

ORGANISATIONAL SAFEGUARDING ASSESSMENT

PURPOSE

The Organisational Safeguarding Assessment (OSA) has been designed to support organisations to measure their safeguarding arrangements against a set criteria outlined by the West Yorkshire Consortium.

The OSA is completed every two years. Kirklees Council are to present one combined assessment which represents the organisation as a whole, adopting a whole system approach to safeguarding.

The OSA is required to be completed to include any service area which works with, or may come into contact with, children, young people and/or adults at risk. The questions have been developed by the West Yorkshire Consortium, as agreed by all members of the Safeguarding Children Partnerships within West Yorkshire.

To contribute to the completion of the OSA for Kirklees, each Service Director is required to complete their own assessment which will be a collective response that reflects all of the service areas for which they are responsible. The degree of compliance and complexity required within each standard will depend on the role and function of each individual service area. Findings from this will be then used to inform the final organisational submission which will be submitted to the Kirklees Safeguarding Children Partnership.

One submission per service area in each directorate is to be submitted to CAS.Project@kirklees.gov.uk by 17 March 2023.

DIRECTORATE/SERVICE AREAS

Directorate	Completed By	Date
Service Area	Overall Level of Contact with Children and Young People	Overall Level of Contact with Vulnerable Adults/Adults at Risk
<i>Please list the service areas included in the service director area of responsibility.</i>	<input type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> Substantial	<input type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> Substantial
	Comments:	Comments:



PART ONE

1.1 Is there a system in place that demonstrates your commitment to safeguarding and which takes learning from reviews, audits and initiatives forward to enable improvements in practice?

Summary Response

Kirklees Council demonstrates a commitment to safeguarding across the vast and varied service areas which operate within. This includes matters in relation to both the safeguarding of children, young people, and adults within the community of Kirklees, alongside internal safeguarding arrangements in relation to issues such as recruitment.

Services which include the greatest level of contact with the most vulnerable children, young people and adults have robust systems in place which allows for continuous review, learning and development. Alongside formal reviews undertaken alongside both the Kirklees Safeguarding Children Partnership (KSCP) and the Kirklees Safeguarding Adults Board (KSAB), there is a culture of learning encouraged through restorative methods of practice review in which employees across all levels can participate and contribute to wider practice development. Practice Learning Days, Thematic Reviews, and Enabled Conversations all promote reflection through opportunities for shared learning contributing to continued practice improvements in relation to safeguarding.

Wider services across the Council have various means in which a commitment to safeguarding is observed, this includes briefing sessions, shared learning published through various shared platforms such as internal Teams sites, and the identification of Safeguarding Leads/Named Persons/Champions within some service areas.

Members from across various areas of the Council form part of multi-agency review panels held in relation to various safeguarding issues, ensuring a holistic approach to safeguarding review and improvement is taken, reflecting the key message that *safeguarding is everyone's responsibility*.

Continued development across all service areas is driven through teams responsible for improvement/service development. Good practice examples identified within some service areas can be utilised and applied service wide, to ensure a consistent approach to safeguarding is promoted. This will ensure that a reliance is not placed solely on the Corporate Strategy, but that each service area takes responsibility for the relevant application to the respective service areas.

The responsibility for the overview of safeguarding arrangements across the Council is that of the Corporate Safeguarding Oversight Group (CSOG). The main responsibilities of the group are to:

- Ensure that robust arrangements for safeguarding children and adults are in place within and across the Council.
- Ensure that there is effective corporate oversight of safeguarding across the range of services which the Council provides and commissions.
- Ensure that robust multi-agency arrangements are in place to safeguarding children and vulnerable adults, and that key partners have appropriate safeguarding systems in place.

The CSOG group meetings have recently recommenced, which will further strengthen the Council's approach to safeguarding ensuring that there is a space which enables oversight of safeguarding practice across Kirklees.

Scrutiny Panels take place regularly, offering further oversight, review, and challenge in respect of arrangements across Kirklees Council.

Rating

Green

Amber

Red

Evidence to Support Summary and Rating

- Local Resources and Procedures across KSCP and ASB
- Quality Assurance and Learning Framework including various audit/review methods.
- Information in relation to internal arrangements shared by various service areas.
- Identification of Safeguarding Leads/Champions
- CSOG TOR/Meetings
- Multi-Agency Meeting list and attendance



- Information from HR regarding recruitment

If Amber or Red, please state how you will improve this

PART TWO

2.1 Is an accessible safeguarding policy in place which sets out clearly the responsibilities of staff and volunteers for safeguarding children and/or adults at risk, including when and how to act on safeguarding concerns

Summary Response

The existing Cross Council Corporate Safeguarding Policy was signed off at Cabinet in 2019, however due to the COVID pandemic, the full roll out stalled somewhat so it was agreed by the CSOG that a Task and Finish Group would be established in order to review the Policy. This was to ensure it could be updated where needed and consider any further additions that may be needed due to service changes and progression of other parallel workstreams, such as the Safer Recruitment work and revised Local Authority Designated Officer (LADO) guidance and referral routes.

In March 2022, the *Cross Council Safeguarding Policy* was approved by Cabinet. This provides comprehensive information in relation to the Council's commitment to safeguarding children, young people, and adults across Kirklees. The document includes:

- Safeguarding definitions, legislation, and governance
- Safeguarding responsibilities of staff across the Council
- How to report a safeguarding concern
- How to report a safeguarding concern about a member of staff/Whistleblowing
- Safer Recruitment/DBS
- Implementation, Performance and Policy review, including the role of the Organisational Safeguarding Assessment within this.

The Policy is underpinned by the Council's commitment in the Council Plan 2021-2023 to make it clear that all staff and volunteers have a safeguarding responsibility. The Policy will act to enable all Council employee, including those who are not directly involved in safeguarding, to understand their role and responsibilities more clearly. There is an expectation that all of the workforce, volunteers and Councillors share an objective to help keep children, young people, and adults at risk safe by:

- Identifying where there are concerns and taking action to address them in partnership with other agencies.
- Preventing unsuitable people from working with children, young people, and adults at risk.
- Ensuring the whole workforce understands safeguarding and their accountability and responsibilities.
- Promoting safe practice and challenge poor and unsafe practice.

The Policy sets out a preventive approach that ensures safeguards are proactively put in place to prevent abuse and neglect occurring. The Council requires a competent workforce comprising of individuals who are able to identify instances in which there are grounds for concern about the welfare of a child or adult and initiate or take appropriate action to keep them safe.

A basic Safeguarding Statement is available online; however, the Cross Council Corporate Safeguarding Policy is not yet an accessible policy. The information contained within the Policy still needs to be communicated to all stakeholders and employees.

Whilst this has not yet been formally implemented, there are a range of other documents which are accessible online, providing staff and volunteers with information about general safeguarding responsibilities including how and when to act on safeguarding concerns, these are accessible through TriX sites and through the KSCP and KSAB website. Alongside the public Council website which contains information about *concerns about a child at risk*, the Council intranet contains more limited information, however, requires better knowledge to enable navigation, therefore further developments would improve access. Some service areas have more limited knowledge about the safeguarding Policy and current status of such, suggesting that Briefing sessions are required to raise awareness and ensure correct application.



Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Council Plan 2021-2023 • Information provided from Kirklees service areas. • Current Safeguarding Policy Summary • Corporate Safeguarding Policy Cabinet Meeting Minutes (13 July 2022) • Review of external KSCP and ASB website • Review of Kirklees procedures online • Kirklees Internet: Recognising signs of abuse or neglect. • Kirklees Internet: Concerns about a child at risk. • Kirklees Internet: Safeguarding Adults information for professionals
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If Amber or Red, please state how you will improve this

The CSOG are to meet and agree a communication strategy to ensure the new Cross Council Safeguarding Policy is disseminated across all service areas.

2.2 Do staff and volunteers have access to all the organisation’s relevant policies and procedures, eg on the internet or in a staff handbook?

Summary Response

The generic Kirklees Employee Handbook, provided with the employee contract of employment, has a dedicated section in respect of safeguarding. This outlines the Council's commitment to protecting children and adults at risk of harm and highlights the responsibility of all Council workers to take appropriate action to safeguard any child or adult at risk who comes to their attention. Details are provided within the document in relation to reporting concerns of a child or adult at risk.

Employees within Kirklees are also directed to the intranet and internet for further information about safeguarding issues and how to report safeguarding concerns. This is included both on the Kirklees Council public website and on the Intranet. There are a significant number of policy and procedure documents available across such The KSCP and KSAB websites also both contain extensive information about safeguarding. Some services across Kirklees also replicate this information within staff handbooks, on induction documents and within private Microsoft Teams files. Reference to the TriX site which links to the West Yorkshire Consortium’s Safeguarding Procedures is also included within some of these channels.

Lead agencies within Children’s Services and Adults Services have more substantial procedural guidance available centrally, more readily available to employees within these services areas. Good practice from these service areas can be utilised in the development across wider Council services to ensure the safeguarding response is consistent across the Council.

Although presented in different ways, all staff and volunteers can find information about safeguarding responsibilities and guidance on such. Service areas are at different stages of progress when considering this, for example Children’s Social Work Services have an established TriX online procedure manual, whilst Adults Services have just recently procured use of the TriX system which will promote accessibility and enable documents to be stored and maintained consistently within that service area. Increased visibility/ease of access to safeguarding information for service areas whose primary role is not safeguarding could be developed through the more coordinated management of internal Microsoft Teams sites/alternative storage method and a review of content available on the Intranet.

See Section 2.1. To support wider service areas, there is a basic Safeguarding Policy statement available online; however, the Cross Council Corporate Safeguarding Policy is not yet an accessible policy. The information contained within the Policy still needs to be communicated to all stakeholders and employees. Unfortunately, due to the impact of the COVID pandemic and a changing workforce, the Corporate Safeguarding Oversight Group has not yet been able to facilitate the implementation of this, however there is an awareness of the need to prioritise this piece of work. Once the implementation of this has been achieved, this will improve the rating to Green.



Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Information provided from Kirklees service areas. • Review of Kirklees Intranet • Review of external KSCP and ASB website • Kirklees Children's Social Care Procedures (proceduresonline.com) • Staff Handbook
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If Amber or Red, please state how you will improve this

See Section 2.1. CSOG to meet and agree a communication strategy to ensure the new Cross Council Safeguarding Policy is disseminated across all service areas.

CSOG to coordinate a working group to review the content available on the Intranet to ensure information is accessible and up to date.

2.3 Do staff, including volunteers, have clearly identified responsibilities for safeguarding children and/or adults at risk?

Summary Response

See Section 2.1, 2.2 and 3.3

Employees directly within safeguarding specific roles have clearly defined roles and identified responsibilities for safeguarding children, young people at adults at risk within job descriptions, person specifications and practice/procedure documents available. Job descriptions and person specifications in relation to wider roles in the community differ somewhat, and although a link to the historical safeguarding statement is present in all job descriptions, greater consideration of each role and related safeguarding responsibilities could be given to strengthen recruitment and staff understanding of their responsibilities.

Practice across wider service areas is varied, although all seek to promote the importance of safeguarding and a minimum standard is achieved. Homes and Neighbourhoods and Communities and Access Services each have a dedicated full time safeguarding lead person which greatly assists in the continued development of the safeguarding practice in these service areas. Other informal leads have been identified across the Senior Leadership Teams within different service areas to assist where possible.

The introduction of Safeguarding Champions is under development to improve access for the wider workforce to persons who can guide/assist where necessary. This scheme remains in its infancy, with some learning and development needs being identified to ensure the Safeguarding Champions can fulfil this role.

Alongside employees, there is a Volunteer Policy available on the Intranet which includes guidance that outlines clear roles and responsibilities of volunteers and also in relation to safer recruitment.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Information provided from Kirklees Service Areas • Review of Safeguarding Champions Group • Sample of Job Specification/Feedback from Service Areas • Intranet/Internet Policies and Procedures
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If Amber or Red, please state how you will improve this

2.4 Are staff informed of their professional boundaries and know when and where to pass on information?

Summary Response

Across the Council employees have differing levels of responsibility in relation to safeguarding and this appears suitably reflected in the varying arrangements which are in place across service areas. Whilst consistency continues to be strengthened, information about employee's professional boundaries and the remit of their roles is included through varying points in their employment from the job description to induction, and within opportunities for supervision/one to one sessions in some service areas alongside employee appraisals. This is underpinned through signposting arrangements to both wider internal documents, and those provided by the KSCP/KSAB.

To complement arrangements established within lead safeguarding services, good practice has been identified across various service areas including the Skills and Regeneration service area which encourages a *culture of concern* to ensure that safeguarding awareness is prevalent across the service through internal procedures that promote prevention, early intervention and partnership working to safeguard people. The Homes and Neighbourhoods service area provide internal training relevant to various roles which includes *how and when to share information* which supports staff in establishing appropriate boundaries and ensures concerns are reported promptly where necessary.

Some service areas including Public Health and the Democracy Service recognise that the safeguarding response in relation to the development of knowledge and confidence in respect of professional boundaries could be strengthened by ensuring that there are opportunities for learning and reflection beyond recruitment and induction periods, and therefore have identified means in which to do so through the use of established forums including supervision/one to ones and within team meetings. Also see *Section 5.5* regarding the links to training and development. To achieve this would improve the rating to Green as a quality assurance mechanism would be in place. Furthermore, the role of employees within services that have extensive community contact such as Communities and Access Services could be developed to adopt a more significant role in early intervention and prevention, with a shift towards a greater responsibility for safeguarding at that level. This is particularly important when considering the emerging understanding of contextual safeguarding issues, of which relies heavily on services such as this one to form part of the wider strategic response.

Whilst lead agencies are naturally equipped to understand their roles and boundaries in relation to safeguarding, wider consideration of de-escalation/'step down' procedures not only safeguard children, young people and adults but ensures that those remain adequately supported once safeguarding concerns have subsided to minimise repeat entry into statutory safeguarding services and promote long term, sustainable change, and safety. If implemented, future developments stemming from the Independent Review of Social Care will have significant ramifications in relation to the developing role of employees who work with members of the community, beyond those within lead agencies.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none">• Information provided from Kirklees Service Areas• Sample of Induction Documents• Sample of Job Specifications/Feedback from Service Areas• Supervision Policies• KSCP and ASB website		

If Amber or Red, please state how you will improve this

CSOG to identify representatives from each service area to lead on the development of each service specific supervision policy/procedures to ensure regular space for discussion and reflection in relation to safeguarding and the professional boundaries of individual roles. The first step will be to ensure safeguarding is a fixed item on each supervision agenda.

CAS are currently undergoing a review towards an integrated model within which safeguarding roles and boundaries can be well defined and established as part of the service development plan.



2.5 Are effective complaints procedures in place for children, adults, staff, volunteers and other people where there are concerns that safeguarding has not been taken into account?

Summary Response

There are robust processes in place for both members of the public and professionals to complain where there are concerns that safeguarding has not been considered.

The Kirklees Council website clearly provides information about how to make a complaint. Guidance suggests that the complainant tries to seek an informal resolve before making a formal complaint. Should this be necessary, online complaints forms are available for:

- Adult Social Care Services
- Children and Young People's Services
- Families and Carers of Children and Young People
- Schools
- Taxi, Private Hire Vehicle or Drivers
- Councillor Complaints

A generic form is available for services not listed above. Clear guidance as to the response time and next steps is detailed. A direction to the Local Government and Social Care Ombudsman is given should the Kirklees Council Complaints procedure not find a satisfactory resolve. The links to each service also include how to share positive feedback too.

Accessibility is promoted via the intranet, alongside through telephone contact with the Contact Centre or in person at a local Customer Service Centre.

Alongside the complaints procedures, there is also a robust Whistleblowing Policy which was updated in February 2023.

Should the service specific complaints procedure not be appropriate or not achieve a resolve, the KSCP also provides guidance on the internet in relation to an Escalation Policy which is a protocol that provides a process for resolving professional disagreements between agencies. Disagreements may include:

- Criteria for referrals
- Outcomes of assessments
- Roles and responsibilities of workers
- Service provision
- Information sharing and communication.

Disagreements can relate both to decisions about individual children and specific processes. The protocol focuses on disagreements between agencies in relation to individual children and is applicable to all agencies, including the Voluntary, Community and Faith (VCF) sectors.

Evidence of shared learning emerging from the above is demonstrated across the Council, see *Section 1.1*

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Council Website Complaints Procedures • Relevant Complaints Departments • Whistleblowing Policy • KSCP Escalation Policy 		

If Amber or Red, please state how you will improve this



2.6 Are there policies in place which include reference to the importance of listening to children, young people and adults at risk and responding appropriately?

Summary Response

Services across the Council place significant emphasis on listening to children, young people, and adults at risk, reflected in robust and established arrangements which ensures the voice of the individual is central and a person-centred approach to practice is taken. Kirklees Council services are rooted in restorative practice, with training and development opportunities delivered across the workforce to ensure that employees place relationships at the heart of their practice and endeavour to always work *with* children, young people, and adults, not doing things *to* them or making decisions *for* them without their involvement.

Across Children's Services, employees work to Article 12 of the UNCRC which states that *every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously*. This is a foundation from which work is undertaken and decisions are made. Employees at all levels, when working directly with children, young people, and their families or when supervising a team who do, ensure the child's voice is heard and decisions are made in line with this where safe to do so. Good practice is assured through a robust supervision policy which ensures the child's voice remains central to planning. In statutory services, performance data ensures that children and young people are seen alone to allow them a safe space to talk openly about their wishes, thoughts, and feelings.

The importance of advocacy is promoted throughout both Children's and Adult's Services;

The presence of a Children's Rights Team ensures that children have the opportunity to express their views and be listened to when decisions are made about their life and future. Advocates from this team meet and listen to children and young people, support children and young people at reviews, help them make a complaint if they are not happy or share when something went well, and give information and advice about their rights. This is also complemented by the availability of Independent Visitors who are adult volunteers that a young person can speak to and ask for advice.

Independent Advocates are also available beyond childhood through to adulthood. Advocates can support the transition from Children's Social Care to Adult Services, support with an Adult Carer's Assessment, a Needs Assessment and/or when creating or reviewing an Adult care and Support Plan. Kirklees works with a number of providers who work with people with a wide range of support needs to ensure that a person at risk and in need of support is listened to, well supported, and effectively safeguarded. The need for advocacy is explicit in the Care Act (2014) which underpins practice within Adult Services, reflected in the Council's Five-Year Vision for Adult Social Care in Kirklees which includes the priority to work with people to create greater personal choice and control over how people achieve their long-term care and support outcomes. Adult Services work to guidance around *making safeguarding personal* which encourages Councils and their partners to develop outcome-focused, person-centred safeguarding practices.

There are also mechanisms in place for services within Kirklees which have contact with the wider community across targeted or universal services to ensure the person's voice remains central when working with people at risk to inform planning. This includes the Dash Risk Assessment used with people at risk of domestic abuse to identify risk and determine what referrals may need to be made to manage and/or reduce these risks safely; this assessment is underpinned by questions about how the person is feeling and gathers information from the perspective of the victim to inform planning. A further example is the use of the Safer Kirklees Victim Matrix which is used across services such as Communities and Homes and Neighbourhoods in the response to victims of anti-social behaviour and hate crime which takes into consideration the impact of the crime on the individual and their desired outcomes as a result.

See *Part Four* for further information in respect of the importance of listening to children, young people, and adults in service development and when commissioning services.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Children's and Young People's Plan • Children's Services Practice Standards • Children's Rights Team 		



- Kirklees Our five-year vision for Adult Social Care in Kirklees
- Joint Multi-Agency Safeguarding Adults Policy and Procedures
- Kirklees Health and Wellbeing Strategy
- Supervision Policy
- Performance Data/Quality Assurance
- Domestic Abuse Partnerships – DRAMM/MARAC
- Learning and Development Training Summary

If Amber or Red, please state how you will improve this

PART THREE

3.1 Are safeguarding priorities contained in the organisation's main or strategic plans?

Summary Response

There is significant evidence that Kirklees Council prioritises safeguarding throughout both the main Council Plan 2021-2023 and also within more service specific plans.

The Kirklees Council Plan 2021-2023 details shared outcomes which includes:

- *Shaped by People* -We make our places what they are.
- *Best Start* -Children have the best start in life.
- *Well* – People in Kirklees are as well as possible for as long as possible.
- *Independent* – People In Kirklees live independently and have control over their lives.
- *Aspire and Achieve* – People in Kirklees have aspiration to achieve their ambitions through education, training, employment, and lifelong learning.
- *Sustainable Economy* – Kirklees has sustainable economic growth and provides good employment for and with communities and businesses.
- *Safe and Cohesion* – People in Kirklees live in cohesive communities, feel safe and are protected from harm.
- *Clean and Green* – People in Kirklees experience a high quality, clean, sustainable, and green environment.
- *Efficient and Effective* – Kirklees Council works smart and delivers efficiently and effectively.

The interwoven themes of the Council Plan all work together to contribute to the improved safety and wellbeing of children, young people, and adults within Kirklees.

To support the primary Council Plan, there are wider strategic plans spanning across different service areas which further contribute to the Council's safeguarding agenda.

The Children and Young People's Plan 2020-2023 details nine priorities which are being addressed through thematic partnerships. These priorities include;

- *Emotional health and resilience* – Children's Integrated Commissioning Group
- *Early Support in communities* – Kirklees Children's Safeguarding Partnership Task & Finish Group, Best Start Partnership, Early Support Review
- *Food & Physical Activity* – Health & Wellbeing Board; Thriving Kirklees
- *Vulnerability to criminal exploitation* – Youth Development Programme; Kirklees Children's Safeguarding Partnership; Communities Board.
- *Gaps in educational attainment between some groups and the Kirklees attainment rates* – Education and Learning Partnership Board & Community Hubs.
- *Outcomes for Looked After children* – Improvement Board; Corporate Parenting Board; Kirklees Safeguarding Children Partnership.
- *To reduce the effects of poverty on children*
- *To support inclusion and better outcomes for LGBT+ young people*
- *To grow the youth offer*

Together these priorities highlight the commitment Kirklees has to ensuring children and young people are safe and



well.
This planned is underpinned by strategies outlined by the KSCP, including the KSCP Partnership Arrangements 2022 document.

The KSAB Engagement Strategy 2020-2023 detailing the role of partners in preventing abuse and neglect emphasises the importance of joined up working across the Council and partners in safeguarding adults, recognising the six safeguarding principles of Empowerment, Prevention, Proportionality, Protection, Partnership and Accountability when working towards embedding the principles of *making safeguarding personal*.

Kirklees has continued to develop its strategic plans to reflect emerging safeguarding issues, ensuring that service plans develop in response to current safeguarding themes. This includes the Kirklees Exploitation Strategy 2019-2021 which reflects the need for agencies and partnerships to adopt a contextual approach to safeguarding, the Prevent Strategy 2022-2025 which captures the need to safeguard and support those most at risk of radicalisation and the Kirklees Domestic Abuse Strategy 2019-2021 which outlines a new strategy representing a shift in emphasis towards a *whole picture approach* to tackling the issue. Wider strategies, whilst not explicit in their reference to safeguarding, still continue to reflect the common goal to ensure people across Kirklees are safe, as for example in the Kirklees Housing Strategy 2018-2023, demonstrating a whole system approach to ensuring citizens of all ages across Kirklees are effectively safeguarded.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating

- The Kirklees Council Plan 2021-2023
- KSAB – Partners in preventing abuse and neglect – strategic plan 2020-2023
- Five-year vision for adult social care 2024-2020
- Children and Young people’s plan 2020-2023
- Children’s Services Improvement Plan Refresh
- Kirklees Health and Wellbeing Plan 2018-2023
- Accessibility Strategy 2018-2021
- Kirklees SEND Strategy 2017-2020
- Kirklees Sufficiency Strategy 2019
- Prevent Strategy 2022-2025
- Kirklees Exploitation Safeguarding Strategy 2019-2021
- Kirklees DV Strategy 2019-2021
- Kirklees Housing Strategy 2018-2023
- Kirklees Safeguarding Board Early Support Strategy
- Kirklees Corporate Parenting Strategy 2019-2021
- KSCP Partnership Arrangements 2022

If Amber or Red, please state how you will improve this

3.2 Does the organisation have policies and procedures that clearly show how to report welfare or safety concerns about children and/or adults at risk?

Summary Response

Section 2.2, 2.3, 2.3

As detailed, the Staff Handbook contains basic information about each employee’s responsibility to report welfare or safety concerns about children and/or adults at risk and how to do so.

Procedures for reporting concerns are also available on the staff intranet and Kirklees Council website. Detailed procedural guidance is also available through the KSCP and KASP websites respectively.



Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Staff Handbook • Information provided from Kirklees service areas. • Review of Kirklees Intranet • Review of external KSCP and KSAP website • Review of Kirklees procedures online (as detailed in Sections noted above) 		
<i>If Amber or Red, please state how you will improve this</i>			

3.3 Are safeguarding responsibilities included in job descriptions and or volunteer responsibilities?

Summary Response

The Council promotes safeguarding responsibilities throughout different points of each employee's journey. Generic safeguarding responsibilities are detailed through a link to a Safeguarding Policy summary within all job descriptions. Similarly, this is contained within role descriptions for voluntary roles also.

There is a statement on all job advertisements;

We are committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expect all staff and volunteers to share this commitment.

Further to this, Adults Services have recently introduced a standard paragraph in all new job descriptions;

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you may have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Safeguarding responsibilities are adequately contained within job descriptions and volunteer responsibilities, contributing to the 'Green' rating as per below.

Wider considerations have been given to future developments which may further contribute to the development of robust safeguarding arrangements across the Council, which can be reflected in the review and expansion of some job roles to include more specific safeguarding responsibilities. For example, Communities and Access Services has a key role in prevention and early intervention, with practitioners holding a unique role working alongside those in the communities often before any other service. Frontline staff need to have the skills, knowledge, and experience to be able to recognise concerns and respond appropriately to ensure individuals are supported to access the right service at the right time, whether this be in respect of early support or safeguarding intervention. Similarly, staff need to be supported by leaders who have the same skillset who can facilitate reflection, challenge, and continuous professional development to ensure the workforce are able to safeguard those in the community who are the most vulnerable. Job specifications for roles such as a Community Coordinator and a Community Cohesion Worker could be developed to include this detail to contribute to continued expansion of the safeguarding capacity across the workforce.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Job Descriptions and Person Specifications • Information provided from Kirklees Service Areas • Summary Kirklees Safeguarding Policy linked in all attachments contained within Job Adverts • Internal Forms such as Kirklees Children's Volunteer Handbook and Agreement Form, Independent Visitor and Role Person Specification. 		



- Adult and Community Learning Volunteer Policy

If Amber or Red, please state how you will improve this

3.4 Is safeguarding routinely discussed in supervision and included in staff appraisals?

Summary Response

Across the Council there is a varied approach to supervision, with some service areas having robust policies in place underpinned by embedded quality assurance frameworks, whilst some service areas currently take a more informal approach to supervision. These varying arrangements generally reflect the consistency of discussions around safeguarding in different service areas. Due to the nature of some roles and responsibilities, some service areas do have a greater requirement for more complex safeguarding discussions. The arrangements for services beyond the lead agencies of Children's and Adult Social Care have scope for further development to improve opportunities for reflection, support, and challenge.

Services across Communities and Access Services, Homes and Neighbourhoods and Growth and Regeneration report routinely including safeguarding discussions in supervision. However, in these service areas supervision policies/procedures are not as prevalent and there is no performance measures/data capture in place to review the frequency of supervision and ensure it takes place regularly. Recording of supervision is not as consistent and therefore quality assurance is much more difficult. There is evidence of some quality assurance obtained through audits which offers an opportunity to consider the content of supervision and most importantly, its impact, however this is not yet embedded across these service areas.

Services which include People Services, Culture and Visitor Economy, Democracy and Skills and Regeneration do not yet include safeguarding routinely within supervision. Whilst safeguarding may not be as prevalent across these service areas and therefore the need for discussion may be much less than others, it is important that safeguarding is included as a prompt within such supervision agendas to ensure space for such discussions are available if and when required. This will also contribute to the assurance that all employees continue to fulfil their responsibilities in relation to safeguarding, further demonstrating the Council's commitment to safeguarding children, young people at adults at risk. To achieve this would improve the rating to Green as a quality assurance mechanism would be in place.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Children's Social Care Supervision Policy • Children's Social Care Online Procedures • Children's Social Care Practice Standards • Strengthening Practice Training Module • Learning and Development: Supervision Training • Early Support Supervision Policy/Practice Standards • Appraisal Guidance/Introduction of 'My Conversation' • Information provided from Kirklees service areas. 		

If Amber or Red, please state how you will improve this

CSOG to identify representatives from service areas to each form a working group (or identify already established groups) to develop service specific policies/procedures in relation to supervision which includes the space for regular discussions about safeguarding where necessary and proportionate. Representatives from both Children's and Adult's Social Care to attend to contribute to the service developments through sharing good practice.

PART FOUR



4.1 Does the development of new services or pieces of work take safeguarding children and/or adults at risk into account?

Summary Response

The Kirklees Safeguarding Policy includes a summary of the guidance contained in Section 11 of the Children Act 2004 which places a duty on all agencies, organisations, and individuals to ensure their function, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. The summary also includes reference to the Health and Social Care Act 2008 also places statutory duties on organisations and individuals.

The Joint Multi-Agency Safeguarding Adults Policy and Procedures 2018 also includes reference to the need for commissioners to assure themselves of the quality and safety of the organisations they procure and ensure that contracts have explicit clauses that hold providers to account for preventing and dealing promptly and appropriately with any concerns of abuse and neglect. For safeguarding this means, ensuring that people have easy access to information and advice and early intervention services. Increasingly there is joint commissioning to meet the growing needs within a financial climate of austerity, with greater emphasis on prevention and early intervention. This is in line with the safeguarding principles.

The Council also has a document related to procurements and contracts detailing the Contract Conditions for Provision of Services of which has a section dedicated to the requirement for staff and safeguarding children and vulnerable adults.

As detailed in *Section 3.3*, the recruitment of new employees now includes a greater emphasis on safeguarding responsibilities of all staff members, therefore contributing to the continued development and improvement of new roles within new and/or changing service areas.

There are some examples of developments across the Council within which safeguarding children and/or adults has been taken into context, for example the Growth and Regeneration service have recently developed a Temporary Accommodation Pilot in which safeguarding considerations formed a part of the design and ongoing review. Homes and Neighbourhoods are also currently implementing a new Housing Management System which has a dedicated safeguarding workflow, allowing for concerns to be logged and a record made in relation to referrals made, in line with KSCP and KSAB procedures. This is an excellent example of how service developments are being progressed with safeguarding at the forefront of design and delivery to improve the service response.

Considering the wider context, the Council's Information Governance Policy 2021 includes a brief summary in respect of balancing public accountability with the importance of maintaining confidentiality to safeguard personal information about citizens, service users and staff.

Whilst there are sufficient mechanisms in place to ensure the consideration of safeguarding children and/or adults is considered when developing pieces of work and new services, the completion of this Organisational Safeguarding Assessment has highlighted some demand for further opportunities across the workforce to increase staff confidence with this area.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Safeguarding Policy Summary • Contract Conditions for Provision of Services • Joint Multi-Agency Safeguarding Adults Policy and Procedures 2018 • Information provided from Kirklees Service areas. • Integrated Impact Assessments • Homes and Neighbourhoods Transformation and Change project 		

If Amber or Red, please state how you will improve this



4.2 Are the views of children, adults at risk, carers and families sought when the organisation is developing a new service or piece of work?

Summary Response

A particular strength across Kirklees Council is the mechanisms in place which allow for the views of children, young people, adults, and their carers and families to be sought when new services or a piece of work is being developed. The foundation for this is the Kirklees Council's Plan 2021-2023 which includes the shared outcome of *Shaped by People* which aims to inspire more people to take part in the development of Council services through priorities which includes;

- Championing a place-based approach.
- Re-shaping the relationship between the Council and its citizens.
- The delivery of a place standard engagement
- Robust governance arrangements via the Housing Advisory Board
- Reflecting the changed relationship between the council and citizens in the new Access to Services Strategy

Across Children's Services there are a number of opportunities for children and young people to contribute towards wider service developments. Representatives from across the Council contribute to the development of the Young People's Survey which gives young people the opportunity to share information about their experiences to find out what key issues young people face to inform future plans. Further to this, there are a number of opportunities facilitated by the Children's Rights team through which children and young people can share their thoughts, feelings, and ideas to contribute to service developments this includes:

- Children in Care Council (12-15 years old)
- Care Leaver's Forum (16-21 years old)

Both of these services encourage children and young people in Kirklees to meet and share their experiences of care to help to improve them. Young people who are care experienced are also able to undertake training so that they can deliver training to Council staff about what life is really like in Local Authority care.

Young people also have the opportunity to be a part of an interview panel to interview candidates for roles across Children's Services such as Social Workers, Personal Advisors, and Independent Reviewing Officers etc.

In collaboration with the KSCP, the Our Voice participation programme enables young people between the ages of 11-18 who live, work, or attends a school/college in Kirklees to become involved to share what happens in their area and how things could be improved. The Our Voice team has a range of projects and activities to enable participation and create a platform from which changes to service provision can be influenced.

Established arrangements to include the voice of children, young people, adults and their carers and families are further complemented by work completed across the wider Council from smaller projects such as inclusion of young people in the development of the Hate Crime resource, to wider Council initiatives such as the introduction of the Inclusive Communities Framework. The Inclusive Communities Framework is an approach developed in partnership to building communities, where all people have a sense of security, connection and belonging. The framework is a tool to enable the Council, as an organisation, and services in Kirklees, to work together and be better aligned, with a common approach. The framework is informed by the '*Working Alongside*' shared values, which describe how the Voluntary and Community Sector organisations (VCS), Kirklees Council and health partners want to work together, to make local places even better. It also further strengthens the Council's work towards achieving the *Shaped by People* shared goal. This new shared strategic outcome, created by citizens in local places across Kirklees, is all about enabling everyone to be an active citizen. New service developments within Communities and Access Services have been developed utilising the Inclusive Communities Framework as a foundation from which opportunities for co-production are promoted, which includes the Non-Recent Child Sexual Exploitation service development plan and the Community Safeguarding Pilot. The latter recognises that local solutions can be developed through services working with their communities, as communities have a key role to play in preventing, detecting, and reporting neglect and abuse.

In respect of adults at risk, the Council Vision for Adult Social Care was co-produced, which also led to the formation of a Co-Production Board through which vulnerable adults/adults at risk can contribute to policy developments, such as the recent Direct Payments Policy.

Whilst the Council has significant demonstrable plans and activities in place to ensure the views of children, young people, adults, and their carers and families are sought when new services or a piece of work is being developed,



there remains a focus on ensuring that this becomes a standard practice across all service areas. For example, services identified within Growth and Regeneration such as those which provide temporary accommodation and refugee resettlement, are examples of services which have been created at pace and consequently opportunities for service user involvement have been more limited. Ways in which these service user groups, of which include vulnerable adults, can contribute to the evaluation and future development of such services remains under review. Similarly, a small number of service areas which include Culture and Visitor Economy, People Services and Environment and Climate Change have not yet identified opportunities for involvement, participation, and co-production in a more general sense, but will be continued to be supported through the wider Council strategy and associated plans.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Council Our Plan 2021-2023 • Children’s Rights Team • Children in Care Council • Care Leaver’s Forum • Our Voice Participation Programme and Reports • KSCP Listening Hub • Understanding the Lived Experiences of Young People who care for others 2021. • Training opportunities • Homes and Neighbourhoods Housing Improvement Board • Inclusive Communities Framework and implementation plan • Statement of Community Involvement • Community Safeguarding Pilot • Adult Social Care Co-Production Board • IROKO Project 2022 • Non-Recent CSE Service Development Plan • Local Area Coordination • Kirklees Access Strategy 2021-2026 • Our Space Capital Grant Criteria • Direct Payments Policy
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If Amber or Red, please state how you will improve this

4.3 Are services and newly commissioned pieces of work developed to ensure equal access for all sectors of the community?

Summary Response

Services and newly commissioned pieces of work across the Council are developed to ensure equal access for all sectors of the community, an approach which is underpinned by the Council Values outlined in the Kirklees Council Plan 2021-2023 that aspires to:

- Provide equal access to opportunities and resources for all people.
- Achieve inclusion by removing barriers, discrimination, and prejudice.
- Value and promote a culture of inclusion and diversity.

The Council’s Approach also provides a foundation from which equal access is promoted across the Council, emphasising the commitment of the Council to work *with* people and *alongside* partners, developing relationships based on trust to solve problems and utilise opportunities together.

The Access Strategy 2021-2026 builds upon learning which has highlighted existing inequalities and the social isolation people experience, aiming to respond to the ways access is provided so as to ensure those who need and receive services are supported in the most appropriate way. Key aims include;

- To make a positive difference from the first contact, reducing the need for repeated and multiple contacts.



- To provide more localised services in communities which meet the needs of the communities they serve.
- To continue to develop online and phone services, increasing take up and access.
- To co-design, co-produce and co-evaluate services with people, to ensure a culture of shared learning, power, and voice.
- To build on the trust already developed with partners, volunteer groups and businesses.

As included in the Inclusion and Diversity Strategy 2021-2023, other recent developments as outlined in *Section 4.2* includes the Inclusive Communities Framework which is a key initiative that is currently being implemented. A framework which complements the Council's main strategies alongside the Adult Social Care Vision 2020-2024 which outlines the aspiration to co-produce services with individuals to improve access to support.

To support access amongst groups which may face greater exclusion, the All-Age Disability Service and the Overarching Policy Framework 2017 sets out key principles from within a range of policies which focuses on enabling and improving wider access to support. This framework is complemented by the SEND Transformation Plan 2021.

Alongside wider Council frameworks and policies, there are a number of smaller projects which have been delivered which have aimed to ensure all sectors of the community across Kirklees have a voice, in particular relation to vulnerable or excluded groups. In 2021, through the Iroko Project, the Black African and Caribbean community shared their lived experiences and identified six priority areas that would make a difference to people's lives. This has since been established as a formal group to develop aims and aspirations as identified by the community.

Although not currently a mandatory requirement, the Council encourages the use of Integrated Impact Assessment to consider any potential implications of service and policy changes, particularly on groups with protected characteristics to eliminate discrimination, promote quality of opportunity and foster good relations. Whilst there is an overwhelming amount of evidence to support a 'Green' rating, the majority of service areas across the Council have identified that the consistent completion and review of Integrated Impact Assessments could be improved to offer greater assurance that services and newly commissioned pieces of work are developed to ensure equal access for all sectors of the community, therefore an 'Amber' rating reflects the voice of services across the Council and encourages better accountability in respect of these service improvements.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Council Plan 2021-2023 • Inclusion and Diversity Strategy 2021-2023 • Access Strategy 2021-2026 • Adults Social Care Vision 2020-2024 • All Age Disability Policy Framework 2017 • SEND Transformation Plan 2021 • Inclusive Communities Framework • Integrated Impact Assessments and responses from services across Kirklees 		

If Amber or Red, please state how you will improve this

CSOG to discuss and agree how Integrated Impact Assessments can be more routinely completed, and quality assurance measure(s) developed to ensure good quality completion and review of such. A suggestion may include the use of Project Managers/Officers within this.



PART FIVE

5.1 Is the importance of safeguarding included in the organisation's induction programme for staff and volunteers?

Summary Response

Services across the Council have an induction process, and on some occasions an induction workbook, in place for all staff and volunteers which includes the familiarisation with Council policies and procedures.

Across the majority of Council services, the importance of safeguarding is included in induction programmes for staff and volunteers. The Democracy Team are currently reviewing their induction document to ensure that it is formally included. The extent of which the importance of safeguarding is included in induction documents varies in relation to the level of contact with children, young people, and adults each service area has. Some induction documents contain a link to a Safeguarding Factsheet, alongside direction to the KSCP and KSAB websites for further information. As detailed in *Section 5.2, 5.3, 5.5 and 5.6*, the requirement for training to be completed as part of the induction process is less established; the inclusion of this would better emphasise the importance of safeguarding to new employees.

As part of the implementation of the Cross Council Corporate Safeguarding Policy, this document will be linked to/included with every induction document across the Council to improve consistency and further strengthen the Council response.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none">• Induction Documents across service areas• Safeguarding Factsheets – KSCP/KSAB/Safer Kirklees• MyLearning Safeguarding Awareness• Kirklees Council Welcome Guidance• Cross Council Corporate Safeguarding Policy		

If Amber or Red, please state how you will improve this

See sections detailed above for contributing actions in relation to establishing a more consistent training offer as part of staff inductions.

The rating will be positively impacted by the implementation of the Cross Council Safeguarding Policy.

5.2 Do staff and volunteers attend in house introductory safeguarding training?

Summary Response

The Council currently have the following in-house introductory safeguarding training available through the My Learning portal which all employees have access to:

- Corporate Safeguarding – Trust Your Instincts (Three-minute video)
- Safeguarding Adults – Basic Awareness (E-Learning)
- Safeguarding Children Fact Sheet 2022 (provided by the KSCP)

There is currently no in-house introductory training offered through My Learning specifically in relation to children's safeguarding. However, a link is included on the portal to the KSCP Website and training page. The current agreed Learning and Development Strategy includes the arrangement for all children's training to be delivered through the Partnership currently. In relation to introductory training, both E-Learning and Working Together Level 1 courses are offered by the KSCP, and any employee can register to attend these. There is currently a shortage of trainers, therefore the resource would not meet any further increase in demand. There are also more complex considerations with this, as the training is currently provided by a provider sourced by the KSCP and an increased demand would



have significant financial implications. Alternative methods of delivery have also been considered, including the recruitment of partners to deliver the training as part of their role. This is in addition to their day-to-day role, therefore would also have resource implications. It is important to note that COVID and associated restrictions have had a significant impact on the delivery of training, and the Council are working with partners as part of the wider recovery plan to improve this.

In services where contact with children, young people and adults is more explicit, signposting to related training is more readily included. This is not a general standard across the Council. This is likely further impacted upon due to range of introductory training available.

Attendance at in-house introductory safeguarding training is largely reviewed through the induction process with a Team Manager, and as part of some subsequent Appraisal conversations. My Learning does not currently enable members of the senior leadership team oversight of multiple teams within service areas, therefore attendance at such training cannot currently be easily quantified.

Alongside formal safeguarding training, some service areas have coordinated internal training/awareness sessions to raise awareness of safeguarding issues, such as the Homes and Neighbourhood service Awareness Presentation Day held in 2022. Other services and partner agencies were also invited. This demonstrates a continued commitment to the development of safeguarding practices.

Practice is stronger within some service areas than others, however services are taking steps to improve this. The Safeguarding Lead within Homes and Neighbourhoods is currently reviewing the training matrix to align the service specific training offer with good practice recommendations to offer a more comprehensive induction for staff. Similarly, a significant part of the service development plan within Communities and Access services is the development of the community safeguarding response, which includes ensuring robust training and development opportunities are available to enable staff to fulfil their safeguarding responsibilities.

Whilst there are some good areas of practice in relation to learning and development opportunities linked to more traditional roles which have significant safeguarding responsibilities, the resulting rating is Red as there are some service areas who have contact with children, young people and adults who have not yet completed sufficient training to enable them to fulfil their responsibilities to effectively safeguarding those in the community who they work with. This is a significant area for improvement which must be considered to enable the rating to improve. Considering the resource this would require and current capacity to meet demand, the KSCP Practice Guidance Presentations could be utilised as the first step to developing the whole Council response to training (where deemed necessary and proportionate)

Rating	Green <input type="checkbox"/>	Amber <input type="checkbox"/>	Red <input checked="" type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • My Learning training. • KSCP website and training portal • KSCP training data • KSCP Training Strategy 2021-2023 • KSAB Multi Agency Learning and Development Offer 2022-2023 • Volunteer Handbook • Induction Documents across service areas • Supervision Policies • Appraisal guidance • Personal Development Plans • KSCP Practice Guidance Presentations
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If Amber or Red, please state how you will improve this

CSOG and Learning and Development to review the availability of in-house introductory training on My Learning and develop quality assurance measures to ensure all staff attend this as part of their induction process and at any pre-determined interval.

Data in relation to attendance at KSCP/KSAB introductory safeguarding training to be utilised to develop the learning and development strategy as this will identify specific service areas demonstrating good practice and those which



require further support and improvement.

5.3 If the organisation provides its own introductory safeguarding training, does it meet the standards and requirements?

Summary Response

The Council has a dedicated Learning and Organisational Development Team, with service leads for both Children's and Adult Services.

In respect of safeguarding training in relation to children and young people, the standards outlined by the KSCP within the KSCP Training Strategy 2021-2023 are followed within the Council's own introductory safeguarding:

- The organisation has a named professional responsible for the identification and prioritisation of training, learning and development within the agency/organisation.
- The agency/organisation will have in place a current Training Strategy in relation to safeguarding children, which is reviewed on a bi-annual basis.
- All safeguarding children training is linked to current and evolving local, regional, and national standards.
- All safeguarding children training has clear aims and objectives.
- All safeguarding children training content is well researched and evidence based.
- Training materials are clear, accurate, relevant, and up to date.
- Training will be delivered by appropriately qualified and experienced trainers and is child focussed and linked to child development.
- Training will be delivered in an environment, which is conducive with learning.
- Training will reflect anti-oppressive, non-judgemental, and anti-discriminatory practice.
- All training will be evaluated to ensure that standards are being maintained and that it enhances practice in the long and short term.

These standards are also relevant to the delivery of training in relation to safeguarding adults and maintained in the same respect.

Service feedback from Skills and Regeneration and from within Communities and Access Services has suggested that some staff feel that the learning and development opportunities offered through formal training courses could be improved to enable them to better fulfil their safeguarding responsibilities. For example, Designated Safeguarding Leads who are not attached to schools find this level of training difficult to access, and teams within Local Integrated Partnerships have suggested that additional training around contextual safeguarding issues is required.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none">• KSCP Training Strategy 2021-2023• KSAB Multi Agency Learning and Development Offer 2022-2023• Kirklees Workforce Development Strategy Lead		

If Amber or Red, please state how you will improve this

5.4 Do you keep records of the safeguarding training attended by each volunteer or staff member?

Summary Response

Services across the Council review the learning and development needs of all employees through supervision and within appraisals. As detailed within this assessment, statutory service areas do have more robust supervision policies and procedures in place than others to better evidence this and enable a more thorough oversight. The appraisal procedure is also currently under review, with some service areas currently piloting the new 'My Conversation' approach.



As training is delivered through the internal My Learning portal alongside external training provided by the KSCP and KSAB alongside others, overall safeguarding training records are not currently readily available without a more manual collection and review of data. At the time of writing, there is insufficient mechanisms in place to ensure that staff have attended the necessary safeguarding training, and that refresher training is attended where required.

Information about who has attended KSCP and KSAB training can be requested and provided from the partnership. The Children’s Services Learning and Development team have recently obtained records spanning the last three years which are currently under review. These will be analysed to inform the development of future strategies to ensure all staff attend the relevant safeguarding training, in line with statutory and good practice requirements. This exercise is also being completed within Communities and Access Services, as staff across this service area have direct contact with children, young people, and adults as part of their daily roles. It is recommended that this is also undertaken within Adult Services and across wider services areas too. There is currently a heavy reliance upon My Learning to provide such information, however alongside the issue of training being delivered across multiple platforms, My Learning does not currently enable members of the senior leadership team oversight of multiple teams within service areas, therefore attendance at such training cannot currently be easily quantified (detailed in *Section 5.2*).

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • My Learning • Children’s and Adult’s Learning and Development Service • Supervision procedure/guidance • Appraisal/ ‘My Conversation’ Pilot • Information provided from Kirklees service areas 		

If Amber or Red, please state how you will improve this

To aid the development of improved records, each service area first needs to agree which teams/roles are required to complete basic safeguarding training for children, adults and beyond.

A procedure is to be delivered in relation to how training records are obtained, reviewed, and analysed to inform the development of the Learning and Development strategy. This is to include representation from across operational services.

5.5 Does your organisation ensure that staff are encouraged and required to attend child/adult protection and safeguarding training (as appropriate)?

Summary Response

The Council are committed to continued development in relation to the attendance of child/adult safeguarding training, as appropriate.

Within Children’s Services, staff and volunteers who have contact with children, young people and their families must attend Working Together Level One as a minimum standard, reflecting the statutory requirements outlined in the Working Together to Safeguard Children 2018 policy document. This is encouraged across different forums such as within staff inductions, supervision, appraisals, and service specific learning pathways. Additionally, more complex training needs are also identified through supervision and appraisals, alongside specified training pathway documents.

Within Adult Services, staff and volunteers who have contact with adults are encouraged to attend adult safeguarding training through a variety of means including within staff inductions, supervision, and appraisals. Awareness of training opportunities is also shared through the staff newsletter and through emails from the Learning and Development team.

Those within statutory roles across both Children’s and Adult Services, such as qualified Social Workers, are also required to maintain their professional registration through evidencing continued professional development. To



support frontline staff who have contact with children, young people and their families, managers are encouraged to attend Supervision training to enable them to facilitate more robust challenge and offer support to promote good practice.

There is a wide range of training available across the KSCP and KSAB for staff in relevant service areas to attend beyond basic safeguarding training. Within the KSCP this includes Making Positive Contributions to Child Protection Conferences and Core Groups, Child Neglect, Gambling Harm and Young People, Formulation, Whole Family Briefing Session, Modern Slavery, Substance Misuse and Family Group Conference Awareness Training, to name a few. E-Learning in relation to Child Development, Child Sexual Exploitation, Domestic Abuse and Parental Conflict is also available. Within the KSAB this includes training around Self-Neglect and Hoarding, Deprivation of Liberty, Mental Capacity Act, Prevent, Domestic Abuse and Court Skills.

Within both Children's and Adult services, specific training elements are addressed as a result of any audit/practice learning themes which emerge through targeted work, or as a result of new policy/procedures which may be published. The KSCP and KSAB also hold sessions following from Safeguarding Practice Reviews/Safeguarding Adults Reviews.

Learning identified from the completion of this assessment includes the requirement for there to be equal emphasis placed on both child and adult safeguarding training across the two service areas aforementioned.

There is less consistency within services across the wider Council, with mandatory and suggested training courses varying across each team. Some services rely heavily on the corporate policy of which, as previously detailed, is due to be implemented imminently, however the current policy document does not outline any specific training required in relation to safeguarding children and adults. Unfortunately, as part of this assessment it has been identified that there are some staff members in service areas such as within Communities and Access Services who have contact with children, young people and/or adults at risk who have not yet completed relevant child or adult safeguarding training.

Alongside more traditional safeguarding training, in January 2023 as part of the Non-Recent CSE Commission, a review of the Learning and Development needs across the Council in relation to contextual safeguarding was undertaken. This found that working groups were already in place to continue to shape and improve the training available for those who have intensive contact with children, young people, and adults in statutory services. However, this identified that plans also need to be developed for how this training developed by the Youth Engagement Service can be made available to the wider Partnership. To strengthen the Partnership approach to the early intervention and prevention of exploitation in respect of the learning and development opportunities, an increased focus on those with specific and more general contact with the community, outside of statutory services, is required. Good practice should be taken from Children's Services and developed to inform planning in respect of improved learning and development opportunities within both Communities and Access Service and Adult Services in regard to the recognition of contextual safeguarding concerns and interventions.

Due to the capacity of the KSCP and KSAB to deliver training currently, there remains a greater need for more creative solutions to provide learning and development opportunities. Evidence of this includes internal briefings, opportunities for group supervision, and practice learning reviews. Alongside more formal offers of training, services across Kirklees continue to develop and deliver their own training/awareness sessions, reflecting a commitment to the continued improvement of safeguarding practice. Examples of this include a session about Cuckooing being delivered by the Communities service area, a session about when and how to refer to duty and advice was delivered by an Early Help Consultant to Homes and Neighbourhoods, and the Environment and Climate Change service area which delivers 'pay day briefing sessions' which focus on different issues such as modern slavery and safeguarding thresholds etc. There is also good practice evident within the Safeguarding Champions group in respect of training; a Homes and Neighbourhoods Champion recently attended a Prevent training session and identified the need for staff within the graffiti removal team to attend and ensured each could access the training. Alongside this, another Champion facilitated access to Financial Abuse and Exploitation training for colleagues in the Income Managements Team.

This rating considers the wider safeguarding training offer, beyond introductory training, relevant to each role and service area.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none">• KSCP Training Strategy 2021-2023
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- KSCP Multi-Agency Safeguarding Adults Policy and Procedures 2021
- Supervision Procedures/Guidance
- Appraisal Framework
- Kirklees Intranet Training Pathways
- Intranet – Social Work Progression (Children and Families)
- Intranet - Children's Learning Pathways
- Early Support Learning and Development Pathway
- ASC Newsletters
- Briefing Sessions
- Information provided from Kirklees service areas about various internal activities/internal training.

If Amber or Red, please state how you will improve this

See Section 5.2 and 5.4 actions which contribute to the improvement of this rating.

5.6 Does the organisation have a compulsory safeguarding training programme for all levels of the organisation?

Summary Response

See Section 5.2, 5.4, 5.5.

Whilst there are some good areas of practice in relation to learning and development opportunities linked to more traditional roles which have significant safeguarding responsibilities, the resulting rating is Red as there are some service areas who have contact with children, young people and adults who have not yet completed sufficient training to enable them to fulfil their responsibilities to effectively safeguarding those in the community who they work with. This is a significant area for improvement which must be considered to enable the rating to improve. This rating is particularly linked to Section 5.2, in respect of the availability/participation in safeguarding training to meet the minimum requirements.

Rating

Green

Amber

Red

Evidence to Support Summary and Rating

- My Learning training.
- KSCP website and training portal
- KSCP training data
- KSCP Training Strategy 2021-2023
- KSAB Multi Agency Learning and Development Offer 2022-2023
- Volunteer Handbook
- Induction Documents across service areas
- Supervision Policies/Appraisal Guidance

If Amber or Red, please state how you will improve this

See Section 5.2 and 5.4 actions which contribute to the improvement of this rating.

Working group to be developed with representation from the CSOG and Learning and Development to develop a compulsory safeguarding training programme to ensure statutory requirements are fulfilled. This is to include the development of quality assurance measures to ensure the workforce are compliant with the minimum standard of training required.

5.7 Does your organisation measure the impact of safeguarding training back in the workplace and on



outcomes for children, young people and adults at risk?

Summary Response

There is a developing culture of learning across the Council, reflected in the various measures utilised across services to measure the impact of safeguarding training on practice and on outcomes for children, young people, and adults at risk. The impact on practice is more readily reviewed and considered through supervision and appraisal procedures. Wider internal activities also include single and multi-agency audits, learning-enabled conversations, thematic reviews, practice learning events and review through a Quality and Learning Group. The wider Council Plan 2021-2023 and associated strategies around co-production, co-evaluation, and community involvement highlight the importance of seeking feedback from children, young people, and adults at risk in shaping service development (See *Section 4.2, 4.3*). Further consideration as to the application of this in evaluating the impact of safeguarding training is required.

These activities are largely undertaken by Children's and Adult Services currently as lead agencies, with other service areas such as Home and Neighbourhoods, Growth and Regeneration, Communities and Access Services, Corporate Strategy and Democracy requiring further support and development with such.

Internal activities which do occur within the Council are complemented by activities undertaken by the KSCP, KSAB and associated sub groups which monitor and evaluate training opportunities to ensure that;

- All agencies are releasing staff to attend
- Training courses are well received by learners across all agencies
- Adhere to the principles identified in the relevant strategies
- Have an impact on individual practice, organisations and on outcomes for children and families
- Lessons from Serious Case Reviews etc. are embedded in practice
- Monitoring and evaluation will be completed by the KSCP Learning and Development Officer and Business Support Officer with support from the KSCP Learning and Development Subgroup
- Training attendance figures and other relevant data will be reported to the Board regularly through the KSCP Learning and Development Subgroup Chair and annually through a Learning and Development report.

Whilst some of these areas are aspirational, this framework of review and evaluation provides a foundation from which wider strategies can be developed within the Council.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Council Plan 2021-2023 • KSCP Training Strategy 2021-2023 • KSAB Multi Agency Learning and Development Offer 2022-2023 • Children's Social Care Quality Assurance and Learning Framework • Adults Quality and Learning Terms of Reference • Adults Quality and Learning Group • Safeguarding Practice Reviews • Safeguarding Adults Reviews • Supervision Policy/Appraisal Guidance • Adults Learning and Organizational Development Board 		

If Amber or Red, please state how you will improve this

Working group to be formed to include representatives from across the different service areas, in which means to co-produce measures to shape/evaluate the impact of training on children, young people and adults can be developed.

PART SIX

6.1 Does the organisation have a safer recruitment policy in line with your local Partnership procedures?

Summary Response



Kirklees Council works to the guidance set out in the West Yorkshire Consortium Inter-Agency Safeguarding and Child Protection Procedures in relation to the safer recruitment and selection of staff.

The Kirklees Recruitment and Selection Procedure guidance was last updated in 2014. The document outlines key principles which includes the statement that *recruitment will follow “safer recruitment” principles and best practice*. There is no further information in relation to this contained in the document.

Services across the Council refer to a safer recruitment policy, however this is not readily available through the internet or intranet. There are various other supporting documents which do contribute to safer recruitment which includes;

- Kirklees Council Disclosure and Barring Statement 2021
- Policy statement on the Recruitment of Ex-Offenders

Whilst improvements are required in relation to the safer recruitment policy, leaders from services across Kirklees demonstrate a clear understanding of the important of safer recruitment, have knowledge of related legislation such as the Safeguarding Vulnerable Groups Act 2006, and take the necessary actions related to such.

Some informal training has been delivered by the Resources, Improvements and Partnerships Team to schools previously, namely the education safeguarding team alongside some other groups.

The Cross Council Corporate Safeguarding Policy includes a section dedicated to safer recruitment and retention and once implemented will reflect Kirklees’ commitment to safer recruitment in line with the local partnership procedures.

Rating	Green <input type="checkbox"/>	Amber <input type="checkbox"/>	Red <input checked="" type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • KSCP procedures • Kirklees Council Disclosure and Barring Statement 2021 • Policy statement on the Recruitment of Ex-Offenders • Cross Council Corporate Safeguarding Policy • Kirklees Recruitment and Selection Procedure 2014
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If Amber or Red, please state how you will improve this

Representative from within HR/Recruitment to be identified to lead on the review of the Kirklees Recruitment and Selection Procedure, to include improved information in relation to the Council’s commitment to safer recruitment and actions related to such.

** Gary Scargill return from leave on 29th March so will had his work on Safer Recruitment Guidance here ***

6.2 Have all DBS checks been carried out and updated in accordance with legal requirements?

Summary Response

All DBS checks required for roles within Kirklees Council have been carried out and updated in accordance with legal guidance. Services across Kirklees understand the importance of and requirement to ensure appropriate checks are carried out.

Procedural guidance within Kirklees Children’s Social Work Service Online Procedures contains clear guidance to ensure that DBS checks are carried out and updated in accordance with legal requirements. The procedure states that employees and volunteers are required to complete a DBS form prior to and during their period of employment and/or volunteering. HR and Recruitment Services facilitate this request. A copy is retained on the personal file of all employees/volunteers. If an employee or volunteer is arrested and declares at the time of arrest that they are an employee or volunteer with the Council who has contact with children or vulnerable persons the Police Disclosure Unit is required to notify the Authority of the arrest if relevant to the role, if not a notification will only be done on conviction/caution etc. This process is reflected within Adult Services also.



Where services within the Council have opted for updates to DBS checks to be completed, the process of this is overseen by managers within the service and HR services. There are more robust mechanisms for review currently in some service areas than others.

Whilst DBS checks across the Council been completed in accordance with minimum legal standards, more complex consideration is currently being given as to the development of guidance in respect of update DBS checks. Furthermore, more robust quality assurance measures would ensure that these are taking place consistently.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees DBS – Umbrella Body • Kirklees DBS Application Guidance • Kirklees Children’s Social Work Online Procedures: Protocol for the Disclosure of Personal Data Relating to Criminal Offences
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If Amber or Red, please state how you will improve this

6.3 Have people within the organisation who are involved in the recruitment and selection of staff attended safer recruitment training provided by the KSCP or attended an equivalent course?

Summary Response

Whilst it is understood that such training has been previously available in the past, unfortunately there is limited training available which fulfils the requirement of this area currently. Some informal training has been delivered by the Resources, Improvements and Partnerships Team to schools previously, namely the education safeguarding team alongside some other groups. A review of the KSCP, KSAB and internal My Learning portal has found that no sufficient training in relation to safer recruitment is available. My Learning does have two e-learning courses available in relation to general people-selection and inclusive recruitment, neither of which detail this key area to adequately prepare those within the organisation who are involved in the recruitment and selection of staff.

To ensure that safer recruitment is promoted, people within the organisation who are involved in the recruitment and selection of staff are supported throughout this process through a dedicated support officer from HR/Recruitment services. The Oleo Applicant Tracking system is also used within Kirklees which does offer some prompts in relation to DBS checks etc.

Rating	Green <input type="checkbox"/>	Amber <input type="checkbox"/>	Red <input checked="" type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Recruitment and Selection Procedure 2014 • Kirklees Intranet • My Learning portal
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If Amber or Red, please state how you will improve this

See 6.1. Policy developments required to include safer recruitment principles. This is to include the assurance that at a minimum, a lead person involved in the recruitment and selection of staff must be identified as having completed relevant training/development in respect of safer recruitment.

Representative from a Council service, alongside the Learning and Development team, to lead on the development of appropriate arrangements to ensure access to required learning and development opportunities.

6.4 Does the organisation have procedures for workers to pass on concerns about staff and volunteers to managers, or an identified person in a position of responsibility who deals with, or responds to allegations



made against staff?

Summary Response

There are clear procedures in place which enable workers to pass on concerns about other staff or volunteers to managers, or an identified person in a position of responsibility who deals with or responds to allegations made against staff.

There is guidance available in respect of the Local Authority Designated Officer (LADO) and related Allegations Management Guidance for Professionals 2021. This reflects guidance outline by the KSCP. There is also a helpful One Minute Guide that has been produced to summarise the required response a person should take when concerns arise, or an allegation is made.

Guidance clearly states that if there is an allegation with regard to someone who works with children or about children they care for in another capacity (e.g., their own children) then this potentially has implications for their professional role and must also be referred to the LADO. Any allegation can require potentially three different enquiries: a police investigation; a child protection enquiry; and a disciplinary enquiry. The LADO will ensure that enquiries are managed appropriately, and that information is shared between the police, social care, and the employer. The LADO will discuss with the employer how the person who the allegation is about will be supported and managed whilst enquiries are being undertaken and how children will be kept safe whilst enquiries are ongoing. If it is evidenced that someone is unsafe to work with children the LADO will ensure required actions have been taken including, when necessary, referring to the appropriate bodies.

See *Section 2.5* which also details information about the Escalation Policy available for professionals which contributes towards an effective response to issues related to malpractice.

The Council also have a Whistleblowing Policy, 2023, which guides employees through the procedure to take should they believe or suspect that another person/team's practice is unlawful, a serious breach of the Council's policies, procedures, and rules, falls substantially below established standards of practice and amount to improper conduct. This could include Council employees, contractors, consultants, or Councillors.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none">• LADO - Allegations Management Guidance for Professionals 2021• One Minute Guide – LADO First Responses• Whistleblowing Policy 2023• Cross Council Corporate Safeguarding Policy		

If Amber or Red, please state how you will improve this

6.5 Does the organisation ensure staff or volunteers are aware of the procedures for dealing with allegations made against staff or any visitors, VIP's?

Summary Response

See *Section 6.4*.

The Council ensures that staff and volunteers have an initial awareness of such documents through information contained in induction documents and within the employee handbook.

Awareness of these policies and procedures is raised and reviewed across service areas through different means through supervision and within larger team/service meetings. More robust quality assurance measures in respect of general supervision frequency and quality would contribute to a greater confidence in relation to staff's awareness of and understanding of such documents. Awareness of these will be made more explicit through the distribution and implementation of the Cross Council Corporate Safeguarding Policy.



Whilst there are clear policies and procedures in place which meet the basic requirements of this area of assessment, there is scope for further development in relation to service specific arrangements to provide guidance to employees in relation to named people/managers who workers can go to, should the need to pass on concerns about staff and volunteers. This may be referenced in supervision policies/procedures should line managers be deemed to be the most appropriate person. Safeguarding Champions may also be utilised for this purpose, should further training for these employees be provided and awareness of the named persons be better disseminated.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none">• Employee Handbook• Review of Induction Documents• Cross Council Corporate Safeguarding Policy• Intranet – LADO Guidance• KSCP – LADO Guidance
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If Amber or Red, please state how you will improve this



PART SEVEN

7.1 Is your organisation regularly represented within multi-agency safeguarding meetings and discussions?

Summary Response

Across the Council there is a widespread commitment to working in partnership to safeguard children, young people, and adults. In line with statutory guidance, services recognise their responsibility to lead/attend multi-agency safeguarding meetings and discussions to ensure that a holistic approach to practice is taken.

A significant number of examples have been identified across both Children's and Adult Services whereby there is participation from a number of services across Kirklees in frontline practice with children and families. These include, but are not limited to, Strategy Meetings, Child Protection Conferences, Child in Need Meetings, Team Around Family Plans, DRAMM/MARAC meetings, Risk and Vulnerability Meetings, Out of Court Disposal Panel, Early Support Multi-Agency Panel, Channel Meetings and Transitions Meetings. Multi agency meetings held by agencies from across the Partnership such as MAPPA meetings are also regularly attended where necessary.

Attendance at such meetings is monitored and kept under review by the lead service areas who coordinate the meetings to ensure that appropriate challenge can be given to both services internally and wider members of the Partnership. Whilst attendance is generally good, some service areas such as Homes and Neighbourhoods have identified that it would be helpful to be invited to such meetings at an earlier stage to enable early support needs to be identified and implemented to reduce the risk of crisis. There continues to be a significant emphasis on ensuring people can access the *right service at the right time*, reflected in the Council's Plan 2021-2023 and service specific plans.

Wider strategic groups are also well attended by representatives from all relevant service areas including, but not limited to, the Exploitation Strategic Group, Communities Board, Health and Wellbeing Board, Designated Safeguarding Network Meetings, alongside various meetings held by the KSCP and KSAP.

It is positive to note that within Children's Social Care there is increasingly more opportunities for internal multi-agency review, reflection, and challenge to take place to promote continued practice development. Learning events such as Practice Learning Days are facilitated which offers a space through which learning can be shared to strengthen the whole Council response to safeguarding. Practice events such as this one could be utilised beyond Children's Social Care to contribute to the Council's Improvement Journey.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none">• Kirklees Council Our Plan 2021-2023• Kirklees Children's Social Care Online Procedures• Child Protection Conference Handbook• Children's Practice Standards• Terms of Reference: Referral and Review, Practice Learning Events,• Meetings as listed in Summary.• Joint Multi-Agency Safeguarding Adults Policy and Procedures 2018• Information provided from Kirklees Service areas.		

If Amber or Red, please state how you will improve this

7.2 Do staff and volunteers understand when to make a referral for a child or adult in need or at risk?

Summary Response



See Section 2.1, 2.2, 2.3 and 2.4 – Procedural Guidance, Section 3.4 – Supervision and Section 5.2. 5.3, 5.5 - Training

Considering the information provided in the above sections, there is sufficient guidance available in a variety of places to ensure that staff and volunteers have access to information about *how* to make a referral for a child, young person, or adult at risk.

There is a general consensus from Service leads that overall, staff understand when to make a referral or certainly when to speak to a Manager should they have a concern. This judgement is formed through the day-to-day management and through supervision discussions. There is a culture of openness and a willingness to ask for support, advice and guidance should staff be unsure about whether or not a referral is required. However, due to the lack of supervision policies and the quality assurance of such in some service areas outside of statutory provisions, it is difficult to evidence that there is sufficient opportunity for such discussions and therefore cautious optimism must be taken.

The emergence of Safeguarding Champions across the Council, derived from actions agreed within the CSOG, are a point of contact across some services of whom staff can speak to should they need advice or guidance about a safeguarding concern. The group remains under development to ensure that all service areas have access to a Champion and to ensure the Champions have good visibility amongst peers. Homes and Neighbourhoods have created virtual wall charts and are working with the communications team to create a Microsoft Teams background and an email signature. This is good practice that could be replicated across other service areas.

Although lead agencies responsible for safeguarding have strong knowledge, skills and experience, the training available to staff across the wider Council is more limited. This therefore leads to question whether *all* employees are adequately equipped with the knowledge and understanding of safeguarding concerns to *identify* potential safeguarding concerns and *when* to make a referral. Particular reference to contextual exploitation is to be noted, as in some service areas staff have shared their own training needs in relation to this area. For example, this was highlighted within the Safeguarding Champions Meeting, alongside enquiries made within the Communities and Access Service area. Knowledge of the Partnership Intelligence Portal is also not wide spread. Although Kirklees did submit over 50% of the intelligence across West Yorkshire last quarter, these were from a small proportion of services when considering the number of service areas across the Council which have contact with children, young people and/or adults in the community. Whilst it is positive that staff are able to identify their own learning needs, this does lead to question as to how far this learning need extends across such service areas.

Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • See evidence listed in the sections reference in the summary response. • Information provided from Kirklees service areas. • Review of Kirklees Intranet • Review of external KSCP and ASB website • Review of Kirklees procedures online • Employee handbook • Safeguarding Champions Group • Supervision Policies • MyLearning
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If Amber or Red, please state how you will improve this

Actions within the sections identified above to contribute to the improvement of this rating.

Safeguarding Champions group under development – to ensure visibility improves and all service areas have access to a champion.

Progress to be reviewed through CSOG group meetings.



7.3 If appropriate, do staff know when to undertake or make a referral for an Early Help Assessment? Children's Services.

Summary Response

See Section 2.1, 2.2, 2.3 and 2.4.

The Kirklees Early Support Partnership Strategy details the Council approach to early support, including the use of Early Help Assessments. Where a child and family would benefit from co-ordinated support from more than one agency an inter-agency assessment is undertaken. These early support assessments are evidence-based, be clear about the action to be taken and services to be provided and identify what help the child and family require to prevent needs escalating to a point where intervention would be needed through a statutory assessment under the Children Act 1989. The Kirklees Early Support Partnership has developed an assessment tool to assist any professional who is working with children, young people, and families. If unmet needs are identified for a child which do not require intervention by social workers, completing an Early Support Assessment will help the worker and family understand what support is needed, what you can offer and what other services may be needed to help and support the family. It is used where there are emerging welfare or well-being concerns and will help to develop a shared understanding of what support will help the family address the concerns and build resilience. Kirklees Early Support Consultants are available able to support partners with Early Support Assessments.

Within Children's Services; Learning and Early Support, Child Protection and Support and the Resources, Improvement and Partnerships service there are robust arrangements in place including procedural guidance, practice standards, training, a supervision framework and established quality assurance measures which assure that staff within these service areas know when to undertake or make a referral for a Early Help Assessment. The embedding of Early Support within Duty and Advice has contributed further to the improvement of ensuring children, young people and families can access the right support at the right time.

The rating in this section is Green, as this question links to Children's Services only.

Whilst this question was aimed at Children's Services, it remains important to note that children and families may need support from a wide range of local organisations and agencies, therefore all staff who work within services which have contact with children, young people and/or adults in the community should have an awareness of this and an understanding of how to contribute to improve the overall Council's approach to early intervention and prevention. This is reflected in current service development plans.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Early Support Partnership – Strategy • Early Support Practice Standards • Early Support Multi Agency panel • KSCP Decision Making FRAMEWORK • Information provided from Kirklees service areas. • Review of Kirklees Intranet • Review of external KSCP and ASB website • Review of Kirklees procedures online • Children Services Practice Standards • Employee handbook • Safeguarding Champions Group • Supervision Policies • MyLearning 		

If Amber or Red, please state how you will improve this



PART EIGHT

8.1 Do staff and volunteers understand when and how to share information if they have concerns that a child or adult at risk may be being abused or needs additional support or services?

Summary Response

See Section 2.1, 2.2, 2.3, 2.4, 3.2

Rating

Green

Amber

Red

Evidence to Support Summary and Rating

- KSCP Procedures
- KSCP Flowchart 'When to Share Information'
- Children's Services Practice Standards
- Early Support Practice Standards
- Informal training
- Supervision Policies
- Appraisal Guidance

If Amber or Red, please state how you will improve this

See Section 2.1, 2.2, 2.3, 2.4, 3.2.

PART NINE

9.1 Are staff aware of the roles of other professionals and organisations and understand the principles of working with children and families explained in Working Together to Safeguard Children 2018, and for adults, the Care Act 2014 and the Mental Capacity Act?

Summary Response

There is a level of understanding of these Acts, proportionate to the relevant roles across the different Council services. Colleagues within Children's Services and Adult Services have a more robust knowledge base in relation to the principle of these presiding Acts, as would be expected. Knowledge of this is assured through various means including supervision, appraisals, practice learning reviews and audit conversations. In some statutory roles, an understanding of such is further assured through evidence of continued professional development as part of professional registrations. To strengthen practice further, continued efforts should be include within workforce development strategies to ensure that both service areas have some knowledge and understanding in respect of these Acts across all ages, as this will improve transitions for children and young people through to adulthood.

Wider service areas have some limited knowledge of these Acts, typically shared within basic safeguarding training. See Section 5.5 for challenges associated with training and development opportunities.

Rating

Green

Amber

Red

Evidence to Support Summary and Rating

- See evidence listed in the sections reference in the summary response.
- My Learning
- KSCP and KSAB training and development strategy



- Children’s Social Care Procedures
- Children’s Services Practice Standards
- Supervision
- Appraisal guidance
- Practice review tools such as audit conversations, practice learning reviews.

If Amber or Red, please state how you will improve this

See *Section 5.5* will contribute to the improvement of this rating.

9.2 Are assessments/enquiries carried out with children, adults at risk and their families based on the principles defined within the Safeguarding Procedures (see your local Safeguarding Partnership website) and Local multi-agency adults policies and procedures?

Summary Response

Early support and safeguarding enquiries/assessments are carried out with all children, young people and adults at risk and their families, based on principles defined within the KSCP and KSAB policies and procedures. See the following Sections which contribute to the assurance of this;

Section 2.2 – Policies and Procedures

Section 2.3 – Safeguarding Responsibilities

Section 2.4 – Professional Boundaries

Section 2.5 – The importance of listening to Children and Adults and responding accordingly.

Section 3.2 – How to report welfare and safeguarding concerns.

Section 5.5 – Training and Development/Professional Registration

Section 7.3 – Completion of Early Help Assessments

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating

- *Section 2.2 – Policies and Procedures*
- *Section 2.3 – Safeguarding Responsibilities*
- *Section 2.4 – Professional Boundaries*
- *Section 2.5 – The importance of listening to Children and Adults and responding accordingly.*
- *Section 3.2 – How to report welfare and safeguarding concerns.*
- *Section 5.5 – Training and Development/Professional Registration*
- *Section 7.3 – Completion of Early Help Assessments*

If Amber or Red, please state how you will improve this

9.3. Where appropriate are the principles of good practice for work with individual children, adults at risk, carers and families included in training and induction programmes?

Summary Response

The principles of good practice for work with children, young people and adults at risk and their carers/families are included in training and induction programmes across both Children’s and Adult Services. See evidence below.

Currently work is underway within Communities and Access Services to include some guidance in relation to this also, which will be contained within induction documents and service specific online storage (Microsoft Teams)



Rating	Green <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Children's Services Quality Assurance Framework • Children's Services Practice Standards • Early Support Practice Standards • Children's Service Improvement Plan • Induction Documents • Strengthening Practice Training • Adult Social Care -Intranet - Assessment and Support Planning Guidance • Adult Services Quality and Learning Group • Development of posts in relation to practice improvement – Principle Social Worker, Advanced Practitioner, Quality Assurance Service Managers 		
<i>If Amber or Red, please state how you will improve this</i>			

9.4 Does the organisation ensure its work is anti-discriminatory and provides equality of opportunity for individual children, adults at risk, carers and families?

<i>Summary Response</i>			
See Section 4.3			
Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Section 4.3 		
<i>If Amber or Red, please state how you will improve this</i>			

9.5 Are children and adults at risk who use your service made aware of their right to be safe from abuse and know how they can raise such concerns?

<i>Summary Response</i>			
<p>Whilst more difficult to quantify, there is an overarching commitment from all services that work with children, young people, or adults at risk to ensure that they are aware of their right to be safe from abuse and how they can report such concerns.</p> <p>Within day-to-day practice, staff within both Children's and Adult Services have conversations with those who they support. The right to support from an Advocate is also consistently shared. The more challenging issue of consent, particularly with people over the age of 18 who are deemed to have capacity, is navigated sensitively by services to try and promote choice whilst ensuring the person is safe from harm insofar as possible/ Good practice examples of this have been shared by Learning and Early Support which has a community learning booklet available containing this information, alongside Homes and Neighbourhoods and Growth and Regeneration Services in relation to their work across homelessness. Public Health services are currently reviewing their approach to ensuring adults are aware of their rights and how to raise concerns through working with commissioners to ensure this is part of introductory information given to all service users.</p>			
Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>



Evidence to Support Summary and Rating

- See evidence in Section 2.6
- Children's Services Practice Standards
- Early Support Practice Standards
- Children's Service Improvement Plan
- Commissioning Framework
- Induction Documents
- Strengthening Practice Training
- Case Recordings
- Compliments/Complaints

If Amber or Red, please state how you will improve this

