance or regulations, local Safeguarding Board decisions or Borough Council guidance and policy. Every individual has a responsibility for raising concerns about unacceptable practice or behaviour, including when a colleague is the source of concern. If this is the case, the procedure in the Council's Whistleblowing Policy should be followed. Further advice can be obtained from the Council's Human Resources Manager on Ext 3552.

Staff should voice their concerns, suspicions or uneasiness as soon as they feel they can. The earlier a concern is expressed, the easier and sooner action can be taken.

6 Cases of hoarding

Cases of hoarding should be referred by e-mail to the Senior Private Sector Housing Officer at health@broxtowe.gov.uk if the adult is a private tenant or an owner occupier, or to the Housing Operations Manager at hlc@broxtowe.gov.uk if the adult is a council tenant. These officers will take appropriate action under the agreed Hoarding Protocol, as well as advising the Council's Safeguarding Coordinator.

7 Referrals straight to the Complex Cases Panel

Some staff will be more familiar with details of procedures than others and be fully aware of when a referral should go straight to the Complex Cases Panel as it is not a safeguarding issue. In such cases, the Complex Cases Panel referral form (Appendix D) should be completed and forwarded to the Retirement Living Manager or Tenancy and Estates Manager in Housing if it involves a Broxtowe Borough Council owned property and to the Chief Communities Officer in other cases.

CONTACTS

Multi Agency Safeguarding Hub (MASH)

Monday to Thursday 8.30am to 5.00pm
Friday 8.30am to 4.30pm
Tel: 0300 500 80 90
E mail: mash.safeguarding@nottscc.gov.uk
FAX: 01623 483 295

Postal address:
MASH,
Piazza,
Little Oak Drive,
Sherwood Business Park,
Annesley,
Nottinghamshire
NG15 0DR

Nottinghamshire County Council Referrals
0300 500 80 80

Police

Tel: 999 (emergencies)
101 (non-emergencies)

Broxtowe Borough Council

Safeguarding Adults Designated Lead Officer
Head of Public Protection
Tel 0115 917 3504

Safeguarding Adults Coordinator
Chief Communities Officer
Tel 0115 917 3492

Human Resources Manager
Tel 0115 917 3552

Adult at Risk Referral Form
Details required when making a referral

This pro forma is to assist you in gathering all of the relevant details prior to making a referral to Broxtowe Borough Council's Safeguarding Coordinator. If answers to any of the questions are not known, simply enter N/K

Details of Vulnerable Adult

Name Date of Birth
Address

Service User ID/
Episode ID Gender M F

Date of Referral

Has a referral been made about this vulnerable adult before? Y N

Has a referral been made about this service/provider before? Y N

Has a referral been made about the alleged perpetrator before? Y N

Clients Ethnic Origin

- Black African Black Caribbean Mixed White and Asian
 Bangladeshi Chinese Mixed White and Black African
 Indian Pakistani Mixed White and Black Caribbean
 White British White Irish Mixed White and Chinese
 Other Asian Other Black Other Mixed background
 Other White Other Ethnic group

Vulnerable Adults Client Group

- Over 65s Learning Disability Physical Disability
 Mental ill Health Issues Substance Misuse Deaf
 Blind HIV/Aids Carer

Is the Vulnerable Adult known to other agencies:

Yes If yes please provide details:

No

Is the Vulnerable Adult from another District / Authority:

Yes If yes please provide details:

No

Details about the Allegation of Abuse

Source of Alert

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Partner | <input type="checkbox"/> Main Family Carer | <input type="checkbox"/> Other Family Member |
| <input type="checkbox"/> Paid Carer | <input type="checkbox"/> Other Service User | <input type="checkbox"/> Vulnerable Adult themselves |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Formal Advocate | <input type="checkbox"/> Acute Hospital (including A&E) |
| <input type="checkbox"/> GP | <input type="checkbox"/> Service Provider | <input type="checkbox"/> Independent Healthcare Provider |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> General Hospital | <input type="checkbox"/> Healthcare Commission |
| <input type="checkbox"/> Police | <input type="checkbox"/> Social Services | <input type="checkbox"/> Specialist/Community Hospital |
| <input type="checkbox"/> Other PCT | <input type="checkbox"/> Neighbour | <input type="checkbox"/> Alleged Perpetrator |
| <input type="checkbox"/> Complaints | <input type="checkbox"/> Prison/Probation | <input type="checkbox"/> Domestic Violence Unit |
| <input type="checkbox"/> CSCI | <input type="checkbox"/> Voluntary Agency | <input type="checkbox"/> Counsellor/Therapist |
| <input type="checkbox"/> Anonymous | <input type="checkbox"/> Member of Public | <input type="checkbox"/> Other (please specify): |

Location of Abuse

| | | | |
|--------------------------|-----------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Residential Home | <input type="checkbox"/> | Independent Healthcare |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | General Hospital | <input type="checkbox"/> | Sheltered Accommodation |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Nursing Care Home | <input type="checkbox"/> | Supported Accommodation |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Acute Hospital | <input type="checkbox"/> | Day Centre/Service |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Public Place | <input type="checkbox"/> | College/Adult Education/Work |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Vulnerable Adults' Own Home | <input type="checkbox"/> | Vulnerable Adults' Parents Home |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Vulnerable Adults' Relatives Home | <input type="checkbox"/> | Alleged Perpetrators' Home |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | Specialist/Community Hospital | <input type="checkbox"/> | Adult Placement Scheme |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | Other (please specify): |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| | | | |

Type of Abuse

- Discriminatory
 Psychological
 Sexual
 Financial
 Physical
 Neglect and Acts of Omission

Date and time of Incident:

Brief description of the allegation / abuse:

Details about the alleged perpetrator

Name Telephone

Address

Age

| | | | | | | | |
|------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> -18 | <input type="checkbox"/> 18-30 | <input type="checkbox"/> 31-40 | <input type="checkbox"/> 41-50 | <input type="checkbox"/> 51-60 | <input type="checkbox"/> 61-70 | <input type="checkbox"/> 71-80 | <input type="checkbox"/> 80+ |
|------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|

Gender M F

Alleged Perpetrator

- Partner Main Family Carer Other Family Member
- Friend Stranger Other Service User
- Neighbour Unknown Volunteer/Befriender
- Institution staff (residential home, domiciliary, nursing home, prison, secure units etc) Other Professional (Nurse, GP, Social Worker etc)

Actions against the alleged perpetrator (suspension etc):

Details of the Referrer

Name Telephone

email

Job title:

I agree to the above information being shared by Broxtowe Borough Council, both internally and with appropriate partner agencies, in order that appropriate referrals can be made in respect of my care and support needs.

.....
Signature of adult thought to be at risk

Forward the completed form to Marice Hawley, Chief Public Protection Officer
spc@broxtowe.gov.uk

BROXTOWE COMPLEX CASE PANEL REFERRAL FORM**Agencies with access to ECINs**

1. Upload the completed referral form to a **Report** entitled **CCP REFERRAL** ensuring that the **ECINs consent form OR the CCP Data Sharing Form** sections are **completed and signed**.
2. Link the **Report** to the individuals **Case** and **Profile**
3. **Give access to both the CASE and REPORT** to “**Broxtowe CCP Group**” in **the team access section**
4. Send a message through ECINs or an email including the **CASE NUMBER** to **Marice Hawley and Debbie Griffiths** to inform them a case has been referred

Agencies without access to ECINs

5. EMAIL the completed form ensuring that the **ECINs consent form OR the CCP Data Sharing Form** sections are **completed and signed** to **spc@broxtowe.gov.uk** and **marice.hawley@broxtowe.gov.uk**
please note: referrals and updates from agencies with access to ECINs can only be accepted through the ECINs system

***ALL SECTIONS ARE MANDATORY ***

| | |
|--|---|
| Date | BBC Case number |
| Name | ECINs Profile Number |
| DOB /approx. age | ECINs Case Number |
| Address | SIGNED CONSENT YES |
| Tenancy Type | NO (CCP Data Sharing section has been completed) |
| Name of RSL/Landlord | |
| Phone Number | |
| Referred by Officer/ Agency | Repeat Referral Yes/No |
| Risk Factors to Officers | |
| NATURE OF VULNERABILITY – FULL INFORMATION OF PRE EXISTING VULNERABILITY AND WHAT HAS HAPPENED RECENTLY TO INCREASE VULNERABILITY <u>MUST</u> BE PROVIDED | |

| |
|--|
| |
|--|

What does the person want to happen

Agency Involvement (please add any agencies involved in the case and their contact details)

Contact

| |
|--|
| |
|--|

| |
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| |
|--|

CONSENT TO SHARE WITH PARTNER AGENCIES

Any information disclosed and recorded within the context of this contact will be held in accordance with the Data Protection Act 1998.

This consent is to share with partner agencies for the purpose of keeping you and other people safe, supporting victims of crime, protecting your well-being, taking action against perpetrators and preventing further victimisation and offending.

Where there is a legal safeguarding duty towards children and vulnerable adults, appropriate referrals will be made regardless of consent.

The types of organisations that we will share information with are victims' services, relevant specialist crime services and support groups (e.g. hate crime support), local authorities, housing providers, social care providers, health services (including mental health services), criminal justice agencies including the Police and Prison services, restorative justice services, domestic abuse services, statutory public bodies such as the Fire Service, anti-social behaviour and community protection services and education providers (this is not an exhaustive list).

Consent from the person believed to be at risk or their parent/guardian should always be sought and recorded.

Consent can be withdrawn at any time and the process for doing so.

Is consent given for information to be shared with partner agencies?

Consent given Yes No

Unable to consent **COMPLETE CCP DATA SHARING FORM**

| | |
|---|-------------|
| Signature of person at risk ----- | Date |
|---|-------------|

SENSITIVE PERSONAL DATA

SHARING WITHOUT CONSENT APPLICATION

This form is to be completed prior to the sharing or disclosure of any personal data to third party agencies/organisations.

| 1. Information to be Shared | |
|-----------------------------|--|
| 1.1 | Who and why do we think we need to share this information with? <ol style="list-style-type: none"> 1. General Practitioner <input style="float: right;" type="checkbox"/> 2. Signatories to the Data Sharing Protocol <input style="float: right;" type="checkbox"/> |
| 1.2 | What information is to be shared? |
| 1.3 | Is the information sensitive personal data? Yes <input type="checkbox"/> No <input type="checkbox"/> |

| 2. Legal Basis for Data Sharing Without Consent | | | | | | | |
|---|--|---|--------------------------|--|--------------------------|--|--------------------------|
| 2.1 | Schedule 2: Which condition/s in Schedule 2 is met (please tick at least one)? | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(3) - The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract.</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(4) - The processing is necessary in order to protect the vital interests of the data subject.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>(5) - The processing is necessary— (b) for the exercise of any functions conferred on any person by or under any enactment,</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | (3) - The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract. | <input type="checkbox"/> | (4) - The processing is necessary in order to protect the vital interests of the data subject. | <input type="checkbox"/> | (5) - The processing is necessary— (b) for the exercise of any functions conferred on any person by or under any enactment, | <input type="checkbox"/> |
| (3) - The processing is necessary for compliance with any legal obligation to which the data controller is subject, other than an obligation imposed by contract. | <input type="checkbox"/> | | | | | | |
| (4) - The processing is necessary in order to protect the vital interests of the data subject. | <input type="checkbox"/> | | | | | | |
| (5) - The processing is necessary— (b) for the exercise of any functions conferred on any person by or under any enactment, | <input type="checkbox"/> | | | | | | |

| | | |
|------|---|--|
| | Explain how the selected condition is met: | |
| 2.1a | Schedule 3: Which condition/s in Schedule 3 is met (please tick at least one)? | |
| 2.2 | <p>3 - The processing is necessary</p> <p>(a) in order to protect the vital interests of the data subject or another person, in a case where</p> <p style="padding-left: 40px;">(i) consent cannot be given by or on behalf of the data subject, or</p> <p style="padding-left: 40px;">(ii) the data controller cannot reasonably be expected to obtain the consent of the data subject, or</p> <p>(b) in order to protect the vital interests of another person, in a case where consent by or on behalf of the data subject has been unreasonably withheld.</p> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| | <p>7 (1) - The processing is necessary—</p> <p>(b) for the exercise of any functions conferred on any person by or under an enactment, or</p> | |

| | | |
|------|--|--|
| | <p>10 - The personal data are processed in circumstances specified in an order made by the Secretary of State for the purposes of this paragraph. – see Data Protection – Processing of Sensitive Personal Data Order 2000, para 4 below</p> <p>(4) The processing—</p> <p>(a) is in the substantial public interest;</p> <p>(b) is necessary for the discharge of any function which is designed for the provision of confidential counselling, advice, support or any other service; and</p> <p>(c) is carried out without the explicit consent of the data subject because the processing—</p> <p>(i) is necessary in a case where consent cannot be given by the data subject,</p> <p>(ii) is necessary in a case where the data controller cannot reasonably be expected to obtain the explicit consent of the data subject, or</p> <p>(iii) must necessarily be carried out without the explicit consent of the data subject being sought so as not to prejudice the provision of that counselling, advice, support or other service.</p> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2.2a | Explain how the selected condition is met: | |

| 3. Decision | | |
|---|---|--------------------------|
| Having carefully considered the available evidence the decision is taken to:- | | |
| 3.1 | Disclose the sensitive personal data | <input type="checkbox"/> |
| 3.2 | Not to disclose the sensitive personal data | <input type="checkbox"/> |

4. Officer Details

| | | |
|-----|--|--|
| 4.1 | Form completed by:- Print name: Job Title Signature: Date: | Legal Approval by:- Print name: Job Title Signature: Date: |
|-----|--|--|

5. Post Disclosure Information

| | |
|-----|--|
| 5.1 | Name of Meeting: |
| 5.2 | Date(s) of Meeting |
| 5.3 | Location: |
| 5.4 | Which agencies was the information disclosed to? |

TYPES AND POSSIBLE INDICATORS OF ABUSE

| | |
|--|---|
| <p>Types of physical abuse</p> <p>Hitting, slapping, punching, kicking, hair-pulling, biting, pushing Rough handling Scalding and burning Physical punishments Inappropriate or unlawful use of restraint Making someone purposefully uncomfortable (e.g. opening a window and removing blankets) Involuntary isolation or confinement Misuse of medication (e.g. over-sedation) Forcible feeding or withholding food Restricting movement (e.g. tying someone to a chair)</p> | <p>Possible indicators of this abuse occurring</p> <p>No explanation for injuries or inconsistency with the account of what happened Injuries are inconsistent with the person's lifestyle Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps Frequent injuries Unexplained falls Subdued or changed behaviour in the presence of a carer Signs of malnutrition Failure to seek medical treatment or frequent changes of GP</p> |
| <p>Types of sexual abuse</p> <p>Any sexual activity that the person lacks the capacity to consent to Inappropriate touch anywhere Sexual penetration or attempted penetration Inappropriate looking, innuendo or sexual harassment Rape, attempted rape or sexual assault Sexual photography or forced use of pornography or witnessing of sexual acts Indecent exposure</p> | <p>Possible indicators of this abuse occurring</p> <p>Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck Torn, stained or bloody underclothing Bleeding, pain or itching in the genital area Unusual difficulty in walking or sitting Infections or sexually transmitted diseases Pregnancy in a woman who is unable to consent to sexual intercourse The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude Incontinence not related to any medical diagnosis Self-harming Poor concentration, withdrawal, sleep disturbance Excessive fear/apprehension of, or withdrawal from, relationships Fear of receiving help with personal care Reluctance to be alone with a known individual</p> |
| <p>Types of Financial or material abuse</p> | <p>Possible indicators of this abuse occurring</p> |

| | |
|--|--|
| <p>Theft of money or possessions Fraud Preventing a person from accessing their own money or assets Employees taking a loan from a person using the service Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions Arranging less care than is needed to save money to maximise inheritance Denying assistance to manage/monitor financial affairs Denying assistance to access benefits Misuse of personal allowance in a care home Someone moving into a person's home and living rent free without agreed financial arrangements False representation, using another person's bank account, cards or documents Exploitation of a person's money or assets, e.g. unauthorised use of a car Misuse of a power of attorney, deputy, appointeeship or other legal authority</p> | <p>Missing personal possessions Unexplained lack of money or inability to maintain lifestyle Unexplained withdrawal of funds from accounts Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so The person allocated to manage financial affairs is evasive or uncooperative The family or others show unusual interest in the assets of the person Signs of financial hardship in cases where the adult at risk's financial affairs are being managed by a court appointed deputy, attorney or LPA Recent changes in deeds or title to property Rent arrears and eviction notices A lack of clear financial accounts held by a care home or service Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house</p> |
| <p>Types of Neglect and Acts of Omission</p> | <p>Possible indicators of this abuse occurring</p> |

| | |
|--|--|
| <p>Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care</p> <p>Failure to provide care in the way the person wants</p> <p>Failure to administer medication as prescribed</p> <p>Refusal of access to visitors</p> <p>Not taking account of individuals' cultural, religious or ethnic needs</p> <p>Not taking account of educational, social and recreational needs</p> <p>Ignoring or isolating the person</p> <p>Failure to allow choice and preventing people from making their own decisions</p> <p>Failure to allow use of glasses, hearing aids, dentures, etc</p> <p>Failure to ensure appropriate privacy and dignity</p> | <p>Poor environment – dirty or unhygienic</p> <p>Poor physical condition and/or personal hygiene</p> <p>Pressure sores or ulcers</p> <p>Malnutrition or unexplained weight loss</p> <p>Untreated injuries and medical problems</p> <p>Inconsistent or reluctant contact with medical and social care organisations</p> <p>Accumulation of untaken medication</p> <p>Uncharacteristic failure to engage in social interaction</p> <p>Inappropriate or inadequate clothing</p> |
| <p>Types of Discriminatory Abuse</p> <p>Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010)</p> <p>Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic</p> <p>Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader</p> <p>Harassment or deliberate exclusion on the grounds of a protected characteristic</p> <p>Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic</p> <p>Substandard service provision relating to a protected characteristic</p> | <p>Possible indicators of this abuse occurring</p> <p>The person appears withdrawn and isolated</p> <p>Expressions of anger, frustration, fear or anxiety</p> <p>The support on offer does not take account of the person's individual needs in terms of a protected characteristic</p> |

| | |
|---|--|
| <p>Types of Domestic Violence.</p> <p>Psychological Instilling or attempting to instil fear</p> <p>Physical Inflicting or attempting to inflict physical injury Withholding access to resources necessary to maintain health</p> <p>Sexual Coercing or attempting to coerce any sexual contact without consent Attempting to undermine the victim' sexuality</p> <p>Financial Making or attempting to make the victim financially dependent</p> <p>Emotional Undermining or attempting to undermine victim sense of worth</p> | <p>Possible indicators of this abuse occurring</p> <ul style="list-style-type: none"> • Having low self-esteem; being extremely apologetic and meek • Referring to the partner's temper but not disclosing the extent of the abuse • Having a drug or alcohol abuse problem • Having symptoms of depression such as sadness or hopelessness, or loss of interest in daily activities • Talking about suicide, attempting suicide, or showing other warning signs of suicide • Bruises or injuries that look like they came from choking, punching, or being thrown down. Black eyes, red or purple marks at the neck, and sprained wrists are common injuries in violent relationships. • Attempting to hide bruises with make-up or clothing • Making excuses like tripping or being accident-prone or clumsy. Often the seriousness of the injury does not match up with the explanation. • Having few close friends and being isolated from relatives and coworkers and kept from making friends • Having to ask permission to meet, talk with, or do things with other people • Having little money available; may not have credit cards or even a car |
|---|--|

| Types of Institutional Abuse | Possible indicators of this abuse occurring |
|--|--|
| <p>Discouraging visits or the involvement of relatives or friends</p> <p>Run-down or overcrowded establishment</p> <p>Authoritarian management or rigid regimes</p> <p>Lack of leadership and supervision</p> <p>Insufficient staff or high turnover resulting in poor quality care</p> <p>Abusive and disrespectful attitudes towards people using the service</p> <p>Inappropriate use of restraints</p> <p>Lack of respect for dignity and privacy</p> <p>Failure to manage residents with abusive behaviour</p> <p>Not providing adequate food and drink, or assistance with eating</p> <p>Not offering choice or promoting independence</p> <p>Misuse of medication</p> <p>Failure to provide care with dentures, spectacles or hearing aids</p> <p>Not taking account of individuals' cultural, religious or ethnic needs</p> <p>Failure to respond to abuse appropriately</p> <p>Interference with personal correspondence or communication</p> <p>Failure to respond to complaints</p> | <p>Lack of flexibility and choice for adults using the service</p> <p>Inadequate staffing levels</p> <p>People being hungry or dehydrated</p> <p>Poor standards of care</p> <p>Lack of personal clothing and possessions and communal use of personal items</p> <p>Lack of adequate procedures</p> <p>Poor record-keeping and missing documents</p> <p>Absence of visitors</p> <p>Few social, recreational and educational activities</p> <p>Public discussion of personal matters or unnecessary exposure during bathing or using the toilet</p> <p>Absence of individual care plans</p> <p>Lack of management overview and support</p> |

| | |
|--|--|
| <p>Types of psychological or emotional abuse</p> <p>Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance Preventing someone from meeting their religious and cultural needs Preventing the expression of choice and opinion Failure to respect privacy Preventing stimulation, meaningful occupation or activities Intimidation, harassment, use of threats, humiliation, bullying, swearing or verbal abuse Addressing a person in a patronising or infantilising way</p> | <p>Possible indicators of this abuse occurring</p> <p>An air of silence when a certain person is present Withdrawal or change in the psychological state of the person</p> |
|--|--|

| | |
|--|--|
| <p>Types of self neglect</p> <p>Living in grossly unsanitary conditions Suffering from an untreated illness, disease or injury Suffering from malnutrition to such an extent that, without an intervention, the adult's physical or mental health is likely to be severely impaired. Creating a hazardous situation that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets (for example, hoarding) Suffering from an illness, disease or injury that results in the adult dealing with his or her assets in a manner that is likely to cause substantial damage to or loss of the assets.</p> | <p>Possible indicators of this abuse occurring</p> <p>Weight Loss Incontinence Infected Sores Skin Integrity compromised Missed health appointments, health professionals unable to gain access, Failure to follow treatment plans, medication regimes. Repeated injuries as a result of falls, accidents in the kitchen etc Fire Hazards, alerts raised by fire service, unsafe electrical appliances. Alerts raised by police, ambulance, re concerns for safety. Extreme clutter Windows/Locks broken No heating, water, electricity Little or no sign of food in the home Infestations</p> |
|--|--|

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Report of the Chief Executive

EASTWOOD VEHICLE NUISANCE PUBLIC SPACES PROTECTION ORDER1. Purpose of report

To seek approval to introduce a Public Spaces Protection Order (PSPO) in order to control nuisance from gatherings of motor vehicles at and around Tinsley Road Bridge, Eastwood.

2. Background

A report was presented to this committee at its meeting on 10 September 2020, outlining the use of motor vehicles in such a way as to cause anti-social behaviour at and around Tinsley Road Bridge at Eastwood. The committee agreed to consultation being undertaken on the making of a Public Spaces Protection Order to help control this behaviour.

The proposed PSPO is shown at appendices 1 and 2. One response has been received in respect of the consultation and this is supportive of the Order being made.

In order to streamline the process of renewing PSPOs in the future, it is proposed to have a common end date for each one. That being the case, this particular PSPO will have an expiry date of 1 May 2023, in common with the consolidated alcohol control PSPO.

3. Financial implications

There are no financial implications.

Recommendation

The Committee is asked to RESOLVE, that in accordance with the anti-social behaviour, Crime and Policing Act 2014 the making of the Eastwood Nuisance PSPO, as detailed in the appendices be APPROVED.

Background papers

Nil.

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ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59
PUBLIC SPACES PROTECTION ORDERTHE BROXTOWE BOROUGH COUNCIL EASTWOOD VEHICLE NUISANCE
PUBLIC SPACES PROTECTION ORDER

THIS ORDER is made by Broxtowe Borough Council (“the Authority”) because the Authority is satisfied on reasonable grounds that activities carried out or likely to be carried out in a public space:

- Have had or are likely to have a detrimental effect on the quality of life of those in the locality;
- Are or are likely to be, of a persistent or continuing nature;
- Are or are likely to be unreasonable; and
- Justify the restrictions imposed.

Namely the area of SOUTH EASTWOOD including Tinsley Road and the A610 between Eastwood and junction 26 of the M1 delineated red on the attached labelled plan being the “Restricted Area”

The Authority is satisfied that the following activities have been or are likely to be carried out in the public space:

CAR CRUISING AND ASSOCIATED ACTIVITIES

1. RESTRICTIONS/REQUIRMENTS:

1.1 Subject to the exceptions at 1.2 any person is prohibited from participating in or being a spectator of car cruising and car cruising events including but not limited to the following activities:

- a. Driving motor vehicles at excessive speed or accelerating aggressively;
- b. Racing motor vehicles;
- c. Stunts being performed in motor vehicles;
- d. Music being played on equipment installed in a motor vehicle that is audible outside the vehicle;
- e. The promotion, publication or organising any car cruising or car cruising events to occur within the Restricted Area, by the internet,

- e-mail, Facebook, Twitter or any other social media, hoardings, publications or adverts;
 - f. Excessively revving engines;
 - g. Congregation of two or more motor vehicles on Tinsley Road;
 - h. Sounding of a motor vehicle horn in such a manner that it causes or is likely to cause nuisance to persons in the locality;
 - i. Causing an obstruction on a public highway or publicly accessible place, whether stationary or moving which causes or is likely to cause nuisance to persons in the locality;
 - j. Creating a danger or risk of injury to road users and pedestrians;
 - k. Using foul or abusive language;
 - l. Creating public nuisance or annoyance; and
 - m. Using threatening, intimidating behaviour towards another person.
- 1.2 Exceptions – the restrictions in this Order do not apply to the following:
- a. A convoy of motor vehicles taking part in a funeral procession and associated congregation
 - b. Any activity that has been approved in advance by the Local Authority.
- 1.3 A person participates in car cruising if:
- a. They are the driver of a motor vehicle engaging in the car cruising activities; or
 - b. They are a passenger in a motor vehicle engaging in the car cruising activities.
- 1.4 A person is a spectator of car cruising if they attend a meeting of two or more vehicles engaging in activities of car cruising.

2. PERIOD FOR WHICH THE ORDER HAS EFFECT

This order will come into force on [START DATE] and lasts until [END DATE (not more than three years)]

At any point before the expiry of this period the Authority can extend the order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

3. WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Under s.67 of the Anti-social Behaviour Crime and Policing Act 2014 it is an offence for a person without reasonable excuse, to do anything prohibited by this Order or fail to comply with a requirement of this Order.

A person guilty of an offence under s.67 of the Anti-social Behaviour Crime and Policing Act 2014 is liable on summary conviction to a fine not exceeding level three on the standard scale, up to £1,000 at the time this Order came into force.

The effects of s.67 of the Anti-social Behaviour Crime and Policing Act 2014 are appended to this Order.

4. FIXED PENALTY

A constable or authorised person may issue a fixed penalty notice to anyone he or she believes has committed an offence. You will have 21 days to pay the fixed

penalty of £75. If you pay the fixed penalty in less than 14 days this will be reduced to £50. Payment of a fixed penalty within the aforementioned time frames discharges liability for the offence and you will not be prosecuted.

5. VALIDITY OF ORDERS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Authority.

Interested persons can challenge the validity of this order on two grounds: that the Authority did not have power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated.....

The Common Seal of
BROXTOWE BOROUGH COUNCIL
was affixed in the presence of :-

Proper Officer

Name: _____

Position: _____

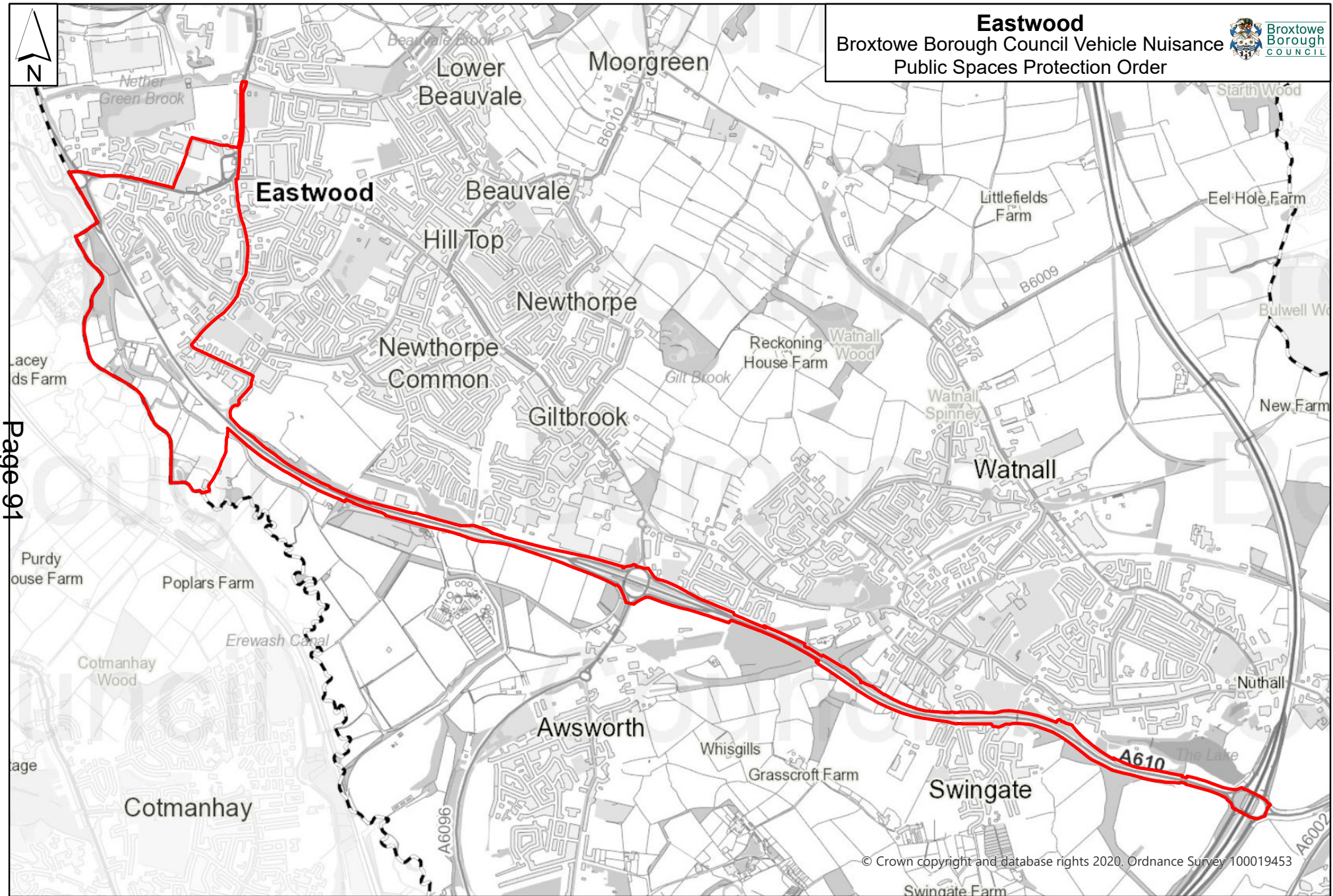
Definitions:

Motor Vehicle – a mechanically propelled vehicle intended or adapted for use on road and for the purpose of this Order includes motor cycles which are mechanically propelled vehicles, not being an invalid carriage, with less than four wheels.

Section 67 Anti-Social Behaviour Crime and Policing Act 2014

- (1) It is an offence for a person without reasonable excuse-
 - (a) To do anything that the person is prohibited from doing by a public spaces protection order, or
 - (b) To fail to comply with a requirement to which a person is subject under a public spaces protection order
- (2) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale
- (3) A person does not commit an offence under this section by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order
- (4) Consuming alcohol in breach of a public spaces protection order is not an offence under this section (but see section 63)

Eastwood
Broxtowe Borough Council Vehicle Nuisance
Public Spaces Protection Order



Page 91

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Report of the Chief Executive

RENEWAL OF CHILWELL RETAIL PARK, BASIL RUSSELL PLAYING FIELDS, AND MALTHOUSE CLOSE / KNAPP AVENUE PUBLIC SPACES PROTECTION ORDERS1. Purpose of report

To seek approval to renew three Public Spaces Protection Orders (PSPOs) to assist in the control of anti-social behaviour in the borough.

2. Background

Members will be aware of the use of PSPOs to control various types of anti-social behaviour around the borough. Three such PSPOs are Chilwell Retail Park (introduced to assist in the control of motor vehicle nuisance with an expiry date of 17 January 2021); Basil Russell Playing Fields (introduced to assist the control of dog related nuisance with an expiry date of 15 June 2021); and Malthouse Close / Knapp Avenue (introduced to prevent access to an alleyway with an expiry date of 4 March 2022). Each of these PSPOs has been considered and approved by committee.

Following the consolidation of the alcohol control PSPOs into one Order earlier this year (Community Safety Committee, 4 June 2020), it is proposed to introduce a similar process with other PSPOs. While these can't be consolidated into one Order because they relate to the control of different types of anti-social behaviour, they can be standardised in terms of their expiry dates. This will provide for a much more streamlined approach in terms of consultation and reports to this committee. It is therefore proposed to renew the three PSPOs in accordance with the drafts and maps of Restricted Areas shown in appendices 1 to 6. Each PSPO will be extended and each end date will be the same (1 May 2023). If the Eastwood Vehicle Nuisance PSPO is approved by this committee, that too will have the same end date.

The extension of the PSPOs is considered to be justified in terms of controlling the particular issues of anti-social behavior. Consultation on the three PSPOs has been undertaken and the results shown in appendix 7.

3. Financial implications

There are no financial implications.

Recommendation

The Committee is asked to RESOLVE, in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014, the Chilwell Retail Park, Basil Russell Playing Fields, and Knapp Ave / Malthouse Close PSPOs as detailed in the appendices to this report with an end date of 1 May 2023 be APPROVED.

Background papers

Nil

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Broxtowe Borough COUNCIL

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59 PUBLIC SPACES PROTECTION ORDER

THE BROXTOWE BOROUGH COUNCIL CHILWELL INCLUDING CHILWELL RETAIL PARK VEHICLE NUISANCE PUBLIC SPACES PROTECTION ORDER

THIS ORDER is made by Broxtowe Borough Council (“the Authority”) because the Authority is satisfied on reasonable grounds that activities carried out or likely to be carried out in a public space:

- Have had or are likely to have a detrimental effect on the quality of life of those in the locality;
- Are or are likely to be, of a persistent or continuing nature;
- Are or are likely to be unreasonable; and
- Justify the restrictions imposed.

Namely the area in Chilwell including Chilwell Retail Park and all adopted roads within the area delineated in red on the attached labelled plans being the “Restricted Areas”

The Authority is satisfied that the following activities have been or are likely to be carried out in the public space:

CAR CRUISING AND ASSOCIATED ACTIVITIES

1. RESTRICTIONS/REQUIREMENTS:

1.1 Subject to the exceptions at 1.2 any person is prohibited from participating in or being a spectator of car cruising and car cruising events including but not limited to the following activities:

- a. Driving motor vehicles at excessive speed or accelerating aggressively;
- b. Racing motor vehicles;
- c. Wheel spins;
- d. Stunts being performed in motor vehicles;
- e. Music being played on equipment installed in a motor vehicle that is audible outside the vehicle;

- f. Driving motor vehicles in a convoy of 2 or more vehicles, whether side by side or in single file;
 - g. The promotion, publication or organising any car cruising or car cruising events to occur within the Restricted Area, by the internet, e-mail, Facebook, Twitter or any other social media, hoardings, publications or adverts;
 - h. Excessively revving engines;
 - i. Congregation of two or more motor vehicles on Chilwell Retail Park;
 - j. Sounding of a motor vehicle horn in such a manner that it causes or is likely to cause nuisance to persons in the locality;
 - k. Causing an obstruction on a public highway or publicly accessible place, whether stationary or moving which causes or is likely to cause nuisance to persons in the locality;
 - l. Creating a danger or risk of injury to road users and pedestrians;
 - m. Using foul or abusive language;
 - n. Creating public nuisance or annoyance;
 - o. Using threatening, intimidating behaviour towards another person; and
 - p. Recording any of the activities on any device.
- 1.2 Exceptions – the restrictions in this Order do not apply to the following:
- a. A convoy of motor vehicles taking part in a funeral procession and associated congregation
 - b. Any activity that has been approved in advance by the Local Authority.
- 1.3 A person participates in car cruising if:
- a. They are the driver of a motor vehicle engaging in the car cruising activities; or
 - b. They are a passenger in a motor vehicle engaging in the car cruising activities.
- 1.4 A person is a spectator of car cruising if they attend a meeting of two or more vehicles engaging in activities of car cruising.

2. PERIOD FOR WHICH THE ORDER HAS EFFECT

This order will come into force on [START DATE] and lasts until [END DATE (not more than three years)]

At any point before the expiry of this period the Authority can extend the order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

3. WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Under s.67 of the Anti-social Behaviour Crime and Policing Act 2014 it is an offence for a person without reasonable excuse, to do anything prohibited by this Order or fail to comply with a requirement of this Order.

A person guilty of an offence under s.67 of the Anti-social Behaviour Crime and Policing Act 2014 is liable on summary conviction to a fine not exceeding level three on the standard scale, up to £1,000 at the time this Order came into force.

The effects of s.67 of the Anti-social Behaviour Crime and Policing Act 2014 are appended to this Order.

4. FIXED PENALTY

A constable or authorised person may issue a fixed penalty notice to anyone he or she believes has committed an offence. You will have 21 days to pay the fixed penalty of £75. If you pay the fixed penalty in less than 14 days this will be reduced to £50. Payment of a fixed penalty within the aforementioned time frames discharges liability for the offence and you will not be prosecuted.

5. VALIDITY OF ORDERS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Authority.

Interested persons can challenge the validity of this order on two grounds: that the Authority did not have power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated.....

The Common Seal of
BROXTOWE BOROUGH COUNCIL
was affixed in the presence of :-

Proper Officer

Name: _____

Position: _____

Definitions:

Motor Vehicle – a mechanically propelled vehicle intended or adapted for use on road and for the purpose of this Order includes motor cycles which are mechanically propelled vehicles, not being an invalid carriage, with less than four wheels.

Section 67 Anti-Social Behaviour Crime and Policing Act 2014

- (1) It is an offence for a person without reasonable excuse-
 - (a) To do anything that the person is prohibited from doing by a public spaces protection order, or
 - (b) To fail to comply with a requirement to which a person is subject under a public spaces protection order
- (2) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale
- (3) A person does not commit an offence under this section by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order
- (4) Consuming alcohol in breach of a public spaces protection order is not an offence under this section (but see section 63)

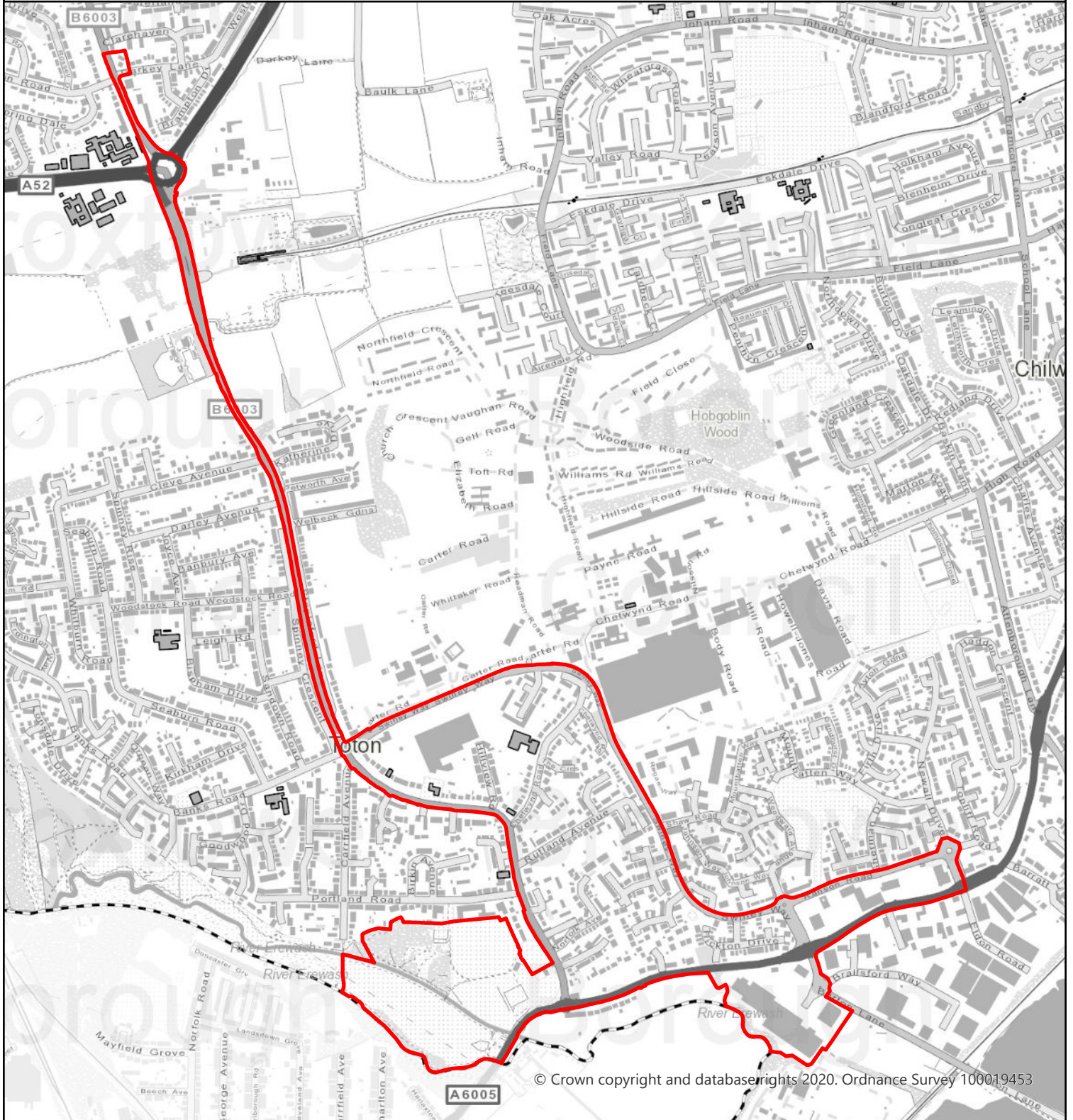


Chilwell Retail Park

Broxtowe Borough Council
Public Spaces Protection Order



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NOTES AND INFORMATION

 Restricted Area

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Broxtowe Borough COUNCIL

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59 PUBLIC SPACES PROTECTION ORDER

THE BROXTOWE BOROUGH COUNCIL BASIL RUSSELL PLAYING FIELDS, NUTHALL PUBLIC SPACES PROTECTION ORDER

THIS ORDER is made by Broxtowe Borough Council (“the Authority”) because the Authority is satisfied on reasonable grounds that activities carried out or likely to be carried out in a public space:

- Have had or are likely to have a detrimental effect on the quality of life of those in the locality;
- Are or are likely to be, of a persistent or continuing nature;
- Are or are likely to be unreasonable; and
- Justify the restrictions imposed.

Namely the area of Basil Russell Playing Fields in Nuthall within the area delineated in red on the attached plan being the “Restricted Area”

The Authority is satisfied that the following activities have been or are likely to be carried out in the public space:

DOG FOULING AND DOG CONTROL

1. RESTRICTIONS/REQUIRMENTS:

Subject to the exceptions at Schedule One or consent by the landowner having been given to the person in charge of the dog the following will be a breach of this Order:

1. Dog fouling

If a dog defecates at any time in the Restricted Area and the person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be in breach of this Order.

2. Dogs on leads

A person in charge of a dog in the Restricted Area shall be in breach of this Order, if without reasonable excuse that person fails to keep the dog on a lead.

3. Exclusion of dogs

A person in charge of a dog shall be in breach of this Order if, at any time, they take the dog onto, or permit the dog to enter, or to remain on, any land comprising the children's play area within the Restricted Area and shown hatched on the plan.

For the purpose of this Order –

A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land.

Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.

2. PERIOD FOR WHICH THE ORDER HAS EFFECT

This order will come into force on [START DATE] and lasts until [END DATE (not more than three years)]

At any point before the expiry of this period the Authority can extend the order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

3. WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Under s.67 of the Anti-social Behaviour Crime and Policing Act 2014 it is an offence for a person without reasonable excuse, to do anything prohibited by this Order or fail to comply with a requirement of this Order.

A person guilty of an offence under s.67 of the Anti-social Behaviour Crime and Policing Act 2014 is liable on summary conviction to a fine not exceeding level three on the standard scale, up to £1,000 at the time this Order came into force.

The effects of s.67 of the Anti-social Behaviour Crime and Policing Act 2014 are appended to this Order.

4. FIXED PENALTY

A constable or authorised person may issue a fixed penalty notice to anyone he or she believes has committed an offence. You will have 21 days to pay the fixed penalty of £75. If you pay the fixed penalty in less than 14 days this will be reduced to £50. Payment of a fixed penalty within the aforementioned time frames discharges liability for the offence and you will not be prosecuted.

5. VALIDITY OF ORDERS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Authority.

Interested persons can challenge the validity of this order on two grounds: that the Authority did not have power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated.....

The Common Seal of
BROXTOWE BOROUGH COUNCIL
was affixed in the presence of :-

Proper Officer

Name: _____

Position: _____

Section 67 Anti-Social Behaviour Crime and Policing Act 2014

- (1) It is an offence for a person without reasonable excuse-
 - (a) To do anything that the person is prohibited from doing by a public spaces protection order, or
 - (b) To fail to comply with a requirement to which a person is subject under a public spaces protection order
- (2) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale
- (3) A person does not commit an offence under this section by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order
- (4) Consuming alcohol in breach of a public spaces protection order is not an offence under this section (but see section 63)

SCHEDULE ONE THE EXCEPTIONS

- (a) This Order shall not apply to a person who:
- i. is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
 - ii. is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which they rely for assistance; or
 - iii. who has a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities including affecting their mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects in respect of a dog trained by a Prescribed Charity or such other charity/approved body as is considered appropriate by the Authority and upon which they rely for assistance; or
 - iv. is training an assistance dog for one of the Prescribed Charities or such other charity/approved body as is considered appropriate by the Authority; or
 - v. is not a person falling within the criteria mentioned in paragraphs i to iv above but who the Authority considers should be exempt due to the impairment of that particular person.
- (b) Nothing in the Order shall apply to the normal activities of a working dog whilst the dog is working. This includes dogs that are being used for work in connection with emergency search and rescue, law enforcement and the work of HM Armed Forces.
- (c) Each of the following is a “Prescribed Charity”:
- i. Dogs for the Disabled (registered charity number 700454);
 - ii. Support Dogs (registered charity number 1088281);
 - iii. Canine Partners for Independence (registered charity number 803680).

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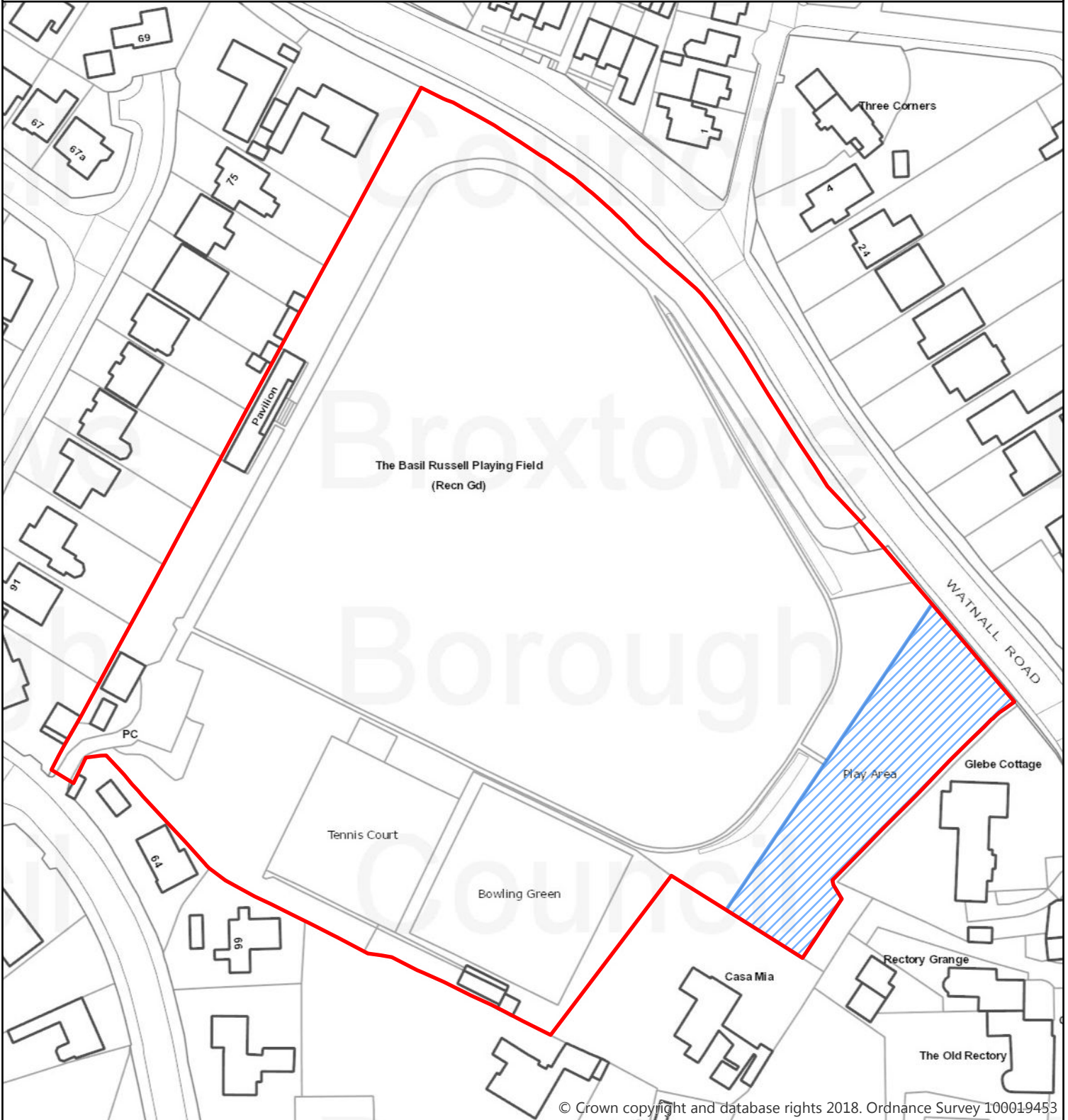
Basil Russell Playing Fields Public Spaces Protection Order 2018 Schedule 1



**Broxtowe
Borough
COUNCIL**



28 February 2018



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NOTES AND INFORMATION

— Restricted Area

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**Broxtowe
Borough
COUNCIL**

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59
PUBLIC SPACES PROTECTION ORDER

BROXTOWE BOROUGH COUNCIL KNAPP AVENUE/MALTHOUSE CLOSE
PUBLIC SPACES PROTECTION ORDER

THIS ORDER is made by Broxtowe Borough Council (“the Authority”) because the Authority is satisfied on reasonable grounds that activities carried out or likely to be carried out in a public space:

- Have had or are likely to have a detrimental effect on the quality of life of those in the locality;
- Are or are likely to be, of a persistent or continuing nature;
- Are or are likely to be unreasonable; and
- Justify the restrictions imposed.

Namely the area to the rear of Knapp Avenue and Plumptre Way leading to Malthouse Close delineated red on the attached labelled plans being the “Restricted Area”.

The Authority is satisfied that the following activity has been or is likely to be carried out in the Restricted Area:

ANTI-SOCIAL BEHAVIOUR

1. RESTRICTIONS/REQUIRMENTS:

Restriction over the public right of way to the rear of Knapp Avenue and Plumptre Way leading to Malthouse Close identified edged red on the attached plan.

Where a gate or barrier is installed it is required to remain locked and secure at all times except for passage and repassage for the Authorised Groups. Failure to do so would amount to a breach of this Order.

2. PERIOD FOR WHICH THE ORDER HAS EFFECT

This Order will come into force on _____ day of _____ 20____ and lasts until _____.

At any point before the expiry of this period the Authority can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

3. RESTRICTION OVER PUBLIC RIGHT OF WAY OVER HIGHWAY

In this Order “the Highway” means the highway at the location shown edged red on the attached plan.

The public right of way over the Highway is restricted at all times so that passage and re passage thereover may not occur to all persons, except:

- a) For occupiers of premises adjoining or adjacent to the Highway;
- b) Where the Highway is the only or principal means of access to a dwelling;
- c) Where the Highway is the only or principal means of access to premises used for business or recreational purposes during periods when the premises are normally used for those purposes;
- d) The Police, Fire and Rescue Service or Emergency Ambulance Services;
- e) A local authority undertaking a statutory duty; or
- f) Any statutory undertaker provider of gas, electricity or water services or communications provider which maintains apparatus in the Highway.

Being the “Authorised Groups”.

A gate or other barrier may be installed, operated and maintained at any point or points on the Highway as determined from time to time by the Authority. The responsible department for the maintenance and operation of the gates can be contacted on 01159 177777.

An alternative route is Knapp Avenue to Church Street to Malthouse Close.

4. FIXED PENALTY

A constable or authorised person may issue a fixed penalty notice to anyone he or she believes has committed an offence. You will have 21 days to pay the fixed penalty of £75. If you pay the fixed penalty in less than 14 days this will be reduced to £50. Payment of a fixed penalty within the aforementioned time frames discharges liability for the offence and you will not be prosecuted.

5. VALIDITY OF ORDERS

Any challenge to this Order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Authority.

Interested persons can challenge the validity of this Order on two grounds: that the Authority did not have power to make the Order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated.....
The Common Seal of
BROXTOWE BOROUGH COUNCIL
was affixed in the presence of :-

Officer of the Council

Name: _____

Position: _____

APPENDIX

Section 67 Anti-Social Behaviour Crime and Policing Act 2014

- (1) It is an offence for a person without reasonable excuse-
 - (a) To do anything that the person is prohibited from doing by a public spaces protection order, or
 - (b) To fail to comply with a requirement to which a person is subject under a public spaces protection order
- (2) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale
- (3) A person does not commit an offence under this section by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order
- (4) Consuming alcohol in breach of a public spaces protection order is not an offence under this section (but see section 63)

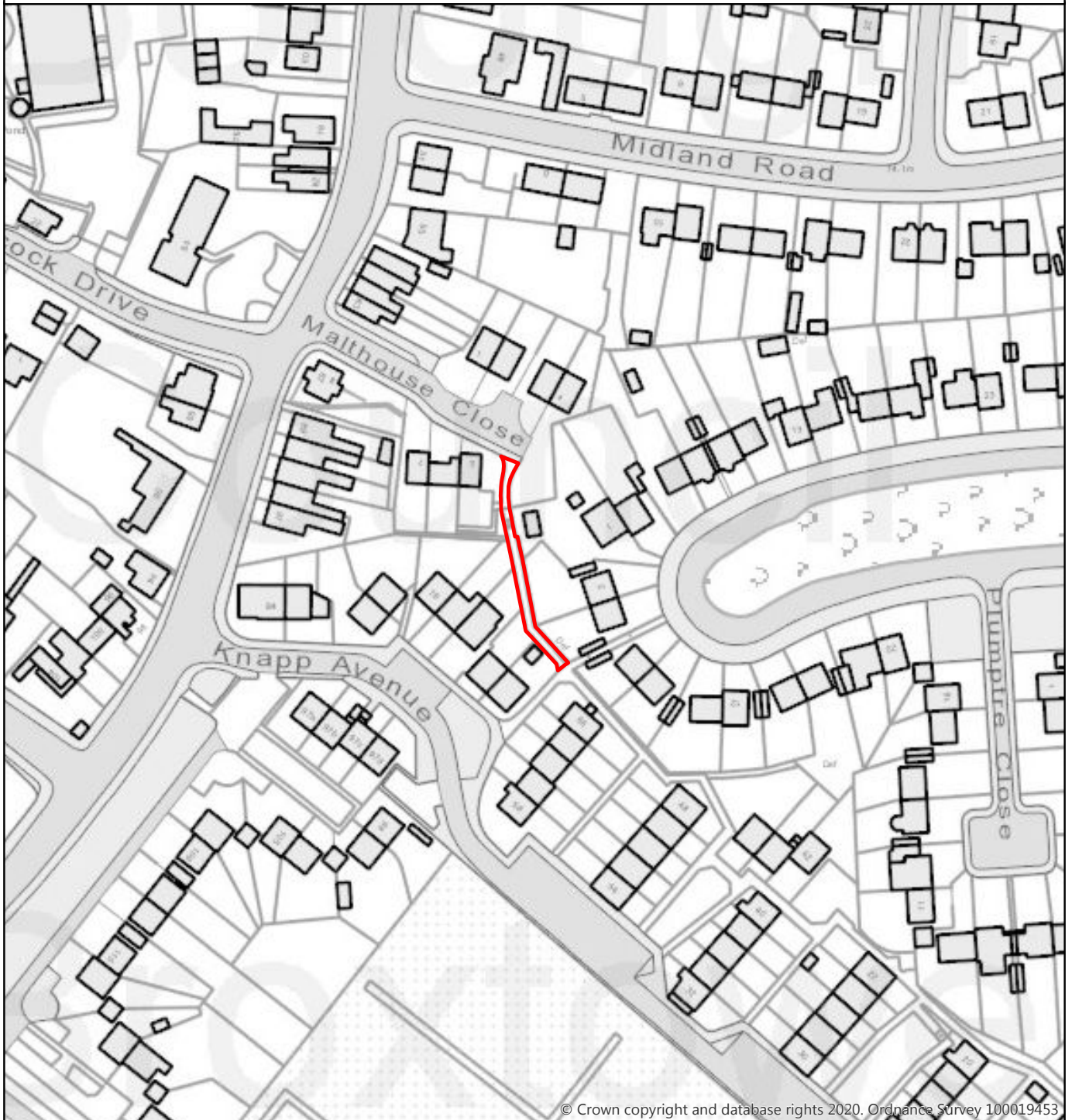


Broxtowe Borough Council PSPO

Rear of Knapp Avenue & Plumtre Way
leading to Malthouse Close



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NOTES AND INFORMATION

 Restricted Area

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Responses to consultation on renewal of Public Spaces Protection Orders

Basil Russell Playing Fields

No responses received

Knapp Ave / Malthouse Yard

No responses received

Chilwell Retail Park

No responses received

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Report of the Chief Executive

ANTI-SOCIAL BEHAVIOUR ACTION PLAN1. Purpose of report

To advise Committee of the progress made on the Anti-Social Behaviour (ASB) Action Plan, and to seek approval for a new plan.

2. Detail

Considerable action is taken by officers of Broxtowe Borough Council to deal with cases of anti-social behaviour. This behaviour can take various forms and includes issues such as noise nuisance, bonfires, dog fouling, fly tipping, and graffiti, amongst others. Work is also undertaken to complement that undertaken by Nottinghamshire Police. Broxtowe Borough Council also organises and hosts the Anti-Social Behaviour Panel which involves partner agencies meeting on a monthly basis to discuss cases and decide on appropriate actions.

A copy of the 2019-20 Anti-social Behaviour Action Plan is attached at appendix 1, along with a revised plan for 2020-22 (appendix 2). The action plan is complementary to the Litter/Fly Tipping/Graffiti/ Dog Fouling Action Plans.

Recommendation

The Committee is asked to RESOLVE that the Anti-Social Behaviour Action Plan 2020-2022 be APPROVED.

Background papers

Nil

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**Broxtowe Borough Council
Anti-social Behaviour Action Plan**

April 2019 – March 2020

| Reports of Anti-Social Behaviour | | | |
|--|----------------|----------------|---|
| | 2017/18 | 2018/19 | 2019/20 |
| Environmental Health | 564 | 480 | 391 |
| Housing | 152 | 191 | 128 |
| Communities | 32 | 40 | 22 |
| Police Strategic Analytical Unit (Police & Communities combined) | 2875 | 2011 | 1,500 (Qtrs 1,2,and 3) Q4 – no Police data available due to technical issue during system change |

| Hate Crime Incidents | 2017/18 | 2018/19 | 2019/20 |
|---|----------------|----------------|----------------|
| Number of Hate Crime Incidents reported | 128 | 107 | 68 |

| Perception of Safety (Nottinghamshire County Council survey) | 2017/18 | 2018/19 | 2019/20 |
|---|----------------|----------------|----------------|
| Percentage of people surveyed who feel safe in the community during the day | 100% | 96% | 94% |
| Percentage of people surveyed who feel safe in the community at night | 50% | 72% | 66% |

| Target | How it will be achieved | Outcomes | Lead Dept / Officer | Milestones | Target Date | Update |
|---------------------------------------|---|---|---------------------|--|-------------|--|
| Raise awareness and improve reporting | Hold alternating weekly drop in sessions and monthly themed drop in sessions in Eastwood and Stapleford and promote awareness of ASB and Hate Crime | Increase in awareness of ASB and Hate Crime | Communities Officer | <ul style="list-style-type: none"> 40 x fortnightly community safety drop-in sessions 20 x Eastwood 20 x Stapleford | 31.03.2020 | <p>Stapleford Update 20 drop-in sessions 8 themed, Notts Police Fraud Team, Juno Women's Aid x 3 , BBC Neighbourhood Wardens x 2, 1 x White Ribbon Campaign, 1x Broxtowe Women's Project International Women's Day) 5 attended by Victim Care, 193 crime reduction resources issued 136 local residents attended</p> <p>COMPLETED</p> <p>Eastwood Update 20 20 sessions held 7 themed (2 x Fraud Team Notts Police, 2 Notts Fire and Neighbourhood Wardens, 1 x White Ribbon Campaign , 1 Broxtowe Women's Project International</p> |

| | | | | | | |
|--|--|---|-------------|--|------------|--|
| | | | | | | <p>Women's Day) 4 attended by Victim Care 27 crime reduction resources issued 35 local residents attended</p> <p>COMPLETED</p> |
| | Attend community group sessions to promote awareness of ASB and Hate Crime | Increase in awareness of ASB and Hate Crime | Victim Care | <ul style="list-style-type: none"> 2 x community group sessions | 31.03.2020 | <p>11.09.19 – Newthorpe Church – Presentation to church members – this included information about victim services, referral process, information about supporting victims of hate crimes and restorative justice, and basic crime prevention information. Victim Care delivered a donation from Newthorpe Church to the Eastwood Food Bank at Eastwood Volunteer Bureau</p> <p>Talk to Baptist Church in Eastwood – this included information about victim services, referral process, information about supporting victims of hate crimes and restorative justice, and basic crime prevention information</p> |

| | | | | | | |
|--|--|--|--|--|------------|--|
| | | | | | | COMPLETED |
| | Set up system to manage key individuals network (KINs) in case management system | Police able to easily and effectively contact communities to disseminate information | Communities Team / Police | <ul style="list-style-type: none"> Set up KINs system in ECINs Contact members for signup Hand over system to Police for day to day management | 31.5.2019 | All actions completed May 2019 COMPLETED |
| | Work with the Police to include the local authority's communications tools with the community in their neighbourhood engagement plan | Residents better able to inform the Police regarding priorities | Communities Team | <ul style="list-style-type: none"> Meet with Neighbourhood Inspector to discuss the use of Broxtowe's communication tools – October 2019. Develop messages to be sent – Jan 2020 Periodic messages set up to be sent – March 2020 | 31.3.2020 | Police have produced an engagement plan and a KINs network which will achieve the same result COMPLETED |
| | Promotion of Hate Crime reporting | Increase awareness of reporting Hate Crime | Communities Team- Equalities and Diversity Officer | <ul style="list-style-type: none"> Hate Crime Business Cards distributed through events, organisations and venues | 31.3.2020 | Community celebration event, with approx 800 residents attending COMPLETED |
| | Promotion through leaflets | Increase in awareness of ASB | Neighbourhood Wardens | <ul style="list-style-type: none"> Promotion through media channels Distribution of | 31.03.2020 | <ul style="list-style-type: none"> 6 x summer roadshows attended |

| | | | | | | |
|--|--|---|---|---|------------|--|
| | and giveaways (dog poo bags) | | | <ul style="list-style-type: none"> giveaways Educational material updated and distributed at summer road show events, local service days, Environmental days, poop scoop week, litter hero days, Geo cache events | | <ul style="list-style-type: none"> 4 x check a chip events held 3 x library community events attended 1 x geocache event held 2 x litter picks held <p>COMPLETED</p> |
| | Through information supplied to Nottingham University and the wardens of halls of residence and Moving In Moving On event | Decrease the number of incidents of ASB from students causing nuisance to their neighbours and not dealing with their waste correctly | Police Inspector Waste and Recycling Manager | <ul style="list-style-type: none"> Provide updated information to the university Event held | 31.03.2020 | COMPLETED |
| | Through raising awareness promotion campaigns at identified peak times of year for ASB reporting <ul style="list-style-type: none"> Halloween Bonfire | Decrease the number of incidents of ASB during peak times during the year <ul style="list-style-type: none"> Halloween Bonfire Night | Communities Officer Communications Manager | <ul style="list-style-type: none"> Promotion through media channels Distribution of leaflets/posters Promotion through BBC website | 31.03.2020 | Police Lighter Nights campaign delivered April – June 2019 Garden crime campaign delivered May 2019 Freshers' week Attended COMPLETED |

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|---|---|--|---|---|------------|---|
| | <ul style="list-style-type: none"> Night Summer Start of new university year | <ul style="list-style-type: none"> Summer Start of new university year | | | | |
| | Promotion of Neighbourhood Watch and Neighbourhood Alert through events and the BBC website | Increase Neighbourhood Watch and Neighbourhood Alert membership | <p>Communities Officer</p> <p>Communications Manager</p> | <ul style="list-style-type: none"> Promotion at events Promotion on social media Promotion through the website | 31.03.2020 | <p>Neighbourhood Watch link on website</p> <p>Neighbourhood Watch and Neighbourhood Alert promoted at all drop in sessions</p> <p>COMPLETED</p> |
| | Report appropriate convictions through social media, press releases and Broxtowe Matters | Increase awareness of consequences of ASB | <p>Neighbourhood Wardens</p> <p>ASB Enforcement Officer</p> <p>Neighbourhood Services Manager</p> | <ul style="list-style-type: none"> Press releases sent out Articles included in Broxtowe Matters | 31.03.2020 | <p>ASB Enforcement Officer - No convictions to report</p> <p>Neighbourhood Wardens – No convictions to report</p> |
| Increase how well communities get on together | Through events, social media and Broxtowe Matters | Increase in reporting and increase in how well communities | Communities – Equalities and Diversity Officer | <ul style="list-style-type: none"> Events held Social media messages distributed | 31.03.2020 | Community Celebration event held with approx 800 residents attending |

| | | | | | | |
|----------------------------|--|---------------------------------------|---|---|-----------|---|
| | | get on well together | Communications Manager | <ul style="list-style-type: none"> • Broxtowe Matters promotions | | COMPLETED |
| Improve support to victims | Through increasing referrals for repeat victims to Victim Care and promote Victim Care through events, social media and Broxtowe Matters | Increases in referrals to Victim Care | <p>Chief Communities Officer</p> <p>Chief Environmental Health Officer</p> <p>Communities Officer</p> <p>Communications Manager</p> | <ul style="list-style-type: none"> • Referrals made through Complex Case Panel • Referrals made for safeguarding • Victim care events held • Social media messages distributed • Broxtowe Matters promotions | 30.3.2020 | <ul style="list-style-type: none"> • Increased referrals for safeguarding and complex cases <p>COMPLETED</p> |
| | Hold the ASB Panel and Complex Case Panel at the same meeting | Efficiencies for BBC and partners | Chief Communities Officer | <ul style="list-style-type: none"> • Consultation with partners attending both ASB and Complex Case Panel meetings • Identify suitable date for both groups | 31.5.2019 | <p>New joint meetings in place May 2019</p> <p>COMPLETED</p> |

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|--|--|--|--------------------------------|--|------------|--|
| | | | | <p>to meet</p> <ul style="list-style-type: none"> • Change the existing meeting dates to new joint dates | | |
| Improve the ASB services provided to tenants | Through Implementation of more patch based working to ensure all teams working on an estate (repairs, caretaking, housing, retirement living) are tackling all aspects of ASB. | Improve the ASB services provided to tenants | Neighbourhood Services Manager | <ul style="list-style-type: none"> • To work with the Housing Repairs section to integrate Repairs, Retirement Living, Caretaking and Housing Officers in to one cohesive patch unit • Develop performance framework to monitor the progress of this project | 31.03.2020 | This is part of the Neighbourhood Strategy 2019-22 going to Housing Committee in November |
| | By ensuring ASB involving leasehold perpetrators is managed robustly with partner teams. | Improve the ASB services provided to tenants | Neighbourhood Services Manager | <ul style="list-style-type: none"> • Ensure staff understand their responsibilities in relation to leaseholds and understand the differences that can arise between | 31.03.2020 | Leaseholders and their ASB have been incorporated into the work of the Housing Officer so it now follows the same process. Leasehold Officer has |

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| | | | | <p>dealing with tenants and leaseholders in respect of tenancy and lease agreements.</p> <ul style="list-style-type: none"> Involving the Leasehold Officer in dealing with complaints where necessary and improving the training and awareness of the Leasehold Officer in the area of ASB. Ensure that Housing and Legal services work together in a positive and cohesive way in cases where there is a breach of lease | | <p>been appointed and closely liaises.</p> <p>COMPLETE</p> |
| Improve the ASB services provided to leaseholders | Through more ASB focus at Community Roadshows | Reduction of ASB on estates | Neighbourhood Services Manager | <ul style="list-style-type: none"> Waste days, throughout the Borough with a focus on reducing ASB | 31.03.2020 | <p>Surveys carried out at some of these events. With the Neighbourhood Strategy mentioned above, it is unlikely that we will continue these events in this way.</p> <p>COMPLETE</p> |



Broxtowe
Borough
COUNCIL

Anti-social Behaviour Action Plan October 2020 to March 2022

| Reports of Anti-Social Behaviour | 2018/19 | 2019/20 | 2020/21 |
|--|----------------|---|----------------|
| Environmental Health | 480 | 391 | Q1 + Q2 = 316 |
| Housing | 191 | 128 | Q1 + Q2 = 55 |
| Communities | 40 | 22 | Q1 + Q2 = 42 |
| Police Strategic Analytical Unit (Police & Communities combined) | 2,011 | 1,500 (Qtrs 1,2,and 3) Q4 – no Police data available due to technical issue during system change | Q1 +Q2 = 2078 |

| Hate Crime Incidents | 2018/19 | 2019/20 | 2020/21 |
|---|----------------|----------------|--------------------|
| Number of Hate Crime Incidents reported | 107 | 98 (Qtrs1 & 2) | Q1 - 80 Q2 – 28 |

| Perception of Safety (Nottinghamshire County Council survey) | 2018/19 | 2019/20 | 2020/21 |
|---|----------------|----------------|----------------|
| Percentage of people surveyed who feel safe in the community during the day | 96% | 94% | Annual data |
| Percentage of people surveyed who feel safe in the community at night | 72% | 66% | Annual data |

| ACTION / DESCRIPTION | DUE DATE | LEAD OFFICER (Title) | UPDATE |
|---|----------|--|--------|
| RAISE AWARENESS AND IMPROVE REPORTING | | | |
| Hold drop-in sessions in Eastwood and Stapleford | 31/03/22 | Communities Officer (Crime) | |
| Raise awareness with promotion campaigns at identified peak times of year for ASB reporting <ul style="list-style-type: none"> • Halloween • Bonfire Night • Summer • Start of new university year • Educating students on correct waste and recycling methods | 31/03/22 | Communities Officer (Crime) Corporate Communications Manager Environment & Business Development Manager Area Commander Notts Police | |
| Attend community group sessions to promote awareness of ASB and Hate Crime | 31/03/22 | Victim Care | |

| | | | |
|--|----------|---|--|
| Promotion of Neighbourhood Watch and Neighbourhood Alert through events and BBC website | 31/03/22 | Neighbourhood Wardens Corporate Communications Manager | |
| Increase awareness of ASB through campaigns, social media and events | 31/03/22 | Neighbourhood Wardens Environment & Business Development Manager ASB and Licencing Enforcement Officers Corporate Communications Manager | |
| Report appropriate convictions through social media, press releases and Broxtowe Matters | 31/03/22 | Neighbourhood Wardens Environment & Business Development Manager ASB and Licencing Enforcement Officers Corporate Communications Manager | |
| Monitoring of Public Space Protection Orders | 31/03/22 | Area Commander Notts Police Chief Communities Officer | |

| PROMOTION OF HATE CRIME REPORTING | | | |
|---|----------|--|--|
| Hate Crime business cards distributed through events, organisations and public venues | 31/03/22 | Communities Officer (Equalities & Vulnerabilities) | |
| INCREASE HOW WELL COMMUNITIES GET ON TOGETHER | | | |
| Delivery and promotion of events e.g. Community Celebration event through Broxtowe Matters and social media | 31/03/22 | Communities Officer (Equalities & Vulnerabilities) Corporate Communications Manager | |
| IMPROVE SUPPORT TO VICTIMS | | | |
| Increase referrals for repeat victims to Victim Care through the Complex Case Panel and Safeguarding | 31/03/22 | Communities Officer (Equalities & Vulnerabilities) Chief Communities Officer Chief Environmental Health Officer Corporate Communications Manager Victim Care | |

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|--|------------|--|--|
| Promote Victim Care through events, social media and Broxtowe Matters | 31/03/22 | Communities Officer (Equalities & Vulnerabilities) Communications & Marketing Manager | |
| IMPROVE THE ASB SERVICE PROVIDED TO RESIDENTS | | | |
| Use full range of ASB enforcement tools to reduce ASB and protect victims | 31/03/22 | ASB and Licensing Enforcement Officers | |
| Input issues raised by residents and members to influence Police Priority Setting | 31/03/2022 | Chief Communities Officer | |
| IMPROVE THE ASB SERVICE TO TENANTS AND LEASEHOLDERS | | | |
| Ensure all teams working on an estate are liaising and tackling all aspects of ASB | 31/03/22 | All departments of BBC | |
| YOUNG PEOPLE'S SUPPORT AND EDUCATION | | | |
| Youth Service and Youth Offending Service to continue delivery of joint serious crime initiative aimed at non-prosecuted 13 -14 yr olds suspected of carrying knives | 31/03/22 | NCC Youth Service | |

| | | | |
|--|----------|--|--|
| Notts Police to work with Stapleford Youth Centre to provide knife crime talks | 31/03/22 | Sgt (South) Notts Police | |
| South Notts joint action with Gedling and Rushcliffe – Fearless Campaign in local secondary schools aimed at 11 – 16 yr olds to cover ASB, knife crime, substance misuse and healthy relationships | 31/03/22 | Crimestoppers Lead officer to be identified | Funded by Office of the Police and Crime Commissioner (£5000 per district) |

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Report of the Strategic Director

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| WORK PROGRAMME |
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1. Purpose of Report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

| | |
|-----------------|--|
| 26 January 2020 | <ul style="list-style-type: none"> • Car parking annual report • Business plans and financial estimates 2021/22-23/24 • Performance Management - Review of Business Plan Outturn • Update on the PCP • Enforcement Policy • Welfare Funerals • Corporate ASB Policy |
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| <u>Recommendation</u> |
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| The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly. |
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Background papers

Nil

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