

ACTION PLAN

The priority of the recommendations made is as follows:

Priority	Description
High	Recommendations are prioritised to reflect our assessment of risk associated with the control weaknesses.
Medium	
Low	
Suggestion	These are not formal recommendations that impact our overall opinion, but used to highlight a suggestion or idea that management may want to consider.

Ref	Recommendation	Categorisation	Accepted (Y/N)	Management Comment	Implementation Date	Manager Responsible
1.2	<p>The Trust should ensure that employees, particularly those who are regularly working with children and require Level Three Safeguarding Children training, attend the relevant training sessions on a timely basis.</p> <p>This will help to ensure that all employees at the Trust have the required competencies related to their position and help the Trust to be assured that there are appropriate safeguarding arrangements in place for children.</p>	High	Yes	Education & Training have been working to ensure additional capacity within statutory and mandatory training to afford improved compliance and easy access to safeguarding training. In addition the Trust has employed additional staff to provide ad hoc training and a Consultant Lead to support medical staff training.	In final stages of agreement to be rolled out as soon as practically possible (Jan 2014)	Brenda Chiremba
1.5	The Trust should ensure safeguarding children training percentage compliance statistics are extracted from Oracle Learning Management (OLM). These figures should be reported to the relevant group to be analysed against the Trust's	High	Yes	Process now in place to provide monthly compliance figures with reporting to Safeguarding Committee to monitor compliance.	In place	Brenda Chiremba / Sally Brittain / Vicky Abbott

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	training targets. These figures should also be sent to the HR Business Partners on a monthly basis as part of the Trust's current training monitoring exercise.			Minutes of the meeting will be forwarded to HRBPs.		
1.6	The Trust should review potential e-Learning providers to ensure that staff are receiving training in the most cost and time effective manner for the Level 1 sessions. Monitoring the completion of essential training sessions may also be improved by the introduction of e-Learning.	Medium	Yes	Safeguarding lead to review	December 2013	Vicky Abbott/Brenda Chiremba
1.9	The Trust should complete audits from the Paediatric Safeguarding Audit plan and present them to the Trust's Safeguarding Children Committee in a timely manner. Consideration should be given to whether suitable resources are in place to deliver the work plans.	Medium	Yes	To be discussed within Division and plan for adherence to be presented to safeguarding committee	January 2014	Vicky Abbott / Dr Jawad / Maureen Royds-Jones / Janice Blythman
1.11	Regular audits should be undertaken to reconcile those staff requiring regular safeguarding children supervision sessions to the Annual Agreements that are in place to gain assurance that all relevant staff actually receive the supervision they need.	Medium	Yes	As 1.9		Vicky Abbott / Dr Jawad / Maureen Royds-Jones / Janice Blythman
1.13 a	The Trust should work towards having access to a live list of all children in the region that currently have a social worker. This will ensure that all children	Medium	Yes	To be progressed with external partners.	April 2014	Vicky Abbott / Dr Jawad / Maureen Royds-Jones /

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	admitted to the Trust will be identified on Cerner and therefore can be referred back to the child's social worker.					Janice Blythman
1.13 b	Once the listing of children with social workers has been obtained, the Trust should consider adding an audit to the 2013/14 Paediatric Safeguarding Audit Plan to test whether a random sample of children with social workers have visited the Trust, and if so, whether the information from the visit been shared with their social worker.	Suggestion		To be discussed when 1.13a achieved	TBC	Vicky Abbott / Dr Jawad / Maureen Royds-Jones / Janice Blythman