

Action Plan for 2015/16 S11 Audit

| Ref. | Description | Responsible Person | Comments | Status & Date Completed/Due |
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| 1. SENIOR LEVEL COMMITMENT TO SAFEGUARDING, AND ACCOUNTABILITY | | | | |
| 1.1 | Evidence that safeguarding appears on appraisals for both Donna Finch & Dave Bill. | Acting/Chief Fire Officer (A/CFO) Personal Assistant (PA)/Assistant Chief Fire Officer (ACFO) PA | [26/09/16] Email received from A/CFO confirming that Safeguarding will appear on the appraisal of ACFO. ACFO confirms safeguarding will appear on the appraisal of Community Development & Safeguarding Manager (CD&SM). | Completed 26/09/2016 |
| | Evidence that safeguarding appears on senior leadership team agenda. | | | |
| | Evidence of regular meetings with Essex fire authority regarding safeguarding. | ACFO PA | [20/09/16] Safeguarding added to October formal SLT agenda and will be reported upon on a regular basis. | Completed 26/09/2016 |
| | | ACFO PA | [20/09/16] Meetings booked on a regular basis with EFA members who champion safeguarding. | Completed 26/09/2016 |
| 1.2 | Evidence of strategic and corporate plans that reference safeguarding children and is linked into relevant work streams – evidence needed | ACFO | No evidence found within strategic and corporate plans – urgent action to incorporate. | High 31/03/2017 |
| 1.3 | Attendance at Safeguarding Boards regular and appropriately represented. | CD&SM | Training on going for new Safeguarding Officer and they are attending sub group meetings. Preparing a detailed list of sub group meetings attended by Community Builders is underway. | Medium 31/03/2017 |

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| 1.4 | The organisation adequately apportions resources to meet its responsibilities with regard to safeguarding | CD&SM/ ACFO/ Training | CD&SM to update ACFO on a regular basis with regards to workloads/resource needs. Safeguarding Budget allocation confirmed. Training Dept. needs to confirm allocation of budget specifically for safeguarding training. | Medium 31/03/2017 |
| 1.5 | There are clear lines of accountability from staff through the organisation to named safeguarding person/s | Head of Human Resources (HoHR)/CD&SM | Service has a flow chart of accountability and this is displayed and available to all staff through the E learning on the intranet. | Completed 31/11/2016 |
| | | HoHR/CD&SM | Check all JDs to ensure that those roles are clearly defined in all job descriptions. | High 31/10/2016 |
| | | ACFO/HoHR | Requirement for an accountability framework which enables all staff to understand their role in safeguarding children (e.g. in job descriptions, through training) | High 31/10/2016 |
| | | DF/Head of Comms (HoC) | SET Child Protection Procedures are available on intranet for access by all staff. Media requested to action | Medium 31/03/2017 |
| 2. CORE SAFEGUARDING POLICIES AND PROCEDURES | | | | |
| 2.1 | The organisation has a Child Protection policy and procedure in place. | CD&SM | Incorporate the Adults and Children S/G Policy into one policy to avoid confusion | Medium 31/03/2017 |
| | Reintroduce campaign safeguarding postcards ensuring this is done every 6 months. Ensure, review and update of policy in-line with local and national developments every 3 years. | CD&SM/HoC/ ACFO | Regular updates to all staff once every three months, reporting on any particular themes, CD&SM will work with HoC to produce something to be sent on behalf of ACFO. | Medium 31/03/2017 |

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| | | CD&SM/HoC/ ACFO | Run a campaign every 6 months reminding all of responsibilities and lawful responsibilities. Suggested to run March and November of every year. The ideal opportunity will be when the web page is set up. | Medium 31/03/2017 |
| 2.2 | E-safety policies and procedures are in place | Head of ICT | CD&SM has had discussions with Head of ICT - work underway | High 31/03/2017 |
| 2.3 | There is a complaints policy and procedure in place. | HoC | Audits to confirm that policy has been updated within 12 months and promoted internally and externally. Evidence of evaluations and audits of the complaints process undertaken twice yearly. | High 31/03/2017 |
| 2.4 | Whistle Blowing" procedures for staff to raise safeguarding concerns against colleagues or managers are clearly understood and correctly followed where required. | Service Solicitor/ACFO/ CD&SM /HoHR | Safeguarding whistle blowing policy now drawn up to be incorporated in new joint Safeguarding Policy | Medium 31/03/2017 |
| | | HR | Promote alternative methods such as 'speak out'. Ensure that whistleblowing policy is publicised and a poster is visible at all work places. To ensure that a copy of the policy is included in all induction packs. Addressed once safeguarding policy update is complete | High 31/03/2017 |
| 2.5 | There is a procedure in place for managing child protection allegations made against staff. | CD&SM/ACFO /HoHR | Training requirement needed for HR and all managers on referrals. Consideration of this process should be included in the suspension policy, recommended to check previous suspensions to check protocol followed. | High 31/03/2017 |

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| 3. SAFER RECRUITMENT | | | | |
| 3.1 | The organisation has a safer recruitment policy in place. The policy has been reviewed within the agreed timescale. | CD&SM/HoHR | CD&SM qualified in safer recruitment but duties to comply sit with HR. Policy needs to be reviewed within the agreed timescales. Relevant staff who are involved in recruitment have a good understanding of the policy, how to access it and how to adhere to it. New Deputy Director of HR due to commence employment – CD&SM will need to establish regular meetings. | High 31/03/2017 |
| 3.2 | Human Resources and Recruiting staff follow safe recruitment practices. | HoHR/CD&SM | Ensure Safer Recruitment Lead works with and meets with DF on a regular basis | High 31/03/2017 |
| | | HoHR | Ensure all policies are updated and guidance produced to all recruiting managers | High 31/03/2017 |
| | | HoHR | Ensure all recruitment training incorporates Safer Recruitment | High 31/03/2017 |
| | | HoHR | Ensure audits are carried out to determine compliance | High 31/03/2017 |
| | | HoHR | Evidence of quality assurance on recruitment processes | High 31/03/2017 |
| | | HoHR | Guidance to all staff on requirements for DBS against identified roles | High 31/03/2017 |
| | | HoHR | All above evidence to be submitted to Community Development & Safeguarding | High 31/03/2017 |

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| | | | Manager | |
| 3.3 | The organisation provides specific training on safe recruitment | HoHR/Training | Ensure training and refresher training available to all HR and recruiting managers within service. | High 31/03/2017 |
| | | Training | Evidence of training materials and audits of training attendees to be provided to Community Development & Safeguarding Manager. | High 31/03/2017 |
| 4. SERVICE DEVELOPMENT | | | | |
| 4.2 | The organisation has an effective strategy in relation to Domestic Abuse and Violence | CD&SM | All lead instructors have been trained in the use of DASH. | Completed 30/11/2016 |
| 5. LEARNING, DEVELOPMENT AND STAFF SUPPORT | | | | |
| 5.1 | Safeguarding is covered effectively within inductions for all staff. | Training/ CD&SM/HoHR /HR | Effective processes are in place with regards to level 1 safeguarding training, however safer recruitment procedures need to be instigated by HR as a matter of priority. | High 30/11/2016 |
| 5.2 | There is effective supervision and support for staff engaged in safeguarding children work | ACFO/Head of Safer Communities | Location of Community Development & Safeguarding team within KP needs to be considered urgently. Due to the significant work load requiring sensitivity and the need to adhere to government policies surrounding data protection and information sharing a safe place of work needs to be implemented. This was noted by the ESCB Board Manager. | High 31/03/2017 |
| 5.3 | Safeguarding learning and development opportunities are provided to all staff at a level appropriate to their role. | Training | The Safeguarding team, with the training department, have implement learning and development opportunities with regards to safeguarding that are available to all staff/volunteers/agency staff/ EFA members at a level appropriate to their role. Training records | Medium 31/03/2017 |

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| | | | are maintained and monitored and audited. Audits can be supplied on request to the Community Development & Safeguarding Manager. Safeguarding Level 1 training and refresher training is in place to comply with our statutory responsibility. An E learning package has been completed and can be accessed by all staff and is being audited by training, for completion by all staff by 31/03/2017 | |
| 6. EARLY HELP AND INTER-AGENCY WORKING | | | | |
| 7. INFORMATION-SHARING | | | | |
| 7.1 | The organisation has a policy on information-sharing relating to safeguarding that is accessible to staff. | Finance Director and Treasurer (FD&T) | Policy on information sharing needs to be promoted and provided to all staff at induction. | High 31/03/2017 |
| | | FD&T | Training for all staff urgently required on information sharing and data protection legislation. Audit available when requested by The Community Development & Safeguarding Manager. | High 31/03/2017 |
| | | HoHR/FD&T | Evidence that staff are aware of their responsibilities within Confidentiality Policies. | High 31/03/2017 |
| 7.2 | Staff are aware who they should go to should they require clarification on information-sharing. | Performance | Sharing information manager needs to provide consistent and effective communications and training provision for all staff. Audit of such activities to be provided to Community Development & Safeguarding Manager | High 31/03/2017 |

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