

Notice of Meeting

Overview and Scrutiny Committee

Date: Wednesday 20 May 2020

Time: 5.30 pm

Venue: Being held virtually by Microsoft Teams. The public can listen to a live stream here:

<http://www.audiominutes.com/p/player/player.html?userid=tvbc>

For further information or enquiries please contact:

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Legal and Democratic Service

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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of Overview and Scrutiny Committee

MEMBER

WARD

Councillor Z Brooks (Chairman)	Andover Millway
Councillor G Bailey	Blackwater
Councillor D Baverstock	Romsey Cupernham
Councillor C Borg-Neal	Andover Harroway
Councillor T Burley	Andover Harroway
Councillor D Coole	Anna
Councillor C Dowden	North Baddesley
Councillor A Finlay	Chilworth, Nursling & Rownhams
Councillor N Gwynne	Romsey Cupernham
Councillor K Hamilton	Andover Harroway
Councillor V Harber	Andover St Mary's
Councillor N Lodge (Vice-Chairman)	Andover Downlands
Councillor N Matthews	Andover Romans
Councillor K North	Andover Romans
Councillor J Parker	Romsey Tadburn
Councillor R Rowles	Andover Winton
Councillor A Ward	Mid Test
Councillor A Warnes	North Baddesley

Overview and Scrutiny Committee

Wednesday 20 May 2020

AGENDA

The order of these items may change as a result of members of the public wishing to speak

1 Apologies

2 Appointment of Vice Chairman

To appoint a Vice-Chairman until the first meeting of Annual Council in 2021.

3 Public Participation

4 Declarations of Interest

5 Urgent Items

6 Minutes of the meeting held on 18 March 2020

7 Call in Items

8 Urgent decisions taken since last meeting

9 Appointment to Audit and Budget Panels

To appoint members to the Audit and Budget Panels.

10 Updates on Panels

Lead Members to update the Committee on the progress of their Panels (10 minutes)

11 Corporate Action Plan

5 - 6

A presentation by The Leader on the Corporate Action Plan (30 minutes).

ITEM 11

Review of Corporate Action Plan 2019-20

Report of the Leader

Recommended:

That OSCOM endorse the progress made through the Corporate Action Plan in year one of the Corporate Plan 2019-2023.

SUMMARY:

- This report will be accompanied by a presentation that the Leader of the Council will make to OSCOM. The presentation will review how the Council made progress through its Corporate Action Plan over the last year on its ambitions as set out in the Corporate Plan 2019-23, Growing Our Potential which was adopted by Council in April 2019.

1 Introduction

- 1.1 This report sets the context for the Leader of the Council's annual presentation to OSCOM which reports on the progress of the projects taken forward during the first year of the new Corporate Action Plan (CAP) in relation to the Corporate Plan 2019-23.

2 Background

- 2.1 The Corporate Plan is underpinned by a CAP which runs for the lifetime of the plan and is updated annually. It shows in detail how the Council will make progress against its priority aims.
- 2.2 Each year a review is undertaken to update the CAP to ensure it continues to highlight the significant projects that the Council is taking forward in pursuit of its corporate aims.
- 2.3 In year one (2019/20), the CAP consisted of fourteen projects. A full list of the projects that formed the CAP in year one can be accessed via the following link.
<https://www.testvalley.gov.uk/aboutyourcouncil/corporatedirection/corporate-plan-for-2019-to-2023>
- 2.4 In April 2019, the Council's new Corporate Plan: *Growing our potential* was adopted. The Plan is based around four key priorities:

- (a) Town Centres
- (b) Communities
- (c) People
- (d) Local Environment

The Leaders presentation will review each of the four areas and the work that has been taken forward in pursuit of these priorities through the first year of the Corporate Action Plan.

3. Conclusion

- 3.1 The Corporate Action Plan is the vehicle for delivering the Corporate Plan. During the last year the Council has made significant progress against its strategic priorities through the delivery of major projects which will form the basis of the Leader's presentation to committee.
- 3.2 A report highlighting the progress made through the Corporate Action Plan in year one will be published on the Council's website following the presentation to OSCOM.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref:	N/A
(Portfolio: Leader) Councillor North			
Officer:	James Moody	Ext:	8130
Report to:	Overview & Scrutiny	Date:	20 May 2020

ITEM 12

Community & Leisure – Safeguarding Children and Vulnerable Adults update

Report of the Head of Community & Leisure (Portfolio: Leisure & Wellbeing)

Recommended:

That the Committee endorses the progress made with regards safeguarding

- This report is a summary of work undertaken in this area as requested by the Overview and Scrutiny Committee as part of a bi-annual review of the safeguarding policy and practices.

Our safeguarding procedures were last reviewed by Overview and Scrutiny in 2018.

As a Council we are continually reviewing our practices to ensure that we are compliant with our safeguarding responsibilities and incorporate emerging issues. These will be outlined in this report.

1 Introduction

- 1.1 The Lead authority for safeguarding our vulnerable groups is Hampshire County Council. At District level, we have legal obligations to ensure that we have safeguarding procedures in place under the following pieces of legislation;

The Children Act 2004

The Care Act 2014

The Counter Terrorism & Security Act 2015

The Modern Slavery Act 2015

The Children & Social Work Act 2017 (Corporate Parenting)

- 1.2 As a Council providing a large number of public facing services, there are many opportunities for our staff to be made aware of safeguarding concerns; either directly if told by a person or indirectly as a witness when carrying out their role. We are often referred to as the 'eyes and ears' of the safeguarding system seeing people in their own environments and as such have an important part to play in ensuring these concerns are correctly dealt with. To enable our staff, volunteers and Members to understand their role, we continue to train and raise awareness of safeguarding and adapt our procedures as necessary to ensure that we have robust and effective and systems in place.

The TVBC Safeguarding Lead chairs the Hampshire District Safeguarding Lead Officers group and also represents district councils on the Hampshire Safeguarding Children Partnership - Workforce Development Group which identifies training and competencies across the whole wider childrens workforce.

- 1.3 The Safeguarding Children and Vulnerable Adults Policy (2018 update) along with staff and Member training has ensured the Council remains compliant with the above duties. The next review of the TVBC Safeguarding Policy will take place in September 2020.

2 Background

2.1 Safeguarding Training

- 2.2 Training continues to be a pivotal part of our safeguarding provision. All staff will receive face to face safeguarding training at either induction level or, if their role brings them into contact with vulnerable groups, at a more detailed level. For these Level 2 courses we co-train with Eastleigh BC and Winchester CC meaning that we can deliver the sessions more frequently and share the workload. By ensuring that all staff receive training, and especially those on the front line such as the Environmental Services team, Pest Control Officers, Civil Enforcement Officers, we can ensure that they know how to respond if they encounter a concern and have the confidence to act upon this.
- 2.3 An e-learning refresher course has been implemented, however the roll out was not hugely successful as it was on our old platform which had some technical issues. A new course for the Learning Zone is in its final stages of drafting and will available be for all staff who have already taken the safeguarding training. This will form part of a three year programme of HR-managed refresher training.
- 2.4 As part of the Member Induction programme safeguarding training was offered to all TVBC Members in 2019.
- 2.5 Training courses offered by both HSCP and HASB have been promoted to relevant staff by the Safeguarding Service Contacts to increase their awareness. Most of these courses are free for councils to access.
- 2.6 TVBC have hosted a number of Hampshire Safeguarding Children Partnership (HSCP) and Hampshire Safeguarding Adult Board (HSAB) training sessions at Beech Hurst. Feedback from the Section 11 Audit in general across all organisations was that people often did not attend courses due to the travel time and location. By hosting courses at our offices, we have increased the number of TVBC staff from all services who have attended. These courses have included: Whole Family Approach Training, Learning Lessons from Serious Case Reviews, Multi-Agency Safeguarding Hub (MASH) workshops and Managing Suicidal Conversations.

2.7 Section 11 Audit

2.8 Every two years as a statutory partner of HSCP, the Council is required to complete a Section 11 Audit as a self-assessment tool to indicate levels of compliance with regards our safeguarding duties. This provides a beneficial check on current provision and also helps indicate areas of improvement.

2.9 The HSCP have altered their approach to the Section 11 Audit, we now complete a full Audit every two years and an interim audit in between to monitor progress. Our last full audit was carried out in 2018. As well as the self-assessment, a questionnaire was circulated to staff to provide further evidence of our procedures. Overall in the 2018 audit, the HSCP concluded that there is a clear emphasis in our procedures regarding the role of the Council in keeping children safe.

2.10 The minor area for development that was identified mainly focused on communication and how we ensured that all staff, not just those front line safeguarding, were aware of their safeguarding role. In order to address this a network of identified Safeguarding Service Contacts has been established. The Safeguarding Lead officer uses these contacts to send out updates about safeguarding practices, training opportunities and emerging issues which they in turn can share within their services and target key staff as appropriate. Prior to this communication took place mainly using channels such as Staff Information Bulletin or emails to individuals. This new system has proven to be beneficial as uptake on external training courses has improved and our response rate to the Section 11 staff survey has increased from 25% in 2018 to 63% in 2019

2.11 The Hampshire Safeguarding Adult Board (HSAB) also carried out an audit of safeguarding provision in 2018/19. Although this is not a statutory requirement, TVBC did submit a return. The HSAB have not put in place procedures to enable individual agency feedback and therefore the response received was generic amalgamating feedback for all organisations completing it. The process itself however was beneficial as a self-assessment of our safeguarding role with adults and highlighted a few areas of improvement which we have undertaken, these being:

- Extending the training opportunities provided by the Safeguarding Adult Leads Network to officers across the Council to share learning and best practice.
- Implemented the Hants Multi Agency Risk Management Framework (MARMF) toolkit to retain an overview of a case which does not achieve Adult Services thresholds for safeguarding but where there is a concern of risk for the individual. This involves multi-agency sharing of information on the person to monitor their situation and put in place actions as required or escalate to Adult Services if necessary. TVBC has instigated two MARMF

- 2.12 The Hampshire Safeguarding Leads group has made a request to the HSAB that to continue to help organisations develop robust procedures, any future audits would provide better opportunities if individual feedback could be provided. We have not had a response to this request as yet.
- 2.13 Emerging safeguarding issues
- 2.14 Under the Working Together 2018 Guidance, in 2019 the Hampshire Safeguarding Children Board became a Partnership and now operate as the Hampshire Safeguarding Children Partnership (HSCP). This has not changed the way we in which we interact with them.
- 2.15 Over the course of the last two years and since the last report to Overview & Scrutiny, there have been a number of emerging safeguarding issues that Test Valley BC have taken on board. These include County Lines, Modern Slavery and Corporate Parenting.
- 2.16 County lines
- 2.17 County Lines is where illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs.
- 2.18 County Lines is a priority for Police and TVBC, working together through the Community Safety Partnership. As a result a multi-agency partnership has been established to share information and plan a local strategic response in co-ordination with Operation Fortress, which is the Polices frontline action. This process has seen positive results in disrupting the activity and led to a number of arrests.
- 2.19 TVBC has recently shared a national targeted awareness raising campaign with private landlords and licensed drivers who may unwittingly become involved in this activity.
- 2.20 Information on County Lines and encouraging anyone to share intelligence or concerns they may have using the Police Community Information form or 101 is included in all TVBC safeguarding training.
- 2.21 Modern Slavery
- 2.22 Modern slavery is an umbrella term to cover any form of human trafficking, slavery, servitude, forced labour and exploitation and covers people of all ages.
- 2.23 All local authorities have a duty to notify any suspicions of Modern Slavery under s52 of the Modern Slavery Act 2015. The Hampshire Modern Slavery Partnership has approached all local authorities to produce a local Modern Slavery Statement to understand all potential moderns slavery risks related to its business, and put in place steps to ensure there is no modern slavery or human trafficking its supply chains.

- 2.24 Having initially reviewed the processes and policies in place it is felt that TVBC already has appropriate measures in place to address this. A formal statement which sets out these practices is currently in draft form. This statement sets out Test Valley Borough Council's actions to understand potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains. It is currently with HR and Procurement for their input as key services in this process, however progress on this has been delayed by the current Covid-19 situation.
- 2.25 Modules covering Modern Slavery and trafficked children are included in the TVBC safeguarding training and e-learning refresher.
- 2.26 The Community Engagement Manager (Community Safety) is the district council representative on the Hampshire Modern Slavery Partnership
- 2.27 Corporate Parenting
- 2.28 The Children & Social Work Act places a duty on local authorities to act as a corporate parent to the children and young people who are in care or care leavers (those young people who recently left care up to the age of 25). The main responsibilities to act as the corporate parent lies with Hampshire County Council, Test Valley BC has a supporting role to assist where able to deliver the main aims of the Act these being:
- act in the best interests, and promote the physical and mental health and well-being, of those children and young people;
 - encourage those children and young people to express their views, wishes and feelings;
 - take into account the views, wishes and feelings of those children and young people;
 - help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners;
 - promote high aspirations, and seek to secure the best outcomes, for those children and young people;
 - for those children and young people to be safe, and for stability in their home lives, relationships and education or work;
 - prepare those children and young people for adulthood and independent living.
- 2.29 Work is underway with HCC Childrens Services to ascertain how TVBC can assist with this function and measures put in place so far are detailed below. As of December 2019 there were 114 children in care and 22 care leavers living in the Test Valley.

- 2.30 Council Tax - In February 2020, Council approved a new scheme for care leavers under the age of 25 whereby they will either be exempted from Council Tax or disregarded. To enable this Childrens Services will provide TVBC with details of eligible care leavers
- 2.31 Housing - Measures were already in place to fulfil our corporate parenting duty. The Housing team have bespoke tailored advice for young people and a specific leaflet for care leavers regarding housing options. TVBC's approach to children in care and care leavers includes:
- :
- Exempting care leavers from our qualifying criteria associated with local connection (to reflect the challenges this can pose to young people placed out of area by the Children's Services authority).
 - Awarding "additional priority" for foster carers where their current accommodation is not suitable to accommodate a foster child placement.
 - Consider "additional preference" for care leavers as part of the "Health & Welfare Assessment" (which is done on a case by case basis rather than a blanket provision).
- 2.32 Community Engagement - We have established links between Children's Services and the Community Team to enable a case worker to make contact should they require guidance with regards 'community life' that the child or young person could access.

3. Corporate Objectives & Priorities

- 3.1 Many areas of Test Valley Borough Councils work brings officers, Members and volunteers face to face with the public and in situations were they may observe or become aware of a safeguarding concern.
- 3.2 Robust safeguarding procedures underpin two of the Councils Corporate priorities as set out in the Corporate Plan, Growing Our Potential 2019-23.
- Communities – Enabling communities to be empowered, connected and build upon their strengths.
 - Live – be able to live well and fulfil their potential.

Safeguarding and ensuring staff, Members and volunteers are aware of their duties is an integral part of ensuring we work effectively and responsibly in these communities

4. Consultations /Communications

TVBC work with key stakeholders and are represented on:

- Hampshire Safeguarding Children Partnership
- Hampshire Safeguarding Adult Board
- Hampshire Safeguarding Lead Officer Group

- TV Local Families Forum
- Hampshire Modern Slavery Partnership
- HSCP Workforce Development Group

5.0 Options

5.1 The following strategic arrangements are now in place. These are also statutory requirements of The Children Act and The Care Act:

- Organisational commitment to the importance of safeguarding
- A clear statement of commitment which is available for all staff
- Service development takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families
- Staff training on safeguarding for all appropriate staff working with children and families.
- Safe recruitment to ensure robust recruitment and vetting procedures are in place to prevent unsuitable people from working with children
- Effective interagency working to safeguard and promote the welfare of children
- Robust serious case reviews and section 11 audits

6. Option Appraisal 6.1

As a statutory partner under The Children Act 2004 and the Care Act 2014 TVBC has a legal duty to comply with the requirements of the Acts

7. Resource Implications

7.1 Membership subscription fees for the Hampshire Safeguarding Children Partnership for 2020/21 is £2,494. This contributes towards the Partnership running costs, resources such as Serious Case Reviews and enables TVBC to access to multi-agency training provided via the Partnership Board at no additional cost.

7.2 Currently there is no subscription fee for the Hampshire Safeguarding Adult Board.

8. Legal implications

8.1 Our legal obligations are set out in the following documents;

- The Children Act 2004
- Working Together to Safeguard Children – A guide to inter-agency working (HM Government 2018)
- The Care Act 2014
- The Mental Capacity Act 2005
- Counter Terrorism & Security Act 2015
- The Modern Slavery Act 2015
- The Children and Social Work Act 2017

9. Equality Issues

9.1 An EQIA was carried out in 2011 as part of the policy development process and identified no negative impacts on the community.

10. Other Issues

10.1 Community Safety – there are strong links to community safety and safeguarding for both children and vulnerable adults.

10.2 Wards/Communities Affected – All

11. Conclusion

11.1 This report sets out progress to date as detailed in the Safeguarding Action Plan following the adoption of the initial Safeguarding Children and Vulnerable Adults Policy in 2011.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	Updated Safeguarding Children and Vulnerable Adults Policy (2018 update)		
Author:	Louisa Rice	Ext:	8810
File Ref:			
Report to:	Overview and Scrutiny Committee	Date:	20 May 2020

Safeguarding Children, Young People and Vulnerable Adults

Policy & Procedures



It is not up to you to decide whether a child or vulnerable adult is suffering harm as a result of abuse or neglect, but it is up to you to report any concerns as soon as possible

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- Appendix 1** Safeguarding Children and Vulnerable Adults Report Form
Appendix 2 Safeguarding flow charts for employees, Members, volunteers
Appendix 3 Serious Case Review Procedure
Appendix 4 Children out of School guidance
Appendix 5 Approach to threats of suicide

1. Introduction

1.1 Test Valley Borough Council delivers a varied range of services and functions which can bring employees, Members and volunteers into contact with children or vulnerable adults. This could be either as the main part of their role or indirectly when they are carrying out their work such as during a home visit, working outdoors in a public space or seeing customers in a reception area.

1.2 Test Valley Borough Council recognises that we all have a responsibility to protect children and vulnerable adults and has developed a safeguarding policy which includes the Prevent duties, (Counter Terrorism & Security agenda) to ensure that effective practices are in place for all of the Councils' activities.

1.3 Test Valley Borough Council believes that all children, young people and vulnerable adults have the right to be safe, happy and healthy and deserve protection from abuse. The Council is committed to safeguarding from harm all children, young people and vulnerable adults using any of its services and involved in any of its activities, and to treat them with respect during their dealings with the Council.

1.4 This policy is written in accordance with The Children Act 2004, The Care Act 2014 and associated guidance.

2. Policy Statement

2.1 Test Valley Borough Council is committed to practices that protect children, young people and vulnerable adults from harm regardless of age, gender, disability, racial heritage, religious belief, sexual orientation or any other protected characteristic as covered by the Equality Act 2010. Employees, Members and volunteers accept and recognise their responsibilities to develop self awareness of the issues that cause children, young people and vulnerable adults harm.

3. Aim of the Policy

3.1 The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within the scope of the policy
- Support the promotion of a safe working environment and a culture of care in which the rights of all children, young people and vulnerable adults are protected and respected
- Promote procedures, codes of conduct and best practice in how employees, Members and volunteers interact with children, young people and vulnerable adults while providing Council services.

- Develop clear guidance and procedures for those employees, Members and volunteers working with children, young people and vulnerable adults and ensure through training and support that they are aware of these and are able to implement them
- Provide a framework for developing partnerships with appropriate external bodies' e.g. Hampshire Safeguarding Children Board and Hampshire Safeguarding Adults Board to ensure that the policy continues to reflect legal and best practice requirements in respect of the responsibility of care of children, young people and vulnerable adults
- Enable information sharing about safeguarding concerns with relevant agencies and involving parents/carers and children, young people and vulnerable adults appropriately.
- Support the procedures for the safe recruitment of employees, Members and volunteers in accordance with relevant legislation and guidance.
- Provide effective management for employees and volunteers through supervision, support and training.

4. Scope of Policy

4.1 The policy is in respect of the Council's responsibility towards:

- Children and young people legally defined as any person under the age of 18 including unborn children. From this point the terms child or children will be used to refer to this group. (The Children Act 2004)
- The Care Act 2014 refers to an 'adult at risk' of abuse or neglect with care and support needs however for the purpose of this policy we will retain the term vulnerable adult.
- The employees of the Council who will come into contact with children or vulnerable adults during the course of their work.
- Members of the Borough Council when on Council business.
- Volunteers who are performing a task or duty at the request of, or on behalf of, Test Valley Borough Council.
- Contractors when carrying out work on behalf of Test Valley Borough Council.
- The term 'parent/ carer' is used throughout as a generic term to represent parents, carers and guardians for both children and vulnerable adults.
- The policy covers all functions and services of the Council.

4.2 Child Protection is defined as: (The Children Act 2004)

- Protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

4.3 Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of childrens' health or development
- Ensuring that children are growing up and living in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances

4.4 It is also important to recognise that in providing services, the Council is not acting in loco parentis (in place of the parent)

4.5 Adult Safeguarding is defined as: (The Care Act 2014)

An adult at risk has:

- needs for care and support (whether the LA are meeting these or not)
- is experiencing, or at risk of abuse or neglect
and
- as a result of these needs is unable to protect themselves against the abuse or neglect or risk of it.

4.6 This policy is to be used in conjunction with the Borough's

- Equal Opportunities Policy
- Dignity at Work Policy
- Complaints Procedure
- Disciplinary Policy
- Council's Confidential Reporting Code for Employees.
- Vulnerable Persons Protocol (Housing, Health and Communities)
- Data Protection Compliance Policy on the use of photographs and videos.
- Use of IT and Social Media Policy
- Health and Safety (Lone Working)
- Contract Standing Orders
- Recruitment Policy
- Disclosure and Barring, Criminal Records Check procedure (revised 2013)
- Test Valley Borough Council Prevent Action Plan

Test Valley Borough Council is committed to regularly reviewing its policies and good practice.

5. Prevent

5.1 Prevent is a requirement of the Counter Terrorism & Security Act 2015 and places a duty on specified authorities in the exercise of their functions to have due regard to the need to prevent people from being drawn into extremism and terrorism. In accordance with guidance, Prevent is included as part of our responsibilities to safeguard vulnerable groups and when using this policy should be considered in the same context as any other safeguarding concern

5.2 Extremist are known to target vulnerable children, young people and adults to radicalise them to their ideology.

5.3 Radicalisation is usually a process not an event. During that process, behaviors as well as opinions are likely to change. These changes may be apparent to the friends, families and work colleagues of the person concerned and may include a change of ideology and beliefs held, appearance, language used, peer groups and interests

5.4 Test Valley Borough Council is a specified authority and are required to put in place an action plan covering our main responsibilities which include:

- Training of staff to have an understanding of Prevent
- Ensure our Council owned venues are not used by extremists to disseminate views
- Ensure organisations we work with are not engaged in extremism
- Report any concerns via the agreed reporting procedure which in Hampshire will follow the same process as use to report safeguarding concerns into the Multi-agency Safeguarding Hub.
- Feed into Channel Panel as required which a multi-agency approach to identify and provide voluntary support to individuals who are at risk of being drawn into terrorism.

6. Review

6.1 This policy and associated guidance will be reviewed annually or whenever there is a change in the related legislation. This will ensure the document is fit for purpose and up to date and compliant with our Section 11 duties of the Children Act 2004 and any other relevant legislation

7. Responsibilities

7.1 Responsibility for the implementation of this policy lies at all levels of the Council. We have a duty to comply with and take part in any multi-agency safeguarding arrangements put in place with regards the vulnerable groups we are working with such as attendance at statutory protection conferences.

7.2 Cabinet are responsible for ensuring that the Council has a policy, which adequately provides protection for children and vulnerable adults in receipt of its services and for the regular review of this policy in the light of changes to legislation.

7.3 Members are responsible for ensuring that they are familiar with and understand the policies and procedures relating to their role which may bring them into contact with children and vulnerable adults either directly or indirectly and raise any concerns appropriately.

7.4 Heads of Service are responsible for assisting HR and other related officers in performing their safeguarding functions primarily around:

- Identifying those services and posts that are likely to have an involvement with children and vulnerable adults.
- Ensuring that employees whose duties will involve contact with children or vulnerable adults are screened at the appropriate level and are appropriately qualified and/or trained in working with these groups.
- Ensuring that all necessary procedures and practices are in place to provide adequate protection both for children and vulnerable adults and also protection for the employees working with them.
- Ensuring that proper records are kept of any incidents occurring within their Service and that these are held securely and passed on to the Safeguarding Officer or the Monitoring Officer if the incident involves an employee.

7.5 Human Resources Service is responsible for:

- Working with Heads of Service in maintaining a record of those posts that are likely to work with children or vulnerable adults and identifying the level of involvement and the appropriate level of screening required.
- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.
- Ensuring that all safeguarding and DBS checks are carried out at the level required in respect of every role identified involving contact with children and vulnerable adults.
- Ensuring that employees in contact with these groups are adequately trained and aware of their responsibilities in this area.
- Supporting Heads of Service in dealing with allegations of abuse or lack of care by staff.
- Referring any information about individuals who may pose a risk to the Disclosure and Barring Service.

7.6 Employees:

All employees and particularly those coming into contact with children and vulnerable adults are responsible for:

- Ensuring that they are familiar with and understand the policies and procedures relating to their work which brings them into contact with children and vulnerable adults either directly or indirectly and raise any concerns about their level of knowledge with their managers in order that this may be addressed.
- Treating all children and vulnerable adults they come into contact with while carrying out their work with respect.

- Reporting to their manager or the Safeguarding Officer any concerns they may have about abuse or a lack of care of children or vulnerable adults.

7.7 The designated Safeguarding Officer has the responsibility to:

- Provide advice and information relating to safeguarding concerns
- Receive and record information from employees, Members, volunteers, children, vulnerable adults or parents and carers who have safeguarding concerns.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult initially with Childrens or Adult Services to test out any doubts or uncertainty about the concerns if required as soon as possible.
- Ensure a formal referral to a statutory agency or the police has been made without delay and ensure the proper transfer of information relating to dealings with children and vulnerable adults, where necessary.
- Ensure the Councils' safeguarding policies and procedures are up to date and compliant with legislation and guidance.
- Ensure appropriate training is available for employees, Members, and volunteers.
- Be responsible for ensuring any internal safeguarding allegations are reported to the Hampshire County Council Local Authority Designated Officer as appropriate and in accordance with Working Together guidelines
- Liaise with the Community Safety Manager who has a lead responsibility for Prevent as required.

7.8 The designated Safeguarding Officer should be aware of the local child and vulnerable adult protection networks, the role of the Hampshire Safeguarding Children Board and The Hampshire Safeguarding Adult Board and the existence of local safeguarding procedures. It is essential for the designated Safeguarding Officer to have received training in child protection and safeguarding vulnerable adults.

8. Allegations against employees or Members

8.1 Where there is an allegation against employees or Members concerning children or vulnerable adults in which it is alleged that an employee or Member has:

- Behaved in a way that has harmed, or may have harmed a child or vulnerable adult
- Possibly committed a criminal offence against, or related to, a child or vulnerable adult

- Behaved in a way that indicates they are unsuitable to work with children or vulnerable adults.

The following shall apply:

8.2 The Human Resources Service will be responsible if the allegation concerns an employee and the normal employment procedures would apply.

8.3 If the allegation relates to a Member, the Councils Monitoring Officer will be responsible in accordance with the normal procedures relating to an allegation of a failure to comply with the Member Code of Conduct.

8.4 In each case it shall be the responsibility of the Human Resources Service or the Monitoring Officer, as appropriate, to make any required report to the Hampshire County Council Local Authority Designated Officer (LADO) for children or Designated Safeguarding Adult Officer for adults.

9. Funding and Grants

9.1 Where organisations and groups that work with children or vulnerable adults apply to the Council for grant assistance, the granting of funds will be subject to a safeguarding policy being in place by the recipient organisation checked on application by a self declaration to this effect. Assurances that the organisation is not engaged in extremism are also required. Guidance for organisations or groups can be provided by the Safeguarding Officer on adopting a safeguarding policy if needed.

10. Hiring Facilities to Others

10.1 Any hirer who provides activities for children must state this fact on the booking form and sign a self declaration that they are aware of safeguarding procedures or have their own safeguarding policy in place. The Test Valley Borough Council booking procedure includes a clause to prevent bookings from radical or extremist groups.

11. Tendering and Contracting out Services

11.1 Any contractor or sub-contractors engaged by the Council in areas where workers are likely to come into contact with children or vulnerable adults, should have its own safeguarding policy in place or failing this, must comply with the terms of this policy.

11.2 All new contracts let by the Council which involves services for children and vulnerable adults will include appropriate reference to complying with the policy and that evidence is requested at point of tender and then subsequently checked at periodic intervals.

12. Out of Hours Working

12.1 It is recognised that employees, Members and volunteers work outside of office hours and therefore may have difficulties contacting the Safeguarding Officer. If there is an incident or allegations of abuse outside of office hours, this should be reported directly to the **Hants Direct Out of Hours (Children and Adults Services) Duty team on 0300 555 1373**.

12.2 The employee, Member or volunteer should then complete the Safeguarding Children and Vulnerable Adults Report form (Appendix 1) and contact the Safeguarding Officer at the first opportunity.

12.3 Any out of hours working undertaken by an employee should comply with Health and Safety and the Lone Working procedures.

13. Confidentiality

13.1 TVBC will act in accordance with information sharing guidance and legislation.

13.2 The legal principle that “the welfare of the child is paramount” means that the considerations of confidentiality that might apply to other situations within the Borough Council should not be allowed to override the right of the child to be protected from harm. The same applies to vulnerable adults where there is an immediate risk of harm but wherever possible consent from the adult must be obtained before a referral is made unless doing so places the individual at further risk.

13.3 Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and whilst it is being investigated. (See the Council's Confidential Reporting Code for Employees procedure)

14. Record keeping

14.1 Records should be stored securely and shared only with those who **need** to know. These procedures not only serve to protect children/ adults but also protect employees, Members, volunteers and the Council itself.

All written/electronic communications should be marked CONFIDENTIAL and sent only to the named person/s dealing with the case.

The importance of good record keeping in this area cannot be over stressed.

15. Complaints procedure

15.1 It is important to maintain an open culture where employees, Members, volunteers, associated workers, children, vulnerable adults and parents/carers feel able to express concerns both about safeguarding children and vulnerable adults and concerns about issues of poor practice when dealing with children and vulnerable adults.

Employees and Members can raise concerns about other employees or Members by following the Grievance Procedure or the Confidential Reporting Code for Employees or other appropriate procedure.

An easy to follow complaints procedure for members of the public including partners, volunteers and young people is available on the Council's website or from the Council Offices. www.testvalley.gov.uk

16. Recruitment

16.1 Through its recruitment procedures for all employees and volunteers who work directly with children or vulnerable adults, Test Valley Borough Council will:

- Check for convictions for criminal offences against children and vulnerable adults in accordance with current legislation
- Explore each applicant's experience of working or contact with children or vulnerable adults prior to an appointment being made
- Obtain two references, one of which must be from a current or most recent employer. Qualifications and professional registration will also be verified prior to an appointment being made.
- Undertake any other pre-employment checks, for example confirmation of the applicant's right to work in the UK.

17. Training

17.1 Test Valley Borough Council recognises that it has a commitment to ensure that all employees, Members and volunteers have a clear understanding of their roles and responsibilities when working with children and vulnerable adults. The Council's training process will help them to:

- Be able to recognise signs of abuse and what appropriate course of action should be taken in such circumstances.
- Have an understanding of the potential risks to themselves and ensure that good practice is adhered to at all time.
- Recognise the signs of improper behaviour from other employees, Members and volunteers and take appropriate action should this occur.
- Have an awareness of Prevent and the referral pathway to report concerns

17.2 All employees who work directly or indirectly with children and vulnerable adults will be required to have training in the above areas at a level commensurate to their role.

17.3 Training for Members and volunteers will be delivered in accordance to need and relevant guidance.

18. Safeguarding Children

18.1. Recognising Child Abuse

- Recognising child abuse is not easy and it is **not** the responsibility of employees, Members or volunteers to decide whether or not abuse has taken place or if a child is at significant risk, they do however have a responsibility to act if they have any concerns.
- Whilst any child or young person could be at risk of abuse, those with disabilities or who are care leavers have an increased risk of vulnerability. Therefore when working with these groups or their families Officers, Members and volunteers need to be mindful of this increased risk factor.

18.2 Recognising What is Child Abuse

There are four main forms of child abuse*

Physical Abuse

Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to act to protect.

Emotional Abuse

Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways. This includes children and young people up to the age of 18 who are victims of Child Sexual Exploitation (CSE) or are missing or trafficked.

Neglect

Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children may be left alone unsupervised. Emotional neglect is when children are deprived of love and affection.

Missing, Exploited & Trafficked (MET)

Children or young people can be exploited for criminal (CCE) and sexual (CSE) purposes and this occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive for a sexual or criminal activity

- (a) in exchange for something the victim needs or wants
- (b) for the financial or other advantage of the perpetrator or facilitator and/or
- (c) through violence or threats of violence.

The victim may have been exploited even if the activity appears consensual. This does always involve physical contact and can take place through the use of technology.

Trafficking children relates to 'the recruitment, transportation, transfer, harboring or receipt of a person by means of threat, use of force, coercion, abductions, fraud, deception or abuse of power for the purpose of exploitation'. In order for the person to be recognised as a victim of trafficking, these three elements must be proven:

- Movement (including within the UK)
- Control, through harm/ threat of harm or fraud
- For the purpose of exploitation

** (Working Together to Safeguard Children HM Gov 2018)*

18.2 Indications that a child is being abused:

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow
- Sudden speech disorders
- Difficulties in making friends
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- A distrust of adults particularly those with whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.
- Loss of weight.
- Inappropriate dress for the conditions.
- Unexplained gifts/expensive hobbies/activities
- Access to illegal substances
- Missing/skipping school/home/events

18.3 This list is by no means definitive and it is important to remember that many children will exhibit some of these indicators at some time and the presence of one or more should **not** be taken as proof that abuse is occurring.

18.4 There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby. It is crucial that this is only a process of observation and that at no point in time should an employee, Member or volunteer feel that they should be actively seeking out abuse or an abuser.

18.5 The responsibility of the employee, Member or volunteer is to ensure that if they have concerns about the welfare of a child they must report it and must **never** assume that others will do so.

19. Safeguarding Vulnerable Adults

19.1 What is abuse of vulnerable adults?

Physical

Hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material

Theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission

Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, with holding the necessities of life such as medication, adequate nutrition and heating.

Discriminatory

Racism, sexism or acts based on a person's disability, age or sexual orientation. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.

Domestic abuse

Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

Organisational abuse

Neglect and poor care practice within a care setting such as a hospital or care home or in relation to care provided in someone's own home ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes and practices within a care setting.

Modern slavery

Encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Self-Neglect

Covers a wide range of behaviours including neglecting to care for one's personal hygiene, health or surroundings and also includes behaviour such as hoarding.

20 Procedures for Safeguarding Children and Vulnerable Adults

20.1 These procedures seek to ensure that all employees Members and volunteers have a clear understanding of their responsibilities when working with children and vulnerable adults.

20.2 See flowchart summarising the procedures for responding to suspicions of abuse against children or vulnerable adults or other concerns relating to the protection of children and vulnerable adults (Appendix 2.0)

21. Responding to allegations and suspicions of abuse to children or vulnerable adults.

21.1 If a child or adult discloses abuse to you directly you must:

- Stay calm.
- Listen carefully.
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets.
- Allow the child/adult to talk and at their own pace and in their own words.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child/adult that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's/adult's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated.
- Relay this information as soon as possible to the Safeguarding Officer, Manager or Head of Service in accordance with the Council's Confidential Reporting Code for Employees.
- All reports should be made using the Safeguarding Children and Vulnerable Adults report form which can be found on Trout Face/forms and requests/safeguarding report form.

Ref: Safeguarding Children and Vulnerable Adults Report form (Appendix 1)

21.2 Remember that it is important that everyone at Test Valley Borough Council is aware that the person who first encounters a case of alleged or suspected abuse is **not** responsible for

deciding whether or not abuse has occurred. This is the task of the professional agencies following a referral to them of a concern about a child or vulnerable adult.

If you think a child or a vulnerable adult is in immediate danger then always contact the Police on 999. Report your actions to your line manager who should in turn pass the information onto the Safeguarding Officer.

22. Responding to suspicions that an employee, Member or volunteer may be abusing a child or vulnerable adult or not following the Code of Conduct and Good Practice.

22.1 Any employee, Member or volunteer who suspects that a colleague may be abusing children/ vulnerable adults or in any way behaving inappropriately, should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct set out in this document. This action will serve not only to protect children/ or vulnerable adults but also colleagues from false accusations.

- Write down the details of the incident following the guidelines in this policy.
- Pass this report to your manager at the earliest opportunity.
- The manager should then take appropriate action to ensure the safety of the child/ adult and of any other child/adult who may be at risk.
- The matter should then be discussed with the Monitoring Officer and if necessary the Safeguarding Officer and HR, who will then consider whether the matter is an issue relating to poor practice or to child / adult abuse.
- If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to child / adult abuse the matter should be referred to Children or Adult Services who may involve the Police, and the employee suspended pending the outcome of an internal investigation into the allegations.

22.2 Test Valley Borough Council acknowledges that this is an extremely sensitive issue and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child or vulnerable adult.

23. Safeguarding Code of Conduct and Good Practice

23.1 These guidelines are designed not only to protect children and vulnerable adults but also to protect employees, Members and volunteers from situations where false allegations may occur.

23.2 Employees, Members and volunteers must:

- Treat all children and vulnerable adults and their possessions with respect.
- Provide an example of good conduct they wish others to follow

- Ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults or that at least they are within the sight or hearing of others
- Respect the child/vulnerable adult's right to personal privacy and encourage them to feel comfortable enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret their actions, no matter how well intentioned.
- Be aware that physical contact with a child or vulnerable adult may be misinterpreted and be mindful of why, how and where they make physical contact .
- Recognise that special caution is required when discussing sensitive issues
- Challenge unacceptable behaviour and report all allegations/suspicious of abuse.
- Be identifiable and have their photo ID card at all times
- Keep the child's or vulnerable adult's needs first and performing outcomes second.

23.3 Employees, Members and volunteers must not:

- Have inappropriate physical or verbal contact with children or vulnerable adults
- Make sexually suggestive comments, even in fun
- Make derogatory remarks or gestures in front of children or vulnerable adults
- Jump to conclusions about others without checking the facts
- Exaggerate or trivialise child or vulnerable adult abuse issues
- Show favoritism to individuals
- Ask people to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Allow bullying
- Let allegations a child or vulnerable adult makes be ignored or go unrecorded
- Take chances when common sense, policy or practice suggests a more prudent approach.
- Take children or vulnerable adults alone on a vehicle journey unless in an emergency or with parental consent.
- Take children/ vulnerable adults to their home.
- Meet up with children / vulnerable adults outside of their work with Test Valley Borough Council unless it is with the full consent and knowledge of the person's parents / carers and their manager.
- Never enter a house when a child is in there on their own.

24. Personal Care

It may sometimes be necessary for employees/volunteers to do things of a personal nature for children or vulnerable adults, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents/carers. If an emergency situation arises that requires this type of help then parents/carers should be fully informed as soon as it is reasonably possible.

25. Legislation /Guidance

The Children Act 2004
Working Together to Safeguard Children 2018
Information Sharing Advice for practitioners – A guide to interagency working
HM Gov 2018
The Care Act 2014
The Role of District Councils in Safeguarding Adults (LGI&D Aug 2010)
The Counter-Terrorism & Security 2015

26. Useful Contacts and sources of information

To report your concerns or to talk to a duty social worker regarding child protection call HantsDirect (Childrens Services)
0300 555 1384 (office hours)
0300 555 1373 (out of hours)
Professionals Line 01329 225379

www.hants.gov.uk/childrens-services

To report your concerns or to talk to a duty social worker regarding vulnerable adults call HantsDirect (Adult Services)
0300 555 1386 (office hours)
0300 555 1373 (out of hours)
Professionals Line 01329 225378

www.hants.gov.uk/adult-services

Police (non emergency)	0845 045 45 45	
NSPCC Child Protection Helpline	0800 800 5000	www.nspcc.org.uk
ChildLine	0800 1111	www.childline.org.uk
Elder Abuse Response helpline	0808 8088141	www.elderabuse.org.uk
Respond – for people with learning difficulties	0808 8080700	www.respond.org.uk

NOTE It is not the role of the Council to decide whether a child or adult has been abused or not. This is the task of Children or Adult Services, who have the legal responsibility. It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken

Should an employee feel they require support following their involvement with a safeguarding concern, information on the **Test Valley Employee Support Service** can be found on the Council's intranet (under Employee Information) The Employee Support Service offers you the chance to speak to a fully qualified and experienced counsellor **in complete confidence** to help resolve problems, find solutions and ease any difficulties you may be having.

Appendix 1
Test Valley Borough Council

**Example of the Safeguarding Child and Vulnerable
Adult Report Form**

**This form can be found on Trout Face under e-forms
and MUST be submitted as an electronic form only**

Please provide as much information as possible

Your Name:
Your Position:
Child/adults' Name:
Child/adults' Address:
Child/adults' Date of Birth: (or approximate age)
Ethnicity of child/adult (if known)
Name (s) and address of parent/carer: (if applicable)
Name of school (if applicable):
Date and time of disclosure:
Your Observations:

Record Form A – A Disclosure of Abuse to a Child or Vulnerable Adult

Exactly what the child/adult said and what you said:

Remember to record details in the person's own words. Continue on a separate sheet if necessary.

Action taken so far:

Date:

Record Form A – A Disclosure of abuse to a Child of Vulnerable Adult

Consultation and investigation undertaken:		
Decision made:	No Further Action	<input type="radio"/>
	Continued Monitoring	<input type="radio"/>
	Formal Referral	<input type="radio"/>
Date:		
Details:		

Record A – A Disclosure of abuse to a Child or Vulnerable Adult

**Details of Formal Referral:
(Including the agency to which the case is being referred and a contact name with the agency, date of referral)**

Appendix 2 Reporting flowchart



If you need any help or support as a result of the concern, please speak with your manager or one of the safeguarding team.
You can also contact the Employee Support Service.

Serious Case Review /Internal Management Review procedure for TVBC (Appendix 3)

A Serious Case Review (SCR) or an Safeguarding Adult Review (SAR) takes place a when a person dies, sustains a life-threatening injury, permanent impairment of health or development or a number of other circumstances (listed below). The prime purpose of the review is for agencies and individuals to learn lessons to improve the way in which they work both individually and collectively to safeguard and promote the welfare of children and adults.

A SCR is always instigated by the Hampshire Safeguarding Childrens Board (HSCB) as a result of the following:

- When a child dies (including death by suspected suicide), and abuse or neglect is known or suspected to be a factor in the death.

Additionally, HSCB may decide to conduct a SCR whenever a child has been seriously harmed in the following situations:

- A child sustains a potentially life- threatening injury or serious and permanent impairment of physical and mental health and development through abuse or neglect;
- A child has been seriously harmed as a result of being subjected to sexual abuse;
- A parent has been murdered and a domestic homicide review is being initiated under the Domestic Violence Act 2004;
- A child has been seriously harmed following a violent assault perpetrated by another child or an adult;
- The case gives rise to concerns about the way in which local professionals and services worked together to safeguard and promote the welfare of children. This includes inter-agency and inter-disciplinary working.

A Safeguarding Adult Review would instigated by the Hampshire Safeguarding Adult Board when they become aware of or suspect that an adult with care and support needs has dies or been significantly harmed as a result of abuse or neglect.

Process

The Chief Executive or Safeguarding Officer TVBC would be notified by the HSCB/HSAB that a person living within their area is subject of a review and that the designated officer (the Safeguarding Officer as the trained SCR author) will need to initiate an Internal Management Review (IMR)

The IMR is a chronology and written account of each Services involvement with the named person, their family or care provider. The terms of reference of the IMR will be clearly stated by the HSCB/HSAB at onset as to the level, extent and time scale the IMR must cover.

As soon as TVBC receive notification of the need to carry out an IMR all files, written or electronic or any other type of documentation pertaining to the child or adult must be secured (electronic files to be made 'read only' by all) and access given to the Safeguarding Officer.

Staff involved need to be assured that the is not about placing blame or finding fault but a process to find out what lessons can be learnt and if any procedures need to be improved to prevent the reoccurrence of the same circumstances.

The SCR /SAR overview report and the IMR will be used to produce an executive summary. The content of the executive summary will be suitably anonymised in order to protect the identity of children, relevant family members and others and to comply with the Data Protection requirements. . The executive summary should, however, include the names of the Chair, , the overview report author, and the job titles and employing organisations of all the Panel members. The content of the summary will also include information about the review process, key issues arising from the case, the recommendations and the action plan (including any actions that have been completed).

Test Valley Borough Council (Appendix 4)
Children out of school Guidance

All school aged children should be in school during term time unless accompanied by a responsible adult. This guidance outlines the responsibility and actions that employees must take if they see a situation where a child or young person may be putting themselves or others **at risk of harm.**

If the child/group appears to be behaving in a way that causes concern or they are putting themselves or others at risk of harm and if

- You suspect drug or alcohol use
- Anti- social behaviour (vandalism, bullying or intimidation) is taking place

You must call the Police on the 101 stating clearly what you have seen. Call 999 if you feel it is an emergency and ask for the appropriate emergency service. Under Section 16 of the Crime & Disorder Act 1998, the Police have a duty to deal with such situations.

Your action must also be reported to your line manager at the first opportunity. Actions of an employee will be supported by the Council in accordance with the Safeguarding Children and Vulnerable Adults Policy where an employee is acting in good faith and responding to a concern.

You do not have to approach the child, young person or group as this is not your responsibility and you may be putting yourself at risk, but you should act quickly and report as above.

If you are in any doubt, always act on the side of caution and report your concern and let the correct authorities decide if any further action is required.

This type of information sharing will also help to identify areas of hotspots for truancy and action can then be taken by relevant agencies to tackle this problem.

Your actions may prevent a child or young person from coming to harm. For more information contact the Councils Safeguarding Officer.

TEST VALLEY SAFEGUARDING: APPROACH TO THREATS OF SUICIDE (Appendix 5)

If a customer states during a contact with them that they will take their own life, please phone through to the Police on 101 and tell them your concern, the persons name and address and any other relevant information you have. We do not need the customers consent. The Police should follow this up and inform Adult Services if further action/intervention is needed. If you feel the threat is serious and help is needed urgently this will become a 999 call.

We can also phone concerns through to Adult Services and again we do not need to obtain consent in this circumstance as it is considered a serious safeguarding alert. This course of action would be taken if you do not feel the Police have picked up the concern or if you feel you need to speak to a Social Worker with regards your concerns.

When dealing with such a serious situation please phone this through directly yourself to Police or Adult Services as you will have a better understanding of the situation and can answer any questions they may have. (If you need reassurance or to discuss your concern first, please speak to a Manager or one of the safeguarding team at TVBC) Please then complete a Safeguarding referral form (Troutface/ E-forms/ Safeguarding reporting form) so we have a record of the referral and any updates of actions.

Safeguarding Team: Details can be found on Trout Face/safeguarding page

To report your concerns or to talk to a duty social worker regarding child protection call:

HantsDirect (*Childrens Services*)*

0300 555 1384 office hours (*staff or public*)

0300 555 1373 out of hours (*staff or public*)

- All referrals into Childrens Services now need to be made electronically using their Inter Agency Referral Form (Troutface/safeguarding)

To report your concerns or to talk to a duty social worker regarding vulnerable adults call:

HantsDirect (*Adult Services*)

0300 555 1386 office hours (*staff or public*)

0300 555 1373 out of hours (*staff or public*)

ITEM 13

**Programme of Work for the
Overview & Scrutiny Committee**

Report of Head of Legal and Democratic Services

Recommended:

The Committee is requested to:

- 1. Review the outcomes on the work programme and recommendations update.**
- 2. Approve the future work programme.**

SUMMARY:

- The purpose of this report is to enable members to keep the Committee's future work programme and recommendations update under review.

1. Background

- 1.1 The OSCOM Work Programme is presented at Annex 1 for review and approval.
- 1.2 The OSCOM Task and Finish Panels update is presented at Annex 2 for the Committee's review and comments.
- 1.3 The Cabinet Work Programme is attached at Annex 3 for the Committee to consider.
- 1.4 Annex 4 tracks the recommendations to Cabinet and Council.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:

4

Author:

Caroline Lovelock

Ext:

8014

File Ref:

Report to:

Overview and Scrutiny
Committee

Date:

20 May 2020

OVERVIEW & SCRUTINY WORK PROGRAMME 2020/21

	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
20 MAY (ANDOVER)			
Safeguarding Children & Vulnerable Adults	3	Committee	To look at the policy of safeguarding adults and children (Head of Community and Leisure) (20 minutes)
Annual Review of the Corporate Action Plan	2	Committee	To receive a presentation on the Corporate Action Plan (Councillor North, Leader) (30 minutes)
Chairman's Annual Report	2	Committee	To consider the Chairman's final Annual Briefing prior to being submitted to Council. (Cllr Brooks) (15 mins)
24 JUNE (ROMSEY)			
Presentation on local policing	5	Committee	Chief Inspector to attend to discuss progress with local policing in Test Valley (45 mins)
Portfolio Holder Presentation	1	Committee	To receive a presentation from a Portfolio Holder (Portfolio to be confirmed) (30 mins)
22 JULY (ROMSEY)			
Round table discussion on Andover Vision			Corporate Director (Andy Ferrier)
Portfolio Holder Presentation	1	Committee	To receive a presentation from a Portfolio Holder (Portfolio to be confirmed) (30 mins)
16 SEPTEMBER (ANDOVER)			
Complaints	2	Committee	To receive the Annual Review report (Complaints and Improvements Officer) (20 mins)
Annual Audit Report	2	Committee	To comment and make recommendations as appropriate (Head of Finance/Auditor Manager) (20 mins)
14 OCTOBER (ANDOVER)			
Work of the Community Safety Management Group	2	Committee	To understand the work of the Community Safety Management Group (Community Safety Manager) (20 mins)
Economic Development Portfolio Holder	4	Committee	To receive a presentation from the Economic Development Portfolio Holder (Councillor Drew) (30 mins)
Draft Fees and Charges	4	Committee	To consider the draft Budget Panel report (Vice Chairman) (20 mins)

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
9 DECEMBER (ROMSEY)			
Review of Economic Development Action Plan	4	Cabinet	To review the Economic Development Action Plan (Economic Development Officer) (20 mins)
Portfolio Holder Presentation	2	Committee	To receive a presentation from a Portfolio Holder (Portfolio to be confirmed) (30 mins)

DATE TO BE CONFIRMED	*Scrutiny Indicator	Requested by	Purpose of Report (Responsible Officer/ Member)
Hampshire Fire and Rescue	5	Committee	To update the Committee on how the new structure is working
Review of the Area Planning Committee pilot	2	Committee	To update the Committee on how the Area Planning Committees pilot is working.
Review of the Council's Key Performance Indicators	2	Cabinet	Policy Manager
New Neighbourhoods Review	Cabinet	3	Community Engagement Manager
Cemetery Rules and Regulations Review	TBC	TBC	Head of Community and Leisure
The Future of Health Provision in Andover and Romsey	5	Committee	To consider the recommendations of the Future of Health Provision in Andover and Romsey Panel (Councillor Baverstock) (20 minutes)
Review Procedure for selection of Chairman	3	Council	To review the procedure for selection of the Chairman of Overview and Scrutiny Committee
Review Outside Bodies	5	Council	To review Outside Bodies and their appointments.

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* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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BRIEFING NOTES

2020		
March	Affordable Housing Update (Head of Housing and Environmental Health)	
June	Test Valley Partnership Annual Review Risk Management Report	
September	Shared Services Update	
October	Andover Levy	

* Scrutiny Indicator Key:

1 : Holding to Account	2 : Performance Management	3 : Policy Review	4 : Policy Development	5 : External Scrutiny
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Armed Forces Covenant	Councillor Borg-Neal/Councillor Hamilton	<p>Scoping report to be produced.</p> <p>Councillor Borg Neal liaising with relevant organisations. Panel would commence following the Borough Elections in May 2019.</p> <p>Members have been invited to sit on the panel.</p> <p>The panel consists of Councillors Borg Neal, Burley, Coole, Donnelly and Rowles.</p> <p>Meetings have been held with 11 Brigade's Army Civilian Liaison Officer and a scope will be considered at the next Overview and Scrutiny Committee meeting.</p> <p>The scoping document will be considered at OSCOM on 11 December 2019</p> <p>The next meeting will be held on 23 March 2020.</p>	<p>16 October 2019</p> <p>11 December 2019</p>
Climate Emergency Working Group	Councillor Jeffrey	<p>Panel set up by OSCOM on 18 September comprising of Councillors Jeffrey, Anderson, Brooks, Cooper C Dowden, Gwynne, Lodge, Rowles together with Councillors Johnston and Drew.</p> <p>All 7 work streams had met to draft their scoping documents which will be considered by OSCOM on 11 December 2019</p> <p>An action plan will be reported back to the Committee in March 2020.</p>	<p>11 December 2019</p> <p>18 March 2020</p>

Cabinet Work Programme

March 2020

Further information

1. This is a formal notice under Regulation 9 of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012. This edition supersedes all previous editions.
2. Documents submitted to the Cabinet or Cabinet Member(s) for decision will be in the form of a formal report, which if public and non-urgent, will be available for public inspection on this website at least 5 clear working days before the date that the decision is due to be made.
3. Background papers for such reports are listed in this Programme where their identity is known in advance of the report being written.
4. Documents shown will be available from the Democratic Services Manager at Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hants, SP10 3AJ. They can also be contacted at admin@testvalley.gov.uk.
5. Please note that additional documents relevant to those matters mentioned in the Work Programme may be submitted to the decision maker.
6. Whilst the majority of the Cabinet's business at the meetings listed in this Work Programme will be open to the public and media organisations to attend, this is formal notice under the above regulations that part of the Cabinet meetings listed in this Work Programme may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.
6. To view details of the members of the Council's Cabinet who will be making these decisions, please click the link below:
[Cabinet Members](#)

KEY DECISIONS

A key decision is one which is likely

1. to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;
or
2. to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Council's thresholds are

- | | | | |
|----|---|---|------------------|
| a. | Decisions on spending which are within the annual budgets approved by the Council | NO THRESHOLD | NOT KEY DECISION |
| b. | Decisions on cash flow, investments and borrowings. | NO THRESHOLD | NOT KEY DECISION |
| c. | Decisions for spending or savings outside the budget, or included in the annual budget with reservations. | SPENDING EXCESS OF £75,000 PER ITEM IS A KEY DECISION | |

Arrangements for making representations to the cabinet regarding decisions contained within the work programme

A member of the public may address the Cabinet in accordance with the Public Participation Scheme. Notice must be given to the Democratic Services Manager by noon on the day before the meeting.

Members of the public are welcome to write to the appropriate Head of Service as listed in the Work Programme on any matter where a decision is to be made.

Date of Decision	Item	Key Decision	Decision maker	May include information which is not to be made public*	Documents to be submitted for consideration	Head of Service	Notice of proposed decision first published
15 Apr 2020 Andover	Carry Forward of Unspent Revenue Budget	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	25 Nov 2019
15 Apr 2020 Andover	Annual Governance Statement	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	9 Dec 2019
15 Apr 2020 Andover	Assets of Community Value	No	Cabinet	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	3 Feb 2020
15 Apr 2020 Romsey	Housing Strategy 2020 to 2025	Yes	Cabinet	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	22 Oct 2019
15 Apr 2020 Romsey	Preventing Homelessness & Rough Sleeping Strategy 2020 to 2023	Yes	Cabinet	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	22 Oct 2019
15 Apr 2020 Andover	Street Trading Consents Policy	No	Cabinet	Open	Report of the Housing and Environmental Health Portfolio Holder	Head of Housing and Environmental Health	25 Feb 2020

15 Apr 2020 Andover	Test Valley Borough Local Plan - Refind Options Consultation	Yes	Council	Open	Report of the Planning Portfolio Holder	Head of Planning Policy	10 Feb 2020
15 Apr 2020 Andover	Corporate Action Plan	Yes	Cabinet	Open	Report of the Leader	Chief Executive	14 Feb 2020
13 May 2020 Andover	Revenue Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	3 Feb 2020
13 May 2020 Andover	Capital Outturn	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	3 Feb 2020
13 May 2020 Andover	Asset Management Outturn	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	3 Feb 2020
13 May 2020 Andover	Treasury Management Review	No	Council	Open	Report of the Finance Portfolio Holder	Head of Finance	3 Feb 2020
13 May 2020 Andover	Project Enterprise Outturn Report	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Revenues	3 Feb 2020
13 May 2020 Andover	Valley Housing Outturn	Yes	Cabinet	Fully exempt	Report of the Finance Portfolio Holder	Head of Revenues	4 Feb 2020
13 May 2020 Andover	Corporate Action Plan Annual Report	Yes	Cabinet	Open	Report of the Leader	Chief Executive	3 Feb 2020

17 Jun 2020 Romsey	Member Champions	No	Cabinet	Open	Report of the Leader	Chief Executive	25 Feb 2020
9 Sep 2020 Andover	Corporate Financial Monitoring (4 months)	No	Cabinet	Open	Report of the Finance Portfolio Holder	Head of Finance	25 Feb 2020
9 Sep 2020 Andover	Draft Calendar of Meetings	No	Council	Open	Report of the Corporate Portfolio Holder	Head of Legal and Democratic	25 Feb 2020

Part 5 – Action Tracking

Review of Town Centres						
Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 24.04.19	Cabinet 20.5.19	Council			
<p>That the Council continued to support Andover and Romsey town centre through the measures identified in the Corporate Plan 2019 – 2023 (2019), the Revised Local Plan (2016) and the Economic Development Strategy (2017); and</p> <ol style="list-style-type: none"> 1. That the Head of Planning & Building and the Head of Planning Policy investigate the application of Policy LE12 and Policy LE13 of the adopted Revised Local Plan (2016); 2. That the Head of Planning & Building and the Head of Planning Policy investigate what measures could be introduced to help facilitate planning advice to those businesses whose premises are within the Borough's town centres; 3. That the Council continued to explore opportunities to secure funds to deliver public realm improvements; 4. That the merits of a potential 	√	√			<p><u>Agreed at Cabinet</u> That the Council continues to support Andover and Romsey town centre through the measures identified in the Corporate Plan 2019 – 2023 (2019), the Revised Local Plan (2016) and the Economic Development Strategy (2017); and</p> <ol style="list-style-type: none"> 1. That the Head of Planning & Building and the Head of Planning Policy investigate the application of Policy LE12 and Policy LE13 of the adopted Revised Local Plan (2016); 2. That the Head of Planning & Building and the Head of Planning Policy investigate what measures could be introduced to help facilitate planning advice to those businesses whose premises are within Andover and Romsey town centre; 3. That the Council continues to explore opportunities to secure funds to deliver public realm improvements; 4. That the merits of a potential Romsey 	<ol style="list-style-type: none"> 1. Review of policy LE12 and LE13 underway focusing on the relaxation of the restrictions relating to use classes. This is due to be completed by end of 2019. 2. Senior officer assistance has been available to those applicants looking to bring forward schemes in the primary shopping area of Andover and Romsey. 3. The Council has submitted bids for the Future High Street Fund and Historic High Street Fund, but were unsuccessful. The Council will continue to explore all opportunities. 4. Andover BID came into effect in

<p>Romsey Business Improvement District be explored in the future, once the experience of Andover's BID, as well as other BIDs, have been fully considered;</p> <p>5. That the Council continued to investigate new ways to support existing town centre businesses;</p> <p>6. That the merits of producing a town centre prospectus for each town be explored; and</p> <p>7. To put in place measures to allow shoppers and visitors to provide ongoing feedback of their experience.</p>					<p>Business Improvement District be explored in the future, once the experience of Andover's BID, as well as other BIDs, have been fully considered;</p> <p>5. That the Council investigate ways to support existing town centre businesses;</p> <p>6. That the merits of producing a town centre prospectus for each town be explored; and</p> <p>7. To put in place measures to allow shoppers and visitors to provide ongoing feedback of their experience.</p>	<p>April 2019. It is too premature at this stage to fully consider the outcomes.</p> <p>5. This work will be considered as part of the Economic Development Action Plan update</p> <p>6. This work will be considered as part of the Economic Development Action Plan update.</p> <p>7. Ongoing .This will, in part, be linked to the respective outcomes of the Andover and Romsey masterplan; and the work of Andover Vision and Romsey Future.</p>
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Recommendation	Agreed			Start Date	Action	Progress Update
	OSCOM 5.9.19	Cabinet 11.9.19	Council			
<p>That a consultation be undertaken on the following options:</p> <ul style="list-style-type: none"> · A fixed deduction of £4 per week for non-dependant adults living in the property · Eligibility for CTS is limited to claimants with less than £6,000 in savings · Removal of the Second Adult Rebate from the scheme · Removal of Extended Payments from the scheme 	√	√			<p><u>Agreed at Cabinet</u></p> <p>That a consultation be undertaken on the following options:</p> <ul style="list-style-type: none"> · A fixed deduction of £4 per week for non-dependant adults living in the property · Eligibility for CTS is limited to claimants with less than £6,000 in savings · Removal of the Second Adult Rebate from the scheme · Removal of Extended Payments from the scheme 	<p>A draft CTS scheme for 2020/21, based on the areas to be consulted on, has been prepared. Public consultation on the four options began on 18th September and will run until 13th November. The consultation is available on the Council's website. The feedback on the consultation will be presented to the OSCOM panel on 11th November and OSCOM on 13th November.</p>
<p><u>Recommended to Cabinet:</u></p> <p>That with effect from 1 April 2020 the following changes be made to the Council's Council Tax Support Scheme.</p> <ol style="list-style-type: none"> 1. That a fixed reduction of £4 per week should be introduced for non-dependant adults living in a property. 2. That eligibility for Council Tax Scheme was restricted to applicants with less than £6,000 of eligible capital. 3. That the Second Adult Rebate is removed from the 	√	√			<p><u>Agreed at Cabinet</u></p> <p>That with effect from 1 April 2020 the following changes be made to the Council's Council Tax Support Scheme.</p> <ol style="list-style-type: none"> 1. That a fixed reduction of £4 per week should be introduced for non-dependant adults living in a property. 2. That eligibility for Council Tax Scheme was restricted to applicants with less than £6,000 of eligible capital. 3. That the Second Adult Rebate is removed from the Council's Council Tax Support Scheme. 	<p><u>To be recommended to Council</u></p> <p>That with effect from 1 April 2020 the following changes be made to the Council's Council Tax Support Scheme.</p> <ol style="list-style-type: none"> 1. That a fixed reduction of £4 per week should be introduced for non-dependant adults living in a property. 2. That eligibility for Council Tax Scheme was restricted to applicants with less than £6,000 of eligible capital. 3. That the Second Adult Rebate is removed from the Council's Council Tax Support Scheme.

<p>Council's Council Tax Support Scheme.</p> <p>4. That extended payments were removed from the Council's Council Tax Support Scheme.</p>					<p>4. That extended payments were removed from the Council's Council Tax Support Scheme.</p>	<p>4. That extended payments were removed from the Council's Council Tax Support Scheme.</p>
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