

**Local Authority Arrangements to Support Safeguarding of Children  
Wales Audit Office – October 2014  
Action Plan Issues for Consideration**

	<b>Proposals for Improvement</b>	<b>Things to consider</b>
P1	Develop a Corporate Safeguarding Policy that clearly specifies roles, responsibilities and procedures for safeguarding	<ul style="list-style-type: none"> <li>• What existing policies are in place across the Directorates?</li> <li>• Look at practice examples from other Local Authorities</li> <li>• Consider the role of the regional Safeguarding Board?</li> <li>• Need a formal mechanism to ensure that all services that have access to/ contact with children and young people have appropriate safeguarding policies in place.</li> <li>• Develop an Accountability Framework/ Safeguarding Policy which sets out;               <ul style="list-style-type: none"> <li>○ individual, professional and organisational responsibilities and the ways in which accountability will be monitored and reported.</li> <li>○ identifies individual named officers and relevant Council structures and committees.</li> <li>○ makes clear to staff with whom they should discuss and to whom they should report any concerns about a child’s welfare.</li> <li>○ Make everyone aware that Statutory regulations clearly set out the role of the Statutory Director for Social Services</li> </ul> </li> </ul>
P2	The Council should clarify who designated officers with responsibility for safeguarding are.	
P3	Improve the range, quality and coverage of safeguarding performance reporting to members to provide adequate assurance that corporate arrangements are working effectively.	<ul style="list-style-type: none"> <li>• Good practice examples are expected to be included in the National Report which is to be published.</li> <li>• What information would Members like to receive?</li> <li>• Provide more routine and comprehensive reports to give an overall picture for Members to hold officers to account and provide assurance that the Council’s safeguarding arrangements are effective. To include;               <ul style="list-style-type: none"> <li>○ Officer and Member training</li> <li>○ Changes in legislation</li> <li>○ Performance and management information</li> <li>○ Updates from bodies such as the SEWSCB including the Annual Report</li> <li>○ Safe HR policies particularly recruitment</li> <li>○ Compliance with procedures</li> <li>○ Availability of and uptake of training</li> <li>○ Members roles and job descriptions</li> </ul> </li> </ul>

P4	Ensure all elected members and staff who come into contact with children on a regular basis receive training on safeguarding and child protection issues and the Council's corporate policy on safeguarding. This should also include volunteers.	<ul style="list-style-type: none"> <li>• Identify Elected Members, staff and volunteers managed by the Council who require training in safeguarding and the level of training required</li> <li>• Maximise the training provided by the Regional Safeguarding Board</li> <li>• Ensure that training records are maintained to demonstrate that anyone requiring training has received it.</li> <li>• Elected Members, staff and volunteers need to understand their responsibilities to report safeguarding concerns and the appropriate processes to do so.</li> </ul>
P5	Identify and agree an appropriate internal audit programme of work for safeguarding	<p>State how internal audit may periodically test whether safeguarding arrangements are working effectively, for example;</p> <ul style="list-style-type: none"> <li>• checking safe recruitment policies are being implemented eg. whether DBS checks and references have been undertaken and can be evidenced;</li> <li>• reviewing staff and member training;</li> <li>• reviewing of contract monitoring to ensure appropriate checks are undertaken.</li> </ul>