









Safeguarding Review – Action Plan

Exception Report – MAY 2009

Actions to be completed by the end of February 2009

Ref	Action	Lead officer	Progress statement	RAG rating
3.2 / 3.7	<ul style="list-style-type: none"> ▪ Implement new CRB Policy & Procedure in line with DCSF guidance on safer recruitment in education 	Assistant Chief Executive (HR)	Agreed and implemented – 3 rd March 2009	★
3.4	<ul style="list-style-type: none"> ▪ Develop and implement system for communicating and embedding of new CRB Policy 	Assistant Chief Executive (HR)	<p>Item placed in Team Talk. Two emails sent to schools introducing new team and highlighting new policy</p> <p>Further work planned includes:</p> <ul style="list-style-type: none"> • Work with Communications team to improve awareness via Schools Online and other means – May & June as main initial focus (then follow-up in Autumn term) • Briefings to schools – one in June 09 ; others to follow in Summer and Autumn terms • 2 updates in Team Talk planned over summer term 	●
4.9	<ul style="list-style-type: none"> ▪ Identify ICT support requirements for the R&A team ▪ Commission ICT Services to provide identified support 	Head of Safeguarding and Vulnerable Children	ICT support identified. Temporary Data Improvement Officer support in place and additional support being recruited	★

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2.2	<ul style="list-style-type: none"> ▪ Prepare clear statement on the assessment model currently in use ▪ Provide some practice based sessions ie within team meetings across agencies ▪ Identify effective communication strategy ▪ Implement communication strategy 	DCS	CAF launch in April 2009 to clarify change to system	
2.3	<ul style="list-style-type: none"> ▪ Review business plan focusing on key outcomes, targets and measures 	HSCB Business Manager	Development day on the 22 nd June will address the business plan and the key outcomes.	
2.6	<ul style="list-style-type: none"> ▪ Identify responsible officers for each element of the delivery plan ▪ Clarify and communicate roles and responsibilities of responsible officers ▪ Ensure progress to the plan through regular review and action between meetings 	HSCB Chair	The delivery plan will be refreshed following the development day on 22 June	
2.7	<ul style="list-style-type: none"> ▪ Identify and agree performance standards for HSCB Business Manager 	DCS	Process begun but on hold while HSCB Manager off sick	
2.8	<ul style="list-style-type: none"> ▪ Identify appropriate individual to minute meetings of the HSCB ▪ Identify clear standards for the production of minutes for the HSCB ▪ Action points to be circulated within 48 hours 	HSCB Business Manager	<p>The advert for a fulltime permanent PA has been written and will be agreed by DCS.</p> <p>Format of minutes and circulation on action to be agreed by HSCB Members. New format is being produced.</p>	
2.15	<ul style="list-style-type: none"> ▪ Clarify and document procedures for decision making on serious case reviews 	Chair of Management of SCR and CDOP sub group		No data
2.16	<ul style="list-style-type: none"> ▪ Clarify and document arrangements relating to child deaths and SCRs ▪ Communicate agreed arrangements 	Chair of Management of SCR and CDOP sub group		No data
2.17	<ul style="list-style-type: none"> ▪ Identify methodology and communication strategy for dissemination of lessons learnt from SCRs 	HSCB Business Manager	Members of the HSCB are addressing this.	

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	<ul style="list-style-type: none"> ▪ Address key learning locally and nationally ▪ Develop template for capturing lessons learnt from SCRs and IMRs in light of best practice ▪ Hold regular multi agency practice sessions that reflect on practice and take back learning points into teams from lessons learnt from SCRs 		This is in the early stages and a process needs to be developed and embedded.	
4.4	<ul style="list-style-type: none"> ▪ Confirm threshold criteria for Herefordshire in line with best practice elsewhere ▪ Communicate criteria and assessment methods to all key partners 	Head of Safeguarding and Vulnerable Children	Threshold criteria currently being refreshed. Meeting arranged for small group from policy and practice subgroup of the Safeguarding Board.	●

Actions to be completed by the end of April 2009

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1.1	<ul style="list-style-type: none"> ▪ Children's Trust Board and HSCB work together to define objectives for the HSCB to safeguard and promote the welfare of children ▪ Define objectives in line with best practice ▪ Ensure understanding of the objectives by all members of the HSCB Board 	DCS	<p>Greater clarity of responsibility / accountability since restructure of HSCB.</p> <p>Performance Manager involved in re-visiting PIs and performance framework</p>	●
1.2	<ul style="list-style-type: none"> ▪ Integrate safeguarding and support for vulnerable groups into all Outcome Group delivery plans 	Outcome Group leads/CT Business Manager	Draft Delivery Plans are currently being developed with the outcome groups and the Management Group. Currently the aim is to have these completed by the end of May 2009	●
1.3	<ul style="list-style-type: none"> ▪ Review and revise dataset for the HSCB Board identifying a minimum set of key performance standards ▪ Agree reporting arrangements as per quarterly cycle (in line with other Outcome Groups) ▪ Ensure actions to improve performance are supported and carried out 	DCS	<p>PI and performance framework in place</p> <p>Now needs embedding</p>	● / ★
2.5	<ul style="list-style-type: none"> ▪ Review delivery plan in line with the business plan 	HSCB Chair / Business Manager	The delivery plan was discussed at the HSCB Board Meeting on the 11 th May and will be developed and agreed on the 22 nd June 2009 at the HSCB Development Day.	●
3.1	<ul style="list-style-type: none"> ▪ Record all employee CRB checks on the current HR system ▪ Hold records for non employees on a separate system pending implementation of the new HR system in October 2009 ▪ Streamline records to ensure consistency of information recorded and to enable effective monitoring ▪ Report action of HSCB 	Assistant Chief Executive (HR)	Being undertaken	★

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4.1	<ul style="list-style-type: none"> ▪ Review current practice in relation to data and information management for R&A team ▪ Identify best approach in line with best practice elsewhere, including proactive data ie to address trends before they occur ▪ Implement agreed approach 	R&A Team Manager	Frameworki reporting system implemented and reporting requirements identified and being implemented. Additional Data Improvement Officer support will support proactive reporting and management of casework.	★
4.2	<ul style="list-style-type: none"> ▪ Develop team plan incorporating achievable, but stretching, performance targets 	R&A Team Manager	Team plan 2009/10 agreed	★
4.6	<ul style="list-style-type: none"> ▪ Implement monitoring of impact of CAF on referrals 	Head of Safeguarding and Vulnerable Children	Start date of Child Concern model being replaced by CAF delayed to July 09. Arranging monitoring of number of CAF's.	●
4.7	<ul style="list-style-type: none"> ▪ Identify minimum standards of required information for receiving referrals in R&A team ▪ Communicate standards to all key agencies ▪ Monitor effectiveness of new standards 	Head of Safeguarding and Vulnerable Children	Service Manager (Referral and Assessment) has arranged a meeting with Health and Police to take this forward.	●
4.8	<ul style="list-style-type: none"> ▪ Develop clear protocols for decision making within the R&A team ▪ Implement protocols 	Head of Safeguarding and Vulnerable Children	Frameworki now facilitates this.	★
4.10	<ul style="list-style-type: none"> ▪ Identify longer term Frameworki training requirements for the team ▪ Commission ICT Services to deliver identified programme 	Head of Safeguarding and Vulnerable Children	Training issues identified. Performance Management now in place.	★
4.11	<ul style="list-style-type: none"> ▪ Identify retention schedule for paper files ▪ Archive paper files 	Head of Safeguarding and Vulnerable Children	Retention policy in place.	★
4.12	<ul style="list-style-type: none"> ▪ Identify schedule for full migration to Frameworki 	Head of Safeguarding and Vulnerable Children	Not possible until EDRMS implemented.	▲
4.13	<ul style="list-style-type: none"> ▪ Develop procedure for transfer of completed work ▪ Ensure that procedure incorporates explicit 	Head of Safeguarding and Vulnerable Children	Transfer policy to be sent to stakeholders.	●

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	timescales <ul style="list-style-type: none"> ▪ Communicate transfer process to key stakeholders 			
4.14	<ul style="list-style-type: none"> ▪ Monitor transfer arrangements and impact on the core business ▪ Review arrangements as appropriate 	Head of Safeguarding and Vulnerable Children	Now clarified.	★
4.15	<ul style="list-style-type: none"> ▪ Identify scope of Best Value exercise ▪ Seek comparisons with other authorities ▪ Challenge existing arrangements in light of comparative information 	Head of Safeguarding and Vulnerable Children	Performance indicators being used as the basis for this exercise and the benchmarking exercise undertaken in 2008.	●