

19 June 2017

Community, Health and Housing Committee

Safeguarding Policy and Procedures

Report of: *Kim Anderson, Partnership, Leisure and Funding Manager*

Wards Affected: *All Brentwood Borough Wards*

This report is: *Public report*

1. Executive Summary

- 1.1.** Safeguarding includes all forms of activity that aims to protect or promote the welfare of individuals and/or groups of people. This includes activity which ensures prevention of harm, safe recruitment, staff training, awareness raising, provision of activities designed to promote inclusion, personalised risk management and risk assessments, confidential data storage, information sharing and making referrals. Brentwood Borough Council's Safeguarding Policy and Procedures provides guidance and procedures that can support staff and elected Members on their legal obligations to safeguard children, young people and adults with care and support needs.
- 1.2.** The existing Safeguarding Policy and Procedures has been reviewed and updated to ensure that it complies with the latest legislation to provide guidance to staff and elected Members. The revised Safeguarding Policy and Procedures (Appendix A) is before Members tonight for approval.

2. Recommendations

- 2.1 That Members agree to the revised Safeguarding Policy and Procedures as set out in Appendix A**

3. Introduction and Background

- 3.1.** Brentwood Borough Council has a duty under the Children's Act 2004, and under the Care Act 2014 to ensure that they are committed to the importance of safeguarding children, young people and adults with care and support needs, to ensure their welfare and safety.

- 3.2.** Under the Southend, Essex and Thurrock (SET) Safeguarding Guidelines, Brentwood Borough Council also has a duty to work in partnership with other agencies in order to safeguard children, young people and adults with care and support needs, and to share information appropriate information when required.
- 3.3.** The Safeguarding Policy and Procedures apply to all Brentwood Borough Council employees, whether in a paid or unpaid capacity, permanent, seconded, temporary, casual workers, voluntary workers, work experience students, agency staff, consultants, outside hirers and other contracted persons within the duration of that contract.
- 3.4.** In order to ensure that the policy and procedures are up to date the Policy and Procedures are reviewed every 3 years to ensure that they comply with the latest legislation.
- 3.5.** Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles and responsibilities within Brentwood Borough Council that have been identified. The Member Champion for Safeguarding is assigned to the Leader of the Council, the Strategic Lead for safeguarding is assigned to the Chief Executive, and the Operational Safeguarding lead is assigned to the Partnership, Leisure and Funding Manager. This demonstrates the commitment to safeguarding at a senior level.
- 3.6.** To support staff, Members and residents there are dedicated safeguarding pages on the Council's website with advice and guidance and contact details for support agencies. Staff also have a safeguarding microsite which offers support. Regular face to face staff training is also undertaken appropriate to their level of involvement with children, young people and adults with support and care needs, and as part of any new starters induction there is e-learning safeguarding package. It is proposed to prepare a short Members brief on safeguarding so that they are aware of their responsibilities.

4. Issues, Options and Analysis of Options

- 4.1.** The previous Safeguarding Policy and Procedures (2014-16) have been reviewed and updated to ensure that they are compliant with the latest legislation and ensure that should staff need to make a referral they are using the correct process.

- 4.2. The main significant changes since the last Safeguarding Policy and Procedures is the introduction of the Sexual Communication with a child Act 2017.

5. Reasons for Recommendation

- 5.1 The Safeguarding Policy and Procedures (Appendix A) has been reviewed and revised to take into account any new legislation and emerging issues, so that the Council can meet its safeguarding obligations and ensures that staff, Members and the public are aware of safeguarding, and that they can access appropriate support services if and when required.

6. References to Council Priorities

Safeguarding covers a number of corporate priorities, especially Environment and Housing Management, Community & Health and Planning and Licensing and Transformation.

7. Implications

Financial Implications

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- 7.1 The Council currently contributes to the Essex Safeguarding Adults Board, £1,130 and the Essex Safeguarding Children's Board £1,210. The Council also requires for any relevant staff to have a Disclosure and barring Scheme (DBS) check undertaken which comes out of the allocated HR budget. Training requirements for staff and Members will be met from the Corporate Training budget if required.

Legal Implications

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- 8.1 Brentwood Borough Council has a duty to comply with Section 10 and 11 of the Children's Act 2004 (and by implication sections 157 and 175 of the Education Act), the Care Act 2014, and as part of the Southend, Essex and Thurrock (SET) Safeguarding guidelines to work together to protect children, young people and adults with care and support needs.
- 8.2 All other legal implications are set out within the Safeguarding Policy and Procedures (Appendix A).

Equality and Diversity Implications -The Safeguarding Policy and Procedures covers the whole community, but in particular children, young people and adults with care and support needs. Within the Policy there are some specific areas of abuse which may affect some sections of the community more than others such as Honour Based Abuse and Female Genital Mutilation.

Risk Management Implications – The Council needs to ensure that staff, contractors, volunteers and elected Members are aware of the Safeguarding Policy and Procedures and adhere to the safe working practices set out in Appendix 6 within the Policy and Procedures. Any procurement or commissioning of services which relate to working with children, young people or adults with care and support needs must evidence that they have robust safeguarding policies and procedures in place.

9. Background documents

- 9.1 Southend, Essex and Thurrock (SET) Safeguarding Guidelines

10. Appendices to this report

- 10.1 Appendix A – Safeguarding Policy and Procedures

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