

Appendix Two

Children's Safeguarding: Improvement Action Plan

Action Required	Officer(s) Responsible	Target Completion Date
Report to Executive to recommend formal designation of, and role for, Member Children's Champions.	Bill Hunt	3 September 2014
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	1 November 2014
Review internet pages to ensure information on Children's Safeguarding is comprehensive and up to date.	Bill Hunt, in liaison with Michael Branson	1 November 2014
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	31 March 2015
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	1 October 2015

Match training needs to appropriate training and deliver training programme	Tracy Dolphin, in liaison with WSCB Training Officer and Heads of Service	31 March 2015
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	1 November 2014
Introduce central recording of safeguarding training and refresher training	Tracy Dolphin, in liaison with Heads of Service	1 December 2014
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	1 December 2014
Review commissioning arrangements in Cultural Services	Rose Winship, in liaison with Bill Hunt	1 December 2014
Review staff induction process	Tracy Dolphin, in liaison with Bill Hunt	1 November 2014
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	31 March 2015
Review Whistleblowing policy to determine if it should specifically refer to safeguarding	Bill Hunt, in liaison with Richard Barr	1 October 2014
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	1 December 2014
Complete review of Records Management Policy	Graham Leach, in liaison with CMT	1 December 2014
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	1 December 2014

Resume regular attendance of WSCB meetings	Bill Hunt	1 September 2014
<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 	Bill Hunt	31 March 2015
Consider feasibility of adding children's safeguarding to internal audit processes.	Richard Barr, in liaison with Bill Hunt	31 March 2015
Consider options for measuring the effectiveness of the mechanism for embedding recommendations arising from WSCB guidance and/or Serious Case Reviews into practice.	Bill Hunt, in liaison with Richard Barr	31 March 2015
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	Tracy Dolphin, in liaison with Bill Hunt	31 March 2015