

## **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