

REPORT TO:		Cabinet	
DATE:		20 July 2016	
PORTFOLIO:		Cllr Munsif Dad - Health and Communities	
REPORT AUTHOR:		Kirsten Burnett	
TITLE OF REPORT:		Proposed Safeguarding Policy	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable	
KEY DECISION:	No	If yes, date of publication:	

1. **Purpose of Report**

1.1 To present a proposed new Safeguarding Policy.

2. **Recommendations**

2.1 That Cabinet approves the draft policy.

3. **Reasons for Recommendations and Background**

3.1 The current policy dealing with our approach to safeguarding is the Child, Young Person & Vulnerable Adult Policy. This has been in place for a number of years, with minor amendments made to keep up to date with legislation and guidance.

3.2 A recent audit report found that on the whole our arrangements were satisfactory. However, of 20 staff who responded, 4 indicated that they had received no training and were not aware of a specific policy.

3.3 The current policy does not reflect Child Sexual Exploitation or the Prevent Duty. It is also fairly detailed. The review and updating has given us an opportunity to simplify and shorten the policy, cutting the word count / pages by around 40%. It includes a flowchart. Hopefully this will make it easier to understand and follow and people will be more likely to read it or refer to it when needed.

3.4 A number of internal and external colleagues have commented on proposed drafts and their feedback has been incorporated where relevant.

3.5 A new Policy also gives us the opportunity to raise awareness amongst staff and elected members.

3.6 There were 12 safeguarding cases in the year 2015/16 and these were looked at as part of the audit process and found to have been dealt with properly.

4. Alternative Options considered and Reasons for Rejection

4.1 N/a

5. Consultations

5.1 A number of internal and external colleagues have commented on proposed drafts and their feedback has been incorporated where relevant.

6. Implications

Financial implications (including any future financial commitments for the Council)	Any training needs will be financed through the corporate training budget.
Legal and human rights implications	The Council has statutory responsibilities under S11 of the Children’s Act and Part 1 of the Housing Act 2004
Assessment of risk	The risks associated with safeguarding are included on the Council’s risk register.
Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	See CFA, attached.

**7. Local Government (Access to Information) Act 1985:
List of Background Papers**

7.1 Internal audit report on safeguarding, May 2016

8. Freedom of Information

8.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.

Customer First Analysis

Safeguarding Policy

1. Purpose

- What are you trying to achieve with the policy / service / function?

A clear policy on how we deal with concerns relating to safeguarding, to cover both children and adults at risk.

Clear guidance for staff and elected members on how to report concerns.

- Who defines and manages it?

The Council has a Designated Safeguarding Officer. This is currently the Head of HR.

- Who do you intend to benefit from it and how?

People who are vulnerable / at risk. Staff, as they need to act appropriately to safeguard themselves from any allegations of abuse or failure to act.

- What could prevent people from getting the most out of the policy / service / function?

Lack of awareness or confidence to report issues and deal with them appropriately.

- How will you get your customers involved in the analysis and how will you tell people about it?

There has been a recent audit which included asking a sample of staff some questions. We will need to ensure there is ongoing briefing / training as appropriate.

2. Evidence

- How will you know if the policy delivers its intended outcome / benefits?

Through cases being reported and acted upon properly.

Feedback from colleagues within LCC and Police who deal with cases we have been involved in.

- How satisfied are your customers and how do you know?

In terms of members of the public, we don't know because where there are concerns we normally refer these to police or social services. We sometimes get feedback via a social worker, for instance.

We let staff know of any outcomes, but sometimes there is no information to pass back to them regarding progress.

- What existing data do you have on the people that use the service and the wider population?

We know the number of concerns which are reported and subsequently passed on. There were 12 cases in 2015/16.

- Are you breaking down data by equality groups where relevant (such as by gender, age, disability, ethnicity, sexual orientation, marital status, religion and belief, pregnancy and maternity)?

No. This information is included where known in social services referrals. Our role is in passing these concerns on.

- Are you using partners, stakeholders, and councillors to get information and feedback?

Yes. We discuss issues with the police (especially the Licensing Team) and at meetings with partners.

3. Impact

- Are some people benefiting more – or less - than others? If so, why might this be?

Not known, but all cases are reported on to the relevant agency if there is a concern.

4. Actions

- If the evidence suggests that the policy / service / function benefits a particular group – or disadvantages another - is there a justifiable reason for this and if so, what is it?

N/a

- Is it discriminatory in any way?

There is no evidence to suggest this.

- Is there a possible impact in relationships or perceptions between different parts of the community?

Given recent high profile cases of CSE in other boroughs in our region, there are sensitivities around groups like taxi drivers / take-away staff, who may be from particular ethnic backgrounds, but we do not allow these to prevent us from reporting any concerns.

- What measures can you put in place to reduce disadvantages?

Ongoing training and communication,

- Do you need to consult further?

No.

- Have you identified any potential improvements to customer service?

Yes, the need for a clearer, easier-to-read, safeguarding policy.

- Who should you tell about the outcomes of this analysis?

Management Team and Cabinet, as they will have to approve a new draft.

- Have you built the actions into your Business Plan with a clear timescale?

Build into our risk planning and recommendations of internal audit.

- When will this assessment need to be repeated?

When the policy is next reviewed or if any of our cases show that changes should be considered.

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Dated: 21 June 2016