

Appendix 2:



**Monmouthshire County Council Safeguarding Strategy Activity Programme 2016 - 2017**

**Consolidating activities in progress and new improvements**

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
<b>1. Ensure a Senior Leadership Team, Cabinet and Council steer, monitor and scrutinise the whole authority approach to safeguarding</b>	Corporate	1. Review the representation and terms of reference of the Whole Authority Safeguarding Coordinating Group to ensure engagement of all chief officers or nominated heads of service and other key representatives	WASCG	May 2016	WAO study 2015, Ellis Williams review 2015 and WASCG review
		2. Develop a safeguarding strategy to support the safeguarding policy	WASCG	July 2016	
		3. Develop an activity programme to underpin the strategy and a scorecard of key measures	WASCG	July 2016	
		4. Mainstream key strands of the strategy / programme through chief officer reports and service plans	Chief officers	From April 2016	
		5. Review the safeguarding strategy annually and the safeguarding policy bi-annually and make available on the council's website (including schools' websites)	WASCG	Ongoing	
				Ongoing	

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		<p>6. Ensure related council and school policies are kept up to date e.g. Recruitment, DBS checks etc.</p> <p>7. Monitor performance against relevant strands of the strategy programme and scorecard via all DMTs</p> <p>8. Slim down the reporting framework on safeguarding by providing six monthly performance against the strategy programme and scorecard to SLT, Adults and Children &amp; Young People Select Committees, Cabinet and Council</p>	<p>Employee Services</p> <p>Chief officers</p> <p>WASCG</p>	<p>September 2016</p> <p>September 2016</p>	
<b>2. Drive a safeguarding culture across the authority and in schools</b>	Corporate	<p>1. Present the new safeguarding approach to every DMT to guide and advise on the responsibilities</p> <p>2. Ensure every directorate designates a safeguarding representative</p> <p>3. Develop and implement a process for reporting and dealing with critical safeguarding incidents through a standard agenda item at DMT, SLT and service team meetings</p> <p>4. Set a standard item to share information on safeguarding – particularly on performance on safeguarding at the Senior Manager Network</p> <p>5. Ensure all strategic and operational groups across the authority dealing with the welfare of children and young</p>	<p>WASCG</p> <p>Chief officers</p> <p>Chief officers/ team managers</p> <p>Head of Governance, Engagement &amp; Improvement</p> <p>Chief officers / Safeguarding Unit</p>	<p>August 2016</p> <p>August 2016</p> <p>September 2016</p> <p>September 2016</p> <p>September 2016</p>	<p>WAO study 2015, Ellis Williams review 2015, MCC Internal Audit Service review 2016 and WASCG review</p>

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		<p>people have an appropriate safeguarding representative e.g. the Integrated Youth Offer Group; Well-Being Group</p> <p>6. Tighten the safeguarding assessments by officers in reports to select committees and Cabinet to strengthen scrutiny and decision making</p> <p>7. Carry out a safeguarding survey every two years for staff and members on safeguarding awareness based on the WAO survey questions</p>	<p>Head of Governance, Engagement &amp; Improvement</p> <p>Safeguarding Unit</p>	<p>Ongoing</p> <p>January 2017</p>	
<b>3. Embed safe recruitment across the authority and in schools:</b>	Corporate	<p>1. Develop service plan measures on safeguarding &amp; provide quarterly updates on performance via the Hub to ensure that all officers in regulated posts are DBS checked and all officers in regulated posts are trained to level 1 and level 2 as appropriate</p> <p>2. Introduce a standard agenda item on monitoring DBS checks and safeguarding training at all DMT meetings</p> <p>3. Report on the SAFE audits to the WASCG and to DMTs on settings within the DMT brief to ensure robust monitoring</p> <p>4. Implement a robust mechanism in each directorate for identifying staff, agency workers and ancillary staff (e.g. foster carers) needing reference checks, DBS checks and safeguarding training and ensure a robust system on recording compliance</p>	<p>All team managers</p> <p>Chief officers</p> <p>Safeguarding Unit</p> <p>Chief officers / team managers</p>	<p>April 2016</p> <p>August 2016</p> <p>August 2016</p> <p>September 2016</p> <p>September 2016</p>	<p>Estyn inspection 2012, WAO study 2015, Ellis Williams review 2015, MCC Internal Audit Service review 2016 and WASCG review</p>

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		<p>5. Tighten DBS checks and checks on the delivery of safe recruitment training for all school governors and school staff and provide monitoring reports to CYP DMT and to WASCG on the need and level of compliance</p> <p>6. Identify elected members who work in regulated activity with vulnerable groups (as defined by the Safeguarding Vulnerable Groups Act 2006) and ensure DBS compliance</p> <p>7. Introduce a module on safeguarding within the corporate staff induction process</p> <p>8. Ensure an up to date recruitment policy on recruitment</p> <p>9. Carry out sample audits on safe recruitment and safeguarding processes and report to the WASG for follow up / intervention</p>	<p>Chief officer CYP / EAS / Employee Services</p> <p>Head of Governance, Engagement &amp; Improvement / Safeguarding Unit</p> <p>Safeguarding Unit / Employee services</p> <p>Employee services</p> <p>MCC Internal Audit Service</p>	<p>September 2016</p> <p>September 2016</p> <p>September 2016</p> <p>September 2016</p>	
4. Ensure a programme of safeguarding training	Corporate	<p>1. Develop and deliver a training programme for volunteers</p> <p>2. Implement a programme of safeguarding training for all staff and members – for instance on the influence of Domestic</p>	<p>Volunteer Coordinator / Safeguarding Unit</p> <p>Chief officer SC&amp;H/ head of</p>	<p>July 2016</p> <p>September 2016</p>	<p>WAO study 2015, Ellis Williams review 2015, MCC Internal Audit</p>

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		<p>Abuse, on PREVENT awareness and referral and on the Social Services and Wellbeing Act 2014 - in complying with the duty to report Adults at risk and in delivering on 'Adult Protection Orders'</p> <p>3. Deliver safe recruitment training to school governors and school staff</p> <p>4. Deliver safeguarding training to private settings at a nil cost as far as possible e.g. in completing SAFE audits and risk assessments</p> <p>5. Deliver preventing risks training to vulnerable adult groups</p>	<p>Adults Service/ Adults Safeguarding manager</p> <p>Safeguarding Unit / Employee services</p> <p>Safeguarding Unit</p> <p>Workforce Development manager Adults Services</p>	<p>September 2016</p> <p>Ongoing</p> <p>by April 2017</p>	<p>Service review 2016 and WASCG review, Gwent Wide</p> <p>Safeguarding Adults Board action plan SSWB Act code 7</p>
<b>5. Ensure the safeguarding strategy supports the work around Domestic Abuse</b>	Corporate	<p>1. Participate to shape regional work on Domestic Abuse</p> <p>2. Ensure safeguarding practices and training recognise the impact of domestic abuse</p> <p>3. Ensure cases are referred and that vulnerable people are supported to access the right intervention points</p>	<p>WASCG</p> <p>Actions 2-3: Head of Adults Services / Head of Children's Services</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<b>6. Ensure volunteers engaged by MCC direct and engaged through</b>	Corporate	<p>1. Implement the volunteer toolkit underpinned by a "Leading volunteers training" programme to provide a clear framework on safeguarding for volunteers</p>	<p>Volunteer Coordinator for actions 1 to 3 and 5 and 6</p>	<p>Ongoing</p>	<p>MCC Internal Audit Service review 2016 and WASCG review</p>

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<p><b>partnership arrangements are SAFE</b>  <b>- DBS checked, safeguarding trained and consistently applying the Council's safeguarding approach</b></p>		<ol style="list-style-type: none"> <li>2. Review the volunteer policy and the approach taken across services in recruiting volunteers to ensure parity with the safeguarding requirements for MCC employed staff</li> <li>3. Develop a database to monitor volunteers working with the authority who are supporting children, young people and adults, including on references, DBS checks and training needs and ensure data protection on the shared access to information</li> <li>4. Develop a system to assess volunteer training needs and monitor the level of take up</li> <li>5. Engage with GAVO to raise safeguarding awareness and raise the profile on safe volunteers</li> <li>6. Devise a recognised approach to deal with volunteer non-compliance or "unsafe" practices</li> </ol>	Volunteer Coordinator/ Partnership manager	<p>July 2016</p> <p>July 2016</p> <p>July 2016</p> <p>September 2016</p>	
<p><b>7. Ensure services delivered through commissioned arrangements and with partners that support children, young people and adults are safe</b></p>	Corporate	<ol style="list-style-type: none"> <li>1. Raise awareness across directorates on the authority's safeguarding expectations in relation to negotiating, procuring and reviewing contracts</li> <li>2. Give guidance to third sector and voluntary groups on the authority's Safeguarding policy and strategy expectations</li> <li>3. Ensure the Safeguarding policy and strategy expectations are explicit in contractual specifications e.g. on workforce</li> </ol>	Chief officers / Service managers for actions 1 to 3	<p>August 2016</p> <p>Ongoing</p> <p>Ongoing</p>	WAO study 2015, MCC Internal Audit Service review 2016 and WASCG review

Priority	Profile	Key actions	Accountable Officer/s	Start timescales	Source of evidence
		reference checks & recruitment arrangements and monitor compliance of the contracts (also including via service plans actions and measures)  4. Provide guidance and advice to schools on integrating the Safeguarding policy and strategy expectations into contractual specifications e.g. on workforce reference checks & recruitment arrangements, on monitoring compliance of the contracts and also, in letting agreements	Safeguarding Unit / Employee services	September 2016	
<b>8. Share information and good practice on safeguarding outside the authority</b>	Corporate	1. Promote safeguarding discussions and relationships with private residential homes for adults, children and young people to ensure essential safeguarding information and good practice is shared  2. Participate in the South East Wales Consortium (SEWC) Safeguarding in Education Sub Group (SEG) to standardise and share good practice across the region and nationally  3. Participate in the South East Wales Regional Safeguarding Boards for Adults and for Children to standardise and share good practice across the region  4. Work with the South East Wales Regional Safeguarding Boards to ensure information is shared across all professionals and with families	Safeguarding Unit on all actions	Ongoing  Ongoing  Ongoing  Ongoing  Annually on receipt of action	WAO study 2015, Ellis Williams review 2015 and WASCG review

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		5. Ensure the annual reports of the South East Wales Regional Safeguarding Boards are systematically filtered through the WASCG for action and review		plans and end of year reports	
<b>9. Ensure settings for children and young people are SAFE</b>	Children & young people	<ol style="list-style-type: none"> <li>1. Continue to monitor the SAFE audit process and report to the WASCG and to DMTs</li> <li>2. Complete and monitor a needs analysis / compliance record on safeguarding training for directorate staff, agency workers and volunteers operating in settings used by directorates</li> <li>3. Revise the Safeguarding policy for Child Protection and the Financial Instructions to schools on hiring premises for children and young people's activities and guide staff across the authority and in schools in letting and hiring premises</li> <li>4. Incorporate the inspection of non-maintained settings into the SAFE process</li> </ol>	<p>Safeguarding Unit</p> <p>Chief officers / Service managers</p> <p>Safeguarding Unit / CYP Finance Service Manager</p> <p>Safeguarding Unit</p>	<p>July 2016</p> <p>September 2016</p> <p>September 2016</p> <p>September 2016</p>	<p>Estyn inspection 2012, MCC Internal Audit Service review 2016 and WASCG review</p>
<b>10. Improve the flow of information and the front door processes among professionals supporting children and young people</b>	Children & young people	<ol style="list-style-type: none"> <li>1. Pilot access to Plant (the Children's Services recording system) with designated CYP officers and schools</li> <li>2. Monitor and evaluate the pilot and if successful roll out to all schools</li> <li>3. Improve integrated working between partnership preventative services and the statutory front door managed through Children's Social Services</li> </ol>	<p>Actions 1 – 2</p> <p>Safeguarding Unit / Chief officer CYP / school heads</p> <p>TAF Coordinator / Children's Services managers</p>	<p>April 2016</p> <p>June 2016</p>	<p>CSSIW inspection 2014 and WASCG review</p>



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<b>11.</b> <b>Ensure adherence to recognised processes and practices in Children's Services to assure child protection</b>	Children & young people	1. Respond to the findings of the Excellence in Children's Services review by the Institute of Public Care (IPC) assessment of Children's Services	Chief officer, SC&H / Head of Children's Services	June 2016	CSSIW inspections 2014 and 2016
		2. Implement a quality assurance framework based on best practice identified by the Wales Audit Office (e.g. Neath & Port Talbot) within Children's Services through SCS&H DMT, SLT, CYP select committee and Cabinet and intervene as necessary to drive improvement	Chief officer, SC&H / Chief Executive / Council Leader / CYP select committee chair	July 2016	
		3. Respond to the findings out of the CSSIW inspection of Children's Services in June 2016 and keep actions under monitoring and review	Chief officer, SCS&H / Head of Children's Services / Chief Executive / Cabinet member with safeguarding portfolio	July 2016	
		4. Implement regular staff appraisal with directorate and agency staff to ensure laid down processes and practices are applied and to challenge / support non compliance	Head of Children's Services / Children's Service managers	July 2016	
<b>12.</b>	Children & young people	1. Ensure schools' safeguarding policies are annually reviewed	Chief officer CYP / school heads /	Annually	Estyn inspection 2012 and WASC review

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Ensure schools comply with safeguarding processes and practices		<ol style="list-style-type: none"> <li>2. Ensure the findings out of the SAFE audits are reported to the CYP DMT, WASCG and schools and intervene as necessary to drive improvement</li> </ol>	<p>chairs of governors</p> <p>Safeguarding Unit/ Chief officer CYP / school heads / chairs of governors / WASCG</p>	Ongoing	
<b>13.</b> Engage with children and young people to support them in keeping safe	Children & young people	<ol style="list-style-type: none"> <li>1. Carry out an 18 monthly survey with young people to assess what makes them feel safe and unsafe and develop and monitor an action plan based on responses to the survey</li> <li>2. Provide generic and targeted information and training to young people on keeping safe such as managing relationships, self-harm, bullying and cyber bullying and sexual exploitation</li> </ol>	Youth Service Manager / Safeguarding Unit LOSIE for actions 1 and 2	<p>(2017/18 included here to give coverage)</p> <p>Ongoing</p>	Estyn inspection 2012 and WASCG review
<b>14.</b> Ensure settings for adults are SAFE	Adults	<ol style="list-style-type: none"> <li>1. Assess performance on safeguarding as part of external providers' application for quality accreditation</li> <li>2. Ensure the Safeguarding policy and strategy expectations are explicit in contractual specifications with external adults' service providers</li> <li>3. Provide reports to the CARE provider forum to assess lessons learnt from an assessment of safeguarding processes</li> </ol>	<p>Actions 1 – 3: Lead Commissioning / Quality Assurance/ Supporting People Officer</p>	<p>Ongoing</p> <p>July 2016</p> <p>Ongoing</p>	WASCG review

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		4. Extend quality assurance feedback to service users via an apps on safeguarding criteria	Adults Safeguarding managers	September 2016	
<b>15. Improve the flow of information and the front door processes among professionals supporting adults</b>	Adults	1. Improve integrated working between the third sector and community services and the statutory front door managed through Adults' Services	Head of Adults Services / Changing Practice/Changing Lives Lead officer	Ongoing	WASCG review
<b>16. Ensure adherence to recognised processes and practices in the Adults Service to assure adult protection</b>	Adults	2. Contribute to review the All Wales POVA policy and procedures and implement once finalised	Adults Safeguarding manager	September 2016	WASCG review
		3. Ensure the quality assurance of external providers reflects key developments in adults safeguarding	Lead Commissioning / Quality Assurance/ Supporting People Officer	Ongoing	
		4. Implement regular staff appraisal with directorate and agency staff to ensure laid down processes and practices are applied and challenge / support any non-compliance	Head of Adults Service / Service managers	Ongoing	
<b>17. Engage with adults to support them in keeping safe</b>	Adults	1. Promote CHAT as an engagement activity with adults in care homes	Adults Safeguarding manager	Ongoing	WASCG review
		2. Implement the regional safeguarding questionnaire for adults subject to safeguarding processes		January 2017	

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			Adults Safeguarding manager / GWASB		
18. <b>Protect vulnerable older people in their home</b>	Adults	<ol style="list-style-type: none"> <li>1. Liaise with the Trading Standards service to identify vulnerable adults at home via the “sucker lists”</li> <li>2. Work with the Police and Housing associations to monitor and intervene on anti-social behaviour to protect vulnerable adults</li> <li>3. Share information with Police and Housing Associations to protect vulnerable people preyed on by gangs</li> <li>4. Develop a process to warrant appropriate MCC officers to apply for Adult Protection Orders</li> </ol>	<p>Environmental Services manager / Adults Safeguarding manager</p> <p>Actions 2 – 3: Adults Safeguarding manager / Project Officer Anti-social Behaviour</p> <p>Adults Safeguarding manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>September</p>	
19. <b>Support the Gwent Wide Safeguarding Adults Board (GWASB)</b>	Adults	<ol style="list-style-type: none"> <li>1. Contribute to develop preventative approaches to safeguard adults through the GWASB</li> <li>2. Ensure that regional priorities are focused through the work of the authority on adult safeguarding</li> </ol>	<p>Actions 1-3: Head of Adults Services / Adults Safeguarding manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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		3. Review the mechanisms in place in the authority and in working with partners for early identification of domestic abuse			