

WAO Corporate Safeguarding Action Plan – July 2019  
 Reviewed 29<sup>th</sup> August 2019

**APPENDIX 3**

WAO Recommendation	Action	Actions/Requirements	Who	Progress/Completion
R3	Safer Recruitment policy to be ratified	<p>Policy to be agreed by HR Strategy Group, CMT and Cabinet</p> <p>All managers to be trained on safer recruitment policy – training package to be developed and implemented</p>	<p>HR</p> <p>HR</p>	<p>Draft Policy is due to be presented to Education Joint Consultative Committee (JCC) on the 25<sup>th</sup> of September 2019. This will be followed by presentation at Corporate JCC, followed by Scrutiny and Cabinet.</p> <p>Training will be developed and implemented once policy is ratified</p>
	<p>DBS checks for volunteers and contractors</p> <p>Contractors compliance with safeguarding policy and their awareness of the policy</p>	<p>Task and Finish Group to look at:</p> <ul style="list-style-type: none"> <li>• DBS checks for contractors</li> <li>• Safeguarding training for contractors</li> <li>• Contractors access to safeguarding policy</li> </ul> <p>Agree process of how this is to be monitored</p>	<p>Establishment of a Task and Finish Group to include Procurement / Commissioning/ HR/ Internal Audit/ Relevant DSO's</p>	<p>On going, membership and dates yet to be agreed, awaiting response from Liz Lucas and Lynne Donovan</p>

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R4	Implement Training Framework	<p>Tiered approach to safeguarding training to be agreed by Board and written up in framework and disseminated via DSO for implementation across the LA.</p> <p>Tier 2 training package to be developed and agreed and delivered across service areas</p>	Training Task & Finish Group/ DSO's/ Managers/ Safeguarding Unit	<p>Draft Framework to be signed off by Corporate Safeguarding Board on the 16<sup>th</sup> of September , once agreed this will be disseminated via DSO's</p> <p>Tier 2 training package has been developed. There are 3 training sessions scheduled for the 8<sup>th</sup>, 9<sup>th</sup> and 21<sup>st</sup> of October to be delivered by Mike Portlock and Deb Lewis</p> <p>DOS' have been nominating staff from service areas to be trained to deliver Tier 2 training package- Understanding Safeguarding Children and adults ( half day), dates for Train the Trainer sessions are 24<sup>th</sup> and 30<sup>th</sup> of October. Those nominated will attend both days and then form part of a delivery group, support by Deb Lewis, Mike</p>

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				Portlock and Rhiannon Thorn
	<p>Backdating of training already completed to be inputted on to ITrent</p> <p>Development of Tracking system for training for staff, volunteers and contractors</p>	<p>Individual services areas to input training to ITrent that has already been completed. Managers to collate this data and ensure permissions in ITrent to record the training</p> <p>ITrent to be developed to incorporate codes in line with Safeguarding Training framework</p>	<p>DSO's with support from HoS and CMT</p> <p>HR</p>	<p>Update regarding backdating of training into Itrent is required at next DSO Practice Development Group</p> <p>Codes have been agreed to record the trained under the Corporate Safeguarding Training Framework. HR are in the process of updating Itrent to support this. Meeting is being held on the 11<sup>th</sup> on September to assess progress</p>
	<p>Agree timescales for new starters, volunteers and contractors to undertake basic initial training</p>	<p>Ensure staff and volunteer induction processes include Corporate Safeguarding as a mandatory requirement</p> <p>Council tenders and contracts to make expectations on contractors explicit.</p>	<p>HR/ DSO's</p> <p>Procurement/ Commissioning/ Internal Audit</p>	<p>Corporate Safeguarding training Framework outlines that basic Safeguarding awareness is part of all inductions for staff and volunteers – Tier 1 training</p>

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	<p>Training update to be reported to Corporate Safeguarding Board to monitor compliance in each service area- staff, volunteers and contractors</p>	<p>Quarterly Reports to the Corporate Safeguarding Boards and inclusion in the Annual Report.</p>	<p>Gareth Jenkins/ Nicola Barrett</p>	<p>This matter will go forward once training framework has been signed off ad codes implement in Itrent</p>
	<p>Explore e learning packages</p>	<p>Current e learning packages available to be explored</p>	<p>Training Task &amp; Finish Group/ DSO's/ Managers/ Safeguarding Unit</p>	<p>Caerphilly does currently have it packages to support the development of learning with the ability to track completion ( Learning management system( LMS)</p> <p>Powerpoint presentation can be utilised along with knowledge test via snap survey ( this was used for Mandatory Data Protection eLearning). Further exploration of this is required.</p> <p>RCT have an eLearning module but do have a LMS system to track completion.</p>

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				<p>Leisure services use an e learning package (IHASCO), however this has cost implications. 3000 credits is a cost of £4500</p> <p>WFD have software to develop a video presentation (with voice over) that can be utilised for Tier 1 training/refresher of Tier 1. This could also be used to send to commissioned services as part of the contracting process, with the expectation that providers complete and record that the training is completed and this could form part of internal audit process.</p>
R6	<p>Increase frequency of Board Meetings</p> <p>Timings of Board meetings to be reviewed to comply with Scrutiny and</p>	<p>Corporate Safeguarding Board to meet quarterly of next 12 months to monitor the implementation of the Action Plan and frequency will then be reviewed</p>	<p>Gareth Jenkins/ Nicola Barrett</p>	<p>Completed</p>

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	Audit Committee deadlines			
	Annual Report to provide more robust assurance of safeguarding arrangements within the LA  Bench marking of arrangements with other LA's	Annual report to include performance data regarding training compliance across staff, volunteers and contractors Key data set to be updated to include a wider set of data cross service areas Comparison data with other LA's to be sought to inform Annual report		Key data set to include more detailed performance data was agreed at last Board meeting- need to be updated to Corporate safeguarding Policy.  Nicola Barrett to discuss with Gwent Counterparts comparison data to inform annual report at next safeguarding leads meeting on the 18 <sup>th</sup> of September
	Corporate Safeguarding to be included on the Risk Register	WAO Review Report and Action Plan to be included on Social Services Risk Register  CMT to consider inclusion on the Council Risk Register	Gareth Jenkins  Dave Street	Completed  Ongoing consideration by CMT
	Policy to be made available on front page of the intranet, to include access to	Corporate Safeguarding icon to be visible on front page Links to be made in Policy and Service Area Tabs	Liz Lucas/ Nicola Barrett	Meeting scheduled for the 5 <sup>th</sup> of September to discuss

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	Annual Report and list of DSO's			
R7	Role of Internal Audit	<p>Links with other LA's as to how they undertake internal audits for Corporate Safeguarding</p> <p>Develop mechanism of internal audits, focus of audits, frequency etc</p> <p>Corporate safeguarding policy to be updated to reflect internal audit responsibilities</p>	Internal Audit/ Nicola Barrett	<p>Meeting held with Richard Harris on the 1<sup>st</sup> of August, links made with other LA's (Newport and Monmouthshire) Richard Harris in process of developing internal audit tool. Awaiting update from Richard Harris on progress with this.</p> <p>Policy will be updated once intern audit process is confirmed</p>
	Internal Audit to receive Corporate Safeguarding training	Team training session to be arranged		Booked for the 25 <sup>th</sup> of September
R8	Self-assessment tool to be implemented	DSO's to return completed Self-Assessment Tool by the 15 <sup>th</sup> of July, with attached action plans to strengthen corporate safeguarding arrangements across service areas	DSO's	Self assessment tools have been returned, to be reviewed and discussed at the next DSO Practice Development group on 21 <sup>st</sup> of October