

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2022/23- May 2023**

APPENDIX 2

	Recommendation	Action	Who	Progress / Completion	RAG Status
1	Delivery of training on the safe recruitment policy to employees involved in recruitment processes	Training for all managers involved in the recruitment process to ensure Safe Recruitment is embedded in practice	HR/ DSO for HR	Discussion with HR HoS has highlighted that internal training would be rolled out March/April time for those staff involved in the recruitment process. The eLearning module has now been developed and discussions need to be held regarding a roll out programme	AMBER
2	Ensuring corporate safeguarding and the duty to report is considered in all Job Descriptions	HR to ensure that this is included in any reviews, updates, or development of new Job Descriptions	HR/DSO in HR	This is already included in many Job Descriptions and will be included in the development of all new JD's and when existing JD's are updated and/or reviewed. This will also be reflected in the Safe Recruitment Training when rolled out.	GREEN On going
3	Corporate Safeguarding Board: Frequency of Meetings	Board meetings to be reduced to twice per year.	Nicola Barrett/Gareth Jenkins	Future Board dates 22.5.2023 and 27.11.2023. Dates for 2024 will be agreed in line with	GREEN Would propose deleting

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				reporting to CMT, PDM and Scrutiny	
4	Corporate Safeguarding Training	Corporate Safeguarding Framework to be updated in line with revisions to available training	Nicola Barrett	Corporate Safeguarding Training	Corporate Safeguarding Framework to be updated in line with revisions to available training
		DSO's to complete safeguarding training data collection feedback sheets on an annual basis to inform Annual Report	DSO's	Date for submission is the 26 th of April 2023 for training completed 2022/2023	GREEN
		eLearning for Group A of the National Safeguarding Training Framework to be made available on the Learning@Wales Website for	Nicola Barrett/Carol Brimble	Group A is now available on the Caerphilly page of the Learning@Wales platform	GREEN Would propose deleting

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		Caerphilly employees			
		CMT, Elected Members, management network to complete the Group A eLearning	Nicola Barrett/Gareth Jenkins	<p>CMT, Elected Members and management network to complete the Group A eLearning Module by the end of February 2023</p> <p>To date, only 13 Elected members have completed the eLearning module as of the 11.5.23. There have been some issues with accessing the training which will need further exploration.</p> <p>Further consideration is required for management network members to complete this training.</p>	AMBER
		Tier 1 English and Welsh training video's to be available to be accessed by Caerphilly	Nicola Barrett/Carol Brimble	This is work is in progress and supported by Workforce Development Team. A solution is being sought to ensuring that the videos are only	AMBER

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		employees only on the learning@wales website		accessible by Caerphilly employees.	
		Monitoring of training delivery via all Tiers under the framework and any issues raised at DSO development group.	DSO's	<p>Deb Lewis and Mike Portlock have continued to deliver Tier 2 training to supplement sessions provided within Service areas. This has been via both a virtual platform and face to face as follows-</p> <ul style="list-style-type: none"> • 15/09/22 via MS Teams • 15/11/22 via MS Teams • 20/04/23 Face to Face • 19/09/23 via MS Teams <p>Further dates will be agreed for 2024.</p> <p>The Workforce Development Team have</p>	Monitoring of training delivery via all Tiers under the framework and any issues raised at DSO development group.

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				<p>been able to sent list of employees who have completed safeguarding training to each to DSO so that this can be compared with their service area lists and to ensure that employees are aware when they need to undertake the 3 year refresher. This is only available if the training has been inputted to Itrent. This will be further discussed at the next DSO Development Group.</p> <p>Discussions have also take place with HR and workforce development team about utilising Itrent to better track safeguarding training. This will be further considered once training</p>	

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				is updated in line with the National Safeguarding training Framework.	
		WG implementation of a National Safeguarding Training Framework	Corporate Safeguarding Board/ Nicola Barrett/DSO's	<p>The framework was launched in November 2022. However, training materials, apart from the Group A eLearning model are not yet available and its anticipated they will be made available with a further launch of the framework in November 2023.</p> <p>Group A which is an eLearning module, which is in line with CCBC's Tier 1 training is available on the Learning@Wales platform on the Caerphilly pages. This will be further advertised via the DSO development group and is recommended for new employees via the HR Induction Process.</p>	RED

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				Once all materials from the National Framework are available, all training will be reviewed and the Corporate Safeguarding Training Framework will be updated to reflect any changes. This work can take place alongside any further developments in Itrent supported by the Workforce Development Team.	
5	Self-Assessment Tool	DSO's to review action plan for service area on a quarterly basis within service area	DSO's / Nicola Barrett	The below matters were discussed at the DSO Development group on the 16 th of January 2023 - <ul style="list-style-type: none"> • Ensuring the role of the Designated Safeguarding Officer (DSO) and the Corporate Safeguarding Policy is promoted routinely across 	GREEN

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				<p>the service area at regular intervals</p> <ul style="list-style-type: none"> • Tracking and monitoring the delivery of safeguarding training • Ensuring the appropriate storage of confidential information • Ensure the Procurement Safeguarding protocol is embedded in all service areas who commission services • Safeguarding in buildings to be considered as services resume after covid 19 and agile working is implemented 	

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				DSO's present at the meeting on the 16 th of January confirmed the above were in place in their service areas.	
		DSO's to update self-Assessment on an Annual Basis to feed into the Corporate Safeguarding Board Annual Report	DSO's	Date for submission for 2022/23 is the 26 th of April 2023	GREEN
		DSO's to raise any issues in the quarterly DSO Development Meetings	DSO's	This matter is ongoing. No specific issues being raised currently, however the completion of the updated self-assessments will raise any issues that need further consideration.	Green On going
		Self-Assessment tool to be reviewed in line with Regional Corporate Safeguarding Work	Nicola Barrett	A regional self-assessment tool has been drafted and has been agreed by 4 of the 5 Gwent LA's. The 1 LA	GREEN Consider changing wording to focus

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				<p>who will not be using the self-assessment format going forward is due to their self assessment form currently being online.</p> <p>The new self-assessment will be issued to DSO's to complete for 2023/2024</p>	on implementation
6	Corporate Safeguarding Internal Audit	Findings of internal audit to be feedback to Corporate Safeguarding Board and actions considered by all DSO's.	Internal Audit / Nicola Barrett / DSO's and service areas	The final report is still awaited from Internal Audit due to waiting for responses from some service areas regarding the audits of said service areas. Once the final report is known, any recommendations will be fed into the Forward Work Programme	AMBER
7	Media Campaign	Media campaign now developed by communication team, requires roll out.	Comms Team Nick Rutter/ Nicola Barrett/DSO's	Toilet door posters were made available during and after safeguarding week. Posters also sent to DSO's to be displayed	GREEN

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				<p>in service areas for staff and the public. Email via communications team was sent out highlighting safeguarding responsibilities to all employees, including a video relating to safeguarding being everyone's business. Social Media platforms also used to highlight safeguarding week.</p>	
		<p>Development of a safeguarding credit card sized leaflet which can be made available to employees</p>	<p>Leisure Services/Nicola Barrett/DSO's</p>	<p>A draft credit card leaflet has been agreed and has been translated. Final versions of the credit card leaflet in English and Welsh are awaited so that printing costs can be agreed and roll out of the card.</p> <p>Board requested that this was implemented by the end of March 2023, there has been a delay due to IT matters and the</p>	<p>Development of a safeguarding credit card sized leaflet which can be made available to employees</p>

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				absence of the Safeguarding Service Manager	
8	LMS	Monitor progress of the WFD and digital services project linked with WG regarding LMS System and its implementation in order for safeguarding training to be supported via the LMS when available	Digital Services/WFD/Nicola Barrett	Update received on the 10.5.2023: WG funded BETA phase has been completed. The procurement process has stated for the LA's now involved in the process, this is being supported via Blaenau Gwent. Any implementation timescales will be extensive. A partnership agreement between Carmarthenshire CC, BGCBC and CCBC has employed a systems implementation expert, initially from April 2023 through end June 2023. WG funding will fund the majority of this cost and it's been agreed by the partnership that any pilot will be done via	AMBER

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				social services. The current product prototype is via an application known as Thinqi.	
9	Increase knowledge of DSO's in respect if Safeguarding	Invite speakers on safeguarding topic's to DSO Development Group	Nicola Barrett	Abolishment of Physical Chastisement video played for DSO's in January DSO Group. Caerphilly Cares presentation postponed until March DSO Group. This presentation was cancelled by the service due to Caerphilly Cares provision being reviewed. Further presentation will be sought for 2023/24.	GREEN Ongoing
10	Corporate Safeguarding on a regional basis	Links with Corporate Safeguarding Leads in Gwent Region to look at consistency of practice.	Nicola Barrett/Corporate Safeguarding regional counterparts	There has been a number of new appointments to the safeguarding lead roles across Gwent. This has meant that work will take place during 2022/23 with likely implementation of any regionally agreed updates in 2023/24	AMBER

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		Consider regional self-assessment tool	Nicola Barrett	Regional Self Assessment tool has now been agreed to be used for 2023/2024	GREEN
		Consider aligning corporate safeguarding training for consistency	Nicola Barrett	Yet to be actioned and will need to be considered in line with the National Safeguarding Training Framework when launched	RED
		Develop comparison key data set.	Nicola Barrett	Agreement across the region to use the key data set from Caerphilly. Safeguarding Leads currently making enquiries within their respective LA's regarding their data collection process to ensure a consistent approach. It is anticipated that this data can then be used for annual reports for 2023/2024	AMBER

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11	Role of the DSO	The responsibilities of the DSO to be recognised as being an additional task for the employee on top of the requirements of the employee's substantive role	Board/ HoS/ DSO's	<p>All DSO's to discuss the requirements of their role with senior managers so that they can be given the time to undertake the required tasks of the DSO as set out in the Corporate Safeguarding Policy.</p> <p>DSO's in attendance at the Development Group confirmed that they felt supported in their role as DSO's by their managers. This will be reviewed via the self-assessment for 2022/23 for any further matters arising regarding the role of the DSO</p>	GREEN
12	Reporting of Safeguarding Data to CMT	6 monthly Reports regarding key safeguarding data to PDM/CMT	HoS/ Safeguarding Lead	First report presented to PDM in December 2022, next report to be incorporated to the Annual Report, to be presented to CMT on 25 th	GREEN- On going

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				May and PDM on 21 st June 2023	