



**Corporate Policy and
Resources Committee**

**Thursday, 7 November
2019**

Subject: Review of Safeguarding Procedure

Report by:

Executive Director of Resources

Contact Officer:

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Purpose / Summary:

To agree to a county wide safeguarding policy and accept recommendations re policy changes, training and internal procedures.

RECOMMENDATION(S):

To support a shared county wide safeguarding policy and the stated amendments to the current policy.

To agree to the refined Safeguarding training programme

To agree to the amended Safeguarding referral process

To accept the introduction of Safeguarding representatives

Delegation to be given to the Executive Director of Economic and Commercial Growth for minor amendments and housekeeping in consultation with the chair of Corporate Policy and Resources and Joint Staff Consultative Committee.

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial : FIN/78/20/SL

No financial implications arising from this report. Training is within current budget and no extra is needed. All training will be implemented in accordance with terms and conditions and current working practices. No regrading will be needed.

(N.B.) All committee reports **MUST** have a Fin Ref

Staffing :

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities :

Section 17 Crime and Disorder Considerations :

Health Implications:

Title and Location of any Background Papers used in the preparation of this report:

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

Executive Summary

West Lindsey Safeguarding Policy is due for review in 2019. This is to be reviewed in line with changing local and national priorities.

Each District Council in Lincolnshire has the same priorities in regards to safeguarding and during 2019 at least 3 authorities were due to review their own policies. Each current Council has its own separate policy with the same agenda and slightly different wording in regards to the same priorities. Each has 7 different officers reviewing the same priorities and objectives. As such the policy there is the aim for one single policy to be adopted by each authority.

Priorities for the safeguarding policy come from the Safer Lincolnshire Partnership and statutory requirements managed by the Lincolnshire Children's Safeguarding Partnership (LSCP) and Lincolnshire Safeguarding Adults Board (LSAB). It is through these partnerships that all authorities submit the same audits and monitoring. These partnerships are where the Authority gathers its learning from the serious case reviews and domestic homicide reviews. The introduction of Domestic Abuse and Modern Slavery Charter's is direct from the LSAB and reference is made to these within the specific chapter areas.

Management of the policy will be held with the District Safeguarding group which meets 6 weekly with representatives from each authority and the overarching boards.

Safeguarding referral procedures will be different in line with each District Council's staffing structures but the aim will be that all will work from one standard policy. This should help to streamline audits, help to disseminate messages across authorities quicker and also save on staff time by operating this policy as a collective rather than individually.

The aim is to make sure that all staff working with residents across Lincolnshire will work towards the same priorities, be aware of the same risks and as such be trained accordingly to recognise the emerging threats. Having a joint policy reduces risk for a single Council if something is missed

The review includes changes to personnel since 2015, changes to job roles, legislation and the inclusion of partnership agencies such as Wellbeing Lincs. The policy also has reference to the introduction of charters relating to Domestic Abuse and Modern Slavery to enable self-audits to take place each year to monitor practice.

New additions to the policy include the introduction of a stalking chapter to highlight the emerging threat as well as the recognition of County Lines and Cuckooing as threats within Lincolnshire and awareness to tackle the issue.

Changes to the safeguarding training are to make training more relevant staff roles and bring it in line with current training procedures managed by the HR team.

1 Introduction

- 1.1 This policy is a review of the existing Safeguarding, Support and Promoting Wellbeing Policy 2016-2019.
- 1.2 This policy is updated with changes in priorities from the Safer Lincolnshire Partnership, Lincolnshire Children's Safeguarding partnership and Lincolnshire Adults Safeguarding Board.
- 1.3 The policy is aimed to be shared across the County with all District Councils to ensure a common term of reference. All District councils currently have individual policies but they will all refer to the same priorities.
- 1.4 The policy intends to give officers an understanding of why we "safeguard" vulnerable persons, the responsibilities attached to this, the implications of not fulfilling these responsibilities, naming the designated staff members within the organisation and what the procedures are when an incident arises.
- 1.5 This helps to inform officers of the type of situations that may be presented and the type of issues a customer's household may be experiencing.
- 1.6 In line with the revised policy and updates to the LSCP and LSAB training agendas the safeguarding training pathway has been revised.
- 1.7 The procedure for reporting a concern has been made more clear and relates now to scenarios and how to report rather than just who to report to.
- 1.8 The introduction of "Safeguarding Representatives" across frontline teams to embed the policy across the council and create resilience within the organisation.

2. Changes to the West Lindsey District Council Safeguarding Policy

- 2.1 The policy is largely updated with weblinks to make it easier for staff to access further information, should they need it.
- 2.2 The policy has 2 major changes which represent emerging themes nationally and locally. These are the introduction of Chapters 8 and 9 – County Lines and Cuckooing and Stalking.
 - 2.3.1 Cuckooing is **when a stranger takes over another person's home**, usually a vulnerable person, and uses it as a place to sell, supply or store drugs. These people may then invite other people to stay without asking the residents' permission and they may even bully or threaten that person to leave their own home.

2.3.2 County lines means groups or gangs using young people or vulnerable adults to carry and sell drugs from borough to borough, and across county boundaries

- 2.4 The telephone number to report a concern for those who do not have IT access has been removed. This is due to resource implications but asks instead for the concern to be reported via a manager with IT access.
- 2.5 Clearer definition on the terminology of “coercive behaviour” in Chapter 4
- 2.6 Clearer definition of the term “modern slavery” as well as the inclusion of the modern slavery statement.
- 2.7 Reference also to the modern slavery and domestic abuse charters as a means of auditing the work West Lindsey does to ensure we remain up to date with developments and can document the work undertaken by the organisation.

3. Introduction of Safeguarding Representatives

- 3.1 The introduction of safeguarding representatives is to create resilience for the Council so that it does not have to rely on one or two people.
- 3.2 The representative will be able to disseminate key pieces of information such as training, feedback on domestic homicide reviews and serious case reviews to their teams via team meetings.
- 3.3 The representative will also be a point of contact for any queries their colleagues may have re how to report a concern or how to signpost a customer to another service such as Wellbeing Lincs.
- 3.4 To be a point of support for a colleague when they have to make a safeguarding referral through the appropriate channels.
- 3.5 The representative will be able to further safeguarding referral made by their own team and discuss what actions the officer then needs to take.
- 3.6 Representatives would represent mainly front line services. These are Customer Services, Enforcement, Home Choices, Revenues and Benefits and Waste. This is due to the analysis of where the majority of safeguarding referrals for the council originated.
- 3.7 Representatives and safeguarding officers will be available for the teams not mentioned in 3.6 to offer advice and support.

4. Safeguarding Training Pathway

- 4.1 Job roles have been given a grouping in line with the training requirements outlined by LSAB and LSCP. The training courses can be seen in Appendix 2 which outlines what groups will be offered what training. There are 5 groups which are identified as follows:

4.1.1 Group A – considerable professional and organisational responsibility for safeguarding. They have to be able to act on concerns and contribute appropriately to local and national policies and legislation and procedures. This group could potentially contribute to assessing and planning where there are safeguarding concerns. Named and designated lead professionals with responsibility for safeguarding and have an oversight of the development of systems, policies and procedures within their organisation to facilitate good working partnerships with allied agencies to ensure consistency in approach and quality of service. Members of the Lincolnshire safeguarding board and partnerships and their subgroups with local strategic response for safeguarding
Designated Safeguarding Officer, Safeguarding Coordinator and Safeguarding Lead Officer, People and Organisational Development Team Manager

Group B - those in regular contact or have a period of intense but irregular contact with children, young people and or parents/ carers who may be in a position to identify concerns about maltreatment. This is to include staff for example from Home Choices, ASB, Team Managers and Safeguarding Representatives.

Group C - this group is for staff who are in regular contact or have a period of intense but irregular contact with children, young people, adults who may be in a position to identify concerns about maltreatment. This includes for example staff from Customer Services, Revenues and Benefits, Environmental Health, planning and licensing teams.

Group D – This includes all staff who do not in the main have front facing roles, which will include staff for example from Democratic Services, Planning and Building Control, Electoral Services, Communications

Group E – This includes all staff who do not have access to IT

- 4.2 When asking to recruit to a post, consideration to be given as to the safeguarding training commitments required for that particular post and then stated in the formal documentation. This is dependent on the descriptions outlined in Appendix 2.
- 4.3 Team Managers will be asked to identify job roles within their current structures fit within which group and report back to the Safeguarding coordinator.
- 4.4 All new starters will be reported via HR to the Safeguarding Coordinator on a monthly basis.

- 4.5 New starters will be asked to complete the “Safeguarding Everyone” e-learning course within the first 4 weeks of their employment. This is to ensure they are aware of the basic requirements for safeguarding. Staff will still receive the safeguarding induction which details who the safeguarding officers are, the referral process etc. but for those with no IT access a specific briefing will be given. This will summarise the points in the “safeguarding everyone” e learning course and will be given within the first 4 weeks of their employment.
- 4.6 Safeguarding training has now changed to a 6 year pathway which will be managed via the appraisal process. Each staff member will be told during their appraisal of what training is to be completed before the end of that year. Team Managers will be informed by the Safeguarding Coordinator at 6 monthly intervals of training still required for their team members.
- 4.7 Training progress will be reported every 6 months via the Safeguarding coordinator to the Home Choices Team Manager for monitoring purposes.
- 4.8 Failure to complete the relevant years training will be escalated via the Staff Code of Conduct

5. Safeguarding Referral Process

- 5.1 The process is attached as Appendix 3. Changes to this procedure aim to offer more clarity to staff and involve the type of situation and how to report based on the specific matter. The previous description just offered insight into the management and referral process for the query. This is following feedback from staff members and analysis of safeguarding referrals.
- 5.2 The process is also there to highlight to staff that there are limited responsibilities to a District Council and to provide support when staff may encounter difficulties in a certain situation.
- 5.3 The clarified process also aims to empower staff to be able to follow a process and give that confidence and knowledge that they are following a correct route.