

# Guildford Borough Council

Report to: Executive  
Date: 27 March 2025  
Ward(s) affected: All  
Report of Strategic Director of: Housing, Communities and Environment  
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Lead Executive Member: Cllr Carla Morson  
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Status: Open  
Key decision: No

## Safeguarding Policy and Procedure

### 1.0 Executive Summary

- 1.1 The purpose of this report is to introduce the Guildford Safeguarding Policy and Procedure Parts 1, 2 and 3 – Appendix, 1,2 & 3
- 1.2 The Executive is being asked to adopt Guildford Borough Council’s Safeguarding Policy and Procedure Parts 1, 2 and 3 or to provide recommendations for amendments.
- 1.3 This new safeguarding policy and procedure replaces our existing policy which was approved in 2018 and updated in 2020. It also replaces the supplementary referral quick guides developed to support the existing policy in 2020 and most recently updated in 2022.

### 2.0 Recommendation to Executive

**That the Executive resolves to:**

- 2.1 Adopt Guildford’s Safeguarding Policy and Procedure Parts 1, 2 and 3 which articulates our commitment to safeguarding and ensures managed compliance with our statutory duties consistently across the council.

### **3.0 Reasons for Recommendations**

- 3.1 This new safeguarding policy and procedure replaces our existing policy which was approved in 2018 and updated in 2020. It also replaces the supplementary referral quick guides developed to support the existing policy in 2020 and most recently updated in 2022. An update to policy is required to reflect internal and external changes to safeguarding policies and guidelines.
- 3.2 This new safeguarding policy and procedure aligns the policy approach with Waverley Borough Council.
- 3.3 We recognise our statutory responsibilities for safeguarding and our role to safeguard and promote the welfare of all children, and adults with or without care and support needs, that we support, provide services for, and interact with.
- 3.4 We recognise our obligations under the Care Act 2014, the Childrens Acts 1989 and 2004 and the Mental Health Act 2005

### **4.0 Status of Report**

- 4.1 This is an open report

### **5.0 Strategic Priorities**

- 5.1 Adopting this policy further strengthens our commitment to helping the most vulnerable in our communities and underpins our corporate strategy of being a more inclusive borough. The Council must respond to its statutory duties to safeguard children, and adults with care and support needs. Our strategic approach to safeguarding ensures we are tackling inequality and working with our communities to support those in need.

## **6.0 Background**

6.1 This new safeguarding policy and procedure replaces our existing policy which was approved in 2018 and updated in 2020. It also replaces the supplementary referral quick guides developed to support the existing policy in 2020 and most recently updated in 2022.

6.2 The new Safeguarding Policy and Procedure is one document presented in three parts.

Part 1 – Safeguarding Policy - articulates how the Council will respond to and fulfil its statutory duties set out in the legislation and statutory guidance. The Policy sets out our aims for safeguarding and our approach, in the context of our duties and those of Surrey Children and Adult Safeguarding Boards. The policy aims to increase awareness, provide clarity on roles and responsibilities and support decision making, within our safeguarding framework. The Policy also sets out how our staff will contribute to delivering our safeguarding duties.

Part 2 – Procedure on how to respond if you have a safeguarding concern - aims to provide a clear process statement for all staff, agency, volunteers, and councillors to be able to raise an alert and act on safeguarding concerns. The procedure aims to increase cooperation and compliance with our statutory duties, with a standardised approach, helping to reduce variation across the Council and to support employees to confidently raise concerns.

Part 3 – Training Framework – Provides clear guidance on the minimum safeguarding training requirements, acknowledging the varying levels of need for staff and councillors based on their degree of contact with the public, including children and adults.

## **7.0 Options**

7.1 That the Executive agree to adopt Guildford Council’s Safeguarding Policy and Procedure Parts 1, 2 and 3 which articulates our commitment to safeguarding and ensures managed compliance with our statutory duties consistently across the council.

7.2 That the Executive do not agree to adopt the policy, and recommendations from the Executive are incorporated into a revised version of the policy.

## **8.0 Consultation**

- 8.1 There is no legal duty for us to consult on this matter, but we will be sharing the policy with the Services Overview and Scrutiny Committee to hear their recommendations.

## **9.0 Key Risks**

- 9.1 Unclear roles, responsibilities and accountabilities - Without a clear policy and procedure that is embedded through training and awareness raising, staff will be unclear of how to cooperate and comply with our statutory duties.
- 9.2 Failure to meet statutory safeguarding duties - The policy and procedure should reflect the latest statutory guidance and legislation relating to safeguarding and the local policies and procedures as set by the Surrey Safeguarding Children's Partnership and Surrey Safeguarding Adults Boards
- 9.3 Failure to safeguard children or adults - Without a clear policy and procedure there will be a variation in the ways we approach safeguarding, which increases the risk of missed opportunities to safeguard children and adults.

## **10.0 Legal and Governance Implications**

- 10.1 The Care Act 2014 along with the statutory guidance, [Care and Support Statutory Guidance 2022](#), sets out the legal framework for how local authorities and other statutory agencies, including district and borough councils, should protect adults who are at risk of abuse or neglect.
- 10.2 The Council has a legal duty to comply with the obligations set out in the legislation referred to above. A failure to discharge obligations relating to adult safeguarding under the Care Act 2014 could result in the Secretary of State giving directions, which could include functions being taken away from the Council and expose the Council to a risk of financial cost. Similarly, a failure to discharge obligations relating to child safeguarding under the Children Act 1989 could also result in

the Secretary of State declaring that the Council is in default and directions being given.

## **11.0 Financial Implications**

11.1 The cost to the council will be approximately £1000 per year for the e-learning safeguarding course via WorkRite, which will be opened to all members of staff.

## **12.0 Human Resources Implications**

12.1 There are no Human Resources Implications as safeguarding is everyone's responsibility.

## **13.0 Equality and Diversity Implications**

13.1 An Equality and Diversity Impact Assessment has been conducted, and the proposed policy changes do not have a negative impact on individuals with protected characteristics.

## **14.0 Climate Change and Sustainability Implications**

14.1 There are no Climate Change and Sustainability Implications.

## **15.0 Next Steps**

15.1 Present the new policy to both the Strategic Safeguarding Group and the Operational Safeguarding Group.

15.2 Share all parts of the policy with Managers, Officers, Councillors, Volunteers and agency staff.

15.3 Publish policy on Intranet.

15.4 Roll out the new Safeguarding training on WorkRite to all staff.

## **16.0 Background Papers**

16.1 [Care and Support Statutory Guidance 2022](#)

16.2 [Mental Capacity Act](#)

16.3 [Working Together to Safeguard Children 2023](#)

## **17.0 Appendices**

17.1 Appendix 1 – Part 1 – Safeguarding Policy

17.2 Appendix 2 – Part 2 – Procedure on how to respond if you have a safeguarding concern

17.3 Appendix 3 - Part 3 – Training Framework

**Report clearance progress:**

Finance	Mark Riley	12/2/25
Legal & Governance	Michael Elford	13/2/25
Human Resources	Ali Holman	4/2/25
Equalities	Ali Holman	4/2/25
Strategic Director	Julian Higson	13/2/25