

**TONBRIDGE & MALLING BOROUGH COUNCIL**  
**COMMUNITIES and HOUSING ADVISORY BOARD**

**26 February 2019**

**Report of the Chief Executive**

**Part 1- Public**

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)**

**1 UPDATED SAFEGUARDING POLICY AND REPORTING PROCEDURE**

**To seek Member approval of amendments to the Council's Safeguarding Policy and Reporting Procedure**

**1.1 Background**

1.1.1 The Council adopted a combined Safeguarding Policy for Children, Young People and Adults at Risk, in 2016. As time has moved on there have been some changes to policy and legislation which affect safeguarding practice and it is therefore timely to update the policy.

**1.2 Aims of the Safeguarding Policy**

1.2.1 The policy aims to ensure that an overarching approach to safeguarding is embedded within all Council services and that staff, elected Members, those delivering services on behalf of the Council and volunteers have a good understanding of safeguarding guidelines and good practice.

1.2.2 The policy aims to:

- Raise awareness of the duties and responsibilities for children, young people and adults at risk of harm;
- Encourage good practice among staff, elected members, volunteers and contractors, to safeguard children and adults at risk who receive Council services;
- Provide clear guidance on procedures to be adopted if it is suspected that an adult, young person or child may be at risk of harm.

1.2.3 The Council has a Safeguarding Task Group, with staff from each directorate, who are trained safeguarding "Designated Officers". This group monitors the

Safeguarding Policy and progresses any safeguarding issues or concerns that are raised.

### **1.3 Safeguarding Policy Updates**

1.3.1 Whilst much of the detail remains in place, some significant changes have led to the following updates since the plan was last brought to Members' attention:

- The Safeguarding Action Plan has been removed from the policy. Now that the Task Group is more established, actions from the previous policy have now been fully implemented. Going forward, the work of the group will be generated by ongoing safeguarding audits along with learning from Serious Case Reviews across Kent as well as local issues.
- A Contractor Advice Note has been included to assist with incorporating safeguarding clauses into contracts or grant awards, depending on the level of risk in relation to the service being provided.
- In response to GDPR, a Safeguarding Privacy Notice is now in place which outlines how safeguarding information is used.
- KCC has changed the way referrals to Social Services are made in relation to Child Safeguarding cases. There is now a "Single Request for Support Form" and associated "Kent Support Levels Guidance" which replace the previous "Inter-Agency Referral" route. Updated guidance on this is now included in the updated Policy.
- In relation to monitoring and record keeping, we now have a Secure Safeguarding System, which is now noted within the revised Policy.

1.3.2 The revised Safeguarding Policy is included in Annex 1. Once approved it will be circulated to all staff and Members and uploaded to the TMBC Intranet site. Safeguarding policy is often influenced by events, audits and Serious Case Reviews and it is therefore likely that the Policy will need to be continuously updated going forward. Updated versions will be uploaded to the Intranet and any significant changes in the future will be highlighted to this Board.

### **1.4 Legal Implications**

1.4.1 None

### **1.5 Financial and Value for Money Considerations**

1.5.1 N/A

### **1.6 Equality Impact Assessment**

1.6.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

## 1.7 Recommendations

- 1.7.1 That the updated Safeguarding Policy and Reporting Procedure for Children, Young People and Adults at Risk **BE AGREED**.

The Chief Executive confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Gill Fox

Nil

Julie Beilby  
Chief Executive