



## **Safeguarding Children: Summary of Roles and Responsibilities**

### **SUMMARY**

- 1.1 The purpose of the report is to gain agreement and to advise all directorates within the Council of the summary of roles and responsibilities in respect of safeguarding children
- 1.2 To ensure these roles and responsibilities are exercised within respective services, in order to ensure that, as a whole authority, we maintain an organisational culture and ethos that reflects the importance of safeguarding and promoting the welfare of children

### **RECOMMENDATIONS**

- 3.1 To approve the document Summary of roles and responsibilities in respect of Safeguarding children attached at Appendix 2.
- 3.2 To distribute the document to all Council Members and senior officers.
- 3.4 To agree that all Councillors should undertake mandatory awareness training on safeguarding and corporate parenting provided by senior officers from the Children and Young Peoples Directorate.

### **REASONS FOR RECOMMENDATION**

- 4.1 To ensure these roles and responsibilities are exercised within respective services, in order to ensure that, as a whole authority, we maintain an organisational culture and ethos that reflects the importance of safeguarding and promoting the welfare of children

## SUPPORTING INFORMATION

- 5.1 Following the publication of the Laming report: *The Protection of Children in England* in March 2009 and the Munro final report: *The Munro Review of Child Protection: A child-centred system*, it is apparent that a Council wide document clarifying roles and responsibilities in relation to safeguarding children would be beneficial. This document reflects the statutory guidance on the roles and responsibilities of the Director of Children's Services and Cabinet Member with responsibility for Children's Services.
- 5.2 Section 11, of the Children Act 2004 places a duty on key persons and bodies, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children.
- 5.3 The government guidance sets out the key considerations for agencies to evaluate themselves against in order to ensure that their arrangements are effective. The duty covers not only those functions / services provided directly but also those services which are contracted out to others.
- 5.4 Key features of the arrangements which all agencies have to have in place are:
- a) Senior management commitment to the importance of safeguarding and promoting children's welfare.
  - b) A clear statement of the agency's responsibility towards children available for all staff (e.g. such as a statement about the importance of safeguarding children at the front of the city council's Safer Recruitment Policy and Procedure).
  - c) A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children.
  - d) Staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families.
  - e) Safe recruitment procedures in place.
  - f) Effective inter-agency working to safeguard and promote the welfare of children.
  - g) Effective information sharing.
- 5.5 The challenge for all Council departments is how the principle enshrined in the guidance – that **safeguarding is everyone's responsibility** – informs the work of the whole council. The shift required is that implications for the wellbeing of children are always identified and taken into account, in all circumstances, including for example:-
- Where the services are set up for adults – who may also be parents or live in households where children also reside.
  - Where contact with children is co-incidental to the service being carried out.

5.6 The duty on the Council is to ensure that:-

- All departments consider the impact on children of any service development.
- All departments ensure that services which involve contact with children, do promote their welfare, are provided safely (including policies to ensure a safe workforce).
- All departments ensure that their staff, are equipped to respond appropriately if concerns about a child come to their attention, in whatever context this might be.

<b>OTHER OPTIONS CONSIDERED</b>
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6.1 None

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Stuart Leslie
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<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Andrew Bunyan 01332 643556 e-mail <a href="mailto:andrew.bunyan@derby.gov.uk">andrew.bunyan@derby.gov.uk</a> None Appendix 1 – Implications
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<b>IMPLICATIONS</b>
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**Financial**

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

**Legal**

- 2.1 By virtue of Section 11 (4) of the Children Act 2004 the council must have regard to any guidance provided by the Secretary of State in respect of the discharge of its duty under Section 11 and must only depart from it with clear reasons.

**Personnel**

- 3.1 None

**Equalities Impact**

- 4.1 Yes

**Health and Safety**

- 5.1 None

**Environmental Sustainability**

- 6.1 None

**Asset Management**

- 7.1 None

**Risk Mangement**

- 8.1 None

**Corporate objectives and priorities for change**

- 9.1 To fulfil statutory duties relating to Looked After Children

**DERBY CITY COUNCIL  
SAFEGUARDING CHILDREN:  
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 sections 1-7 have Framework Responsibilities; those in sections 8-11 have Scrutiny Responsibilities; those in subsequent sections have Reporting or Operational Delivery Responsibilities.*

<b>1. The Leader of the Council</b>
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- 1.1 Ensure that the Council gives priority to safeguarding children coherently and consistently in service planning and resource allocation.
- 1.2 Ensure that a Lead Member for Children and Young People's Services is appointed to the Cabinet in line with the requirements of Children Act 2004
- 1.3 Ensure the Council appoints a Strategic Director, 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.
- 1.4 Ensure all communities are equally well served in this regard

<b>2. The Cabinet Member with responsibility for Children and Young People's Services</b>
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- 2.1 Champion the interests of children and young people within the City by ensuring a clear focus on safeguarding
- 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*. This includes chairing the Council's Corporate Parenting Forum.
- 2.4 Through the Chief Executive, hold the Strategic Director, Children and Young People's Services, to account for the work of the Local Safeguarding Children Board (in recognition that this is a statutory body in which the Lead Member is not directly involved in governance arrangements).
- 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, 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.

### **3. The Chief Executive**

- 3.1 Ensure the Council has developed local strategic objectives, priorities and targets for safeguarding that complement those set nationally.
- 3.2 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.
- 3.3 Ensure that a Strategic Director, 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.
- 3.4 Ensure that the Council has management and accountability structures that deliver safe and effective services, with particular reference to safeguarding children.
- 3.5 Ensure that statutory inter-agency arrangements are in place (including the Local Safeguarding Children 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.
- 3.6 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.
- 3.7 Ensure all Children and Young People's Services are sensitive to diversity.
- 3.8 Receive regular briefings and identify the strengths and weaknesses of the Council's services and on the action required to address them.
- 3.9 Provides through the Director of Strategic Services and transformation, performance rigour and scrutiny in relation to safeguarding activity.

### **4. The Strategic Director of Children and Young People's Services**

- 4.1 Ensure that the safeguarding of children is high on the Council's, partners and the community's agendas, which includes promoting the safety and welfare of children across all agencies, especially looked after children.
- 4.2 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 and Working Together to Safeguard Children 2010, and any subsequent legislation or statutory direction.

- 4.3 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.
- 4.4 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 the 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 Safeguard Children* 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.
- 4.5 Ensure that appropriate responses to diversity are embedded in practice.
- 4.6 Ensure appropriate challenge to partner agencies on matters of safeguarding children.
- 4.7 Ensure effective multi-agency planning processes are in place to plan for children in need and ensure that services are co-ordinated to ensure that children are safeguarding in all settings, including hospitals.
- 4.8 Ensure that those with framework, scrutiny and delivery arrangements have appropriate training to ensure them to exercise the responsibilities of their role.
- 4.9 Ensure staff are well trained, supported and managed, and feel able to report any concerns.
- 4.10 Ensure children and young people are listened to, both in service provision, and at a more strategic level.
- 4.11 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.
- 4.12 Ensure all schools and educational services have policies and procedures for child protection and safer recruitment.
- 4.13 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.
- 4.14 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. The Strategic Director of Adults, Health and Housing**

- 5.1 Ensure representation at appropriate senior management level on the Derby Safeguarding Children Board and within Multi Agency Public Protection Arrangements.
- 5.2 Ensure that arrangements are in place to proactively identify safeguarding issues relating to children and young people when working with adults, and that thresholds for assessing and providing support to adults take into account their roles and responsibilities as parents/carers.
- 5.3 Ensure that where safeguarding arrangements are in place, these continue to apply for the young person through transition to adult social care services.
- 5.4 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.

## **6. The Strategic Director of Resources**

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

## **7. All Directors**

- 7.1 Should be committed to protecting children and should communicate that commitment throughout the organisation.
- 7.2 Ensure their services are provided in a way that ensures the safety and welfare of children and young people.
- 7.3 Ensure all staff in services with contact with children and/or their parents have a consistent understanding of the thresholds for sharing information with and referral to Safeguarding & Vulnerable Children, and received appropriate training to undertake their responsibilities to safeguard and promote the welfare of children.



## **8. Overview and Scrutiny Commission Members**

- 8.1 Take all necessary steps to scrutinise the Council's arrangements for safeguarding children, 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.
  - e) that safeguarding is accessible to all communities.

## **9. The role of Derby Children's Families and Learners Board and Local Safeguarding Board**

- 9.1 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 Derby Children's, Families and Learners Board, (which is effectively the 'Children's Trust' for Derby City.
- 9.2 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.
- 9.3 The DSCB has a clear and distinct identity within the Derby Children's, Families and Learners Board arrangements. There needs to be a balance between the Derby Children's, Families and Learners Board taking reports from the DSCB on areas of activity where the DSCB has a lead role, and the DSCB ensuring that the Derby Children's, Families and Learners Board integrates safeguarding into the development of services for children and their families.
- 9.4 This balance is achieved by defining more clearly the role of the DSCB and the Children's Trust in relation to developing, coordinating 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. All Councillors**

- 10.1 Councillors should be aware of how and when to refer child welfare concerns to CYPD and how, after the referral has been registered, there are constraints on staff sharing information as set out in the council's Political Conventions.
- 10.2 Should be aware of their responsibilities as "corporate parents" of looked after children.
- 10.3 Prioritise attendance at the Safeguarding and Corporate Parenting briefings

## **11. Directors of Early Intervention and Integrated Safeguarding Services and Specialist Services**

- 11.1 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.
- 11.2 Maintain positive and constructive relationships, through the DSCB, with partner agencies.
- 11.3 Ensure that staff are provided with up-to-date procedures, protocols and guidance and that systems are in place to ensure they are followed.
- 11.4 Ensure arrangements are in place for the safe transfer of responsibility between local authorities.
- 11.5 Ensure induction, supervision and staff development processes are in place
- 11.6 Ensure performance measures are in place to ensure that services, including those commissioned from external organisations, are safely, efficiently and cost-effectively delivered.
- 11.7 Ensure workload management systems are in place and monitored
- 11.8 Ensure staff are able to offer culturally appropriate services to all the communities of the city.

## **12. Head of Service – Children’s Quality Assurance**

- 12.1 Lead, develop and ensure effective strategies, policies and services such that high standards of safeguarding are achieved across the City Council.
- 12.2 Responsible for the operation and performance management of a range of safeguarding services: including Child Protection Conferencing; LAC independent reviewing; Children’s rights and Participation; Family Group Meetings; coordination of abuse allegations against those who work with children; and to act as the lead advisor on safeguarding in learning settings.

## **13. Head of Service – Integrated Safeguarding**

- 13.1 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
- 13.2 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 Careline services, Family Group Meetings; Leaving and After Care Team and services to the unaccompanied Asylum Seeking Children

- 13.3 Ensure that care plans are appropriate to current need. Monitored and progressed in a timely fashion.

#### **14. Head of Service – Children in Care**

- 14.1 Lead, maintain and ensure the strategic development, management and delivery of the department's Looked After Children's service and contribute to the improvement of outcomes for children and young people in Derby.
- 14.2 Responsible for the operation and performance management of a range of targeted and specialist services, including: the Looked After Children Service (Fostering, Adoption, Residential Care); Corporate Parenting (including the improvement of the educational outcomes of Looked After Children) and Children's rights and Participation.

#### **15. Heads of Service**

- 15.1 They should be committed to protecting children and should communicate that commitment throughout their service.
- 15.2 Ensure services are provided in a way that ensures the safety and welfare of children and young people
- 15.3 Ensure all staff in services with contact with children and/or their parents have a consistent understanding of the thresholds for sharing information with and referral to Social Care and Safeguarding, and receive appropriate training to undertake their responsibilities to safeguard and promote the welfare of children.

#### **16. Managers, (Social Care), Early Intervention and Integrated Safeguarding and Specialist Services Division**

- 16.1 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.
- 16.2 Ensure that all cases of children assessed as needing a service have an allocated worker. Ensure that staff follow procedures, protocols and guidance and that casework is checked regularly.
- 16.3 Report to the Head of Service on the quality and performance of their services including workloads, on a regular basis through supervision.

## **17. Managers, (EI), within Early Intervention and Integrated Safeguarding Department and Specialist Services**

- 17.1 Ensure that referrals are acknowledged
- 17.2 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.
- 17.3 Ensuring and monitoring that core standards for recording and managing case files are met, through the use of the Integrated Children's System
- 17.4 Ensure the quality of work and supervision
- 17.5 Ensure practitioner are able to manager the diversity aspects of their work

## **18. Reviewing Officers within the Children and Young People's Safeguarding Unit**

- 18.1 Provide advice on safeguarding matters
- 18.2 Ensure that formal planning meetings for LAC and within child protection procedures meet required standards and promote high standards of practice.
- 18.3 Contribute to the quality of practice through problem resolution in individual cases and to the quality assurance framework as managers who are not accountable for resource and case management.

## **19. Child Care Practitioners**

- 19.1 Follow the Council's child protection procedures.
- 19.2 Maintain records of their work using the Integrated Children's Systems (Social Care Teams) or early intervention case record system (MAT teams or Children's Centres).
- 19.3 Keep up to date through training and other profession development opportunities.

## **20. Other Practitioners and Support Staff**

- 20.1 Pass all concerns about child protection to the appropriate duty team without delay.

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

Andrew Bunyan  
Strategic Director  
Children and Young People's Services  
Derby City Council

or

Jacqui Jensen  
Service Director  
Early Intervention and Integrated Safeguarding  
Derby City Council