

<b>Committee(s):</b> Community and Health Committee	<b>Date:</b> 13 March 2023
<b>Subject: Safeguarding Policy and Procedures 2023-2026</b>	<b>Wards Affected: All</b>
<b>Report of:</b> Tracey Lilley	<b>Public</b>
<b>Report Author/s:</b> Name: Kim Anderson, Corporate Manager Community Leisure and Health Telephone: 01277 312634 E-mail: <a href="mailto:kim.anderson@brentwood.gov.uk">kim.anderson@brentwood.gov.uk</a>	<b>For Decision</b>

### Summary

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. The purpose of the Council's Safeguarding Policy and Procedures 2023-26 is to provide guidance to employees, volunteers and elected Members of Brentwood Borough Council on their legal obligations to safeguard Children, Young People and Adults with Care and Support Needs and what to do if they have any safeguarding concerns.

The Council's Safeguarding Policy and Procedures is reviewed and updated every three years to ensure that it complies with the latest legislation. The revised Safeguarding Policy and Procedures 2023-2026 (Appendix A) is before Members tonight for consideration. It is proposed that this Safeguarding Policy and Procedures covers Brentwood Borough Council and Rochford District Council and will be submitted to the Rochford District Council Executive Group for their consideration.

### Recommendation(s)

**Members are asked to:**

**R1. Agree to the revised Safeguarding Policy and Procedures 2023-26 for Children, Young People and Adults with Care and Support Needs**

### Main Report

#### **Introduction and Background**

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.

2. Brentwood Borough Council and Rochford District Council have a duty under the Children's Act 2004, and under the Care Act 2014 to ensure that they are committed to safeguarding children, young people and adults with care and support needs, to ensure their welfare and safety.

3. Under the Southend, Essex and Thurrock (SET) Safeguarding guidelines, Brentwood Borough Council and Rochford District Council also have a duty to work in partnerships with other agencies in order to safeguard children, young people and adults with care and support needs, and to share appropriate information when required.

4. The Safeguarding Policy and Procedures 2023 –2026 applies to all Brentwood Borough Council and Rochford District Council elected members, 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.

5. In order to ensure that the policy and procedures are up to date the Safeguarding Policy and Procedures are reviewed every 3 years to ensure that they comply with the latest legislation. If there are major changes in legislation, then the Policy and Procedures will be reviewed more frequently.

6. Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles within Brentwood Borough Council and Rochford District Council that have been identified. The Member Champion for Safeguarding is assigned to the Leader of each of the two Councils, the Strategic Lead for Safeguarding is assigned to the Director of Community and Health for Brentwood and Rochford Councils, and the Operational Safeguarding Lead is assigned to the Corporate Manager for Community, Leisure and Health. This demonstrates the commitment to safeguarding at a senior level.

7. To support staff, elected members and residents, there are dedicated safeguarding webpages pages on each authorities' websites, with advice, guidance and contact details for the relevant support agencies. Staff also have a dedicated resource to access information and support. Staff and elected Member training will also be undertaken as part of the implementation of the new Policy.

### **Issue, Options and Analysis of Options**

8. The previous Safeguarding Policy and Procedures (2020-23) has been reviewed and updated to ensure that it complies with the latest legislation and to ensure that if staff need to make a referral, that they are using the correct process. The Rochford District Council Safeguarding Policy was reviewed and updated in March 2022, but

due to significant organisational change it was deemed appropriate to have a shared policy and procedures across both authorities.

9. The Policy will also be presented to Rochford District Council Executive Group for their consideration in April this year.

9. All relevant legislative changes since the last Safeguarding Policy and Procedures are set out in Appendix 10 – Relevant Safeguarding legislation

10. The Policy has been split into two parts Section A – Policy, and Section B Reporting Procedures.

### **Reasons for Recommendation**

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

### **Consultation**

Internal consultation has taken place between services areas to help inform the Policy and Procedures.

### **References to Corporate Plan**

The Safeguarding Policy and Procedures predominantly sits within Developing Communities to ensure that we have safe and strong communities where residents are happy, healthy and lead independent lives

### **Implications**

#### **Financial Implications**

**Name/Title: Tim Willis, Director of Resources**

**Tel/Email: 01277 312500 [tim.willis@brentwood.rochford.gov.uk](mailto:tim.willis@brentwood.rochford.gov.uk)**

Brentwood Borough Council and Rochford District Council currently each contribute to the Essex Safeguarding Adults Board, £1,130 and the Essex Safeguarding Children's Board £1,210. The Council's also require any relevant staff to have a Disclosure and Barring Scheme (DBS) check undertaken which comes out of allocated budgets. Training for staff and Members will be met from the Corporate Training budget if required.

## **Legal Implications**

**Name & Title: Andrew Hunkin, Interim Director of People and Governance**

**Tel & Email: 01277 312500 / andrew.hunkin@brentwood.rochford.gov.uk**

Brentwood Borough Council and Rochford District Council have a duty to comply with Section 10 and 11 of the Children's Act 20014 (and by implications 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.

All other legal implications are set out within the Safeguarding Policy and Procedures 2023-2026.

## **Economic Implications**

**Name/Title: Phil Drane, Director of Place**

**Tel/Email: 01277 312610/philip.drane@brentwood.rochford.gov.uk**

The Safeguarding Policy and Procedures 2023-2026 will support vulnerable residents and enable them to live in a borough that is safe, supported and desirable place to live in.

## **Equality and Diversity Implications**

**Name/Title: Kim Anderson, Partnerships, Leisure & Funding Manager**

**Tel/Email: 01277 312634/kim.anderson@brentwood.gov.uk**

The Safeguarding Policy and Procedures 2023-2026 covers the whole community, but in particular children, young people and adults with care and support needs. Within the Policy there are specific areas of abuse which may affect some sections of the community more than others such as Honour Based Abuse and Female Genital Mutilation.

## **Health & Wellbeing Implications**

**Name/Title: Jo Cory, Corporate Health & Wellbeing Officer**

**Tel/Email: 01277 312500 / jo.cory@brentwood.gov.uk**

The Safeguarding Policy and Procedures 2023-2026 will protect the most vulnerable residents and helps to promote awareness campaigns such as Violence Against Women and Girls and on-line safety.

## **Appendices to this report**

Appendix A: Safeguarding Policy and Procedures 2023-26