



COUNCIL CABINET
11 November 2015

ITEM 13

Report of the Cabinet Member for Safeguarding
and Children and Young People

Corporate Safeguarding Responsibilitiesupdate

SUMMARY

- 1.1 In 2012 the Central Midlands Audit Partnership undertook an audit of safeguarding activity across the Council. They examined the implementation of the Council's Safeguarding Policy in relation to both children and adults, with reference to understanding and activity of Council employees, documents and processes.
- 1.2 In response to the audit an action plan was signed off and the re-established Corporate Safeguarding Group has followed this through until completion in June 2014 – with the exception of three items which were pending the implementation of MiPeopleand are now complete.
- 1.3 A revised Corporate Safeguarding policy and new work plan and terms of reference for the Corporate Safeguarding Group is proposed, attached at appendices 2,3 and 5. This plan may need to be adapted to reflect activity currently taking place within the Council around safeguarding and corporate responsibility more widely.

RECOMMENDATION

- 2.1 To agree the revised policy and new work plan, and support the Corporate Safeguarding Group in the implementation of both.
- 2.2 To agree a proposal for a Safeguarding Champion amongst elected members, to become a member of the Corporate Safeguarding Group.
- 2.3 To agree that sign-off of the Safeguarding policy, and completion of on-line training at an appropriate level, or attendance at a briefing, should be mandatory.

REASONS FOR RECOMMENDATION

- 3.1 Corporate Safeguarding is currently very much in the forefront, following the exposure of weaknesses in Rotherham and elsewhere, and there is further opportunity to strengthen arrangements in Derby.
- 3.2 Robust leadership is key to embedding safeguarding across the Council, from both officers and elected members. The latter also have a critical scrutiny role, and need to

be robust in their challenge to officers to demonstrate children and vulnerable adults are safe in Derby.

These key safeguarding roles and responsibilities are clearly defined in the report attached at appendix 4

- 3.3 The challenge now will be to maintain and embed the progress made, ensuring that safeguarding requirements and implications are fully addressed in any new development or change. In particular, as support services contract and individuals leave, we need to ensure that knowledge is not lost and processes remain in place.



Derby City Council

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Report of the Acting Strategic Director for Children and Young People.

SUPPORTING INFORMATION

- 4.1 The Corporate Safeguarding Group has met quarterly, chaired by the HoS Children's Quality Assurance and supported by HoS Adult Safeguarding. The group has also had representatives from Neighbourhoods, Resources and Chief Executive's Directorates.
Representatives also serve as the safeguarding lead in their directorate, and are identified on iDerby.
Annual reporting arrangements are now in place.
- 4.2 The Council Corporate Safeguarding Policy has been reviewed and re-written; it is attached for approval. There is also a statement for the public around the Council's commitment to safeguarding. Further work needs to be done on the public-facing website.
- 4.3 Safeguarding adults and children is actively promoted in all directorates, with reporting into each DMT as necessary and incorporated into business plans. A recent audit revealed that most business plans did include appropriate reference to safeguarding, though not all.

A safeguarding impact assessment process is needed, to ensure that key decisions are taken with an understanding of any safeguarding risks.
- 4.4 Safeguarding now features prominently on iDerby, with simple guidance for all staff, including who to report to and how to record, and links to both children's and adults' safeguarding procedures. Safeguarding is included in the policy sign-off in induction for all new staff. Further work to up-date training in relation to safeguarding children is now being addressed, and tailored for those who work directly with children, and those who don't. Safeguarding also has featured in staff bulletins and management briefings. The induction checklist has been amended to address safeguarding and the induction requirements around this.
- 4.5 Training has been provided for elected members on a regular basis; attendance has been good but not complete. Some 1:1 input has also been provided. This needs to be repeated for the current Council; Chief Officers and Directors will also be invited to attend.

Safeguarding adults and children briefings have been developed and delivered to Neighbourhoods staff at Stores Road. Sessions have been tailored to the needs of these staff groups to improve accessibility; this has been successful and very well received in most cases. Once these are complete, regular safeguarding briefings for staff are planned on a quarterly basis, to be offered in the Council House, Stores Road and elsewhere as necessary. The focus is on Council staff who are not working with children or vulnerable adults, either those new in post or those not familiar with safeguarding.

- 4.6 e-learning packages are available and recommended or mandatory for different groups of staff, and staff who work with children or vulnerable adults have access to training internally and via the respective safeguarding boards. It is proposed to replace the “off the shelf” e-learning in relation to children, with the local DSCB package.
- 4.7 With the introduction of MiPeople we are now able to keep comprehensive records of safeguarding training accessed by staff in AHH and CYP, and should be able to report on and analyse this in the future. The on-line training and policy sign-off can report on completion rates by individuals and services. Future reports will provide updates on the completion rates, once confirmed for accuracy.
- 4.8 We do not yet have a consistent approach to identifying induction and training requirements for specific posts, but individual needs should be identified in MIPs and service needs in service development plans. Reporting, auditing and analysis of this is not well established.
- 4.9 Manager recruitment training addresses safe recruitment practice, and DBS checks are obtained for relevant posts. DBS checks will now be updated every three years for posts identified in social care in both AHH and CYP, and progress on this will be reported to the group. The Council’s on-line recruitment approach has also recently been incorporated into the MiPeople system, and it will be necessary to review the process and documentation to ensure safeguarding is fully addressed. This is an identified action in the work programme in Appendix 3

OTHER OPTIONS CONSIDERED

- 5.1 None.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Service Director(s) Other(s)	Liz Moore Hazel Lymbery Service Director Specialist Services
For more information contact: Background papers: List of appendices:	Nina Martin 01332 717809 e-mail nina.martin@derby.gov.uk CMAP Corporate Safeguarding audit action plan Appendix 1 – Implications Appendix 2 – Corporate Safeguarding Policy Appendix 3 –Council Safeguarding Statement Appendix 4- Key safeguarding roles and responsibilities Appendix 5 - Work plan 2015 Appendix 6– Corporate Safeguarding Group TOR

IMPLICATIONS

Financial and Value for Money

- 1.1 There are no financial implications arising from this report.

Legal

- 2.1 Implementing the attached action plan would help to ensure statutory and regulatory compliance across the Council.

Personnel

- 3.1 These proposals represent good practice in terms of the identification of learning needs and are consistent with current personnel activity across the Council.
There are no additional staffing implications.

IT

- 4.1 No implications

Equalities Impact

- 5.1 Ensuring Council employees have the necessary knowledge and skill around safeguarding will also promote equality and support diversity amongst users of Council services, through promoting the safety of vulnerable individuals. Delivery of any development activity will need to reflect the needs of a diverse workforce.

Health and Safety and safeguarding impact

- 6.1 Promoting Safeguarding will also promote the health and safety of users of Council services.
Implementation of these recommendations will have a direct effect on improving safeguarding practice.

Environmental Sustainability

- 7.1 More efficient electronic systems and means of training delivery will reduce the environmental impact of Council activity.

Asset Management

- 8.1 No implications

Risk Management

- 9.1 As above, safeguarding failures do represent a significant reputational risk for the Council, and bring the risk of financial penalties.

Corporate objectives and priorities for change

- 10.1 Keeping children and vulnerable adults safe is a corporate objective.

Derby City Council

Safeguarding Policy V1.2

Author – Improvement and Policy Manager

Owner – Corporate Safeguarding Group

Member – Post
Adults Safeguarding Manager
Head of Quality Assurance – Children and Young People
Head of Service - Prevent
Strategic HR Business Partner - AHH & CYP
Head of Performance and Intelligence

Approved – Chief Officer Group

Review data – June 2016

Derby City Council Safeguarding Policy 2015

Safeguarding is **everybody's responsibility**. It does not matter what your role within Derby City Council is or what service you work for; we all share responsibility, both corporately and individually; to make sure that everyone is protected from abuse and neglect.

All Council employees, elected members, partner organisations and contractors who come into contact with children and young people or adults in need of care or support, in the course of their work, have a **duty of care** to safeguard, prevent, and report neglect or abuse.

What is safeguarding?

Safeguarding and promoting the welfare of children and young people is defined as:

- *protecting children and young people from maltreatment*
- *preventing impairment of children and young people's health or development*
- *ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care, and*
- *taking action to enable all children and young people to have the best outcomes.*

(Source: Working Together to Safeguard Children - 2015)

An 'Adult in Need of Care and Support' is anyone aged 18 or over who:

- *has needs for care and support (whether or not the local authority is meeting any of those needs AND*
- *is experiencing, or at risk of, abuse or neglect AND*
- *as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.*

(Source: Care Act - 2014)

Our commitments

Derby City Council is committed to safeguarding vulnerable children and young people and adults at risk.

- Elected members, senior officers and all staff will be aware of corporate safeguarding responsibilities, and what to do in the event of concerns about a child or vulnerable adult in need of care or support.
- Elected members and staff participate in mandatory safeguarding training; specialist staff that work within services for vulnerable individuals will receive

targeted and specialised multi-agency training, and we will have clear plans to support development for these members of staff.

- All contractors and organisations working with us must be aware of this Policy and their safeguarding responsibilities pertaining to it. We will also make sure we operate within their safeguarding procedures.
- We will ensure that we have safe recruitment and employment practices in place to promote safeguarding at all levels in the Council.
- Council departments will work together to address safeguarding issues including those arising from Serious Case Reviews, Safeguarding Adult Reviews, Government Inquiries and legislation
- We will work in partnership with organisations and agencies both within and outside of the city boundary in order to safeguard children and vulnerable adults.
- We will fully consider the safeguarding implications of any decisions that we make and consult with service experts and, as appropriate, our service users, before making those decisions.
- We will have an up to date and accurate summary of how our services meet their statutory safeguarding responsibilities as defined through Section 11 of the Children's Act 2004 and Care Act 2014.

What are your responsibilities?

All members of Derby City Council's workforce should:

- be alert to the possibility of abuse and neglect
- report any concerns about the safety or welfare of a child or adult.
- participate in relevant safeguarding training and multi-agency partnership working to safeguard children and adults in need of care and support.
- be familiar with local procedures and protocols for safeguarding children and adults in need of care and support and follow the Council's and any relevant professional codes of conduct

- Pass on any concerns about the conduct of colleagues, other employees and contractors, if they may be putting children or adults at risk (see Whistle-blowing Policy)
- be familiar with key roles and responsibilities for safeguarding both vulnerable children and adults (**Appendix 1**)

Delivering this policy

To make sure that we are carrying out our statutory safeguarding duties appropriately Derby City Council has a Corporate Safeguarding Group, with a lead representative from all directorates, which has five key objectives:

1. To advise the Local Authority in relation to safeguarding issues.
2. To promote and monitor the implementation of this Policy.
3. To evaluate the impact and effectiveness of this Policy and recommend any changes in light of local feedback and performance, and in line with national developments.
4. To develop and implement an annual action plan to achieve the aims of this Policy and to provide a formal mechanism to respond to audit findings.
5. To promote improved communication between all directorates in relation to safeguarding issues.

The contents of this Policy will be reviewed through the Corporate Safeguarding Group on an annual basis to make sure it remains fit for purpose.

External challenge

Every local authority area has a statutory duty to have a local Safeguarding Board for both Children's and Adult's services. The primary function of these Boards is to make sure that agencies across the city are adequately carrying out their safeguarding duties and to promote safeguarding issues and awareness throughout the city.

Each Board is responsible for publishing safeguarding procedures for all agencies to work to.

For further information or details please visit their webpages:

Classification: OFFICIAL

Derby City Safeguarding Children's Board - <http://www.derbyscb.org.uk/index.asp>

Derby City Safeguarding Adult's Board - <http://www.derbysab.org.uk/board.asp>

Classification: OFFICIAL

Getting Help

There are a number of ways you can pass on a safeguarding concern or report an incident:

In an emergency...

If you believe that a child, young person or adult is at immediate risk and in need of protection then you should call the Police - **999**, immediately.

To make a referral or seek advice when you have concern about a child or young person contact children's social care:

During normal working days between 9 am and 5 pm:

- Telephone: 01332 641172

To make a referral or seek advice about adults at risk contact adults social care:

During normal working days between 9 am and 5 pm:

- Telephone: 01332 640777
- Minicom: 01332 640666
- Fax: 01332 643299

Outside office hours

At all other times concerns about children, young people and adults at risk can be discussed with **Careline** who can be contacted on the telephone number **01332 786968**.

Derby City Council Safeguarding Commitment 2015

Safeguarding is **everybody's responsibility**.

We all have a duty of care to safeguard, prevent, and report neglect or abuse in both children and young people and in adults at risk.

What is safeguarding?

Safeguarding and promoting the welfare of children and young people is defined as:

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- *is experiencing, or at risk of, abuse or neglect AND*
- *as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.*

(Source: Care Act - 2014)

Our Commitments

Derby City Council is committed to making sure that all staff, elected members, partners and contractors are aware of their safeguarding responsibilities and that we support them to effectively carry them out.

- Elected members, senior officers and all staff will be aware of corporate safeguarding responsibilities, and what to do in the event of concerns about a child or adult in need of care or support.
- Elected members and staff participate in mandatory safeguarding training; specialist staff that work within services for vulnerable individuals will receive targeted and specialised multi-agency training, and we will have clear plans to support development for these members of staff.

- All contractors and organisations working with us must be aware of this Policy and their safeguarding responsibilities pertaining to it. We will also make sure we operate within their safeguarding procedures.
- We will ensure that we have safe recruitment and employment practices in place to promote safeguarding at all levels in the Council.
- Council departments will work together to address safeguarding issues including those arising from Serious Case Reviews, Safeguarding Adult Reviews, Government Inquiries and legislation
- We will work in partnership with organisations and agencies both within and outside of the city boundary in order to safeguard children and vulnerable adults.
- We will fully consider the safeguarding implications of any decisions that we make and consult with service experts and, as appropriate, our service users, before making those decisions.
- We will have an up to date and accurate summary of how our services meet their statutory safeguarding responsibilities as defined through Section 11 of the Children's Act 2004 and Care Act 2014.

Derby has independent Local Safeguarding Boards for both Children's and Adult's services. The primary function of these Boards is to make sure that agencies across the city are adequately carrying out their safeguarding duties. Each Board is also responsible for publishing safeguarding procedures for all agencies to work to.

For further information or details please visit their webpages:

Derby City Safeguarding Children's Board - <http://www.derbyscb.org.uk/index.asp>

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**DERBY CITY COUNCIL
SAFEGUARDING CHILDREN AND ADULTS WITH CARE AND SUPPORT
NEEDS:
SUMMARY OF ROLES AND RESPONSIBILITIES WITHIN THE COUNCIL**

This summary outlines the roles and responsibilities. It does NOT replace any other procedures. For these purposes roles in Section 1-8 have Framework Responsibilities; those in Sections 9-13 have Scrutiny Responsibilities; those in subsequent sections have Reporting or Operational Delivery Responsibilities.

The Leader of the Council

- 1.1 Ensure that the Council gives priority to safeguarding children and adults with care and support needs, coherently and consistently in service planning and resource allocation.
- 1.2 Ensure that a Lead Member for Children and Young People's Services and Adults with Care and Support Needs is appointed to the Cabinet in line with the requirements of Children Act 2004 and the Care Act 2014.
- 1.3 Ensure the Council appoints a Strategic Director for Children and Young People's Services to carry out the full range of statutory requirements of the Director of Children's Services role and to ensure that the Cabinet receives advice from him/her on all relevant matters.¹
- 1.4 Ensure all communities are equally well served in this regard.

The Cabinet Member with statutory responsibility for Children and Young People's Services
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- 2.1 Champion the interests of children and young people within the city by ensuring a clear focus on safeguarding and corporate parenting.
- 2.2 Promote the safety and welfare of children and young people across all agencies.
- 2.3 Ensure that the Council fulfils its responsibilities to children for which it is corporate parent and having regard to the Guidance *If This Were My Child...A Councillor's Guide to Being a Good Corporate Parent*.
- 2.4 Through the Chief Executive, hold the Strategic Director for Children and Young People's Services to account for the work of the Local Safeguarding Children Board

¹ If a Director of People is in place, then the Council **must** be assured that the focus on outcomes for both children **and adults with care and support needs** remains robust. As per Working Together 2015 "The Director of Children's Services has the responsibility within the local authority, under S18 2004 Children Act for improving outcomes for children, local authority children's social care functions and local co-operation arrangements for children's services."

(in recognition that this is a statutory body in which the Lead Member is not directly involved in governance arrangements) and hold the Independent Chair of the Safeguarding Board to account for the effective working of the Board.

- 2.5 Ensure that the Council's Children and Young People's Services meet the required standards and comply with statutory requirements.
- 2.6 Ensure that the Council's Children and Young People's Services' responsibilities are properly considered, supported and monitored by the Cabinet, including an annual report to Cabinet on the extent to which those responsibilities are being met.
- 2.7 Work with the Strategic Director for Children and Young People's Services, to ensure the Department is adequately funded and staffed to deliver these priorities, both in and out of office hours.

The Cabinet Member with statutory responsibility for Safeguarding Adults Services
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- 3.1 Champion the well-being and safety of adults with care and support needs within the city by ensuring a clear focus on safeguarding.
- 3.2 Through the Chief Executive, hold the Strategic Director for Adults Health and Housing to account for the work of the Local Safeguarding Adults Board (in recognition that this is a statutory body in which the Lead Member is not directly involved in governance arrangements) and hold the Independent Chair of the Safeguarding Board to account for the effective working of the Board.
- 3.3 Ensure that the Council's Adult Care Services meet the required standards and comply with statutory requirements for safeguarding as laid out in the Care Act 2014 .
- 3.4 Ensure that the Council's Safeguarding Adults Services' responsibilities are properly considered, supported and monitored by the Cabinet, including an annual report to Cabinet on the extent to which those responsibilities are being met.
- 3.5 Work with the Strategic Director for Adults Health and Housing, to ensure the Department is adequately funded and staffed to deliver these priorities, both in and out of office hours.

The Chief Executive

- 4.1 Ensure the Council has developed local strategic objectives, priorities and targets for safeguarding that complement those set nationally.
- 4.2 Ensure that the Council as a whole, and not just Children and Young People's Services, embeds Section 11 duties in their design, planning and delivery of services and, in particular, ensure that Adult Social Care maintain effective arrangements for supporting this objective. Alongside this ensure that the Council embeds its duties to

Safeguard Adults with care and support needs in their design, planning and delivery of services.

- 4.3 Ensure that a Strategic Director for Children and Young People's Services is in post and that he/she undertakes the full range of statutory DCS functions outlined in the Children Act 2004.²
- 4.4 Ensure that the Council has management and accountability structures that deliver safe and effective services, with particular reference to safeguarding children and adults with care and support needs.
- 4.5 Ensure that the statutory inter-agency arrangements are in place – including in the Local Safeguarding Children Board and Local Safeguarding Adults Board – and ensure there is an open culture between local agencies and good direct communications between senior managers so that they accept and address concerns brought to their attention.
- 4.6 Ensure that statutory arrangements are in place for the Multi Agency Public Protection Arrangements and that there is appropriate linkage between Adult Social Care and Children and Young People's Services to discharge the Council's duties in relation to these arrangements.
- 4.7 Ensure all Children and Young People's Services and Adults with care and support need Services are sensitive to diversity.
- 4.8 Receive regular briefings and identify the strengths and weaknesses of the Council's services and on the action required to address them.
- 4.9 Provides, through the Director of Strategic Services and Transformation, performance rigour and scrutiny in relation to safeguarding activity.
- 4.10 To appoint or remove the Independent Chairs of the Safeguarding Boards with the agreement of a panel, including Board partners and lay members, and to hold the Chairs to account for the effective working of the Safeguarding Boards.

The Strategic Director for Children and Young People's Services
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- 5.1 Ensure that the safeguarding of children is high on the Council's, partners' and the community's agenda, which includes promoting the safety and welfare of children across all agencies, including Looked After Children and Care Leavers.
- 5.2 Ensure that the Department has management and accountability structures that deliver safe and effective services, with particular reference to the Children Act 1989, Children Act 2004, Education Act 2002, Safeguarding Children and Safer Recruitment in Education Guidance 2007, Children and Young Person Act 2008, Children and

² If a Director of People is in place, then the Council **must** be assured that the focus on outcomes for children remains robust and adults with care and support needs. As per Working Together 2013 "The Director of Children's Services has the responsibility within the local authority, under S18 2004 Children Act for improving outcomes for children, local authority children's social care functions and local co-operation arrangements for children's services."

Families Act 2014, and Working Together to Safeguard Children 2013, and any subsequent legislation or statutory direction.

- 5.3 Ensure that the Department has access to a range of integrated, effective, efficient and flexible services that safeguard and promote the welfare of all groups of vulnerable children and their families.
- 5.4 Ensure effective multi-agency planning processes are in place to plan for Children in Need and that there is an effective Local Safeguarding Children Board that:
 - a) has appropriate senior representation from those within Children and Young People's Services, holding both targeted and universal services responsibilities;
 - b) discharges all the functions set out as Guidance in Working Together to Safeguarding Children 2013 to both co-ordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of that work, both within individual local agencies and in inter-agency working.
- 5.5 Ensure that appropriate responses to diversity are embedded in practice.
- 5.6 Ensure appropriate challenge to partner agencies on matters of safeguarding children.
- 5.7 Ensure effective multi-agency planning process are in place to plan for Children in Need and ensure that services are co-ordinated to ensure that children are safeguarded in all settings, including hospitals.
- 5.8 Ensure that those with framework, scrutiny and delivery arrangements have appropriate training in other that they can exercise the responsibilities of their role.
- 5.9 Ensure staff are well trained, supported and managed, and feel able to report any concerns.
- 5.10 Ensure children and young people are listened to, both in service provision, and at a more strategic level, and that concerns are acted upon.
- 5.11 Ensure the safeguarding of children in all educational provision, whether pre-school day care, primary, secondary or residential schools, or out of school activities, youth work, play, childcare and family learning.
- 5.12 Ensure all schools and educational services have policies and procedures for child protection and safer recruitment.
- 5.13 Ensure measures are in place to promote good attendance; to manage behaviour and tackle bullying and other forms of harassment; to provide effective personal, social and health education; support for family learning, and opportunities for personal and social development, in recognition that this will promote effective safeguarding of all children.
- 5.14 Ensure that specific attention is given to groups at risk of low achievement, including children in the public care, with special needs and particular ethnic groups; the attendance, behaviour and provision for pupils out of school, within the context of a

general approach to educational inclusion.

- 5.15 Ensure that arrangements are in place to proactively identify safeguarding issues relating to adults with care and support needs when working with children, and that where concerns are identified these are referred into Adults Social Care within the timescales as laid out in the Safeguarding Adults Policy and Procedures

The Strategic Director of Adults, Health and Housing

- 6.1 Ensure representation at appropriate senior management level on the Derby Safeguarding Adults Board (DSAB) and within Multi Agency Public Protection Arrangements.
- 6.2 Ensure that the safeguarding of adults with care and support needs is high on the Council's, partners and the community's agenda, which includes promoting the safety and welfare of adults with care and support needs across all agencies.
- 6.3 Ensure that the Department has management and accountability structures that deliver safe and effective services, with particular reference to the Care Act 2014, Mental Health Act 1983, Mental Capacity Act 2005 and Human Rights Act 1998
- 6.4 Ensure that the Department has access to a range of integrated, effective, efficient and flexible services that safeguard and promote the welfare of all groups of adults with care and support needs.
- 6.5 Ensure that, where safeguarding arrangements are in place, these apply throughout the life course
- 6.6 Ensure that appropriate responses to diversity are embedded in practice.
- 6.7 Ensure appropriate challenge to partner agencies on matters of safeguarding adults with care and support needs.
- 6.8 Ensure effective multi-agency planning process are in place to plan for Adults with Care and Support Needs and ensure that services are co-ordinated to ensure that adults with care and support needs are safeguarded in all settings, including hospitals.
- 6.9 Ensure that those with framework, scrutiny and delivery arrangements have appropriate training in other that they can exercise the responsibilities of their role.
- 6.10 Ensure staff are well trained, supported and managed, and feel able to report any concerns.
- 6.11 Ensure adults with care and support needs are listened to, both in service provision, and at a more strategic level, and that concerns are acted upon.
- 6.12 Ensure that where vulnerable young people are in need of continuing service provision from within Adult Services, the transition is planned and managed promptly, efficiently and within a framework of collaboration.

Monitoring Officer

- 7.1 Ensure expert legal advice is available to the Council on its child care and adults with care and support needs responsibilities.
- 7.2 Ensure that robust arrangements are in place for pre and post recruitment checks to be undertaken for all appropriate people working with children adults with care and support needs in the Council and the services it arranges and funds, in line with the principles and standards agreed through DSCB and DSAB on behalf of the Council.
- 7.3 Ensure that the Council complies with the vetting and barring scheme.

All Directors

- 8.1 Should be committed to protecting children and adults with care and support needs and should communicate that commitment throughout the organisation.
- 8.2 Ensure their services are provided in a way that ensures the safety and welfare of children and young people and adults with care and support needs.
- 8.3 Ensure all staff in services with contact with children and/or their parents and adults with care and support needs have a consistent understanding of the thresholds for sharing information with and referral to Children and Young People's Services and Adult Social Care Services and have received appropriate training to undertake their responsibilities to safeguard and promote the welfare of children and adults with care and support needs.

Overview and Scrutiny Commission Members

- 9.1 Take all necessary steps to scrutinise the Council's arrangements for safeguarding children and adults with care and support needs, with particular reference to:
 - a) the adequacy of funding
 - b) staffing levels and morale
 - c) the Department's performance
 - d) the care, education, health and achievements of Looked After Children and Care Leavers
 - e) the well-being and safety of adults with care and support needs
 - f) that safeguarding is accessible to all communities.

The role of Derby Children's, Families and Learners Board, Local Safeguarding Children's Board, Local Safeguarding Adults Board and Health and Wellbeing Board

- 10.1 The Derby Children's, Families and Learners Board (DCFLB) brings together the organisations responsible for services for children, young people and their families. Keeping children safe is the top priority for the DCFLB, which is effectively the 'Children's Trust' for Derby City.
- 10.2 The DSCB is the key statutory mechanism for agreeing how the relevant organisations in Derby co-operate to safeguard and promote the welfare of children, and for ensuring the effectiveness of what they do.
- 10.3 The DSCB has a clear and distinct identity within the DCFLB arrangements. There needs to be a balance between the DCFLB taking reports from the DSCB on areas of activity where the DSCB has a lead role, and the DSCB ensuring that the DCFLB integrates safeguarding into the development of services for children and their families.
- 10.4 This balance is achieved by defining the role of the DSCB and the Children's Trust in relation to developing, co-ordinating and influencing service developments and priorities, whilst ensuring this is linked to the priorities in the Children and Young People's Plan and the DSCB Business Plan.
- 10.5 The DSAB is the key statutory mechanism for agreeing how the relevant organisations in Derby co-operate to safeguard and promote the welfare of adults with care and support needs, and for ensuring the effectiveness of what they do.
- 10.6 The Health and Wellbeing Board (H&WB) has a clear focus to improve the health and wellbeing of Derby residents and reduce health inequalities. The H&WB will ensure that safeguarding is 'everyone's business' and ensure this is reflected in the Public Health agenda and related policies and strategies.

All Councillors

- 11.1 Councillors should be aware of how and when to refer child welfare concerns to Children and Young People's Services and how, after the referral has been registered, there are constraints on staff sharing information, as set out in the Council's Political Conventions.
- 11.2 Councillors should be aware of how and when to refer adults with care and support needs to Adult Social Care and how, after the referral has been registered, support will be based on helping to promote the safety and well-being of the person, a risk enabling approach will be adopted
- 11.3 Councillors should be aware of their responsibilities as 'corporate parents' of Looked After Children.
- 11.4 Prioritise attendance at the Safeguarding and Corporate Parenting briefings and the Safeguarding Adult Boards briefing.

Directors of Early Intervention and Integrated Safeguarding Services and Specialist Services

- 12.1 Ensure that Children in Need are safeguarded and they and their families benefit from effective referral, assessment, planning and review processes, which result in appropriate services being provided to respond to the identified developmental needs of the child.
- 12.2 Maintain positive and constructive relationships, through the DSCB, with partner agencies.
- 12.3 Ensure that staff are provided with up-to-date procedures, protocols and guidance and that systems are in place to ensure they are followed.
- 12.4 Ensure arrangements are in place for the safe transfer of responsibility between local authorities.
- 12.5 Ensure induction, supervision and staff development processes are in place.
- 12.6 Ensure performance measures are in place to ensure that services, including those commissioned from external organisations, are safely, efficiently and cost effectively delivered.
- 12.7 Ensure workload management systems are in place and monitored.
- 12.8 Ensure staff are able to offer culturally appropriate services to all the communities of the city.

Directors of Prevention, Personalisation and Professional Standards and Integrated Commissioning

- 13.1 Ensure that Adults with Care and Support Needs are safeguarded and they and their carers benefit from effective referral, assessment, planning and review processes.
- 13.2 Maintain positive and constructive relationships, through the DSAB, with partner agencies.
- 13.3 Ensure that staff are provided with up-to-date procedures, protocols and guidance and that systems are in place to ensure they are followed.
- 13.4 Ensure arrangements are in place for the safe transfer of responsibility between local authorities.
- 13.5 Ensure induction, supervision and staff development processes are in place.
- 13.6 Ensure performance measures are in place to ensure that services, including those commissioned from external organisations, are safely efficiently and cost effectively delivered.
- 13.7 Ensure workload management systems are in place and monitored.

- 13.8 Ensure staff are able to offer culturally appropriate services to all the communities of the city.

Head of Service – Children's Quality Assurance

- 14.1 Lead, develop and ensure effective strategies, policies and procedures are in place such that high standards of safeguarding and practice are achieved across the City Council; lead and implement quality assurance activity within EISS and SS; advise more broadly in relation to safeguarding and act as Lead on the Corporate Safeguarding Group.
- 14.2 Responsible for the operation and performance management of a range of safeguarding services: including Child Protection Conferencing; LAC independent reviewing; CiN independent reviewing; Children's Rights and Participation; co-ordination of allegations against those who work with children; operational responsibility for DSCB.

Head of Service – Integrated Safeguarding

- 15.1 Lead, maintain and ensure the strategic development, management and delivery of the Department Field Work Social Work service to children identified as being "in need" and, in particular, those at risk of abuse or serious injury and those requiring the "care" of the Local Authority and to contribute to the improvement of outcomes for children and young people in Derby.
- 15.2 Responsible for the operation and performance management of a range of targeted and specialist social work support services, including the range of Child Care Social Work teams and Assessment services, Contact, Reception and Care Line services, Family Group Meetings; Children in Care Teams, Leaving Care Team and services to unaccompanied asylum seeking children.
- 15.3 Ensure that care plans are appropriate to current need and are monitored and progressed in a timely fashion to avoid drift.

Heads of Service – Residential Care and Fostering & Adoption

- 16.1 Lead, maintain and ensure the strategic development, management and delivery of the department's provider arm of the Looked After Children's service and contribute to the improvement of outcomes for children and young people in Derby.
- 16.2 Responsible for the operation and performance management of a range of targeted and specialist looked after children services, Fostering, Adoption, and Residential Care.

Heads of Service – Safeguarding and Professional Standards, Community Support, Mental Health and Local Care Area Co-ordination, Deaf Services, Ordinary Lives and

Transitions.

- 17.1 Lead, develop and ensure effective strategies, policies and services such that high standards of safeguarding are achieved across the City Council.
- 17.2 Lead, maintain and ensure the strategic development management and delivery of the Department Field Work Social Work service to adults with care and support needs where concerns are raised in relation to abuse or neglect or the risk of abuse and neglect. All action taken should be based on helping the adult to meet their own agreed outcomes which enhances their safety and well-being
- 17.3 Ensure that safety plans are agreed in a timely fashion and that there is evidence that the voice of the adult is found throughout on the basis of nothing about me, without me approach

Heads of Service and Deputy Heads of Service

- 18.1 They should be committed to protecting children and adults with care and support needs and should communicate that commitment throughout their service.
- 18.2 Ensure services are provided in a way that ensures the safety and welfare of children and young people and adults with care and support needs.
- 18.3 Ensure all staff in services with contact with children and adults with care and support needs and/or their parents/carers have a consistent understanding of the thresholds for sharing information with and referral to children's social care, and receive appropriate training to undertake their responsibilities to safeguard and promote the welfare of children.

Head of Service CYP Commissioning
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- 19.1 Ensure arrangements for commissioning placements for looked after children in externally commissioned placements (residential, independent fostering agency or supported accommodation for 16 and 17 year olds) are robust, meet quality standards and comply with all safeguarding requirements.

Head of Service Integrated Commissioning

- 20.1 Ensure arrangements for commissioning placements for adults with care and support needs are robust, meet quality standards and comply with all safeguarding requirements.

Managers, (Children's Social Care), Early Intervention and Integrated Safeguarding and Specialist Services Division
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- 21.1 Ensure effective systems are in place to enable team managers to establish how many children have been referred to their team, what action is required to be taken for each child, who is responsible for taking action, and when action must be completed

and has been completed.

- 21.2 Ensure that all cases of children assessed as needing a service from children's social care have an allocated worker, in line with Working Together to Safeguard Children 2013. Ensure that staff follow procedures, protocols and guidance and that casework is quality assured regularly.
- 21.3 Report to the Deputy/ Head of Service on the quality and performance of their services, including workloads, on a regular basis through supervision.

Managers within Early Intervention and Integrated Safeguarding and Specialist Services

- 22.1 Ensure that referrals are acknowledged and dealt with in a timely way, and in the case of referrals to children's social care, in line with timescales laid out in Working Together 2013.
- 22.2 Ensure that cases are allocated to appropriately qualified and trained practitioners and that the practitioner is clear about what has been allocated, what action is required and how that action will be reviewed and supervised.
- 22.3 Ensuring and monitoring that core standards for recording and managing case files are met, through the use of the Integrated Children's System.
- 22.4 Ensure the quality of work and supervision.
- 22.5 Ensure practitioners are able to manage the diversity aspects of their work.

Managers within Safeguarding and Professional Standards, Community Support, Mental Health and Local Care Area Co-ordination, Deaf Services, Ordinary Lives and Transitions.
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- 23.1 Ensure that referrals are acknowledged and dealt with in a timely way, all the time seeking to ensure that the Adult is involved throughout
- 23.2 Ensure that cases are allocated to appropriately qualified and trained practitioners and that the practitioner is clear about what has been allocated, what action is required and how that action will be reviewed and supervised.
- 23.3 Ensuring and monitoring that core standards for recording and managing case files are met, through the use of the Liquid Logic Adults System.
- 23.4 Ensure the quality of work and supervision.
- 23.5 Ensure practitioners are able to manage the diversity aspects of their work.

Independent Reviewing Officers, Child Protection Managers and CiN Reviewing Officers

- 24.1 Provide advice on safeguarding matters.
- 24.2 Ensure that statutory review meetings for Looked After Children and child protection conferences take place within required timescales; ensure procedures are followed; quality assure practice to promote high standards and improved outcomes.
- 24.3 Contribute to the Learning & Improvement Framework as managers who are not accountable for resource and case management; contribute to problem resolution in individual cases.

Child Care Practitioners

- 25.1 Follow the DSCB and Council safeguarding procedures.
- 25.2 Maintain records of their work using the relevant record system.
- 25.3 Keep up-to-date through training and other professional development opportunities.

Adult Care Practitioners

- 26.1 Follow the Council's safeguarding procedures.
- 26.2 Maintain records of their work using the Liquid Logic Adults System
- 26.3 Keep up-to-date through training and other professional development opportunities.

Other Practitioners and Support Staff
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- 27.1 Pass all concerns about child protection and safeguarding adults with care and support needs to the appropriate duty team without delay.

If you need any further advice regarding this framework, then please contact:

Andy Smith
Acting Strategic Director – Children and Young People

Perveez Sadiq
Interim Strategic Director – Adults Health and Housing

Maureen Darbon
Service Director – Early Help and Children's Safeguarding
Derby City Council

Brian Frisby
Service Director – Prevention, Personalisation and Professional Standards

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DERBY CITY COUNCIL CORPORATE SAFEGUARDING WORK PLAN 2015 – Appendix 5				
Outcome	Action	Lead(s)	Target date	Progress
The Council has a clear policy around safeguarding for its staff and a clear statement for the public	Complete internal policy and external statement; get signed off and published on Council website and intranet	HG/NM	30/8	Policy & associated documents completed, pending approval at COG and Cabinet
	Produce an annual report for COG demonstrating developments in corporate safeguarding and any shortfall	NM	June	June 2015 report completed
Elected members, senior officers and all staff to be aware of corporate safeguarding responsibilities, and what to do in the event of concerns about a child or vulnerable adult	Repeat training for Elected Members and include Chief Officers & Directors	GJ, NM	August	
	Plan, publish and confirm training opportunities	GJ	July	Stores Rd workshops complete, to progress to other staff groups via quarterly briefings
	Re-confirm content of e-learning / policy modules	NM	September	Adults done; children's needs checking/updating. Consider replacing existing e-learning with DSCB
	Service development plans to specify safeguarding training requirements for groups of posts	all	January	
	Up-date induction materials & probationary guidance to reflect safeguarding requirements	LM	June	completed
	Update information on websites	NM GJ	October	Started; linked in with CYP review team.

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	Reporting mechanisms back to Corporate Safeguarding Group re completion of training to be established	LM	August	
Safe recruitment and employment practices are in place	Confirmation to group re completion of DBS checks on recruitment and three-yearly where required	LM	August	Liz to report. Process in place
	Develop e-learning re managing allegations	NM	March 2016	
	Confirm content of training/modules re safe recruitment	LM	October	
Safeguarding implications are assessed and addressed in all strategic decisions	A safeguarding champion is identified from elected members to attend the corporate safeguarding group who will then feed in learning to the full council membership group.	HG	August	Proposal contained in COG report
	Reports to Council, Scrutiny, COG and DMT include safeguarding implications	HG, all	September	Options considered, process needs to have sufficient capacity behind it to make it effective.
	Ensure that the Council Safeguarding thematic plan has clear actions identified from across all Directorates with evidence to deliverables which can be scrutinised and supported by the Corporate Safeguarding group	HG, all	tbc	Pending confirmation of thematic plans; input needed from directorates.
	Ensure all service plans incorporate safeguarding,	All, HG	August	Guidance has been issued as part of business

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	as consistent with the Council Plan and service area.			planning process. Implementation needs checking.
	Promote active consideration of safeguarding implications in key meetings, especially those considering service reduction or re-design.	All	June & on-going	Raised in COG report.
Council departments work together to address safeguarding issues including those arising from Serious Case Reviews, Safeguarding Adult Reviews, Government Inquiries and legislation	Corporate Safeguarding Group to feed into COG relevant safeguarding issues locally and those identified from Serious case reviews, Safeguarding Adult Reviews, Government Inquiries and legislation.	All	On-going & as required	Implications of Care Act 2014 have been raised.
	Promote a transparent and robust challenge to all aspects of Council activity in which no individual or group will be exempt from being considered as part of any safeguarding enquiries.	All	On-going	Reps do challenge as necessary, CSG to offer support as necs.

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CORPORATE SAFEGUARDING GROUP

TERMS OF REFERENCE & MEMBERSHIP

Terms of Reference

- To advise the Local Authority and Elected Members in relation to safeguarding issues, and support Elected Members in their scrutiny function
- To promote and monitor the implementation of the Corporate Safeguarding Policy, taking account of relevant outcome, performance and quality assurance data.
 - To develop and implement an action plan to achieve this and to respond to audit findings.
 - To evaluate the impact and effectiveness of the policy and recommend any changes in light of local feedback and performance, and in line with national developments.
 - To contribute to improved communication and joint working between children's and adults' safeguarding services.
 - To promote improved communication between all directorates in relation to safeguarding

Governance and reporting arrangements

Accountability for safeguarding is held corporately by COG, with each Strategic Director being accountable for their Directorate.

The group will meet quarterly and will report:

- quarterly to each DMT
- annually directly to Chief Officers' Group,
- as required to Elected members, Derby Safeguarding Children Board and Derby Safeguarding Adults Board

Relevant outcome, performance and quality assurance data will be reported where available.

Membership

Joint leadership by:

Children & Young People – HoS Quality Assurance & DSCB
Adults, Health & Housing – HoS Adult Safeguarding & DASB

One representative from each Directorate across the Council nominated as safeguarding lead for that Directorate

Elected Member Safeguarding Champion

Roles of members

- To answer for their strategic directorate in terms of compliance with the Corporate Safeguarding Policy.
- To update the group of any developments affecting safeguarding practice either within their directorate or nationally, and supply relevant knowledge and expertise to inform the group.
- To take back information and undertake agreed actions within their directorate
- To provide outcome and performance data where available and otherwise assist the ongoing monitoring and development of the action plan
- To contribute to and participate in work such as Task and Finish groups as required by the sub-group

NB members must be of sufficient seniority or have delegated authority to enable them to undertake these tasks.

Directorate	Delegated Representative
Elected Member	
Chief Executive's	Heather Greenan
Children & Young People	Nina Martin
Adults, Health & Housing	Griff Jones
Resources	Liz Moore
Neighbourhoods	Dawn Robinson

Nina Martin

November 2013

Up-dated June 2014, June 2015

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