



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 Partnership and Torbay and Devon Safeguarding Adults Partnership, 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: [Care Act 2014 \(legislation.gov.uk\)](http://www.legislation.gov.uk)

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 Children and Social Work Act 2017 sets out how all local authorities should approach their Corporate Parenting responsibilities for looked after children and care leavers. For district councils this includes Housing, Leisure and Recreation and Local Taxation Collection as set out in the [statutory guidance](#).

4.1.4 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>

- 4.1.5 The Modern Slavery Act 2015. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>
- 4.1.6 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>
- 4.1.7 The Serious Crime Act 2015 particularly Part 5 (see Appendix A)
- 4.1.8 The Domestic Abuse Act 2021 Part 1 Sec 3 provides that children who witness domestic abuse are now counted as victims in their own right.
- 4.1.9 Serious Violence Duty within the Police, Crime, Sentencing and Courts Act 2022. The statutory guidance requires specified authorities (including district councils) to focus on youth violence when setting their definition of serious violence. It also encourages a focus on domestic abuse and sexual offences.
- 4.1.10 The Devon Adolescent Safety Framework provides a route to protect young people from extra familial violence such as exploitation and sits alongside the usual statutory child protection procedure that deal with intra familial abuse. <https://www.dcfp.org.uk/training-and-resources/policies-and-procedures/adolescent-safety-framework-safer-me/>
- 4.1.11 Devon County Council procedures for managing allegations against staff and Local Authority Designated Officer (LADO) role [Managing allegations against adults working with children \(for professionals\) – Education and Families \(devon.gov.uk\)](https://www.devon.gov.uk/education-and-families/managing-allegations-against-adults-working-with-children-for-professionals)
- 4.1.12 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 The Strategic Management Board has oversight of safeguarding practice within the council and responsibility to drive forward improvements. The Group meets fortnightly however a specific safeguarding agenda is presented to the Board four times a year.
- 5.2 The Director for Net Zero and City Management has been appointed Strategic Safeguarding Lead
- 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:
- Providing advice and guidance
 - acting as multi agency partner on the Local Safeguarding Children Board and Local Adult Safeguarding Board
 - advocating the importance of safeguarding across the organisation
 - ensuring all safeguarding policies, procedures and guidelines are promoted
- 5.5 In addition the Corporate Safeguarding Lead chairs a Safeguarding Representatives Group made up of a number of staff across 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 Environmental Health and Community Safety Manager 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.
 - Providing additional input on the development of safeguarding training based on knowledge of emerging issues within services.
- 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 The Community Safety Partnership, Safer Exeter (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 strong links are maintained between the two policy areas.
- 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 and Private Hire 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 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.

6.7 The Councillor Development Steering Group will provide information on the training needs of elected members and preferred methods of learning

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.
- Listening to and taking account of the wishes and feelings of children and adults that they work with, both in individual decisions and the development of service
- 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.
- Ensure they take account of the Section 11 Duty in the Children Act 2004 to make arrangements to ensure that the Council's functions are discharged with regard to the need to safeguard and promote the welfare of children in all decision making.

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:

- Implementation of this policy and 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.

- Identifying, commissioning and monitoring the Council's safeguarding training needs and attainment of the required training standards.

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 ¹ 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.
- 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.

¹ 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.

- Developing robust Safer Recruitment policy and practises and ensuring 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 Protocol on Dealing with Extremist Speakers and Events (see Appendix B) 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. Corporate Parenting

- 9.1 Section 1 of the Children and Social Work Act 2017 applies a set of Corporate Parenting principles to any council “whenever they exercise a function in relation to looked-after children or care leavers”. For a district council the primary impact of this is in relation to the duty to accommodate, council tax support, access to leisure and employment skills development.
- 9.2 The corporate parenting principles set out seven principles that local authorities must have regard to when exercising their functions in relation to looked after children and young people, as follows:
- to act in the best interests, and promote the physical and mental health and wellbeing, of those children and young people
 - to encourage those children and young people to express their views, wishes and feelings
 - to take into account the views, wishes and feelings of those children and young people
 - to help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners
 - to promote high aspirations, and seek to secure the best outcomes, for those children and young people
 - for those children and young people to be safe, and for stability in their home lives, relationships and education or work; and
 - to prepare those children and young people for adulthood and independent living
- 9.3 The lead officer for Corporate Parenting is the Strategic Safeguarding Lead and the lead member is the Portfolio Holder for Corporate and Democratic Services and Environmental Health which includes Safeguarding.
- 9.4 Section 2 of the Children and Social Work Act 2017 requires each local authority to consult on and publish a local offer for its care leavers. The local offer should provide information about all the services and support that is available to care leavers from the local authority, including information about both their statutory entitlements as well as any discretionary support that a local authority chooses to provide.

10. Work experience placements and employees under 18 years of age

- 10.1 The following principles apply when setting up work experience placements for people under the age of 18 or adults with care and support needs:
- All placements can only be agreed between Human Resources and the school, college or other organisation supporting the individual
 - Line Managers must prepare, and Human Resources must approve, the requisite documentation before any placement can start
 - “Requisite documentation” includes relevant Risk Assessments, the agreed Work Programme and confirmation that there are appropriate numbers of enhanced DBS-checked employees available
 - “Appropriate numbers” must be adequate enough to ensure that an individual is not left unsupervised at **any** time. In order to provide adequate cover, this requires at least 2 DBS checked employees being available for the duration of the time the individual is on site
 - If the above cannot be met, then the request will be denied.

- 10.2 All paid and volunteering roles with the Council are risk assessed at recruitment stage. Any applications from people under the age of 18 will be assessed for safeguarding risks in line with the Council's recruitment and volunteering policies.
- 10.3 The minimum age for any work experience, volunteering or paid role with the council is 16 years of age.

11. The LADO process

- 11.1 The Local Authority Designated Officer (LADO) is a statutory role which sits within Devon County Council Children Services. The LADO is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm. The LADO also gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people. Included in this group are volunteers, agency staff and foster carers as well as people who are in a position of authority and have regular contact with children.
- 11.2 The LADO should be alerted to all cases in which it is alleged that a person who works with children has:
- behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicated they may pose a risk of harm to children.
 - behaved or may have behaved in a way that indicates that they may not be suitable to work with children.
- 11.3 Allegations of non-recent abuse should be referred in the same way as contemporary concerns.
- 11.4 If an Exeter City Council staff member or elected member becomes aware of a situation as outlined in 11.2 above they should immediately alert the Director with responsibility for Legal (Monitoring Officer), the Strategic Safeguarding Lead and either:
- the Service Lead for Human Resources where a member of staff is involved, or
 - the Service Lead for Environmental Health and Community Safety in cases which involve a licence issued by the authority,
- who then inform the LADO within 1 working day.
- 11.5 Having assessed the referral the LADO may arrange one or more Managing Allegations Meetings liaising with the police and other agencies as necessary. Attendance at a LADO Managing Allegations Meeting should be always be made by two officers together to ensure that if total confidentiality is required (e.g. to safeguard an ongoing police investigation) the weight of responsibility does not fall to one officer alone.

12. Safeguarding Training

- 12.1 At recruitment, the council assesses the skills, experience and previous training of the applicant in order to appoint the most suitable person for the job. Training needs are reviewed at the recruitment of new starters and then formally on an annual basis during appraisals.
- 12.2 Safeguarding training supports the protection and welfare of children, young people and adults with care and support needs. Training on safety issues related to children such as use of play equipment or provision of food at events, as well as safeguarding of council staff, elected

members, contractors or volunteers is dealt with separately under the Health and Safety Policy and associated procedures.

12.3 A matrix is included at Appendix B setting out the current plan for training across the organisation. This matrix is subject to regular review and updated by the Strategic Management Board in light of legislative changes or availability of appropriate training courses.

12.4 Induction Training

12.4.1 All employees and volunteers will be inducted in the contents of this Policy by the Service Lead or Team Leader with particular emphasis on their personal responsibilities.

12.4.2 All new elected members will be directed to this Policy as part of the Member's Handbook and their induction by the Democratic Services Team Leader Support.

12.4.3 All new employees, volunteers and elected members also receive a mandatory general safeguarding induction. This will either take the form of an Elearning course or will be delivered by the Service Lead or Team Leader. This training is required irrespective of whether the individual has undertaken recent similar training in another role, for example as a school governor or sports coach.

12.4.4 The course will cover:

- their legal duties, as set down in safeguarding legislation (refer to main Safeguarding Policy)
- how to recognise signs of abuse or neglect
- how to report concerns

12.5 Specific Responsibilities

12.5.1 Where an individual takes on specific safeguarding responsibilities, for example Safeguarding Representatives, they will receive relevant safeguarding training in these responsibilities.

12.5.2 Elected members and staff who are members of the Licensing Committee will undertake mandatory subject specific safeguarding training as a requirement of that role.

12.6 Refresher Training

12.6.1 All staff, volunteers and elected members will be required to undertake mandatory refresher training every three years.

12.7 Consultation and Communication

12.7.1 Exeter City Council consults with Employees and Trade Unions about the planning and organisation of safeguarding training through the Corporate Safeguarding Group and the Safeguarding Representatives Group (comprising Employee Representatives and Trade Union Representatives).

12.7.2 Any recommendations for new or revised safeguarding training are made to the Strategic Management Board through the Safeguarding Representatives Meeting or the Councillor Development Steering Group as appropriate.

12.8 Training Needs, Coordination of Training and Competency of Trainers

12.8.1 All safeguarding training is provided by competent instructors and takes place during working hours. The identification of general training needs is a line management function and follows a risk based approach. The table at Appendix C provides guidance on training that is:

- Mandatory for all members of staff,
- Essential for Specific Roles
- Desirable for Specific Roles

(Advice and information is available from the Corporate Safeguarding Lead.)

12.8.2 Day to day coordination of the staff training programme is carried out by the Human Resources Adviser Team Leader with the support of the Corporate Safeguarding Lead.

12.8.3 The effectiveness of training is evaluated by the use of end of course assessments and feedback forms for management review. Records of training, including the date, name of delegate, tutor details and contents of the course, are held by the Human Resources Adviser Team Leader and Democratic Services Team Leader.

12.8.4 For in-house taught courses the lesson plans, syllabus and course material are jointly held by the Human Resources Adviser Team Leader, Democratic Services Team Leader and the Corporate Safeguarding Lead.

12.8.5 Where Exeter City Council does not have the necessary in-house competence to undertake a specific task or specialist work, we will engage specialist contractors who have been assessed for their competence.

12.9 Exceptions to mandatory training and support for delegates

12.9.1 Some people may find the subject matter of safeguarding training triggers unwanted memories and emotions for them because of personal experiences or because of mental health issues. Where this is the case staff should work with their manager and/or the HR Adviser Team Leader to find an alternative method of ensuring they understand the basic principles of safeguarding and how to refer cases without going into the detail.

12.9.2 They are not expected to divulge details of their experience and it will be sufficient to declare that they find the subject matter “too upsetting”.

12.9.3 All staff, volunteers and elected members should be provided with the opportunity to discuss the learning from these courses with colleagues in a supportive environment by their Service Lead, Team Leader or Group Leader.

12.9.4 All courses will begin with a warning about the content and advice on organisations to contact if individuals feel they need support.

13. **Review**

13.1 This policy and the related guidance will be reviewed every three years or sooner if required by the Safeguarding Representatives Group and Strategic Management Board. This will include an 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.

13.2 The Council's scrutiny function will also have a role in scrutinising and challenging where appropriate the implementation of the Corporate Safeguarding Policy.

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>

Protocol on Dealing with Extremist Speakers and Events

Since 2015, the Exeter City Council has had a statutory duty to “have due regard to the need to prevent people from being drawn into terrorism”. This includes ensuring that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

Policy Statement

Exeter City Council will not permit its premises or land to be let:

- For events or functions attended by people whose presence may cause civil unrest or detrimental community tension;
- To an organisation or individual which has been banned by law.

The council also reserves the right to cancel any booking where it considers:

1. That such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a premise or land hire.
2. The users of the premises / land may do something that may cause or pose a risk of loss, damage or significant expense to the council or harm the reputation of the Council.

Procedure

If the organisation or individual making the booking is not already known to the staff member processing the premises/land booking, then the staff member must:

1. Establish what the premises/land will be used for and what type of event the customer is wishing to hold.
2. Establish if the name given is linked to any community group or organisation
3. Request a copy of the programme details and names of any speakers.
4. Request all contact details (address, mobile, home and business contact number).
5. If the customer is not a local resident, establish why they are holding an event in this area.
6. Ask the customer if they have used any other premises/land in the country, if so contact the previous venue(s) to establish what the event was.

If the answers received raise concerns that the event may be controversial or extremist in nature then staff should alert the Prevent Lead (Policy Officer - Community Safety, Safeguarding and Equality & Diversity), Service Lead - Environmental Health and Community Safety and Environmental Health and Community Safety Managers, by email.

The relevant service Director in conjunction with the Premises or Operational Manager (with advice from the Chair of the Safety Advisory Group and Prevent Lead) will make the final decision on whether an event can go ahead.

This decision will be shared in advance of being communicated to the booking organisation with other known venue providers and the Council's communications team.

Training Needs Guidance Table (Including Refresher Training)

Programme / Course	Mandatory Essential Desirable	Employment Group	Numbers of delegates and cost
Induction and general awareness training			
Induction 1st Day – link to Safeguarding Policy	Mandatory (<i>Checklist with Manager</i>)	All staff, volunteers and elected members (<i>No refresher</i>) <i>All signposted to Safeguarding Policy and procedure documents</i>	No cost. Delivered by relevant manager who must have undertaken the mandatory training below.
Safeguarding Children and Adults In house E-Academy course	Mandatory (1 hour max)	All office staff, volunteers and elected members (January/February 2022 then refresher every three years (Jan/Feb 2025))	563 employees with email (approx.) 39 councillors Costed as part of contract with platform provider (Learning Nexus). This may not be appropriate for all staff with email. Some only have email on a phone and may be better placed to do a Toolbox Talk. Service Leads working with Safeguarding Reps will need to provide information on which staff should be included.
Tool-Box-Talks	Mandatory (30 minutes)	All manual staff without council email address (<i>Refresher every three years</i>): Waste: - Waste Operations Loaders / Drivers (all posts below Supervisor level) - MRF Operatives	No cost. Delivered by relevant manager or Safeguarding Rep where the service has one, using Exeter City Council slides and script: Note that manager and reps should have undertaken the training themselves before delivering it to others. Delivered by Waste Operations Manager

		<p>Leisure:</p> <ul style="list-style-type: none"> - Leisure Employees (all posts below Duty Manager level) <p>Public & Green Spaces:</p> <ul style="list-style-type: none"> - Public & Green Space Specialist Skills - Public & Green Space Mechanical Skills - Public & Green Space Operators <p>RAMM:</p> <ul style="list-style-type: none"> - RAMM Cleaners - Casual RAMM Assistants - Casual RAMM Retail Assistants <p>Facilities & Markets:</p> <ul style="list-style-type: none"> - Casual Car Boot Supervisors - Casual Central Controllers - Casual Bar – Corn Exchange - Casual Market Assistants - Casual Quay House - Casual Underground Passages 	<p>Delivered by Leisure Centre General and Duty Managers</p> <p>Delivered by Public & Green Spaces Charge Hands (already trainer trained)</p> <p>Delivered by RAMM Managers and Safeguarding Reps</p> <p>Delivered by Facilities and Markets Managers and Safeguarding Rep</p>
<p>Preventing Violent Extremism In house E-Academy course which will include Home Office video</p> <p>Tool-Box-Talks</p>	<p>Mandatory (1 hour max)</p> <p>Mandatory (30 minutes)</p>	<p>All office staff, volunteers and elected members (January/February 2022 then refresher every three years (Jan/Feb 2025))</p> <p>All manual staff (<i>Refresher every three years</i>). See <i>Safeguarding Children above</i>.</p>	<p>As above</p> <p>As above.</p>
<p>Safeguarding and Licensing Induction for Licensing Committee elected members and staff</p>	<p>Mandatory (2 hours)</p>	<p>All Licensing Committee elected members and staff (<i>Refresher year</i>)</p>	<p>Local provider has been identified at cost of £200 per session</p>

Role Specific and advanced level Training (<i>Training needs will be identified and organised by Service Leads following staff Performance and Development reviews</i>)			
Group 2 Responding to allegations and role of the LADO e-learning Devon County Council/Devon Safeguarding Children Board DEL course	Mandatory	Strategic Management Board including the Strategic Safeguarding Lead and Directors with responsibility for Licensing and Legal Corporate Safeguarding Lead Monitoring Officer Service Lead Legal and Deputy Monitoring Officer Service Lead Environmental Health (including Licensing) and Community Safety which includes Licensing and Deputy Service Lead Human Resources	£5 per Devon Safeguarding Children Partnership licence for approx. 15 staff = £75
Themed topics for front line staff to be updated			
Dealing with Domestic Abuse disclosures – Priority - following recent cases involving staff flagged by service reps to the Corporate Safeguarding Lead, it has been recognised that training on how to manage these situations is needed.	Mandatory	Four domestic abuse leads HR All managers	Use local service provider Fear Free – cost and length and format of course to be confirmed.
Dealing with sexual abuse disclosures and interviewing for witness statements	Essential	Four domestic abuse leads Environmental Health Licensing Team	Devon Rape Crisis £85 per delegate
Domestic Violence and Abuse (DVA)	Mandatory (approx. 1 hour)	Safeguarding Representatives Group and all customer facing staff who are either working with children, families and adults	Devon County Council Domestic Abuse ELearning Level 1 included in DeL license fee.

	Desirable	<p>with care and support needs where they would be in a position to identify DVA or have it disclosed to them.</p> <ul style="list-style-type: none"> • Customer Services • Housing Needs • Housing Assets, Lettings and Leasehold • Benefits, Payments and Collections • Environmental Health, Private Sector Housing and Licensing <p>Elected members will be invited to undertake the training to build on knowledge from the mandatory courses.</p>	
Mental Capacity Act	Essential	All staff dealing with adults with care and support needs should be aware of how to assess for capacity when requiring decisions.	Free Mental Capacity Act training available online by Hounslow and Richmond Community Healthcare NHS Trust
Suicide Prevention	Essential	All front facing staff and others to be decided and rolled out by Service/Team Leads as needed.	Free suicide awareness training, https://www.zerosuicidealliance.com/training Link in with Suicide Prevention Partnership
<p>Mental Health (particular focus on anxiety and depression rather than psychosis or schizophrenia)</p> <ul style="list-style-type: none"> • What to look out for • Services available • How to respond 		<p>All Members of Safeguarding Representative Group</p> <p>Housing Needs</p> <p>Housing</p> <p>Customer Services</p> <p>Income Collection</p>	<p>DCHOP may be delivering a session for Housing Needs so this may be appropriate for other services.</p> <p>Connect 5 (Public Health) may also be appropriate.</p>
Self-Neglect			These are topics that have either been requested by managers or are emerging issues that need more in depth training for some front line staff. All are available as multi-agency
Substance misuse			
Safeguarding at events			
Safer recruitment			

Adverse Childhood Experience and Trauma Informed Practice			training via Devon County Council or free bite size training delivered by Devon Community Safety Partnerships.
Modern Slavery			