

APPENDIX 2

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE SAFEGUARDING BOARD
FORWARD WORK PROGRAMME 2024/25 – updated April 2024**

	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	A pilot for the training took place which was positive, and feedback was fed into the training. However, update from Carole Brimble is that HR processes are being updated and this needs to be fed into the training and some actions are outstanding. It is hoped this will be finalised by the end of April and the training can be then rolled out around June 2024.	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	<p>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.</p> <p>Due to this matter being raised in the self-assessments 2022/23, it has been confirmed the following is included in JD's-Work within the policies and procedures of the Council including recognising the duty to protect vulnerable</p>	GREEN-recommend action is removed

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				adults, children and young people.	
3	Corporate Safeguarding Training	Corporate Safeguarding Framework to be updated in line with revisions to available training	Nicola Barrett	<p>Framework has yet to be updated in line with the National Safeguarding Training Framework.</p> <p>Further, there have been on going issues with the Learning@Wales Platform, those employees asked to undertake the eLearning training have had difficulties in accessing the platform. Therefore, the use of the Group A basic safeguarding awareness eLearning Module has not progressed and the framework has not been updated due to this.</p> <p>The Workforce Development Team have developed a PowerPoint presentation based on the eLearning Group A module which has a questionnaire at the end linked to google forms. When this is completed, google forms can track who has completed the training. This is yet to be rolled out</p>	Amber

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				and made available to all employees who require basic safeguarding awareness training. The eLearning will sit in the LMS when available, however this also needs to be available on the Intranet prior to the LMS being implemented. Discussions have been held with Carole Brimble regarding this and a meeting is planned with the workforce development team.	
		DSO's to complete safeguarding training data collection feedback sheets on an annual basis to inform Annual Report	DSO's	Deadline was the 29.2.2024, the date is a reflection of the need to complete the annual report in time for CMT, Scrutiny and Cabinet.	Green
		eLearning for Group A of the National Safeguarding Training Framework to be made available on the Learning@Wales Website for Caerphilly employees, to be accessed by all as part of the induction process and to be updated to the Corporate	Nicola Barrett/Neil Cooksley	Group A is available on the Caerphilly page of the Learning@Wales platform, however, there have been access issues which were identified when elected members were asked to do the training, therefore this hasn't been updated for all staff requiring Tier 1 training or in the induction	AMBER

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		Safeguarding Training Framework for all employees who required Tier 1 training		<p>process until access to the resource is resolved.</p> <p>As noted above there were on going issues with accessing the eLearning module so a PowerPoint presentation has been developed based on the Group A eLearning Module, this now needs to be made available to all employees who require Group A training.</p>	
		CMT, Elected Members, management network to complete the Group A eLearning	Nicola Barrett/Gareth Jenkins	CMT, Elected Members and management network were asked to complete the Group A eLearning Module on the Learning@wales website, however due to difficulties with accessing this platform, a PowerPoint presentation was developed with a questionnaire at the end linked to google forms to track completion of the training. First off, CMT and Elected members have been asked to complete the training by end of March. Updated data on completion has been requested from the workforce development team. 31 members of CMT/Elected	AMBER

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				<p>members had completed the training via the learning@wales platform.</p> <p>This will subsequently be rolled out to management network via the LMS when available or via the safeguarding tab on the intranet.</p>	
		Tier 1 English and Welsh training video's to be available to be accessed by Caerphilly employees only on the learning@wales website	Nicola Barrett/Neil Cooksley	<p>There continued to be issues relating to the learning@wales platform, therefore this has not progressed. However, the video's are accessible via the Intranet. It is proposed that this action is completed as the new Group A training will be made available via the PowerPoint presentation via the LMS or on the Intranet. The presentation will need to be made available in Welsh.</p>	AMBER – recommend action is removed.
		Monitoring of training delivery via all Tiers under the framework and any issues raised at DSO development group.	DSO's	Further dates for 2024 are to be delivered by Mike Portlock and Deb Lewis	AMBER

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				<p>Service areas are also responsible for delivery of training via the group of facilitators in their service areas.</p> <p>Training delivery now has to be considered under the National Safeguarding Training Framework (NSTF) which had a soft launch in November 2023, the monitoring of this will need to be considered going forward as DSO's will need to consider job roles against the required level of training under the NSTF. A meeting is being held on the 10th of April to begin this piece of work with DSO's.</p>	
		WG implementation of a National Safeguarding Training Framework	Corporate Safeguarding Board/ Nicola Barrett/DSO's	<p>As above, the framework was launched in November 2023.</p> <p>Group A eLearning module has been converted to a PowerPoint presentation with a questionnaire linked to google forms to collate data on completion. This needs to be rolled out fully to all employees</p>	AMBER

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				<p>who required Group A training under the NSTF.</p> <p>A meeting is being held on the 10th of April with DSO's in order for them to map out job roles related to the level of training within the NSTF in their service areas.</p> <p>It is suggested that for those employees who require Group B training, that the existing pool of facilitators for Tier 2 training, receive train the trainer to deliver the Group B package of training. It is anticipated that the Group B package currently being developed by Gwent Safeguarding Board can be used on a corporate basis. This package will hopefully be available summertime 2024 after it is piloted via Gwent Safeguarding Board. Those staff who require Group B training will require 6 hours of safeguarding training for understanding safeguarding children and adults.</p>	

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				<p>Both Group A and B will require refresher training every 3 years.</p> <p>Employees who require Group C training are those involved in and offering supervision regarding safeguarding processes and practice. This in the main relates to Social Services employees, however all DSO's will also require this level of training. Gwent Safeguarding Board is developing Adult Safeguarding and Children's Safeguarding training packages under Group C and these can be made available on a Corporate basis. However, a significant consideration is the delivery and tracking of this training going forward. Currently the Adult Safeguarding Team have been supporting delivery of Adult safeguarding training equivalent to Group C and this could continue. From a Children's Services perspective, there is currently no one available to deliver Group C training due to the lack of</p>	

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				<p>availability of the child protection coordinator and Safeguarding Service Manager. Decisions are also required as to whether some staff in service areas who require Group C Training need to undertake this for children and for adults due to their roles and responsibilities.</p> <p>Groups D and E relates to Social Services Team Managers, Service Managers, Heads of Service and Directors for Social Services and this is linked to continuous professional development.</p> <p>Group F is for strategic leaders such as the CEO and Elected Members who require a basic understanding of safeguarding and can complete Group A training.</p> <p>Implementation of the above is in its infancy, however the delivery of training under Group B and Group C needs consideration. Some discussions have been taking</p>	

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				place on a regional level as requested by Directors of Social Services, however it has become apparent that progress is at different stages in some of the Gwent LA's. This is being further considered via Heads of Service.	
4	Self-Assessment Tool	DSO's to review action plan for service area on a quarterly basis within service area	DSO's / Nicola Barrett	<p>The below issues were identified by DSO's as requiring attention via the self assessment process for 2022/23-</p> <ul style="list-style-type: none"> • Ensuring all DSO's are fully aware of the Corporate Safeguarding Training requirements for the role of the DSO, this is an identified need where there is a change of DSO or cover arrangements within a service area. • Reinforcement of the Procurement Safeguarding Protocol for all newly commissioned providers, again an identified need for 	Amber

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				<p>new DSO's or those undertaking cover arrangements</p> <ul style="list-style-type: none"> • Monitoring and tracking of employees' completion of safeguarding training has continued to be Amber rated for several service areas, along with resource availability to provide Tier 2 safeguarding training in specific service areas • Reinforcing the need for 3 year refresher training was highlighted by 1 service area and Rag rated RED. • Implementation of the National Safeguarding Training framework and the need to update the Corporate Safeguarding Training Framework so this is in line with the national framework 	

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				<ul style="list-style-type: none"> • Ensuring that the corporate safeguarding responsibility is included in all Job Descriptions was also highlighted in some self-assessments, however this matter is being managed by HR when JD's are being reviewed and updated and has been discussed in the DSO Development Group- See above update regarding this matter • Safe Recruitment training continues to be highlighted as an Amber issue, however there is a plan via HR to roll out relevant training. See above update regarding this matter • Implementation of Agile Working policy has also highlighted as an area for further consideration related 	

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				<p>to access to buildings – Needs to be considered within each service area</p> <p>The above matters have been discussed in DSO development Group in January. The issues related to training are on going due to the implementation of the NSTF and the tracking of training and refresher requirements continue to be impacted due to the wait for the LMS system to become available</p>	
		DSO's to update self-Assessment on an Annual Basis to feed into the Corporate Safeguarding Board Annual Report	DSO's	<p>Deadline was the 29.2.2024, this date is a reflection of the need to complete the annual report in time for CMT, Scrutiny and Cabinet.</p> <p>Self assessments have been received from service areas to inform the forward work programme for 2024/25</p>	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	Green On going

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				updated self-assessments will raise any issues that need further consideration.	
		New Regional Self-assessment tool to be implement	Nicola Barrett	The agreed regional self-assessment tool has been issued to DSO's for completion for 2023/24	Green-suggested removal from plan
5	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	Internal audit continue to work with Heads of Services regarding outstanding actions identified within the Internal Audit. Awaiting updated from Internal Audit, requested on the 3.4.24 as to updates on the progression of required actions	AMBER
6	Media Campaign	Media campaign now developed by communication team, requires roll out.	Comms Team Nick Rutter/ Nicola Barrett/DSO's	During safeguarding week in November 2023, there was communication to all employees regarding corporate safeguarding, toilet doors posters were used and communication via social media.	Green – on going to be considered again in 2024.
		Development of a safeguarding credit card sized	Leisure Services/Nicola Barrett/DSO's	The credit card leaflet is now available and all DSO's have been	Green – recommend removal

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		leaflet which can be made available to employees		<p>asked to collect copies for staff in their service areas.</p> <p>Safeguarding Service Manager, Adult Safeguarding Team Manager, Child Protection Coordinator and Cabinet Member for Social Services will be handing out the leaflet in the Hive in Ty Penalta between 12.30pm and 2 pm on the 17th of April 2024.</p> <p>A version of the leaflet is also available on the Intranet under the safeguarding tab.</p>	from the plan
7	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	<p>In terms of the LMS, access is now available to the Thingi Caerphilly platform. The pre-populated content includes the eLearning Wales Safeguarding Group A module and VAWDASV module eLearning Group 1 module. The next steps, prior to any pilot test, include:</p> <ul style="list-style-type: none"> designing local essential content e.g. Welcome to Caerphilly 	AMBER

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				<ul style="list-style-type: none"> • planning interaction with iTrent for the people structure, and • single sign-on and interaction with MS Teams. • Need to pre load prior learning <p>There is no timeframe for the next stages currently, updates are required from people services.</p>	
8	Increase knowledge of DSO's in respect of Safeguarding	Invite speakers on safeguarding topic's to DSO Development Group	Nicola Barrett	<p>Presentation provided by Caerphilly Cares on the 10.7.23. Presentation from Supporting People on the 16.10.23. Police Firearms presentation took place on the 22.1.24. Presentations from Recovery which is a gambling service is scheduled for the 15th of April 2024 and a presentation on the Serious Violence Duty is scheduled for the July 2024 meeting.</p>	GREEN Ongoing
9	Corporate Safeguarding on a regional basis	Links with Corporate Safeguarding Leads in Gwent Region to look at consistency of practice.	Nicola Barrett/Corporate Safeguarding	This is work is ongoing and will now focus on the National Safeguarding Training Standards.	AMBER

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			regional counterparts		
		Consider regional self-assessment tool	Nicola Barrett	Regional Self-Assessment tool has now been agreed to be used for 2023/2024	GREEN – recommend removal from the plan
		Consider aligning corporate safeguarding training for consistency	Nicola Barrett	This work will be linked to the National Safeguarding Training Framework. A meeting has been held on a regional basis and is being considered further by HoS as it is apparent the Gwent LA's are at different stages with the implementation.	AMBER
		Develop comparison key data set.	Nicola Barrett	Agreement was reached regarding a data set to compare data across Gwent. However, this hasn't progressed for 2023/24, this is not from a Caerphilly perspective, it is related to reporting structures and timings across the 5 LA's. This is impacting the availability of comparison data in time for reporting in Caerphilly.	AMBER
10	Role of the DSO	The responsibilities of the DSO to be recognised as being an additional task for the	Board/ HoS/ DSO's	DSO's have not raised any ongoing issues in relation to this	GREEN

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		employee on top of the requirements of the employee's substantive role		matter at the DSO Development Groups	
11	Reporting of Safeguarding Data to CMT	6 monthly Reports regarding key safeguarding data to PDM/CMT	HoS/ Safeguarding Lead	The Annual Report, to be presented to CMT on 23 rd May 2024 and PDM on the 19 th of June 2024.	GREEN- On going