

Appendix 1: SUMMARY ANNUAL REPORT (Presented to OSC 12.09.17)

1. Key activities to date

1.1 The Shepway Safeguarding Steering Group (SSSG)

- 1.1.1 The Shepway Safeguarding Steering group (SSSG) continues to meet regularly. Due to staff changes, new Designated Officers (DOs) have been appointed who are trained or are currently undertaking training and the intranet has been updated accordingly. Due to the recent increase in the number of safeguarding concerns received, the SSSG has agreed to increase the number of DOs for the organisation. This provides resilience when staff are on annual leave or otherwise unavailable.
- 1.1.2 The SSSG has a new set of Terms of Reference. The group no longer has a dedicated Kent Safeguarding Steering Group representative attending, due to reorganisation at KCC. However, strong links between the new Kent Safeguarding Children's Board (KSCB) Liaison Officer and Shepway are being maintained. The Council's Corporate Safeguarding Lead also attends a District Leads Safeguarding Meeting (chaired by the Chief Executive of Maidstone Borough Council).
- 1.1.3 The SSSG has also agreed a contractor's advice sheet that guides staff in what levels of safeguarding responsibilities contractors need to maintain depending on the type of contract entered into.

1.2 Training

- 1.2.1 All outstanding training requirements have been addressed and those staff that have returned to the council from long term sickness, maternity leave etc. are in the process of completing e-Learning and Child Protection Level 2 where appropriate. New staff are automatically enrolled onto the appropriate training at induction. All Designated Officers are trained to appropriate levels and additional refresher training is put in place as appropriate. During Autumn / Winter 2017 staff that will have completed their basic child protection e-learning 3 years ago will be required to undertake this again.
- 1.2.2 Since the last CMT report, new requirements to address emerging national issues has meant that staff now need to be trained on aspects of child sexual exploitation (CSE) and Prevent (a strand of the national counter terrorism strategy to tackle radicalisation). These training needs have already been rolled out. On 1st December 2015, all staff were asked to carry out a NCALT (National College e-learning) course on Prevent. CSE training has been offered on a voluntary basis to a range of staff, including DOs In addition there is a requirement to update the policy to reference both CSE and Prevent as safeguarding risks. From October 2015 a new mandatory duty to report Female Genital Mutilation (FGM) to the Police via 101 came into force for professionals in the health sector and for Shepway District Council local safeguarding processes can be used to raise concerns.
- 1.2.3 The KSCB are encouraging District Councils to run with train-the-trainer courses to enable in-house training to be delivered. Shepway District Council (SDC) has three in-house staff that can deliver Child Protection Level 2 training and CSE training. This reduces the training costs and enables a more efficient and convenient way of delivering training.

- 1.2.4 The KSCB have called on all District Councils to nominate a CSE Champion, which Shepway District Council has. In addition there is a requirement for all licensing authorities to consider their taxi licensing functions and raise awareness/ understanding of risks to vulnerable young people around CSE. The licensing manager is engaged with various forums to roll out best practice with taxi drivers (for example, CSE understanding will be addressed within the competency tests for taxi drivers).
- 1.2.5 The Counter Terrorism and Security Act 2015 sets out the need for local authorities to ensure frontline staff have a good understanding of Prevent and are trained to recognise vulnerability to being drawn into terrorism. Locally, Shepway's statutory community safety partnership features raising awareness of Prevent and the KSCB has now included Prevent and risks to radicalisation as part of its key remit covering both vulnerable young people and adults. SDC are meeting training requirements through five staff members that are Home Office trained to deliver the 'Workshop to Raise Awareness of Prevent' (WRAP) by HM Government.
- 1.2.6 Work has begun to develop wider understanding of the safeguarding needs of vulnerable adults and training needs will be picked up as the work develops. At present a combined Children, Young Persons and Vulnerable Adults Policy is considered appropriate but separate procedures are required and this work is ongoing (updated procedures will be placed on the intranet shortly).

1.3 DBS checks

- 1.3.1 Since the last CMT update, a new alternative procedure to a DBS check for short term, casual, agency, temporary or seasonal staff, was initiated. For those staff only employed for short periods of time, the cost of DBS checks are not considered financially viable. A criminal convictions sheet has been devised where new staff declare and sign their status.
- 1.3.2 The Council grades its staff between A to C depending on the amount of contact an officer has with children, young people and vulnerable adults. This helps the Council identify the type of training, checks and monitoring that needs to be undertaken to ensure its safeguarding duties are carried out effectively.
- 1.3.3 As of February 2016 no DBS checks remained outstanding for C staff. However 55 B grade staff who have completed a DBS check had not submitted their certificate numbers to HR and this was followed up. 12 DBS checks remained outstanding for B grade staff (applications were chased). By May 17 only 2 DBS checks were outstanding.
- 1.3.4 The SSSG have considered a number of issues around DBS checks including renewal and staff responsibilities on informing HR of their certificate numbers. In order to ensure staff are storing their certificates safely and returning copies / certificate numbers to HR services, It is recommended that CMT approve that staff who have misplaced or lost their Data Barring Service (DBS) certificates pay for replacements (if they fail to supply their DBS certificate number following a warning letter). Replacement DBS certificates are costly to the Council, a cost of £44.00 for enhanced and £26.00 for a standard check.
- 1.3.5 In terms of renewals good practice suggests DBS checks are carried every 3 years. Many will be due in late 2017 / early 2018 and the SSSG have been considering the

introduction of a continuous renewal service for “C” graded roles (those with highest level of safeguarding contact / issues likely to be incurred). This equates to £13.00 per annum per employee. Additional that the basic DBS checks for other eligible staff are renewed on a 3 yearly basis.

- 1.3.6 A new alternative procedure to a DBS check for short term, casual, agency, temporary or seasonal staff has been initiated. A criminal convictions sheet has been devised where new staff declare and sign their status.
- 1.3.7 Where staff requiring DBS checks are recruited they are able to commence their roles whilst awaiting a clear DBS check as long as SDC’s Risk Assessment in lieu of DBS check is completed by the line manager and close supervision and controls are put in place by the recruiting manager while the DBS check is awaited.
- 1.3.8 With CMT’s support, the SSSG is currently working with the Council’s Human Resources team to consider our approach, feasibility and costs.

1.4 Safeguarding Log

- 1.4.1 There has been a need to develop a more robust recording system for tracking and auditing safeguarding concerns raised by staff. Within a dedicated safeguarding drive all appropriate forms are saved under a uniquely referenced folder containing an audit trail of emails or other relevant information. In addition, the family champions safeguarding work has now been incorporated into the Council’s corporate safeguarding processes and procedures (with own dedicated folder). The table below shows that for this financial year (April 2015 – April 2016) 29 safeguarding concerns have been raised.

Time Period	Number of Safeguarding Concerns Received	Example of a Concern Received
April 15 – June 15 inc.	3	Letting agency concerned about baby in filthy premises. SDC signposted to Social Services.
July 15 – Sept 15 inc.	9	Physical abuse concern including witnessing bruising and maltreatment of children
Oct 15 – Dec 15 inc.	12	Loud music and drugs and alcohol in premises, with young children present
Jan 16 – March 16	5	Family moved to empty property with insufficient funds to move belongings

- 1.4.2 A ‘safeguarding tracker’ has also been introduced for DO’s to fill in summary information on concerns they have dealt with. The tracker asks for a brief overview and outcomes of the concern as well as the child(ren)’s surname and/or the first line of their address. The spreadsheet has been designed so that should a surname or address be entered on more than one occasion, it will appear in red text to alert the DO that a concern about that child(ren) has been raised in the past. This enables the DO to make appropriate decisions, and allows for a more efficient safeguarding process and guards against duplication and tracks that process is being followed.

1.5 Procedure Changes

- 1.5.1 Since the last CMT report on safeguarding, all staff reporting or witnessing a safeguarding concern have been required to fill in an ‘SG1 form’ and contact a DO for advice and information. The DO is required to sign the SG1 form. This ensures that the reporting officer’s observations are accurately recorded and available for audit purposes. The DO then makes the appropriate decisions around referral to

and/or consultation with the appropriate professionals. The DO then fills in an 'SG2 form', outlining the actions taken (including case closed or ongoing referral to social services) and the form is signed off by the Corporate Lead for Safeguarding.

- 1.5.2 From February 2016, a new combined safeguarding concern form (see Appendix 6) will replace the existing SG1 and SG2 forms. SG1 now refers to part one of the form; SG2 refers to part two of the form. A blank copy of the safeguarding concern form has been placed on the intranet for all staff to be able to access. Opportunities to update staff on these changes will be pursued via staff briefings/ middle manager meetings and staff 121s. The form has been designed so that vulnerable adults can also be flagged on the same form.
- 1.5.3 The procedures document has been updated to include two safeguarding procedure flowcharts. These flowcharts will be made available on the intranet. There is a flowchart for any member of staff who has a safeguarding concern, which entails completing the SG1 section of the SG concern form. For DO's there is a 3 stage process that covers the following stages:
- Stage 1 – Receiving a concern and SG concern form (SG1 completed)
 - Stage 2 – Deciding on actions required, requesting consultations and completing referral forms
 - Stage 3 – Completing internal audit trail through SG2
- 1.5.4 The procedures document for adult safeguarding is being developed, however the safeguarding concern form covers both vulnerable adults (VAs) and children and young people (CYP) and an updated version is available the intranet.
- 1.5.5 During the financial year 2016/17, 55 safeguarding concerns were raised with the District Council's Designated Safeguarding Officers; 24 related to children and 31 to adults. These included children at risk owing to parental drug abuse, child threatening self-harm, children being left alone and physical abuse. From the above cases, 12 (9 child and 3 adult) referrals were made to the Social Services for investigation.

1.6 Section 11 Self-Assessment

- 1.6.1 The KSCB require quarterly reports to be submitted to them and this covers both Internal and external practice. Shepway's returns over the last years have reflected all activity carried out by the SSSG including ongoing s11 self-assessment (SA) work and summaries of activity with external partners eg CSP work on safeguarding conference CSE projects, taxi licencing work etc.
- 1.6.2 Shepway District Councils s11 SA was deemed fully compliant in Autumn 16 after extensive work by the SSSG was carried out with large amounts of evidence including emails, policies, project evidence, partnership working demonstrated. Once action plans and outstanding work was accurately reflected in the returns submitted to KSCB, allowing full compliance to be awarded.
- 1.6.3 The KSCB regularly draws on Shepway practice to be taken up as best practice across Kent at the Districts Safeguarding leads meeting which has regular SDC representation

1.7 Communication Needs

- 1.7.1 There is a need to provide ongoing updates to staff and this will be managed through various means including communication with Heads of Service and the communications team. The recent email on Prevent e-learning is an example (sent on 1st December 2016 to Shepway staff).
- 1.7.2 To provide additional support to staff, a designated safeguarding poster has been introduced placed at various locations within the civic centre for internal use.