



**Adur & Worthing Councils'
Safeguarding Policy
2018**

Reviewed July 2017

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Adur & Worthing Council's Safeguarding Adults and Children's Policy 2015 (revised 2017)

1.0 Introduction

- 1.1 This policy applies to all staff (permanent, casual and temporary), volunteers, Elected Members and those that are commissioned or funded to deliver services and projects on behalf of the Councils', who may come into contact with children, and adults in the course of their work, whether in someone's home, on Council premises, or in the community.
- 1.2 It is designed to ensure that all of the aforementioned individuals and groups are equipped with the knowledge, skills and information to enable them to effectively undertake their safeguarding responsibilities for Adur and Worthing Councils.
- 1.3 This Policy has been updated to reflect new legislation and guidance including the Care Act (2014), the new PREVENT Duty, Child Sexual Exploitation, Female Genital Mutilation and e-safety. (See section 12.1)

2.0 Policy Statement

- 2.1 ***Everyone has the right not to be abused.*** Adur and Worthing Councils recognise the need to ensure the welfare of individuals when they come into contact with services provided by the Councils. Many staff have regular contact with the general public and are in a position to observe signs which might indicate that a person is at risk. If signs, which cause concern, are observed, Council staff volunteers and Elected Members have a responsibility to consider Early Help and welfare and ensure appropriate referrals to Social Care and / or the Police are made (detailed below).
- 2.2 There are also staff, volunteers and Elected Members who may not have direct contact with some of these groups, but who have access to sensitive information about individuals or, who work in public places, develop policy and plan services. Adur and Worthing Councils will promote the safeguarding of individuals through all services it delivers and will consult them, so that they may help shape the Councils' services.
- 2.3 All staff (casual, temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect and consultants, commissioned/funded projects/staff and contractors should be also be expected to comply with this Policy and report allegations through procurement arrangements.
- 2.4 Adur and Worthing Councils' engage with and report to both statutory safeguarding boards in West Sussex - the Local Children's Safeguarding Board (LSCB) and the Safeguarding Adults Board (SAB).

2.5 It is not the Councils' role to establish whether or not abuse is taking place but it is the Councils' responsibility to report any appropriate safeguarding concerns in accordance with the respective safeguarding policies in West Sussex.¹ This duty extends to the identification of abuse, poor practice by staff, volunteers and elected members of the Council, and allegations brought to the attention of the Council by staff, organisations or a member of the public/community.

3.0 Scope

3.1 A range of services provided by or on behalf of the Councils has the potential to positively impact upon the lives of children, adult and families through Early Help and promoting welfare.

3.2 In respect of this policy the term 'child' means a person under the age of 18 years. An 'adult' (formerly "Vulnerable Adult" or "Adult at Risk") means any person age 18 years or over.

3.3 To meet the Care Act's eligibility criteria a person's needs must meet all of the following:

1. they have care and support needs as a result of a physical or mental condition and;
2. because of those needs, they cannot achieve two or more of the outcomes specified below; and
3. as a result, there is a significant impact on their wellbeing

3.4 The specified outcomes are:

- managing and maintaining nutrition
- maintaining personal hygiene
- managing toilet needs
- being appropriately clothed
- being able to make use of the home safely
- maintaining a habitable home environment
- developing and maintaining family or other personal relationships
- accessing and engaging in work, training, education or volunteering
- making use of necessary facilities or services in the local community
- including public transport and recreational facilities or services
- making use of necessary facilities or services in the local community including public transport and recreational facilities or services
- carrying out any caring responsibilities the adult has for a child

Sussex Multi-Agency Policy and Procedures for Safeguarding Adults at Risk
<http://www.westsussexsab.org.uk/about-us/pan-sussex-safeguarding-procedures/>

Pan Sussex Child Protection and Safeguarding
<https://sussexchildprotection.procedures.org>

- 3.5 Carers are also included and are entitled to an assessment of their needs, where they meet the tests set out above.
- 3.6 The Councils aim to safeguard and promote the welfare of all individuals irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief marital/civil partnership status, pregnancy/maternity status and/ or sexual orientation. There are three parts to safeguarding:
- a duty to *protect* children from maltreatment - the Children Act (2014)
 - a duty to *prevent* impairment - the Children Act (1989)
 - a duty to safeguard adults - the Care Act (2014)
- 3.7 The Councils intend to safeguard children and adults from the following types of abuse: physical; sexual, psychological/emotional; financial; neglect; discriminatory; institutional; and self neglect (see Appendix 1).
- 3.8 Abuse and neglect are forms of maltreatment. Someone may abuse by inflicting harm and neglect by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. (See Appendix 1 for the main categories of abuse)
- 3.9 Promoting welfare refers to creating opportunities to enable children to have optimum life chances in adulthood namely:
1. Physical and mental health and emotional well-being
 2. Protection from harm and neglect
 3. Education training and recreation
 4. The contribution made by them to society
 5. Social and economic well being
- 3.10 The emphasis in the Councils' work with adults is to promote the empowerment and well-being of adults through the services it provides and to act in a way which supports the rights of individuals to lead a life based on self-determination and personal choice as well as recognise people who are unable to take their own decisions and/or protect themselves and their assets.

4.0 Key Guidance and Legislation

- 4.1 This policy has been produced to meet the Councils' legal obligations relation to following legislation and guidance for safeguarding of children and adult.
- Working Together to Safeguard Children (2015) Statutory Guidance
 - The Care Act (2014)
 - What To Do If You're Worried A Child Is Being Abused (2006)
 - The Children Act (2004)

4.2 The Care Act (2014) provides a statutory duty to safeguard adults, so that they and their carers can live safely, comfortably and free from abuse.

5.0 Leadership and Accountability

- 5.1 Leadership and accountability for safeguarding under this policy falls to the Chief Executive as detailed in the Children Act (2004) and the Care Act (2014). The Councils have delegated this responsibility to Director for Communities.
- 5.2 The Elected Members responsible for safeguarding children and adults are the Executive Members with responsibility for Health and Wellbeing.
- 5.3 The Councils' Head of Wellbeing has the lead role for overseeing the Councils' Safeguarding policy and procedures and engaging with the West Sussex LSCB and SAB. There are a number of Designated Safeguarding Officers (DSO) across several departments who have more specialist safeguarding knowledge and skills. Their role is to ensure a consistent approach across the Councils to safeguarding issues and to support and guide staff with concerns and ensure, where appropriate, issues are either signposted or referred to key services and support.
- 5.4 The Designated Safeguarding Officers are responsible for ensuring that all safeguarding and welfare concerns are reported to the relevant investigating agencies in accordance with this Policy and ensuring that information is recorded appropriately.
- 5.5 All staff, volunteers and Elected Members:
- have a duty to report allegations, disclosures and suspicions of abuse or neglect to the Councils' Designated Safeguarding Office
 - are responsible for ensuring that the activities in which they are involved during the course of their work are carried out in accordance with this Policy, as set out in staff and volunteer Role Profiles.
- 5.6 Directors, Heads of Service and Managers are responsible for ensuring that their staff, volunteers and commissioned / funded services understand, adhere to and implement this Policy.
- 5.7 All services, groups and projects commissioned or grant funded by the Councils must ensure that they comply with safeguarding duties and responsibilities as set out in the Adur and Worthing Safeguarding Procurement Policy (available on the Intranet).

6.0 The Adur and Worthing Councils' Commitment to Safeguarding

6.1 Adur and Worthing Councils will seek to meet their safeguarding responsibilities by:-

- undertaking their 'duty to co-operate' under the Children Act (2004);
- being a 'champion' and influencing other organisations to improve children and adults' lives;
- not employing people or recruiting volunteers who are a risk;
- identifying potential risks with staff and communities;
- directly positively influencing lives through the services it provides and commissions;
- learning from lessons of high profile cases and implementing changes;
- not placing staff, volunteers or elected members in situations where they may be accused of inappropriate behaviour.

6.2 Adur and Worthing Councils accept their moral and legal responsibility to:-

- implement safeguarding procedures;
- provide a duty of care;
- safeguard and protect individuals from abuse when they are engaged in services organised and provided by the Councils.

6.3 Adur and Worthing Councils will achieve this by:

- respecting and promoting the rights, wishes and feelings of children, adults and families;
- raising the awareness of the Duty of Care throughout the Council;
- promoting and implementing appropriate procedures, practices and cultures to protect individuals from harm;
- ensuring, where services are provided by third parties, that these organisations have appropriate policies and procedures in place to comply with their safeguarding duties
- creating a safe and healthy environment within all our services, avoiding and tackling situations where abuse or allegations of abuse may occur
- recruiting, training, developing, supporting managing and supervising staff and volunteers in ways that adopt best practice to safeguard individuals from abuse, and minimise risk;
- responding to any allegations of misconduct or abuse in line with this policy and disciplinary and appeals procedures
- ensuring that other agencies are notified and warned about potential abuse
- having clear communication channels in case of suspicions of abuse, or other risks;
- requiring staff, Elected Members and volunteers to adopt and abide by the Councils Children and adults safeguarding policy and associated procedure
- reviewing and evaluating the effectiveness of this policy and associated procedures on an annual basis, through the Section 11 Audit and equivalent audit for adults.

6.4 All staff, volunteers and Elected Members have a responsibility to:

- Prevent abuse or harm i.e. endeavour to ensure that all individuals using the Councils' services do so safely and appropriately, and are treated with respect and understanding.
- Protect children and adults from abuse or harm i.e. take all reasonable steps to safeguard and protect the rights, health and well-being of individuals who take part in activities organised by the Councils (this includes staff and volunteers) and within its facilities
- Promote the welfare of individuals:

For children, promoting welfare refers to creating opportunities to enable children to have optimum life chances in adulthood

For adults promoting welfare refers to the empowerment and well-being of adults through the services it provides and to act in a way which supports the rights of individuals to lead a life based on self-determination and personal choice as well as recognise people who are unable to take their own decisions and/or protect themselves and their assets.

7.0 Safer recruitment

7.1 All staff and volunteers will be appointed in accordance with the Councils' Recruitment and Selection Procedures. These are designed to provide a rigorous and thorough selection process and to carry out all necessary checks. Adur and Worthing Councils' Recruitment and Selection Policy has been revised to take account of this Safeguarding Policy. Any updates to the Recruitment and Selection Procedures that are related to safeguarding can be amended as required and signed off by the Head of Wellbeing.

7.2 All Managers should ensure that appropriate safeguarding clauses are included at the point of advertising posts and are in all job descriptions. Disclosure and Barring Service (DBS) checks must be considered by recruiting Managers in relation to officer roles. In accordance with national requirements we will report to the DBS individuals who come to our attention through the recruitment process who have caused harm to a child or vulnerable adult.

8.0 Training and Development

8.1 Training, development and continuous reviews are essential to ensuring that this Safeguarding Policy is implemented effectively. All employees are required to participate in and engage with the Councils' Safeguarding Development Programme,² which is overseen by the Councils' Safeguarding Group. All Managers are required to ensure their staff and any volunteers they use have complied with these requirements.

8.2 Managers must also ensure that any commissioned services and / or grant funded projects have participated in appropriate safeguarding training. Designated Safeguarding Officers will undertake more specialised development to facilitate their roles.³

8.3 Staff training and development needs and opportunities relating to safeguarding and protection issues will be identified and addressed through induction, (initial) probation reviews and individual annual appraisals, as well as in response to any changes in legislation. Training may also include internal courses/workshops, externally accredited courses/seminars or workshops organised by child protection/vulnerable adult safeguarding agencies.

9.0 Procurement and commissioning

9.1 Partners or contractors working for, with and on-behalf of the Councils will be required to meet the Councils' Safeguarding Procurement Policy requirements (currently being reviewed). This requires Officers to ensure that all contracts let by the Councils, which involve services for those who are likely to encounter children and adults include appropriate safeguards dependent on their level of risk. Evidence of this will be requested at the point of tender and then be

2. Available on the Intranet and is tailored to specific Officer and Member roles, providing a range of courses including briefings, e-learning packages, group sessions and more specialised workshops .

3. This development is specific to the Designated Officer role - see the Intranet for more detail

subsequently checked and monitored at periodic intervals through contract management.

10.0 Funding Arrangements

10.1 Groups and organisations, which receive funding from the Councils for services and projects that affect individuals, will be required to prove that they discharge their safeguarding responsibilities in line with this Policy and statutory safeguarding requirements and responsibilities highlighted above (Section 4.1).

10.2 This will include evidence of appropriate and proportionate safeguarding policies, recruitment and vetting procedures and training and development for staff, volunteers, trustees etc in accordance with legislation.

11.0 Information Sharing and Partnerships

11.1 The Council supports the principle of sharing safeguarding information with other agencies and will document information where appropriate to support this process, in accordance with Data Protection requirements. All Designated

Officers are required to use the Safeguarding Management Interface to record such issues. The Council is committed to close working with partners in all matters relating to safeguarding.

12.0 Safeguarding policy areas

12.1 This Policy also seeks to ensure that all staff, volunteers and Members are aware of, promote and tackle other key policy areas relating to safeguarding including:

1. **E-Safety**, including the importance of promoting e-safety issues whilst providing services that ensure a good understanding of how being safe online relates to safeguarding and helping children and adults to remain safe online;⁵
2. **Prevent** - the Terrorism and Security Act 2015 (Section 26) requires authorities to have due regard to the need to prevent people from being drawn into terrorism. All Officers and Elected Members will have regard to

Prevent and ensure that any instances are reported and referred appropriately;⁶

3. **Child Sexual Exploitation (CSE)** is a type of sexual abuse in which children are exploited for money, power or status. CSE might happen alongside other types of abuse and can be perpetrated by adults or peers

5. See the Intranet for more information.

6. See the Intranet for more detail regarding referrals.

of the child. Adur and Worthing Councils are working alongside West Sussex county Council and other agencies to protect children at risk of CSE;⁷

4. **Female Genital Mutilation (FGM)**⁷ is illegal and under this Policy any instances will be referred to Social Care and the Police immediately.⁹

13.0 Procedures - what to do with a concern

13.1 This Safeguarding Policy informs all staff, Elected Members and volunteers of what actions they should take if they have concerns or encounter a case of alleged, disclosed or suspected abuse. Details of what to do if there is concern are also held on the Adur & Worthing intranet and these are updated as required.

[Link to be added](#)

13.2 Staff, Elected Members and volunteers may come across cases of suspected abuse either through direct contact, for example, running a community activity or for peripatetic staff (e.g. Housing Officers, Environmental Health, Benefit Officers) through visiting homes as part of their day to day work.

- 13.3 The primary responsibility of staff, Elected Members and volunteers is to ensure that any relevant information is passed to one of the Councils' Designated Safeguarding Officers, who will then discuss any action or referral with the relevant authority or authorities including the Police or West Sussex County Council Multi-Agency Safeguarding Hub (MASH) and Adult Care Point without delay. In addition to this, if a staff member receives a Child Sexual Exploitation disclosure, Sussex Police (Operation Kite) will be notified (see the Intranet for more details).
- 13.4 The Designated Safeguarding Officers will record any concerns on the internal safeguarding database and complete any referrals to services as appropriate.
- 13.5 ***It is not the Councils' responsibility to decide whether or not a child or adult has been abused. It is, however, the Councils' responsibility to report all concerns.***
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7 Defined by the World Health Organisation as: "all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for nonmedical reasons". It can leave women and girls traumatised as well as in severe pain, cause difficulties in childbirth, and in some rare cases it can lead to death."

8See the Intranet for more detail on FGM.

14.0 Responding to Disclosures

- 14.1 Disclosure of details of abuse is likely to be to a trusted person, someone with whom a young person or adult feels safe. Listening and taking seriously what is being disclosed will greatly help the situation. The following points are a guide to help you respond appropriately.
- 14.2 If an individual discloses abuse to you, you must:
- Stay calm and be sensitive;
 - Inform the individual that you may need refer this to one of the Councils' Designated Safeguarding Officers, and depending on the severity of the information disclosed, it may need to be referred to the Police, (MASH) or Adult Care Point¹⁰;
 - Record all key observations and everything that is said;
 - Contact one of the District Councils' Designated Safeguarding Officers at the earliest possible opportunity.

15.0 Responding to Observations and Suspicions

- 15.1 If you suspect abuse, you must:
- Stay calm and be sensitive
 - Record all observations and everything that is said
 - Contact one of the Councils' Designated Safeguarding Officers at the earliest possible opportunity.

16.0 Out of Hours Arrangements

16.1 If you suspect abuse or abuse is disclosed to you outside normal office hours, you must:

For Adults:

Contact the West Sussex Adults' Services out-of-hours service directly on
01243 642121

For Children

MASH **01403 229900**.

033 022 26664 out of office hours (5.00pm to 8.00am weekdays) and for
emergencies at weekends and bank holidays (24 hours).

Record all observations and everything that is said. Report the disclosure/suspicious and subsequent action to one of the Councils' Designated Safeguarding Officers the next working day.

10.All of these are the "front doors" to Social Care, relating to Children and Young People or Adults. More information is available on the Intranet.

17.0 Allegations against Staff, Volunteers and Elected Members

- 17.1 It is important that any concern arising from abuse, harassment, inappropriate conduct or neglect by a member of staff, volunteer or Elected Member of the Councils is reported immediately.
- 17.2 Where an allegation of abuse has been made, then the priority must be to ensure the wellbeing of the Individual. However, if the allegation is of abuse by a member of Adur and Worthing Councils' staff, Councillor or third party working on behalf of Adur and Worthing Councils, it is the responsibility of Adur and Worthing Councils to investigate immediately, and cooperate with the relevant authorities.
- 17.3 During working hours if the member of staff making or receiving the allegation against another member of staff should initially report to the line manager of the person against whom the allegation is made. The line manager will report to the Director of Communities as a matter of urgency.
- 17.4 If an event or activity takes place outside of normal working hours then the officer who has received or is making the allegation must report his or her concerns as above the next working day.
- 17.5 The Councils will support all staff that in good faith report incidents where an individual may be harmed. However staff should be aware allegations made maliciously will be dealt with under the Councils' Disciplinary Procedures.
- 17.6 If a member of staff or volunteer is disturbed by the incident then counselling will be considered and they should contact their line manager or a member of the HR team.
- 17.7 Where a complaint is found against a member of staff or a volunteer, then this will be considered under the Councils' Disciplinary Procedure as Gross Misconduct, but any internal investigations will be conducted in consultation with Social Services or the Police.

18.0 Designated Safeguarding Officers (DSOs)

- 18.1 All disclosures or suspicions must be reported to a Designated Safeguarding Officer.
- 18.2 The Designated Safeguarding Officer (DSO) is responsible for ensuring that all safeguarding and welfare concerns are reported to the relevant investigating agencies in accordance with the Councils' Safeguarding Policy and ensuring that information is recorded appropriately.
- 18.3 The specific functions of the DSO include:

- Acting as a source of support, advice and expertise when deciding whether to make a referral through liaison with the relevant agencies
- Supporting staff, volunteers and Elected Members to write referrals and facilitate a letter being sent to the family informing them of the referral when appropriate
- Ensuring that detailed, accurate and secure written records of referrals/ concerns are recorded on the internal safeguarding database and provide advice to staff that have concerns on what to record
- Having a working knowledge of the joint Sussex Safeguarding Protocol
- Challenging a referral not taken up by Children and Adult Services when it is considered an appropriate case

18.4 In addition to the above, the Councils' Lead Safeguarding Officer has responsibility to lead the work of the Adur and Worthing Safeguarding Group and Programme, which has been developed in accordance with the requirements of the Children's Act and the Care Act. It is the responsibility of all Heads of Service and the Designated Safeguarding Officers to ensure this programme is communicated and understood by all staff, volunteers and commissioned programmes.

19.0 Responding to, Recording and Reporting, Allegations, Disclosures and Suspicions

- 19.1 All staff, volunteers and Elected Members must report safeguarding allegations, disclosures and suspicions to one of the Designated Safeguarding Officers or Lead Designated Officer immediately.
- 19.2 It is the responsibility of the Councils' Designated Safeguarding Officers to take a lead on and report allegations, disclosures and suspicions to Police, MASH or Adult Care Point. It is also their responsibility to ensure that any concerns are recorded on the internal safeguarding management interface

Suspicion / Observation	Disclosure	Allegation Against Member of Staff / Volunteer	Allegations Against an Elected Member
<i>Stay calm and be sensitive</i>	<i>Stay calm and be sensitive</i>	<i>Stay calm and be sensitive</i>	<i>Stay calm and be sensitive</i>
	<i>Inform the individual who discloses the abuse that you may need to refer this to one of the Council's Designated Safeguarding Officers, and depending on the severity of the information disclosed, it may need to be referred to the Police, Children's or Adult Services</i>		
<i>Observe. Intervene if emergency medical attention is required or there is immediate harm.</i>	<i>Listen. Intervene if emergency medical attention is required or there is immediate harm.</i>	<i>Listen. Observe. Intervene if emergency medical attention is required or there is immediate harm.</i>	<i>Listen. Observe. Intervene if emergency medical attention is required or there is immediate harm.</i>
<i>Inform the Designated Safeguarding Officer via 01903 221401 (If out of hours, contact the Children's Access Point or Adults Care Point directly and report to one of the Designated Safeguarding Officers the next working day).</i>	<i>Inform the Designated Safeguarding Officer via 01903 221401. (If out of hours, contact the West Sussex Children and Adult Service Out-of-Hours Service directly. Report to one of the Designated Safeguarding Officers the next working day).</i>	<i>Inform the Director for Communities.</i>	<i>Inform the Monitoring Officer.</i>

<i>Designated Safeguarding Officer to record on the database and refer on if appropriate.</i>	<i>Designated Safeguarding Officer to record on the database and refer if appropriate.</i>	<i>Director for Communities, alongside the Lead Designated Safeguarding Officer to take appropriate action.</i>	<i>Director for Communities to investigate, alongside the Lead Designated Safeguarding Officer and Standards Committee to take appropriate action.</i>
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20.0 Support for the Reporter of the Alleged Abuse

- 20.1 Strong feelings may be generated by an allegation, disclosure or suspicion of abuse to or neglect of children, and adults, especially if the allegation relates to a member of staff, volunteer or Elected Member. This can raise concerns among other staff, volunteers or Elected Members and create difficulties in reporting such matters.
- 20.2 The Councils will fully support and protect all staff, volunteers or Elected Members who, in good faith and without malicious intent, report his or her concern about a colleague's practice or the possibility that a child or adult may be being abused.

Associated Guidance Notes/Policies

This 'Safeguarding Children and Adults' Policy' should also be read in conjunction with the following Council documents that provide guidance and descriptions and can be found on the intranet:

- [Recruitment and Selection Procedures](#)
- E-Safety Guidance
- PREVENT
- Child Sexual Exploitation (CSE) Action Plan

**Links to be added

Appendix 1 The main categories of abuse

Physical abuse

Examples include: Slapping, pushing, kicking, rough handling, twisting of limbs/ extremities, misuse of medication, or inappropriate sanctions or restraint.

Sexual abuse

Examples include: Rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting. Non-contact abuse such as voyeurism, involvement in pornography.

Psychological / Emotional abuse

Examples include: verbal assault or intimidation, emotional abuse, deprivation of contact verbal abuse, threats of harm or abandonment, humiliation or blaming, overriding of consent, choices or wishes, feeling worthless, frightened or unloved.

NB: Psychological/emotional abuse will usually occur in conjunction with other forms of abuse.

Financial abuse

Examples include: theft, fraud, exploitation, and pressure in connections with wills, property, possessions or benefits.

Neglect and acts of omission

Examples include: ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse

This abuse is usually motivated by discriminatory and oppressive attitudes towards race gender, culture background, religion physical and/ or sensory impairment, sexual orientation and age.

Institutional abuse, neglect and poor practice

This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct.

Self neglect

Has been recognised within the Care Act 2014 as part of the safeguarding framework.

Glossary of Terms:

Child Sexual Exploitation (CSE): is a type of sexual abuse in which children are sexually exploited for money, power or status.

E-Safety: is the knowledge of maximizing the user's personal safety and security risks to private information and property associated with using the internet, and the self-protection from computer crime in general.

Early Help: is about taking action as soon as possible to tackle problems for children and families before they become more difficult to reverse.

Female Genital Mutilation (FGM): refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

PREVENT Duty: The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.