

**TONBRIDGE & MALLING  
BOROUGH COUNCIL**

**CORPORATE CHILD  
PROTECTION POLICY**





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## 1.0 INTRODUCTION

Child Protection is a public concern and not the responsibility of any one organisation. However, individual organisations do have the responsibility to promote policies and procedures which ensure that children are protected from harm.

Tonbridge and Malling Borough Council delivers a wide range of services to the local community and visitors to the Borough, many of whom are young people.

This Child Protection Policy has been developed to safeguard young people from potential abuse, as well as protecting Council staff and other adults from potential false allegations of abuse.

The Council takes its duty of care towards young people seriously, and will do all it can to protect them from abuse.



## 2.0 CHILD PROTECTION POLICY STATEMENT

### 2.1 RESPONSIBILITY

For all services / activities provided by Tonbridge & Malling Borough, the Council will:

- accept moral and legal responsibility to implement procedures, to provide a duty of care for children, safeguard their wellbeing and protect them from abuse;
- respect and promote the rights, wishes and feelings of children both in individual decisions and the development of services;
- put in place arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
- appoint a designated professional lead for safeguarding with the role clearly defined in the job description. Sufficient time will be given to funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- adopt safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a disclosure and barring service check;
- train, support and supervise its employees to adopt best practice to safeguard and protect children from abuse, and themselves against false allegations;
- require staff to adopt and abide by the Council's **Code of Ethics and Conduct** (see ANNEX A) and **Child Protection Policy and Procedures**;
- require clubs, societies, groups hiring Council leisure facilities, sub-contractors and external coaches / instructors, partner organisations and grant aid recipients to either abide by the Council's **Code of Ethics and Conduct** and **Child Protection Policy and Procedures**, or have and abide by their own code, policies and procedures, which meets with the Council's approval;
- respond to allegations appropriately and implement the appropriate disciplinary and appeals procedures;
- develop and implement an appropriate monitoring and review system to ensure conformance to the Council's **Code of Ethics and Conduct** and **Child Protection Policy and Procedures**.

### 2.2 PRINCIPLES

The guidance given in the Council's procedures is based on the following key principles:

- the welfare of children is the primary concern;



- all children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse;
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.
- whilst it is not the sole responsibility of the Council to determine whether or not abuse has taken place (this is undertaken in liaison with external child protection professionals) it is everyone's responsibility to report any concerns;
- safeguarding and promoting the welfare of children depends on effective joint working between agencies and professionals that have different roles and expertise;
- all incidents of suspected poor practice and allegations should be taken seriously and responded to swiftly and appropriately;
- confidentiality should be upheld in line with the Data Protection Act 1998, the Human Rights Act 2000 and the Freedom of Information Act 2000.

#### Important

Please note that the term **parent** is used throughout this document as a generic term to represent parents, carers and guardians.

In accordance with the definition provided in The Children's Act 1989, a **child** is considered as a person under 18 years of age



### 3.0 LEGISLATION & GUIDANCE

There is a considerable body of legislation, government guidance and standards designed to ensure that children are protected from harm. A summary of the main legislation and government guidance provided by the NSPCC can be found in ANNEX B.

This legislative guidance has been used to develop the Council's Child Protection Policy and Procedures. In particular, reference has been made to the following three documents:

- the NSPCC publication Sportscheck
- the CIMSPA publication Child Protection Policy & Implementation Procedures
- the Kent Active Sports Partnership document Ensuring Child Safety Policy & Implementation Procedures

The Council's Child Protection Policy and Procedures have also been developed and updated in accordance with the principles established by the Children Act 1989 and 2004, the Childcare Act 2006, Working Together to Safeguard Children 2013, the Kent & Medway Safeguarding Children Procedures 2012, Safeguarding Disabled Children – Practice Guidance 2009, What to do if you're worried a child is being abused 2006, and Information Sharing: Guidance for practitioners and managers 2008.



## 4.0 RECRUITMENT & EMPLOYMENT

### 4.1 INTRODUCTION

The Council will take all reasonable steps to ensure unsuitable people are prevented from working with children.

### 4.2 RECRUITMENT PROCESS

Pre-recruitment checks will always be carried out including conducting a documented risk assessment to establish the status of the work to be undertaken with reference to child protection legislation. The Council will adopt the following procedures if it is considered that the post has significant access to children (this will apply regardless of the employment status of the post i.e. permanent or casual):

- establish role and responsibility and create a job description;
- establish a person specification to include Disclosure check requirement;
- evaluate the need for a Disclosure and Barring Service (DBS) check;
- include Disclosure check requirement in any job advertisement;
- receive applications and select for interview;
- check identity, qualifications, skills, experience etc.;
- select successful candidate;
- **only at this stage** should a Disclosure check be made (see ANNEX C for example of form to be used);
- references must be checked;
- offer can be made subject to receipt of satisfactory references and Disclosure check;
- receive Disclosure check result and references;
- make appointment if Disclosure check and references are satisfactory.

#### Advertising

Any form of advertising used to recruit staff to a job role with access to children will include or reflect:

- responsibilities of the role
- the following statement – “This job involves contact with young people and the successful candidate(s) will subject to vetting procedures”,
- level of experience and qualification required;
- the Council’s policy on equal opportunities;

#### Pre-Application Information

Pre-application information sent to interested or potential applicants will contain:

- a job description
- a person specification
- an application form – which should indicate that a DBS check will be required for any successful candidate. It should also state that a past conviction would not necessarily be a bar to obtaining a position.



## Application

The application form (see ANNEX C for a sample of the Council's application form) will contain the following information:

- name, address and National Insurance Number (to confirm identity and right to work);
- relevant experience, qualifications or training undertaken;
- listing of past career (to confirm experience and identify any gaps);
- any criminal record;
- a self-disclosure question to establish whether they have had any action taken against them in relation to child abuse, sexual offences or violence;
- the names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children.

### 4.3 CHECKS AND REFERENCES

On selection of a successful candidate the Council will:

- seek confirmation of identity from 2 of the following – passport, birth certificate, driving licence, utilities bill or other official documentation;
- take up two written references and where possible at least one should be associated with former work with children / young people.
- request an enhanced Disclosure and Barring Service check (DBS);
- appointment should be made subject to receipt of a Disclosure check that is clear or has no relevant convictions and satisfactory references;

Should any concerns be raised by the officers making the appointment as a result of any of the vetting procedures they will convene a confidential investigative panel, involving Personnel Services. Appointment will be delayed until such time as the concerns have been investigated and satisfied.

### 4.4 INDUCTION

All new appointments will undergo the Council's formal induction training. In terms of child protection this will include:

- an explanation of the Council's Child Protection Policy and Procedures.  
Appointments will be required to sign to acknowledge their understanding of the Policy and Procedures and that they will abide by them;
- the identification of any child protection / equity training needs.

### 4.5 DISCLOSURE RE-CHECK

Where an employee's post requires a DBS, the Senior Personnel Officer along with the relevant Director will determine the frequency of which it needs to be renewed.

Where an employee's post requires a DBS a new check will be required for a member of staff who has a break service for longer than three months.



## 5.0 TRAINING

Staff must accept and be able to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice or concerns of possible child abuse. Everyone with substantial access to children shall have recognised and up to date training such as:

- child protection awareness including the completion of the e-learning module *An Awareness of Child Protection* where appropriate;
- equity awareness;
- first aid;
- how to work effectively with children;
- safer recruitment where appropriate.

Training needs and opportunities relating to child protection issues will be identified and addressed through the Council's **Induction** and **Appraisal Procedures**, and in light of any changes in legislation. Training may include internal courses / workshops, externally accredited courses / seminars or workshops organised by Child Protection Agencies



## 6.0 PROMOTING GOOD PRACTICE WITH YOUNG PEOPLE

### 6.1 INTRODUCTION

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with judgement about any action to take. Abuse can occur within many situations including the home, school and the leisure environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. Staff working for the Council may have regular contact with children and are an important link in identifying cases where a young person needs protection.

### 6.2 GOOD PRACTICE GUIDELINES

All staff will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment – no secrets);
- treating all young people equally, and with respect and dignity;
- always putting the welfare of each child first, before the winning or achieving of other goals;
- maintaining a safe and appropriate distance with children;
- making activities, enjoyable and promoting fair play;
- ensuring that if any form of manual or physical support is required, it should be provided openly and, where appropriate, according to guidelines provided by the sport or activities National Governing Body (NGB). Care is needed, as it is difficult to maintain hand positions when a child is constantly moving. Children should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered;
- keeping up to date with technical skills, qualifications and insurance requirements;
- involving parents / carers wherever possible (e.g. responsibility for their children in changing areas). If groups have to be supervised in the changing rooms staff should always work in pairs;
- ensuring that if mixed gender groups are taken away from site, they are always accompanied by a male and female member of staff;
- being an excellent role model – this includes not smoking or drinking alcohol in the company of children in any work related environment;
- giving enthusiastic and constructive feedback rather than negative criticism;
- recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will.



- securing parental consent in writing to act in 'loco parentis', if the need arises to give permission for the administration of emergency first aid and / or other medical treatment;
- keep a written record of any injury that occurs, along with any details of treatment given.

### Practice never to be sanctioned

The following practices should never be sanctioned:

- engage in rough, physical or sexually provocative games, including horseplay;
- share a room with a child;
- allow or engage in any form of inappropriate touching;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a child, even in fun;
- reduce a child to tears as a form of control;
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon;
- do things of a personal nature for a child that they can do for themselves;
- take children to their home unsupervised;
- transport children unsupervised;
- apply sun cream unsupervised, and without written consent from the parent/guardian;
- administer medication unless specifically trained and approved to do so;
- take a child to the toilet unsupervised

**NB** The above guidance should not be considered exhaustive and more detailed guidance may be required for specific post / activities. If staff have any concerns regarding the appropriateness of any practice / action they should contact their line manager / senior manager.

It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and where possible the child for whom the task is being carried out.

There is a need to be responsive to a person's reactions. If a person is fully dependent on a member of staff e.g. in a crèche setting, they should talk to the child about what they are doing and offer choices where possible. This is particularly the case when any dressing or undressing is involved, or where there is physical contact, lifting or assisting of a child to carry out particular activities. Staff should avoid taking responsibility for tasks for which they are not appropriately trained.

There may be instances where the child is unable to understand the situation or unable to make choices, particularly in the case of young or disabled children. In this case the parents of the child should be consulted in advance to make them aware of, and gain their consent for, any activities to be carried out.



If any of the following incidents occur, staff should report them immediately to another colleague and an Incident Report (see ANNEX E) completed. Where necessary, parents should also be informed of the incident in the following circumstances.

- if a member of staff accidentally hurts a child;
- if a child seems distressed in any manner;
- if a child appears to be sexually aroused by a member of staff's actions;
- if a child misunderstands or misinterprets something a member of staff has done.

### 6.3 CODE OF ETHICS AND CONDUCT

All staff with substantial access to children must read, understand and acknowledge their understanding by signing a copy of the Council's **Code of Ethics and Conduct** with regard to child protection. The Code encourages the development of an open and positive climate so that:

- poor practice is identified and addressed;
- investigations are carried out;
- disciplinary action is taken if appropriate.

### 6.4 GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT

The Council has guidelines that should be implemented at all times when photographic or any other filming equipment is being used. (ANNEX D)

### 6.5 CONDUCT DURING WORK EXPERIENCE PLACEMENTS – GUIDANCE FOR STAFF AND SCHOOLS

Council staff requested to assist or provide instruction to, or supervision of, work experience students should be mindful of any risks associated with 'working' with students if this requires being in a one-to-one situation either within existing offices or out on site.

The risks may arise when accusations against staff members or students of physical or verbal assault or harassment, or where a student is accused of damage to or misuse of Council property (including information).

A number of risk reduction measures, other than discontinuing the work experience programme, have been identified as follows:

- All prospective work experience students will be required to attend a pre-placement interview by T&MBC. This is in order that both the student and the supervising officers can satisfy themselves that both are comfortable with the arrangement. It will also allow an informed decision to be made on where and how to place the student or if we should decline to place them. Schools will be encouraged to allow a teacher to accompany the student to this interview.
- Eliminate one-to-one placements where this is not within close proximity of other adults.



- All placements will be subject to receiving confirmation of 'good conduct references' from the student's school.
- All students will be required to read the induction notes sent to them prior to the beginning of the placement.
- The manager responsible for work experience placements will be required to undertake a specific risk assessment for persons under the age of 18 before they start their work experience in line with the Management of Health & Safety at Work Regulations 1999. This is designed to ensure that the demands of the job are matched to the capability of the young person carrying it out.

It is appreciated that many managers and staff are committed to the work experience programme and that the imposition of a complex code might very well discourage them from participating in the scheme. This guidance recognises that where staff are requested to participate in a work experience placement, they do so on a voluntary basis.



## 7.0 RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

### 7.1 INTRODUCTION

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur, or has already taken place. Whilst it is accepted that Council staff are not experts at such recognition, staff do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or child) towards a child. All staff have a duty to discuss any concerns they may have about the welfare of a person immediately with their line manager or another senior member of staff.

### 7.2 POOR PRACTICE

Poor practice includes any behaviour that contravenes the Council's Code of Ethics and Conduct in regard to child protection, or which undermines or ignores the:

- rights – of the children and their parents;
- responsibilities – for the welfare of the child;
- respect – other children.

### 7.3 ABUSE

Abuse can happen wherever there are children, and children of any age can be abused. The effects of abuse can be damaging and if untreated they may follow a person into adulthood.

All staff should have an understanding of abuse and neglect and know how and when to take action. The Council will put in place training and support programmes to ensure that all staff are able to effectively deal with any suspicions of abuse, poor practice or neglect.

The definitions below are adapted from Department of Health (2012) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children*.

- **Neglect** – Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Physical abuse** – where adults physically hurt or injure children by hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.



- **Sexual abuse** – Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Emotional abuse** – Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Indicators of Abuse

Indications that a child may be experiencing abuse include the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which the explanation seems inconsistent;
- the child describes what appears to be an abusive act involving him / her;
- someone else (a child or adult) expresses concern about the welfare of another child;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- distrust of adults, particularly those with whom a close relationship would normally be expected;
- has difficulty in making friends;
- is prevented from socialising with other children;
- displays variations in eating patterns including overeating or loss of appetite;
- loses weight for no apparent reason;



- becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

## 7.4 BULLYING

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child. An abuser may be a young person, for example in the case of bullying. Bullying may be seen to be deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be a target for bullying, victims are typically shy, sensitive and perhaps anxious and insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Girls and boys can be bullies although it seems to be more conspicuous in boys. Bullying can and does occur anywhere where there is inadequate supervision – on the way to and from school, at sporting events, in the school playground or in changing rooms.

Bullies come from all walks of life, they bully for a variety of reasons and may have been abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others.

Bullying may include:

- physical e.g. hitting, kicking and theft;
- verbal e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures;
- emotional e.g. tormenting, ridiculing, humiliating and ignoring;
- sexual e.g. unwanted physical contact or abusive comments;

The damage inflicted by bullying is frequently underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme causes them significant harm (including self-harm). There are a number of signs that may indicate that a child is being bullied:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, erratic mood swings, reluctance to go to school, training or sports clubs;
- a drop in performance at school or standard of play;
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, and bingeing for example on food, cigarettes or alcohol;
- a shortage of money or frequent loss of possessions



## 8.0 RESPONDING TO SUSPICIONS & ALLEGATIONS OF ABUSE AND POOR PRACTICE

### 8.1 INTRODUCTION

False allegations of abuse do occur. However, if a child says or indicates that he/she is being abused, or information is obtained which gives concern that a child is being abused, this should never be ignored.

### 8.2 RESPONDING TO A YOUNG PERSON MAKING A DISCLOSURE OR ALLEGATION

#### Action to be taken

A member of staff receiving information concerning disclosure should:

- react calmly so as not to frighten the child;
- reassure the child he/she was right to tell;
- not make promises of confidentiality, but let them know you will have to tell another adult;
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child;
- keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should not be leading. Questions should only consist of Who...? What...? When...? Where...?
- make a full written record of what has been said, heard and/or seen as soon as possible using an Incident Report form (See sub-section 8.3 for reporting procedure).

#### Actions to be avoided

The person receiving the disclosure should not:

- panic;
- allow their shock or distaste to show;
- probe for more information than is offered;
- speculate or make assumptions;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- make promises to agree to keep secrets;
- discuss the issue with anyone other than their line manager or senior member of staff.

### 8.3 RESPONDING TO SUSPICIONS

It is not the responsibility of any member of staff to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility to act on any concerns and to protect children in order that appropriate agencies can then make enquiries and take necessary action to protect the child.



## Sharing Concerns with Parents

The Council is committed to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents and carers to help clarify initial concerns. It is essential therefore that a Designated Person or a Senior Manager undertakes this liaison.

However, there are circumstances where it may not be appropriate to share concerns (e.g. where a parent or carer is responsible for the abuse or not able to respond to the situation appropriately; it places a member of staff at risk by the behavioural response it may prompt or could lead to the risk of loss of evidential material).

Professional consultation should be sought if in doubt about the advisability of informing the parents of the concerns. The decisions (and rationale) agreed in this consultation process must be recorded by all participants.

## Reporting Procedure

Staff responding to a suspicion of abuse or poor practice should complete an Incident Report form, in liaison with their line manager.

- The incident should be reported to the **Designated Person** within the relevant Service (See ANNEX E for a Designated Persons and other Key Contacts Template). The Designated Person will contact the Local Authority Children's Officer (LADO) on 01732 525381 to establish whether the allegation crosses the 'significant harm' threshold. If it is deemed a referral to Specialist Children's Services is required, the designated person will contact the Central Duty Team 03000 41 11 11 (or the police if out of hours) immediately to make an initial telephone referral. If the child about whom there is a concern is already open to Children's Social Services in Kent, then the allocated social worker to the case will need to be contacted directly rather than the Central Duty Team. Clarification as to which team is responsible can be sought from the LADO.
- The Designated Person will report the incident immediately to a Senior Manager within the relevant Service. If the Designated Person was unavailable in the previous step, the Senior Manager should be contacted direct. The Designated Person in liaison with the Service Director / Duty Director will complete a Child in Need and Child Protection Referral Form which will then be emailed to [central.duty@kent.gov.uk](mailto:central.duty@kent.gov.uk) or faxed to 03000 412345 within 48 hours.
- Any internal investigation will only be commenced once advice has been sought from the LADO to ensure any criminal or Section 47 (child protection) investigation is not compromised. The Council will co-operate fully with any investigation carried out by these agencies in line with their procedures. The Council will ensure any internal investigation does not compromise or prejudice any police enquiry and will notify the Local Authority Designated Officer of all outcomes. Any incident where a member of staff is abused verbally or physically must be recorded on the Violence at Work Report Form and submitted to the Health & Safety Officer.

## Records & Information

Information passed to the external child protection agencies or police must be as helpful as possible, hence the necessity for making a detailed report at the time of the disclosure or concern. Information in this report should include:



- the nature of the allegation;
- a description of any visible bruising or other injuries;
- the child's account, if it can be given, of what has happened and how any bruising or other injuries occurred;
- witnesses to the incident(s);
- any times, dates or other relevant information;
- a clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the Police or KCC Social Services should not be delayed in an attempt to obtain more information

A record should also be made of the name and designation of the KCC Social Services member of staff or the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A note of any crime report number should also be taken.

#### **8.4 ALLEGATIONS AGAINST STAFF**

Any concerns for the welfare of a child, arising from abuse or harassment by a member of staff, must be reported immediately. It is acknowledged that feelings generated by the discovery that a member of staff is, or may be, abusing a child, will raise concerns among other staff. This includes the difficulties inherent in reporting such matters.

The Council assures all staff that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practice or the possibility that a child may be being abused.

##### **Types of Investigation**

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- criminal
- child protection
- disciplinary (to be treated as gross misconduct)

Civil proceedings could also be instigated by the person / family of the person who alleged the abuse. The results of the Police and KCC Social Services investigation may well influence the Council's disciplinary investigation, but not necessarily.

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#### **ACTION TO BE TAKEN IF THERE ARE CONCERNS**

The following action should be taken if there is any concern (See ANNEX F)

##### **Poor Practice**

If following consideration, the allegation is clearly about poor practice, the Designated Person will deal with it as a misconduct issue and will follow the Council's Disciplinary Procedure.

##### **Suspected Abuse**

Where it is suspected that abuse has taken place:



- any suspicion that a member of staff has abused a child should be reported to the **Designated Person** within the relevant Service (See ANNEX E for a Designated Persons and other Key Contacts Template). The Designated Person will contact the Local Authority Children's Officer (LADO) on 01732 525381 to establish whether the allegation crosses the 'significant harm' threshold. If it is deemed a referral to Specialist Children's Services is required, the designated person will contact the Central Duty Team 03000 41 11 11 (or the police if out of hours) immediately to make an initial telephone referral. If the child about whom there is a concern is already open to Children's Social Services in Kent, then the allocated social worker to the case will need to be contacted directly rather than the Central Duty Team. Clarification as to which team is responsible can be sought from the LADO.
- the designated person will report the incident to a Senior Manager, who in turn will inform the Service Director;
- if at any stage the Service Director is unavailable the Council's Duty Director should be contacted;
- if the Designated Person is the subject of the suspicion / allegation, the report must be made directly to the Service Director / Duty Director;
- the Designated Person in liaison with the Service Director / Duty Director will complete a Child in Need and Child Protection Referral Form which will then be emailed to [central.duty@kent.gov.uk](mailto:central.duty@kent.gov.uk) or faxed to 03000 412345 within 48 hours.
- the Service Director will form and chair a **Child Protection Officer Team (CPOT)** to oversee the internal investigation. In most instances this team will comprise the Service Director, Designated Person, the appropriate Senior Manager, and the Director of Central Services. Any internal investigation will only be commenced once advice has been sought from the LADO to ensure any criminal or Section 47 (child protection) investigation is not compromised.
- the CPOT will deal with any media enquiries and issues;
- providers registered on the Early Years Register and the Childcare Register must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations within 14 days.
- If an organisation removes an individual (paid worker or unpaid volunteer) from such work as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation under its legal obligations will make a referral to the Disclosure and Barring Service.

### Confidentiality

The Council's Child Protection Policy and Procedures have also been developed in accordance with the principles established by the cross-government guidance *Information Sharing: Guidance for practitioners and managers 2008* which provides advice on when and how frontline practitioners can share information legally and professionally. (See ANNEX G for an information sharing and confidentiality flowchart).



Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a *need to know basis* only. This includes the following people:

- the members of the CPOT overseeing any investigation;
- the parents of the person who is alleged to have been abused;
- the person making the allegation;
- KCC Social Services and the police;
- the alleged abuser (and parents if the alleged abuser is a child). The Freedom of Information Act gives the right of notification to the alleged person.

Any information will be stored in a secure place with access limited to the CPOT and in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **Internal Enquiries and Suspension**

- Following an allegation being made the Council will take a view on whether the member of staff should be suspended from their post pending further police, KCC Social Services and/or CPOT inquiries. The Council recognises that the suspension of an employee, particularly in situations of potential child protection allegations will have a significant impact on the individual and therefore will ensure that the facts of the case, as they are known and alternative courses of action are carefully considered in deciding whether to suspend.
- Any member of staff subject to an allegation should be encouraged to seek advice and support at the earliest opportunity. The Council also acknowledges that the whole organisation may be affected by a staff member's suspension and consideration will be given to necessary support strategies to address this.
- Irrespective of the findings of the KCC Social Services or police inquiries, the Council will assess all individual cases under its disciplinary procedures, to decide whether a member of staff who has been suspended can be re-instated and how this can be sensitively handled.
- The Council will reach a decision based on the available information and on a balance of probability basis, whether an allegation is true. The welfare of children will always remain paramount.

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### **Notification to Social Services**

A copy of the Incident Report form along with the Child in Need and Child Protection Referral Form should be submitted to KCC Social Services without delay. This is the responsibility of the CPOT. The report should be forwarded to the Duty Manager, KCC Social Services, who will make a decision.

Any further inquiries from KCC Social Services or any other interested third party should be passed immediately to the CPOT to deal with. A written record should be kept of any such conversations.



## Support to Deal with the Aftermath

- The Council will ensure adequate support is made available that is appropriate to children, parents and members of staff.
- Support where appropriate will also be provided to the alleged perpetrator of abuse.

## 8.5 ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the procedures as detailed above should be used and the matter reported to the police by the CPOT. This is because other children, either within or outside the Council's control, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to child abuse is automatically excluded from working with children.

## 8.6 ACTION IF BULLYING IS SUSPECTED

The same procedure should be followed as set out in Section 8.3 above if bullying is suspected.

### Action to Help Victim and Prevent Bullying:

- All signs of bullying should be taken seriously.
- All children should be encouraged to speak and share their concerns.
- The victim should be helped to speak out and tell the person in charge or someone in authority.
- An open environment should be created.
- All allegations should be investigated and action taken to ensure the victim is safe. The victim and bully(ies) should be spoken to separately.
- Staff should reassure the victim that they can be trusted and will help them, although they cannot promise not to tell anyone else.
- Records should be kept of what is said.
- Staff should report any concerns to their line manager.

### Action Towards the Bully(ies)

- The situation should be explained to the bully(ies).
- An effort should be made to get the bully(ies) to understand the consequences of their behaviour.
- An apology to the victim should be sought.
- The bully's parents should be informed.
- Any *borrowed* items should be returned to the victim.
- Appropriate sanctions should be imposed as necessary.
- Encouragement and support for the bully(ies) to change their behaviour should be offered.
- Meetings should be held with parents to report on progress.
- All appropriate staff should be informed of action taken.
- Written record of action taken should be kept



## 9.0 IMPLEMENTATION & MONITORING PROCEDURES

The Council will ensure that the Child Protection Policy and Procedures are implemented and monitored as follows:

- disseminate the Council's Child Protection message so that it reaches and influences all related individuals / organisations to safeguard the welfare of children;
- operate sound recruitment procedures for all staff;
- identify and enable the appropriate child protection training for staff;
- remain updated with legislation related to child protection;
- monitor and update the policy annually to maintain the high profile of child protection within the Council;
- measure the impact of the policy and procedures on an annual basis.

A system of monitoring and review has been developed to evaluate levels of awareness and knowledge, perception and attitudes, behaviour and skills as well as incidents and processes.



## CODE OF ETHICS AND CONDUCT

All staff should comply with the principles of good ethical practice listed below:

- Staff must respect the rights, dignity and worth of every person and treat everyone equally within the context of their environment
- Staff must develop an appropriate working relationship with children they are working with, based on mutual trust and respect. Staff must not exert undue influence to obtain personal benefit or reward.
- Staff must encourage and guide the children they are working with to accept responsibility for their own behaviour and performance.
- Staff should hold up-to-date and nationally recognised qualifications, including governing body coaching and child care qualifications.
- Staff must ensure the activities they direct, advocate, or supervise are appropriate for the age, maturity, experience and ability of the individual.
- Staff must consistently display high standards of behaviour and appearance.



## SUMMARY OF LEGISLATION AND GOVERNMENT GUIDANCE

### Working Together to Safeguard Children 2013

The Working Together to Safeguard Children guidance sets out the legislative requirements and expectations on individual services to safeguard and promote the welfare of children; and provides a clear framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services. The guidance is issued under section 11 (4) of the Children Act 2004 and section 16 of the Children Act 2004.

### Kent & Medway Safeguarding Children Procedures 2013

The Children Act 2004 obliges named statutory agencies to co-operate so as to improve the 'well-being' of children in their area with respect to their, physical and mental health; protection from harm and neglect; education, training and recreation; contribution to society; and emotional, social and economic well-being. Specified agencies are also obliged to make arrangements to 'safeguard and promote the welfare of children' by means of direct or indirect service provision. The Kent & Medway Safeguarding Children Procedures contains comprehensive multi-agency policies and procedures that are fully compliant with law and best practice.

### Information Sharing: Guidance for practitioners and managers 2008

Information sharing is key to the Government's goal of delivering better, more efficient public services that are coordinated around the needs of the individual. It is essential to enable early intervention and preventative work, for safeguarding and promoting welfare and for wider public protection. The aim of the guidance, and associated materials, therefore is to support good practice in information sharing by offering clarity on when and how information can be shared legally and professionally, in order to achieve improved outcomes.

### Statutory Framework for the Early Years Foundation Stage Revised 2012

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. The learning and development requirements (the seven areas of learning and development; the educational programmes; and the assessment requirements) and the legal requirements relating to welfare (child protection; suitable people; staff qualifications, training support and skills; key person, staff : child ratios; health; managing behaviour; safety and suitability of premises, environment & equipment, equal opportunities and information and records) apply to all children up until the 31 August after their fifth birthday.

### Childcare Register Revised 2012

The Childcare Register has two parts, the compulsory register which relates to those who care for at least one child from 1 September following their fifth birthday up to the age of eight for a period or total periods of more than two hours in any one day and the voluntary



register for providers, who care for children aged eight or over, until their eighteenth birthday. If providers choose to be included on either part of the register they must meet the requirements set out at all times when providing childcare. The law allows Ofsted to carry out inspections to check that providers comply with these requirements.

### **Sex Offenders Act 1997**

The Sex Offenders Act 1997 requires sex offenders convicted or cautioned on or after 1 September 1997 to notify the police of their names and addresses and of any subsequent changes (known colloquially as the sex offenders register).

### **Sexual Offences Act 2003**

The Sexual Offences Act 2003 was introduced to update the legislation relating to offences against children. It includes the offences of grooming, abuse of position of trust, trafficking, and covers offences committed by UK citizens whilst abroad. It also updates the Sex Offenders Act 1997 by strengthening the monitoring of sex offenders. The coalition government is currently consulting on further reform of the notification requirements for registered sex offenders (Home Office, 2011). Similar offences were introduced into other parts of the UK by the Sexual Offences (Scotland) Act 2009 and the Sexual Offences (NI) Order 2008.

### **Rehabilitation of Offenders Act (NI) Order 1974 (UK wide)**

This Act/Order allows people not to declare convictions to employers which protects their privacy and counteracts prejudice against people with convictions seeking employment. However, people who are involved in situations where they have prolonged or sustained access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, self-employed workers and volunteers must declare all criminal convictions relating to children, however long ago. These will be taken into account when deciding on their suitability for working with children.

### **Protection of Freedom Acts 2012**

Chapter 1 of Part 5 amends the Safeguarding Vulnerable Groups Act 2006 which provides the framework for the vetting and barring scheme operated by the Independent Safeguarding Authority (ISA). In particular it changed the definition of 'regulated activity' and abolished the concept of 'controlled activity' which related to persons working (paid or unpaid) in ancillary posts or who had access to sensitive information relating to children.

### **Disclosure and Barring Service (DBS)**

The DBS searches police records and, in relevant cases, barred list information, and then issues a DBS certificate to the applicant to help them make an informed recruitment decision. The checking service currently offers two levels of DBS check; standard and enhanced. The order allows for applications to be submitted to a standard level. To qualify for the higher level of DBS check, the position must also meet one of the criteria set out in The Police Act 1997 (Criminal Records) Regulations.



The DBS is committed to ensuring that they make fair, consistent and thorough barring decisions that are an appropriate response to the harm that has occurred and to the risk of harm posed. There are two main ways barring can come to them including autobars or referrals from an organisation that has a legal duty or power to make referrals to DBS when they have dismissed or removed an employee from working in regulated activity, following harm to a child or vulnerable adult or where there is a risk of harm. Additionally, where a person is cautioned or convicted of a relevant (automatic barring) offence with the right to make representations, the DBS will ask the person to submit their representations and consider them before making a final barring decision.

At Tonbridge & Malling Borough Council the Senior Personnel Officer determines which employees will be required to undertake a DBS check, at which level and the frequency of which it needs to be renewed.

### **The Data Protection Act 1984 and 1998 (UK wide)**

These regulate what information can be shared and with whom. If reports are made on children and families to any agency then they have to consider who will be told, who has access to the record, and by whom and how the information will be stored and passed on. The main effect on child protection is:

- records have to be kept securely
- only certain people should be able to access that information
- if the information relates to child protection it cannot be withheld, as this would not be in the child's best interests
- families, individuals and children can see most of what is recorded about them and have an opportunity to respond

### **Health and Safety at Work Act 1974**

*This is the same for Northern Ireland and Wales*

This Act gives all organisations a legal responsibility to prevent injuries and ill-health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides all employees with an obligation to take reasonable care of themselves.

The Council also has a duty to consider the suitability of the Health & Safety arrangements for any organisation undertaking any work on our behalf.

### **Equality Act 2010**

The Equality Act brings together nine separate pieces of legislation into one single Act providing a new cross-cutting legislative framework to protect the rights of individuals and advance equality of opportunity for all; to update, simplify and strengthen the previous legislation; and to deliver a simple, modern and accessible framework of discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society





# Application form

406

TONBRIDGE & MALLING BOROUGH CO  
GIBSON BUILDING  
GIBSON DRIVE, KINGS HILL  
WEST MALLING  
KENT  
ME19 4LZ

633850



## Disclosure & Barring Service

Form Ref

PO Box 110,  
Liverpool L69 3EF



This form can be used to apply for a Disclosure and Barring Service (DBS) check. APPLICANTS MUST COMPLETE SECTIONS **a, b, c AND e ONLY. DO NOT COMPLETE SECTIONS d, w, x, y OR z.** If you require help in completing the form, you can call the DBS on 0870 90 90 811, visit our website on [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or talk to the person who provided you with this form.

Failure to complete this form correctly will delay your application.

Applicants need not enter names relating to their previous gender, but must contact the Sensitive Team on [Sensitive@dbs.gsi.gov.uk](mailto:Sensitive@dbs.gsi.gov.uk) if this option is to be exercised.

### YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** – if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert only one character in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

### proving your identity

After you have completed sections a, b, c and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. Please refer to the ID checking guidelines which can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

### identity documents

- You must provide **original documentation only**; photocopies will not be accepted.
- At least one document must confirm your **current name**, as recorded in section a.
- At least one document must confirm your **date of birth**, as recorded in section a.
- At least one document must confirm your **current address**, as recorded in section b and should be issued within a certain period, see ID checking guidelines.
- Wherever possible, where you hold a document containing a photograph from the approved identity document list, this should be submitted.

### fair processing notice

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes.

### YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

### applicant's checklist

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **mandatory** fields, highlighted in yellow in sections a, b and e.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

Now pass the following to the person who provided you with this form:

- Application form.
- Identity documents.
- Continuation sheets (if you have used any), available from [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)
- Payment (if you have been asked to provide this).

APPLICANTS MUST COMPLETE SECTIONS a, b, c AND e ONLY.

DO NOT COMPLETE SECTIONS d, w, x, y OR z

**a** applicant's details

1 title  mr  mrs  miss  ms  other

2 surname

3 forename(s)

4 have you ever been known by any other names? no  yes  If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 Use a continuation sheet if necessary, available from [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

5 surname

6 forename(s)

7 dates from and to

8 surname

9 forename(s)

10 dates from and to

11 surname

12 forename(s)

13 dates from and to

14 date of birth

15 gender male  female

16 place of birth (town)

17 place of birth (country)

18 e-mail address

19 contact telephone number

20 do you have a national insurance number? no  yes  If 'yes' you must complete a21, if 'no' go to a22

21 national insurance number

22 do you hold a valid UK driving licence? no  yes  If 'yes' you must complete a23, if 'no' go to a24

23 driving licence number

24 do you hold a valid passport? no  yes  If 'yes' you must complete a25, a26, and a27, if 'no' go to a30

25 passport number

26 nationality

27 country of issue

28 not used **DO NOT USE**

29 not used **DO NOT USE**

30 do you have a Scottish vetting & barring number? no  yes  If 'yes' you must complete a31, if 'no' go to section b

31 Scottish vetting & barring number

registered body use only	
a1-a3 verified	<input type="checkbox"/>
a14 verified	<input type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input type="checkbox"/>
a25 verified	<input type="checkbox"/>

**b** current address

Please give details of your current address.  
This is the address to which all correspondence will be sent.

32 address

Grid for address (32 boxes)

33 town/city

Grid for town/city (33 boxes)

34 county

Grid for county (34 boxes)

35 UK postcode

Grid for UK postcode (35 boxes)

36 country

Grid for country (36 boxes)

37 at address since

Grid for at address since (37 boxes)

registered body use only

current address verified?

**c** other addresses

You must provide all other addresses where you have lived in the last 5 years.  
There must be no gaps in dates, however, overlapping dates are acceptable.  
Use a continuation sheet if necessary, available from [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)  
If not applicable, go to section e.

38 address

Grid for address (38 boxes)

39 town/city

Grid for town/city (39 boxes)

40 county

Grid for county (40 boxes)

41 UK postcode

Grid for UK postcode (41 boxes)

42 country

Grid for country (42 boxes)

43 dates from and to

Grid for dates from and to (43 boxes)

44 address

Grid for address (44 boxes)

45 town/city

Grid for town/city (45 boxes)

46 county

Grid for county (46 boxes)

47 UK postcode

Grid for UK postcode (47 boxes)

48 country

Grid for country (48 boxes)

49 dates from and to

Grid for dates from and to (49 boxes)

**d** do not complete

50 not used

DO NOT USE (50 boxes)

51 not used

DO NOT USE (51 boxes)

52 not used

DO NOT USE (52 boxes)

53 not used

DO NOT USE (53 boxes)

54 not used

DO NOT USE (54 boxes)

**e** declaration by the applicant

55 have you ever been convicted of a criminal offence or received a caution, reprimand or warning? no  yes

Applicant declaration  
(please sign within the box provided)

56 declaration by the applicant

Large box for applicant declaration signature

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 date of signature

Sections w, x and y for Registered Body use only Form

For help and assistance in completing this page please follow DBS guidance on the website - [www.gov.uk/government/organisations/db](http://www.gov.uk/government/organisations/db)  
 Complete all sections marked in BLUE - if you do not, this form will be returned unprocessed and this will delay this application.

**W** evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no  yes

**X** apply for a DBS check

60 not used **D O N O T U S E**

61 position applied for

62 organisation name

63 level of DBS check Please cross one box only standard  If crossed go to x67 enhanced  If crossed go to x64

64 are you entitled to know whether the applicant is barred from working with children? no  yes

65 are you entitled to know whether the applicant is barred from working with adults? no  yes

66 does this position involve working with children or adults at the applicant's home address? no  yes

67 application type application is for a new post holder   
 application is for an existing post holder   
 application is for an existing post holder who is being re-checked

68 is this application for a free of charge volunteer? no  yes  By placing a cross in the yes box, you confirm that the post meets the DBS definition of a free of charge volunteer application. Please note that DBS may recover the application fee if this box is marked in error and that this could result in the cancellation of your DBS registration.

**Y** statement by registered person

69 registered body number  70 countersignatory number

71 do you have payment on account? no  yes  Please enclose payment if required

72 declaration by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.

Signature of registered person (please sign within the box provided)

73 date of countersignature

**Z** DBS use only

74 payment type received cheque  postal order  multipayment  voucher

75 examined by



A large rectangular area with a solid black border. Inside the border, there are 25 horizontal dashed lines spaced evenly, creating a grid for writing or drawing. The lines extend across the entire width of the rectangle.



# APPLICATION FORM

**POSITION**  **Appt. No.**

Where did you see the job advertised

**PERSONAL DETAILS (Please print clearly)**

**SURNAME**  **INITIALS**

**PRIVATE ADDRESS**

**POST CODE**  *Please tick this box if you do not wish to be contacted at work*

**PRIVATE TELEPHONE**  **WORKPLACE TELEPHONE**

**EMPLOYMENT RECORD.** Please list the names and addresses of your present and / or previous employers (most recent first) providing the information indicated and ensuring that any breaks in employment are accounted for.

Name and address of employer	Dates		Job Title Key Duties And Responsibilities	Final Salary (inclusive)	Reason for leaving
	From	To			

## EDUCATION AND QUALIFICATIONS

ANNEX C

Please give the names and dates of schools and further / higher education establishments attended since age 11, and give details of all public examinations passed / qualifications gained. Also include qualifications gained independently through private study, correspondence etc.

Establishment attended (state whether school, college etc.)	Dates		Qualifications gained / Examinations passed (You may be required to produce supporting certificates if appointed to the job)  Examination, Subjects and Grades	Dates
	From	To		

Please provide details of any other training you have undertaken that is relevant to this application

**Membership of Professional Body.** Please state any professional bodies or institutions to which you belong together with the grades of membership and date of election

Date available for employment or period of notice you are required to give: \_\_\_\_\_

Are any of your close relatives Members of employees of the Council? *Yes / No*

If YES please give details \_\_\_\_\_

Have you previously applied for employment with the Council? **Yes / No**

If yes please state for which job and approximate date:

\_\_\_\_\_

Have you ever been convicted of a criminal offence? *Yes / No*

If YES, please give full details on a separate form. You need not include motoring convictions unless your driving licence has been withdrawn as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders Act, 1974

**REFERENCES**

Any offer of employment will be subject to our receipt of references satisfactory to us, normally from your present and / or most recent previous employer. Please give details below of the appropriate person we can contact for a confidential assessment of your suitability for this position. *Also, please indicate at what stage of the process we may approach your referees.*

**Present / Most Recent Employer**

**Second Referee (Preferably a previous employer)**

Referee \_\_\_\_\_

Referee \_\_\_\_\_

Job Title / Relationship \_\_\_\_\_

Job Title / Relationship \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Contact  Now  
 On being shortlisted for interview  
 On being offered post  
*(Delete as appropriate)*

Contact  Now  
 On being shortlisted for interview  
 On being offered post  
*(Delete as appropriate)*

Please give reasons for your applying for this post in order of importance. Highlight any experience, skills or qualifications that you think may support your application and any information of which we should be aware when considering you for employment. If you are currently employed please state why you wish to leave your present position.

Please give details of any special responsibilities or achievements in your present or most recent employment which might be relevant to this application. School and college leavers should provide details of achievements during their academic careers. Those returning from a career break may wish to highlight any relevant unpaid activities that they have undertaken whilst not employed.

(continue your answers to the questions on this page on a supplementary sheet if necessary)

**DECLARATION**

To the best of my knowledge and belief the above statements are true and I understand that withholding or mis-stating the facts called for above may be the cause for refusal or termination of employment with the Council. I also understand that no offer of employment made to me will be binding unless confirmed in writing and that any offer will be subject to the Council's satisfaction with medical reports and references. I confirm that I am legally entitled to be employed in the United Kingdom and am aged between 16 and 65.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Upon completion return this form to:*

*The Personnel Manager, Tonbridge and Malling Borough Council, Gibson Building,  
Gibson Drive, Kings Hill, West Malling, Kent. ME19 4LZ*

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**PHOTOGRAPHY AND FILMING PERMISSION REQUEST**

**PHOTOGRAPHER DETAILS**

NAME	
ADDRESS	
RELATIONSHIP TO THE SUBJECT	

**PHOTOGRAPH DETAILS**

NAME OF SUBJECT		
PHOTOGRAPHS TO BE TAKEN AT	Centre	Date
THE PURPOSE FOR WHICH THE IMAGES WILL BE PUT (E.G. FAMILY RECORD)		

**AREA(S) IN WHICH PHOTOGRAPHS WILL BE TAKEN**

<input type="checkbox"/>	POOL HALL	<input type="checkbox"/>	OUTDOOR POOL / FACILITIES
<input type="checkbox"/>	SPORTS HALL	<input type="checkbox"/>	MEETING ROOMS
<input type="checkbox"/>	INVICTA ROOMS	<input type="checkbox"/>	ANCILLARY HALL
<input type="checkbox"/>	FITNESS ROOM	<input type="checkbox"/>	CAFÉ / BAR
<input type="checkbox"/>	FITNESS / DANCE STUDIO	OTHER :	

**DECLARATION**

I have read and understood the conditions under which this permission to use photographic and filming equipment has been issued (see overleaf). I also understand that failure to comply with any of these conditions will lead to the permission being withdrawn.

I am aware that I need to keep a copy of this form with me at all times when any photographic equipment is being used and may be challenged to produce it at any time. Failure to do so may lead to permission to use the equipment being withdrawn.

Signed	Print Name	Date
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**OFFICE USE ONLY**

Permission agreed for use of photographic and / or filming equipment as detailed above.

Signed	Print Name	Date
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**Data Protection Statement:** Your personal information will be held and used in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. The Council may also use this data in connection with the prevention or detection of fraud or other crime.

## **CONDITIONS OF GRANTING PERMISSION TO USE PHOTOGRAPHIC OR FILMING EQUIPMENT**

The following are conditions set in line with Tonbridge & Malling Borough Council's (TMBC) Child Protection Policy and Procedures. Failure to adhere to these conditions will lead to the withdrawal of permission to use photographic or filming equipment.

1. Any images taken will only be used for the purposes stated overleaf.
2. Any images are only to be taken with the express permission of the subject(s).
3. The taking of images in changing or toilets areas is strictly prohibited.
4. Proof of identity of the Photographer may be required in order for permission to use photographic filming equipment to be granted.
5. The Centre reserves the right to withdraw permission to use photographic filming equipment immediately without prior warning. Failure to stop photography when asked to do so will lead to further action being taken. This may involve the Photographer being asked to leave the premises or reporting the incident to the Police.
6. The Photographer should be sensitive of other users and, as far as reasonably practical, restrict images taken to those of the subject(s) only. Children's party organisers should restrict their photography, as far as reasonably practical, to those children attending the party.
7. If at any time another user in the area where the photographs are being taken complains about the activity, photography must stop immediately. It may only resume if the complainant is happy for it to do so and if no other objections have been raised.
8. It is the responsibility of childrens' party organisers to inform the parents / guardians of the children attending the party that photographs will be taken.
9. The Centre staff have the right to challenge anyone using photographic filming equipment, and if no permission request can be produced stop images being taken.
10. It is the responsibility for any commercial photographer to obtain the written permission of any subjects included in their photographs to use the images before any publication.
11. Images may only be taken in the areas shown on the date indicated.
12. If for any reason the details shown on the permission request change, the form should be returned to the Centre for alteration. If, when challenged, a discrepancy is found between the Photographer's and Centre's copies, permission to use photographic filming equipment will be withdrawn.



**SPECIALIST CHILDREN'S SERVICES CHILD IN NEED & CHILD PROTECTION REFERRAL FORM**



This form is to be used by all agencies when referring a child to Specialist Children's Services. The more information received at the first point of contact, the more likely it is that appropriate services will be delivered at the earliest opportunity to help children and their families.

**BEFORE PROCEEDING – PLEASE CONSIDER - Have you consulted within your own agency about this referral? If so, was it agreed that a referral was required?**

<b>1. Child's First Name/s:</b>		<b>Child's Surname:</b>		
<b>Any alternative name:</b>				
<b>Date of Birth or EDD</b>	<b>Gender (M/F)</b> <b>Please select:</b>	<b>Religion</b> <b>Please select:</b>	<b>First Language</b> <b>Please select (A-F):</b> <b>Please select (G-Pe)</b> <b>Please select (Po-T):</b> <b>Please select (U-V):</b>	
<b>Name of Parents/Carers:</b>				
<b>Home Address:</b>		<b>Any other relevant addresses</b>		
<b>Post Code:</b> <b>Telephone Number/s:</b>		<b>Post Code:</b>		
<b>Ethnic Origin [ Please choose one category and select from the drop-down menu ]</b>				
<b>White</b>  <b>Please select:</b>	<b>Mixed</b>  <b>Please select:</b>	<b>Asian or British</b> <b>Asian</b> <b>Please select:</b>	<b>Black or Black British</b> <b>British</b> <b>Please select:</b>	<b>Other Ethnic Groups</b>  <b>Please select:</b>

<b>2. Other Significant Family Members / Adults</b>			
<b>Name</b>	<b>Relationship</b>	<b>Date of Birth</b>	<b>Contact Details</b>

<b>3. Professionals involved with the child, for example GP, Health Visitor, School:</b>			
Role	Name	Address	Telephone

**4. Have you had a consultation with Specialist Children’s Services (03000 411111)? If so, what advice were you given? Please include the consultation number and a copy (if available).**

**5. Has a CAF been completed in respect of this child? If not, has this been considered?**  
*If a CAF has been completed, please attach a copy of the CAF and most recent plan.*

**6. Why are you referring this child to Specialist Children’s Services today?**  
*[Please identify your specific concerns and comment on what you think the family need from Children’s Services. State how long you have known the child and in what capacity, i.e. as teacher, doctor, etc]*

**7. What information do you know about this child:**  
*[Include all relevant information about the child, i.e. about their development, health, behaviour, their views about the referral, their views about the issues/concerns, etc. If you have information such as a chronology, body maps or centile charts, please attach].*

**8. What information do you know about the child's parent(s) and wider family:**  
*[Include relationships, friendships, behaviour, support, stability, safety, English is their second language, parent unable to read, substance misuse, etc].*

**9. What information do you know about the wider environmental factors which may impact on the child:** *[Consider for example, housing issues, who is working in the household, financial situation, community and social involvement.]*

**10. Any other relevant information:** *[Including previous referrals.]*

**11. Is there a perceived risk of violence or other matters that could place those making contact with this family in danger (such as an unsafe neighbourhood, persons of a violent nature, an un-tethered dog, etc.)?**

YES  / NO  *If yes, please specify what the identified risk is:*

**12. In circumstances such as where there is a risk of violence (such as domestic abuse), please provide details regarding a safe point of contact for the non-abusing parent, e.g. alternative telephone number or postal address, contact through school, children's centre, friend or relative.**

**13. Have you spoken to the Parent or Carer about making this referral? If not, please explain why not?**

--

*If you are making a Child in Need referral, agreement must be sought from the parent/carer (and where appropriate the young person) to making the referral. If parental agreement is not obtained it will not be possible to progress a Child in Need referral. Wherever possible, the parent/carer should be asked to sign the referral form.*

*If you are making a referral of child protection concern and are unsure about whether to advise the parent/carer about the referral, you should consult within your own agency about this issue. If you remain unsure about whether the parent/carer should be consulted/informed about the referral (i.e. due to evidence being compromised, or someone being placed at risk) please consult with Specialist Children's Services in the first instance. See Guidance Notes.*

**14. Parental agreement:** [See Guidance Notes before completion.]

**I agree to the information in this referral being passed to Social Services.**

<b>Name of Parent/Legal Guardian [Please Print] :</b>
<b>Signature of Parent/Legal Guardian:</b> .....
<b>Date:</b> .....

**15. Referrer:**

<b>Name and Status (Print) :</b>
<b>Address:</b>
<b>Contact Tel number:</b>
<b>Signature:</b> ..... <b>Date:</b> .....

Please e-mail the completed Inter-Agency Referral Form to:

[CentralDutyTeam@kent.gcsx.gov.uk](mailto:CentralDutyTeam@kent.gcsx.gov.uk) (Secure e-mail\*)

\*Secure e-mail is accepted from the following addresses:

@nhs.net @pnn.police.uk @gcsx.gov.uk @gsi.gov.uk

[central.duty@kent.gov.uk](mailto:central.duty@kent.gov.uk) (Standard e-mail)

Please note if using this email address, it is not secure. If you wish to send client level information, then you will need to password protect the document and not include in the body of the email.

**If you do not have e-mail facility please fax the completed form to 03000 412345.**

## GUIDELINES FOR USE OF PHOTOGRAPHIC FILMING EQUIPMENT

### PHOTOGRAPHY AND FILMING AT COUNCIL MANAGED FACILITIES & EVENTS

Anyone wishing to use photographic / film / video equipment at the Council's facilities and/or events may only do so with the express permission of the Council. For individual users and / or commercial photographers this permission is accredited through the use of the Photography and Filming Permission Request form (see ANNEX C for sample).

Permission is only granted once a photographer has signed to say he will abide by the conditions for use of photographic filming equipment. These conditions are:

- Any images taken will only be used for the purposes stated on the Photography and Filming Permission Request form.
- Any images are only to be taken with the express permission of the subject(s).
- The taking of images in changing or toilets areas is strictly prohibited.
- Proof of identity of the Photographer may be required in order for permission to use photographic filming equipment to be granted.
- The Council reserves the right to withdraw permission to use photographic filming equipment immediately without prior warning. Failure to stop photography when asked to do so will lead to further action being taken. This may involve the Photographer being asked to leave the premises or reporting of the incident to the Police.
- The Photographer should be sensitive of other users / participants and, as far as reasonably practical, restrict images taken to those of the subject(s) only. Children's party organisers should restrict their photography, as far as reasonably practical, to those children attending the party.
- If at any time another user in the area where the photographs are being taken complains about the activity, photography must stop immediately. It may only resume if the complainant is happy for it to do so and if no other objections have been raised.
- It is the responsibility of children's party organisers to inform the parents / guardians of the children attending the party that photographs will be taken.
- The Council staff have the right to challenge anyone using photographic filming equipment, and if no permission request can be produced stop images being taken.
- It is the responsibility of any commercial photographer taking images at Council facilities to obtain the written permission of any subjects included in their photographs to use the images before any publication.
- Images may only be taken in the areas listed and on the date indicated on the Photography and Filming Permission Request form.
- If for any reason the details shown on the permission request change, the form should be returned to the Council for alteration. If, when challenged, a discrepancy is found between the Photographer and Council copies of the permission request, permission to use photographic filming equipment will be withdrawn.



## PHOTOGRAPHY AND FILMING DURING EXTERNAL HIRE OF FACILITIES

The control of the use of photographic / film / video equipment by external hirers of Council facilities is the responsibility of the hirer. This responsibility is not just to control who is allowed to use photographic / film / video equipment, but also where they are and aren't allowed to use the equipment and what images they are and aren't allowed to take.

It is also the hirer's responsibility to ensure that all participants in the hire or event are aware where photographic / filming / video equipment is going to be used. Where appropriate they may be required to get written permission from participants or their parents / guardians to use the photographs in publicity, promotional or media material.

The use of video technology as a coaching aid is fully recognised by the Council. Express written permission to use video to this end must be sought. Hirers must also ensure that any participants are aware that this will be included in the coaching programme and that any video taken can only be viewed with their or their parent's / guardian's permission.

## VIGILANCE BY THE GENERAL PUBLIC

No matter what arrangements are put in place to prevent the misuse of cameras, videos or mobile phones with digital image recording the very nature of "peeping tom" type photography make it difficult to police.

In recognition of this fact the Council asks their users to be alert to any suspicious activity, particularly where children may be involved and encourage them to report any such incidents at the earliest opportunity to a member of staff. The Council encourages this form of vigilance within its leisure centres, by the use of appropriate signage.

## GUIDELINES FOR COMMERCIAL PHOTOGRAPHY

The following simple guidance is adapted from that given by the Child Protection in Sport Unit and is recognised the Council staff when considering using images for publicity, promotional or media purposes:

- if the subject is named, avoid using their photograph, conversely if a photograph is used, avoid naming the subject;
- the written permission of the subject, or their parents / guardians, to use the images should be sought before the images are taken;
- only use images of subjects in suitable dress to reduce the risk of inappropriate use;
- there are some sports activities – swimming, gymnastics and athletics for example where the risk of potential misuse is much greater. With these sports the content of the photograph should focus on the activity not on a particular subject and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if on poolside from the waist or shoulder up.



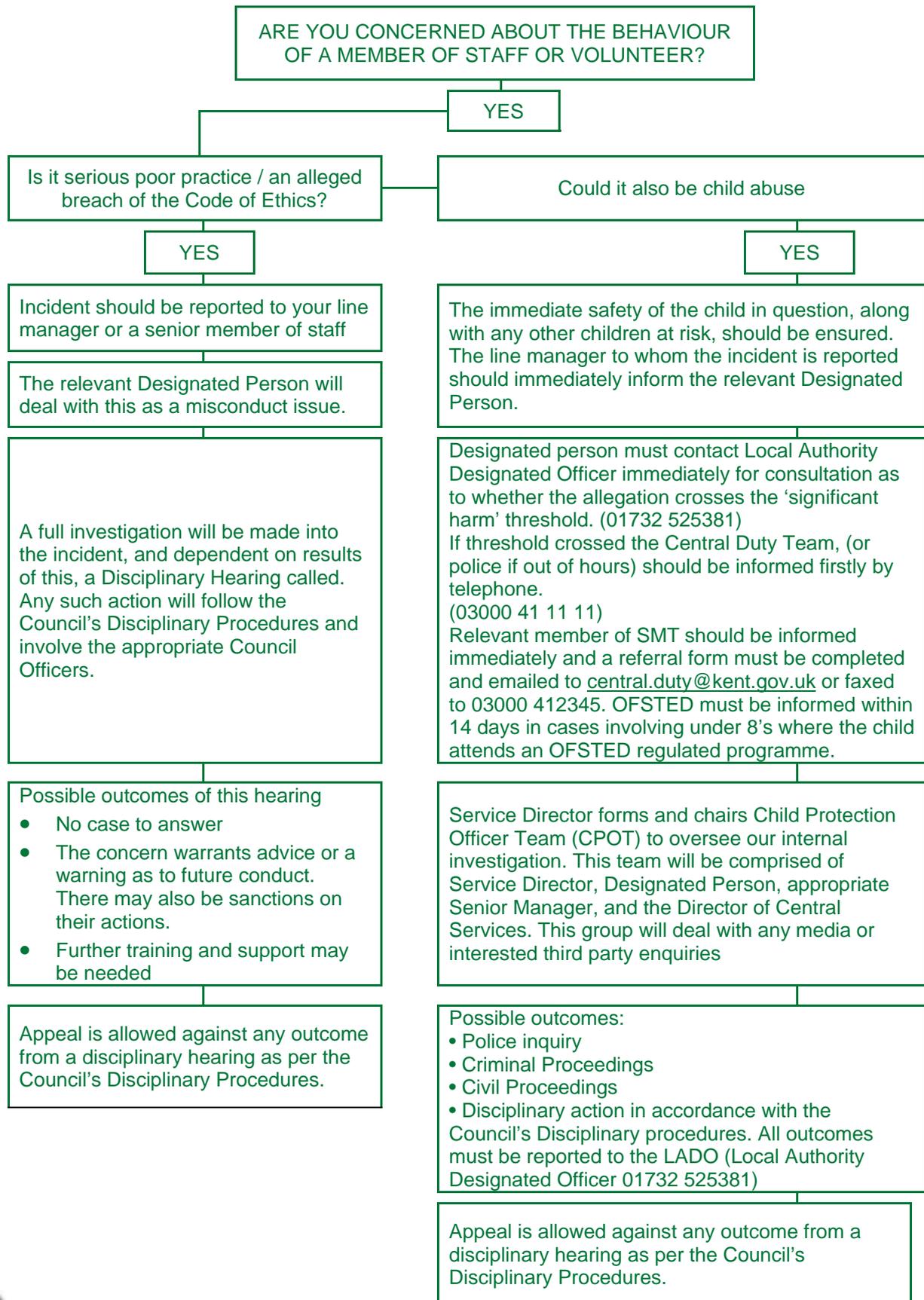
## DESIGNATED PERSONS AND OTHER KEY CONTACTS

DESIGNATED PERSONS			
Contact	Telephone Nos.		Email Address
Operational Designated Child Protection Officer	W.	01732 876165	stephen.gregg@tmbc.gov.uk
	M	07581514353	
Strategic Designated Child Protection Officer	W.	01732 876166	robert.styles@tmbc.gov.uk
	M	07876 354681	
Duty Director	W	01732 844522	
Out of Hours Service	W	01732 844522 (Please call the main switchboard and your call will be automatically diverted to our out-of-hours service.)	

OTHER KEY CONTACTS	
Central Duty Team	03000 41 11 11
Local Police child protection teams	In an emergency contact via 999



## REPORTING CHILD PROTECTION CONCERNS ALLEGATIONS AGAINST STAFF



# INFORMATION SHARING & CONFIDENTIALITY FLOWCHART

