

Appendix A

Children's Safeguarding: Improvement Action Plan Update

Action Required	Officer(s) Responsible	2015 Position	2017 Position	Comments
1. 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	New member Champions have been appointed - Councillors Mrs Grainger and Cllr Parkins	Completed
2. Review intranet/internet information to updating and re-position information on Children's Safeguarding. To include: -Checking Information is comprehensive and up to date. -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	Bill Hunt, in liaison with Michael Branson	Complete New information added on Child Sexual Exploitation. Further review scheduled for April 2015 Updated June 2015 Updated September 2015	The pages will be reviewed this year as part ongoing, business as usual reviews (Michael Branson will contact service areas to prompt them to check their content is up to date if it hasn't been updated in 12-18 months). However the content can be updated at any point if it's necessary. Service areas can proactively update outdated content outside of wider content reviews.	Ongoing – next review date is April 2017

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outside of WDC -Dissemination of information from WSCB				
3. Review roles with service areas to determine the requirement for DBS checks	Heads of Service, in liaison with Karen Weatherburn and Andy Jones	2016 asked HoS to review of all roles relating to DBS requirements. Received Sept 2016	As new recruitment/ new roles are created the requirement for DBS check is updated on a manual log. Working with Self-Serve system to ensure this can be logged and reported on. Cross reference data received sept 2016 for DBS requirements to match roles with people. This is linked comment above related to reports from self-serve system.	On-going
4. Undertake full training audit for awareness training (including refresher training) and specific functional training e.g. CAFs to identify needs	Karen Weatherburn, in liaison with Heads of Service	June 15 Update: Underway: L&D Officer in dialogue with WSCB Training Officer.	CSE Training organised via Barnardos 163 staff and 9 Cllrs attended to-date. Further sessions being planned for both groups. 17 Cllrs also attended Safe Guarding	Further sessions being planned to be undertaken by June

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Match training needs to appropriate training and deliver training programme	Karen Weatherburn, in liaison with WSCB Training Officer and Heads of Service	June 15 Update: Underway – L&D officer co-ordinating the training needs analysis in line with identified needs of Service Areas.	Session by Bill Hunt. CXO 5/Culture 41/Development 22/Finance 2/H&CP 35/H & P 32/Neighbourhood 26 E-Learning – Now available via WILMA – the Warwickshire County Council E –learning website (WCC)	2017
5. Review staff induction process	Karen Weatherburn, in liaison with Bill Hunt	Underway: Investigate WSCB training to see if suitable module	Review new E-Learning modules for new starters where appropriate to role	By April 2017
6. 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/Karen Weatherburn, in liaison with Ty Walter	Not yet started – linked to the above.	Decision made that this subject is not suitable for inclusion with the MetaCompliance tool	Completed Linked to Point 4
7. Review if a specific policy is required in relation to safeguarding training or if this is adequately covered	Karen Weatherburn, in liaison with Bill Hunt	No new policy considered necessary but this will be kept under review	2017 Reviewed – No new Policy required	Completed

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within the existing Training Policy or other service specific policies				
8. Introduce central recording of safeguarding training and refresher training	Karen Weatherburn, in liaison with Heads of Service	Recording via Training Logs for centrally organised training.	Completed – The logs are reported back in the overall training data on an annual basis corporately	Reminders to be sent out regularly to ensure training records are up to date
9. 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	Not considered necessary to have a specific mechanism.	Completed
10. Review commissioning arrangements in Cultural Services	Rose Winship, in liaison with Bill Hunt	Complete		Completed
11. Review Whistleblowing policy to determine if it should specifically refer to safeguarding	Bill Hunt, in liaison with Richard Barr	Underway	Complete Safeguarding, in its current definition, does not receive a specific mention in the policy but	Complete – no amendment to be made

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			<p>it could be said to be covered by "sexual or physical abuse of clients" We do not feel that Safeguarding needs a specific reference in the policy. The policy's main focus is the protection of employees who raise concerns about the council's provision of services and the conduct of members and officers. The council is not a direct provider of children's services, related to Safeguarding, its role comprises of co-operation with all of the other partner organisations and raising awareness generally.</p>	
<p>12. Complete review of Records Management Policy</p>	<p>Graham Leach, in liaison with CMT</p>	<p>Not yet started</p>	<p>This piece of work is being combined with the preparatory work ahead of the introduction of GDPR in spring 2018</p>	<p>A plan for this work will be taken to SMT in early 2017</p>

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13. Consider if the Recruitment and Selection Policy needs to be reviewed and/or a separate Disclosure and Barring Policy implemented	Karen Weatherburn, in liaison with Bill Hunt and Richard Barr	Underway: Review of DBS processes and inclusion in R & C Policy if relevant	Reviewed and complete- no amendments in policy required or separate policy	Completed
14. Resume regular attendance of WSCB meetings	Bill Hunt	Complete	N/A	Completed
15. Conclude discussions at WSCB District sub-committee meetings on: -Taking children's views into account on operational issues, e.g. homelessness decisions -potential for reciprocal external audits of each other's safeguarding function	Bill Hunt	Underway	Not yet complete	Further discussion to be had at WSCB
16. Consider feasibility of adding children's safeguarding to internal audit processes.	Richard Barr, in liaison with Bill Hunt	Underway	Safe Guarding Audit undertaken Dec 2016 – Substantial Assurance	Completed
17. Consider options for measuring the effectiveness of the mechanism for embedding	Bill Hunt, in liaison with Richard Barr	Underway Linked to above		Awaiting next SCR

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recommendations arising from WSCB guidance and/or Serious Case Reviews into practice.				
<p>18. 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>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>	Karen Weatherburn, in liaison with Bill Hunt	<p>Underway: All District and Borough Councils reviewing and standardising their policies. Link with existing review of E & D legislations and compliance for WDC</p> <p>Underway</p> <p>Delayed by reorganisation of WSCB sub-committees</p>	<p>E&D Policy updated 2016</p> <p>Working with WSCB to implement a WDC Child Protection & Safe Guarding Policy</p>	On-going