

# Guidance on Safeguarding and the Prevent strategy

## Protecting Children and Vulnerable Adults

Updated August 2014

### Summary

Abuse is often hidden in our society and can be overlooked. Safeguarding children and vulnerable adults therefore is an overriding professional duty for registered optical practitioners and practices, in the same way as for all other health and social care practitioners and providers.

**Part 1 of this guidance** provides a simple five step guide for all optical staff and practices to safeguard children and vulnerable adults and to comply with all relevant legislation. It will help you to be vigilant, able to recognize and report abuse, and to help keep your patients safe. This part of the guidance has been updated in July 2014 in line with the revised Intercollegiate Guidance for Safeguarding Children (2014).

**Part 2 of this guidance** also sets out the responsibilities for optical staff and practices under the Government's Prevent Strategy, which requires healthcare providers to work with partner organisations to identify vulnerable individuals at risk of radicalisation and refer them to regional Prevent teams for support.

**Part 3 of this guidance** sets out the responsibilities of optical practices, practitioners and staff. In summary:

**Practices** should ensure that all staff are familiar with this guidance and know what to do if they suspect or observe signs or symptoms of suspected abuse, neglect or radicalisation.

A copy of this guidance and up-to-date local Safeguarding and Prevent team contact numbers should be readily available in the practice. NHS England and/or Local Health Boards should regularly notify practices of these details.

**Practitioners** should ensure that they have completed appropriate training to Intercollegiate Level 2 for safeguarding children and vulnerable adults.

This guidance will continue to be updated periodically as legislation is revised and in the light of experience.

**Remember:** if you ever feel uncomfortable about a particular situation you encounter or have concerns about a patient's safety and think it might be abuse, you must record all facts and seek further advice from your professional or representative body, or from your local safeguarding official.

## **PART 1: Safeguarding children and vulnerable adults**

### **What to do if you observe/suspect abuse or neglect**

Any optical practitioner or member of practice staff who detects possible signs of neglect or abuse in a child or adult (including possible domestic or elder abuse) should take immediate action as below.

#### **1. Observe**

Note factual signs and symptoms of potential or suspected abuse or neglect without alarming the patient or alerting a possible abuser.

If appropriate, listen sympathetically to what a child or vulnerable adult tells you (as they are often ignored) but do not agree not to tell anyone what they have told you.

#### **2. Discuss**

Alert and discuss your concerns with your manager, senior professional or designated staff member depending on your practice procedure.

If appropriate, seek advice from the local authority safeguarding team.

Remember, particularly in the case of a child, you may be the only person to have noticed anything unusual or whom they have confided in. You therefore have a professional and moral duty to act as their advocate. This means making sure that the issue is raised with an appropriate person. This is an integral part of working in a health service and being in a privileged position of trust and authority.

(Note: you should consider and agree with the person you have discussed the issue with whether it is appropriate to seek the child's and/or parent's agreement to the referral, or for them to be informed of the referral or whether doing so would place the child at increased risk of suffering significant harm. Seeking the child's or parent's agreement might be appropriate, say, when abuse by an estranged parent, sibling or other person is suspected.)

#### **3. Act**

If appropriate, inform your local safeguarding team and supply them with a copy of your recorded observations (using the model referral form supplied in Annex 3).

When reporting information, reports should be restricted to

- the nature of the injury, suspicious behaviour or concern
- facts which support the concerns.

Agree with recipient of referral what the patient and relatives/carers will be told, by whom and when (and note this).

#### **4. Confirm**

Confirm telephone notifications in writing by fax, email or letter within 48 hours. If you are using a non-secure method of communication consider anonymising this notification.

You should receive confirmation of referral within one working day. If you have not heard back within three working days, contact again.

#### **5. Record**

Ensure that all observations, advice sought, received and actions taken are recorded and stored confidentially and separately from the patient's optical record.

#### **Be Vigilant**

Awareness is by far the greatest protection for children and vulnerable people.

See Annex 1

- what to look out for – common signs and symptoms of abuse or neglect
- what to look out for – inappropriate staff behaviour towards a patient

NB The children of adult patients, who are themselves victims of domestic or other abuse, are also at higher risk of abuse.

Any optical practitioner or member of practice staff who detects inappropriate staff behaviour (also described in Annex 1) should also take immediate action, following the five steps outlined above.

#### **Local Advice and Support for Safeguarding**

All local authorities in England, Wales, Scotland and Northern Ireland have duties to make arrangements to promote co-operation and co-ordination between local agencies regarding local protection procedures, including NHS England Area Teams and Local Health Boards (LHBs).

In England and Wales local authorities have duties under the Children Act 2004 to promote co-operation between themselves, NHS England Area Teams and LHBs to improve the wellbeing of children, to make arrangements when carrying out their normal functions to safeguard and promote the welfare of children, and to establish a Local Safeguarding Children Board (LSCB).

Across the UK specialist safeguarding experts are available to provide advice and support to local practices and practitioners about whether to make a referral of suspected abuse or neglect.

In the case of children in **England, Wales and Northern Ireland** designated doctors or nurses and protection officers perform these functions.

In **England**, every CCG is required to have a designated doctor and designated nurse.

Public Health **Wales** has a structure of designated and named professionals in each of the three regions.

In **Northern Ireland**, each Health and Social Services Trust has designated professionals for child protection.

In **Scotland** child protection advisors and nurse consultants fulfil this role. Some health boards in Scotland also have Child Protection Nurse Advisors.

All NHS England Area Teams and LHBs should issue health care providers, including all optical practices, with up-to-date

- local guidance if appropriate
- local safeguarding team contacts for advice or referral
- information on local training opportunities
- details of the designated doctor and nurse available for advice and support.

The contacts for relevant local safeguarding teams/officials should be

- able to receive confidential information 24 hours a day
- prepared to give advice to front-line optical staff and practices in respect of safeguarding children and vulnerable adults

(NB the local contacts are likely to be different for children and vulnerable adults).

Optical practice managers should ensure these contact details are readily available in the practice. If you have any problem identifying the correct person in your area, please contact your LOC/ROC/AOC.

### **Safeguarding Training for Optometrists and Opticians**

All optometrists, contact lens and dispensing opticians should complete safeguarding training in line with Level 2 in the Intercollegiate Safeguarding Guidance (2014). They should then receive refresher training equivalent to a minimum of 3-4 hours at least every three years.

Practices should incorporate this requirement into CET planning and annual appraisal systems to ensure that optometrists and opticians have completed safeguarding training to Intercollegiate Level 2 both for children and vulnerable adults at least once every three years.

### **Participation in Safeguarding Assessments/Plans**

People who have been victims, or who are at risk, of abuse or neglect have the same eye health needs and health care rights as other members of society.

Social services may ask optical practices and practitioners to provide information about patients they have examined, or to take part in safeguarding assessments. They may also ask practitioners to provide eye care services to patients as part of a locally agreed safeguarding plan for those individuals.

If the practice or practitioner chooses to provide these eye care services local protocols and guidelines should be followed.

## **GP or Hospital Referrals**

Optical practitioners may need to refer patients with suspected abuse or neglect to their GP or hospital e.g. if the practitioner notices a retinal haemorrhage. In such cases, practitioners should continue to refer the ocular/general health issue as normal, and in parallel, follow the five steps above, making the GP or hospital referral known to the local safeguarding team.

## **Part 2: Playing your part in the Prevent Strategy**

The Prevent Strategy is part of the Government's counter-terrorism strategy led by the Home Office to which the NHS is a signatory. The Prevent agenda requires healthcare organisations to work with the police to contribute to the prevention of terrorism.

The definition of 'vulnerable adult' has been widened to include individuals who might be at risk of being radicalised. These individuals should be identified and referred to the regional Prevent team contacts for appropriate advice and support. Where there are signs that someone has been or is being drawn into terrorism (see Annex 2), you must know where these individuals should be referred to locally for support.

### **Practices should ensure that they have procedures in place to allow for the referral of such individuals to local Prevent contacts.**

The OC recommends taking the following action:

#### **1. Observe**

Note factual signs and symptoms of potential or suspected radicalisation without alarming the patient.

#### **2. Discuss**

Alert and discuss your concerns with your manager, senior professional or designated staff member depending on your practice procedure.

If appropriate, seek advice from the NHS regional Prevent team.

#### **3. Act**

If appropriate, inform the NHS regional Prevent team and supply them with a copy of your recorded observations (using the model referral form supplied in Annex 4).

When reporting information, reports should be restricted to

- the nature of the suspicious behaviour or concern
- facts which support the concerns.

#### **4. Confirm**

Confirm telephone notifications in writing by fax, email or letter within 48 hours. If you are using a non-secure method of communication, consider anonymising this notification.

You should receive confirmation of referral within one working day. If you have not heard back within three working days, contact again.

#### **4. Record**

Ensure that all observations, advice sought, received and actions taken are recorded and stored confidentially and separately from the patient's optical record.

Although given the nature of optical practice and frequency of contact with patients, these cases will be rare, it should be remembered that colleagues or other acquaintances may show these signs. If you have any questions, please contact your OC representative body for assistance.

## Part 3: Responsibilities of for Optical Practitioners, Staff and Practices

### Practice Protocol

Each optical practice should

- have a safeguarding and Prevent protocol/procedures in place in line with this guidance and guidance from the College of Optometrists
- ensure that all members of staff and practitioners are aware of and understand the protocol/procedures.

Safeguarding and chaperone policies are already required as part of compliance with the GOS contract. However it is worth noting that the protocol/procedures should include:

- the appointment of the practice manager or another nominated senior professional as the responsible person within the practice to whom members of staff should refer safeguarding and Prevent concerns in the first instance
- a chaperone policy – a sample policy can be found at [www.qualityinoptometry.co.uk](http://www.qualityinoptometry.co.uk)
- a copy of this guidance in the practice
- local safeguarding team contact details
- regional Prevent team contact details
- a copy of any relevant local safeguarding guidance
- the procedures staff should follow where the nominated responsible person is unavailable (or inappropriate) e.g. contact number at company headquarters or a direct contact number to local protection or NHS regional Prevent team.

### Practitioners and Staff

- Be familiar with the common signs and symptoms of abuse, neglect or radicalisation and the meaning of the term 'looked after child' (Annexes 1 and 2).
- Understand that for safeguarding purposes, a child or young person is defined as someone who has not yet reached their 18<sup>th</sup> birthday
- Be aware of the heightened risks to children and vulnerable adults from parents or carers who are themselves victims of abuse and be alert to any signs of more widespread abuse e.g. in siblings or others attending with the patient
- Take personal responsibility for referring cases of suspected abuse or neglect of a patient by a family member, carer, or any other person, or for domiciliary patients, a care home staff member, to an appropriate person. (Staff should speak to the responsible person in the practice.)
- Take personal responsibility for referring suspected abuse or neglect by an optical practitioner or a member of practice staff to an appropriate person (staff should speak to the responsible person in the practice)



## **Practices**

- Practices should identify a lead clinician in the practice with responsibility for safeguarding and Prevent procedures and ensure all staff are aware who this is
- Domiciliary providers should similarly nominate a lead clinician and make all staff aware who this is
- Respond to a formal request by social services to provide information about a patient who is involved in a safeguarding assessment or to provide eye health services to a child or vulnerable adult as part of an agreed safeguarding plan
- Play their part in identifying individuals at risk of being radicalised and involved in terrorist related activities, and refer them for further support.

## **Further Information**

Details of relevant legislation and guidance are at Annex 5. For further information please contact your representative body or professional association.

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## **Optical Confederation**

**August 2014**

## **What to look out for – common signs and symptoms of abuse or neglect**

Reminder: The Optical Confederation advises that all staff should speak to the practice's lead clinician if they see any signs or symptoms of abuse or neglect, who should in turn seek professional advice from the local designated doctor or nurse. Your representative body is also available to advise on specific cases.

### **Children**

#### Physical abuse

Eye injuries, unexplained retinal haemorrhage, fractures, hypothermia, lacerations, subdural haemorrhage, teeth marks, scalds, scars, petechiae (small haemorrhages on the skin), abrasions, bites, bruises, burns, cold injuries (e.g. swollen, red hands or feet), cuts, bites, wearing inappropriate clothes e.g. long sleeves even in hot weather; fear of physical contact – shrinking back if touched – bald patches, aggression.

#### Neglect

Bites, dirty clothing, dirty child, head lice, persistent infestations, scabies, sunburn, tooth decay, not complying with treatment / advice.

#### Emotional/behavioural abuse

Age-inappropriate behaviour, aggression, body-rocking, changes in emotional or behavioural state, fearfulness, runaway behaviour, continual self-deprecation (I'm stupid, ugly, worthless, etc), overreaction to mistakes, extreme fear in new situations, neurotic behaviour (rocking, hair-twisting) extremes of passivity or aggression.

#### Sexual abuse

Sexualised behaviour, age-inappropriate behaviour, regressive behaviour, being overly affectionate, being isolated and withdrawn, inability to concentrate, lack of trust or fear of someone they know well.

#### Parents and children

Be aware of the heightened risks to children and vulnerable adults from patients or carers who have themselves been victims of abuse and be alert to any signs of more widespread abuse, e.g. in siblings or others attending with an adult patient.

#### Other

Abuse might manifest in other ways, for example mental ill-health, alcohol or drug misuse.

Similarly, child trafficking and female genital mutilation (FGM) might also be reported or observed, which should be treated as akin to symptoms of abuse.

You should also be generally aware of the potential for the internet or social media to be used to perpetrate abuse.

### Looked After Children

This term is used to describe any child who is in the care of the local authority or who is provided with accommodation by the local authority social services department for a continuous period of more than 24 hours. This covers children in respect of whom a compulsory care order or other court order has been made. It also refers to children accommodated voluntarily, including under an agreed series of short-term placements which may be called short breaks, family link placements or respite care.

## **Adults**

### Physical abuse

Unexplained falls or major injuries, injuries/bruises at different stages of healing, bruising in unusual sites e.g. inner arms, abrasions, teeth indentations, injuries to head or face, very passive.

### Elder abuse

As above, plus hand-slap marks, pinches or grip marks, physical pain, burns, blisters, unexplained or sudden weight loss, recoiling from physical contact, stress or anxiety in presence of certain individuals, perpetrator describing person as uncooperative/ungrateful/unwilling to care for self, restraint, unreasonable confinement e.g. locking in or tying up.

### Psychological abuse

Withdrawal, depression, cowering and fearfulness, agitation, confusion, changes in behaviour, obsequious willingness to please, no self esteem, fear, anger.

### Domestic abuse

Bruises, black eyes, painful limbs, make-up covering bruises, damaged clothes or accessories, patient "walking on eggshells" if partner around, partner belittling or putting down patient, partner acting excessively jealously or possessively, patient having limited access to money, phone, car etc.

### Other

Abuse might also manifest as mental ill-health, alcohol or drug misuse.

## **Staff Warning Signs**

Staff paying particular attention to a patient or a group of patients (e.g. young children, girls, boys), appearing overfriendly with particular patients or groups, going out of their way to see the same patient without obvious reason, seeming overly familiar with a patient, always seeking out a particular patient or changing a patient's appointments to fit in with times when they are present without clinical reason, patient request or established professional relationship.

### **Prevent Strategy: Signs that a Person is Being Radicalised**

A member of the practice team may have concerns relating to an individual's behaviour, which could indicate that they may be being drawn into terrorist activity.

**NB This might include other members of the staff in the practice team.**

Signs or indicators that someone is being drawn into terrorist activity may include:

- Graffiti symbols, writing or artwork promoting extremist messages or images
- Patients/staff accessing terrorist related material online, including through social network sites
- Parental/family reports of changes in behaviour, friendships or actions, coupled with requests for assistance
- Partner healthcare organisations', local authority services' and police reports of issues affecting patients in other healthcare organisations
- Patients voicing opinions drawn from terrorist related ideologies and narratives
- Use of extremist or hate terms to exclude others or incite violence.

If you notice any of these signs or indicators, you should follow the five step protocol set out above in Part 2.

**CONFIDENTIAL**

**NOTIFICATION OF POTENTIAL CHILD OR ADULT ABUSE OR NEGLECT**

**To be completed by the referring practitioner**

This form notifies the appropriate person at the Area Team/Health Board and/or at the Child Safeguarding Team of suspected abuse.

**SUSPECTED VICTIM**

Name:

Address:

Gender:

Date of Birth:

Name of Person with parental responsibility/Carer/Next of Kin

Relationship

Other identifiers:

**SUSPECTED PERPETRATOR (if known)**

Name:

Address:

Age if under 18:

Relationship if known:

Other:

**FORM OF SUSPECTED ABUSE OR NEGLECT**

**WHETHER SUSPECTED VICTIM/PARENT/CARER AGREED TO OR HAS BEEN INFORMED OF THE REFERRAL**

**Yes/No**

**DISCLOSURE AGREEMENT (with Recipient of Referral about what patient and suspected perpetrators will be told, by whom and when)**

**Declaration:**

I wish to make this notification in line with the disclosure agreement above unless

- I have been further approached and have specifically given my permission in writing in advance or
- the release of my details is ordered by a UK court.

**Means of transmission:**

Telephone

Fax

Secure email

Registered Letter

This is a first referral/follow-up confirmation

Signature.....

Print Name.....

Position.....

Date.....

**CONFIDENTIAL**

**NOTIFICATION OF POTENTIAL PREVENT CONCERN**

**To be completed by the referring practitioner**

This form notifies the appropriate person at ... Health Board and/or at ... Local Authority of suspected Prevent concern.

**SUSPECTED INDIVIDUAL BEING RADICALISED**

Name:

Address:

Gender:

Date of Birth:

Name of Person with parental responsibility/Carer/Next of Kin (if appropriate)

**NATURE OF SUSPICION (detail of concerns/observations)**



**MEANS OF TRANSMISSION:**

Telephone

Fax

Secure email

Registered Letter

This is a first referral/follow-up confirmation

Signature.....

Print Name.....

Position.....

Date.....

### Legislation, Regulations, National and Professional Guidance

- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Young Persons Act 2008
- Working Together to Safeguard Children, HM Government, 2010
- What to do if you're worried a child is being abused, HM Gov. 2006
- Statutory guidance on Promoting the Health and Well-being of Looked After Children, DfE /DH, 2009
- When to suspect child maltreatment, clinical guideline, National Institute for Health and Clinical Excellence, 2009
- Intercollegiate Guidance: Safeguarding Children and Young People: roles and competences for health care staff, September 2010
- College of Optometrists guidance: Safeguarding Children: C1.10 – C1.13, 2010
- Building Partnerships, Staying Safe, Department of Health 2011
- Protection of Freedoms Bill 2012

**Registered optical professionals** have a professional duty to make the care of the patient their first and continuing concern. By definition this includes safeguarding them from abuse. (See GOC Code of Conduct for Individual Registrants for further details)

**Registered optical businesses** have a parallel professional duty to ensure that, as a condition of employment or engagement, individual registrants comply with the GOC's Code of Conduct for Individual Registrants. (See GOC Code of Conduct for Business Registrants for further details.)

**Optical providers of NHS services** also have a contractual duty as GOS contractors to have regard to relevant guidance issued by the NHS or other competent bodies.