

HOUSING AND COMMUNITY SAFETY ADVISORY COMMITTEE

29 April 2014 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Ms. Lowe Vice-Chairman: Cllr. Mrs. Clark
Cllrs. Ayres, Mrs. Ayres, Mrs. Bracken, Eyre, Firth, Mrs. George, Raikes and Towell

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 11 February 2014, as a correct record	(Pages 1 - 6)	
2. Declarations of Interest Any interests not already registered		
3. Actions from Previous Meeting	(Pages 7 - 8)	
4. Update from Portfolio Holder	(Pages 9 - 10)	Councillor Ms. Michelle Lowe
5. Referrals from Cabinet or the Audit Committee (if any)		
6. Affordable Housing An update on current affordable housing strategy and related initiatives.		Gavin Missons Tel: 01732 227332
7. Hero Scheme update		Pat Smith Tel: 01732 227355
8. Update on Policing Model Verbal update		Councillor Leslie Ayres
9. Sevenoaks District Community Safety Strategy & Action Plan 2014/15	(Pages 11 - 46)	Lesley Bowles Tel: 01732 227335
10. Safeguarding Policy For the Protection Of Children And Vulnerable Adults	(Pages 47 - 106)	Lesley Bowles Tel: 01732 227335

11. **Work Plan**

(Pages 107 - 108)

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

INFORMATION RECENTLY UPLOADED ON TO MEMBERS' PORTAL

None since the last meeting

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

HOUSING AND COMMUNITY SAFETY ADVISORY COMMITTEE

Minutes of the meeting held on 11 February 2014 commencing at 7.00 pm

Present: Cllr. Ms. Lowe (Chairman)

Cllr. Mrs. Clark (Vice Chairman)

Cllrs. Ayres, Mrs. Ayres, Eyre, Firth, Mrs. George, Raikes and Towell

Apologies for absence were received from Cllrs. Mrs. Bracken

Cllrs. Fittock, Mrs. Parkin, Piper, Mrs. Sargeant and Miss. Stack were also present.

20. Minutes

Cllr. Towell clarified that he had given his prior apologies for the meeting on 15 October 2013. It was agreed these would be added to the minutes.

Resolved: That the Minutes of the meeting of the Committee held on 15 October 2013, as amended, be approved and signed by the Chairman as a correct record.

21. Declarations of Interest

No additional declarations of interest were made.

22. Actions from Previous Meeting

There were none.

23. Update from Portfolio Holder

The Portfolio Holder's update was noted.

24. Referrals from Cabinet or the Audit Committee

There were none.

Change in order of agenda items

The Chairman brought consideration of Agenda Item 9 forward.

25. Strategic Assessment - Update

The Chairman welcomed Chief Inspector Tim Cook, Kent Police Sevenoaks District Commander to the meeting.

Agenda Item 1

Housing and Community Safety Advisory Committee - 11 February 2014

The Chief Officer Communities & Business explained that the Strategic Assessment was the result of considerable data received from partner organisations and resident surveys and panels, running from October to September each year. The data would be made available to Members through the Members' Portal. Officers sought to find patterns from the data and would put together a Community Safety Action Plan, to be brought to the next meeting of the Committee.

Over the previous 10 years the District had consistently been among the 3 lowest districts in Kent for crime. The largest form of crime was criminal damage at 19.3% of reported incidents. Vehicle crime had risen 8% on the previous year. Burglary had risen 29.6% and was at the second highest levels across the county. If included then, Anti-Social Behaviour (ASB) was the largest recorded issue but it was still the lowest level in the county. In the District there had been a reduction in ASB of 8.2%, compared to a fall of 14.9% across Kent. Together the Community Safety Partnership had set 8 priorities for the District, namely substance misuse, domestic abuse, vehicle crime, burglary, ASB, young people, road safety and theft (including shoplifting).

The Chief Inspector highlighted that the increase in reports of domestic abuse (up by 1.8%) could be seen as demonstrating increased confidence for victims to come forward. The reporting age had recently reduced to 16. Reports were also received sooner. Officers confirmed that most local services catered for male victims as well as female but there was a low level of reporting and there was no male refuge in the County. The Partnership was working in schools and with bodies like Mankind to promote awareness of abuse of men. Kent Police had recently held a conference about abuse within the Gypsy and Traveller communities and the Police had a Gypsy liaison team. The Council provided a private room on its site in Hever Road, Edenbridge and there were monthly visits from a trained HERO Officer.

Theft of vehicles was down; theft from vehicles was up, with a particular concern in Swanley from criminals often travelling in from London. Kent Police were keen for residents to mark their property to give a more realistic prospect of prosecution for burglary.

The Chief Inspector advised that predictive policing, by targeting Officers to likely hotspots, had reduced crime by 2%. However the District was very affluent and so certain crimes such as burglary of dwelling and vehicle crime were always higher than the average in the County. Levels of robbery and criminal damage were the lowest in the County. The crime rate was only 39 per 1000 residents.

A Members asked whether the 8 priorities should be ranked. Officers felt that each priority was discrete and different actions would be set against each. Some resources, such as Speed Watch groups, were not transferrable between priorities.

Although Kent County Council intended to turn off further street lights, Kent Police had been consulted and crime rates in those areas would be reviewed.

26. Small is Beautiful Update

Deborah White, the West Kent Housing Association Housing and Communities Director and Andy Airey, the Under-occupation Officer provided an overview of the Small is Beautiful (SIB) service.

The Under-occupation Officer had been in post since October 2013 and had conducted a full review of the service. Between April and December 2013 16 downsizes had been completed with 8 downsizing by 1 bedroom, 5 by 2 bedrooms. 4 Discretionary Housing Payment (DHP) claimants downsized out of this need. £25,000 had been paid out in SIB payments. Residents over 50 were most likely in need of downsizing but those under 50 could be considered under the scheme, depending on their circumstances. Payment would consist of £500 per bedroom freed and £1,000 either as lump sum or to cover moving costs. Any such payments would now be made after the move. For those not eligible, such as younger residents, they may instead be eligible for the Under-occupation Move Assistance Grant of £500 to fund the move which also allowed them to assign their arrears to the new tenancy.

He confirmed that since January 2014 13 new downsizing cases had been identified, with 37 still open from 2013. The Under-occupation Officer regularly checked all cases against available properties in each bidding cycle, making bids if they have low IT literacy, and he correlated mutual exchanges. 61% of current cases were from Swanley and the north of the District, 6% from Edenbridge and the south and 33% from Sevenoaks and the centre. If all current cases were completed then 69 bedrooms would be freed in total. However, not all residents downsized to 1 bedroom and there was a lack of available 2 bedroom properties. Members suggested there should be more correlation with the Planning Service to address this lack.

The Under-occupation Officer advised that there were many more cases than the funding to deal with them. The Chief Housing Officer confirmed any money for the present year had been committed but the intention had been to review the service in April 2014. The Housing and Communities Director confirmed that Officers at the Council and West Kent Housing were keen to extend the service but the funding mechanism needed to be found. Members suggested that money from Section 106 Affordable Housing Contribution Planning Obligations be used again for this purpose. The Chief Housing Officer agreed to take this forward.

A Member asked what plans West Kent Housing had to provide more small properties. The Housing and Communities Director said that they would continue to work with the Council for potential development sites. Existing stock tended to be older and so the 1 and 2 bed properties were quite small and not popular. West Kent Housing would seek to reuse or demolish and rebuild properties where appropriate but it could take ten to twenty years to complete that process. Such projects needed to be supported by rental income streams.

27. West Kent Housing Association Housing Allocation Policy and Life Time Tenancies

Lifetime Tenancies

The West Kent Housing Association Housing and Communities Director explained that the decision not to adopt a general policy of fixed-term tenancies had been difficult. However, lifetime tenancies would be more likely to allow residents to put down roots and provide stability. Fixed term tenancies of 5 years had been adopted for properties of 4 bedrooms and above and any tenancies for adapted properties would only be for so long as they were required. West Kent Housing did not currently intend to introduce more

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fixed term tenancies but would monitor these and monitor what impact the policy had elsewhere.

Concerns were raised by Members that lifetime tenancies would make it more difficult to evict residents who committed anti-social behaviour. Lifetime tenancies also meant that residents may have properties for longer than required while other families fell into need. The Director advised that Officers did visit residents every 5 years to discuss whether the property was still appropriate to their need and 30 families had moved out of social housing in the last year. If introduced, fixed term tenancies would only apply to new tenants.

In response to a question the Director confirmed that West Kent Housing would take action against persistent non-payers of rent, however Courts would usually grant only suspended orders initially.

A Member, not on the Committee, proposed that tenancy agreements include a clause stating that the tenancy would end once the property exceeded their need. The Director agreed to consider this. Such clauses already existed for properties with adaptations.

The Committee agreed that they were not in favour of lifetime tenancies and asked West Kent Housing to consider this position. The Chairman requested that the Director return in a year to update the Committee on the matter and the Director agreed to take their comments back to West Kent Housing Association's Board.

Allocation Policy

The Homes and Communities Agency required registered providers of social housing to have clear policies on allocations. The Council's Allocation Policy established who would be eligible to join the housing register, while the West Kent Housing Allocations Policy sought to determine who was appropriate for their properties. The Chief Housing Officer advised that the two policies had been designed to work together and were constantly reviewed for effectiveness.

The Director advised that under the Council's former Policy the housing register had over 2,000 applicants. The Council had since introduced a requirement to show a local connection and it was no longer an open register so this number had reduced to approximately 560. There were about 470 vacancies per year and 300 would be for Sevenoaks. Therefore some properties were not in great enough demand and it could be slow for them to be let. This was a new problem since the amendment to the Council's Allocation Policy and would be considered when it was reviewed again.

Concern was raised about low paid workers and whether they would be eligible. The Director confirmed that the Council's Policy would consider them eligible so long as they qualified on the income criterion, the local connection and that they had a housing need that could not be met elsewhere.

28. Policy Discussion: Proposed Housing ladder

The Housing Policy Manager explained that the high value of properties and low supply created an increasing problem for intermediate housing in the District.

Two schemes were already established to assist this group. A Home of Your Own scheme assisted those who purchased on the open market with the purchase price and so converted the properties to shared ownership. The Council had just completed its seventh such unit. Applicants currently in socially rented property had been prioritised so that their socially rented property would be freed up. The Homesteading scheme provided grants of £15,000 for first-time buyers to improve long-term empty properties. Three such grants were to be delivered shortly.

Officers were also considering a Tenants' Incentive Scheme. This would provide assistance to those households who could afford mortgage payments but did not have the savings to provide the deposit or the outlays of purchase. This would again be aimed at social housing tenants in order to free up housing association properties. The Officer intended to further develop the proposals and bring back to the Committee for full consideration.

The Committee agreed that the proposals were promising and complimented Housing Policy team.

29. Air Quality Monitoring and Management

The Environmental Health Manager explained that Air Quality Monitoring and Management was a statutory service, however the Council was in no real position to influence improvements in air quality as the problems were predominantly caused by traffic. The Assistant Environmental Health Manager explained that the service was provided to meet statutory obligations at a budget of £65,919 with no dedicated Officer. The most significant costs were for the monitoring stations at Greatness and Bat & Ball. Contributions to the service were made from Defra and Section 106 Planning Obligations.

Members expressed significant concern that representations on poor air quality had not influenced planning decisions in the past. The service had been ineffectual but self-perpetuating. The monies may be put to other and better uses. Grants and Section 106 monies did not cover all the costs of the service.

Officers stated that they would need to consider the legal implications of withdrawing from current projects, such as Air Alert, and monitoring schemes. Officers had recently accepted when responding to a Government consultation that air quality would be better served without the local management duty, however this had been a minority opinion among local authorities.

It was suggested that Defra ought to provide the full funding for projects it wanted pursued. Monies should be focused on improving air quality rather than on monitoring. It was agreed that Officers should prepare a further report on the minimisation of the service for the Committee to consider at its meeting on 29 April 2014 or July 2014.

Action: It was suggested that the Chief Officer Environmental & Operational Services inform the Sevenoaks Joint Transportation Board of the Committee's proposals.

Resolved: That the Chief Officer Environmental & Operational Services provide a report to the Committee stating how the air quality management service could be pared down,

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clarifying the legal position of what the Council was required to do, what air quality management projects the Council was developing and whether existing projects could be ended.

30. Work Plan

The Chairman informed the Committee that the Police and Crime Commissioner would no longer be attending the Committee as she had been invited, together with her Youth Commissioner, to full Council. The District Area Commander would be invited as a guest speaker to the meeting in July 2014. The Road Safety Working Group would now report back to the Committee in July 2014. The Chief Officer Environmental and Operational Services was also due to submit a detailed report on the options for the CCTV Service in July 2014.

Resolved: That subject to approval by the Local Planning and Environment Advisory Committee

- a) a Working Group be set up to consider Squaring the Housing Circle in using the planning system to provide more properties of the type needed within the District;
- b) the Working Group consist of four Members, two from each Advisory Committee; and
- c) Cllrs. Mrs. Clark and Mrs. Ayres be the Members from the Housing and Community Safety Advisory Committee.

It was expected that the Working Group report back to the Committee in October 2014.

THE MEETING WAS CONCLUDED AT 9.35 PM

CHAIRMAN

ACTIONS FROM THE MEETING HELD ON 11.02.14

Action	Description	Status and last updated	Contact Officer
Action 1	It was suggested that the Chief Officer Environmental & Operational Services inform the Sevenoaks Joint Transportation Board of the Committee's proposals.	This has been discussed with the Portfolio Holder and a report on Air Quality will be brought back to the Committee in the future.	Richard Wilson

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Housing & Community Safety Advisory Committee

29 April 2014

Portfolio Holders Report

Housing Strategy/Policy and Housing needs

Attended the CIH South East Conference & Exhibition on 5 March in Brighton; and the Capita Housing Conference in London on 31 March where Pat Smith spoke to try and promote HERO. In line with the Council's priority of being financially self-sufficient within a decade looking at ways to maximise income from the HERO and other housing services.

The Capita Conference made it clear to me just what a good housing service SDC runs: Good working relations with Housing Associations; good housing policies; good working relations between members and officers – from the meeting this seems to be best practice but unique! Congratulations to Carol Clark, Pat Smith and the Housing team.

Focusing policy development on the middle income group (£30,000 to £60,000 household income), who are not entitled to social housing but can not afford to buy in the District.

Looking at options at how to square the circle of housing need with our physical planning constraints (Greenbelt, AONB etc). Suggested the setting up of a joint working group between the committee and Local Planning and Environment with Barbara Ayres and representatives from Local Planning & Environment to also look into this issue and try and find solutions.

Community Safety

Attended Kent's Police & Crime Plan meeting on Tuesday 18th February where the Police & Crime Commissioner and Police explained their vision of how the new community safety policing model will work from April this year.

The April edition of 'In Shape's' community safety section focused on e-safety; family fun days will include e-safety packs and we are/will organise e-safety training with KCC's E-Safety Officer: Rebecca Avery. Producing E-safety mouse mats for primary school ICT suites in the district endorsed by Ant Payne (Silly Billy). Asked Lizzy Yarnold if she would do something similar for secondary schools, I am waiting for a response.

Attended Kent's Troubled Families Conference on Friday 7 February. Focusing on Sevenoaks Troubled Families and looking to see how HERO can dovetail into the FIPs (Family Intervention Person), and how housing and community safety can better work together to achieve results on this issue. Met the District's FIP workers on 7 March and Mike Hill (KCC's Cabinet Member responsible for troubled families on 1 April).

Was unable to attend a Slavery and Human Trafficking Conference on 25 March but Pat Smith attended and we will have to see how SDC and our partners respond to the real possibility that slavery and trafficking is happening in the District and how we can help to prevent it.

Agenda Item 4

Challenges facing Housing & Community Safety

- Reducing expenditure and maximising income to help make the council self-sufficient within a decade
- How we can further support the middle income group of people (£33,000 to £60,000) to step onto the housing ladder
- How we can better work with planning to provide the District's housing needs
- Securing HERO
- Changes to DFG funding: challenges and opportunities
- Further consolidation and shared working in environmental health
- Continue with internet safety improvements
- Troubled families – exploring the links between housing and community safety as well as better joint working with KCC
- Slavery and Human Trafficking

Kent Police New Model

SEVENOAKS DISTRICT

What the restructure means for Sevenoaks

- Current Organisation
- After 24th June
- Deployment



Reason for the Re-Organisation

- More Officers on the Streets
- Ensuring visible, community policing
- Most effective use of available resources
- To ensure compliance with the Police and Crime Plan (1 April 2013 - 31 March 2017)



What is the Police & Crime Plan?

The Police and Crime Commissioner is obliged to publish a Police and Crime Plan by law. It is a four-year strategy for Kent Police that outlines what priorities for policing and crime and disorder reduction they will be focussing on. Why do we need a Police & Crime Plan? The Plan allows the public to see what Kent Police will be doing to cut and prevent crime in Kent. The Commissioner uses the Police and Crime Plan to hold the Police to account – like a ‘checklist’ – to make sure the agreed priorities are being addressed. In turn, the Police and Crime Plan is an open and transparent way for the public to hold their Police and Crime Commissioner to account.

Police and Crime Plan

The re-organisation which affects Sevenoaks District is in line with the Crime Commissioners 4 year Plan

Main points of the plan:-

Cut crime and catch criminals (including anti-social behaviour)

Ensure visible community policing is at the heart of policing in Kent

Prevent crime, anti-social behaviour and reduce repeat victimisation & offending

Put victims & witnesses at the heart of processes

Protect the public from serious harm

Deliver value for money

Meet national commitments for policing



Kent Police Values

- We will put the public first and deliver a service to be proud of.
- We will serve with integrity and professionalism.
- We will treat everyone with fairness, respect and dignity.
- We will be innovative, use resources wisely and operate as one team
- We will act with humility, compassion and courtesy.
- We will listen, learn and strive to improve.

Policing Priorities (1)

Quality of life

1. Use technology to identify crime trends
2. Focus on crime that causes the greatest harm
3. Tackle the supply and demand for illegal drugs
4. Support safer socialising to prevent night-time economy-related crime
5. Educate young people to divert them from crime and anti-social behaviour

Policing Priorities (2)

Working with Partners

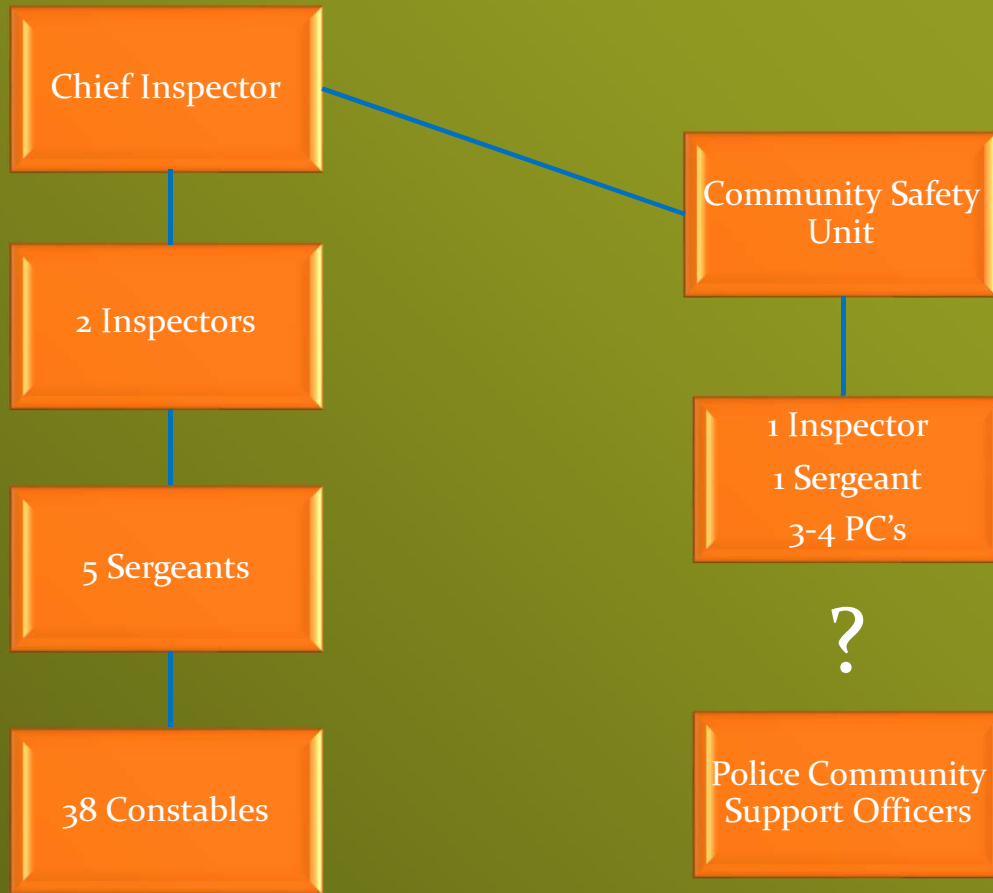
1. Work closely with Community Safety Partnerships and other agencies
2. Prevent, identify and manage repeat victims of offending and victimisation
3. Support community work so it gets to the heart of improving health issues
4. Provide information on how to avoid becoming a victim of crime
5. Develop more positive activities for young people within communities

Policing Priorities (3)

Wellbeing of Communities

1. Disrupt and dismantle serious and organised crime groups
2. Prevent extremism and radicalisation; road safety and domestic abuse
3. Encourage better awareness, reporting and investigation of hate crime
4. Safeguard children and protect vulnerable adults
5. Bring offenders of serious violent crime and sexual offences to justice

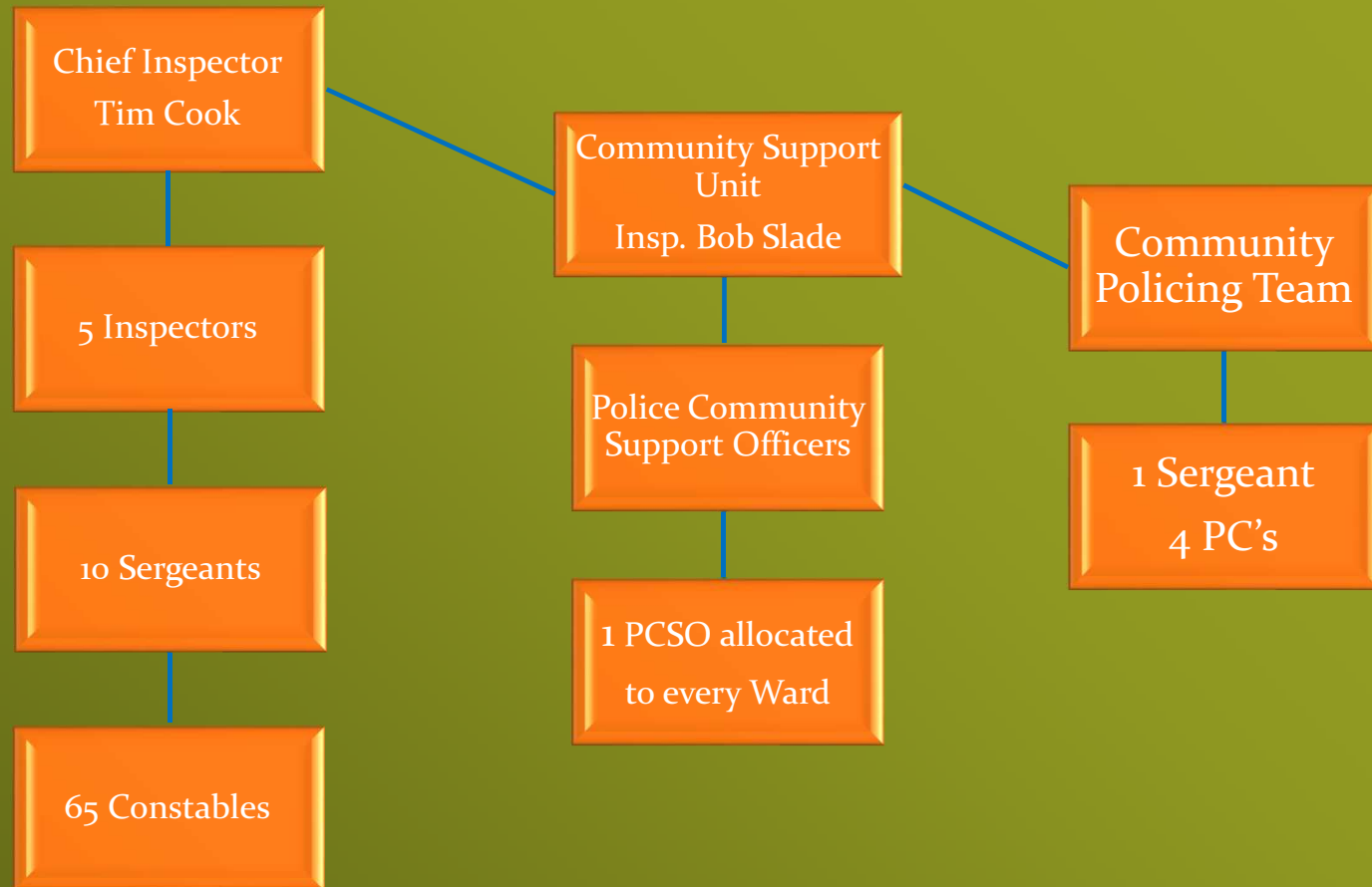
Sevenoaks Division - Current Manpower



Current Situation Regarding PCSO's

- Resources are low and they have had to be taken away to do other duties and have had to balance priorities
- Currently do not always engage with the right people
- Various officers can direct their day to day duties

Sevenoaks Division – After 24th June (working 24/7)



PCSO's Chain of Command

- All PCSO's will be directly responsible to the Community Support Inspector
- Community Support Inspector will direct all the PCSO's across the Wards in Sevenoaks
- Now there will be no ambiguity, PCSO's will not get different directions from different Inspectors or Sergeants.
- Aim is to have a PCSO in every one of the 26 Sevenoaks Wards

Community Policing Team Responsibilities

- Specific Problems
- Local team does not have the opportunity to deal
- PCSO does not have the powers to deal with the problem



Response to call for assistance 999 calls

- Urgent Assistance required



Serious Crime
Crimes in progress
Suspects on Premises
Life in Danger Etc.

Force Communications
Centre Maidstone
5000 calls a day
700 are 999 calls

Response to call for assistance 101 calls

- Report crime that has already happened and other incidents or concerns that do not require an emergency response.
- If your car has been stolen
- If property has been damaged
- If you suspect drug use or dealing
- To report a minor traffic collision
- To report any other incident that doesn't require an immediate response
- To give police information about crime or criminals in your local area
- You can also call **101** if you simply want to talk to your local police officer or a member of police staff - you will be connected to the relevant person via the switchboard.



SEVENOAKS DISTRICT COMMUNITY SAFETY STRATEGY & ACTION PLAN 2014/15

Housing and Community Safety Advisory Committee 29 April 2014

Report of Chief Officer Communities & Business

Status: For decision

Also considered by: Cabinet – 8 May 2014

Council – 22 July 2014

Key Decision: No

Executive Summary: This report seeks approval for the adoption of the Sevenoaks District Community Safety Strategy & Action Plan 2014-15.

The Strategy & Action Plan is attached at the Appendix. It takes into account the Strategic Assessment undertaken Sept 2012 – Oct 2013 as well as more up-to-date data where it is available.

This report supports the Key Aim of

Community Plan – Safe Communities

Corporate Plan - To work in Partnership to keep the District of Sevenoaks Safe

Portfolio Holder Cllr. Michelle Lowe

Contact Officer(s) Kelly Webb, Community Safety Manager ext 7474

Recommendation to Housing and Community Safety Advisory Committee:

Members views are sought

Recommendation to Cabinet:

Members are asked to recommend to Council that the Sevenoaks District Community Safety Action Plan be adopted.

Reason for recommendation:

The Action Plan sets out the Council's contribution to the work of the Partnership and encourages multi-agency activity that supports safe communities across the District.

Agenda Item 9

Introduction and Background

In 2006, a review of the partnership provisions of the Crime and Disorder Act 1998 and the Police Reform Act 2002 led to a series of recommendations to strengthen and extend existing requirements through the experience gained from partnership working. This resulted in a new set of national minimum standards which came into force in August 2007.

The 1998 Crime 7 Disorder Act included the requirement to produce a detailed crime and disorder audit through consultation with key agencies and the wider community and to use the findings to identify strategic priorities and take action to address them. The new national standards placed a legal obligation on responsible authorities to comply with the specified requirements, one of which was the creation of an annual strategic assessment in place of the previous 3 yearly audit.

The Community Safety Strategy & Action Plan is a yearly plan which seeks to address the outcomes and priorities of the annual Strategic Assessment. Eight priorities have been highlighted for 2014/15, which are:

- Road Safety
- Anti-Social Behaviour including Environmental Crime
- Domestic Abuse
- Vehicle Crime
- Burglary Dwelling & Burglary Other than Dwelling
- Young People's Issues
- Substance Misuse
- Theft

There are 15 success measures and 50 actions/projects in the 2014-15 Community Safety Strategy & Action Plan and all Partners will provide detailed monitoring information to the Sevenoaks District Community Safety Partnership at the end of each quarter.

Key Implications

Financial

The cost of the action plan itself is minimal. Funding to implement the plan is provided by all partner agencies through their core budgets with additional funding the PCC (Police Crime Commissioner) and other external funding streams.

Legal Implications and Risk Assessment Statement.

National Standards require Partnerships to produce an annual year action plan which is reviewed and updated annually. The requirement to produce an action plan to take forward a multi-agency approach to community safety stems from the Crime & Disorder Act 1998.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	This action plan is for all of the community and will be beneficial to everyone.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	Yes in the actions we promote equality through our community safety work
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

Appendices

Appendix– Community Safety Strategy & Action Plan 2014-15

Background Papers:

[The Sevenoaks District Strategic Assessment 2013](#)

Lesley Bowles
Chief Officer Communities & Business

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Sevenoaks District

Community Safety Partnership

Annual Action Plan 2014 - 2015 DRAFT



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Please contact us on 01732 227000 stating your language and telephone number

Introduction

The Sevenoaks District Community Safety Partnership brings together all of the agencies in the District who can have an impact on crime, anti-social behaviour and the fear of crime. A list of partners is set out on page 28. The Partnership has 3 key aims. They are to:

- Reduce and detect crime
- Reduce anti-social behaviour and the fear of crime
- Strengthen community involvement

Each year the Partnership, in common with all Community Safety Partnerships, undertakes an assessment of crime and disorder in the District, using data provided by partners and feedback from residents. The assessment identifies the priority issues for the next year using the following rationale for each community safety type:

- Whether there is significant community concern
- Whether there is an increasing trend
- Whether it contributes to a high volume of crime
- The level of harm it causes
- How well it is performing compared with other parts of Kent and similar partnerships nationally
- Whether the Partnership can add value to the work

This Action Plan identifies where we can best work together to achieve results

Priority Issues for 2013 – 2014

The Strategic Assessment undertaken during the winter of 2013 has identified 8 priorities for the Partnership to tackle during 2014-2015. The data referred to in this Action Plan is based on the Strategic Assessment, which uses data between October 2012 and September 2013. Trends in the identified priorities continue to be monitored on a quarterly basis and the first monitoring will be available in July 2014.

The 8 priorities, in no particular order, are:

- Anti-Social Behaviour (including Fly-Tipping)
- Burglary (Burglary Other than Dwelling and Burglary Dwelling)
- Theft Offences (including Shoplifting, Theft of Metal and Theft Offences)
- Substance Misuse
- Young People's Issues
- Vehicle Crime (Theft of Motor Vehicles and Theft of Motor Vehicles)
- Domestic Abuse
- Road Safety

Although the Partnership's main focus will be the 8 priorities, it will continue to monitor and plan for trends in crime and other community safety issues and address them through the Community Safety Unit's daily briefings and other tasking arrangements in order to reduce recorded crime.

Between April 2013 and 28 February 2014, Sevenoaks District had the third lowest recorded crime in the County. However there was an increase in crime compared to the same period last year (April 2012 – February 2013) with the number of crimes increasing from 4682 crimes to 4903.

The Action Plan

The following pages set out the overall targets for the Community Safety Partnership and an action plan is linked to each priority. The action plan does not include details of the numerous activities already undertaken by partners, town and parish councils, the voluntary sector and others as part of their day to day work, but highlights activities in addition to core work, which partners will undertake throughout the forthcoming year. All priorities include actions around public perception.

Funding and monitoring

Funding for the actions included within the Action Plan is available from a number of sources, including partners' own budgets, Police & Crime Commissioner's (PCC) funding which is allocated to district Community Safety Partnerships, Choosing Health funding and other small amounts of funding from a variety of sources, for example the Kent People's Trust. Regular monitoring will take place to ensure that individual projects continue to deliver positive results as well as value for money and that this Action Plan is on target.

Equalities

In preparing the action plan, issues such as equality and diversity were considered to ensure that everybody feels safe in the District.

Sevenoaks District Community Safety Partnership – Action Plan 2014-15

Success Measures

All recorded crime

All Victim Based Crime reduced compared with the previous year

Burglary

Number of Burglary Dwelling to be reduced compared with the previous year

Number of Burglary other than Dwelling (shed, commercial/retail premises) to be reduced compared to previous year

Vehicle Crime

Number of Theft of Motor Vehicles to be reduced compared with the previous year

Number of Theft from Motor Vehicles to be reduced compared with the previous year

Anti-Social Behaviour

An improvement in behaviour achieved in 80% of cases accepted by the Anti-Social Behaviour Task Group.

75% of Anti-Social Behaviour victims satisfied with action taken.

Young People's issues

Intervention projects and positive media for young people to be maintained

The number of young people entering the criminal justice system for the first time to be reduced.

Theft offences & handling stolen goods (incl shop lifting, theft of metal & metal offences)

Reduce the number of theft offences compared to same period last year

Domestic Abuse

Increase number of referrals to local services & Domestic abuse action plan to be 80% on target

Substance Misuse

Substance Misuse Action Plan to be 85% on target

Speeding incl Road Safety

Communities in areas where speeding has been identified as a top 3 priority involved in a range of speeding initiatives.

Burglary

Burglary is divided into Burglary Dwelling and Burglary Other offences. Although individually these offences account for a relatively small percentage of total crime in the District (8.8% and 13.6% respectively), rates are higher than County and MSG¹ averages. This year the Sevenoaks District ranked as 3rd highest for dwelling offences and 1st highest for other burglary offences in County comparisons. The District has the 2nd highest rate of dwelling offences and 1st highest rate of other burglaries in its MSG.

Between October 2012 and September 2013, Burglary Dwelling saw a 27.8% increase, with the number of offences rising to 478. Burglary Other Than Dwelling (BOTD) this saw a 30.6% increase, with the number of offences rising to 789.

Updated figures: April 2013 – 28 Feb 2014 in Sevenoaks District, there were 390 reports of Burglary Dwelling (22 fewer than the same period last year) and was 7th highest across the county and there were 667 Burglary Dwelling offences (and additional 21 compared to same period last year) and was 4th highest in across Kent.

¹ A Group of Partnerships thought by the Home Office to have similar characteristics and used for benchmarking purposes

Priority Action		Lead Agency	Other Partners	By When	Funding
Burglary (Dwelling and BOTD)					
1.1	Proactively target action on hot spot areas using Pred Pol data through the monthly Tasking & Co-ordination Group	CSU	Police Housing Assns KCC Wardens	April 2014	Existing Budgets
1.2	Work with Town and Parish Council and Neighbourhood Watch to help educate residents secure their property through communicating effective advice	CSU	Police KCC Wardens	April 2014	Existing Budgets
1.3	Expand role of Priority and Prolific Offenders to help support intervention for prisoners under 21 who have received 12months or less for Burglary crimes	Probation Service	Police CSU	Sept 2014	Existing Budgets
1.4	Continue to deliver Smart Water to vulnerable and repeat victims of Burglary & Burglary other than Dwelling across the District	KCC Wardens	CSU	On-going	Existing Budgets
1.5	Through Media campaign use local celebrities to help promote CSU and education of Burglary & BOTD through Twitter & Face book	CSU	Police Housing Assns KCC Wardens	April 2014	Existing Budgets
1.6	North West Kent Crime Prevention Panel (NWKCPP) to attend village days/fetes across the District promoting Home Security	NWKCPP	CSU	On-Going	Existing Budgets

Vehicle Crime

Vehicle crime is up by 8% on last years figures, (Oct 2012-Sept 2013) with the District recording 805 crimes ranking the 3rd highest in the County (crimes per thousand population) and, 2nd highest in its MSG.

Kent Police categorise vehicle crime as Theft from a Motor Vehicle (TFMV) and Theft of a Motor Vehicle (TOMV). The figure for TFMV stands at 590 this year, this is up 12.2% on last year's figures and the District is the 3rd highest in Kent, 4th in its MSG. Despite a slight reduction of 2.7% bringing the total number of TOMV to 215 this year, the District still ranks comes 2nd highest in the County and MSG (crimes per thousand population).

Updated figures: April 2013 – 28 Feb 2014 in Sevenoaks District, there were 560 reports of TFMV (+64 compared to same period last year) and improving to 5th highest across the County. There were 167 TOMV offences (34 fewer than the same period last year) and improving to 5th highest in across Kent.

Theft of a Pedal Cycle

There were only 38 offences being recorded this year. Sevenoaks District ranks 1st lowest in Kent and 2nd lowest in its MSG, having had a 11.9% reduction on last year's figures.

Updated figures: April 2013 – 28 Feb 2014 in Sevenoaks District, there were 30 reports of Theft of a Pedal Cycle. (5 fewer than the same period last year). Sevenoaks District had the lowest pedal cycles thefts in the county.

Priority Action	Lead Agency	Other Partners	By When	Funding	
VEHICLE CRIME (TOMV & TFMV)					
2.1	Target Beauty Spot locations and work with trusts and rangers to raise awareness, high visibility patrols and usage of wildlife cameras	CSU	Police National Trust KCC Wardens	April 2014	Existing Budgets
2.2	Promote Safe Plates, work with local dealerships and promote service through PCSO surgeries	CSU	Police	May 2014	Existing Budgets
2.3	Expand role of Priority and Prolific Offenders to help support intervention for prisoners under 21 who have received 12months or less for Burglary crimes	Probation Service	Police CSU	Sept 2014	Existing Budgets
2.4	Targeted work through the Tasking & Co-ordination Group to identify hotspot locations and be proactive in those areas, use Pred Pol data	Police	CSU	April 2014	PCC Budget

ASB incl Environmental Crime

Evidence shows that ASB remains one of the priority issues within Sevenoaks District among residents. ASB accounts for the largest recorded issue when compared with crime in the District and makes up 34.4% of total crime when included in crime statistics. Figures show 2,297 recorded incidents of ASB occurring within the District and reported to Kent Police Oct 2012-Sept 2013; this is the lowest number of ASB reports in Kent and falls well below the County average number of reports (4,174). All districts and boroughs reported a decrease in ASB, the Sevenoaks District saw a total reduction of 8.2% (206 offences) which is less than the County average reduction of 14.9%.

There has been a 24.7% reduction in the number of reports to the District Council's Anti-Social Behaviour Officer. The total number of calls received was 143 (47 fewer calls than last year).

The County average has been decreasing since 2010, however the number of ASB incidents in Sevenoaks District has seen slight fluctuations during this time.

Sevenoaks District Council's (SDC's) CCTV Room reports ASB as the single highest recorded incident.

MOAT Homes identified 'Noise' complaints as the highest reported for of Anti-Social Behaviour. West Kent Housing received 337 complaints of ASB this year. Complaints of 'Noise' were significantly reduced by 44% (72 reports) from 166 to 94.

Updated figures: Between April 2013 and 8 March 2014 in Sevenoaks District, there were 2046 reports of ASB (268 fewer than the same period last year) and Sevenoaks District had the lowest number of reports across the county. In the same period there were 144 calls to the Council's ASB Officer, a reduction of 1 report compared to same period last year.

Fly Tipping

Fly tipping has seen a slight rise this year and remains one of the most prominent issues. The Sevenoaks District Direct Services received 744 reports of fly tipping (a 24% increase and 126 more reports than the previous year), with 380 of them removed. It is worth noting that an increase in reports does not necessarily indicate an increase in incidents, with often more than one report per incident.

Abandoned Vehicles

There has been a 20% rise in reports of abandoned vehicles over the last year, with 108 reports being made to SDC and 12 vehicles being removed. Most reports came from the more densely populated areas of Sevenoaks, Swanley and Edenbridge. The low proportion of vehicles removed is in the most part due to the vast majority of those vehicles reported either being driven or declared SORN (Statutory Off Road Notice) and parked off-road.

Graffiti

Graffiti reports to the Council have risen by 34% (10 reports) this year with 39 recorded incidents. There were 12 offensive graffiti reports between October 2013 and September 2013 all of which were removed within the 48 hour deadline set by Direct Services.

Priority Action		Lead Agency	Other Partners	By When	Funding
ASB Incl Environmental Crime					
3.1	Increase number of prosecutions for fly tipping through camera deployment	KCC Clean Kent CSU	KCC Wardens PCSOs Housing Assns	March 2015	Existing Budgets
3.2	Proactively celebrate good news stories through InShape, Partners publications and through Social Media	CSU	Housing Assns	March 2015	Existing Budgets
3.3	Promote legal ways to dispose of rubbish and promote the Moat promise to deter fly tipping.	CSU	SDC Housing Assns KCC Wardens	Sept 2014	Existing Budgets
3.4	Deploy mobile cameras across the District to deter ASB and Criminal Damage through the Tasking & Co-ordination Process	CSU	Police Housing Assns	On-Going	Existing Budgets
3.5	Work with specific families through the Troubled Families Project	KCC	SDC Housing Assns Faith Community ASB Task Group	On-Going	Existing Budgets
3.6	Work with communities to reduce ASB through PACTs and EVAs	CSU	All Partners	On-Going	Existing Budgets
3.7	Respond to ASB issues through the daily Tasking Process and report back in 100% of cases	CSU	All Partners	On-Going	Existing Budgets

Young People

There has been a reduction in the number of young offenders (under 18 years) for the third consecutive year, with figures for the District falling from 104 offenders to 70 over the period July 2012 to June 2013, representing 0.6% of the total District population of 10 to 17 year olds. This is the District has the 2nd lowest rate of young offenders in the County, significantly below the Kent average of 1.0%.

In line with the overall reduction in the number of young offenders, the total number of youth offences recorded in the District has dropped from 220 to 146 (July 2012 – June 2013). This is a reduction of 33.6% (74 offences), which is the largest rate of reduction in the County and places Sevenoaks 2nd best in Kent.

Not in employment, education or training (NEET)

Using CXK's figures for October 2013, the number of young people recorded as NEET in Sevenoaks District has decreased from 93 to 89 (a reduction of 4.3%) over a 12 month period. This is the joint smallest recorded number of NEETs in the County. Despite the reduction in numbers, the proportion of 16 to 18 year olds who are classed as NEETs has gone up from 4.7% to 5%.

Schools

Sevenoaks District ranks 1st in the County with the lowest recorded number of fixed term exclusions and a continued reduction over the last three academic years. In the 2012 - 2013 academic year, 33% (120) fewer pupils living within the District received fixed term exclusions with a total of 244 pupils excluded from schools within the Sevenoaks District during this period.

The CSP has identified a need to focus on e-safety and cyber bullying.

Priority Action		Lead Agency	Other Partners	By When	Funding
YOUNG PEOPLE					
4.1	Work more proactively with KIIASS	KIIASS CSU	All Partners	March 2015	Existing Budgets
4.2	Set up a data monitoring system to identify young people's issues	CSU	KIIASS CXK Kenward Trust	June 2014	Existing Budgets
4.3	Maintain low level number of young people entering the criminal justice system for the first time	KIIASS Commissione d Youth Services	Police YISP Housing Assns CSU Kenward Trust (KIP program)	March 2015	Existing Budgets PCC Budget
4.4	Target detached youth work through the CSU	CSU KIIASS Kenward Trust	Police Housing Assns KCC Warden	On-Going	Existing Budgets PCC Budget
4.5	Continued promotion of E-Safety creating a centre for resources and continued cyber bullying programmes. Explore CEOP resources	SDC KCC	CSU KIIASS KCC Education	May 2014	Existing Budgets
4.6	Work with partners to help young people transition from Education to Employment	KIIASS LSP	SDCYP West Kent Partnership CSU	June 2014	Existing Budgets

	Priority Action	Lead Agency	Other Partners	By When	Funding
4.7	SAFE- Support and Develop Services in Health Suicide Awareness for everyone	KCC Public Health	SDC KIASS VAWK	Sept 2014	Existing Budgets
4.8	Promote work with young people	CSU	KIASS VAWK	On-Going	Existing Budgets

Domestic Abuse

Domestic abuse has seen a marginal increase in the number of incidents and the number of repeat victims this year October 2012-September 2013. There have been an additional 16 incidents of Domestic Abuse recorded within the Sevenoaks District which represents a 1.8% increase on the previous year. The Sevenoaks District has seen a similar increase in the number of recorded repeat victims of Domestic Abuse with 3.5% more (7 reports, totalling 209).

Whilst on the surface this could reflect an absolute rise in cases of domestic abuse, the increase could also be interpreted positively with more people feeling able to come forward and report domestic abuse to the Police. It is important to remember that these figures are those reported to the Police and it is widely recognised that there is a high number of domestic abuse incidents which remain unreported.

Updated figures: Between April 2013 and 31 January 2014 in Sevenoaks District, there were 823 reports of Domestic Abuse. (an additional 49 compared to same period last year). Sevenoaks District had the lowest number across the County. There were 195 repeat victims (an additional 20 compared to same period last year) and again the lowest in the County.

Priority Action	Lead Agency	Other Partners	By When	Funding	
DOMESTIC ABUSE					
5.1	Raise awareness and sign posting to local and county wide services and resources including refuges, particularly targeting repeat victims	CSP Domestic ASB Group	All Partners KCC Youth Services	On going	Existing Budgets
5.2	Focus on young people and healthy relationships. Dedicated resources across the District using National campaigns and local services	DAVSS DA Working Group	VAWK KIASS	June 2014	Existing Budgets
5.3	Continue to support local funded programmes such as CDAP, ISVA, Freedom, DA Drop In Centre & Youth project. Work to increase numbers attending these programmes	Domestic Abuse WG	All Partners	March 2015	Existing Budgets
5.4	Review "Drop-in" Service outcomes and divert service if necessary	DA Working Group	DAVSS NK Women's Aid	May 2014	Existing Budgets
5.5	External Evaluation of DA Services funded by CSP	CSP	DAVSS ISVA NK Women Aid	Sept 2014	Existing Budgets
5.6	Consider Domestic Abuse as a marker for Phase 3 of Troubled Families	KCC SDC	DA Working Group	April 2014	Existing Budgets
5.7	Joint meeting with Substance Misuse mid year to take forward joint projects	SDC	Substance Misuse Group DA Working Group	September 2014	Not Applicable

Substance Misuse

Drugs

Since April 2013, substance misuse is no longer recorded in the Victim Based Crime figures released by Kent Police. However, figures collated in iQuanta show total drug offences are up 32.3% (43 offences) with 176 recorded this year. Despite this, Sevenoaks has the lowest rate in the County and ranks 1st in Kent and 2nd in its MSG.

Drug offences include possession and trafficking of drugs. Possession is up 53% in the District and 158 crimes were recorded October 2012-September 2013. Again, despite the increase, the District performs well and ranks 2nd best in Kent and MSGs.

Updated figures: Between April 2013 and 28 February 2014 in Sevenoaks District, there were 172 drug offences. (an additional 44 compared to same period last year). Sevenoaks District had the 2nd lowest number of offences across the County.

Alcohol

Until recently, alcohol misuse was measured using alcohol attributable hospital admission rates which have been increasing year on year on a District and County level². It is generally felt that these rates no longer accurately reflect alcohol admission trends as some 'attributable' conditions have undergone massive rises in admission rates over recent years and this is only partly attributable to alcohol. The clearest example is Hypertension, admission for which has dramatically increased and is recorded as attributable, despite approximately 20% cases being alcohol attributed.

According to the Kent Drug and Alcohol Action Team (KDAAT) there are an estimated 30,432 dependant drinkers and 17,410 binge drinkers in the County. Most recent figures provided by KDAAT recorded 821 Kent residents in receipt of treatment for alcohol June 2013. Young Persons data shows a 14.6% reduction in the number of young people receiving treatment for alcohol with 310 in treatment (April 2012 to March 2013).

Smoking

Public Health profiles for 2013 show the Sevenoaks District to have lower rates of smoking-related deaths than the England average. 16.4% of the District population was estimated to smoke in 2013, compared to the 21% County average and 20% England average.

² Kent has seen a steady increase of alcohol related hospital admissions over the past ten years and alcohol remains the most common substance for those seeking treatment; this year (June 2012 to May 2013) hospital admissions for evidence of alcohol involvement by Blood Alcohol has seen a Countywide increase of 76 (8.2%). Sevenoaks has seen the sharpest rise in numbers during this period (45.5%, 25 additional residents), making a total of 80 alcohol related hospital admissions this year.

Priority Action		Lead Agency	Other Partners	By When	Funding
SUBSTANCE MISUSE					
6.1	Preventative and early intervention youth work to address identified local needs and improve well-being of young people	KCA Substance Misuse TG Kenward Trust	KDAAT KCC Youth Services Early Intervention Team	On going	Choosing Health CSP Alternative funding PCC budget
6.2	Use a partnership approach to address underage drinking where it is reported by communities as a problem	Trading Standards	Landlords/Off License Substance Misuse Task Group KDAAT	June 2014	Existing budgets
6.3	Address work around Legal Highs and prescribed medication. Training and support for front line workers	Substance Misuse TG	CRI Kenward Trust KCA	On going	Existing Budgets
6.4	Use of Social Media to get information to all residents across the District with a focus on young people	CSU	Police KIASS KCA Residents & Youth Forums	On going	Existing Budgets
6.5	Structured interventions through Troubled Families where Substance Misuse is an issue	Substance Misuse Task Group	Kenward Trust Troubled Families CSP	On going	Troubled Families

	Priority Action	Lead Agency	Other Partners	By When	Funding
6.6	Create "Recovery Communities" such as Non Alcohol Bars and Social Enterprises	Substance Misuse Task Group	Kenward Trust KCA All Partners	Sept 2014	Grants
6.7	Work with local employers to raise awareness on drug and alcohol issues and where to go for early interventions	Kenward Trust	Substance Misuse Task Group Local Business Forum	Sept 2014	Public Health Boards

Theft Offences incl Shoplifting

Theft Offences have been reduced by 5%, with 38 fewer offences recorded between October 2012 and September 2013 than the previous year. Despite only a minor reduction of 5% this year, the Sevenoaks District still has the 2nd lowest rate per 1000 population in the County. In contrast, the District has the 9th lowest rate, just below average, in its MSG.

Theft and Handling of Stolen Goods

As expected there has been a similar decrease in recorded offences for theft and handling of stolen goods. A 1.8% reduction (21 offences) has seen recorded crimes drop from 1191 to 1170 over the last year.

Updated figures: Between April 2013 and 28 February 2014 in Sevenoaks District, there were 795 reports of Theft & Handling (7 fewer compared to same period last year) and Sevenoaks District had the 2nd lowest offences across the county.

Metal Theft

Data on metal theft was collected for the first time in April 2012, allowing for some comparison in the year's strategic assessment. Recorded figures have dropped significantly from 171 to 129 (a crime reduction of 24.6%, with 42 fewer cases).

Updated figures: Between April 2013 and 31 Jan 2014 in Sevenoaks District, there were 87 reports of metal thefts (115 fewer compared to same period last year) and Sevenoaks District had the 6th highest number of offences across the county.

Shoplifting

Sevenoaks District has seen a slight increase in the number of shoplifting offences this year, but when we take a look at the figures for the last three years, we see that on average monthly figures are reducing. Looking at the figures for April 2012 to March 2013, the District has achieved a crime reduction of 15.7% (62 offences) and has the lowest crime rate in the County. However if we look at more recent figures from October 2012 to September 2013, shoplifting has increased by 9 offences (2.5%), from 359 to 368. Despite the fluctuation, Sevenoaks' performance remains the best in the County and 6th best in its MSG.

Updated figures: Between April 2013 and 8 March 2014, there were 372 reports of Shoplifting. (44 more compared to same period last year and the lowest in the county).

Priority Action		Lead Agency	Other Partners	By When	Funding
THEFT incl SHOPLIFTING					
7.1	Develop and expand the Business Crime Reduction Partnership across Sevenoaks District to include Safer Socialising	BCRP	CSU Economic Development	June 2014	Existing resources
7.2	Target repeat offenders of acquisitive crime through the Offender Management Unit	Probation Police BCRP	CSU	April 2014	Existing resources
7.3	Publicise arrests and convictions through Social Media especially around BCRP work	SDC Police	BCRP	April 2014	Existing Budgets
7.4	Co-ordinated multi agency operations concerning retail theft and enhance visibility such as Safer Plates ops in retail car parks	Police	CSU	April 2014	Existing Budgets
7.5	Develop email groups to send out bespoke messages for specific themed retailers	BCRP	CSU	April 2014	Existing Budgets
7.6	Joint visits with BCRP to help identify hard to reach local management and seek to engage at a higher level	BCRP PCSOs	CSU	April 2014	Existing Budgets

Road Safety incl Speeding

Throughout Sevenoaks there are major trunk roads i.e. M25/A21 which facilitate the majority of traffic through the District. As a result figures for Road Traffic Accidents (RTAs) fluctuate depending on the area that is being assessed.

Jacobs figures released for January to September 2013 show a slight reduction (3.8%) in RTA casualties in the District compared with the same period last year. 407 RTA casualties were recorded during this period and the Sevenoaks District has one of the highest RTA casualties in the County, second to Maidstone. 12.8% of all RTA casualties were Killed or Seriously Injured (KSI) with Sevenoaks District reporting the highest number of KSI RTA casualties in the County.

Speed Watch

Speeding and perception of speed is a high concern for residents across the District and has featured in all PACT Panels' action plans. The community safety survey conducted in December 2013 shows 'road safety/speeding' to be the biggest concern, with 54.8% respondents describing themselves as 'very concerned'. Speed Watch training has worked well in the District with residents being trained by Kent Police to monitor the speed of vehicles passing through their community. In November 2013 a total of 29 District locations were used for Speed Watch and there have been over 100 residents trained, over a quarter of all volunteers in Kent. Between December 2012 and November 2013, a total of 2,090 letters were sent out to the owners of vehicles speeding within the District thanks to the Speed Watch initiative.

Priority Action		Lead Agency	Other Partners	By When	Funding
ROAD SAFETY					
8.2	Identify parking hotspots and work with agencies and residents on local concerns	Police KCC Highways SDC	CSU	June 2014	Existing Budgets
8.2	Identify repeat callers around speeding and traffic issues and have a joint response for residents and Town and Parish Councils	CSU	All Partners	June 2014	Existing Budgets
8.4	Continue with Speed Watch. Identify a cohort of volunteers who could be tasked across the District to speeding hotspots	CSU	Police Volunteers	June 2014	Existing Budgets
8.5	Minimum of 4 Multi-Agency events to address speed enforcement	Police KFRS	CSU All Partners	March 2015	Existing resources
8.6	Education on road safety to be delivered through schools including Pedestrian and Cycle Safety	KFRS Police	CSU	June 2013	Existing resources KFRS

Glossary:

ASB – Anti-Social Behaviour

BCRP – Business Crime Reduction Partnership

CCTV – Closed Circuit Television

CDAP – Community Domestic Abuse Perpetrators Programme

CSP – Community Safety Partnership

CSU – Community Safety Unit

CXK - Connexions

DAVSS – Domestic Abuse Volunteer Support Services

EVA – Environmental Visual Audit

ISVA – Independent Sexual Violence Advisor

KCA – Drug, Alcohol and Mental Health Services

KCC – Kent County Council

KDAAT – Kent Drug & Alcohol Action Team

KFRS – Kent Fire & Rescue Service

KIASS – Kent Integrated Adolescent Support Service

MSG - A Group of Partnerships thought by the Home Office to have similar characteristics and used for benchmarking purposes

NEET – Not in Education, Employment or Training

PACT – Partners and Communities Together

PCC – Police & Crime Commissioner

PPO – Persistent and Prolific Offender

SDC – Sevenoaks District Council

T&CG – Tasking and Co-ordination Group – monthly meeting to plan response to trends

VAWK – Voluntary Action Within Kent

YISP – Youth Inclusion Support Panel

YOS – Youth Offending Service

Membership of the Community Safety Partnership and contact details

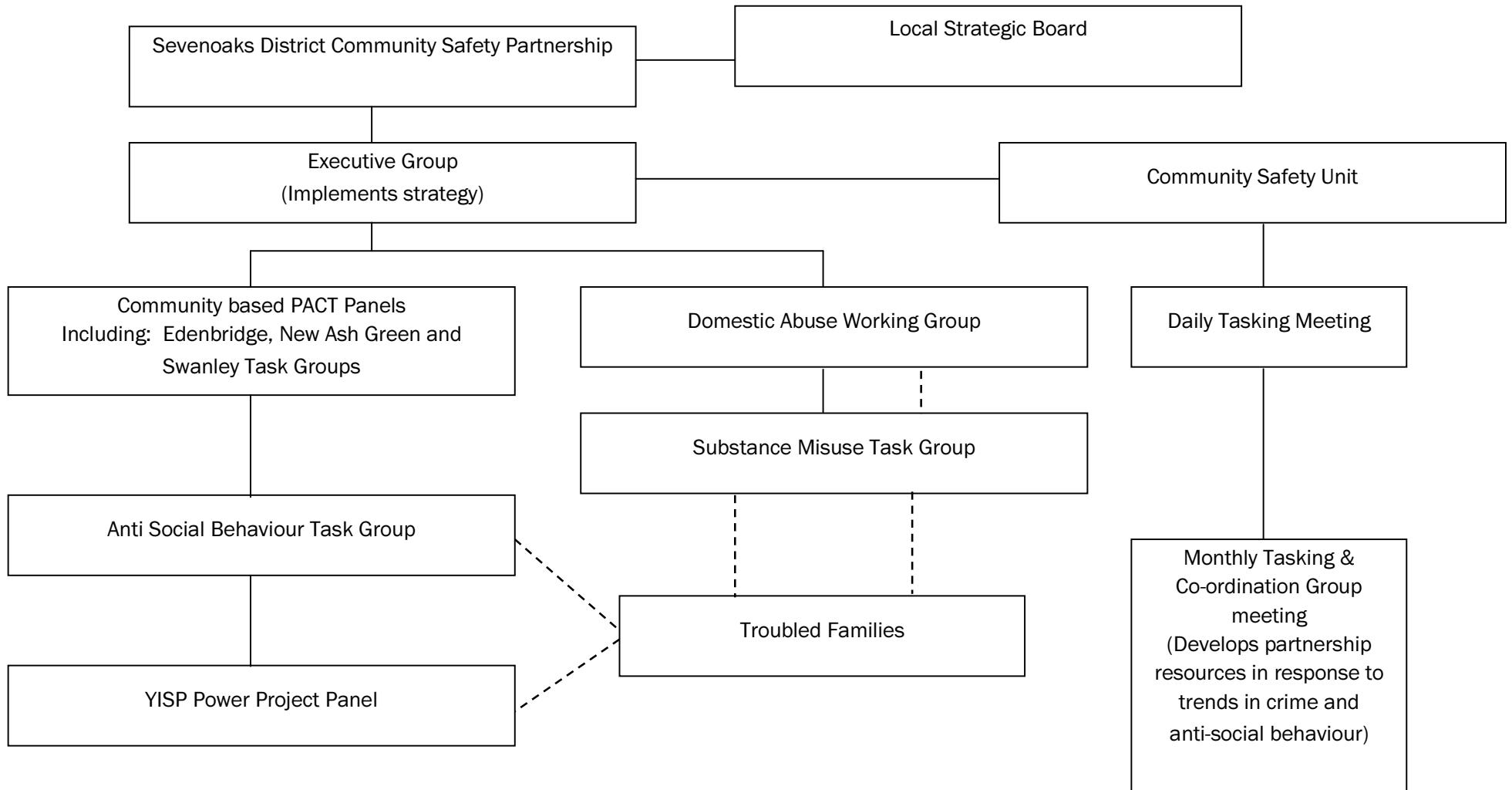
<p>Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1GP Tel: 01732 227000 Web: www.sevenoaks.gov.uk</p>	<p>Kent Police 1 Pembury Road Tonbridge Kent TN9 2HS Tel: 01622 690690 Web: www.kent.police.uk</p>	<p>Kent Fire & Rescue Service The Godlands, Straw Mill Hill, Tovil, Maidstone ME15 6XB Tel: 01622 692121 Web: www.kent.fire-uk.org</p>	<p>Police & Crime Commissioner Kent Police HQ Sutton Road Maidstone ME15 9BZ Tel: 01622 677055 Web: www.kentpa.kent.police.uk</p>
<p>NHS West Kent CCG Wharf House, Medway Wharf Road Tonbridge Kent TN9 1RE Tel: 01732 375200 Web: www.westkentccg.nhs.uk</p>	<p>Kent Probation Service 17 Garden Road Tunbridge Wells Kent TN1 2XP Tel: 03000 473130 Web: www.kentprobation.org</p>	<p>KCC Social Services The Willows Hilda May Avenue Swanley Kent BR8 7BT Tel: 01322 611000 Web: www.kent.gov.uk</p>	<p>KCC Children and Families Information Service Invicta House Maidstone Kent ME14 1XX Tel: 03000 412323 Web: www.kent.gov.uk</p>
<p>KCC Youth Offending Service IH3 Invicta House Sessions Square Maidstone Kent ME14 1XX Tel: 01622 694465 Web: www.kent.gov.uk</p>	<p>KCC Youth Service Area Youth Officer C/o Swanley Youth Centre St. Mary's Road Swanley Kent BR8 7BU Tel: 01322 615275 Web: www.kent.gov.uk</p>	<p>KCC Trading Standards PO Box 286 West Malling Kent ME19 4HW Tel: 01732 525291 Web: www.kent.gov.uk</p>	<p>KCC Community Safety Invicta House County Hall Maidstone ME14 1XX Tel: 01622 221106 Web: www.kent.gov.uk</p>
<p>West Kent Housing Association 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	<p>Kenward Trust Kenward Road Yalding Maidstone Kent ME18 6AH Tel: 01622 814187 Web: www.kenwardtrust.org.uk</p>	<p>MOAT Homes Galleon Boulevard Crossways Dartford Kent DA2 6QE Tel: 0845 600 1006 Web: www.moat.co.uk</p>	<p>Kent Drug and Alcohol Action Team Invicta House County Road Maidstone Kent ME14 1XX Tel: 01622 221676 Web: www.kdaat.org.uk</p>
<p>West Kent Extra 101 London Road Sevenoaks Kent TN13 1AX Tel: 01732 749400 Web: www.westkent.org</p>	<p>Voluntary Action Within Kent 19 Monson Road Tunbridge Wells Kent TN1 1LS Tel: 01892 530330 Web: www.vawk.org.uk</p>		

Terms of Reference

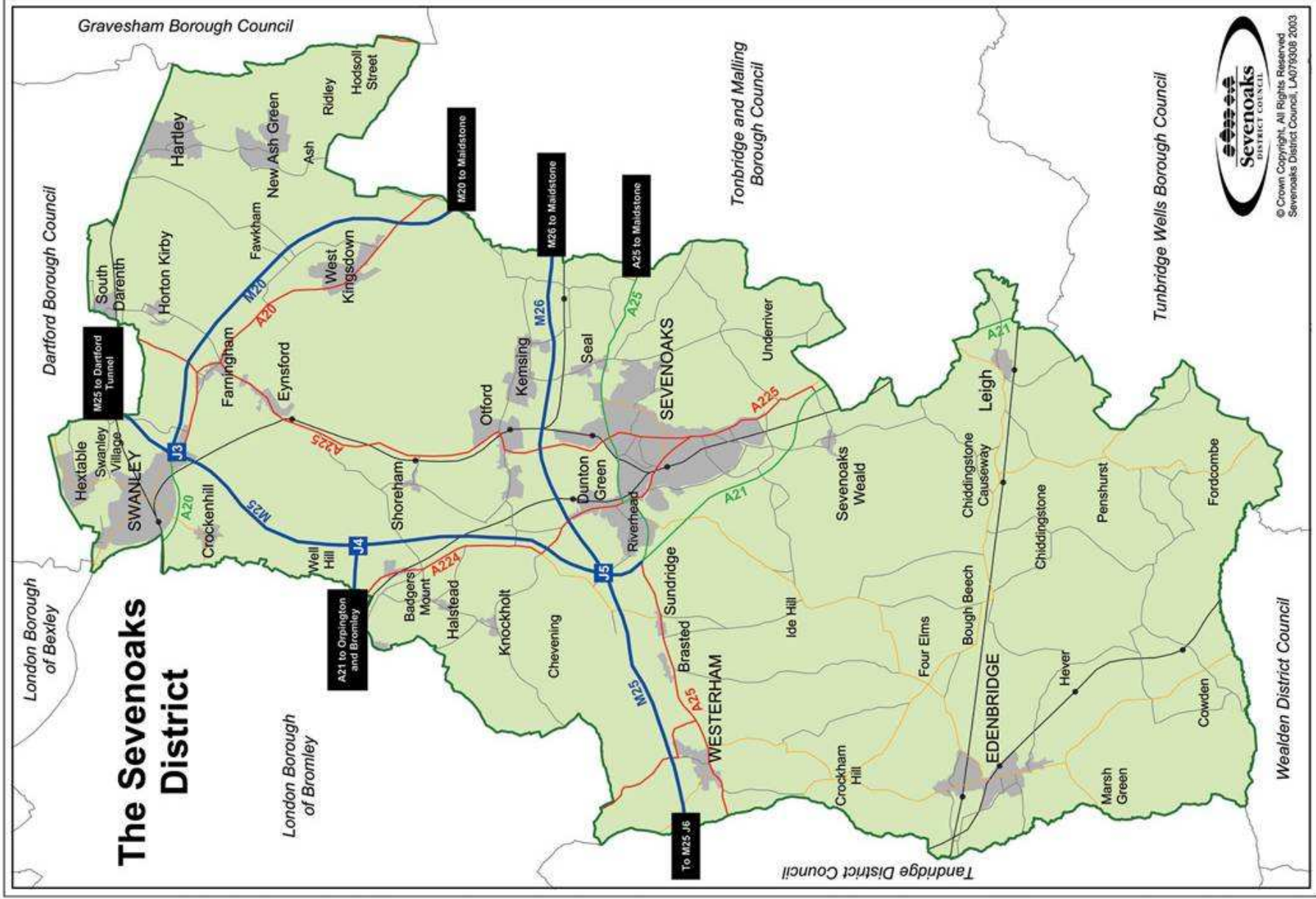
The Partnership's terms of reference are to:

- Undertake periodic reviews of community safety in the District and disseminate the findings to the public
- Develop a yearly strategy and action plan to tackle community safety
- Monitor and report progress in meeting the agreed targets and actions
- Secure resources and funding from parent organisations and others for projects to address agreed shared priorities in the Community Safety Action Plan
- Act as a forum for discussion of topical local community safety issues and agree follow up actions if appropriate
- Promote community safety in the District in conjunction with other local organisations and bodies
- Co-ordinate and maintain an overview of all activities relevant to community safety in the District.

Structure of Sevenoaks District Community Safety Partnership



Sevenoaks District map



Enquiries to:

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SAFEGUARDING POLICY FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

Housing and Community Safety Advisory Committee - 29 April 2014

Draft Report of Chief Officer for Communities and Business

Status: For recommendation to Cabinet

Also considered by: Cabinet - 8 May 2014

Council - 22 July 2014

Key Decision: No

Executive Summary:

This Policy updates and refreshes the existing Safeguarding Policy to enable the Council to more effectively meet its responsibilities to safeguard children and vulnerable adults.

This report supports the Key Aim of the Community Plan - (Safe Communities, Caring Communities, Healthy Environment)

Portfolio Holder Cllr Michelle Lowe

Contact Officer(s) Lesley Bowles x7335

Recommendation to Housing and Community Safety Advisory Committee:

To recommend to Cabinet the updated Safeguarding Policy for the protection of children and vulnerable adults.

Reason for recommendation:

To enable the Council to meet its statutory responsibilities under S11 of the Children's Act 2004 and to follow guidance published by the Department of Health and Kent County Council in relation to vulnerable adults.

To ensure that all Council staff, Members, contractors and volunteers and aware of their professional and moral obligations for Safeguarding.

Agenda Item 10

Introduction and Background

1. Safeguarding is a key priority for the Council and safeguarding children and vulnerable adults from avoidable harm or abuse.
2. The Council has statutory obligations under Section 11 of the Children Act 2004 with regard to safeguarding and promoting the welfare of children.
3. District Councils are expected to ensure:
 - senior management commitment to the importance of safeguarding and promoting the well being of children and young people.
 - a clear statement of the Council's responsibilities to children is made available to staff.
 - clear lines of accountability for work on safeguarding and promoting well being.
 - that the views of children and young people to help shape services.
 - safe recruitment procedures for those coming into contact with children and young people.
 - appropriate training for staff.
 - effective working relationships within the Council and partner agencies to safeguard and promote wellbeing, and to share information effectively.
4. The "No Secrets: guidance on protecting vulnerable adults in care" Department Of Health guidance, March 2000 was issued under Section 7 of the Local Authority Social Services Act 1970. This places a responsibility on Social Services to play a co-ordinating role in developing local policies and procedures for the protection of vulnerable adults from abuse. In addition it states that other statutory agencies should 'work together in partnership to ensure that appropriate policies, procedures and practices are in place and implemented locally.'
5. In response to the "No Secrets" Department of Health guidance a Kent and Medway Multi-Agency Adult Protection Policy Protocols and Guidance document was issued by Kent County Council Social Services Directorate.
6. The revised Safeguarding Policy has been written to ensure that the Council appropriately meets its statutory responsibilities for safeguarding children through S11 of the Children's Act 2004 and responds to guidance in relation to vulnerable adults.
7. It also sets out information and the procedures to follow in order to report suspicions, allegations or matters reported to them.
8. A corporate group, chaired by the Chief Officer for Communities and Business has been set up. The full terms of reference for this group are set out in Appendix D of the revised Safeguarding Policy. It aims to promote safeguarding across the Council, advise on training needs and act as a source of help and guidance for staff needing advice.

9. New legislation regarding vulnerable adults is likely to come forward in the near future.

10. This Policy is intended to apply to all staff, Members of the Council, contractors and volunteers. In addition, it clarifies the District Council's responsibility for ensuring that any organisation that receives funding from the District Council has appropriate policies in place to safeguard children and vulnerable adults.

Key Implications

Financial

11. There are no financial implications. Training for staff in Safeguarding is being met from within existing resources.

Legal Implications and Risk Assessment Statement.

12. Failure to meeting statutory responsibilities to safeguard and promote the welfare of children under S11 of the Children Act 2004 could lead to litigation if children come to harm whilst the Council are carrying out services/undertaking duties or partner agencies carrying out services/undertaking duties on behalf of the Council.

13. Failure to follow guidance published by the Department of Health and Kent County Council in relation to vulnerable adults could weaken the Councils' position if vulnerable adults come to harm as a result of failure to implement an effective system of controls and procedures at a local level.

14. Failure to keep children or vulnerable adults safe represents not only a significant risk to residents but also to the reputation of the Council.

RISK	MITIGATION
Failure to keep children or vulnerable adults safe or report appropriately anything which a member of staff suspects, alleges or is informed about may lead to children and vulnerable adults coming to harm, injury or death	All staff and Members to be aware of the revised Safeguarding Policy for the protection of children and vulnerable adults. In addition, training for front line staff, Chief Officers and Managers rolled out within the organisation
Risk of significant harm to the Council's reputation	Ensure that all staff are aware of their responsibilities
Failure to ensure groups in receipt of funding also take their safeguarding responsibilities seriously	Conditions attached to funding agreements should be monitored appropriately

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Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	This Policy is intended to ensure that the needs of children and vulnerable adults are appropriately recognised and their welfare promoted, in all communities in the District
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	This Policy is intended to ensure that the needs of children and vulnerable adults are appropriately recognised and their welfare promoted.
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		This Policy is intended to ensure that the needs of children and vulnerable adults are appropriately recognised and their welfare promoted.

Community Impact and Outcomes

The purpose of the Policy is to safeguard children and vulnerable adults. Therefore, the impact on the community should be positive.

Resource (non-financial)

Officer time to service the Sevenoaks District Council Safeguarding Group Board is currently committed from within existing budgets with responsibility for safeguarding falling to the Communities and Business Team. The Head of Communities and Business is the nominated lead Safeguarding Officer, supported by the Head of Human Resources, members of the Safeguarding Group (See Appendix 1) and Managers trained in Safeguarding. A list of all Managers trained in Safeguarding is available on the Council's intranet "inSite".

Conclusions

Members recommendation to Cabinet of the updated Safeguarding Policy is sought. Following approval, the policy will be made available to all staff, contractors and volunteers. The District Council Safeguarding Group will be responsible for reviewing its implementation.

Appendices

Appendix 1 Draft Policy for the Protection of Children and Vulnerable Adults together with Appendices A-F

Background Papers:

Children Act 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

“No Secrets: guidance on protecting vulnerable adults in care” Department Of Health guidance, March 2000

<https://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care>

Lesley Bowles

Chief Officer for Communities and Business

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Sevenoaks District Council

Policy for the Protection

of

Children

and

Vulnerable Adults

This policy is available on InSite





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Appendix A1: A guide to types of abuse

Appendix A2: Guidance notes for staff and volunteers when dealing with allegations of abuse

Appendix B: Sevenoaks District Council Safeguarding Group

Appendix C1 SDC Internal notification form

Appendix C2 Guidance notes and Specialist Children’s Services Children in Need and Child Protection referral form (KCC)

Appendix C3 Form AP1 –Kent Social Services Adult Protection Alert Form

Appendix D: Contacts for Safeguarding

Appendix E: Disclosure and Barring Service (DBS) information

Appendix F: Council roles and Safeguarding – How might I be involved?

1 Introduction

- 1.1 The action we take to promote the welfare of children, young people and vulnerable adults and protect them from harm is everyone's responsibility. Everyone who comes into contact with children and vulnerable adults has a role to play.
- 1.2 This Policy applies to all staff and volunteers working within Sevenoaks District Council who have contact with children and/or vulnerable adults, or who have responsibility for contractors and organisations providing services on behalf of the Council.

1.3 It is your responsibility to read this information carefully and if you are a manager, ensure it is distributed to all relevant individuals or groups before they have contact with children and/or vulnerable adults.

- 1.4 Sevenoaks District Council's Safeguarding Policy seeks to enhance the quality of life of children and vulnerable adults through consultation with them about the services we provide, identifying and responding to child and adult protection issues, seeking to prevent cases of abuse, promoting good practice and sharing information to assist in the prevention of abuse.
- 1.5 Studies have revealed the complexity of deciding when and how to intervene to protect and promote the welfare of children and vulnerable adults. These studies have highlighted that successful intervention depends on robust interagency working and partnerships between local council services, health, the family justice system and the voluntary sector. Sevenoaks District Council is committed to this strengthening this working practice.
- 1.6 This policy seeks to ensure that staff and volunteers working with children and vulnerable adults have a good understanding of safeguarding guidelines and good practice.

2 Equality and Inclusion Statement

- 2.1 We recognise that everyone has a contribution to make to our society and a right to access services without being discriminated against or disadvantaged because of their:

- Race, colour, nationality, ethnicity
- Gender, marital status or caring responsibility
- Sexual orientation
- Age
- Physical or mental disability or mental health
- Religion or belief
- Health status
- Employment status.

3 Definitions and responsibilities

3.1 Safeguarding Children:

3.1.1 Everyone has a responsibility to ensure that concerns about the abuse of children and vulnerable adults are addressed. The lead responsibility for managing child and adult protection lies with Kent County Council Social Services Agency although Sevenoaks District Council works in partnership with them to identify and respond to suspected abuse.

3.1.2 For the purposes of the Safeguarding Policy the term ‘child’ or ‘children’ applies to children and young people under 18 years of age and stated (‘vulnerable’) young people under the age of 25.

3.1.3 Safeguarding and promoting the welfare of children is defined by “Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, 2013” (available at www.workingtogetheronline.co.uk) as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

3.1.4 The Children Act 1989 states that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children under the Children Act 2004 was published in August 2005. The guidance came into force on 1 October 2005.

3.2 The Council’s duties under the Children’s Act 2004 are:

3.2.1 Duty to co-operate to improve children’s wellbeing

- Section 10: requires each local authority (Local Education Authority and Children’s Services Authorities - Kent County Council) to make arrangements to promote co-operation between the authority, each of the authority’s relevant partners and such other persons or bodies working with children in the local authority’s area as the authority considers appropriate. The arrangements are to be made with a view to improving the wellbeing of children in the authority’s area, which includes protection from harm or neglect.

3.2.2 Duty to safeguard and promote the welfare of children:

- Section 11: requires a range of organisations (including District Councils) to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged with regard to the need to safeguard and promote the welfare of children.

3.2.3 Expectations of district councils include:

- Senior management commitment to the importance of safeguarding and promoting wellbeing.
- A clear statement of the Council's responsibilities to children, made available to employees.
- Clear lines of accountability for work on safeguarding and promoting wellbeing.
- Using the views of children and young people to help shape services.
- Safe recruitment procedures for those coming into contact with children and young people.
- Appropriate training for employees.
- Effective working relationships within the Council and with other agencies to safeguard and promote wellbeing, and to share information effectively.

3.3 Vulnerable Adults

3.3.1 A vulnerable adult is a person aged 18 or over who “is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation” (No Secrets: guidance on protecting vulnerable adults in care, Department of Health, 2000) available at www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care

3.3.2 A vulnerable person may be someone with learning disabilities, mental health problems, or someone who is old or has a physical disability or impairment including an individual who may be vulnerable as a consequence of their role as a carer and victims of domestic abuse, hate crime and anti social behaviour.

3.3.3 A person's need for additional support to protect them may be increased when complicated by additional factors, such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

3.3.4 The “No Secrets: guidance on protecting vulnerable adults in care” Department Of Health (DoH) guidance, March 2000 was issued under Section 7 of the Local Authority Social Services Act 1970. It places a responsibility on social services to play a co-ordinating role in developing local policies and procedures for the protection of vulnerable adults from abuse. In addition it states that other statutory agencies should ‘work together in partnership to ensure that appropriate policies, procedures and practices are in place and implemented locally.

3.3.5 In response to the “No Secrets” DOH guidance a Kent and Medway Multi-Agency Adult Protection Policy Protocols and Guidance document was issued by Kent County Council Social Services Directorate.

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4 Definition of abuse

- 4.1 The definitions of abuse set out below are taken from the Department of Education document “Working Together to Safeguard Children” (2013) and the Department of Health document “No Secrets: guidance on protecting vulnerable adults in care” (2000).

4.2 Abuse is “a violation of an individual’s human and civil rights by any other person or persons’ and can be perpetrated by, and to, anyone, regardless of age, gender, class or ethnicity”. Abuse may be a single act or repeated over a period of time. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family, in an institutional or community setting, by those known to them or, more rarely, by a stranger.

- 4.3 It is important to understand that a vulnerable adult may be abused by another vulnerable adult, and equally, a child or young person may be abused by another child or young person.
- 4.4 Tools to help further define and identify abuse are set out at Appendix A1.
- 4.5 Appendix A2 sets out guidance notes for staff when dealing with people who are disclosing allegations of abuse.
- 4.6 Appendix F sets out how the Council’s staff might come into contact with safeguarding issues as part of their day-to-day role.

5 Fulfilling the Council's Safeguarding Obligations

- 5.1 In order to fulfil its commitment to ensure good working practice in protecting children and vulnerable adults the Council will undertake the following:
- 5.1.1 **Senior Management Commitment:** The Chief Executive and Chief Officers are committed to the importance of safeguarding and promote the Council's Safeguarding Policy. The Lead Safeguarding Officer will be a member of the Strategic Management Team and the Strategic Management Team will receive updates on safeguarding matters.
- 5.1.2 **Cascading the Policy:** This Policy sets out a clear statement of the Council's responsibilities. It will be made available to all staff. Managers will ensure that staff who have a safeguarding responsibility or who are likely to come into contact with children or vulnerable adults have read, understood and signed for receipt of, a copy of this Policy.
- 5.1.3 **Shaping services:** All consultations affecting children or vulnerable adults will be undertaken using methods that are accessible and appropriate. The views of children and vulnerable adults will be taken into account when shaping services that affect them.
- 5.1.4 **Safe recruitment practices:** The Council will adopt safe recruitment practices to reduce the likelihood of recruiting unsuitable staff. This includes ensuring that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials including reference to regular DBS checks. Satisfactory explanations for any gaps in employment will be sought. References will always be obtained direct from the referee, never through the applicant. Appropriate levels of Disclosure and Barring Service checks will be obtained.

5.2 Disclosure and Barring Service (DBS) Criminal Records Check Policy

- 5.2.1 The Council requires staff to have an enhanced DBS check if they have unsupervised contact with children, young people and vulnerable adults. Chief Officers and Heads of Service, in consultation with Human Resources, are responsible for deciding which of their staff require a DBS check, the level of check required and for ensuring that DBS checks are kept up to date.
- 5.2.2 Organisations or contractors undertaking work on behalf of the Council should confirm that they have appropriate DBS checks in place.
- 5.2.3 For further information, please see Appendix E.

5.3 Appropriate training for employees.

- 5.3.1 Everyone with access to children and vulnerable adults shall have regular training on safeguarding matters.
- 5.3.2 Employees must accept and be able to recognise their responsibilities with regard to their own good practice and the reporting of signs of suspected abuse or neglect to either the Police or Kent County Council's Central Duty Team and

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understand Sevenoaks District Council's statutory obligation to ensure confirmation is received from the County Council that any referrals made are being actively dealt with.

- 5.3.3 Training needs and opportunities relating to child and vulnerable adult safeguarding and protection issues will be identified and addressed through the Council's Induction and Appraisal Procedures, and in response to any changes in legislation. Training may include internal courses/workshops, externally accredited courses/seminars or workshops organised by relevant agencies. The Council Human Resources Team will keep a record of all staff and volunteers who have received training.
- 5.3.4 In most cases the Council will ensure that photographs taken of children participating in Council events will not be used for publicity purposes unless express written permission has been agreed from the parent(s), guardian(s) or carer(s). An exception will be community events which are open to all, and where it is therefore not possible to get prior consent. In such instances highly-visible signs will be put up advising the public the photographs are being taken that could be used for publicity purposes.
- 5.3.5 Organisations who are delivering services on behalf of the Council where there is a safeguarding element to the work that they do will be invited to join internal training courses.
- 5.3.6 Where organisations are delivering services affecting children or vulnerable adults on behalf of the Council, the following governance arrangements will apply:
- Guidance and training on safeguarding will be provided for key Council staff responsible for commissioning or grant aiding such services.
 - The Council will offer safeguarding training to commissioned organisations
 - Contracts, Service Level Agreements or grant approval letters will set out the safeguarding arrangements required. As a minimum, this will be that where adults work or volunteer with children or vulnerable adults they should be subject to a DBS check or be supervised by a person with a DBS check. The organisation should take part in safeguarding training and should have its own safeguarding policy and safe recruitment arrangements in place.

5.4 Effective working relationships within the Council and with other agencies

5.4.1 The Sevenoaks District Council Safeguarding Group (See Appendix B for details) brings together members of staff who are practitioners most likely to encounter safeguarding issues in their day-to-day work. It meets quarterly to help ensure that the Council is taking its safeguarding responsibility seriously and complying with legal requirements. It provides a forum for practitioners to discuss issues and concerns relating to safeguarding. This Policy will be monitored through the Council's Safeguarding Group.

5.4.2 The Council has a whistle-blowing policy and staff who are worried about the practice of another member of staff, another organisation or Member are encouraged to use the policy.

The Council will ensure that organisations with whom we work in partnership on child and vulnerable adult matters are made aware of this Policy. Organisations receiving funding from the District Council will be required to provide evidence that they have a suitable child and adult protection policy and practice in place.

5.4.3 The Council will ensure, where appropriate, that partner organisations sign relevant Information Sharing Procedures set up by the Kent Safeguarding Board to ensure good practice.

5.4.4 The Council will take part in any County or District-wide forum to which they are invited that exists to co-ordinate multi-agency arrangements relating to safeguarding matters.

5.4.5 The District Council's exposure to safeguarding issues is rare. The County Council LADO's (Local Authority Designated Officer) role is to advise on matters relating to safeguarding for children. The Council will consult the LADO if there is doubt about an appropriate course of action or referral or if the Council is unsure as to whether it is appropriate to suspend a member of staff who has been accused of inappropriate behaviour. In addition, advice relating to safeguarding matters for vulnerable adults can be sought from Kent County Council's Central Duty Team. Contact details can be found at Appendix D

5.5 Clear lines of accountability for work on safeguarding and promoting wellbeing.

5.5.1 The procedures for dealing with child and vulnerable adult safeguarding issues are set out in section 5.6 (pages 10-16). Actions fall broadly into three categories:

- To take appropriate action when staff or volunteers are concerned that someone in their care, through projects and activities of Sevenoaks District Council is the victim of abuse.
- To take appropriate action when staff or volunteers are accused of abuse. If a member of staff or volunteer is accused of abusing a child or vulnerable adult, appropriate investigations by the Council's Human Resources Department will be carried out.
- Ensuring that staff and volunteers do not abuse those in their care.

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5.6 Procedures for reporting abuse

5.6.1 Every reported incident of abuse, or suspected abuse, must be taken seriously and addressed with appropriate urgency.

5.6.2 Procedures for reporting abuse are given in the table below (pages 10 -16).

5.6.3 This applies whether you:

- are given information about alleged abuse
- suspect that a child or vulnerable adult is being abused
- receive complaints or are suspicious about a colleague

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This procedure should only be followed in non-emergency cases. Instances where a child or vulnerable adult is at immediate risk of harm must be reported to the Police as soon as possible – this act saves lives.

What action should I take?	A: I have received an allegation of abuse or a serious incident involving a colleague or I am suspicious about a colleague	B: I suspect someone is being abused or suspect a serious incident has taken place	C: Someone has told me about an incident of abuse or a serious incident
Stage 1 – Initial Notifications			
Who should I tell?	Your Service Manager, Head of Service or Chief Officer, who will help you to collate the necessary information so that you can complete the Initial Notification form.		
Timescale	You should do this straight away		
How do I make the Initial Notification?	Any allegations, incidents or suspicions must be documented. An Initial Notification must be made using form C1. This should be handed to the Head of Human Resources and the Deputy Chief Executive. (or member of the HR department, or one of the members of the Safeguarding Group listed on Appendix B & D if they are unavailable)	Any allegations, incidents or suspicions must be documented. An Initial Notification must be made within 2 hours using form C1 which should be given to the Lead Safeguarding Officer or Deputy Chief Executive (or one of the members of the Safeguarding Group listed on Appendix B&D if they are unavailable)	Any allegations, incidents or suspicions must be documented. An Initial Notification must be made within 2 hours using form C1 which should be given to the Lead Safeguarding Officer or Deputy Chief Executive (or one of the members of the Safeguarding Group listed on Appendix B& D if they are unavailable)
Guidance notes for staff and volunteers	Please refer to: <ul style="list-style-type: none"> Appendix A1: This provides a guide to different types of abuse and how to recognise them Appendix A2: Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse Appendix D – This sets out the contact details for managers responsible for dealing with Safeguarding issues within the organisation. It also lists the contact details for the KCC Lead Authority Designated Officer and the KCC Central Duty Team 		
What forms do I need to use	Form C1	Form C1	Form C1
Next steps	The form will be reviewed by the Head of Human Resources.	An appropriate manager trained in Safeguarding will be appointed.	An appropriate manager trained in Safeguarding will be appointed.

In consultation with the individual's line manager, the Head of Human Resources will consider whether to suspend from duty the member of staff who is accused in line with the Council's Disciplinary Procedure.

This is designed to protect the member of staff in the first instance.

The Head of Human Resources, Deputy Chief Executive or Lead Safeguarding Officer should consider consulting the KCC Lead Authority Designated Officer or KCC Central Duty Team regarding whether it is necessary to suspend or involve the Police.

HR will ensure that members of staff making the report receive appropriate support

HR will ensure that members of staff making the report receive appropriate support

HR will ensure that members of staff making the report receive appropriate support

Page 81	<p>Any decisions to contact the Police due to immediate risk of harm when it involves a member of staff being accused of abuse will be taken by the Deputy Chief Executive, Chief Executive or Lead Safeguarding Officer.</p> <p>If the Police are contacted, make a note of the Police crime number or the name of the Police Officer handling the case should be taken.</p>	<p>If following completion and review of form C1, a decision is taken to refer the matter to the Police due to immediate risk of harm, make a note of the Police crime report number or the name of the Police Officer handling the case.</p>	<p>If following completion and review of form C1, a decision is taken to refer the matter to the Police due to immediate risk of harm, make a note of the Police crime report number or the name of the Police Officer handling the case.</p>
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Stage 2 – Further investigation and/or making a referral

What action should I take?	A: I have received an allegation of abuse involving a colleague or I am suspicious about a colleague	B: I suspect someone is being abused	C: Someone has told me about an incident of abuse
Further investigation and/or making a referral	<p>The Head of Human Resources will use the Council’s usual follow up procedures to determine the outcome.</p> <p>The Head of Human Resources will keep the Deputy Chief Executive briefed about the status of the allegation.</p>	<p>In order to ensure that all the relevant details have been gathered the following form should be completed:</p> <ul style="list-style-type: none"> • Form C2 for Children • Form C3 for vulnerable adults <p>This must be provided to the Lead Safeguarding Officer or Deputy Chief Executive.</p>	<p>In order to ensure that all the relevant details have been gathered the following form should be completed:</p> <ul style="list-style-type: none"> • Form C2 for Children • Form C3 for vulnerable adults <p>This must be provided to the Lead Safeguarding Officer or Deputy Chief Executive.</p>

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Timescale	Set out in the Council's usual procedures.	As soon as possible, aiming for a turn around within 24 hours	As soon as possible, aiming for a turn around within 24 hours
Guidance notes for staff and volunteers	Please refer to: <ul style="list-style-type: none"> Appendix A1: This provides a guide to different types of abuse and how to recognise them Appendix A2: Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse Appendix D – This sets out the contact details for managers responsible for dealing with Safeguarding issues within the organisation. It also lists the contact details for the KCC Lead Authority Designated Officer and the KCC Central Duty Team 		
Further actions to be taken by the Lead Safeguarding Officer or Head of Human Resources	If a safeguarding referral is required, please follow procedures set out at B or C.	<p>The Lead Safeguarding Officer will determine whether, taking into account the particular circumstances of the case, any action is justified and whether the matter should be referred to the appropriate safeguarding team within KCC and make a referral (see below.)</p> <p>A summary of any consultation with or referral to KCC's Local Authority Designated Officer, KCC Central Duty Team or Duty Social Worker will be retained.</p> <p>The Lead Safeguarding Officer will keep the Deputy Chief Executive informed.</p>	<p>The Lead Safeguarding Officer will determine whether, taking into account the particular circumstances of the case, any action is justified and whether the matter should be referred to the appropriate safeguarding team within KCC and make a referral (see below.)</p> <p>A summary of any consultation with or referral to KCC's Local Authority Designated Officer, KCC Central Duty Team or Duty Social Worker will be retained.</p> <p>The Lead Safeguarding Officer will keep the Deputy Chief Executive informed.</p>
If the Lead Safeguarding Officer or Head of Human Resources is unavailable	A member of the Human Resources team should deputise for the Head of Human Resources. The Deputy Chief Executive should deputise for the Lead Safeguarding Officer.	In the event the Lead Safeguarding Officer is unavailable, the matter will be dealt with by the Deputy Chief Executive	In the event the Lead Safeguarding Officer is unavailable, the matter will be dealt with by the Deputy Chief Executive

Considerations only if making a safeguarding referral to KCC			In the case of a child, the Officer making the referral shall discuss with the KCC Local Authority Designated Officer or Duty Social Worker, what further action is required by the District Council.	In the case of a vulnerable adult, discuss with the KCC Central Duty Team and or Duty Social Worker what further action is required by the District Council.	In the case of a child, the Officer making the referral shall discuss with the KCC Local Authority Designated Officer or Duty Social Worker, what further action is required by the District Council.	In the case of a vulnerable adult, discuss with the KCC Central Duty Team and or Duty Social Worker what further action is required by the District Council.
Forms that I need to use for making a safeguarding referral to KCC			Form C2	Form C3	Form C2	Form C3
Who should receive (at KCC) the child or adult protection forms from the referring officer (at SDC) at KCC?/ and who can be contacted for guidance about the safeguarding issue			KCC's Local Authority Designated Officer Please keep details of any conversations. Please see section 6 Record Keeping	KCC Central Duty Team Please keep details of any conversations. Please see section 6 Record Keeping	KCC's Local Authority Designated Officer. Please keep details of any conversations. Please see section 6 Record Keeping	KCC Central Duty Team Please keep details of any conversations. Please see section 6 Record Keeping
Stage 3 – Follow up action						
	I have received an allegation of abuse or I am suspicious about a colleague	I suspect someone is being abused	Someone has told me about an incident of abuse			
Action to be taken by SDC	The Head of Human Resources will keep the Deputy Chief Executive informed about the outcome of any investigations.	A record of the incident will be added to the Safeguarding Incident Log by the Lead Safeguarding Officer, where progress will be regularly monitored	A record of the incident will be added to the Safeguarding Incident Log by the Lead Safeguarding Officer, where progress will be regularly monitored			

<p>Follow up action to be taken by the SDC Officer if a referral has been made to KCC using either form C2 (children) or C3 (Vulnerable Adults)</p>			<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the KCC Local Authority Designated Officer.</p>	<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the Central Duty Team</p>	<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the KCC Local Authority Designated Officer.</p>	<p>If a response is not received within 72 hours of making a referral, the referring Officer should follow up with the Central Duty Team</p>
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6 Record Keeping

- 6.1 In order to ensure that all the details of the allegation are maintained accurately for use in possible future Court proceedings, the Lead Safeguarding Officer shall ensure that the following documentation is collated:
- The written report
 - Any notes, memoranda, telephone transcripts or other correspondence dealing with the matter
 - Any other relevant materials
- 6.2 These copies should be kept locked at all times and kept for a period of six years by the Lead Safeguarding Officer.
- 6.3 Documents associated with allegations against a member of staff should be kept according to usual HR practices.
- 6.4 Where there are concerns about the length of time for which individual records should be kept, the advice of the Council's Data Protection Officer will be sought.

7 Updating the Policy:

- The Sevenoaks District Council Safeguarding Group will review this Policy as appropriate and will be consulted about any changes to The Children Act 1989 and other relevant regulations and legislation.

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A guide to types of abuse and how to recognise them

The definitions of abuse set out below are taken from the Department of Education document “Working Together to Safeguard Children” (2013) and the Department of Health document “No Secrets: guidance on protecting vulnerable adults in care” (2000)

Abuse is “a violation of an individual’s human and civil rights by any other person or persons’ and can be perpetrated by, and to, anyone, regardless of age, gender, class or ethnicity”. Abuse may be a single act or repeated over a period of time. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

It is important to understand that a vulnerable adult may be abused by another vulnerable adult, or conversely, a child or young person may be abused by another child or young person.

Tools to help define and identify abuse

Please note that the categories of abuse are not mutually exclusive; a child or a vulnerable adult may be subjected to more than one type of abuse at the same time. Caution is suggested against establishing abuse merely due to the presence of one or more of the indicators, without further detailed assessment/investigation

The table below provides the main categories of abuse and their indicators they should be read to refer to children and vulnerable adults unless otherwise stated. The table can be used as a guide to assist with recognising abuse in domestic homes, care homes, day centres, workplaces and other community settings.

TYPE OF ABUSE	DEFINITION	INDICATORS
Physical abuse	<ul style="list-style-type: none"> • Hitting, slapping, scratching, pushing, shaking, suffocating, scalding or otherwise causing physical harm • Restraint without justifiable reason (may include misuse of medication) • Inappropriate sanctions (deprivation of food, clothing, warmth, health care needs) • May include a caregiver fabricating or deliberately inducing illness (Münchhausen by Proxy Syndrome) 	<ul style="list-style-type: none"> • Bruises, fractures, bites, burns, scalds, hair loss in one area, urine burns, bed sores, scars, lack of mobility aids where applicable • Cowering, flinching, general fearfulness • Injuries especially in well-protected areas of body (e.g. inside of thighs or upper arms) • Injuries of uniform or unusual type • Accumulation of non-administered medicine • History of unexplained falls or minor injuries • Frequent changing of

TYPE OF ABUSE	DEFINITION	INDICATORS
Physical abuse		General Practitioners (GPs) or reluctance against GP consultation or visit
Sexual abuse	<ul style="list-style-type: none"> • Sexual activity involving force, coercion or enticement • Violence not necessarily involved • Sexual activity where the child or vulnerable adult lacks the mental capacity to understand and/or give consent • Rape or attempted rape • Sexual assault and harassment • Non contact abuse (e.g. voyeurism, pornography, grooming over the internet (see pages 11-12 for details about E Safety) • Perpetrator not solely adult males, could be female and/or another child or vulnerable adult 	<ul style="list-style-type: none"> • Recognition can be tricky unless disclosed, indicators most likely to be: <ul style="list-style-type: none"> ○ Behavioural (e.g. attention seeking, withdrawal and isolation, sexually explicit behaviour/ language, sleep disturbance, self-harm) ○ Physical (bruising, bleeding or itching around the genitals, bed-wetting, torn or blood/semen stained underclothing, sexually transmitted infections, pregnancy)
Psychological abuse	<ul style="list-style-type: none"> • Behaviour that has a harmful effect on emotional health, wellbeing and/or development • Verbal abuse; humiliation, ridicule, intimidation, threat of punishment, abandonment • Isolation or withdrawal from services or supportive networks • Deliberate denial of religious or cultural needs • Failure to provide access to appropriate social skills and educational 	<ul style="list-style-type: none"> • Any sudden changes to mood, behaviour, appetite, sleep patterns, continence, use of eye contact, sociability • Anxiety, confusion or general resignation • Easily frightened • Loss of self esteem • Uncharacteristically becoming manipulative, uncooperative and aggressive • Obsessions or phobias • Dysfunctional relationships with family members/caregivers

TYPE OF ABUSE	DEFINITION	INDICATORS
Psychological abuse	<ul style="list-style-type: none"> development training • <i>By-product of all forms of abuse</i> 	
Neglect and acts of omission	<ul style="list-style-type: none"> • Persistent failure to meet physical/psychological needs of child or vulnerable adult • Failure to: <ul style="list-style-type: none"> ○ provide reasonable care, privacy and dignity ○ provide adequate food, clothing and shelter ○ protect from harm ○ provide appropriate health, social care or educational services ○ meet basic emotional needs 	<ul style="list-style-type: none"> • Inadequate heating, lighting, hygiene, clothing, food or fluids • Poor physical condition (e.g. bed sores, weight loss) • Failures to give prescribed medication or obtain appropriate medical care • Sensory deprivation (e.g. no access to glasses, hearing aids) • Thriving outside the home/care environment • Children may be frequently absent or late to school • <i>Rarely an act of deliberate cruelty in a home environment, often indirect result of unmet needs of the parent(s) or caregiver(s)</i>
Discriminatory abuse	<ul style="list-style-type: none"> • When values, beliefs or culture result in a misuse of power • Discrimination on basis of sex, disability, age, race/ethnicity, colour, language, culture, religion, politics or sexual orientation • Degrading harassment and slurs • Hate crime 	<ul style="list-style-type: none"> • Tendency to withdrawal and isolation • Fearfulness and anxiety • Being refused access to services or being excluded inappropriately • Loss of self esteem • Resistance or refusal to access services that are required to meet need • Expressions of anger and frustration
Financial abuse (in the case of vulnerable adults)	<ul style="list-style-type: none"> • The use personal resources without informed consent or authorisation • Theft, fraud and/or extortion of material assets • Exploitation, pressure in connection with wills, 	<ul style="list-style-type: none"> • Anxiety about money • Unexplained inability to pay for household shopping or bills etc. • Withdrawal of large sums of money which cannot be explained • Personal possessions go missing from home

TYPE OF ABUSE	DEFINITION	INDICATORS
Financial abuse (in the case of vulnerable adults)	<ul style="list-style-type: none"> property or inheritance Misappropriation of property, possessions or benefits Misuse of power of attorney or appointee-ship 	<ul style="list-style-type: none"> Living conditions substandard and unsatisfactory in contrast to adult's apparent financial position Extreme interest and involvement by the family, carer, friend or stranger in a vulnerable adult

Multiple forms of abuse may occur in an on-going relationship or an abusive service setting and may include more than one person, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of children or vulnerable people, negligence or ignorance.

Other situations to be aware of

Whilst the table above describes six manifestations of abuse, there are situations which have heavy implications for the safeguarding of children and vulnerable adults. As such these need expanding:

CIRCUMSTANCE	EXPLANATION	INDICATORS
Domestic Abuse	<ul style="list-style-type: none"> Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to any one of the six manifestations of abuse outlined in the previous table. 	<ul style="list-style-type: none"> Frontline workers throughout the council are likely to encounter signs of domestic abuse and possibly even a disclosure. It is vital that any indicator, explicit or otherwise, is taken seriously and reported – this act saves lives. Staff who suspect domestic abuse must consider safeguarding issues: <ul style="list-style-type: none"> Who else is at risk? Are children or vulnerable adults present? What preventative action is needed? Incidents reported by Kent Police through domestic abuse protocols will be addressed under child and adult protection processes if a child or vulnerable adult is at risk.

CIRCUMSTANCE	EXPLANATION	INDICATORS
Forced marriage	<ul style="list-style-type: none"> • Must be seen as distinct from arranged marriage (where families organise marriage but the choice whether to accept lies with the adult or young person) • Forced marriage denotes a situation where one or both of the spouses do not consent and some element of pressure is involved 	<ul style="list-style-type: none"> • May exhibit signs of physical, psychological, financial, sexual and emotional abuse
Institutional Abuse	<ul style="list-style-type: none"> • Children or vulnerable adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation • Shows lack of respect for dignity and human rights • When care standards and practices fall below an acceptable level, institutional abuse is more common • May result from poor standards of care, lack of knowledge, understanding and training 	<ul style="list-style-type: none"> • Indicators include regimented regimes, unusually subdued residents, anxiety in the presence of social care workers • Users may exhibit signs of physical, sexual, financial, psychological or discriminatory abuse • Whistle-blowers must know how to access support and protection, anonymous reports are permitted and should be taken seriously
Restraint (formerly 'physical intervention')	<ul style="list-style-type: none"> • It is illegal and unprofessional to use any form of physical, mechanical, emotional or any other form of restraint as a means of punishment • Restraint may only be considered in situations where there is a clear or perceived risk of an adult injuring themselves, or others, or seriously damaging property 	<ul style="list-style-type: none"> • Children and vulnerable adults who have been unlawfully restrained are most likely to exhibit signs of physical or psychological abuse • Depending on the circumstances, restraint could also be considered institutional abuse
Self neglect or self injurious behaviour	<ul style="list-style-type: none"> • This should be considered as a separate issue and should necessitate assessment by social and/or health care professionals 	

E-Safety

The growth of the Internet has brought with it a mass of opportunities and also complex and diverse risks to safeguarding. Sevenoaks District Council has an obligation to help keep children and vulnerable adults safe online by being adequately equipped to understand, identify and mitigate the risks of new technology. There are complex dangers out there and outlined below are some of the key considerations to be aware of:

E-ABUSE	EXAMPLES
Financial	<ul style="list-style-type: none"> • Phishing scams, designed to obtain personal and/or financial information and possibly steal your identity • Fraud, from fake shopping, banking, charity, dating, social networking, gaming, gambling and other websites
Psychological	<ul style="list-style-type: none"> • Exposure to inappropriate content (sexually explicit, racist, violent, extremist or other harmful material, either through choice or in error) • Inappropriate contact (people who may wish to abuse, exploit or bully) • Inappropriate conduct (because of their own and others' online behaviour, such as the personal information they make public, for example on social networking sites) • Commercialism (targeted by aggressive advertising and marketing messages)
Sexual	<ul style="list-style-type: none"> • Exposure to sexually explicit content • "Sexting" • Grooming in web forums and chat rooms • Online predators, cyber-stalking and risk of abuse
Physical	<ul style="list-style-type: none"> • Access to legal highs and illegal drugs • Online predators, cyber-stalking and risk of abuse • Exposure to violent content

E-abuse has been separated for ease of understanding, yet risks are likely to interact and overlap in complex ways.

Abuse in hospital

Please be aware that if abuse is witnessed or suspected within a hospital, concerns should be immediately reported to the hospital's senior manager. If it is believed that concerns have not been taken seriously, then it should be reported to the police, the Patient Advice and Liaison Service (PALS), the Clinical Commissioning Group, the Care Quality Commission or to the Social Services Agency.

The impact of abuse and neglect

The repeated abuse or neglect of children or vulnerable adults can have major long-term effects on all aspects of a health, development and well-being. Repeated abuse is likely to have a deep impact on self-image and self-esteem, and on his or her future life. Difficulties resulting from abuse can be lifelong: the experience of long-term abuse may lead to difficulties in forming or sustaining close relationships, establishing oneself in the workforce and to extra difficulties in developing the attitudes and skills needed to be an effective parent.

It is not only the stressful events of abuse that have an impact, but also the context in which they take place. Any potentially abusive incident has to be seen in context to assess the extent of harm and appropriate intervention. Often, it is the interaction between a number of factors that serve to increase the likelihood or level of actual significant harm.

For every child or vulnerable adult, there may be factors that aggravate the harm caused and those that protect against harm. Relevant factors include the individual's means of coping and adapting, support from a family and social network, and the impact of any interventions. The effects on a child or vulnerable adult are also influenced by the quality of the family/caring environment at the time of abuse, and subsequent life events. An important point to note is that the way in which professionals respond has a significant bearing on subsequent outcomes.

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Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse – Sevenoaks District Council Policy for the Protection of Children and Vulnerable Adults **Appendix A2**

Staff and volunteers must, at all times:

- Acknowledge the characteristics of the group you are working with and respond accordingly.
- Remember that it is rare for children, and particularly young children, to lie about abuse.
- Even if there are ambiguities or uncertainties around an allegation, it may nevertheless indicate children or vulnerable adults need for help in other ways.
- Never trivialise or exaggerate abuse issues.
- Allow the person time to speak and not do interrupt.
- Do not make suggestions to them which could imply you are intending to make an investigation at that time as the person may then refuse to give any information at all.
- Reassure the person that you are glad he or she has told you what has happened and that it is right to tell.
- Never push for information. If the person decides not to tell after all, then accept that and let them know you are always ready to listen.
- Do not interrogate or question other than to clarify your understanding. If the matter is to be investigated further, it will be done by trained professionals. No matter how well you know the person, spare them having to repeat themselves over and over. Apart from anything else, the person may begin to think you do not believe them.
- Be aware that the child or vulnerable adult may have been seriously threatened not to tell.
- Remain calm, no matter how difficult it is to listen to the person – think of how hard it must be to say it. You have been chosen because that person feels they can talk to you. If you show anger, disgust or disbelief then they may stop talking for fear of upsetting you further or feel that your negative feelings are being directed towards them.
- Listen to the person – **Really Listen** – take what they say seriously. Tell them they have done the right thing by telling you.
- Be honest - tell the person that you cannot keep it a secret and that you have to talk to someone else who can help.
- Let them know what you are going to do next and why it is necessary.
- As soon as practical, write down everything you have been told including all the elements that should be in the report as stated in the **Procedures** section of this Policy (See Appendix 1, Procedures – pages 10-16)
 - Note what was said, using the exact words and phrases spoken if possible
 - Describe the circumstances in which the disclosure came about
 - Note the setting and anyone else who was there at the time
 - Separate out factual information from your own opinion
 - Use a pen or biro with black ink, so that the report can be photocopied
 - Be aware that your report may be required later as part of a legal action or disciplinary procedure
 - Make every effort to preserve any evidence which may be relevant to a police investigation, however taking into account that the wellbeing of the person is your first priority.

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Guidance notes for staff and volunteers when dealing with people who are disclosing allegations of abuse – Sevenoaks District Council Policy for the Protection of Children and Vulnerable Adults

Appendix A2

- Consider your own feelings and seek support if it is needed by contacting the Human Resources Team to arrange for confidential counselling
- Respect the confidentiality of the situation and do not share or discuss information with anyone except on a “need-to-know” basis, as outlined in this document

Terms of Reference for Sevenoaks District Council Safeguarding Group – Sevenoaks District Council Policy for the Protection of Children and Vulnerable Adults

Appendix B

Purpose:

To co-ordinate the Council's approach to safeguarding children and adults and to ensure that all employees recognise and understand their responsibility to report any signs of abuse and neglect.

Responsibilities:

1. To oversee and steer the development, promotion and review of the Council's Safeguarding Policy for Children and Vulnerable Adults.
2. To provide a platform for the discussion of all aspects of safeguarding and ensure liaison internally and externally with Kent County Council's Specialist Children's Services Department and Adult Social Services.
3. To oversee the Safeguarding Training Plan for employees, councillors, contractors and other stakeholders.
4. To review and, if necessary, prioritise recommendations/action plans based on national guidance, local priorities etc.
5. To ensure that Strategic Management Team is kept regularly informed of progress in developing and implementing the Council's safeguarding requirements.
6. To ensure that key stakeholders (employees, councillors, contractors, customers, partner agencies, community groups etc.) are kept informed of the activities of the Steering Group.

Membership and role:

- Lesley Bowles – Chief Officer, Communities and Business (SDC Safeguarding Lead)
- Alan Whiting, Community Planning and Projects Officer, Communities and Business, policy input and administration 01732 227446
- Kelly Webb, Community Safety Manager 01732 227474
- Cara Sillett, Anti-Social Behaviour Officer, SDC Communities and Business
- Pat Smith, Chief Officer, Housing
- Leslie Roberts, Legal Services Manager
- Jane Ellis, Housing Advice and Standards Manager
- Ian Mott, Deputy Recovery Manager
- Other co-opted members/Chief Officers as and when specialist input is required

Accountability:

The Group is accountable to the Strategic Management Team.

Frequency of meetings:

Quarterly

Minutes

The Group will produce a set of minutes from each meeting

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Appendix C1, C2 and C3 – Sevenoaks District Council Policy for the Protection of Children and Vulnerable Adults

Appendix C1: SDC Notification Form

This form is to be used to report all suspicions or allegations of abuse or a serious incident and is to be sent to the Council’s nominated Child Protection Officer as soon as possible. (Use additional pages if necessary).

1. Your name and designation and the name and designation of anyone else who has been involved in collecting information
2. The date, time and place that you were advised of the Incident <u>or</u> when you became suspicious of abuse.
3. The names, addresses and telephone contact details of any witnesses to the incident.
4. The name and address and telephone contact details of the person making the allegation.
5. The name, address and (if known) the telephone number of the alleged victim of the incident
6. Brief account given of the incident including if any abuse has occurred.
7. If applicable, describe any injuries which have been observed (e.g. cuts, bruises, burns etc. and where on the body they were observed).
8. If the incident relates to neglect, please describe the conditions that are in place that have led to the need to take safeguarding action , e.g. state of the home, clothing or the child or vulnerable adult

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**Appendix C1, C2 and C3 – Sevenoaks District Council Policy for the Protection of
Children and Vulnerable Adults**

**Guidance on issues relating to children for use with form at Appendix C2 - Kent
Safeguarding Board: Specialist Children's Services Child in
Need and Child Protection Referral Form**

A note on parental consent: A 'child in need' referral cannot be accepted without the parent/carer's consent. If the parents/carers do not consent to a child in need and the concerns do not meet the criteria for child protection, then the referrer could consider using the Common Assessment Framework and Team Around the Child (when their own training permits). However, should the referrer have concerns about the child's needs which they consider may be increased due to the parents/carers' refusal to engage in the child in need process, then it is essential that they consult with the Central Duty Team.

Definitions:

- Child protection: 'Child or young person. Where a child is at risk of significant harm, through neglect, physical, emotional or sexual.' Section 47 of the 1989 Children Act.
- Child in need – 'is unlikely to achieve or maintain a reasonable standard of health or development' and/or 'health or development is likely to be significantly impaired' Section 17 of the 1989 Children Act.
- Common Assessment Framework (CAF): Aims to identify, at the earliest opportunity, a child's or young person's additional needs which are not being met by the universal services they are receiving, and provide timely and co-ordinated support to meet those needs. CAF involves completion of standardised paperwork and requires the informed consent of the young person or parent/guardian as appropriate. Advice regarding the use of CAF and training for CAF can be obtained from the CAF Coordinator in Specialist Children's Services.
- Team around the Family (TAF - If the CAF identifies that multi agency support is required to meet the needs of the child and family then this team (of agencies) becomes the Team around the Family. The parent and the TAF must then agree who is best placed to become the lead professional.



SPECIALIST Children's Services Child in Need & Child Protection Referral Form



This form is to be used by all agencies when referring a child to Specialist Children's Services. The more information received at the first point of contact, the more likely it is that appropriate services will be delivered at the earliest opportunity to help children and their families.

BEFORE PROCEEDING – PLEASE CONSIDER - Have you consulted within your own agency about this referral? If so, was it agreed that a referral was required?

1. Child's First Name/s:		Child's Surname:		
Any alternative name:				
Date of Birth or EDD	Gender (M/F) Male	Religion Please select:	First Language Please select (A-F): Please select (G-Pe): Please select (Po-T): Please select (U-V):	
Name of Parents/Carers:				
Home Address:		Any other relevant addresses		
Post Code: Telephone Number/s:		Post Code:		
Ethnic Origin [Please choose one category and select from the drop-down menu]				
White Please select:	Mixed Please select:	Asian or British Asian Please select:	Black or Black British Please select:	Other Ethnic Groups Please select:

Other Significant Family Members / Adults			
Name	Relationship	Date of Birth	Contact Details

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3. Professionals involved with the child, for example GP, Health Visitor, School:

Role	Name	Address	Telephone

Have you had a consultation with Specialist Children’s Services (0300 333 5647)? If so, what advice were you given? Please include the consultation number and a copy (if available).

Has a CAF been completed in respect of this child? If not, has this been considered?
If a CAF has been completed, please attach a copy of the CAF and most recent plan.

Why are you referring this child to Specialist Children’s Services today?
[Please identify your specific concerns and comment on what you think the family need from Children’s Services. State how long you have known the child and in what capacity, i.e. as teacher, doctor, etc.]

--

7. What information do you know about this child:

[Include all relevant information about the child, i.e. about their development, health, behaviour, their views about the referral, their views about the issues/concerns, etc. If you have information such as a chronology, body maps or centile charts, please attach].

--

8. What information do you know about the child's parent(s) and wider family:

[Include relationships, friendships, behaviour, support, stability, safety, English is their second language, parent unable to read, substance misuse, etc.].

--

What information do you know about the wider environmental factors which may impact on the child: *[Consider for example, housing issues, who is working in the household, financial situation, community and social involvement.]*

--

10. Any other relevant information: *[Including previous referrals.]*

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11. Is there a perceived risk of violence or other matters that could place those making contact with this family in danger (such as an unsafe neighbourhood, persons of a violent nature, an un-tethered dog, etc.)?

YES / NO

If yes, please specify what the identified risk is:

. In circumstances such as where there is a risk of violence (such as domestic abuse), please provide details regarding a safe point of contact for the non-abusing parent, e.g. alternative telephone number or postal address, contact through school, children's centre, friend or relative.

. Have you spoken to the Parent or Carer about making this referral? If not, please explain why not?

If you are making a Child in Need referral, agreement must be sought from the parent/carer (and where appropriate the young person) to making the referral. If parental agreement is not obtained it will not be possible to progress a Child in Need referral. Wherever possible, the parent/carer should be asked to sign the referral form.

If you are making a referral of child protection concern and are unsure about whether to advise the parent/carer about the referral, you should consult within your own agency about this issue. If you remain unsure about whether the parent/carer should be consulted/informed about the referral (i.e. due to evidence being compromised, or someone being placed at risk) please consult with Specialist Children's Services in the first instance. See Guidance Notes.

14. Parental agreement: [See Guidance Notes before completion.]

I agree to the information in this referral being passed to Social Services.

Name of Parent/Legal Guardian [Please Print] :
Signature of Parent/Legal Guardian:
Date:

15. Referrer:

Name and Status (Print) :
Address:
Contact Tel number:
Signature: Date:

Please e-mail the completed Inter-Agency Referral Form to:

CentralDutyTeam@kent.gcsx.gov.uk (Secure e-mail*)

*Secure e-mail is accepted from the following addresses:

@nhs.net @pnn.police.uk @gcsx.gov.uk @gsi.gov.uk

central.duty@kent.gov.uk (Standard e-mail)

Please note if using this email address, it is not secure. If you wish to send client level information, then you will need to password protect the document and not include in the body of the email.

If you do not have e-mail facility please fax the completed form to 01732 221645.

Appendix C3: Form AP1 Kent Social Services AP1 Alert Form (1st August 2013)

**Adult Protection Alert Form for Service Providers and Members of the Public.
Please ensure this form is completed as fully as possible if adult abuse is witnessed or suspected.**

This form is designed to be completed as a word document and includes drop down boxes to support completion. There are free text boxes throughout the form and these sections will grow to accommodate the information being added. An electronic name will be considered as a signature within this document.

If you are unable to complete the form electronically a hand written form will be accepted.

(Details of where and how to send the AP1 are found at the end of this form). If you require assistance in completing this form, please see the guidance notes on the kent.gov website: [Guidelines to report adult protection concerns to the Social Services Agencies in Kent and Medway](#)

Date(s) & Time(s) of Incident(s) if known: (s)					
Client's Details					
Name of client*: (s)		Title:		LA Client ID / Hospital ID / Rio Number/ NHS Number *	

AP1 Stage 1 – Alert	
<i>FOR INDIVIDUAL ACUTE HOSPITAL TRUST INFORMATION TO BE ADDED</i>	
i. Name and Role/Relationship of person completing this form (s)	
i. Do you wish to remain anonymous (s)	
i. Contact Address and Telephone Number (Fax and/or email)	
ii. Name and role or relationship of person who reported the alleged incident (if different from person named above)	
ii. Do they wish to remain anonymous	
ii. Contact Address and Telephone Number	
KCC OFFICE USE ONLY- DATE AP1 RECEIVED (Date of Alert) (s):	
Method of contact: (s)	Source of Contact/Alert: (s)

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Client's Normal Address*: (s)		Address of where the alleged incident of abuse occurred:	
Postcode* (s)		Location, where did alleged abuse take place?* (s)	
Is this a registered care home*?		<u>Communication needs</u>	Is Support Required?
Tel No. 1:		Speech (s)	
Tel No 2:		Hearing (s)	
Email:		Visual (s)	
Date of Birth*: (s)		Explanation of Communication Needs	
Date of Death: (s)		Interpreter (s)	
Gender*: (s)		First Language: (s)	
Marital Status*: (s) If other give details		Details of Interpreter required	
Ethnicity*: (s)		Contact details of Advocate	
Sexual Orientation:			
Religion: (s)		Contact details of significant other (s)	
Next of Kin or significant other, address and telephone number (s)		Contact details of nearest relative under MH Act	
Relationship to client (s)		General Practice address and telephone number General Practitioner (if known) (s)	
Is the client aware that this concern is being reported to Social Service Agency*? (s)		If not, reason why?	
Has the client given their consent to this information being shared with social services and/or other agencies*? (More details can be			

added in text box)		
If no, reason why?		
Information will be shared with other agencies where issues of capacity to give consent are unclear and/or where the safety of other vulnerable people may be at risk or where a crime is suspected.		
To your knowledge has this client been the subject of previous adult protection alerts? (s)		
For Social Services to explain if person has been subject to previous adult protection alert?		
To your knowledge has this setting been the subject of previous adult protection reports?		
Key Professionals if known*?	Contact Address	Telephone, Fax and Email
Social Services Case Manager		
District Nurse/CPN/Other		
Any other significant professional/s		
Is the vulnerable adult a carer?		
Is the person under a Deprivation of Liberty Safeguards Authorisation? If so please give brief details		
To the best of your knowledge Primary Category of client* (s) (If you are completing by hand please describe whether physical, sensory, learning disability or mental health difficulties experienced)		
Secondary Category of client if relevant :		

Details of Allegation -what happened*? *(Include information about any witnesses and their contact details. What has triggered the alert now?
Where possible provide details of the vulnerability of the subject of the alert. These may include communication issues, understanding, first language and any essential medical information. (Complete body map if appropriate.)*

Remember to answer-Who, What, When, Where and details of any witnesses.

At this stage, do you have a view of the individual's mental capacity regarding this adult protection alert and related concerns? Is there a known mental disorder?

Please give details:

Type of alleged abuse* Identify all that are relevant (s)
 Please tick the **Domestic Abuse** or **HATE Crime** beside any type of abuse that is also related to these

Main category of abuse				Was the alleged abuse between partners?	<input type="checkbox"/>		
	Abuse	Dom Abuse	Hate Crime		Abuse	Dom Abuse	Hate Crime
Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discriminatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institutional / Systemic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional / Psychological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Injuries Reported

Please describe injury* - When recording an injury you need to try and include the following information:

- Exact site of injury; size of injury (cm or inches); approx shape of injury; colour of injury; is injury clean?
- Is the skin broken? Is there any swelling?
- Are there any scabs / blistering / bleeding present?
- Is mobility restricted; does the site feel hot? Does the client feel pain?):

Please also consider and record psychological impact on Client (if known):

Is there a body map to be made available? please attach and send with AP1.	
Are there any photographic records of these injuries? Please attach	
Has client been medically examined?	
If yes – who by and when?	
Is there a need to preserve any potential Forensic Evidence?	
If yes are you aware of – or have you been advised of what to do regarding forensic or other evidence? – please advise	

Do you consider anyone else to be at risk e.g. other vulnerable adults or children

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<p>Information about the main alleged perpetrator / organisation <i>(Please provide, as much information as possible to enable the police to carry out necessary checks. If the identity of the alleged perpetrator(s) is not available do not delay sending the referral to the police if from your consultations a crime has or may have been committed.)</i></p> <p>If an organisation is alleged to be responsible only limited parts of this section can be completed</p>			
Multiple Perpetrators		Next perpetrator – if yes please copy this page and attach to AP1	
Full name of a person or name of the organisation alleged to be responsible for the abuse. If unknown then state UNKNOWN (S)			
Relationship of primary alleged perpetrator:* (s)			
AKA / Alternative name:		Gender	
DOB:		Age / Estimated age:	
Home Address/Post Code/Telephone No:			
Ethnicity			
Occupation: (If Applicable)			
Is the alleged perpetrator aware of the referral? (s)			
Does the alleged perpetrator pose a possible risk to children? If yes, give details			
Does the alleged perpetrator pose a possible risk to other vulnerable adults? (s) If yes, give details			
Is the alleged perpetrator a vulnerable adult themselves? (s)			
<p>If yes, Vulnerability of Alleged Perpetrator if known: Include communication / understanding / capacity & first language, Physical Disability, Learning Disability, any Mental Health problems & any relevant medical information. Please record if a mental capacity assessment is required in relation to the alleged perpetrator.</p>			
Does the alleged perpetrator care for others? (s)			

Do they live with the vulnerable adult?			
Has the alleged perpetrator been mentioned in previous referral(s) as an alleged perpetrator?			
Details of any professional helper/s (e.g. Case Manager / Social Worker/CPN/Comm LD Nurses) involved in the care of the alleged perpetrator (if applicable name / role / telephone number):			
Have you taken any immediate action? If so what? Please attach relevant risk assessment or other documents/reports if available			
Have you informed any other person/agencies of this alleged incident? Please give details. (Police, CQC, Health, Next of Kin)			
Name and/or role of person informed	Brief summary of contact – e.g. faxed, phoned, emailed etc and date sent.		
Name of person completing this alert form*:		Date*	
Signature If completed by hand			

*** SEND TO CASE MANAGEMENT TEAM IF YOU KNOW THAT THE VULNERABLE ADULT IS OPEN TO KENT CASE MANAGEMENT**

*** SEND TO CENTRAL DUTY TEAM FOR ALL OTHER CASES**

CentralDutyTeam@kent.gcsx.gov.uk (Secure e-mail*)

***Secure e-mail is accepted from the following addresses:
@nhs.net @pnn.police.uk @gcsx.gov.uk @gsi.gov.uk**

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Central.duty@kent.gov.uk (Standard e-mail)

Please note if using this email address, it is not secure.

Use social services ID number where this is known or initials of the vulnerable person

If you wish to send client level information, then you will need to password protect the document.

Send the password separately - do not include it in the body of the email.

If you do not have e-mail facility please fax the completed form to 01732 221645 between 08.30 – 17.00 hours

Out of Hours fax: 01233 646596 (Both are safe haven).

If you wish to consult with Kent Social Services to discuss your concerns please call: 08458 247102 between 08.30 – 17.00 hours.

Out of hours service on 0845 7626777.

Please note that a list of all managers trained in Safeguarding is kept on the Council’s intranet site “inSite”

Lead Safeguarding Officer for Sevenoaks District Council and Chair of the Sevenoaks District Safeguarding Steering Group:

Lesley Bowles Chief Officer Communities & Business
Tel: 01732 227335

Sevenoaks District Council Safeguarding Group members:

- Cara Sillett, Anti-Social Behaviour Officer, Communities and Business - 01732 227229
- Kelly Webb, Community Safety Manager – 01732 227474
- Pat Smith, Chief Officer, Housing 01732 227244
- Jane Ellis, Housing Advice and Standards Manager 01732 227296
- Ian Mott, Recovery Manager, 01732 227274
- Leslie Roberts, Legal Services Manager 01732 227475
- Alan Whiting (policy input and administration), Communities and Business 01732 227446

Head of Human Resources - Syreeta Gill 01732 227403

Social Services Contacts and Locations

The Kent County Council Social Services Department can be contacted during normal office hours on:

West Kent Area Office	01732 525000
For Sevenoaks	01732 525000
For Swanley	01322 611000

Outside normal office hours (8.30am – 5.00pm)

Outside of normal office hours, the Kent County Council Social Services Department Duty Social Worker can be contacted on:

Tel: 08457 626777

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**Contacts for Safeguarding – Sevenoaks District Council Policy for the
Protection of Children and Vulnerable Adults**

Appendix D

**Kent County Council (KCC) Local Authority Designated Officer – LADO - (for
safeguarding matters relating to Children and allegations relating to members of
staff or anyone in the wider workforce)**

LADO North Kent (Sue Unwin) – 01622 696366

KCC Central Duty Team:

For Children

Telephone: 03000 41 11 11

For adults

Telephone 0300416161

Fax number 03000 412345

Out of Hours Telephone: 0845 762 6777

KCC Emergency line 03000419191

Email centraldutyteam@kent.gcsx.gov.uk

Kent Police Child Abuse Investigation Unit:

01622 690 690

Please see Appendix C2 and C3 for details

Disclosure and Barring Service (DBS) Criminal Records Check Policy

There are three types of DBS checks (Disclosure and Barring Service website <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> as follows:

Standard DBS check

Standard CRB checks are for people entering certain professions, such as members of the legal and accountancy professions, non-healthcare roles in the NHS, people working in the security industry, as traffic wardens, veterinary surgeons maintenance workers, engineers, trades persons, catering staff, drivers and porters. This list is not exhaustive. For more information please see the link above.

Standard DBS checks list details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions

Enhanced DBS Check

Enhanced checks are generally for those who work allows them close access to children and vulnerable adults, but are they not responsible for care giving or teaching e.g. ancillary support roles in education, NHS or adult social care. A person must work 1 day a week or 4 days in a 30 day period or overnight with children or vulnerable adults in order to qualify for this check. It also applies to those working in adult detention centres, volunteers who work with child on a day to day basis in a supervised role, live-in family members or friends of foster carers, charity trustees and school governors. This list is not exhaustive. For more information please see the link above.

Enhanced checks contain the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

Enhanced DBS Check with barred list check

Enhanced checks are the highest level checks and should be sought for those engaging in Regulated Activities with respect to children and adults. This includes those working in a healthcare or social care capacity for children or adults, specific child-related roles – often unsupervised, and those working in specified places such as under 18 education centres, nursery, and child detention centres. This list is not exhaustive.

Enhanced checks with a barred list check contain the same details as an enhanced check with the inclusion of checking if an individual on either the adult or child barred list. Depending on the role, only the adult or child list will be checked. Some roles will require both to be checked.

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Key roles in safeguarding: The duty to safeguard and promote the welfare of children is applicable corporately across the authority, however, some services can play an important role in safeguarding and promoting the welfare of children as part of their day-to-day work – recognising child welfare issues, sharing information, making referrals and subsequently managing or reducing risks

- Community Safety
- Troubled Families project
- Planning
- Enforcement Services
- Housing and Housing Advice services
- Environmental Health
- Benefits
- Revenues
- Health Projects
- Licensing
- Community voluntary activities
- Providing services to young people

These are just some examples of how your role may interact with the Council's safeguarding duty:

Community Safety

- Through daily Police intelligence received at the daily tasking and co-ordination meetings with the Police, KCC Community Wardens, Housing Association and other partner agencies.
- Through the work of the Anti-Social Behaviour Officer and visits to family homes
- Multi-agency troubled family project led by Kent County Council – involves regular contact with both vulnerable children and adults. Many of these families are experiencing multiple issues, for example worklessness, absence from school and involvement in anti-social behaviour. It should be noted that Kent County Council is producing separate guidance on Safeguarding for staff involved in this project.

Housing

- Day-to-day contact with members of the public and with families may become aware of concerns about the welfare of particular children or vulnerable adults.
- Day-to-day contact with families and tenants, may become aware of needs or welfare issues that they can either tackle directly (for instance, by making repairs or adaptations to homes) or by assisting the family in accessing help through other organisations.
- Housing authorities are key to the assessment of the needs of families with disabled children, who may require housing adaptations in order to participate fully in family life and reach their maximum potential.

- Front-line emergency role – for instance, managing re-housing or repossession when adults and children become homeless, or at risk of homelessness, as a result of domestic violence.

Environmental Health

- Environmental health officers inspecting conditions in private rented housing may become aware of conditions that impact adversely on children. Under Part 1 of the Housing Act 2004, authorities will take account of the impact of health and safety hazards in housing on vulnerable occupants, including children, when deciding on the action to be taken by landlords to improve conditions.

Planning

- Planning and enforcement employees, in their day-to-day site visits may become aware of needs or welfare issues.

Housing Benefits

- Housing Benefits officers will need to have regard to the Council's duty to safeguard children and young people, particularly where direct claims are made by 16 and 17 year olds.

Revenues

- Revenue Officers may become concerned about the welfare of children and vulnerable adults when dealing with customers in financial difficulties

Health Projects

- Day-to-day contact with members of public, vulnerable adults, children and young people where staff or volunteers may become aware of concerns about the welfare of children and vulnerable adults

Licensing

- Licensing officers have a duty to consider the welfare and protection of children and vulnerable adults when making licensing decisions, and report any safeguarding breaches (suspected or otherwise) of owners and staff of licensed premises.

Community, voluntary activities

- Sevenoaks District Council works in partnership to provide community, voluntary activities to children and families, e.g. diversionary activities such as holiday play schemes.

Council roles and safeguarding – how might I be involved?

- Employees, volunteers and contractors who provide these services have various degrees of contact with those children who use them, and appropriate arrangements need to be in place, including procedures for employees to report concerns about the children they meet and appropriate codes of practice for employees.

Providing services for young people

- The Council provides some services for young people directly and others in partnership with other organisations.

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Housing and Community Safety Advisory Committee Work Plan 2013/14

29 April	July 2014	October 2014	February 2014
<p>Community Safety Action Plan</p> <p>Hero Scheme Update</p> <p>Update on the new Community Policing Model</p> <p>Update on Affordable Housing</p> <p>Safeguarding</p>	<p>CCTV review</p> <p>Review of scrap metal dealer fees</p> <p>Update on affordable housing, how much have we got, is it improving etc.</p> <p>Benefit Fraud – Adrian Rowbotham & Glen Moore – Maximising income from fraud?</p> <p>Road Safety feedback from Working Group</p>	<p>Joint working group with Local Planning & Environment – how do we square the circle of needing more housing with our physical environment (greenbelt, AONB etc) and planning restrictions.</p> <p>Air quality – Central Government report & Savings Scrutiny joint report</p> <p>Invite District Area Commander</p>	

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