

Cheltenham Borough Council
Audit Committee – 23 September 2015
Progress report on monitoring of Safeguarding Training

Accountable member	Councillor Peter Jefferies, Cabinet Member Housing
Accountable officer	Tracy Brown, Partnerships Team Leader
Ward(s) affected	All
Key/Significant Decision	No
Executive summary	Under section 11 of the Children Act 2004 Cheltenham Borough Council has a duty to co-operate to safeguard children. One of these duties is to ensure that staff, volunteers and Councillors receive appropriate levels of training. The Council has a clear training pathway. There has however not been a robust enough procedure to ensure that all staff receive the correct level of training on this pathway and how we monitor that this has happened. This report sets out how the Council will ensure this happens moving forward.
Recommendations	That the Committee notes the procedures and is reassured that we can evidence our compliance with our safeguarding training duties under section 11 of the Children Act 2004.

Financial implications	None as a result of this report.
Legal implications	Section 11 of the Childrens Act 2004 places a statutory duty on key people and bodies, including district councils to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children. As such, training on safeguarding and promoting the welfare of children for all staff working with, or in contact with, children and families is an essential requirement to ensure that the Council is compiling with its statutory duty. Contact officer: Fiona Samuda, fiona.samuda@teWKesbury.gov.uk 01684 272062
HR implications (including learning and organisational development)	None as a direct result of this report. GO Shared Service HR Team work closely with the Council's Partnership Team Leader to support the implementation of the Safeguarding standards. Contact officer: Julie McCarthy, julie.mccarthy@cheltenham.gov.uk, 01242 264355
Key risks	If safeguarding arrangements are not fully implemented it could result in a failure to safeguard a child.

Corporate and community plan Implications	The Safeguarding Children and Vulnerable Adult Policy supports the council's outcome that people should live in strong, safe and healthy communities.
Environmental and climate change implications	Neutral
Property/Asset Implications	None Contact officer: David Roberts@cheltenham.gov.uk

1. Background

- 1.1 Safeguarding training has been identified as an ongoing issue of concern. Although reports have shown that adequate numbers of staff have received training there were not robust procedures in place to ensure this continued to be the case regardless of staff turnover. There was also no ongoing agreed monitoring of the numbers of those trained. This also applied to the procedures to ensure that staff, volunteers and elected members have signed the Council's safeguarding declaration.

2. Safeguarding Declaration

- 2.1 At the start of a member of staff's, volunteer's or Elected Member's time with Cheltenham Borough Council the Safeguarding Policy expects that they will sign a declaration that they have read and understood certain section of the Safeguarding Handbook. The role out of this had started via the learning gateway however was halted so that the testing of meta compliance could be completed via the declaration. The decision has been taken that the declaration should be taken forward via the learning gateway. Therefore all outstanding declarations will be sent out over the next two months via the learning gateway.

3. Maintaining a training register

All safeguarding training requirements are recorded on the learning gateway. It is the responsibility of Service Managers to ensure that the correct level of training is identified for staff and entered into the learning gateway. Service Managers should ensure that staff complete required training. The learning gateway acts as a register of training for the purpose of the Safeguarding Policy. In order to make sure this is up to date service managers will be required to review the entries for their staff every two years. This will be in line with the Gloucestershire Safeguarding Children Board's section 11 audit timeframe. The next review will therefore happen in November 2015.

4. Monitoring compliance

- 4.1 On a quarterly basis the Partnership Team Leader will request reports to ensure that the numbers completing the declaration and the required training do not fall below 90%. Should they be below 90% remedial actions will be taken to remedy this. Should they remain below 90% following the next scheduled report this will be reported to Senior Leadership Team under the standing agenda item on safeguarding and appropriate action taken from there.

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Appendices	1. Risk Assessment
Background information	None

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If services commissioned by the Council do not meet the safeguarding standards required the Council may not meet its statutory duties	Deputy Chief Executive		4	2	8	Accept	Continue to monitor safeguarding compliance through Section 11 audit and review practice as necessary.	Ongoing	Tracy Brown	
	If services commissioned by the Council do not meet the required safeguarding standards there may be a failure to safeguard a child or vulnerable adult using those services	Deputy Chief Executive		4	2	8	Accept	Continue to monitor safeguarding compliance through Section 11 audit and review practice as necessary.	Ongoing	Tracy Brown	
	If services areas fail to engage with the safeguarding agenda fully the council may not meet its statutory duties.	Partnerships Team Leader		4	2	8	Accept	Continue to monitor safeguarding compliance through Section 11 audit and review practice as necessary.	Ongoing	Tracy Brown	
	If services areas fail to engage with the safeguarding agenda fully there may be a failure to safeguard a child or vulnerable adult in our care	Partnership Team Leader		4	2	8	Accept	Continue to monitor safeguarding compliance through Section 11 audit and review practice as necessary.	Ongoing	Tracy Brown	
<p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6</p>											

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

Control - Either: Reduce / Accept / Transfer to 3rd party / Close