

Safeguarding Children Action Plan Update

Action Required	Who	Resources Required	Timescale	Update April 2013
CORPORATE CHILD PROTECTION POLICY				
1. Review need for a corporate policy, including identifying good practice amongst peer councils	Originally Bill Hunt-now Head of Housing & Property Services	Staff time	31/10/11 Revised date 31/12/13	While we already meet the minimum statutory requirements, the Head of Housing & Property Services will develop a programme to review best practice and to deliver this action
STAFF TRAINING				
2. Identify all posts that require Level One, Level Two or other specialist training offered by the WSCB Training Pool	Originally Bill Hunt-now Head of Housing & Property Services and Learning & Development Officer	Staff time	31/8/11 Revised date for all actions 31/12/13	The Head of Housing & Property Services will initiate a Council-wide training programme for all Service Areas in conjunction with the Learning & Development Officer
3. Co-ordinate training at a corporate rather than service area level			30/9/11	
4. Identify good practice in respect of refresher training and incorporate within corporate training			30/9/11	

plan				
5. Incorporate an explanation of our child protection responsibilities in the corporate induction programme			30/9/11	
6. Discuss training requirements for the handling of specific safeguarding related allegations against staff at district council sub-committee			30/9/11	
7. Implement appropriate training on allegations against staff			31/3/12	
8. Seek at least volunteer to join the WSCB Training Pool			30/6/12	
CRB CHECKS FOR STAFF AND MEMBERS				
9. Review need for a corporate DBS (CRB) policy, including identifying good practice amongst peer councils.	Originally Bill Hunt-now Head of Housing & Property	Staff time	31/10/11 Revised date 31/12/13	The Head of Housing & Property Services will produce a new policy in partnership with HR

10. Identify those posts likely to require a DBS (CRB) check and appropriate level of checking.	Services & HR			
11. Identify good practice to facilitate consideration of any need to introduce CRB checks for members				
MEMBER TRAINING				
12. Repeat member training session held on 25 July 2011	Originally Bill Hunt-now Head of Housing & Property Services and Learning & Development Officer	Staff and member time. WSCB staff time	30/6/2012 Revised date 31/12/13	The Head of Housing & Property Services will initiate a training programme for Members in conjunction with the Learning & Development Officer
13. Ensure all members of Executive and Overview & Scrutiny Committee have undertaken the training				
INFORMATION FOR STAFF				
14. Produce and distribute to all staff and members a pocket guide referencing the Council's responsibility for child protection and reporting mechanisms	Originally Bill Hunt-now Head of Housing & Property Services and Media	Staff time Print costs – available from DCE budget	30/9/2011 Revised date for all actions 31/3/14	A Council-wide review of all information & communications on safeguarding children will be carried out by the Head of Housing & Property Services.

15. Mirror information available on the website on the intranet	Team		30/9/2011	
ACCOUNTABILITY				
16. Update intranet with an explanation of current lines of accountability	Originally Bill Hunt-now Head of Housing & Property Services and Media Team	Staff time	30/9/2011 Revised date for all actions 31/3/14	A Council-wide review of all information & communications on safeguarding children will be carried out by the Head of Housing & Property Services.
17. Establish a network of nominated officers, with child protection responsibilities, within each service area to act as first point of contact for staff with concerns/queries and update intranet according.	SMT		31/12/2011	There is already an existing network of nominated Officers for some Service Areas which will be reviewed to ensure that all Service Areas are included.
18. Executive approval to nominate an Elected Member champion for Children's Safeguarding.	Executive	Staff time	30.06.13	The previous Portfolio Holder for Cultural Service was the Member Champion for Children's Safeguarding. However since the change in Portfolio Holder it is now proposed to seek Executive approval on a replacement.

ENGAGEMENT WITH YOUNG PEOPLE				
19. Develop mechanisms to enable effective engagement with young people to influence service design	SMT & Community Partnership Team	Staff time Potential budget requirement for capacity building workshops if considered appropriate	30/6/2012 completed	<p>The Community Partnership Team worked in partnership with the Youth and Community Service to develop links with the Area Youth Forum to engage with young people.</p> <p>During 2011/12 the Youth and Community Service were no longer able to provide this service because of a restructure. During 2012 it also made the decision to change the way it funded the voluntary and community sector and as a result Warwick Community and Voluntary Action were commissioned to lead on community engagement activity on behalf of the Council.</p> <p>The Engaging with Communities Co-ordination Group Projects is now the Council's structure for engaging with hard to reach groups and work is currently underway to build awareness within service areas of this new structure for engaging with communities of interest including young people.</p>
20. Build awareness across all service areas around the engagement structure developed in partnership with the youth service			31/5/2012 completed	<p>There is on-going consultation with all users, including young people, of facilities provided by Cultural Services as part of service reviews. There is also engagement with children to influence specific projects such as play equipment renewal.</p>

MANAGING RELATIONSHIPS WITH OTHER AGENCIES				
21. Review how the emerging public health/health and well-being debate can focus on the needs of children and young people within the district through the district council sub-committee and in dialogue with local providers	Originally Bill Hunt-now Head of Housing & Property Services and Richard Hall	Staff time	On-going	The new Public Health arrangements at County level are now in place. We engage with the Health & Wellbeing Board and actions derived from this high level decision making body, which has input from the C&YP stakeholders. At Warwick District Council level we now have a Health Scrutiny Sub-group of Overview & Scrutiny, which can monitor the C&YP focus. There is a WDC Health Improvement and Wellbeing Group (HIWeb) which input from WCC, Public Health, the voluntary sector and other agencies. C&YP priorities are identified by involvement of relevant stakeholders.
MANAGING CONTRACTORS				
22. Complete work underway through district council sub-committee to develop a consistent county-wide approach to the engagement of contractors whose staff may have access to children and young people, including consideration of standard contract clauses specifying the need to ensure compliance with	Originally Bill Hunt-now Head of Housing & Property Services	Staff time	31/3/2012 Revised date for all actions 31/12/13	A full review of the engagement of contractors will be carried out by the Head of Housing & Property Services on behalf of the Council to ensure that safeguarding children issues are included in all relevant contract documentation and that formal procedures are in place to manage any issues which may arise.

<p>relevant child protection policies and procedures, safe recruitment, vetting and training of staff and information sharing and escalation procedures.</p> <p>23. Implement an agenda item for all contract monitoring meetings to discuss any safeguarding issues or information & 23. Implement the addition of formal discussion of reporting and escalation procedures to all contract set-up meetings with prospective contractors.</p>	<p>SMT</p>		<p>31/12/2011</p>	<p>The golf and commercial catering contracts in Cultural Services both required the successful contractor to have "child protection" processes in place. Contract meetings do not explicitly refer to child protection issues - but this is covered off in other areas of the agendas (recruitment, health & safety, operational issues).</p> <p>All VCS (Voluntary & Community Sector) contracts have a 'Vulnerable Adult and Child Protection Policy' as part of the contractual arrangements and like Culture this is covered in the monitoring meetings and on an exception basis.</p>
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