

Appendix One

Children's Safeguarding: Improvement Action Plan Update

Action Required	Officer(s) Responsible	Current position
Report to Executive to recommend formal designation of, and role for, Member Children's Champions.	Bill Hunt	Complete Formal role agreed by 3/9/14 Executive Councillors Falp and Gallagher appointed until May 2015
Review intranet information to updating and re-position information on Children's Safeguarding including: <ul style="list-style-type: none"> • Information on what to do if worried a child is being abused • Whistleblowing in respect of safeguarding issues • WSCB structure, reporting mechanisms and escalation procedures • Safeguarding contacts and accountabilities within and outside of WDC • Dissemination of information from WSCB 	Bill Hunt, in liaison with Michael Branson	Complete New information added on Child Sexual Exploitation. Further review scheduled for April 2015
Review internet pages to ensure information on Children's Safeguarding is comprehensive and up to date.	Bill Hunt, in liaison with Michael Branson	Complete As above

Review relevant job descriptions to determine if the inclusion of specific safeguarding responsibilities is required.	Heads of Service, in liaison with Tracy Dolphin and Bill Hunt	Underway
Undertake full training audit for awareness training (including refresher training) and specific functional training e.g. CAFs to identify needs	Tracy Dolphin, in liaison with Heads of Service	Underway Learning and Development Officer in dialogue with WSCB Training Officer
Match training needs to appropriate training and deliver training programme	Tracy Dolphin, in liaison with WSCB Training Officer and Heads of Service	Underway As above
Review if a specific policy is required in relation to safeguarding training or if this is adequately covered within the existing Training Policy or other service specific policies	Tracy Dolphin, in liaison with Bill Hunt	Complete No new policy considered necessary but this will be kept under review
Introduce central recording of safeguarding training and refresher training	Tracy Dolphin, in liaison with Heads of Service	Recording to commence from 1 April 2015
Review need for a specific mechanism to seek the views of young people in all relevant consultations or whether current arrangements are suitable.	Bill Hunt, in liaison with relevant staff in Housing & Property Services and Cultural Services	Not yet started
Review commissioning arrangements in Cultural Services	Rose Winship, in liaison with Bill Hunt	Complete
Review staff induction process	Tracy Dolphin, in liaison with Bill Hunt	Underway

Develop an e-learning tool, as part of a wider meta compliance package that will lock staff out of the ICT system until successfully completed.	Graham Leach, in liaison with Ty Walter	Not yet started – linked to the above
Review Whistleblowing policy to determine if it should specifically refer to safeguarding	Bill Hunt, in liaison with Richard Barr	Underway
Discuss with WSCB Training Officer whether there is any need to introduce bespoke policies relating to the supervision of staff who work directly with children.	Bill Hunt	Underway Delayed by reorganisation of WSCB sub-committees
Complete review of Records Management Policy	Graham Leach, in liaison with CMT	Not yet started
Consider if the Recruitment and Selection Policy needs to be reviewed and/or a separate Disclosure and Barring Policy implemented	Tracy Dolphin, in liaison with Bill Hunt and Richard Barr	Underway
Resume regular attendance of WSCB meetings	Bill Hunt	Complete

<p>Conclude discussions at WSCB District sub-committee meetings on:</p> <ul style="list-style-type: none"> • Taking children's views into account on operational issues, e.g. homelessness decisions • potential for reciprocal external audits of each others safeguarding function 	<p>Bill Hunt</p>	<p>Underway</p>
<p>Consider feasibility of adding children's safeguarding to internal audit processes.</p>	<p>Richard Barr, in liaison with Bill Hunt</p>	<p>Underway</p>
<p>Consider options for measuring the effectiveness of the mechanism for embedding recommendations arising from WSCB guidance and/or Serious Case Reviews into practice.</p>	<p>Bill Hunt, in liaison with Richard Barr</p>	<p>Underway Linked to above</p>
<p>Review adequacy of existing equality and diversity monitoring, draft and agree with WSCB Development Officer, Child Protection Policy and Procedures that properly reflect the Equality Act 2010, the Public Sector</p>	<p>Tracy Dolphin, in liaison with Bill Hunt</p>	<p>Underway All District and Borough Councils reviewing and standardising their policies.</p>