

Derby City Council

Safeguarding Policy

Owner – Corporate Safeguarding Group

Members of Corporate Safeguarding Group
Head of Safeguarding Adults and Professional Standards
Head of Quality Assurance – Children and Young People
Head of Partnerships and Communities
Head of Strategic Human Resources
Head of Performance and Intelligence

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Derby City Council Safeguarding Policy

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, volunteers, 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)

Safeguarding Adults duties apply to 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 with care or support needs.

- 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 an 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, volunteers 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 adults with care and support needs.
- We will prioritise safeguarding in our strategic and operational plans, for example, through our [Derby Plan and Council Plan](#).
- 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 monitor the impact of our safeguarding work across different equality groups in the city.
- 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 in line with their role and responsibility

- 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 i–derby page on [how to deal with safeguarding allegations](#) and [Whistle-blowing Policy](#))
- be familiar with key roles and responsibilities for safeguarding both vulnerable children and adults (**Appendix 1**)
- where appropriate, use the safeguarding impact assessment template to review the implications of any significant decisions, service design or changes in practice (**Appendix 2**).

Delivering this policy

To make sure that we are carrying out our statutory safeguarding duties appropriately Derby City Council has a Corporate Safeguarding Group, chaired by the Elected Member Champion for Safeguarding, with a lead representative from all directorates. The group has four key objectives:

1. To advise the Local Authority in relation to safeguarding issues.
2. To promote and monitor the implementation of this Policy, taking account of relevant outcome, performance and quality assurance data.
3. To evaluate the impact and effectiveness of this Policy and recommend any changes in light of local feedback, audit findings, and in line with national developments.
4. To promote improved communication and joint working between all directorates in relation to safeguarding.

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 are to ensure that all agencies across the city are effectively carrying out their safeguarding

duties by promoting safeguarding issues and developing awareness of national and local emerging challenges across the city.

Each Board is responsible for publishing multi-agency safeguarding procedures which have been agreed by all the agencies, it is expected that all agencies work to the agreed procedures. For further information or details please visit their webpages:

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

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

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 (or text phone **18001 101**).

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
- Minicom: 01332 640666
- Fax: 01332 643299

To make a referral or seek advice about adults with care and support needs who may be at risk contact adult's social care Multi-Agency Safeguarding Hub:

During normal working days between 9 am and 5 pm:

- Telephone: 01332 642855
- 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 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 People 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 the Council appoints an elected Member Champion for Safeguarding to chair the Council's Corporate Safeguarding Board.
- 1.5 Ensure all communities are equally well serviced 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 People Services to

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."

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) 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 People 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 People Services 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 People Services, 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 People Services is in post and that he/she undertakes the full range of statutory Director of Children's Services 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, in conjunction with the Performance and Intelligence division, 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 People Services

Children's Services

- 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 Families Act 2014, and Working Together to Safeguard Children 2013, and any

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."

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 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 processes 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

Adult Services

- 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 and 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 Derby Safeguarding Children Board (DSCB) and Derby Safeguarding Adults Board (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 Board Members
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- 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 Derby Safeguarding Children Board (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 Boards briefing.

Directors of Early Help & Children's Safeguarding and Children's Integrated 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 Adult Social Care Services and Adult Integration & Direct Services
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- 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 Derby Safeguarding Adults Board, 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 Children's Services; advise more broadly in relation to safeguarding and act as Lead on the Corporate Safeguarding Group.
- 14.2 Be the nominated Local Authority Designated Officer (LADO) and lead a team of sufficiently qualified and experienced officers. The role of the LADO is to co-ordinate all allegations against adults who work with children in line with legislative and local safeguarding procedures.
- 14.3 Responsible for the operation and performance management of a range of safeguarding services: including Child Protection Conferencing; Looked After Children independent reviewing; Children in Need independent reviewing; co-ordination of allegations against those who work with children; operational responsibility for Derby Safeguarding Children Board.

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.

Head of Service – Specialist Services

- 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.

Head of Service – Safeguarding and Professional Standards

- 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.

Other Heads of Service and Deputy Heads of Service in People Services
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- 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.
- 18.4 Ensure arrangements for commissioning placements and support needs are robust, meet quality standards and comply with all safeguarding requirements.

Managers in People Services

Children's Services

- 19.1 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.
- 19.2 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. Ensure that staff follow procedures, protocols and guidance and that casework is quality assured regularly.
- 19.3 Report to the Deputy/ Head of Service on the quality and performance of their services, including workloads, on a regular basis through supervision.
- 19.4 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.

- 19.5 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.
- 19.6 Ensuring and monitoring that core standards for recording and managing case files are met, through the use of the Integrated Children's System.
- 19.7 Ensure practitioners are able to manage the diversity aspects of their work.

Adult Services

- 20.1 Ensure that referrals are acknowledged and dealt with in a timely way, all the time seeking to ensure that the Adult is involved throughout
- 20.2 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.
- 20.3 Ensuring and monitoring that core standards for recording and managing case files are met, through the use of the Liquid Logic Adults System.
- 20.4 Ensure the quality of work and supervision.
- 20.5 Ensure practitioners are able to manage the diversity aspects of their work.

Independent Reviewing Officers, Child Protection Managers and Children in Need Reviewing Officers
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- 21.1 Provide advice on safeguarding matters.
- 21.2 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.
- 21.3 Contribute to the Learning & Improvement Framework as managers who are not accountable for resource and case management, contribute to problem resolution in individual cases.

Practitioners

- 22.1 Follow the relevant Safeguarding Board and Council safeguarding procedures.
- 22.2 Maintain records of their work using the relevant record system.
- 22.3 Keep up-to-date through training and other professional development opportunities.

Other Practitioners and Support Staff
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- 23.1 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
Strategic Director – People Services

Perveez Sadiq
Service Director – Adult Social Care Services

Hazel Lymbery
Service Director – Early Help and Children’s Safeguarding

Kirsty McMillan
Service Director – Adult Integration and Direct Services

Suanne Lim
Service Director – Children's Integrated Services

Derby City Council Safeguarding Impact Assessment

This safeguarding assessment form is designed to help you check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions.

The process will enable you and wider stakeholders to identify any safeguarding implications from potential changes, and help to mitigate their impact. Ideally you need to do a safeguarding impact assessment whenever a decision is needed that affects any groups as defined in the Council's [Corporate Safeguarding Policy](#).

Possible examples where a safeguarding impact assessment is required include any change that would affect services or outcomes for children and young people or adults in need of care and support:

- Restructuring a team that directly / indirectly supports the delivery of safeguarding responsibilities e.g. Achieving Change of Children in Care team.
- Significant service re-design or commissioning of provision e.g. closure of facility such as a day centre replaced by community led support.
- Budget savings or efficiency proposal e.g. reduction in funding for domestic violence provision, reduced hours at a children's centre.
- Developing or revising policy to respond to statutory / local requirements e.g. update of housing or homelessness policies. This could include employee policies e.g. lone working policy.

If you need more information about the Council's Safeguarding Policy or arrangements, please see:

<https://iderby.derby.gov.uk/performance-and-intelligence/safeguarding/what-is-safeguarding/>

This completed form should be attached to any Chief Officer Group, Cabinet or Personnel Committee report to help elected members make their decisions by taking the safeguarding implications into account.

Department			
Lead Officer			
Details of proposed change of service/policy or of new service/policy			
Date of proposed change of service/policy or introduction of new service/policy			
The reason(s) for change of service/policy or of new service/policy			
Details of potential safeguarding risks If there are no risks please explain why		Details of measures to manage the risks	
Communication Plan Do you need to communicate the proposed changes and measures to staff or partners to manage risks? Describe the range of audiences and methods to be used.			
Details of change/measure		How will you communicate this?	

Outcome What is the outcome of this Safeguarding Impact Assessment?		
Outcome 1		No major change needed – the SIA hasn't identified any potential for negative impact.
Outcome 2		Adjust the policy to remove risks identified by the SIA. Are you satisfied that the proposed changes to the policy will sufficiently mitigate the risks?
Outcome 3		Continue the policy despite potential for negative impact. You will need to make sure the SIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact (see below).
Outcome 4		Stop and rethink the policy when the SIA shows actual or potential harm.
Evaluation How will you monitor and evaluate the impact assessment and effectiveness of the measures to manage the risks (for example audit)?		
Date when evaluation will be completed		
When evaluation has been completed resubmit impact assessment		

APPROVAL

Name of Strategic / Service Director signing off	
Date	