

Appendix One

Warwickshire Safeguarding Children Board Arrangements for Safeguarding and Promoting the Welfare of Children Strategic and Organisational Self Assessment Tool

Introduction

Improving the way key people and bodies safeguard and promote the welfare of children is crucial to improving outcomes for children. Section 11 of the Children Act places a duty on key persons and bodies listed below to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children. Statutory guidance¹ sets out the key arrangements and in Warwickshire this includes:

- Warwickshire County Council
- Clinical Commissioning Groups
- Health Trusts
- Police
- Probation
- Youth Justice Team
- Cafcass
- Any person providing services under s114 of the Learning and Skills Act 2000
- UKBA which has similar responsibilities under s55 of the Borders, Citizenship and Immigration Act 2009
- Schools which have safeguarding responsibilities set out in s175 and s 157 of the Education Act 2002
- Early Years settings, as set out in s.40 of the Childcare Act 2006
- Organisations which are commissioned to provide services on behalf of these organisations.

¹ Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004

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Name of organisation: Warwick District Council

Name of person co-ordinating the assessment: Bill Hunt, Deputy Chief Executive

Date of completion: tbc

Signed off by: Chris Elliott (Chief Executive)

Self assessment rating

The RAG traffic light system relates to how an organisation assesses itself against achieving the minimum standard. If you're your organisation assesses its self, as red or amber, areas for development need to be recorded along with a timescale for completion.

Green

Means everything is in place, up to date, and meets the required minimum standard

Amber

Means that something requires review or improvement

Red

Means something needs to be developed as a matter of urgency

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A Senior Management commitment to the importance of a) safeguarding and promoting children and young people's welfare b) safeguarding vulnerable children						
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
A1	What position at senior level has responsibility for safeguarding children in your organisation? State specifically how this role is fulfilled?	<p>One of the Council's Deputy Chief Executive's has been designated as the Council's Children's Champion. The postholder, a member of the Corporate Management Team (comprising of the Council's Chief Executive and the 2 Deputy Chief Executive's) oversees the work of the various service areas within the Council to ensure an effective approach to safeguarding issues is maintained.</p> <p>The Deputy Chief Executive represented the Council on the WSCB until late 2012 when they went on secondment to the Coventry & Warwickshire Local Enterprise Partnership to work on the Coventry &</p>	Amber	Report to Executive to 'sign off' role of member Children's Champions in September following scrutiny and discussion at Overview and Scrutiny Committee	BH	

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		<p>Warwickshire City Deal, with that responsibility transferring to the Council's Head of Housing & Property Services. This arrangement did not work effectively and the responsibility has now been resumed by the Deputy Chief Executive who also now attends the WSCB District Council Sub-Group.</p> <p>The Council previously had a specific Children's Safeguarding Member Champion but the role was ill-defined and lapsed. 2 Member Champions have now been appointed, Cllr. Mrs. Gallagher (Portfolio Holder for Culture) and Cllr. Mrs. Falp (Chair of Overview and Scrutiny Committee). The Overview and Scrutiny Committee will be receiving a report on the role of these member champions at its meeting of 29 July 2014:</p>				
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		https://estates4.warwickdc.gov.uk/cmisis/MeetingDates/tabid/149/ctl/ViewMeetingPublic/mid/637/Meeting/2007/Committee/48/Default.aspx				
A2	How are staff made aware of who are the leads for safeguarding within the organisation.	<p>The Council has previously disseminated information through its intranet for staff and members (Warwick Staff Portal) but this is not up to date.</p> <p>However, information on the Council's safeguarding lead is available on the external website: http://www.warwickdc.gov.uk/info/20131/child_protection/465/warwickshire_safeguarding_children_board http://www.warwickdc.gov.uk/info/20131/child_protection/464/other_useful_contacts_child_protection</p>	Amber	Updating and re-positioning of Safeguarding Children information on the intranet. Further development of the information on the Council's website.	BH/MB	

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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
A3	<p>Do safeguarding leads have job descriptions which clearly define their role and responsibility in relation to safeguarding and promoting the welfare of children, young people?</p> <p>Do they receive training and supervision in relation to this role?</p>	<p>Relevant posts that have direct contact with young people have safeguarding responsibilities written into their job descriptions. , e.g. For example the Active Communities Officer's job description specifies a responsibility to 'maintain and update the Cultural Services Coach Guidelines and lead on periodic updates to the Council's Vulnerable Adults and Child Protection Policies (for Cultural Services) which will be approved by the Head of Service' [see B1 for more info on the Coach Guidelines]</p> <p>Other staff with direct</p>	Amber	Review relevant job descriptions to determine if the inclusion of specific safeguarding responsibilities is required.	BH/TD	

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		<p>contact with the public and specifically young people have other references as applicable e.g. to be familiar with the WDC Coach Guidelines and Child Protection issues.</p> <p>Other positions e.g. Sports Facilities Area Manager have job descriptions that include a responsibility to ensure all staff are trained to an appropriate level, which would include some child protection training.</p> <p>In addition all staff in roles that have direct contact with the public and in particular with children, predominantly within the Council's Cultural Services department (e.g. those at leisure centres) receive regular training on children's safeguarding and will, in future, routinely attend the WSCB Level 1 Child Protection Awareness</p>				
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		training. (See D1)				
A4	<p>How are other Senior Managers kept informed of all issues relevant to safeguarding and promoting welfare of children?</p> <p>State specific documents/ meetings forums / training undertaken.</p>	<p>Any specific safeguarding information received via the WSCB is disseminated direct to the relevant member of Senior Management Team (comprising of the Council's Service Area Heads and 3 members of the Corporate Management Team) by the Council's Children's Champion. Information is passed the other way for the Children's Champion to raise at the WSCB or District Council Sub-Group as appropriate.</p>	Amber	<p>Refresher training needs of senior managers needs to be identified and relevant learning matched to needs</p>	BH/TD/ Service heads	

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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
A5	State specifically how the views of children are taken in to account concerning individual decisions	<p>The only areas where the views of children need to be taken into account in respect of individual decisions are in respect of the Council's discharge of its duties as the Local Housing Authority for the district. The Council is a signatory to and follows the protocol for 16/17 year olds, which has recently been updated by the Heads of Housing Group, in relation to homelessness and housing services. The Council also works closely with the Binswood Lodge project, Salvation Army and local churches to strengthen communication with children who may require housing advice or services from the Council.</p> <p>However, the views of children under 16 are not</p>	Green	Conclude discussions at WSCB District Council Sub-Group	BH	

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		sought as standard in respect of other decisions, for example, where an eviction of a council housing tenant is under consideration and their household contains a child. This issue was discussed at the June WSCB District Council Sub-Group and further guidance is being sought.				
A6	State specifically how the views of children and are taken into account concerning the development of services	<p>The views of children are sought as part of both formal, e.g. review of sports programmes delivered within sports facilities, and informal consultations, e.g. commissioned provider Sky Blues in the Community seeking the views of young people when reviewing sports service delivery on the Forbes estate, Warwick.</p> <p>We include the representatives of the youth homeless service and Children's Services on our</p>	Amber	Review whether there is a mechanism for specifically seeking the views of young people in all relevant consultations or whether current arrangements are suitable.	BH/RW/ JO/AH	


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		<p>Housing Sounding Boards which consider policy development and service improvement.</p> <p>See also references to ASB responsibilities within D9</p>				
A7	When commissioning children's service from another organisation state what clear mechanisms in place to ensure they are compliant with s11.	<p>Safeguarding requirements were specified in the tender for the 'provision of sports & arts activities to the communities in and around the Forbes Estate and St. Mary's Lands, Warwick' but elsewhere the requirement may be implicit rather than explicit within current commissioning arrangements.</p>	Amber	Review commissioning arrangements in Cultural Services	BH/RW/SS	

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A	Overall Judgement in respect of requirement (✓ tick as appropriate)		Met in full	Partially met 		Not met at all

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B	A clear statement of the agency's responsibilities towards children and young people which is available for all staff					
B	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
B1 i	How are all staff and volunteers made aware of the safeguarding policies and procedures	<p>Those service areas that deliver services specifically aimed at children or which come into direct contact with children have specific procedures.</p> <p>In Cultural Services 'Coach Guidelines' are issued to all staff via line managers containing information on safeguarding policies and procedures including:</p> <ul style="list-style-type: none"> • session planning guidelines • staffing ratios for activities involving children • risk assessments • accident/injury procedures • children and vulnerable adult safeguarding procedures 	Green			
B1 ii	How do they access these with ease from all worksites?					

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B1 iii	When were these last updated?	<ul style="list-style-type: none"> • code of behaviour • procedures for dealing with suspected truancy • consent forms • photography including the use of digital cameras & mobile phones • referrals • coping with behavioural problem • restraint policy <p>All staff has been issued with the guidelines and managers have hard copies available at all leisure sites.</p> <p>These guidelines are reviewed regularly (last update January 2014, next scheduled update January 2016) and 'sign-off' is obtained from the WSCB Development Manager prior to approval and issue.</p> <p>The Housing Advice Team has recently revised and updated the safeguarding</p>				
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		<p>procedures for their activities, linked to the County Council's Inter-Agency Safeguarding Procedure. This procedure will continue to be reviewed on an annual basis, or earlier if required.</p> <p>The Council's Volunteering Policy makes specific reference to the need for volunteer supervisors to ensure that all volunteers are aware of, and have access to, the Council's Safeguarding Policy and specifies that DBS disclosures will be carried out, by the Council, on any volunteer who, in the course of their appointment, will have substantial, unsupervised access to children and young people (or vulnerable adults):</p>				
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		http://www.warwickdc.gov.uk/info/20008/jobs/813/volunteering				
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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
B2	How are new staff made aware of their responsibilities to safeguard and promote welfare?	<p>Some service units have specific induction processes, e.g. Cultural Services, Housing & Property Services.</p> <p>In Cultural Services a formal, service area induction takes place for all new staff which includes them being issued with the Coach Guidelines (see B1 above). Child protection and safeguarding issues are a key feature within this staff induction programme for all staff who will have direct contact with children.</p> <p>In addition safeguarding information is available for all leisure centre staff within the normal operating procedures for each sports facility/site and this is highlighted within their induction.</p>	Amber	<p>Children's Champion to discuss inclusion of safeguarding in employee induction process for all staff with Interim HR Manager</p> <p>Work is currently underway to 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.</p>	<p>BH</p> <p>BH/TW /GL</p>	

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		<p>Within the Housing Advice Team all new staff are required to read the electronic procedure manual and this is subsequently discussed as part of their induction programme. This includes a section on children's safeguarding.</p>				
B3	<p>Does the agency have a written e-safety policies and procedures. How frequently are these reviewed?</p>	<p>This area is covered within the Council's Information Security and Conduct Policy (ISCP):</p> <p>http://wdcmoss/serviceareas/customer/ICT/Pages/SecurityPolicyv2.aspx</p> <p>This has a specific policy section on Internet Acceptable Usage Policy:</p> <p>http://wdcmoss/serviceareas/customer/ICT/Pages/InternetAcceptableUsagePolicy.aspx</p> <p>All staff are required to</p>	Green			

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		<p>undertake specific training in this area before they are able to access and use the Council's ICT systems:</p> <p>http://wdcmoss/serviceareas/customer/ICT/icttraining/Documents/New%20Starter%20Instructions%202011%20v2.pdf</p> <p>Staff and elected members are required to sign to say they have read, understood and will abide by the content of the ISCP. This commits them to ensuring they do not use Council systems or any personal devices brought into work for "inappropriate use", including any content of a sexual or offensive nature. Such usage carries the potential penalty of 'summary dismissal'.</p> <p>The ISCP is updated whenever appropriate. Since being launched in 2009 it has been updated twice, the last</p>				
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		time in May 2012. ICT also operate firewall and filtering services designed to prevent the deliberate or accidental accessing of inappropriate material				
B4	Does your agency have Effective systems in place for staff to make a complaint or 'whistle blow' where they have concerns that action to safeguard has not been followed in accordance with the agencies procedures.	<p>The Council has a Whistleblowing Policy that all staff and members can access via the electronic version of the HR Handbook on the intranet (Warwick Staff Portal): http://wdcmoss/serviceareas/chiefexec/hr/Pages/Handbook.aspx</p> <p>The policy is designed to cover any serious concerns an employee may have about any aspect of service provision or the conduct of officers or members of the Council or others acting on behalf of the Council. These could include anything that:</p> <ul style="list-style-type: none"> • makes employees feel 	Green	Discuss whether policy should specifically refer to safeguarding	BH	

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		<p>uncomfortable in terms of known standards, their experience or the standards they believe the Council subscribes to; or</p> <ul style="list-style-type: none">• is against the Council's Standing Orders and policies; or• falls below established standards of practice; or• amounts to improper conduct. <p>The Whistleblowing Policy does not currently specifically mention safeguarding but makes reference to conduct which is an offence or breach of law; sexual or physical abuse of clients; or other unethical conduct and that concerns may relate to the conduct of staff, Councillors or any individual or organisation that is in any way connected with the Council.</p>				
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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
B4 ii	Does your agency have Effective systems in place for service users (adult and child) to make a complaint or 'whistle blow' where they have concerns that action to safeguard has not been followed in accordance with the agencies procedures	<p>The Council has a policy in place for complaints from service users:</p> <p>http://www.warwickdc.gov.uk/info/20734/contacts_consultation_and_feedback/397/compliments_and_complaints_council</p> <p>Whilst the Complaints policy is not currently specifically linked to children's safeguarding, the relevant website pages do contain information on who to contact if there are any child protection concerns.</p> <p>http://www.warwickdc.gov.uk/info/20131/child_protection</p> <p>In addition, Cultural Services, the service area which has direct contact with children records any incident which</p>	Amber	Update internet pages on safeguarding to include details of how to complain or whistle blow	BH/MB	


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		results in an injury and any complaint received from customers, both of which are reported to the Head of Cultural Services quarterly, or immediately if warranted.				
B5	Do these include clear timescales for resolving complaints and a clear policy/procedure of which staff are aware	<p>The timescales for both complaints are to respond within 10 working days or, if this is not possible, to contact the complainant, explain the reasons and provide a date by which a full response will be sent.</p> <p>Whistleblowing complaints follow the same corporate guidelines but would be escalated as necessary, depending on the initial assessment of the seriousness of the complaint received.</p>	Green			

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B6	Does your agency have a policy & procedure in place for professional disagreement (escalation policy) including conflict resolution in relation to safeguarding children?	The Council will use the WSCB escalation policy if required and seek the advice of the LADO	Amber	Review and update policies and internet pages as appropriate to include reference to the escalation policy	BH	
B	Overall Judgement in respect of requirement (✓ tick as appropriate)		Met in full	Partially met 	Not met at all	

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C	A clear line of accountability within the organisation for work on safeguarding and promoting the welfare children					
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
C1	<p>Confirm the line of accountabilities (position, not name) from an individual employee up to the most senior person with overall responsibility</p> <p>How are staff made aware of this?</p>	<p>The current line of accountabilities and responsibilities for officers is:</p> <ul style="list-style-type: none"> • Chief Executive • Deputy Chief Executive (Children's Champion) • Service Heads • Operational Managers • Operational staff <p>Officers will lead on all safeguarding issues and alert members as appropriate. However, the line of responsibility and accountability for members is:</p> <ul style="list-style-type: none"> • Leader • Children's Member Champions 	Amber	<p>Review and update the intranet</p> <p>Discuss inclusion within the staff induction process</p>	<p>BH</p> <p>BH/TD</p>	

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		<ul style="list-style-type: none"> All members 				
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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
C2	Do all employees have responsibility to safeguard and promote welfare children stated within their job description?	No – whilst the responsibility rests with all staff it is only specifically referred to in the job description of a role that directly involves working with children	Amber	See A3	BH/TD	
C3	Does your agency have a policy that sets out the frequency that employees in contact with children, young people receive supervision and an appraisal?	All employees receive an appraisal annually, with a six month review. Comprehensive guidance is available under the Appraisal and Competency Scheme element of the Corporate Learning and Development section of	Green			

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		<p>the Council's intranet:</p> <p>http://wdcmoss/serviceareas/chiefexec/hr/Pages/CorporateTraining.aspx</p> <p>For those staff in contact with children and young people the appraisal will include a discussion of the individual's training needs.</p> <p>In addition each individual will receive a monthly 1-1 with their supervisor or manager which will deal with any operational supervision issues.</p> <p>New employees who are subject to a probationary period have reviews at 2, 4 and 6 months.</p>				
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C4	<p>Do you have effective processes in place to provide practitioners with supervision for child protection, safeguarding children?</p> <p>How does your agency evidence this is being used?</p>	<p>Supervision is provided according to the requirements of the job rather than specifically for child protection/safeguarding children, although relevant staff are provided with access to the Level One WSCB ½ day Child Protection Awareness Training.</p> <p>Monitoring of training take-up is currently undertaken at service area level with operational managers providing a prioritised list of staff requiring training.</p>	Amber	<p>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.</p> <p>Introduce central recording of safeguarding training and refresher training needs</p>	<p>BH</p> <p>TD</p>	
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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
C5	Are there designated / named professionals to whom concerns about a child/young person are reported?	Safeguarding incidents are recorded within each service area and escalated via line manager to senior managers and head of service who will discuss with the Children's Champion for reporting to WSCB, Police or other relevant agency as appropriate.	Amber	Reporting and escalation procedures need to be refreshed and disseminated to all staff.	BH	
	Do the job descriptions reflect this responsibility?	No - This responsibility would be implicit in any job description, reflected within the management or supervisory details.		Review of need to include specific responsibilities within relevant job descriptions to be undertaken.	BH/TD	

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C	Overall Judgement in respect of Requirement (✓ tick as appropriate)		Met in full	Partially met	Not met at all
					

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D Staff training on a) safeguarding and promoting the welfare of children for all staff including volunteers working with or in contact with children and families						
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
D1	What percentage or How many staff require training at Level 1: Foundation level (Core) as they come into contact with children and young people.	A minimum of 35 staff within Cultural Services have been identified as 'Priority Staff' to attend with another 41 staff posts selected to attend if possible. A further 20 staff with Housing & Property Services currently require this training	Red	Full training audit required	BH/TD/ All service heads	
	Level 2: Intermediate level (Specialist) because they work regularly with children and young people	The Council does not currently classify any staff as requiring this training	Amber	Review requirement with Interim HR Manager and WSCB Training Officer as part of the audit referred to above	BH/TD	

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	Level 3: Advanced level as they work with children in need of protection on a regular basis or supervise those who regularly work with children and young people	The Council does not employ staff who require this level of training	Green			
D1	Training for strategic managers to understand their role and organisational responsibilities for safeguarding	Events have been held in the past for all service heads and senior officers but none have been held recently	Red	Safeguarding training to be prioritised and programme agreed with WSCB	BH/TD	
D2	How many staff have received training within the last 3 years at levels:- 1 2 3 Strategic managers Green >80% trained Amber 65%-80% Red <65%	Level 1 = 15 out of 90 (16.66%) <65% (e.g. 15 out of 90 staff from Cultural Services have attended – 16.66%) None identified None required	Red Amber Green	Identify relevant posts and introduce central training register for initial and refresher training.	BH/TD	

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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
D3	Do you have a safeguarding children training strategy for all levels within your organisation	The Council does not currently have a specific training strategy for children's safeguarding.	Amber	Review if a specific policy is required or if this is adequately covered within the existing Training Policy or other service specific policies	BH/TD	
D4	Who provides safeguarding training to staff in your organisation at each of the levels described above?	Training is provided through the WSCB Training Pool	Green			
D5	How many staff have accessed (CAF) training?	Training records are not currently available	Red	A full training audit for relevant staff is required	BH/TD	
D6	How many are involved in delivering a service through CAF?	Housing Officers and members of the Housing Advice Team currently attend CAFs. Staff from Cultural Services or the Community Safety Team may be required to attend in future but have not yet done so	Amber	A full review of which officers may be required to attend a CAF is required and appropriate training put in place.	BH/TD	

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D7	Is additional training (both single and multi-agency) available for staff working with children and young people appropriate to their role	<p>Staff are encouraged to attend external training appropriate to their role.</p> <p>For example, Cultural Services staff can, and do, access training provided through sports coach UK workshops and National Governing Body courses. Attendance is ad-hoc and may be funded by the individual or by the Council. Training needs are discussed through the annual appraisal process.</p>	Green			
D8	How is safeguarding children incorporated into service development?	<p>Safeguarding requirements were integrated with the tendering process for the 'provision of sports & arts activities to the communities in and around the Forbes Estate and St. Mary's Lands, Warwick'.</p> <p>Within the current work</p>	Green	<p>The completion and submission of the s11 audit and the subsequent production of an Action Plan will ensure that incorporation is consistent across all service areas.</p> <p>The s11 audit will be considered by Corporate Management Team, the member Children's</p>		

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		<p>on Leisure Options appraisals safeguarding requirements will be included in the options appraisal at the appropriate time when documents are prepared and decisions made on this piece of work.</p> <p>When individual projects are designed and commissioned in areas where safeguarding is relevant this is taken into account, for example, redesign of changing rooms within sports/leisure centres.</p> <p>The Coach Guidelines (see B1 and B2) are structured to ensure that staff has guidance and procedures setting out the conduct and behaviour required for both developmental and operational activities.</p>		<p>Champion, Overview and Scrutiny Committee and Executive, with progress against the Action Plan subsequently monitored by the Children's Champions and the Scrutiny Committee</p>		
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D9	How do the views of children and families inform individual case decisions?	<p>The range of functions exercised by the district council mean that Individual case decisions involving children and families predominantly involve staff within the Housing & Property Services and Health & Community Protection areas.</p> <p>Within the housing function both the Sustaining Tenancies and the Housing Strategy & Development teams routinely liaise with a range of relevant agencies to ensure that individual case decisions are based on accurate information and attempt to balance often conflicting priorities to ensure they are the most effective decision possible. This is particularly evident in</p>	Green	One area for development is around the discharge of the homelessness duty and how safeguarding issues are adequately reflected in statutory decisions. This issue is being considered by the WSCB District sub-group and this Council will implement any changes to current practices identified as a result.		
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		<p>decisions around tenancy management issues for council tenants, decisions on the priority awarded to applicants on the Housing Register, homelessness decisions, issues around private sector housing advice, decisions on how or whether to adapt properties.</p> <p>The Council is the lead agency in tackling anti-social behaviour within the district. This is a victim-led approach and victims are routinely risk assessed with the resultant agreed Action Plan monitored at monthly partnership meetings chaired by WDC's ASB Officer. This process provides for consideration of the needs of any children involved in a case when</p>				
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		decisions are made affecting households, with appropriate referrals made as necessary.				
D	Overall Judgement in respect of requirement (✓ tick as appropriate)		Met in full	Partially met	Not met at all	
						

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E	Safe recruitment practice					
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
E1	<p>Does your organisation have robust recruitment procedures which include:</p> <ul style="list-style-type: none"> i. Safeguarding responsibilities within job descriptions ii. obtaining full employment history via an application form iii. interviewing prospective employees/ volunteers iv. obtain 2 written references v. self-declaration form vi. verification of identity and qualifications 	<p>The Council has a formal Recruitment and Selection Policy, accessible to all staff and members via the Warwick Staff Portal (intranet):</p> <p>http://wdcmoss/serviceareas/chiefexec/hr/Pages/Hanbook.aspx</p> <p>The Human Resources ICT Security & Conduct Policy sets out basic requirements for all staff using the Council's ICT systems and these requirements are first addressed as part of the recruitment process. These specify that:</p> <p>Background verification</p>	Amber	Clarification as to whether certain posts require specific safeguarding responsibilities written into the job descriptions and any subsequent changes to the recruitment and selection policy required (see also A3)	BH/TD	

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		<p>checks must be carried out on all potential users, in accordance with all relevant laws, regulations and ethics. The level of such checks must be appropriate to the business requirements, the classification of the information to be accessed, and the risks involved.</p> <p>The basic requirements for Council employment are:</p> <ul style="list-style-type: none">• Minimum of two satisfactory references.• Completeness and accuracy check of employee's application form.• Confirmation of claimed academic and professional qualifications.• Identity check against a passport or equivalent document				
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		<p>that contains a photograph.</p> <p>Users who require access to PROTECT and RESTRICTED information and / or require use of the Government Connect Secure Extranet (GCSx) and email facility must be cleared to “Baseline Personnel Security Standard”. The following requirements must be met:</p> <ul style="list-style-type: none"> • Minimum of 2 satisfactory references. • Completeness and accuracy check of employee’s application form. • Confirmation of claimed academic and professional qualifications. • Identity check against a passport or equivalent document that contains a 				
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		<p>photograph. Identity must be proven through visibility of:</p> <ul style="list-style-type: none"> ○ A full 10 year passport. <p>Or two from the following list:</p> <ul style="list-style-type: none"> ○ British driving licence. ○ P45 form. ○ Birth certificate. ○ Proof of residence – i.e. Council tax or utility bill. <ul style="list-style-type: none"> • Verification of full employment history for the past 3 years. • Verification of nationality and immigration status. • Verification of criminal record (unspent convictions only). <p>Criminal Records Bureau checks on the user must be carried out to an appropriate level as demanded by law.</p>				
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		All the above requirements for verification checks must also be applied to technical support and temporary staff that have access to those systems or any copies of the contents of those systems (e.g. backup tapes, printouts, test data-sets).				
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	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
E2	Which, if any staff are excluded from any of the above aspects of the recruitment procedures	<p>No permanent or temporary staff are excluded from the process outlined in E1 above.</p> <p>DBS checks are completed with all employees including casuals.</p> <p>However, some 'casual' staff within Cultural Services will not go through the full recruitment process before a decision is made to award casual hours.</p>	Green			
E3	Please state the specific training all staff who recruit others have received concerning safe recruitment	<p>The Recruitment and Selection Policy specifies that:</p> <p>All Managers are required to attend the recruitment and selection training prior to interviewing for posts.</p>	Green			

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		<p>HR has the discretion to make a judgment that adequate training has been achieved to ensure recruitment is not disadvantaged or holding back a service need. HR will interview alongside managers that have not had training.</p> <p>Senior Management Team posts are recruited via a two stage process with an initial long-listing interview undertaken by officers in accordance with the above and a subsequent interview by a panel of members drawn from the Employment Committee for short-listed candidates. Those members involved in the recruitment process will have undertaken appropriate training provided by the HR team.</p>				
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E4	<p>Please confirm your organisation undertakes CRB/Disclosure and Barring checks, prior to appointment.</p> <p>Which staff are not subject to mandatory checks? Please state.</p>	<p>See E1 above</p> <p>http://wdcmoss/serviceareas/customer/ICT/ictservices/ictsecurity/Public%20Documents/Warwick%20DC%20-%20Human%20Resources%20Information%20Security%20Policy.docx</p>	Amber	Consider if the Recruitment and Selection Policy needs to be reviewed and/or a separate Disclosure and Barring Policy implemented	BH/TD	
E5	<p>What arrangements does the organisation have in place for renewing checks on staff who remain in post for longer than 3 years?</p>	The Council's DBS procedures are followed when re-certification is required	Green			

E6	<p>Please state if any staff do not undertake a specified induction and probationary period and</p>	Casual staff within Cultural Services do not have a Corporate Induction or probation period but	Green			
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	<p>why i.e. agency staff? How many staff?</p>	<p>undergo a service area and job specific induction process. However, this is not considered to be problematic as they can be removed from any work situation whenever necessary.</p> <p>Whilst agency staff do not normally have a formal probation period, largely due to the expected duration of their employment, they will be subject to the same routine performance monitoring, 1-1s & team meetings as permanent staff, if any issues are identified these would be dealt with appropriately by their Line Manager. All agency staff goes through the normal WDC induction process.</p>				
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E7	Please state how all staff working with children and families are kept up to date with statutory requirements and findings from serious case reviews.	<p>Any relevant information from the WSCB is circulated by e-mail to appropriate officers (where necessary on a 'need to know' basis for sensitive information) or added to the weekly CMT agenda</p> <p>In addition, where appropriate, the findings of a SCR would be subject to a report to members.</p>	Amber	Review information circulation processes and assess the potential to add a dedicated safeguarding section to the intranet.	BH/MB	
E8	There is acceptable user policy for staff that detail how staff and children/young people can use digital technology	<p>This is covered for all staff within the Council's Information Security and Conduct Policy (see B3)</p> <p>We also have written guidelines on photography in the Coach Guidelines referred to in B1 and B2, including specific guidelines on photography in public places.</p>	Green			

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	Overall Judgement in respect of requirement E		Met in full	Partially met 	Not met at all
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F Effective interagency working to a) safeguard and promote the welfare of children, young people						
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
F1	Strong strategic leadership in multi-agency working is demonstrated by regular attendance at WSCB	Attendance at WSCB has not been satisfactory in the last 12 months due to staffing issues at WDC. This has now been rectified and the Deputy Chief Executive will now be resuming attendance at both WSCB and District sub-committee meetings	Amber	Resume regular attendance of WSCB meetings	BH	
F2	Staff participate in multi-agency meetings and forums to consider individual children	When required WDC staff, particularly those from Housing & Property Services attend CAFs or Strategy Case Conferences in respect of individual families or children.	Green	Review which staff have received CAF training	BH/JO/AH/TD	

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F3	Do all staff have access to LSCB Procedures?	<p>There is a link from the Council's website to the WSCB web pages</p> <p>The previous Blue Book was issued to all service areas but have now been collected and destroyed and links to the revised procedures e-mailed to all service heads</p>	Amber	<p>Review dissemination of information within service areas.</p> <p>Set up link direct from the Warwick Staff Portal intranet, accessible for all staff</p>	BH/MB	
F4	Do Staff participate in Serious Case Reviews (SCRs) and Case Reviews when required to do so.	<p>Yes, as appropriate.</p> <p>The response to a SCR is coordinated by the Deputy Chief Executive who involves other staff as appropriate.</p>	Green			
F5	SCR's are signed off by the senior manager of your agency	<p>Yes, by the Deputy Chief Executive.</p> <p>If the SCR related to a childrens issue within the district the response would be signed off by the full CMT</p>	Green			

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F6	<p>The agency has a clear process for:</p> <ol style="list-style-type: none"> 1. Compiling written info for SCRs as requested 2. Completing actions from SCR's 3. Embedding recommendations into practice. 	<p>WSCB guidance is followed in compiling SCR reports and responses.</p> <p>Where a SCR requires specific actions from this Council (none currently or recently) a report is taken to the Senior Management Team and an Action Plan devised with regular report backs until all actions are discharged.</p> <p>Should recommendations need to be embedded within practice and procedures this would be monitored through the Action Plan</p>	Amber	<p>Consider options for measuring the effectiveness of the mechanism for embedding recommendations into practice.</p>	BH/RB	
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F7	<p>Does your agency have an audit framework to ensure compliance with safeguarding arrangements;</p> <p>If so describe the framework and its content.</p>	<p>The Council is using the current s11 self-assessment audit tool to review the effectiveness of its current safeguarding procedures</p> <p>The s11 response will be taken to the Council's Executive along with an Action Plan to address those issues assessed as requiring further development, with further reports on progress against the Action Plan taken to SMT, Overview & Scrutiny Committee and Executive</p> <p>The Council's internal audit process is well developed but does not currently look at safeguarding issues.</p>	Green	<p>Consider feasibility of adding children's safeguarding to internal audit processes.</p> <p>Raise issue of potential reciprocal external audits at WSCB District Council Sub-Committee</p>	<p>BH/RB</p> <p>BH</p>	
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		The Council participates in external audit processes for MAPPA and would be happy to do so were a similar process to be put in place by WSCB				
	Overall Judgement in respect of requirement F		Met in full	Partially met	Not met at all	
						

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G Information Sharing						
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
G1	What is the policy/procedure document your organisation has for sharing information with other agencies?	<p>The Council is a signatory to the Warwickshire Sharing of Information Protocol.</p> <p>The Young Persons Homeless Protocol also contains specific information sharing procedures in respect of WCC Childrens Services and Local Authority Housing Departments.</p> <p>The Council's Deputy Monitoring Officer is its Primary Designated Officer for Information Sharing</p>	Green			

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G2	Is the protocol in accordance with "What to do if you're worried a child is being abused" (2006)?	<p>The Warwickshire Sharing of Information Protocol covers all aspects of information sharing not just those relating to child protection.</p> <p>However, the Council uses this overarching protocol to effectively share information with a variety of statutory agencies with whom we work closely and routinely, e.g. Police, Children's Services, Probation etc. and to ensure that we deliver our statutory duty via multi-agency groups such as MAPPA, MARAC etc.</p> <p>The information relating to 'What to do if you're worried a child is being abused' is available via the Council's website and its links to the WSCB web pages:</p> <p>http://www.warwickdc.gov.</p>	Green			
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		uk/info/20131/child_protection/466/what_you_should_do_if_you_think_a_child_is_at_risk				
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G3	Have relevant staff received a copy the "What to do if you're worried a child is being abused" (2006) booklet?	This information is available through the Council's website (see link at G2)	Amber	Consider dedicated page on intranet (see F3)	BH	
G4	Does your agency have a records management policy?	Yes but this is currently under review internally and with the WCC legal team	Amber	Complete review	CMT	
G5	Does your agency have a statement on confidentiality?	Yes This information is available on our website: http://www.warwickdc.gov.uk/info/20606/about_this_website/566/privacy_and_cookies_policy	Green			
	Overall Judgement in respect of requirement G		Met in full	Partially met 	Not met at all	


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H	Allegations against staff					
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
H1	How are those responsible for managing allegations against staff trained to manage the process?	<p>The Council has rigorous processes for managing allegations against staff, with a senior manager assessing the allegation and appointing an investigating officer to work to a clear brief and timescale.</p> <p>Where necessary, as in a recent case involving an allegation against a senior manager, external staff will be engaged to lead the investigation.</p> <p>The Council would also seek the advice of the LADO and, if necessary, the Police in respect of any investigation required as a result of an allegation involving child</p>	Green			

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		safeguarding or protection issues.				
	Overall Judgement in respect of requirement H		Met in full 	Partially met	Not met at all	

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I	Addressing issues of diversity.					
I1	How does your agency record gender, age disability, faith, language and ethnicity and sexual orientation of service-users?	<p>This information is collected at team level depending on the nature of the service being delivered.</p> <p>There is no corporate level monitoring of diversity issues across all those services delivered directly to families with children or young people themselves.</p>	Amber	Review adequacy of existing equality and diversity monitoring	BH/TD/Heads of service	

	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
I2	Please confirm your agency has a code of conduct for staff working directly with children young people, concerning acceptable and unacceptable	<p>The Council has an overarching Code of Conduct covering the behaviour of all its staff.</p> <p>Staff working directly with children within Cultural</p>	Green			


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	behaviour including discrimination and bullying?	<p>Services work to the Coach Guidelines which has a specific section on 'Code of Behaviour Policy'</p> <p>Examples within this section are:</p> <p>Do treat everyone with respect;</p> <p>Do not play physical contact games with children;</p> <p>Do not have inappropriate physical or verbal contact with others;</p> <p>Do not show favouritism to others;</p> <p>Do not get close to, or have physical contact with a young person without clearly explaining what you are doing, e.g. correcting the positioning of a foot or lifting or moving a child with physical disabilities</p>				
I3	How are issues of diversity addressed in safeguarding training provided for staff?	<p>All safeguarding training is undertaken through WSCB training courses, which include diversity issues within them</p>	Green			


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I4	Confirm issues of diversity are addressed in your Safeguarding Children Procedures	There is currently no specific reference to this in procedures	Red	Draft and agree with WSCB Development Officer, Child Protection Policy and Procedures that properly reflect the Equality Act 2010, the Public Sector	BH	
	Overall Judgement in respect of requirement I		Met in full	Partially met 	Not met at all	

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J	Processes and Procedures are in place to create and maintain a safe working environment where activities are provided directly to children, young people					
	Minimum standard	Evidence of standard fulfilled	RAG status	Action required to ensure compliance	By whom	Progress
J1	How information is made available to children, young people and families about safeguarding including who to contact if they are concerned a child or young person is at risk and how to make a complaint.	Information is available via the WDC website which is also fully linked to the WSCB site: http://www.warwickdc.gov.uk/info/20131/child_protection	Green	Review webpages to ensure they are fully up to date	BH	
	Overall Judgement in respect of requirement J		Met in full 	Partially met	Not met at all	

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Summary of Overall Judgements

		Met in full	Partially met	Not met at all
A	Senior Management commitment to the importance of a) safeguarding and promoting children and young people's welfare b) safeguarding vulnerable children			
B	A clear statement of the agency's responsibilities towards children and young people which is available for all staff			
C	A clear line of accountability within the organisation for work on safeguarding and promoting the welfare children			
D	Staff training on a) safeguarding and promoting the welfare of children for all staff including volunteers working with or in contact with children and families			
E	Safer recruitment practice			

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F	Effective interagency working to a) safeguard and promote the welfare of children, young people			
G	Information Sharing			
H	Allegations against staff			
I	Addressing issues of diversity.			
J	Processes and Procedures are in place to create and maintain a safe working environment where activities are provided directly to children, young people			

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Key to initials

AH- Abigail Hay, Business Support Manager
BH – Bill Hunt, Deputy Chief Executive
CMT – Corporate Management Team (Chris Elliott, Bill Hunt, Andrew Jones)
GL – Graham Leach, Democratic Services Manager & Deputy Monitoring Officer
JO – Jacky Oughton, Sustaining Tenancies Manager
MB – Michael Branson, Website Service Manager
RB – Richard Barr, Audit and Risk Manager
RW – Rose Winship, Head of Cultural Services
SS – Susan Simmonds, Procurement Manager
TD – Tracy Dolphin, Interim Human Resources Manager
TW – Ty Walter, ICT Services Manager