



## Exeter City Council

### Safeguarding Policy

This policy should be read with the Exeter City Council guides for managers and employees

This policy can be made available in large print and other formats such as printed on yellow paper, taped, Braille etc. as requested.

#### Policy development and Version details

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#### 1. Introduction

- 1.1 Exeter City Council believes that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The council is committed to safeguarding from harm all children, young people and adults with care and support needs (see definition in point 3.1 relating to the Care Act 2014) using any council services and involved in any of their activities, and to treat them with respect during their dealings with the councils, our partners and contractors.

- 1.2 We aim to act as an exemplar of safeguarding practice providing strong leadership and improving safeguarding standards through having a robust safeguarding policy and monitoring system.

## 2. Aims of the Policy

2.1 The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within scope of the policy.
- Support the promotion of a safe working environment and a culture of care in which the rights of all children, young people and adults with care and support needs are protected and respected.
- Promote best practice in how employees, elected members and associated workers interact with children, young people and adults with care and support needs while providing Council services.
- Develop clear guidance and procedures for those employees, elected members and associated workers and ensure through training and support that they are aware of these and able to implement them.
- Provide a framework for developing partnerships with appropriate external bodies e.g. Devon Safeguarding Children Board and Devon Safeguarding Adults Board, to ensure that the policy continues to reflect legal and best practice requirements in respect of the responsibility of care of children, young people and adults with care and support needs.

## 3. Scope of the Policy

3.1 The policy is in respect of Exeter City Council's responsibility towards:

- Children and young people, legally defined as any person under the age of 18. From this point the terms child or children will be used to refer to this group.
- Care leavers up to the age of 25. The primary function for providing services specifically for care leavers in Exeter rests with Devon County Council. However Exeter City Council recognises its role in providing services that care leavers may access in particular its homelessness and homeless prevention services.
- Adults with care and support needs are defined under the Care Act 2014 and for the purposes of this policy, as anyone over the age of 18 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.
- The employees of the council who have dealings with children, young people and adults with care and support needs and who are required to act in a position of trust and to act responsibly and within the law.
- The employees and elected members of the council who, while not required to act in a position of trust, may come into contact with members of these groups on a regular basis during the course of their work.
- Employees and elected members involved in decision making with regard to licensing.

- Volunteers and other workers involved in the provision of council services or who are granted licences by the council, but not employed by the council, including workers in organisations with whom the council has contracts for the delivery of services.

- 3.2 It covers all the functions and services of the council, its elected members, staff, partners and contractors.
- 3.3 This document is primarily concerned with protecting children, young people and adults with care and support needs from harm and providing guidance on how to deal with issues. However it is important to remember that safeguarding has a wider meaning which includes the promotion of welfare and taking action to enable all children, young people and adults with care and support needs to have the best life outcomes.
- 3.4 The policy does not cover health and safety issues related to safeguarding children such as use of play equipment or provision of food at events. Separate guidance on this and appropriate behaviours when dealing with children and adults with care and support needs, should be read in conjunction with this policy.
- 3.5 The policy does not cover safeguarding of council staff, elected members, contractors or volunteers which is dealt with separately under the Health and Safety Policy and associated procedures.

## **4. Legal Framework**

- 4.1 This policy is based on Exeter City Council's responsibilities under:
- 4.1.1 The Care Act 2014 in particular Sections 42 to 46 related to safeguarding, further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- 4.1.2 The Children Act 2004, specifically Section 11 which places a duty on key people and public bodies, including district councils, to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2004/31/contents>
- 4.1.3 The Counter Terrorism Act 2015 section 26 which places a duty on certain bodies, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. The Prevent Agenda is one of four strands which makes up the Governments counter-terrorism strategy. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/6/contents>
- 4.1.4 The Modern Slavery Act 2015. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>
- 4.1.5 The Anti-Social Behaviour, Crime and Policing Act 2014 in particular Part 10 relating to forced marriage. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>
- 4.1.6 The Serious Crime Act 2015 particularly Part 5 (see Appendix A)
- 4.1.7 The Devon Adolescent Safety Framework <https://www.dcfp.org.uk/training-and-resources/policies-and-procedures/adolescent-safety-framework-safer-me/>
- 4.1.8 The Statutory Taxi and Private Hire Vehicle Standards <https://www.gov.uk/government/news/new-standards-to-improve-safety-for-taxi-and-private-hire-vehicle-passengers>

## 5. Supporting structures, policies and procedures

- 5.1 A Corporate Safeguarding Group has been set up to have oversight of safeguarding practice within the council and to drive forward improvements. The Group meets four times a year and includes representation from the Strategic Management Board and unions.
- 5.2 The Director Transformation has been appointed Strategic Safeguarding Lead and will chair the Corporate Safeguarding Group.
- 5.3 In addition the council has appointed a Corporate Safeguarding Lead responsible for co-ordinating the implementation of the policy and providing a single point of contact for the safeguarding boards.
- 5.4 The Corporate Safeguarding Lead has responsibility for:
- ensuring there is a secure central record relating to allegations and investigations
  - acting as multi agency partner on the Local Safeguarding Children Board and Local Adult Safeguarding Board
  - advocating the importance of safeguarding to partners, contractors and customers
  - ensuring all safeguarding policies, procedures and guidelines are implemented and promoted
- 5.5 In addition the Corporate Safeguarding Lead chairs a Safeguarding Representatives Group made up of a number of staff across the different services of the council. This group will have an operational overview of safeguarding issues in service areas, together with actions that could be taken.
- 5.6 In the absence of the Corporate Safeguarding Lead the Service Lead – Environmental Health and Community Safety will deputise for the corporate lead.
- 5.7 Safeguarding Representatives have responsibility for:
- Receiving concerns, discussing them with whoever has raised the concern and taking advice from the relevant partner agency/County Council service: this could include complex matters such as consent and whether parents/carers should be notified.
  - Making a decision about how to proceed and whether to make a formal referral. If there is disagreement on the appropriate course of action to take then the safeguarding lead has the final decision. Where staff are dissatisfied with the decision of the safeguarding lead, they should report their concerns to their line manager in the first instance and can still make a referral if they have strong concerns.
  - Ensuring the procedure is followed on such matters as making a referral, confidentiality and recording.
  - Working with colleagues to improve practice across the organisation.
  - In the event of an incident or query, should a safeguarding lead not be available, staff should go straight to relevant Devon County Council service. They can be supported by a senior manager but details of any incident must not be shared unless absolutely necessary.
  - Attending appropriate courses and updating of safeguarding legislation.
- 5.8 Any staff who have a safeguarding concern should in the first instance discuss the matter with any one of the Safeguarding Representatives who will make a decision whether or not to refer

the matter to the appropriate external organisation. A suite of supporting procedural documents is made available to all staff on the council's intranet site.

5.9 Exeter Community Safety Partnership (of which Exeter City Council is a statutory partner) also deals with some safeguarding issues on a city wide basis such as Domestic & Sexual Violence and Abuse, Modern Slavery, Child Exploitation and Preventing Violent Extremism. Both the Strategic and Corporate Safeguarding Leads sit on the Partnership so are able to ensure that the work of the Corporate Safeguarding Group supports that of the Community Safety Partnership and vice versa .

5.10 This policy should also be used in conjunction with the following:

- Disciplinary Procedure
- Grievance Procedure
- Whistle Blowing Policy
- IT Acceptable Use Policy
- Equality and Diversity Policy
- Complaints & Feedback Procedure
- Health & Safety at Work guidance
- Modern Slavery Transparency Statement
- Taxi Policy

## **6. Responsibilities**

6.1 Responsibility for the implementation of this policy lies at all levels of the council.

### **6.2 Members**

6.3 Elected members are collectively responsible for ensuring that the council has a policy, which adequately provides protection for children and adults with care and support needs in receipt of its services and for the regular review of this policy in the light of changes to legislation or regulation.

6.4 Each Exeter City Councillor has the personal responsibility to comply with the policy.

6.5 Elected Members should report any concerns to the Strategic or Corporate Safeguarding Leads.

6.6 The Portfolio Holder for Support Services has lead responsibility for safeguarding.

6.7 Members of the Licensing Committee have responsibility for ensuring that those taxi and private hire vehicle drivers to whom they grant licences are fit and proper people to hold such licences.

### **6.8 Officers**

6.9 All employees and particularly those working with children and adults with care and support needs are responsible for:

- Ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children and adults with care and support needs.
- Ensuring that they feel confident in working within this environment and working with their managers to ensure that they have the knowledge and skills to carry out their tasks in this context.
- Treating all those children and adults with whom they come into contact while carrying out their work equally and with respect.

- Reporting to a Safeguarding Representative, any concerns they may have about abuse or a lack of care of children and adults with care and support needs either from other staff, from carers, parents or those in place of a parent or between members of the group.
- 6.10 The Chief Executive has overall responsibility for the organisation's safeguarding arrangements.
- 6.11 Strategic Management Board is required to ensure good governance of the organisation and has responsibility to make sure this policy is consistently applied and taken into account when setting strategic direction and reviewing performance.
- 6.12 Members of Strategic Management Board are also responsible for:
- Ensuring that all necessary procedures and practices are in place to provide adequate protection both for the individuals in these groups but also protection for the employees involved with them.
  - Ensuring that the procurement framework for the authority includes expectations upon contractors to demonstrate effective safeguarding practices for all their staff.
- 6.13 Tier 3 Service Leads are responsible for:
- Identifying those services and posts that are likely to have an involvement with children and adults with care and support needs, and undertaking an appropriate risk assessment of posts in respect of DBS disclosure requirements.
  - Ensuring that those people appointed by them to the district council, whose normal duties fall into the definition of Regulated Activity as defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012, are subject to the appropriate level of DBS disclosure and are appropriately qualified and/or trained in working with these groups.
  - Ensuring that proper records are kept of any incidents occurring within their service and that these are held securely and/or passed on to the council's Human Resources team if the incident involves a member of staff.
  - Ensuring that employees, volunteers and other workers dealing with these groups are adequately trained and aware of their responsibilities in this area.
  - Ensuring that external contractors delivering council services and licensees are aware of the council's expectation that workers are aware of and abide by the standards of behaviour expected of council employees.
  - Ensuring that carers and/or parents of the children and adults with care and support needs are aware that, in providing services, council employees are not normally acting in place of a parent, except in relation to events for unaccompanied children who have been formally registered.
  - Ensuring the carers and/or parents of the children and adults with care and support needs who are in direct receipt of council services <sup>1</sup> are made aware that services will be delivered in line with this policy.
  - Ensuring that any evidence or complaint of abuse or lack of care is reported to the appropriate body e.g. Devon County Council, Safeguarding Board or the Police, and to council's Human Resources team where employees, volunteers and contractors are involved and to the Monitoring Officer where elected members are involved.

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<sup>1</sup> For example: this would include arranging accommodation for a vulnerable adult or holding an event for children at the museum. It would not include arranging accommodation for a family with children where the contract is with the parents/carers.

- Ensuring that employees and others do not work with children or adults with care and support needs on regulated activities without an appropriate Disclosure & Barring Service (DBS) disclosure.
- Working with other associated agencies to ensure the proper transfer of information relating to dealings with children and adults with care and support needs, where necessary.
- Ensuring that adequate supervision and support is available to those who have been directly involved in dealing with safeguarding cases, including a debrief of the case and any relevant outcomes.

6.14 Human Resources are responsible for:

- Working with senior managers in maintaining a record of those posts, requiring a DBS disclosure together with the level of disclosure required.
- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.
- Ensuring that DBS Disclosures are carried out in compliance with legislation and DBS guidance.
- Supporting senior managers in dealing with allegations of abuse or lack of care by staff.
- Referring information to the DBS and Local Authority Designated Officer (LADO) about employees who have been dismissed or removed from working with vulnerable groups (or would have been had they not left/resigned) as a result of a relevant caution/conviction, conduct that has harmed or put a child/vulnerable adult at risk of harm, or satisfied the 'Harm Test' in relation to vulnerable groups.

6.15 Volunteers and other workers are responsible for:

- Working with employees of the council, to the same standard, in ensuring the safety and well-being of children and adults with care and support needs within their scope.
- Participating in any training or development opportunities offered to them to improve their knowledge of skills in this area.

6.16 Contractors, suppliers, consultants and licensees are responsible for:

- Working with employees of the council, to the same standard, in ensuring the safety and well-being of children and adults with care and support needs within their scope.
- Participating in any training or development opportunities offered to them to improve their knowledge of skills in this area.

6.17 A requirement to comply with safeguarding legislation will be included in all contracts and service level/delivery agreements. Failure to comply may lead to the termination of contracts. Organisations doing business with us are welcome to adopt our safeguarding policy for their own use.

## **7. Events and land hire**

7.1 Any organisation who has lease agreements or regularly hire out or lease council facilities or open spaces, should have appropriate safeguarding procedures in place. They should ensure any volunteer or employee that has unsupervised contact with children, young people or adults with care and support needs undertakes a DBS check. They will also be required to demonstrate

that they have read the Council's policy on extremist speakers and will be encouraged to utilise the Council's Event Checklist Risk Assessment.

- 7.2 Any safeguarding concerns on council land should be reported to a Safeguarding Representative. (Not negating a need to call Police in a safeguarding emergency) Safeguarding Representatives are able to provide further advice and support to groups or organisations.
- 7.3 Details of these requirements are set out in the Exeter City Council Events Hire Policy

## **8. Grant applications**

- 8.1 Safeguarding policies and procedures are required from all grant funded organisations. Satisfactory DBS checks for employees and volunteers may also be requested of any organisation or group, working with children, young people and adults with care and support needs who seek funding from the council.
- 8.2 As a minimum, an organisation will be expected to have a policy statement or procedure relating to safeguarding. Commissioned, contracted or grant funded organisations with minimal contact with children, young people and vulnerable adults may wish to adopt the councils Safeguarding Policy and procedures if deemed suitable.

## **9. Review**

- 9.1 This policy and the related guidance will be reviewed every three years or sooner if required by the Safeguarding Representatives Group and Corporate Safeguarding Group. This will include and on-going review of guidance, both nationally and locally, to ensure the Council meets requirements to safeguard children, young people and adults, and there are appropriate procedures and protocols in place.
- 9.2 The Council's scrutiny function will also have a role in scrutinizing and challenging the Corporate Safeguarding Policy and the work of the Corporate Safeguarding Group.

## Serious Crime Act 2015

### Part 5 Protection of children and others

#### Protection of children

- 66. Child cruelty offence
- 67. Sexual communication with a child
- 68. Child sexual exploitation
- 69. Possession of a paedophile manual

#### Female genital mutilation

- 70. Offence of female genital mutilation: extra-territorial acts
- 71. Anonymity for victims of female genital mutilation
- 72. Offence of failing to protect girl from risk of genital mutilation
- 73. Female genital mutilation protection orders
- 74. Duty to notify police of female genital mutilation
- 75. Guidance about female genital mutilation

#### Domestic Abuse

- 76. Controlling or coercive behavior in an intimate or family relationship
- 77. Guidance about investigation of offences under section 76

Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/9/contents/enacted>

## Corporate Safeguarding Group Terms of Reference



**Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.**

### 1. Purpose

- 1.1 Exeter City Council recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, that its staff are aware of their individual and collective responsibilities to safeguard vulnerable citizens.**
- 1.2 In its ambition to act as an 'exemplar' of safeguarding practice, it seeks to give strong leadership through the formation of a Corporate Safeguarding Group to devise, develop and promote controls and initiatives, to improve standards of safeguarding through having a robust Safeguarding Policy and monitoring system.**

### 1. Function

- 1.1 Responsibility for promoting exemplar safeguarding practice throughout the Council;
- 1.2 Actively improve safeguarding performance and standards, and strive to exceed all statutory standards, codes of practice, regulations and applicable legal requirements reviewing where and when appropriate;
- 1.3 To ensure the effective implementation of systems and processes for safeguarding is embedded within corporate and service structures;
- 1.4 Provide strategic oversight for all aspects of safeguarding work across the organisation and ensure our policies and procedures are up to date and effective in protecting people who use services from potential or actual harm;
- 1.5 To identify, commission and monitor the Council's safeguarding training needed and attainment of the required training standards;
- 1.6 Providing strategic leadership and oversight with respect to safeguarding across all Council services so that strategic decisions can be made on robustly tackling emerging threats and trends, together with actions that need to be taken;
- 1.7 Consider reports from the Safeguarding Lead, Safeguarding Representatives Meetings, Internal Audit and external auditors deemed necessary;
- 1.8 Consider information provided by HM Government and other responsible bodies and provide the necessary strategic direction and guidance as required;
- 1.9 Provide strategic direction regarding Safeguarding communication and publicity across the Council, raising the profile of children and adults' safeguarding and promote proactive communications and raise awareness both internally and externally;
- 1.10 Initiate improvements in Exeter City Council's working practices, systems and procedures to support effective safeguarding practice in Exeter City Council's statutory and regulatory roles to protect people from potential or actual harm;

- 1.11 Identify, respond and escalate, as appropriate, organisational risk within Exeter City Council related to safeguarding;
- 1.12 To be satisfied that investigations have been undertaken where safeguarding issues are suspected or identified, to receive reports and make appropriate recommendations arising from the outcome of such investigations;
- 1.13 To provide strategic oversight of any internal management reviews that are conducted and to consider recommendations that are made as a result of Domestic Homicide Reviews, Safeguarding Adults Reviews and children's Serious Case Reviews;
- 1.14 To maintain links with other local community safety and protection strategies and frameworks, ensuring that multi-agency partnership working is strengthened and any issues identified are given a focus (such as PREVENT, domestic and sexual violence and abuse, modern slavery, child sexual exploitation and hate crime).

## 2. Membership

### 2.1 The membership of the Corporate Safeguarding Committee will be:

- **Directors**
- **City Solicitor and Head of Human Resources**
- **Chief Finance Officer**
- **UNISON Branch Secretary (or nominated deputy)**
- **Other recognised Union Branch Secretary's as appropriate**
- **Corporate Safeguarding Lead**
- **Human Resources Business Manager**
- **Environmental Health and Community Safety Manager**

### 2.2 Membership of the group will be reviewed annually to ensure that it remains appropriate.

### 2.3 A minimum of 5 group members will need to be present at any given committee meeting for it to be deemed quorate.

## 3. Procedures

### 3.1 The Chair shall be the Director appointed by the Chief Executive to be the Strategic Safeguarding Lead. In their absence their duties will be picked up by a nominated member of the Senior Management Board.

### 3.2 Tier 3 staff (Corporate Managers and Service Leads) may make representation about safeguarding matters relating to their service through making a formal request to the chair.

### 3.3 Tier 3 staff may also be invited to discuss matters arising at the request of the chair.

### 3.4 Meetings will take place every quarter. Reports submitted will be timetabled and there will be standing items on proactive and reactive monitoring.

### 3.5 Additional meetings may be arranged by the chair in exceptional circumstances in response to a local or national event or change in national guidance or legislation.

### 3.6 Minutes of meetings will be taken by Democratic Services

### 3.7 Agreed minutes will be kept of each meeting and circulated to the group members. A copy of the minutes will be made available on Mod Gov. committee system

3.8 Group members will be trained in safeguarding.

## Safeguarding Representatives Group Terms of Reference



**Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.**

### 1. Purpose

**1.1 Exeter City Council recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, that its staff are aware of their individual and collective responsibilities to safeguard vulnerable citizens.**

**1.2 In its ambition to act as an 'exemplar' of safeguarding practice, it seeks to give strong leadership through the formation of a Corporate Safeguarding Group and Safeguarding Representatives Group to devise, develop and promote controls and initiatives, to improve standards of safeguarding through having a robust Safeguarding Policy and monitoring system.**

### 1. Function

1.1 Actively improve safeguarding performance and standards, and strive to exceed all statutory standards, codes of practice, regulations and applicable legal requirements reviewing where and when appropriate.

1.2 Commit to improving safeguarding practice across the organisation and to take all reasonable steps to promote safeguarding.

1.3 To have an operational overview of safeguarding issues in service areas, together with actions that could be taken

1.4 Make representation on potential safeguarding risks which affect, or could affect service areas

1.5 Make representations on general safeguarding matters affecting service areas and on matters consulted about by the Corporate Safeguarding Group

1.6 Undertake audits and reviews assigned to them and report back to the Safeguarding Representatives Meeting.

1.7 Consider information provided by the Devon Children and Families Partnership, Devon Adult Safeguarding Board and other relevant partnerships, and input to the Safeguarding Group on the impact to service areas as required

1.8 Revise and review safe working practices as necessary

1.9 Consider reports which other Safeguarding Representatives submit to the meeting

1.10 To provide an operational input on safeguarding training

1.11 Progress the annual Safeguarding Action Plan within their service area

### 2. Membership

## **2.1 The membership of the Safeguarding Representatives Group will be:**

- **Corporate Safeguarding Lead**
- **Safeguarding representatives from the following services:**
  - **Housing Assets, Customers and Lettings & Leasehold**
  - **Housing Needs**
  - **RAMM**
  - **Benefits**
  - **Payments & Collections**
  - **Customer Support**
  - **Environmental Health and Community Safety**
  - **Events (Communications, Tourism & Culture)**
  - **Corn Exchange (Events, Facilities and Markets)**
  - **Public Realm**
  - **City Development and Economy**
  - **Active & Healthy People**
  - **Human Resources**

## **2.2 Membership of the Group will be reviewed annually to ensure that it remains appropriate**

## **2.3 A minimum of 5 group members will need to be present at any given group meeting for it to be deemed quorate.**

## **3 Procedures**

### **3.1 The Chair shall be the Corporate Safeguarding Lead.**

3.2 Meetings will take place every quarter. The agenda will focus on service improvement and performance monitoring of remedial actions. Matters arising that cannot be resolved locally will be passed to the Safeguarding Group for consideration.

3.5 Meetings that have to be cancelled or postponed will have an agreed date for the next meeting made as soon as possible

3.6 Additional meetings may be arranged by the chair in exceptional circumstances in response to a local or national event or change in national guidance or legislation.

3.7 Agreed minutes will be kept of each meeting and circulated to the Representative Group Members and the Corporate Safeguarding Group.

3.8 Safeguarding Representative Group Members will be trained to Devon Children and Families Partnership Group 3 and Devon Adult Safeguarding Board Level 3 or equivalent.

3.9 Safeguarding Representative Group Members will be permitted time away from normal duties to fulfil their role. The amount of time away from normal duties will be discussed and agreed with the line manager of the service from which the Representative Group Member is nominated.

3.10 Changes to the Safeguarding Representatives Group terms of reference must receive ratification from the Safeguarding Group.