

Kirklees Council

Organisational Safeguarding Assessment
Council Submission

2025



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.

There are robust arrangements in place to ensure a commitment to safeguarding remains. 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 recommenced in 2023 which has since strengthened the Council's approach to safeguarding ensuring that there is a space which enables senior oversight of safeguarding practice across Kirklees.

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

At a more local level, 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.

Formal arrangements are upheld through Safeguarding Adult Reviews (SARs), Child Safeguarding Practice Reviews (CSPRs) and Domestic Abuse Related Death Reviews (DARDs). A partnership approach is taken to ensuring learning is shared and embedded across services both within the Council and with wider partners. For example, following the completion of a DARD, a learning event *Domestic Abuse and Cognitive Decline* was facilitated to share learning and drive practice developments.

Alongside more formal reviews completed by 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. Children's and Adult Services undertake Practice Learning Days, Thematic Reviews, and Learning-Enabled Conversations/Audits which all promote reflection through opportunities for shared learning contributing to continued practice improvements in relation to safeguarding. There is clear oversight across all levels, for example Adults and Health have recently refreshed their audit programme which includes safeguarding, therefore any findings are analysed through a Quality and Practice Group and fed back at team/service level, with regularly reporting/accountability provided to the Senior Leadership Team on a monthly basis. Adults and Health recognise that this is still being embedded, and further developments are required to ensure learning is disseminated more widely alongside the Kirklees Safeguarding Adults Board and directorate Learning and Development Group.

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. Safeguarding procedures in Homes and Neighbourhood have been reviewed and updated through the Performance Improvement



Pathway. Wider services, such as the Growth and Regeneration service, link closely with networks and those who attend such as the Regional Safeguarding Network meetings to share good practice. Safeguarding is a standard agenda item in many team meetings, such as across Housing Services within Place Development.

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*. It is fantastic that services which traditionally are less aligned to safeguarding, such as Highways and Streetscene and Communities and Access Services, are now developing their approach and workforce to contribute towards prevention and early intervention wherever possible, recognising themselves as the *eyes and ears* whilst being out in communities across Kirklees.

Continued development across all service areas is also driven through teams responsible for improvement/service development. This work aims to ensure that good practice examples are identified within service areas and applied service wide, to ensure a consistent approach to safeguarding is promoted. Relationships with neighbouring authorities also ensures that good practice and learning is shared more widely.

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"> • Local Resources and Procedures across KSCP and SAB • Practice Reviews: CSPRs/SARs/DARDs. • TriX • Learning Events: Domestic Abuse and Cognitive Decline. • 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 Meetings and Briefing Notes • Multi-Agency Meetings • Information from HR. • Regional Safeguarding Network
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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

In January 2024, the accessible Corporate Safeguarding Policy was made available to all staff members through Intranet access. Furthermore, the document is linked to the Corporate Induction as part of the Induction Checklist, so all staff are made aware of this from the commencement of their employment. All services have assured that there is a good awareness of the Policy across the Council, and it is referred to in times of need. It is positive that services remain committed to ensure the document remains active and utilised, beyond induction periods.

A Communications Plan has been developed to ensure it reaches all and awareness is regularly refreshed. This includes Council wide email distribution, clear links on the intranet, a regular feature on the news section on the Intranet, and awareness being raised in line with various events such as West Yorkshire Safeguarding Week (June 2024), Violence Against Women and Girls Week of Action (September 2024), Safeguarding Awareness Week (November 2024) etc.

There are arrangements in place across all levels to ensure the Policy is understood and embedded. The Policy has been implemented across all respective service areas. This includes ensuring the Policy is included in any service specific induction documents, alongside the Corporate Induction. Additionally, the Policy is referred to when required in Supervision and practice where relevant, and within Annual Appraisal Conversations. The Safeguarding Champions Group are also responsible for directing staff members to the Policy, to embed the Policy into practice at an operational level.

Many services across the Council have safeguarding as a standing agenda item at team meetings, which ensures regular reference to the Policy and wider guidance/information.

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">• Corporate Safeguarding Policy 2024• Individual Service Returns		

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, contains 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. Full details are provided within the Corporate Safeguarding Policy 2024.

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 also available across the KSCP and



KSAB websites which 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. It is positive that for staff who do not have access to IT equipment, services such as those within Public Health and Corporate Resources, and those within Public Health/Emergency Planning, do provide physical handbooks which include the relevant policies and procedural guidance.

Although presented in different ways, all staff and volunteers can find information about safeguarding responsibilities and guidance on such.

Children's Social Work Services and Adult Service both have use of a TriX system which promotes accessibility and enables 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 is coordinated internally within Microsoft Teams sites/alternative storage method and alongside signposting to relevant resources on the Intranet.

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"> • Individual Service Returns • Review of Kirklees Intranet • Review of external KSCP and SAB website • Staff Handbook • Corporate Induction • Corporate Safeguarding Policy 2024 • TriX • Kirklees Children's Social Care Online Procedures 		

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 and 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, a link to the safeguarding statement or description of responsibilities is included in all job descriptions. Statutory roles have clear information available in respect of safeguarding responsibilities. Continued efforts are being made to ensure careful consideration has been given to each role and related safeguarding responsibilities to strengthen recruitment and each staff member's 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. Alongside generic safeguarding responsibilities, many employees across various services such as Housing Services contribute to more specific, risk management panels/arenas such as Multi Agency Risk Assessment Conferences to safeguard victims of Domestic Abuse, for example.



A Safeguarding Champions group has continued to develop since 2023. There is growing representation from across all services areas in the Council. Teams such within Public Health and Corporate resources, for example, do have two Safeguarding Champions who staff are aware they can contact for advice.

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. This was due to be reviewed and updated in 2023 and remains an outstanding task. It is positive, however, that the Council does have additional guidance available – Volunteer Policy Guidance – to support services to develop their own service-specific guidance. There is evidence that this is utilised well, for example by the Libraries Service within Communities and Access 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"> • Individual Service Returns • Review of Safeguarding Champions Group • Sample of Job Specification/Feedback from Service Areas • Intranet/Internet Policies and Procedures • Volunteer Policy • Volunteer Policy Guidance 		

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

The Corporate Safeguarding Policy 2024 is available to all staff which clearly informs staff of their professional boundaries and when/how to pass on information.

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. Statutory service areas have clear and robust arrangements in place to ensure all staff working directly with children and vulnerable adults understand how and when to share information to keep people safe. This is reviewed and embedded through staff inductions, supervision and training.

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 Growth 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 service area follows the 5 R’s; recognise, respond, record, report and refer. Services within Homes and Neighbourhoods 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. It is particularly positive that



Homes and Neighbourhoods work closely with Housing Services to promote joint working and have created guidance documents to clarify the roles and responsibilities for each service, sharing good practice.

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. With the recent development of the Integrated Community Services team, positive service developments are underway as it is recognised that the role of employees within some CAS services that have extensive community contact could be developed further 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.

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"> • Individual Service Returns • Corporate Safeguarding Policy 2024 • Sample of Induction Documents • Sample of Job Specifications/Feedback from Service Areas • Supervision Policies • KSCP and KSAB website 		

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

There is established routes of communication between Adult and Children's Services, which can be utilised should a complaint being investigated by Adult Services identify the inclusion of a child, to ensure a joined up approach is taken to the response.

It is positive to note that an appeals process was added to the complaints system in 2021 to resolve complaints in a timely way through negotiation and, where appropriate, the use of discretion.



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 2022-2024.

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 • Children’s Complaints • Whistleblowing Policy 2022-2024. • KSCP Escalation Policy 		

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. The introduction of the Inclusive Communities Framework underpins wider work with communities in Kirklees, which further emphasises the importance of listening to people of all ages through five approaches which include; *connecting, communicating, equalising, trusting and celebrating*.

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. Work is also underpinned by Working Together to Safeguarding Children 2024, the Children Act 1989/2004, and the Care Act 2014. 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, inclusion and participation through opportunities for co-production is promoted throughout both Children's and Adult Services;

Kirklees has a participation programme *Our Voice*: any young person who lives, works or attends a learning or community youth provision within the borough can contribute to this. The role of the team is to promote the inclusion of children and young people in service design, review and delivery, ensuring that young people's voices influence local services. Children and young people from the LGBTQ+ community have also been involved in the development of the service specification for local LGBTQ+ services and created questions to score in panels for tender.

KSCP and the *Our Voice* team have collaboratively worked with children from alternate provisions, the Youth Justice Service and Special Educational Needs and/or Disability (SEND) provisions to create easy to understand animations which are due to be published soon. These animations communicate young people's definitions of exploitation, why participation is important and the refresh of the SEND strategy. The animation and YJS animations will be part of the Local Authority and partners' training offer. The SEND animation will be used as part of the Local Offer.

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. Furthermore, the Achieving Excellence in Social Care Practice for Adults Framework contains information about 'Think Family' being considered as part of the assessment process and where there are children within the household to consider their need for support, safety and protection also.

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 risks 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"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> Kirklees Children's and Young People's Plan
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- Children's Services Practice Standards
- *Our Voice* blog and work projects
- *Our Voice* reports
- Inclusive Communities Framework
- 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



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 2025-2026 and also within more service specific plans.

The Kirklees Council Plan 2025-2026 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.

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.

These plans are underpinned by strategies outlined by the KSCP, including the KSCP Partnership Arrangements 2023 document.



The KSAB Strategic Plan 2021-2024, 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 and the later Modern Slavery Strategy 2022-2027 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 2022-2027 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"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • The Kirklees Council Plan 2025-2026 • KSAB – Partners in preventing abuse and neglect – strategic plan 2021-2024 • Five-year vision for adult social care 2020-2024 • Children and Young people's plan 2020-2023 • Kirklees Health and Wellbeing Plan 2022-2027 • Accessibility Strategy 2021-2026 • Prevent Strategy 2022-2025 • Kirklees Exploitation Safeguarding Strategy 2019-2021 • Modern Slavery Strategy 2022-2027 • Kirklees Domestic Abuse Strategy 2022-2027 • Kirklees Housing Strategy 2018-2023 • Kirklees Safeguarding Board Early Support Strategy • Kirklees Corporate Parenting Strategy 2024-2027 		

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

The Corporate Safeguarding Policy has clear information as to how to report welfare or safety concerns.

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.

A number of services have developed their own service guidance, which complements the Corporate Safeguarding Policy and guidance of the Safeguarding Boards, which helpfully makes the guidance relevant to a wide variety of



different roles. For example, Homes and Neighbourhood have standard operating procedures guidance which includes a flow chart to aid staff. Guidance has also been developed which contains service-specific examples, such as how to respond if a child is found home alone. It is positive that there is evidence that demonstrates different services work together from across the Council to ensure safeguarding concerns are identified, reported and managed as efficiently as possible. For example, Housing Services have joint protocols with Children's Social Care.

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"> • Individual Service Returns • Corporate Safeguarding Policy • Staff Handbook • Information provided from Kirklees service areas. • Review of Kirklees Intranet • Review of external KSCP and KSAB website • Review of Kirklees procedures online (as detailed in Sections noted above) 		

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

Summary Response

The Council's overall commitment to safeguarding is highlighted in all job descriptions. 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.

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 the majority of job descriptions. Similarly, this is contained within role descriptions for voluntary roles also. Where services have identified through the completion of this assessment that safeguarding is not referenced in some job descriptions, a commitment has been made to do this moving forwards.

Further to this, Adults Services have 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.

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"> • Corporate Safeguarding Policy 		



- Job Descriptions and Person Specifications
- Kirklees Careers Site
- 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

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. Safeguarding is a core pillar of supervision for all staff within statutory service areas and is well embedded. This includes both one to one supervision and group supervision. The recent refresh of the Practice and Quality Framework for Adult Service includes a section on supervisions and appraisals; this enables a clear practice standard to be established, which can be considered through planned audit activity moving forwards through 2025/2026.

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, Housing Services and Growth and Regeneration report routinely including safeguarding discussions in supervision. Recording of supervision is not as consistent and therefore quality assurance is 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, this continues to be embedded to improve consistency.

Services which include Public Health and Corporate Resources, and Growth 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 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. For teams that do not have specific reference to safeguarding within supervision, this is discussed at a team level, therefore more positively indicates that an awareness of such is still maintained.

Whilst developing the above is a standard which the Council aspire to achieve, at a minimum there is a central Appraisal system in place across the Council; all staff have two appraisal conversations each year. This offers a space to discuss any training or development needs in relation to safeguarding, whilst providing a safe space to speak.

Rating

Green

Amber

Red

Evidence to Support Summary and



Rating

- Individual Service Returns
- Children's Social Care Supervision Policy
- Children's Social Care Online Procedures
- Children's Social Care Practice Standards
- Learning and Development: Supervision Training
- Early Support Supervision Policy/Practice Standards
- Appraisal Guidance/Introduction of 'My Conversation'

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 Social Care to attend/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 Corporate 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 2022 also places statutory duties on organisations and individuals.

The Joint Multi-Agency Safeguarding Adults Policy and Procedures 2022 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. Successfully commissioned partners are required to submit their own policies regarding Safeguarding for review.

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; 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 2024 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.

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 2022• Information Governance Policy 2024• Information provided from Kirklees Service areas.		



- Integrated Impact Assessments
- Homes and Neighbourhoods Transformation and Change project
- Conditions of Contracts
- Single Central Record

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 2025-2026 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 *Our Voice Project* through which children and young people can share their thoughts, feelings, and ideas to contribute to service developments (*See Section 2.6*). Commissioners and Partners have an established relationship with the Our Voice Team and collaboratively work to develop projects which young people can inform, shape and steer. Alongside direct work approaches, a Participation Network is currently in development to unify the messages from Community Youth Groups and provisions across the authority, from Youth Justice Services and Children's Rights Service. This aims to co-ordinate and share more voices with decision makers.

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.

The Councils' vision for Adult Social Care was co-produced which evidences the voice of users through the Council's approach to care. 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.

Further to this, Adults and Health have a range of mechanisms through which services are codesigned and coproduced with those who use services which includes; a range of partnership boards, user networks, and positive relationships with people through Health Watch. The service also conducts an annual, large-scale survey with social care users to elicit feedback, satisfaction and outcomes. A range of insights are gathered to inform the planning and performance cycle, comparing against other neighbouring Local Authorities.

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. On a wider scale, services across Communities recognise 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.

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.

Beyond Children's and Adult Services, there are many examples of positive work across the Council; Kirklees Domestic Abuse Specialist Services includes a participation group which is under development to ensure the voices of survivors/victims are central to developments. Focus groups are coordinated by the Growth and Regeneration directorate to gather feedback on previous projects and identify service development opportunities. Public Health and Corporate Resources also consult the public about the development of or changes to services but holding focus groups with families, carers and people with complex/multiple needs etc. An example of this includes the development of the Heritage Strategy and regeneration of Dewsbury Market. Highways and Streetscene consult with groups, for example through the Playable Spaces Strategy, which sees consultation with children, members of the public and Councillors. Homes and Neighbourhoods have a Tenant Involvement and Empowerment Team who are responsible for working with tenants and residents on activities to improve the environment, community safety and community spirit. This is a great mechanism for gaining feedback and promoting tenant involvement in decision making. Homes an Neighbourhoods also feed into Improvement Board for scrutiny and challenge, alongside the Tenant Led Panel; recently a new Vulnerable Tenants Policy was presented there, alongside a Domestic Abuse Policy.

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"> • Individual service submissions • Kirklees Council Our Plan 2025-2026 • Children's Rights Team • Our Voice Participation Programme and Reports • KSCP Listening Hub • Training opportunities • Inclusive Communities Framework • Adult Social Care Co-Production Board • Kirklees Access Strategy 2021-2026 • Direct Payments Policy • Training participant/learner forms • Consultation Summaries • Co Production Board • Direct Payments Policy • Customer Services Reprot 		

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 2025-2026 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 2024-2027, 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.

Services across the Council strive to ensure all work ensures equal access for all sectors of the community. For example, Employment and Skills within the Growth and Regeneration directorate, ensure that all procurement documents related to services which have direct contact with people are completed with information about who we want to work with and the reasons for doing so. These are traditionally those furthest removed from the labour market, at risk of NEET, BAME and older residents, and residents from the Lowest 30% of Index of Multiple Deprivation.

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. There is now a Tableau Dashboard in place which helps the Council to monitor published IIAs. There is a dashboard to monitor equalities and also a parallel impact which looks at environmental impact. The Strategy and Innovation team also have a QA group established which samples a number of IIAs to look at each quarter. Recent positive feedback from IIAs that have been completed include the use of comprehensive evidence sources and utilising support from subject matter experts.

Rating

Green

Amber

Red



Evidence to Support Summary and Rating

- Kirklees Council Plan 2025-2026
- Inclusion and Diversity Strategy 2024-2027
- 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 Review
- Contracts and Procurement Services Requirements



PART FIVE

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

Summary Response

The Corporate Safeguarding Policy is now linked to/included with the corporate induction within the Council to emphasise the importance of safeguarding, improve consistency and further strengthen the Council's response. To read, review and reflect on this Policy is part of the induction checklist for every staff member.

Services across the Council also have their own service-specific induction processes, and on some occasions an induction workbook, in place for all staff and volunteers which includes the familiarisation with wider Council policies and procedures.

The extent to 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.

Many practitioners in statutory safeguarding roles have existing qualifications such as a Social Work qualification. Further training is considered and identified within individual inductions to complement any professional registrations.

Rating

Green

Amber

Red

Evidence to Support Summary and Rating

- Individual service returns
- Our Kirklees Welcome Intranet Page
- Safeguarding Factsheets – KSCP/KSAB/Safer Kirklees
- MyLearning Safeguarding Awareness
- Children's Service Induction
- Kirklees Council Welcome Guidance
- Corporate 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)

Services have referenced the generic safeguarding modules outlined above as on My Learning when sharing what safeguarding training teams complete. Some service areas, such as Housing Services, highlight that this training is too basic for most staff members and therefore access additional training, as outlined below. Regardless of this, all service areas are supportive of the progression to make basic safeguarding training a mandatory requirement for all staff members.



Adult Services also notes that Third Sector Leaders offer a 90-minute basic awareness course in respect of Safeguarding Adults at Risk and a Safeguarding Adults Basic Awareness Workbook for volunteers, which is in partnership with Adults and Health training for volunteers.

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.

In services where contact with children, young people and adults is more explicit, signposting to related training is more readily included. As many staff in statutory services have existing professional registrations and qualifications such as Social Work qualifications, training plans are developed according to their level of need in respect of safeguarding training and their respective job role.

Following the Integration of Community Services within Communities and Access Services, the development of robust training plans is underway which includes training and development opportunities to enable staff to fulfil their safeguarding responsibilities.

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.

Some services areas which do not interact with young people/vulnerable adults within such as Growth and Regeneration, do not attend safeguarding training. However more specific service areas with public facing contact within this area, including the Employment and Skills Service, do attend briefings on safeguarding, including Prevent, and other role-specific training as the Education Training Foundation training.

The OSA 2023 noted that practice is stronger within some service areas than others, and services committed to developing this. The Homes and Neighbourhoods safeguarding training matrix has since been finalised and is managed/monitored by the Learning and Development Team. There is clear expectations set out for all staff in relation to what training to attend.

Two issues for consideration have been highlighted through enquires:

The Home Office states that Prevent training should be mandatory for all staff, however this is not yet consistently applied across the Council.

Whilst some services do not undertake safeguarding training due to the nature of their roles, it is important that staff are able to identify and respond to safeguarding concerns related to staff/colleagues, not just those who access Council services.

Both of the above are to be considered as part of the Corporate Safeguarding Action Plan.

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">• My Learning training.• OSA Service Submissions 2025• KSCP website and training portal
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- KSCP training data
- KSCP Training Strategy 2021-2023
- KSAB Multi Agency Learning and Development Offer 2024-2025
- Volunteer Handbook
- Induction Documents across service areas
- Supervision Policies
- Appraisal guidance
- Personal Development Plans
- KSCP Practice Guidance Presentations

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

Learning and Development to review the availability of in-house introductory training on My Learning and develop the resource. The team are to progress the training to become mandatory. Quality assurance measures are to be developed to ensure all staff attend this as part of their induction process and at any pre-determined interval.

Learning and Development to consider Prevent training and how to meet the proposed Home Office standards.

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.

Rating

Green

Amber

Red



Evidence to Support Summary and Rating

- KSCP Training Strategy 2021-2023
- KSAB Multi Agency Learning and Development Offer 2024-2025
- Kirklees Workforce Development Strategy Lead

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 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. A robust appraisal process is in place within the Council.

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. This means it is more difficult to provide assurance 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, however the work areas need amending to reflect service changes to enable all services across the Council to utilise this offer.

In service areas which do not have primary safeguarding roles, there remains a reliance upon My Learning to provide information about training attended, 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*). There is some good practice evident, however, whereby services such as Employment and Skills, keep a single central record of training which is monitored. Furthermore, Public Health and Corporate Services also keep service files for those who do not have IT access, which assures accessibility it promoted and not restrictive.

It has been noted that in some services such as within Highways and Streetscene, specific records regarding volunteer safeguarding training are not yet retained. There is a commitment to improving this moving forwards.

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

- My Learning
- Children's and Adult Learning and Development Service
- Supervision procedure/guidance
- Appraisal/ 'My Conversation' Pilot
- Information provided from Kirklees service areas
- Single Central Record (Employment and Skills)

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

A further review of My Learning will take place with the Learning and Development teams with the view to enabling all training to be recorded on a singular training record for each staff member.



The new Council team structure to be provided to KSCP/KSAB to ensure attendance can be logged correctly.

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 (should employees not have presiding qualifications such as a Social Work degree), reflecting the requirements outlined in Working Together to Safeguard Children 2024. 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.

Learning identified from the completion of the OSA 2023 included the requirement for there to be equal emphasis placed on both child and adult safeguarding training across the two service areas aforementioned. This remains an area for development. Adult Services are currently developing basic awareness training, which does reference child safeguarding issues.

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.

There is less consistency within services across the wider Council, with mandatory and suggested training courses varying across each team. It is positive that services such as those within Highways and Streetscene have recognised the importance of developing a programme of refresher training, therefore ensure continued professional development which extends beyond the induction period.

It has been highlighted through the completion of this document that the DSLs within Employment and Skills do find it difficult to access training within the Council that is relevant; this it to be explored further within the Corporate Safeguarding Action Plan.

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 briefing that 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.

For all staff, there is a wide range of training available to access across the KSCP and KSAB for staff in relevant service areas to attend beyond basic safeguarding training, however some of these courses do have limited dates which limits reach. 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. Prevent training is also provided by the relevant team. Contextual safeguarding is an area for development in relation to training opportunities, to ensure it extends to staff beyond Children’s Services who are in public facing roles across Kirklees.

This rating considers the wider safeguarding training offer, beyond introductory training, relevant to each role and service area. Support is required to ensure staff understand their responsibility to, are able to recognise/respond to, safeguarding concerns in respect of colleagues, not just with those who access services across Kirklees.

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 • 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.
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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.



The Council do not yet have a mandatory safeguarding training programme available. Whilst statutory roles have training, development and quality assurance measures which supersedes basic safeguarding training, it is recognised as essential that supporting roles such as Business Support teams and wider services whose primary role is not safeguarding-related, must also complete basic training.

Initial steps have been taken to consider what is already available and how resources can be developed to ensure it is relevant and proportionate to *all* staff. This may include developing the corporate 'Trust Your Instincts' video to make content interactive to promote engagement and understanding at a basic level.

This rating has been changed from Red to Amber as there is recognition of the development need and steps have been taken to progress this in 2025/2026.

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

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

Learning and Development to develop a compulsory safeguarding training offer 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

The Council Plan 2025-2026 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*).

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. Children's Services have well-established procedures in place through a clearly written accountability framework, which includes individual, professional and organisational accountability. The impact on practice is 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.

It is particularly positive that across Kirklees there has been a significant move away from services working in



isolation, to reviewing practice as a partnership. The recent introduction of a Practice Assurance and Development Group for operational staff involved in the DRAMM and MARAC domestic abuse process ensures that there are opportunities for staff at all levels to contribute to development and influence change.

Where relevant, services from across the Council work together to contribute to Child Safeguarding Practice Reviews, Safeguarding Adult Review and Domestic Abuse Related Death Reviews, which includes consideration of the training and development opportunities available, and the developments required to improve outcomes.

Activities across 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.

Overall, there are positive arrangements in place to measure the impact of safeguarding training in the workplace and on outcomes or children, young people and adults at risk.

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 Plan 2024-2025 • TriX Children’s Social Care Procedures Online • Family Support and Child Protection Practice Standards. • KSCP Training Strategy 2021-2023 • KSAB Multi Agency Learning and Development Offer 2023-2024 • 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 • PAD Terms of Reference
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If Amber or Red, please state how you will improve this

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 Corporate Safeguarding Policy emphasises the importance of safer recruitment through a dedicated section which is in line with local partnership procedures.

The Council produced a Recruitment and Selection Policy Statement in January 2024. This has since been available to all teams on the Intranet. This Policy includes:

- Key principles of Safer Recruitment
- Vacancy Management and Deployment
- Recruitment of Ex-Offenders
- Selection Processes and Recruitment Panels
- Support into Employment
- Recording Keeping
- Recruitment Complaints

The Policy also contains helpful information as an Appendix in respect of guidance regarding Pre-Employment checks, including DBS check requirements.

There is some general awareness of the Policy across the Council, however continued efforts to raise awareness of the Policy would be beneficial to embed this.

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">• Recruitment and Selection Policy 2024• Pre-Employment Checks Matrix• OSA 2025 Service Submissions• KSCP procedures		

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

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

Summary Response

As detailed in *Section 6.1*, the Recruitment and Selection Policy contains helpful information as an Appendix in respect of guidance regarding Pre-Employment checks, including DBS check requirements.

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.

A review of the Council's DBS position was completed and endorsed by the Executive Board in 2024. 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. 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. It would be beneficial to share the enquiries made and corporate decision regarding refreshed DBS checks, to provide clarity on this matter.

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"> • Recruitment and Selection Policy 2024 • 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

The Policy details that *All members of a recruitment panel must have completed the Recruitment and Selection E-Learning on My Learning*. Further work is required to embed this principle, to ensure this is consistent practice across the Council. This practice is well established across Children's Service, however other services do not routinely utilise this training.

My Learning does have two e-learning courses available in relation to general people-selection and inclusive recruitment; People Services are satisfied that the courses provide a basic introduction to safer recruitment, however, recognise that further development would be beneficial.

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 checked="" type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Kirklees Recruitment and Selection Policy 2024 • Kirklees Intranet
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- My Learning portal

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

People's Services to consider how to assure that all recruiting managers have completed training prior to being on a Recruitment Panel.

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.

The Corporate Safeguarding Policy 2024 includes guidance in relation to this, whilst signposting to the other more specific guidance documents, as detailed below.

There is guidance available in respect of the Local Authority Designated Officer Training for Professionals 2023-2024 (LADO) and a related document, Safeguarding concerns and Allegations Guidance for Professionals 2023. 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 2024, 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"/>
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Evidence to Support Summary and Rating	<ul style="list-style-type: none"> • Local Authority Designated Officer Training for Professionals 2023-2024 • Safeguarding concerns and Allegations Guidance for Professionals 2023
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- One Minute Guide – LADO First Responses
- Whistleblowing Policy 2024
- Corporate Safeguarding Policy 2024

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 Corporate Safeguarding Policy 2024 outlines this procedure and signposts staff to other more specific documents.

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.

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. Furthermore, it is positive that services have reflected on best practice and have identified where arrangements can be developed; for example, Public Health and Corporate Resources have identified that it would be good practice to display information to enable visitors to know who to report allegations to, should they require it.

Within Children's and Adult Services, there is a named senior person to whom allegations or concerns can be reported to.

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"> • Employee Handbook • Safeguarding concerns and Allegations Guidance for Professionals 2023 • OSA Service Submissions 2025 • Corporate Safeguarding Policy 2024 • Intranet – LADO Guidance • KSCP – LADO Guidance 		

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 roles which include 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, Daily Risk and Missing Meetings, Risk and Vulnerability Meetings, Out of Court Disposal Panel, Early Support Multi-Agency Panel, Channel Meetings, Modern Slavery Panels, Risk Escalation Conferences, 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. 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 2025-2026 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 are now well-embedded 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.

When necessary, Child Safeguarding Practice Review panels, Domestic Abuse Related Death Review panels and Safeguarding Adults Review panels are well attended by services across Kirklees.

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 2025-2026• 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.• Safeguarding Adults Policy and Procedures 2022-2024• OSA Service Submissions 2025.		

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. This is emphasised clearly within the Corporate Safeguarding Policy 2024.

Children's Services have robust arrangements in place which assures staff and volunteers know when to make a referral for a child in need or at risk. This includes both for a safeguarding concerns or an Early Help Assessment. Alongside this, staff know when to discuss a concern further with a manager. Children's Services are assured that staff share information is both legal and ethical to protect children. Training available includes information on local safeguarding decision making through the KSCP.

There is a general consensus from Service leads beyond Children's and Adult Services 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.

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.

Although lead agencies responsible for safeguarding have strong knowledge, skills and experience, the training and requirements for staff across the wider Council to attend such 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 exploitation should be noted, as there are limited training opportunities available beyond Children's Services to ensure other community-facing teams have adequate skills and knowledge to contribute towards improving prevention and early-intervention offers.

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">• Corporate Safeguarding Policy 2024.• See evidence listed in the sections reference in the summary response.• OSA Service Submissions 2025.• Review of Kirklees Intranet• Review of external KSCP and ASB website• Review of Kirklees procedures online• Employee handbook• Safeguarding Champions Group• Supervision Policies• MyLearning		

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.

Exploitation training across all front-facing services to be considered.

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, to 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 1989/2014. 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.

Whilst guidance for this question notes that it is predominantly aimed towards 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. Homes and Neighbourhoods offer a positive practice example in respect of this; all of their frontline staff have attended a Team Around Family workshop. Furthermore, Housing Services also consider assessment and support options for the people they work with, to ensure they receive the most appropriate support. Housing Services are committed to ensuring all staff are, and remain, aware of the Early Help offer.

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 <input type="checkbox"/>	Amber <input checked="" type="checkbox"/>	Red <input type="checkbox"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none">• KSCP Procedures• KSCP Flowchart 'When to Share Information'• Children's Services Practice Standards• Early Support Practice Standards• Informal training• Supervision Policies• Appraisal Guidance• Individual service submissions		

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 are being made 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.

There are arrangements in place in Housing Services, for example, whereby there are Social Work roles embedded which play an integral role in supporting officers to understand wider legislation outside of specific housing-related duties.

Wider service areas have some limited knowledge of these Acts, typically shared within basic safeguarding training.

Specific safeguarding arrangements such as the Multi-Agency Risk Assessment Conference has developed a reflective practice space, the Practice Assurance and Development Group (PAD), which encourages the development of staff awareness around the roles of other professionals and organisations. Partnership working has continued to flourish across the Council as a result of such activities.

The rating is Green as statutory services who require such knowledge have robust arrangements in place which assures that staff have the knowledge required to work effectively to keep children, young people and adults safe.

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">• 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

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"/>
Evidence to Support Summary and Rating	<ul style="list-style-type: none">• <i>Section 2.2 – Policies and Procedures</i>• <i>Section 2.3 – Safeguarding Responsibilities</i>• <i>Section 2.4 – Professional Boundaries</i>• <i>Section 2.5 – The importance of listening to Children and Adults and responding accordingly.</i>• <i>Section 3.2 – How to report welfare and safeguarding concerns.</i>• <i>Section 5.5 – Training and Development/Professional Registration</i>• <i>Section 7.3 – Completion of Early Help Assessments</i>		

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, as detailed throughout other sections of this assessment.

There is a clear Quality Assurance Framework within Children's Services which underpins good practice examples provided through various forums across training and development opportunities.

Assessment, support planning and review guidance is in place to support good practice within Adult Social Care. Commissioning of new training is developed to reflect good practice and is evidence based. Subject matter experts include Service Manager, Principal Social Worker, Principal Occupational Therapist, all of whom input into new training and the programmes developed.

Work across Communities and Access Services; a directorate which has community contact with all ages, has



established service meetings titled 'keeping ourselves and communities safe', which includes the space for reflection to highlight good practice and opportunities or development in respect of work with children, young people and adults at risk.

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

- OSA Service Submissions 2025
- Children's Services Quality Assurance Framework
- Children's Services Practice Standards
- Children's Service Improvement Plan
- 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

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

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?

Summary Response

See *Section 4.3*

The Council has clearly established Behaviours and Expectations which include;

- Honesty
- Positive
- Flexible
- Respectful
- Communicative
- Supportive

These behaviours are applicable for every staff member, no matter what service area or level worked at. Council behaviours are reviewed within staff appraisals.

Across Children's and Adult Social Work, Social Workers are required to be registered with Social Work England which ensures that they adhere to professional standards which includes the core values of equality and respect. On a wider basis across Children's Services, internal quality assurance activities ensures that practice is reviewed to ensure that it is anti-discriminatory.

There is a recognition in Adults Services that more work is required regarding equality analysis to ensure that the people supported represent the wider population; the directorate is working with ADASSS to understand access to services and what specific challenges there may be across diverse groups. Furthermore, the DOLs/MCA Team Managers are involved as part of contract monitoring with Advocacy providers, ensuring steps are taken to promote better recording in relation to making referrals for Advocates & IMCA's to ensure that all sections of the community are



accessing this support.

The introduction of the Inclusive Communities Framework (ICF) in 2023, with further development continuing to be lead by Communities and Access Services, contributes greatly to ensuring that the Council is anti-discriminatory and provides equality of opportunity for children, young people and adults at risk.

The ICF is a partnership commitment to inclusion across the district, developed in partnership between the Council and other organisations, with a view to build communities where all people have a sense of security, connection and belonging. The framework is a tool to enable organisations and services in Kirklees, to work together and be better aligned, with a common approach. It enables services review and improve the way they work with communities. It is informed by the 'Working Alongside' shared values, which describe how some Voluntary and Community Sector organisations (VCS), Kirklees Council, the Police and health partners want to work together, to make our local places even better. It also supports the Council and partners to work towards achieving the 'Shaped by People' shared goal, outlined in the Council's Plan 2025-2026

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">• Section 4.3• Service OSA Submissions• Council Plan 2025-2026• Inclusive Communities Framework• Integrated Impact Assessment Feedback Summary• Equality and Diversity Legislation – Intranet• Social Work England
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If Amber or Red, please state how you will improve this

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?

Summary Response

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.

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 beyond statutory services have been shared, for example within Growth and Regeneration in roles which have direct contact, people receive information on how to raise concerns. For example, learners participating in an adult learning programme receive an induction/information booklet which includes this.

Rating	Green <input checked="" type="checkbox"/>	Amber <input type="checkbox"/>	Red <input type="checkbox"/>
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Evidence to Support Summary and	
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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
- Employment and Skills; Learning/Information booklet

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

