

## ANNEX D: MALVERN HILLS DISTRICT & WYCHAVON DISTRICT COUNCILS STAFF AND ELECTED MEMBER ROLES AND RESPONSIBILITIES

### All Staff

- All staff are to ensure they familiarise themselves and comply with the Council's Safeguarding Policy and associated documents
- To undertake necessary training to know how to recognise and respond to concerns of a safeguarding matter

### Elected Members

- Scrutinise the Council's Safeguarding Policy and safeguarding reports
- Portfolio Holder or Board Member with responsibility for safeguarding has responsibility for approving any policy amendments
- Portfolio Holder or Board Member with responsibility for safeguarding will act as the Council's safeguarding champion
- To undertake necessary training to know how to recognise and respond to concerns of a safeguarding matter

### Human Resources

- Ensure compliance with guidance for safe recruitment, selection and retention of staff and volunteers; Disclosure Barring Scheme
- Provide and monitor staff training in relation to safeguarding
- Ensure that all new policies are taking account of the Council's Safeguarding Policy as a minimum standard

### Legal Services

- Ensure that all legal documents relating to the provision of contracted services on behalf of the Council reference compliance with the Council's Safeguarding Policy as a minimum standard.

### Information Computer Technology

- Monitor internet usage of all staff and elected members

### Communications

- Organised photographic opportunities; Unofficial photographic opportunities; consent forms

### Democratic Services

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- Ensure appropriate safeguarding training is provided to elected members and monitor training attendance
- Manage the Council's complaints procedure.