

Brentwood Borough Council Safeguarding Action Plan 2014

No	Issue	Action	Lead Officer	Target date/ RAG status
<b>1</b>	<b>Senior management leadership and commitment to safeguarding</b>			
		<ul style="list-style-type: none"> <li>• Specific CLB agenda items from Operational Safeguarding lead to ensure safeguarding actions are to be implemented within CLB teams</li> <li>• Regular internal and external communication relating to safeguarding</li> <li>• Review current resources allocation in respect to safeguarding</li> <li>• Review and refresh current Safeguarding Policy and Procedures to include emerging issues for member sign off at Community Committee 17 December 2014</li> <li>• Refreshment of e-learning induction and safeguarding modules which will include senior management roles and responsibilities, mandatory training, and identification of owner for e-learning across the Council</li> </ul>	KA/ CLB  Comms/KA CLB/KA KA  CLB /KA	Ongoing  Ongoing Ongoing Oct- Dec 2014 February – March 2015
<b>2</b>	<b>Lines of accountability</b>			
		<ul style="list-style-type: none"> <li>• Promote awareness through internal communications, microsite, e-learning modules and face to face training to ensure staff are aware of their own safeguarding roles and responsibilities and what to do if they have any concerns relating to children and adults</li> <li>• Ensure one to one supervision is available to all staff in safeguarding matters through team meetings and one 2 one appraisals</li> </ul>	Comms/KA  HoS	January – March 2015  Ongoing
<b>3</b>	<b>Embedding Policy</b>			
		<ul style="list-style-type: none"> <li>• Ensure the Council has policies and procedures that are compliant with all national and local standards that are effectively implemented and adhered to through the Safeguarding Policy and Procedures and through one to one supervision               <ul style="list-style-type: none"> <li>○ service users have ability to input in service development</li> <li>○ clear and current whistleblowing policies and procedures in place</li> <li>○ safeguarding is cross referenced with other relevant organisational policies – such</li> </ul> </li> </ul>	KA/HoS  HoS KA/WBO KA/HoS	January 2015/ ongoing

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		<ul style="list-style-type: none"> <li>○ as procurement or the commissioning of services</li> <li>○ the organisation has a current organisational risk log</li> <li>○ for those over 16 years the organisation can demonstrate that consideration of the Mental Capacity Act as an integral part of relevant decision making and the safeguarding process(<b>NOTE:</b> Assessments are undertaken by Social Services not Brentwood Borough Council staff)</li> <li>○ for those aged 18 and over the organisation can demonstrate that consideration of Deprivation of Liberty Safeguards (DOLs) is an integral part of relevant decision making and the safeguarding process</li> </ul>	<p>CLB KA/HoS</p> <p>KA/HoS</p>	
<b>4 Early help and inter-agency working</b>				
		<ul style="list-style-type: none"> <li>● The organisation participates in strategic partnership meeting , to ensure that we are meeting our commitments to safeguarding and ensuring best practice across the organisation</li> <li>● The organisation can effectively identify children and families who would benefit from early help (support as soon as a problem emerges) 'Working Together' 2012, boosted through additional training and clear processes and procedures (using Effective Support Windscreen)</li> <li>● Relevant staff know the criteria for referral to children's social care, and referral requests made to social care are appropriate, identifying any training needs</li> <li>● Staff contribute fully when required to inter agency work on safeguarding cases and the effective assessment of needs, identifying any additional training need</li> </ul>	<p>KA/HoS KA/Service managers HoS</p> <p>HoS</p> <p>HoS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b>5 Information sharing</b>				
		<ul style="list-style-type: none"> <li>● The organisation has a policy on information sharing relating to safeguarding that is accessible to all staff</li> </ul>	KA/HoS/IT	January 2015

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		<ul style="list-style-type: none"> <li>staff are aware of their responsibilities to share intelligence and who they should go to should they require clarification on information sharing</li> <li>The organisation effectively shares information with other professionals to support early identification and assessment of need as guided by national policy</li> <li>Records relating to service users are retained and destroyed safely</li> </ul>	KA/HoS KA/HoS HoS/IT	Ongoing Ongoing Ongoing
<b>6</b>	<b>Learning and Improvement</b>			
		<ul style="list-style-type: none"> <li>Safeguarding is covered effectively within induction of all staff</li> <li>Safeguarding learning and development opportunities are provided to all staff at a level appropriate to their roles</li> <li>The organisation ensures that safeguarding training is quality assured</li> <li>Learning from case audits/reviews e.g. child serious case reviews and disseminated to appropriate staff and managers</li> <li>The organisation responds to and learns from national and local developments and guidance relating to safeguarding children/vulnerable adults</li> </ul>	KA/Service Managers KA/CLB KA KA/CLB KA/CLB	Ongoing Ongoing Ongoing Ongoing Ongoing
<b>7</b>	<b>Service development and emerging issues</b>			
		<ul style="list-style-type: none"> <li>Develop a strategy in relation to domestic abuse and violence</li> <li>Develop a child sexual exploitation action plan with an identified senior lead with responsibility for the delivery of the action plan</li> <li>Develop a strategy in relation to Honour Based Abuse which includes female genital mutilation</li> <li>Develop a strategy in relation to the PREVENT (Counter Terrorism Strategy)</li> <li>Develop a strategy in relation to Human Trafficking</li> </ul>	KA/TL/CSP KA KA KA/TL/CSP KA/TL/CSP	March 2015 March 2015 March 2015 March 2015 March 2015

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<b>8</b>	<b>Safe recruitment, vetting and allegations management</b>			
		<ul style="list-style-type: none"> <li>• Review Brentwood Borough Council's safe recruitment policy and disciplinary process</li> <li>• Add the Disclosure and Barring Service (DBS) and role requirements to safeguarding microsite</li> </ul>	KA/HR  KA/ Comms	June 2015  January 2015