

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: WEDNESDAY, 25 OCTOBER 2023  
title: SAFEGUARDING POLICY  
submitted by: JANE PEARSON, DIRECTOR OF RESOURCES & DEPUTY CHIEF EXECUTIVE  
principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

## 1. PURPOSE

1.1 To ask Committee to approve the revised Council's Safeguarding Policy.

1.2 Relevance to the Council's ambitions:

- Council Ambitions: In order to meet our objective of being a well managed Council, it is important that we have appropriate policies and procedures in place to ensure that staff are fit to carry out their duties and responsibilities at all times.

## 2. BACKGROUND

2.1 The Council has had a Safeguarding Children's and Vulnerable Adults Policy for a number of years, although Districts have limited direct involvement with the services which raise most safeguarding concerns. Nonetheless, it is important that Districts ensure that residents of any age are safeguarded when coming into contact with the services offered by District Councils. As well as ensuring staff carrying out their work around the Borough are aware of potential issues they may encounter or observe, which may need to be escalated to the County Council to be considered by their specialist staff.

2.2 Recent amendments to legislation have led to a number of changes being required to the policy, together with others changes such as contact numbers. The opportunity has also been taken to make the policy easier to read, this follows discussions at the District Safeguarding group, where district leads discuss current issues and best practice.

2.3 The current policy is included within the staff handbook and there is an accompanying summary booklet to help staff understand how they can help with the Council's duty in respect of safeguarding which is seen as everyone's responsibility.

## 3. ISSUES

3.1 An updated version of the revised policy is attached, Appendix A.

3.2 UNISON have been consulted on the policy and support the latest revisions, the policy if approved, will be the basis for amendments to the staff handbook which provides an easy to read guide to the information contained within the policy.

3.2 Once approved, staff will be made aware of the new policy via the monthly staff newsletter, (Backchat) and via email notification and where appropriate go onto staff notice boards for those with no work email. The policy will also be uploaded to the 'Staff Handbook' area of the staff intranet. Staff have previously completed e-training

packages to help them in developing their awareness of the issues with respect to safeguarding, combined with in person training. This will need to be revisited for all staff on the back of adopting a new policy.

3.3 As safeguarding is an issue for everyone in the Council, there will also be a briefing arranged for Councillors, including access to the e-training package staff will complete.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources: staff time in completing e-learning packages or attending briefing sessions.
- Technical, Environmental and Legal: formal policies are key documents to ensure that the Council complies with statutory legislation and in doing so helps ensure that the communities it serves are able to fulfill their potential.
- Political: no implications identified.
- Reputation: the updated policy will maintain the Council's reputation as a good employer by demonstrating that our policies adhere with current legislation.
- Equalities and Diversity – having clear policies and procedure ensures that all staff/residents are treated fairly and consistently.

#### 5. RECOMMENDATION:

5.1 That the revised Safeguarding Policy as attached in Appendix A be approved.

5.2 That the policy is used to revise the staff handbook.

5.3 That a series of briefings and training sessions are arranged for staff and Councillors.

MARK BEVERIDGE  
HEAD OF CULTURAL AND LEISURE SERVICES

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#### BACKGROUND PAPERS

#### APPENDIX 1 – SAFEGUARDING POLICY (REVISED OCT 2023)

For further information please ask for Mark Beveridge, ext 4479