

Agenda item: OC 93/21 a)

WOUGHTON COMMUNITY COUNCIL

Operations Committee

Monday 11th January 2021

PURPOSE OF REPORT:

To propose a safeguarding audit and action plan for this committee, due to current concerns, alongside a review of the Safeguarding Policy.

RECOMMENDATION:

- 1. That the committee notes this report**
- 2. That the committee recommends an 'audit' of current safeguarding levels, to include:**
 - Number of cases**
 - 'Category' of concern (e.g. physical abuse, neglect, mental health)**
 - Number of cases escalated and to where**
 - Time spent by officers on safeguarding issues**
 - Outcome of cases, if known**
 - Any other relevant information that the Safeguarding Lead considers pertinent**
- 3. That this audit forms the basis of an action plan, identifying anything needed to strengthen WCC safeguarding response**

MAIN ISSUES AND CONSIDERATIONS:

Over the past few months, the level of safeguarding concerns and the time spent on this has increased significantly. This is felt to be linked to the current pandemic, the closure of some services or restricted access to other elements (e.g. schools closed / no social worker home visits).

Increasingly, issues are coming from other officers, councillors or members of the public and being managed by the Safeguarding Lead. This is the correct way to manage safeguarding and should continue, but there may be a need for additional resources, either in the short term or over a longer period, to ensure that other aspects of the organisation are not neglected.

There has originally been discussions around reviewing the safeguarding policy, which will form part of this process, but due to the current situation, a wider review and assessment of the issue of safeguarding within the organisation is considered pertinent.

To this end, it is recommended that alongside a review of the policy (which has been undertaken with no significant change needed), an audit of current demands regarding safeguarding is undertaken over the coming month and, from that, recommendations and an action plan are created to return to this committee for agreement.

FINANCIAL IMPLICATIONS:

None at this time, but potentially some issues arising from the audit and action plan.

STAFFING IMPLICATIONS:

Officer time to undertake the audit and action planning, with further demands likely in terms of training and updating processes for the future.

OTHER IMPLICATIONS:

Safeguarding is an essential part of our organisation, especially due to the scope and nature of the services that we provide. It is essential that this sits at the heart of induction, ongoing training and that suitable and relevant resources are allocated to this area. Whilst currently it appears that there is a higher than usual demand for intervention, this is likely to continue for some time. Some recent events have also shown the need for a more integrated approach to safeguarding on a strategic and infrastructure level (e.g. integrated data management).

BACKGROUND PAPERS:

None at this time, but the Safeguarding Policy is available for review at <https://www.woughtoncommunitycouncil.gov.uk/wp-content/uploads/2020/11/Safeguarding-and-Child-Protection-Policy.pdf>

AUTHOR

Steve McNay – Council Manager



Woughton Community Council

Safeguarding & Child Protection Policy

Previously Policy known as: Young Persons Protection Policy. 2014. N Fulton
Reviewed: March 2015. C Hutley
Recreated as WCC Safeguarding & Child Protection Policy: 2016 N. Darling
Renewed: September 2018. N Darling
Reviewed: November 2020. N Darling

Introduction / Overarching aims

Woughton Community Council fully recognises the responsibility it has under section 11 of *The Children's Act 2004* ([Section 11](#) of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. Various other statutory duties apply to other specific organisations working with children and families) to have arrangements in place to safeguard and promote the welfare of children and, in doing so, have regard to any guidance issued by the Secretary of State. This includes arrangements to take all reasonable measures to ensure that risks of harm to children's welfare are minimised and take appropriate actions to address concerns about the welfare of a child. Alan Wood reviewed the role and function of LSCBs and found widely agreed needs for change to current local multi-agency safeguarding arrangements. *The Wood review (published May 2016)* informed the *Children and Social Work Act 2017*. Significant changes to multi-agency arrangements have been established through this Act, creating new duties for police, health and local authorities to safeguard and promote the welfare of children in their area, as detailed in the *Working Together to Safeguard Children (published March 2015. Updated Feb 2019)*.

Through their day-to-day contact with children, young people, vulnerable adults and direct work with families, staff at the council have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children's Social Care via the Milton Keynes Council Referral Hub (ideally designated officers to refer). Furthermore, have a duty to promote welfare. This policy sets out how the council discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children, young people and vulnerable adults accessing our services.

Our policy applies to all officers, administration, and support staff, paid and unpaid as all can be the first point of disclosure for a resident. Concerned parents/carers may also contact the council. It is consistent with the Milton Keynes Safeguarding Board (MKSB) procedures.

Policy

There are four main elements to our policy:

1. **PREVENTION** through the provision of direct services and pastoral support offered to resident children & young people and the creation and maintenance of a whole organisation protective ethos.
2. **PROCEDURES** for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are attached (see Appendix A)
3. **SUPPORTING VULNERABLE CHILDREN** those who may have been abused or witnessed violence towards others.
4. **PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN (Young People & Vulnerable Adults)**

1. PREVENTION

We recognise that healthy self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect individuals.

The council will therefore:

- 1.1. establish and maintain an environment where children, young people and vulnerable adults feel safe in both the real and the virtual world and are encouraged to talk and are listened to actively
- 1.2. ensure children/ young people know that there are adults in the council, specifically the youth service, whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
- 1.3. include in the provision activities and opportunities which equip children, young & vulnerable people with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn to for help
- 1.4. Include within the provision material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

We deliver or offer PSHE based informal education which includes aspects of sexual health; Delivering part of the curriculum in the secondary schools in our parish when asked. This reinforces essential skills for every child. Self-esteem and confidence building, thinking independently and making assessments of risk based on their own judgments are encouraged throughout the provision.

2. PROCEDURES

2.1 We will follow the procedures set out in the Milton Keynes Safeguarding Board Inter-Agency Procedures. A copy of these procedures can be found on the MK Safeguarding Board website <https://www.mktogether.co.uk/>

2.2 The (DSL/DCPO) Designated Safeguarding Lead and Designated Child Protection Officer is the named **Safeguarding Lead Officer**.

2.3 The nominated Designated Safeguarding Lead & Child Protection Officer (DSL & DCPO) is **Tash Darling**.

2.4 The Deputy (DSL) Designated Safeguarding Lead officer is **Gemma Simmons**.

The council will:

- 2.4.1 ensure there is a designated senior person who has lead responsibility for Safeguarding & child protection in the council who has undertaken the necessary training by the MKSB
- 2.4.2 ensure that this training is updated every three years in accordance with government guidance
- 2.4.3 recognise the importance of the role of the designated person/s and ensure they have the time, training and support necessary to undertake their duties which include, providing advice and support to staff, taking part in inter-agency meetings and contributing to the assessment of children in need

2.4.4 ensure every member of staff, paid and unpaid, and the governing body knows who the designated members of staff are and the procedures for passing on concerns from the point of induction

2.4.5 ensure every member of staff, paid and unpaid, and the governing body knows what the contingency arrangements are for when the designated members of staff are not available.

2.4.6 ensure that the designated members of staff take advice from a child protection specialist when managing complex cases. The Designated Persons have access to both the MKSB and Children's Social Care Referral Hub. The Emergency Duty Team (out of hours) is also available (see Appendix B)

2.4.7 have a nominated deputy for safeguarding and child protection who has undertaken appropriate training

2.4.8 ensure every member of staff and every councillor knows:

- The name of the designated person/s and their role
- How to identify the signs of abuse and neglect
- How to pass on and record concerns about an individual/s
- That they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the designated Person/s
- That they have a responsibility to provide an environment in which children, young & vulnerable people are safe.
- That they can find the Core Inter–Agency Procedures on the MKSB website

2.4.9 provide Safeguarding/ Child Protection training for **all** staff from the point of their induction which is updated regularly, every three years at a minimum, so that they are confident about:

- The council's legislative responsibility
- Their personal responsibility
- The council's policies and procedures
- The need to be alert to the signs and indicators of possible abuse, including possible child sexual exploitation and female genital mutilation
- The need to record concerns
- How to support and respond to a child, young or vulnerable person who tells of abuse

2.4.10 ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children, young & vulnerable people and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies

2.4.11 ensure that parents have access to information which details the responsibility placed on the council and staff in relation to child protection by setting out these duties on the website & public documents.

2.5 LIASON WITH OTHER AGENCIES

The council will:

2.5.1 work to develop effective links with relevant services to promote the safety and welfare of all children, young and vulnerable people throughout the parish

2.5.2 co-operate as required, in line with '*Working Together to Safeguard Children (Feb 2019)*', with key agencies in their enquiries regarding Safeguarding/ Child protection matters and providing written reports at child protection conferences, core groups and serious case review panels

2.5.3 notify the relevant Children's Social Care Unit immediately if:

- It should have to exclude a child/ young person from a service who is subject to a Child Protection Plan (whether fixed term or permanently);
- There is an unexplained absence of a child/ young person who is subject to a Child Protection Plan
- There is any change in circumstances to a child/ young person who is subject to a Child Protection Plan.

2.6 RECORD KEEPING

The council will:

2.6.1 keep clear, detailed, accurate records of concerns about children, young and vulnerable people (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Care immediately.

2.6.2 make every reasonable effort to ensure all records are kept securely and in a locked location or password protected in accordance with GDPR. (see WCC Privacy Policy)

2.6.3 ensure all relevant and appropriate to share safeguarding/ child protection records are shared with service providers/ partners as appropriate and agreed by Children's Social Care Child Protection Record Keeping Guidance. (GDPR. See WCC Privacy Policy)

2.7 CONFIDENTIALITY AND INFORMATION SHARING

2.7.1 Child protection information will be stored and handled in line with the Data Protection Act 2018 (chapter 12) principles. The Data Protection Act does not prevent council staff from sharing information with relevant agencies, where that information may help to protect a child.

2.7.2 Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children/ young people and parents do not have an automatic right to see them. If any member of staff receives a request from a child/ young person or parents to see data stored, they will refer the request to the Designated Person or senior management. The council will:

2.7.3 ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the Designated Officer, Children's or Adult Social Care as required. As a general rule of if a child/ young person is deemed at risk (level 4) no data will be shown to unauthorised bodies or individuals.

***Information sharing: Guidance for practitioners and managers**

(Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers March 2015. Update July 2018) is available at <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

2.7.4 ensure that the Council Management or Designated Person will only disclose any information about a child/ young person to other members of staff on a 'need to know' basis, including Domestic Violence notifications

2.7.5 make all staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children/ young & vulnerable people

2.7.6 ensure staff are clear with all concerned that they cannot promise to keep secrets.

2.8 COMMUNICATION WITH PARENTS/ CARERS

The council will:

2.8.1 ensure that parents/carers are informed of the responsibility placed on the council and staff in relation to child protection by setting out its duties in this policy, E.Safety and Privacy Policies and website

2.8.2 undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. If the council believes that notifying parents could increase the risk to the child/ young person or exacerbate the situation, advice will be sought from Children's Social Care. (Further guidance on this can be found in the Core Inter-agency Procedures of the Local Safeguarding Board)

3. SUPPORTING VULNERABLE CHILDREN/ YOUNG PEOPLE

3.1 We recognise that abuse or witnessing violence may have an adverse impact on those vulnerable children/ young people which may last into adulthood without appropriate intervention and support.

3.2 This council's staff may be the only stable, secure and predictable element in the lives of children/ young people at risk. Nevertheless, when at youth clubs/ provisions their behaviour may be challenging and defiant or they may become withdrawn. Staff will be trained to be sensitive and respond accordingly

3.3 We recognise that some vulnerable children/ young people may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

3.4 The Council will support the child/ young person through:

3.4.1 Youth provision opportunities to encourage self-esteem and self-motivation

3.4.2 An ethos that actively promotes a positive, supportive and safe environment and values the whole community

3.4.3 The youth department's behaviour/ conduct will support vulnerable children/ young people. All staff will agree on a consistent approach, which focuses on the behaviour of the child/ young person but does not damage the child/ young person's sense of self-worth. Staff will ensure that the child/ young person knows that some behaviour is unacceptable, but she/he is valued and not to be blamed for any abuse which has occurred

3.4.4 Liaison with other agencies which support the child/ young person such as Children's Social

Care, Child and Adolescent Mental Health Services, Compass or Children and Family Practices

3.4.5 A commitment to develop productive and supportive relationships with parents/carers

3.4.6 Recognition that children living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers

3.4.7 Monitoring and supporting child/ young person's welfare, keeping records and notifying Children's Social Care in accordance with the Milton Keynes Safeguarding Board "Core Inter - Agency Procedures"

3.4.8 When a child/ young person who is subject to a child protection plan leaves permanently, information will only be transferred to the new service providers on request and if deemed necessary to protect the child/ young person. The lead Social Worker from Children's Social Care will also be informed

3.5 SUBSTANCE MISUSE AND CHILD PROTECTION

3.5.1 The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the DSL/ SCPO will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the child/ young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- To believe the child/ young person's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- To where the misuse is suspected of being linked to parent/carer substance misuse.

3.6 CHILDREN OF SUBSTANCE MISUSING PARENTS/ CARERS

3.6.1 Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

3.6.2 When staff receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.

3.6.3 This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child

3.7 DOMESTIC ABUSE

3.7.1 Where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

3.7.2 Social services, Head teachers and some other professionals may be notified of Domestic Abuse incidents where the police have been called and that involve children and young people under their duty of care and will take appropriate action to ensure children and young people are kept safe.

3.8 FEMALE GENITAL MUTILATION (FGM)

3.8.1 Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is a surprisingly common form of abuse in the UK.

3.8.2 FGM is carried out on children between the ages of 0–15, depending on the community in which they live. It is extremely harmful and has short and long-term effects on physical and psychological health.

3.8.3 FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

3.8.4 The council takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

3.8.5 The Designated Person will make appropriate and timely referrals to Children's Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Children's Social Care even if it is against the child/ young person's wishes. It is now possible to restrict the removal of a dependant from the UK if FGM is suspected to be planned.

3.9 FORCED MARRIAGE

3.9.1 Forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used.

3.9.2 In cases of forced marriage discussion with the family or any involvement of the family or local community members will often place the child or young person at greater risk of harm. Families should not be approached if forced marriage is suspected.

3.9.3 Children and young people facing forced marriage often come from very loving families where the parental capacity to provide safety, emotional warmth and stability is excellent. The children are often high achievers at school, their health is good, they are well integrated into the local community and have good relations with the wider family.

3.9.4 It is important professionals are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. At the same time, they must be clear that child abuse cannot be condoned for religious or cultural reasons, therefore forced marriage must be responded to as a protection and safeguarding issue.

3.9.5 There is no specific offence of 'forcing someone to marry', criminal offences may nevertheless be committed. Perpetrators, usually parents or family members, could be prosecuted for offences including threatening behaviour, assault, kidnap, abduction, threats to kill, imprisonment and murder. Sexual intercourse without consent is rape, regardless of whether this occurs within a marriage or not.

3.9.6 Forced marriage is automatically handled as a child protection issue and staff should share Information quickly when a child is at risk.

3.10 CHILD SEXUAL EXPLOITATION (CSE)

3.10.1 Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply attention/ affection) as a result of engaging in sexual activities.

3.10.2 Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organized crime involving gangs and groups.

3.10.3 Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyber bullying and grooming.

3.10.4 It is important to recognize that some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.

3.10.5 Young people who go missing can be at increased risk of sexual exploitation and so procedures are in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions.

3.10.6 Staff should notify the Designated Lead and should complete the MKSB Child Sexual Exploitation Risk Assessment Tool and refer to the Multi-Agency Referral Unit if there is a concern that a young person may be at risk.

4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

4.1 The council will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to the government guidance '2010 to 2015 government policy: helping employers make safer recruiting decisions' See <https://www.gov.uk/government/publications/2010-to-2015-government-policy-helping-employers-make-safer-recruiting-decisions>

4.2 The following members of staff have undertaken Safer Recruitment training; Designated Safeguarding Lead, Tash Darling

4.3 Any allegation of abuse made against a member of staff will be reported straight away to the Designated Lead and Council Manager. In cases where the Designated Lead officer or Council Manager is the subject of an allegation, it will be reported to the Chair of Council (See Allegations flow chart Appendix C.) The council will follow the procedures set out in Part four of Keeping Children Safe.

4.4 The council will consult with the Local Authority Designated Officer (LADO) in the event of an allegation being made against a member of staff or councillor and adhere to the relevant procedures set out in Keeping Children Safe.

4.5 All allegations are reported to the LADO within one working day. Following consultation with the LADO, he will advise on all further action to be taken. Please note that the Designated Lead officer, Council Manager or Chair of Council should **not** seek to interview the child/ren, young people, vulnerable adult or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

4.6 The council will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the council and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

4.7 Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children/ young people are protected.

4.8 Consideration must be given to the needs of the child/ young person and recognition that a child/ young person may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

4.9 The council will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with children/ young people, young vulnerable adults and parents/carers. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.

4.10 Although we are not a school setting, all staff can access *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (May 2019)* as a good guide to best practice.

4.11 The council will ensure that staff and volunteers are aware that sexual relationships with young people aged under 18 are unlawful and could result in legal proceedings taken against them under the *Sexual Offences Act 2003 (Abuse of Trust)*.

4.12 The council will ensure that communication between children/ young people and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

5. CHILDREN WITH SPECIAL EDUCATION NEEDS

There will undoubtedly be children/ young people who have Statements of Special Educational Needs or Education Health Care Plans. For a number there will be multi-agency planning and involvement to support integrated care.

We recognise that, statistically, children with emotional, social, behavioural and mental health difficulties and challenges, characteristic of a significant percentage of the parish's population, are particularly vulnerable to abuse. Council staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

The Designated Lead Officer and signposted agencies will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support

The designated Lead Officer/ Youth Staff will endeavour to include PSHE curriculum, staff will as (continuous) good practice, teach children personal safety skills commensurate with their ability and needs. Children/ young people will be taught personal safety skills such as telling and who to tell, good and bad touches and good and bad secrets. The content of lessons can be shared with parents/carers so that these skills can be supported at home.

We promote high standards of practice, including ensuring that children/ young people know how to raise concerns, and have access to a range of adults with whom they can communicate.

Appendix A

Four categories of abuse

Physical Abuse

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

Neglect

This is a 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.

It may occur during pregnancy as a result of maternal substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers 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
- Ensure access to appropriate medical care or treatment

Emotional Abuse

This is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another person's needs

It may include:

- Not giving the child opportunities to express their views
- Deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- Interactions that are beyond the child's developmental capability
- Overprotection and limitation of exploration and learning
- Preventing participation in normal social interaction

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger
- The exploitation or corruption of children
- Some level of emotional abuse is involved in all types of maltreatment although it may occur alone.

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.

This may involve:

- Physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing

- Non-contact activities involving: children in looking at, or in the production of, sexual images, children in watching sexual activities
- Encouraging children to behave in sexually inappropriate ways
- 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.

Appendix B

Useful Contacts

Designated Safeguarding Lead & Child Protection Officer:

Tash Darling. Youth Manager & Safeguarding Lead
tash.darling@woughtoncommunitycouncil.gov.uk
 01908 392945 / 07983 590546

Deputy Safeguarding lead/ Child Protection Officer:

Gemma Simmons. Youth development Officer
gemma.simmons@woughtoncommunitycouncil.gov.uk
 01908 392945

Chair of Council

Sue Smith
Sue.smith@woughtoncommunitycouncil.gov.uk

Milton Keynes Local Safeguarding Board

Telephone: 01908 254373
<https://www.mktogether.co.uk/>
 Email mktogether@milton-keynes.gov.uk

Milton Keynes Council Multi Agency Referral Hub

Worried about a child, Telephone: 01908 253169/ 253170
 Worried about a vulnerable adult, Telephone: 01908 253772
 MKC main switchboard:01908 691691

Multi-agency referral forms (MARF)

children@milton-keynes.gov.uk
 referral to the Multi Agency Safeguarding Hub (MASH) by completing the [Multi-Agency Referral Form \(MARF\)](#).

Emergency Duty Social Work Team

(Out of hours) Telephone: 01908 265545

Local Authority Designated Officer (LADO)

Jo Clifford
lado@milton-keynes.gov.uk
 01908 254306

NB. If you wish to discuss any concerns and are unsure if the criteria has been met please complete and return a [LADO Notification form \(DOC, 116KB\)](#) to lado@Milton-keynes.gov.uk prior to contacting the service on 01908 254300.

Police Child Abuse Investigation Unit (CAUI)

Telephone: 101 or 01908 276140

Agenda item: OC 93/21 b)



Woughton Community Council

E. Safety Policy

Initially Created: July 2018. N Darling

Reviewed: January 2021. N Darling

Introduction / Overarching aims

“Our children and young people are growing up and we are all living in a digital world. Alongside adults they are embracing technology, which continues to form an essential component of their lives. Woughton Community Council recognises as professionals, it is our responsibility to understand the lives of our children, young people & adult residents, both offline and online. We must appreciate their love and wide use of social media and acknowledge the ‘amplification’ of risk”

These guidelines are aimed primarily at the Council Manager, senior managers and officers in the day-to-day provision of services for Woughton Community Council residents. The intention is to inform and enable them to develop a broad understanding of the key issues and needs for e-safety so they are able to:

1. Shape the strategic and operational approaches;
2. Ask the right questions of staff with specific responsibilities;
3. Ensure appropriate monitoring, review and development.

We take every opportunity, in our schools, homes and community, to ensure that vulnerable people do not come into contact with the wrong people or inappropriate behaviour. This approach in the *real* world is just as significant in the *virtual* world. A virtual world is, in the main, a digital experience populated by real people. Whenever we are responsible for children, young people, or those in society who are vulnerable, then we have a duty to care for them, who they meet and what they experience.

E-safety is an issue that affects and involves every child, every young person, every adult, parent/carer and every professional. It is a very broad area that demands attention and review. Rather than develop a range of new materials the Council has chosen to incorporate messages from the key agencies and organisations that have a role in e-safety into this guidance.

The Milton Keynes Safeguarding Board is a multi-agency partnership that has statutory responsibility to co-ordinate local safeguarding activity and to ensure its effectiveness. Our e-safety policy, developed in association with the Milton Keynes Local Safeguarding Board guidance, provides an overview of the key issues and requirements for action within our organisation/ services. Some practical guidance is included together with a range of references to useful resource material. The underlying principle of this guidance is to enable us to understand and reduce the risk of e-safety incidents.

All schools in the parish will already have a number of processes in place that are designed to provide a safe and secure environment for use of electronic communications. Ultimately the responsibility falls to the parents/ carer of the child/ young person. However, as public servants

we are equally responsible whilst children, young people and vulnerable adults that are under our care and accessing our provisions.

As technology and its application continue to develop, the directly involved council staff will regularly ensure they are up to date with the local culture and adapt their practice accordingly.

Context

E-safety encompasses the use of the internet and a range of other new technologies. There are many methods and devices for accessing the internet and online services, and their availability to children, young people and vulnerable adults is increasing. Modes of access include desktop and laptop computers, mobile phones, other handheld devices such as personal digital assistants (PDAs) and interactive games consoles, both fixed and handheld. As a consequence usage and access is less dependent upon location and can take place 'anytime, anywhere'. We use 'e-safety', and related terms such as 'online', 'communication technologies' and 'digital technologies' to refer to all fixed and mobile technologies that users may encounter, now and in the future, which might pose e-safety risks. The primary focus of e-safety is child protection; the issues should never be passed solely to technical staff to address. E-safety is essentially about creating a safe environment when using technologies. It is regularly associated with the use of the internet, but not exclusively, and it does involve adults as well as children.

It is impossible to control access across all these devices in all situations where they might be used by children, young people or vulnerable adults. However, if all users can learn to become safe and discriminating users of technology, wherever and whenever they use it, they will be better placed to protect themselves against the risks and challenges they may encounter.

The primary body with responsibility and opportunity to prepare children and young people to protect themselves are schools. As such schools must have E-Safety protocols in place as set out by their governors and to meet criteria set out by Ofsted. Ofsted's self-evaluation form (SEF) includes a question related specifically to e-safety: A2.5 The extent to which pupils feel safe. Which the Ofsted Evaluation for Schools (Sept 09) states as specifically including the extent to which pupils are able to understand, assess and respond to risks, for example those associated with **new technology**, water, fire, roads and railways.

Ofsted's most recent '[Inspecting e-safety](#)' guide (published April 2014) outlines what outstanding practice looks like in relation to e-safety policies and provision. Schools seen as outstanding are those with a managed system, a thorough e-safety curriculum and offering support to families to ensure the e-safety of pupils. This is a good standard to be modelled in all settings with digital access.

Ultimately those with the parental responsibility are responsible for keeping children, young people and vulnerable adults safe on-line. However, as a responsible council, working to best practice guidelines, Woughton Community Council and all its officers are expected to ensure all precautions and filters are in place and that safe usage is modelled at all times for all users of WCC electronic devices.

POLICY

Legal Issues

A comprehensive list of relevant legislation can be found but key relevant legislation includes:

- The Education Act 2006 gave Governors a duty of well-being for pupils. This includes physical and mental health and emotional well-being and protection from harm and neglect.
- The Computer Misuse Act 1990 makes it a criminal offence to cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer.

- The Sexual Offences Act 2003 makes it an offence to ‘groom’ children, including through the use of digital communications.
- The Protection of Children Act 1978 and the Criminal Justice Act 1988 make it an offence to take, distribute and possess indecent images of children.
- The Malicious Communications Act 1988 and Protection from Harassment Act 1997 includes harassment, bullying and cyberstalking. Cyber bullying is simply one method amongst the many used for bullying.

Council needs to protect residents and staff but also to protect themselves from legal challenge. Council can help protect themselves by making it clear to all residents, staff and visitors that the use of WCC equipment for inappropriate reasons is “unauthorised”. However, council should be aware that a disclaimer is not sufficient to protect from a claim of personal injury for which the council could be liable; the council needs to ensure that all reasonable actions have been taken to protect users. Individuals’ rights to freedom of speech and freedom of choice must be observed, but these need to be balanced against the need to protect younger or more vulnerable users. As such the council should strive to prevent access to sites and advertisers that may be harmful to any service user.

It is vitally important that guardians/ carers understand the safeguards that are in place before children, young people and vulnerable adults use digital communications at council provisions. This is important for two reasons.

- Firstly parents/ carers understand that their children are using a medium which may cause them to come into contact with material that may be offensive etc.
- Secondly, user’s usage of the Internet and email will be monitored. Unauthorised monitoring of such usage may bring the council and LA into conflict with the Human Rights Act so far as privacy is concerned.

While there is no statutory requirement for parents/ carers to sign acceptable use policies, services may wish to consider this option. A signed ‘Acceptable Use’ form, administered as part of the enrolment process or as part of WAS client agreement/ Youth activity consent form, acknowledges the fact that a user/ parent has received the information, and that they and their children are aware of the rules. In addition, it may be appropriate for older students to agree to the rules themselves. However, the language of the rules must be appropriate to the age and understanding of the children, young person or adult.

Parents/ carers/ adult service users need to sign to show their acceptance that

- They/ their child will be using digital technologies with all reasonable safeguards in place
- They understand that no technical safeguard can be 100% effective in preventing e-safety incidents

NOTE- All users attending council services utilising their own devices are not subject to these agreements, as the filters and usage is a personal matter within the family and not the concern of the council. However, all electronic devices and behaviours must still conform to the code of conduct of the specific service provision.

Explicit consent should be obtained before any images of service users are published by the council in any way. There should be a positive expression of informed consent.

Rationale for an inclusive approach

In 2007 the Prime Minister asked Dr Tanya Byron¹ to carry out an assessment of the internet and video games, and how they might affect children and young people. One of the strategic objectives of the Byron review was to:

¹ Dr Tanya Byron is a Clinical Psychologist who, amongst a range of activities, has presented programmes on BBC about child behaviour.

- equip children to deal with exposure to harmful and inappropriate content
- equip parents to help their children deal with these things and guide them effectively through incidences of harmful and inappropriate conduct

Children, young & vulnerable people may be working online in school, at home or perhaps a foster home, a library, an internet cafe, a youth centre, or maybe even a bus stop. In any of these environments they may be working via the internet, or collaboratively within a closed network, or just with others in a room. There should be effective security measures within the network. However, children and young people may have personal devices not covered by network protection. Protecting young people (and all adult users) requires the emphasis to be on getting everyone to understand the risks and act accordingly.

E-safety is not an ICT issue it is a safety issue for service users and staff. Thus it should be led by those responsible for general safeguarding who draw upon support from colleagues and advisers with technological expertise to understand issues and problems and get support in dealing with incidents and creating solutions. Safeguarding children, young people and vulnerable adults in both the real and virtual world is however everyone's responsibility. Within councils the approach needs to be sustained and integrated into the attitudes & practice of all councillors and officers, in line with the council code of conduct, the safeguarding policy, council's core values and related policies.

The requirement to ensure that service users are able to use the internet and related communications technologies appropriately and safely must be addressed as part of the wider duty of care which is part of the responsibility of all who work with the public. A comprehensive and robust framework for e-safety can help to ensure safe and appropriate use. The development and implementation of appropriate strategies and procedures should involve all the stakeholders from the council manager & councillors to the senior management team, officers, support staff, parents and the children, young people and adult users.

E-Safety Risks

The Byron review classified e-safety risks as involving **content**, **contact** and **conduct**. A child, young person or user may be a recipient, participant or actor in online activities posing risk, as illustrated in the table below.

	Commercial	Aggressive	Sexual	Values
Content [user as recipient]	Adverts Spam Sponsorship Personal info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading information or advice
Contact [user as participant]	Tracking (monitoring, by remotely placing software on a PC, activity such as web site visits Harvesting (collecting from a number of web sites) personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct [user as actor]	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading information/advice

[Table developed by the EUKids Online project and referenced in paragraph 1.3 of the Byron Review]

The table illustrates that e-safety risks are posed more by behaviours and values online than the technology itself. Rather than restricting access to technology, we need to empower learners to

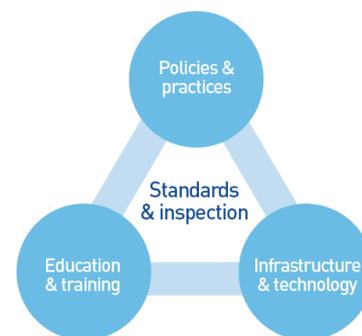
develop safe and responsible online behaviours to protect themselves whenever and wherever they go online. Users, children & young people especially, will experiment online and while their confidence and enthusiasm for using new technologies may be high, their understanding of the opportunities and risks may be low, alongside their ability to respond to any risks they encounter. Schools are required and councils should focus on a model of empowerment, equipping users with the skills and knowledge they need to use technology safely and responsibly and to manage the risks.

Dr Byron makes a series of recommendations regarding school/ service approaches to e-safety, namely that:

... action is taken at a whole-school/ service level to ensure that e-safety is mainstreamed throughout the school/ service's practices. In particular I recommend that:

- *Government should encourage schools/ services to use Becta's self-review framework to drive continual improvement in schools/services' use of ICT including with regard to e-safety.*
- *100 per cent of schools should have AUGs that are regularly reviewed, monitored and agreed with parents and students. Guidance on this should be incorporated in Becta's revised self-review framework.*

Becta advocates a model known as PIES which is a model for limiting e-safety risks based on a combined approach to **P**olicies, **I**nfrastructure and **E**ducation, underpinned by **S**tandards and **I**nspection
 The LA e-safety guidance on the Frontier Learning Platform follows this model (Milton Keynes Council)
 As a service provider with responsibility over our device use, the Council can refer to this model as a guide to policy & practice.



Outline Requirements for a safe and secure ICT usage environment

In creating a safe ICT learning environment services should include:

- An infrastructure of whole service awareness, designated responsibilities, policies and procedures.
- An effective range of technological tools.
- A review process which continually monitors the effectiveness of the infrastructure, the tools and services.

The way that these are delivered will vary for every service department provider. However, all should include all four elements and the key requirements are outlined in the following sections.

(a) Whole –service infrastructure

- Ensure all users and staff are aware of the issues, how the issues impact upon the community and the users know what is safe, responsible and expected behaviour when online.
It is important to enable the vulnerable to develop their own protection strategies for when adult supervision and technological protection are not available.
- Establish a clear understanding of responsibilities for e-safety – for officers, users and the governing body (Council). In particular designate the senior management team member responsible for safeguarding with responsibility for e-safety – the overall E-safety Co-ordinator. The responsibility* of E.Safety needs to be shared as the safeguarding lead is not on site or practicing in all settings. As such there should be a E.Safety Co-ordinator based at the HUB, Garraways as well as the Safeguarding lead who will authorise

disseminated responsibility* to a lead in every youth provision and community setting as applicable.

**Responsibilities are outlined later.*

- Develop an Acceptable Use Guide (AUG) detailing the ways children, young people, adults, staff and parents can and cannot use ICT facilities, sanctions, procedures and support strategies for dealing with misuse. E-safety messages must also be embedded within wider policies as appropriate, such as child protection, behaviour and anti-bullying policies to which the AUG should be linked. In producing an AUG the council will need to balance the desirability of fully exploiting the vast educational and development potential of new technologies with providing safeguards against risks and unacceptable material and activities. An AUG can help to promote the positive behaviours needed. Although primarily a tool for, the key principles of the AUG can also be shared with parents and carers and provide a shared expectation of the behaviours children must adopt whenever, and wherever, they are using technology.
- Develop data and information security measures. While safety and security are very closely related and overlap in many regards, they are nevertheless two different concepts, which require different policies and approaches. Just as with e-safety ensuring security involves both technological and behavioural approaches. Technological measures are needed to protect the network and facilities from attack/compromise and inappropriate use. In terms of user behaviours, policies should set out, for example, requirements for strong passwords and regular password changes. Such policies should also encourage and set expectations for user behaviour in relation to network and data security – for example, not sharing usernames and passwords.

(b) Effective range of technological tools

There are a number of technological tools that Council can employ to safeguard users and the systems, such as:

- Firewall.
- Virus protection.
- Monitoring systems – for example, on what has been downloaded, by whom and where it has been stored.
- Filtering and content control – to minimise access to inappropriate content.
- Secure remote access – enabling only authorised users to access the council network from remote locations such as home.

Technological measures are needed to protect the network and facilities from attack/compromise and inappropriate use. Additionally, security requirements must be addressed to make clear responsibilities and procedures for accessing and sharing potentially sensitive personal data.

(c) E-safety education programme

Children, young people, adult users and staff need to be informed about issues and potential risks of using the Internet and related technologies so they are able to recognise when they might be in danger and take appropriate measures to protect themselves. Additionally, everybody needs information on where to get help and how to report any e-safety incidents or concerns. Awareness and vigilance training should be an integral element of staff development.

(d) Review

E-safety should be embedded within a continuous cycle of development, maintenance, review, updating and reporting of policies and operational procedures. There must be processes for reporting, recording, managing and reviewing incidents.

Responsibilities

Safeguarding children, young people and vulnerable adults, indeed any service user in both the real and virtual world is everyone's responsibility. E-safety is a whole-service responsibility. E-safety should be led by a senior manager responsible for general safeguarding who draws upon support from colleagues and advisers with technological expertise to understand issues and problems and get support in dealing with incidents and creating solutions. Council should identify a senior manager as E-safety Co-ordinator with a specific responsibility for oversight of all aspects of e-safety across the council – ideally as part of a wider safeguarding role. A second and sub co-ordinators are required as more than one setting is in operation.

The following are the key responsibilities which collectively illustrate the range of responsibilities across all stakeholders and reinforce the whole-service nature of e-safety.

Council

- Developing and maintaining an awareness of the benefits, risks and issues of use of electronic communications.
- Regularly reviewing e-safety incidents.
- Ensuring e-safety policies, procedures, responsibilities, technological tools and education programme are regularly reviewed as part of child protection and health and safety.
- Developing and maintaining an understanding of e-safety policies, systems and procedures.
- Contributing to the development of e-safety policies.
- Ensuring access to relevant training for all staff.
- Making appropriate funding available for training and resourcing e-safety.
- Supporting the e-safety co-ordinator in the development of an e-safe culture.
- Promoting e-safety to parents, carers and residents on the whole.

Sub Co-ordinators in each setting

- Developing, owning and promoting the e-safety vision to all service providers and users.
- Supporting the e-safety co-ordinator in the development of an e-safe culture.
- Making appropriate resources available to support the development of an e-safe culture.
- Receiving and regularly reviewing e-safety incident logs.
- Regularly reviewing e-safety policies, procedures, technological tools and education programmes as part of child protection and health and safety
- Supporting the e-safety co-ordinator in the appropriate escalation of e-safety incidents.
- Taking ultimate responsibility for e-safety incidents.

E-safety Co-ordinator

- Developing an e-safe culture under the direction of the Council and acting as a named point of contact on all e-safety issues.
- Leading an e-safety team with input from all user groups.
- Promoting the e-safety vision to all staff and users and supporting them in their understanding of the issues.
- Ensuring that e-safety is embedded within continuing professional development (CPD) for staff and co-ordinating training as appropriate.
- Ensuring that e-safety is promoted to parents and carers, and other users of network resources. Providing an e-safety incident log for each setting.
- Monitoring and reporting on e-safety issues to the Council team, and other agencies as appropriate.
- Developing an understanding of the relevant legislation.
- Liaising with the local authority (or other local bodies) and with other agencies as appropriate.
- Reviewing and updating e-safety policies and procedures on a regular basis (3 years).

Children and young people

- Contributing to the development of e-safety policies.

- Reading AUGs – and adhering to them.
- Taking responsibility for keeping themselves – and others – safe online.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.
- Respecting the feelings, rights, values and intellectual property of others.
- Seeking help from a trusted adult if things go wrong, and supporting others who may be experiencing e-safety issues.
- Discussing e-safety issues with parents and carers in an open and honest way.

All support staff

- Contributing to the development of e-safety policies.
- Reading staff AUGs – and adhering to them.
- Taking responsibility for the security of systems and data.
- Having an awareness of e-safety issues, and how they relate to those in their care.
- Modelling good practice in using new and emerging technologies, emphasising positive learning opportunities rather than focusing on negatives.
- Embedding e-safety education in practice wherever possible.
- Identifying individuals of concern and taking appropriate action.
- Knowing when and how to escalate e-safety issues.
- Maintaining a professional level of conduct in their personal use of technology, both within and outside council.
- Taking personal responsibility for their professional development in this area.

Technical support staff

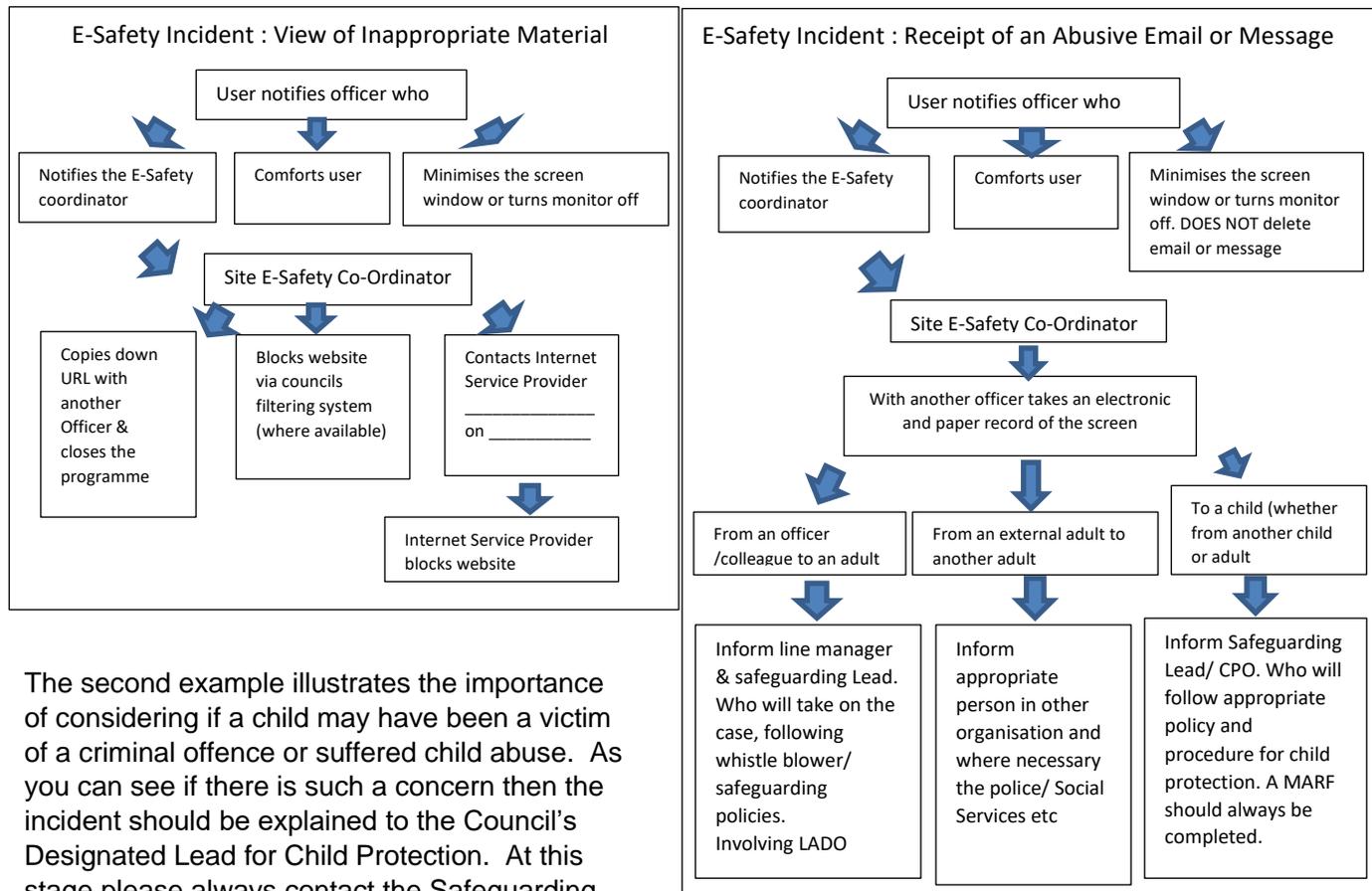
- Acting as a key member of the e-safety team, supporting the e-safety co-ordinator in the development and implementation of appropriate e-safety policies and procedures.
- Providing a technical infrastructure to support e-safe practices, as appropriate to the local context, while ensuring that learning opportunities are still maximised.
- Taking responsibility for the security of systems and data.
- Reporting any technical breaches to the e-safety co-ordinator, and taking appropriate action as advised.
- Developing an understanding of the relevant legislation as it relates to the technical infrastructure. Liaising with the local authority (or other local bodies) as appropriate on technical infrastructure issues. Liaising with other agencies as appropriate.
- Reading staff AUG – and adhering to them.
- Maintaining a professional level of conduct in their personal use of technology, both within and outside council.
- Taking personal responsibility for their professional development in this area.

Parents and carers

- Contributing to the development of e-safety policies.
- Reading AUG, encouraging their children to adhere to them, and adhering to them themselves where appropriate.
- Using learning platforms, and other network resources, safely and appropriately.
- Discussing e-safety issues with their children, supporting the council in its e-safety approaches and reinforcing appropriate behaviours at home.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Modelling appropriate uses of new and emerging technology.
- Liaising with council if they suspect, or have identified, that their child is conducting risky behaviour online at council provisions.

Dealing with e-safety incidents

In most cases, the misuse of ICT is not serious and can be dealt with within council. The following diagrams illustrate actions that WCC might take for two specific types of incident.



The second example illustrates the importance of considering if a child may have been a victim of a criminal offence or suffered child abuse. As you can see if there is such a concern then the incident should be explained to the Council's Designated Lead for Child Protection. At this stage please always contact the Safeguarding lead Officer before taking any other action – this includes any investigation.

There should be clear procedures for all types of e-safety incidents and concerns should be reported – by staff to their line manager and by children, young people and vulnerable adults to an officer. This includes where the user is perpetrator as well as victim. An incident report form should be completed by an officer. Officers should discuss the incident with the child, young person or adult in completing the form in an appropriate way*. All forms should be passed to the E-safety Co-ordinators who will ensure that the incident is recorded on an incident log and that it is investigated, addressed and reviewed.

*It is imperative that NO investigation of any kind be undertaken if a child protection issue has been identified. As only the first disclosure is submissible in legal proceedings.

A suggested incident report form is provided (see Appendix 1) and an Excel file that can be used as an incident log is also provided (see Appendix 2: Summary of E-safety Incident Log).

Monitoring and review

Monitoring and review can occur on many levels and are essential in ensuring a safe and secure environment for use of electronic communication. They provide the evidence for evaluation of standards. Council should regularly review their e-safety provision in relation to emerging issues within the local context as well as national best practice. They should monitor and report on their e-safety provision, and maintain logs of e-safety incidents, resulting outcomes and follow-up actions taken. They should also be working with their LSB (Local Safeguarding Board) to understand what is required of them in terms of the local area approach to safeguarding children online, including the type and frequency of reporting which is necessary at LSB level.

The table below is a suggested basis for monitoring and review of e-safety.

E-safety Co-ordinators	Council	Safe guarding Lead	ICT Co-ordinator	All Officers	Network Manager
Monitoring					
E-safety incidents (monthly)			Technical controls and procedures (monthly)	Practice of children, young people & all users	Network security (on-going) Internet usage and Email (on going)
Review					
Network security, Internet use and email (monthly) E-safety procedures (annually) E-safety Incidents (monthly) Technological tools (annually) Acceptable Use Guide (annually) E-safety responsibilities (annually)	E-safety Incidents (annually) Technological tools (annually) Acceptable Use Guide and related policies (as set) E-safety responsibilities (annually)	E-safety procedures (Annually) E-safety Incidents (Annually) Technological tools (Annually) Acceptable Use Guide and related policies (as set) E-safety responsibilities (annually)	Internet use and email (monthly) Technical controls and procedures (termly) Acceptable Use Guide (Annually)	Internet use and email (monthly) Acceptable Use Guide (Annually)	Network security, Internet use and email (monthly).

Appendix 1 E-safety Incident Report Form

E-Safety Incident Report

Incident No:

Date of Incident:	Location of Incident:
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Name of person who discovered / identified incident:
--

Brief description of incident

Brief description of any action taken at time of discovery
--

Comments / Notes

Date form sent to E-safety Co-ordinator	Signature
--	-----------

Appendix 2 Summary of E-safety Incident Log

This log, which should be set out as an Excel file, is provided as a basis for council to use and adapt as required.

Incident Number
 Date
 Time
 Nature of incident
 Description of incident
 Identified by
 Service user(s) involved
 Staff involved
 Action taken and by whom
 Information recorded / secured
 Hardware ID secured?
 E-safety Co-ordinator informed (by whom)
 Council Child Protection Officer informed (name+date+time) (by whom)
 Parents/Carers informed (date+time) (by whom)
 School Child Protection Officer informed (date+time) (by whom) If applicable

Appendix 3 Electronic Device Usage log/ disclaimer

Adapt as required and then use consistently

Electronic Device Usage log/ disclaimer (and examples) Saved on Company drive separately. When using Woughton Community Council's electronic devices/ equipment , I understand that any usage deemed inappropriate is unauthorised. My human rights and freedom of speech are observed by the council, however any unauthorised usage will result in my access to council devices being removed. I declare that I will use the devices/ equipment made available to me appropriately and for the purposes outlined by the service. I will report to the appropriate officer any sites/ advertisers which I am exposed to during my use, which I feel could be harmful.

Date	Service	Device	Name (print)	<input checked="" type="checkbox"/> Agreed	Signature
01/01/18	WAS	Laptop			
02/01/18	Job club	Tablet			

Linked policies (i.e. to be read in conjunction with).

- Safeguarding & Child Protection Policy
- Councillors code of conduct
- Racist Incidents
- Equal opportunities
- Health and Safety
- Complaints procedure

Last review date:	5 th January 2021
Next review date:	January 2023
Lead:	Tash Darling
Overseeing Committee:	Operations Committee
Approved:	
Review cycle:	Every 2 years

Agenda item: OC 94/21 a)

WOUGHTON COMMUNITY COUNCIL

Operations Committee

Monday 11th January 2021

PURPOSE OF REPORT:

To update the committee on Service Plan 2020/21 and on planning for Service Plan 2021/22.

RECOMMENDATION:

- 1. That the committee notes the report**
- 2. That the committee considers any additional items for 2021/22 inclusion**
- 3. That the final review of the 2021/22 Service Plan and ratification from the committee takes place in March 2021.**

MAIN ISSUES AND CONSIDERATIONS:

Update on 2020/21 Plan

Item No 3 – Community Engagement. Nothing new to report

Item No 7 – Woughton Business Forum. Paper to this meeting, initial working group agreed, first meeting to take place Jan / Feb 2021

Item No 11 – Mental Health First Aid to take place Q1 of 2021, additional planning for Safeguarding introduction to also take place during Q1.

Item 15 – Accreditation. In place, paper to go to Full Council and then application to be made.

Item 16 – Website / communications improvements. Work ongoing:

- a) evaluation completed and plan in place
- b) unable to engage and one on work experience due to CV-19, but may be possible in the future
- c) Increased and increasing impact of officers contributing, but there remain challenges with both officers and councillors providing content as needed.
- d) Comms Guidelines and Policy reviewed.
- e) Advertising and notice boards policy in development
- f) Gazette tender process on hold whilst budget agreements made and decisions on frequency and similar and ratified.

Item 21 – IT Systems and improvements. Ongoing work.

Update on 2021/22 Plan

All as previously, with the addition of Item 16, focusing on apprenticeships and work experience and the need to develop plans to enable young people to undertake.

There is an additional element that focuses on the UK leaving the EU (Brexit), but it is unclear as to which committee this might sit under.

FINANCIAL IMPLICATIONS:

As previously – the plan for next year will be costed and sit within the overall budget.

STAFFING IMPLICATIONS:

As previously discussed in prior papers. Only addition is the apprenticeships and work experience noted above, which is likely to be both additional demands and reduced demands on existing staff!

OTHER IMPLICATIONS:

The plan needs to be finalised and agreed in March 2021, following agreement of the budget for the coming year. Given this, any further additions to the plan will have to be either cost neutral or have funding from other sources attached.

BACKGROUND PAPERS:

2021.22 Service Plan v3.

AUTHOR

Steve McNay – Council Manager

Agenda item: OC 95/21

WOUGHTON COMMUNITY COUNCIL

Operations Committee

Monday 11th January 2021

PURPOSE OF REPORT:

To update the committee on the re-opening of the Hub.

RECOMMENDATION:

That the Hub remains closed, in line guidance, safety assessments and best practice.

MAIN ISSUES AND CONSIDERATIONS:

Due to restrictions and increased limitations on what is allowed, the Hub should remain closed, other than the Community Fridge delivery, until such time as the situation changes.

Current government policy (and law) is that people should stay at home, work from home where possible, reduce travel, etc. The offices have remained closed since March 2020 and services will continue to be offered remotely, via the fridge (when open) and over the phone.

FINANCIAL IMPLICATIONS:

None regarding the Hub.

STAFFING IMPLICATIONS:

Staff will continue to work remotely where necessary and possible.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: OC 96/21

WOUGHTON COMMUNITY COUNCIL

Operations Committee

Monday 11th January 2021

PURPOSE OF REPORT:

To update the committee on the Woughton Business Forum and membership of the initial 'Working Group'.

RECOMMENDATION:

- 1. That the committee notes this report.**
- 2. That the committee agrees to the proposed membership of the 'working group'.**
- 3. That the Council Manager arranges an initial meeting of the Forum working group for January / February 2021.**

MAIN ISSUES AND CONSIDERATIONS:

At the last committee, the terms of reference were agreed, with the addition of 'places of worship' within the membership list. Also discussed was the membership of an initial 'working group' to start planning and preparing for the forum proper, once the current situation within CV-19 is resolved.

The previous meeting suggested (and minuted) the following as initial membership of the working group:

The Council Manager (Steve McNay)
Responsible Financial Officer (Samone Winsborough)
Chair of Council (Cllr Sue Smith)
Leader of the Council (Cllr Donna Fuller)
Chair of the Operations Committee (Cllr Jordan Coventry)
Cllr Liz Simpkins and
Cllr Elina Apse

It is recommended that this remains the agreed working group to plan initial engagement and focus for the forum proper.

It is also suggested that a date be agreed for an initial meeting (online) for the working group to start planning and defining the initial stage of the forum

FINANCIAL IMPLICATIONS:

None at this time.

STAFFING IMPLICATIONS:

Officer time only.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Initial Terms of Reference (see below).

AUTHOR

Steve McNay – Council Manager

Terms of Reference:

- The purpose of the Woughton Business Forum ('The Forum') is to provide guidance, support, and oversight to promote business within the parish of Woughton.
- For the purposes of this Forum, 'businesses' will be considered as a broad definition and will include charities, social enterprises, schools, places of worship and education providers.
- The Forum is NOT a formal committee but shall report to the Operations Committee of Woughton Community Council, working as a 'Working Group'.
- Membership of the committee shall include councillors, officers and representatives from local businesses and organisations including, but not limited to, businesses, schools and education providers, charities, places of worship and social enterprises based within the parish or that operate within the parish.
- The Forum shall have a management committee that includes a minimum of six (6) members and a maximum of twelve (12) members, including no fewer than three (3) members of Woughton Community Council.
- The Forum shall meet a minimum of four (4) times per year either in person or virtually, via online conferencing facilities (e.g. Zoom, MS Teams).
- The Forum shall be allocated a budget each year for operating costs, to be decided within the Operations Committee and budget setting process.
- The Forum will have a responsibility to:
 - o Support local businesses to thrive and develop
 - o Support new businesses wishing to set up within the parish
 - o Provide training, development and collaboration opportunities to members and the wider business community
 - o Any other business that fits within the overall ethos and aims of the Forum

- Working within the financial regulations of the council, the Forum will be enabled to spend the allocated budget and bid for additional funding for specific projects or initiatives on an annual basis.