

## **Protocol for Elected Members Re: Safeguarding Children & Adults**

### **Introduction**

The Council has statutory responsibilities to safeguard children (Children Act 1989) and vulnerable adults (Care Act 2014).

Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

Safeguarding is everyone's responsibility, and it is essential that all elected Members understand their role in this.

### **Corporate Parent**

For children in care, the Council has a statutory responsibility as corporate parent. Members have an important role in making sure that the Council acts as a good corporate parent for all children in its care, to seek the outcomes that any good parent would want for their own children, to enable each child to reach its full potential.

This includes education, health and welfare and cultural needs.

As corporate parent, the Council needs to ensure that there are appropriate steps in place to ensure it listen to the voice of looked after children, prioritise their needs and have high aspirations for them.

### **Relationship to the Member Code of Conduct**

This protocol is additional to the Members' Code of Conduct, and you should always apply that code to any issue arising.

You should also comply with any other relevant protocols.

### **Processes**

Families may be involved in processes, meetings or court proceedings relating to:

- Child in Need
- Common Assessment Framework for children
- Child protection
- Care Assessments for adults and carers
- Safeguarding adults

Your constituents may ask for your help with these issues, or ask you to accompany them to, or represent them in meetings, or even to intervene on their behalf in the context of court proceedings.

In these circumstances, you should explain that you cannot help, and suggest that your constituents seek their own legal advice. It is not appropriate for you to become involved because it would give rise to a conflict of interest with the Council's statutory responsibilities, particularly its duties to safeguard children and adults, and to investigate and take action in respect of allegations of abuse and neglect.

Also, as a ward member you are not entitled to take part in confidential meetings or to receive confidential information about third parties.

### **Duty to Report Safeguarding Concerns**

If you become aware of any individual case of safeguarding concerns, relating either to children or vulnerable adults, arising through your work with constituents, you must report this to the relevant services. Contact details are:

#### **For Adults:**

To report abuse:

- Gateway to Care: **01484 414933** (24 hours)
- Emergency Duty Team (Out of Hours) **01484 414933**
- Emergency Duty Team: [gatewaytocare@kirklees.gov.uk](mailto:gatewaytocare@kirklees.gov.uk)

For advice:

- Safeguarding Adults Partnership Team: **01484 221717**,  
Fax number: 01484 226949.
- E-mail: [protection@kirklees.gov.uk](mailto:protection@kirklees.gov.uk)

#### **For Children:**

- Kirklees Duty and Assessment Service  
01924 326097 | 01924 326076 | 01924 431429
- Kirklees Emergency Duty Service  
01484 414933 (outside office hours)
- Child In Need [On-line Referral Form](#)
- NSPCC Helpline: 0808 800 5000
- NSPCC email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- NSPCC text: 88858 (free service)
- NSPCC [ONLINE FORM](#)

### **Leading Member Roles**

The Lead Member for Children Services sits as a participating observer on the Kirklees Safeguarding Children Board.

The Safeguarding and Child Sexual Exploitation Member Panel which will oversee local developments in the monitoring of, and response to, the risks associated with Child Sexual Exploitation.

## **Training**

Because of the importance of safeguarding for all Members, it is essential that members fully understand the duties and issues involved.

Safeguarding training will be provided to all new councillors as part of the induction process.

It is also a requirement that all councillors undertake annual refresher training that will take place in the autumn of each year. This will enable councillors to refresh and update their knowledge and understanding of safeguarding issues. The annual training will enable councillors to be able to respond appropriately when they become aware of potential safeguarding issues.