

17 December 2014

Community Committee

Safeguarding Policy and Procedures

Report of: *Ashley Culverwell, Head of Borough Health, Safety and Localism*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1. Brentwood Borough Council has a duty to comply with Section 10 and 11 of the Children's Act 2004 (and by implications sections 157 and 175 of the Education Act), and as part of the Southend, Essex and Thurrock (SET) procedures to work together to protect children, young people and vulnerable adults. The Council also has guidance from the Department of Health 'No Secret: Guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse', 2000.
- 1.2. The Council has undertaken a number of self audits for both Children and Young People and Adults which has informed the Council's Safeguarding Policies and Procedures. The outcome from the 2013 audit identified some areas of improvement, especially around some new emerging issues such as Domestic Violence; Honour Based Abuse and Female Genital Mutilation; Child Sexual Exploitation and; Counter Terrorism.
- 1.3. Due to the number of new and emerging issues the Council's own Safeguarding Policy and Procedures and Safeguarding Action Plan have been reviewed and revised for Member approval.

2. Recommendation(s)

- 2.1. **That Members agree to the revised Safeguarding Policy and Procedures.**
- 2.2. **That Members agree that Officers will implement the Safeguarding Action Plan 2015/16**
- 2.3. **That Members recommend that the Strategic Safeguarding Lead be assigned to the (Acting) Chief Executive and the Safeguarding Member Champion be allocated to the Leader of the Council, to be agreed at Ordinary Council**

3. Introduction and Background

- 3.1.** The Council has a duty to ensure that they are committed to the importance of safeguarding and the promotion of children, young people and vulnerable adult's safety and welfare. The commitment to safeguarding can be demonstrated through staff awareness, and through appropriate and where necessary specialised training for staff. The Council also needs to ensure that there are robust safe recruitment processes in place to enable the appropriate selection of staff to work with children, young people and vulnerable adults. In addition the Council needs to demonstrate that through the procurement or commissioning of services that the Council's safeguarding requirements are also adhered to.
- 3.2.** Whilst safeguarding is everyone's responsibility, there are a number of specific safeguarding roles and responsibilities within the Brentwood Borough Council which have been identified, and with Member approval be assigned. The Council Strategic Safeguarding Lead to be assigned to the (Acting) Chief Executive, the Operational Safeguarding Lead to continue to be assigned to the Partnership, Leisure and Funding Manager, and the Member Champion to be assigned to the Leader of the Council, so that there is commitment to safeguarding within the organisation at a senior level.
- 3.3.** There is a need that with any policy and procedure that this is embedded within the organisation so that all staff/Members are aware of what to do and who to go to if they have any concerns and that they are using the same procedures. It is recommended to assign Safeguarding Link Officers within existing posts which will champion Safeguarding within their own service area.
- 3.4.** The Safeguarding Action plan provides the details of how the policy and procedures will be delivered to staff and members (Appendix B).

4. Issue, Options and Analysis of Options

- 4.1.** For staff it is proposed that they will have refreshed safeguarding training delivered to all staff via face to face and/or through the Council's refreshed e-learning module so that they are aware of their own safeguarding roles and responsibilities. The safeguarding microsite will also be updated with support, guidance and links to relevant websites for staff.
- 4.2.** Assignment of safeguarding link officers to champion safeguarding in their own service areas.

- 4.3. Training will be given to Members so that they are aware of the organisation's own safeguarding requirements and of their own roles and responsibilities in respect of safeguarding.

5. Reasons for Recommendation

- 5.1. The Safeguarding Policy and Procedures have been reviewed and revised to take into account new emerging issues so that the Council meets its safeguarding obligations and ensures that staff, members of the public are aware of safeguarding and can access appropriate support services if and when required.

6. References to Council Priorities

- 6.1. Safeguarding covers a number of Corporate priorities but especially Housing, Health and Wellbeing – make sure that the more vulnerable residents in Brentwood are protected, and help goes to those most in need of it; Safe Borough – promote Brentwood as a safe place to live and celebrate our success; promote crime awareness and vigilance across Brentwood residents.

7. Implications

Financial Implications

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email: 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 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 relevant staff to have a Disclosure and Barring Scheme check (formerly CRB checks) undertaken which currently come out of the allocated HR budget. A training budget of £1,000 will need to be allocated from the Corporate Training budget for staff and Member training if required.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 / christopher.potter@brentwood.gov.uk

- 7.2 Brentwood Borough Council has a duty to comply with Section 10 and 11 of the Children's Act 2004 (and by implications sections 157 and 175 of the Education Act), and as part of the Southend, Essex and Thurrock (SET) procedures to work together to protect children, young people and vulnerable adults. The Council also has guidance from the Department of Health 'No Secret: Guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse', 2000.

All other legal implications are set out within the Safeguarding Policy and Procedure in Appendix A.

Other Implications (where significant)

Equality and Diversity implications

- 7.3 The Safeguarding Policy and Procedures sets out the Council's Safeguarding Policy and Procedures which covers the whole community, but in particular children, young people and vulnerable adults. Within the Policy there are a number of emerging issues which may affect some sections of the community more than others such as Honour Based Abuse and FGM.

Risk Management implications

- 7.4 The Council needs to ensure that staff, contractors, volunteers and Members are aware of the Safeguarding Policy and Procedures and adhere to the safe working practices as set out in Appendix A. Any procurement or contracting of services which relate to children, young people or vulnerable adults must ensure that they must evidence that they have robust safeguarding policies in place.

8. Appendices

Appendix A – Safeguarding Policy and Procedures

Appendix B – Safeguarding Action Plan 2015/16

Report Author Contact Details:

Name: Kim Anderson – Partnership, Leisure and Funding Manager
Telephone: 01277 312634
E-mail: kim.anderson@brentwood.gov.uk