Leicestershire & Rutland LSCB Section 11 audit. - Single agency action plan.

Question No	Question	Fully Compliant (Y or N)	Partly Compliant (Y or N)	Not Compliant (Y or N)	What needs to be done to ensure Compliance?	Who is responsible for completing this work?	How will this be achieved ?	When will this be completed ?
1	There are named or designated people with clearly defined roles and responsibilities in relation to safeguarding and child protection across the directorates?	Y	N	N				
2	Can you be confident that all members of staff would be aware when they should inform managers of safeguarding concerns and access advice or support from the designated persons?	N	Y	N	Ensure all staff are trained on their induction & insure regular updates to other members of staff	Head of Neighbourhoods and Communities and HR	Through the implementation of a safeguarding training package through the e-learning portal which all new members of staff must pass. Also through regular briefings to all staff members	The e-learning portal including the packages on safeguarding will be rolled out from September 2011.

3	Are you satisfied that strategic planning within your agency give due regard to the importance of safeguarding on an organisation wide basis?	Y	N	N				
4	Do you have sufficient individuals with the skills, knowledge and capacity required to produce an Individual Management Review? (Please state in the text box how many individuals you have with these skills.)	Y	N	N				
5	Do you have robust processes in place to ensure the implementation of your agency action plan resulting from SCR's and SILP's?	N	Y	N	Procsses and an action plan need to be fully developed	Harry Rai, Head of Communities and Neighbourhoods	Relevant officers to finalise action plan	The action plan will be taken to the MBC CSA committee in September 2011

6	Do you have policies and procedures in place to ensure practice is improved as a result of learning from Serious Case Reviews and Serious Incident Learning Processes?	N	Y	N	Procsses and an action plan need to be fully developed	Harry Rai, Head of Communities and Neighbourhoods	Relevant officers to finalise action plan	The action plan will be taken to the MBC CSA committee in September 2011
7	Do you have a named senior manager with regard to managing allegations against staff? (Please name this person and their job role within the text box)	Y	N	N		Harry Rai, Head of Communities and Neighbourhoods		

8	Do you have safe recruitment policies in place that ensure; identity and qualifications are verified, character references are taken up, face to face interviews are carried out and appropriate CRB checks are conducted? (Please highlight in the text box any part of this process which currently causes difficulties for your agency).	Y	N	N				
9	Do you have processes to record and audit safer recruitment policies?	Y	N	N				
10	Are you satisfied your agency is compliant with these standards when commissioning or contracting with other agencies?	Y	N	N				

11	Does your organisation have an effective whistle blowing policy so that staff and service users can raise issues of concern related to safeguarding?	Y	N	N				
12	Do all new staff and volunteers receive adequate safeguarding information within their induction, including the information to recognise the signs of abuse or neglect?	Y	N	N				
13	Do you provide safeguarding training for those staff who have direct contact and have responsibility for children and families, or parents?	Y	N	N				

14	Do you have processes in place to amend your training programme in order to ensure that it remains up to date and current?	Y	N	N				
15	Do you provide relevant safe recruitment training for all staff involved in recruitment processes?	Y	N	N				
16	Are policies easily accessible to all staff?	Y	N	N				
17	Do your staff understand how to access services at the appropriate level of need? (i.e. compliance with Pathway to Provision (County) and Guide for professionals on accessing social care services)	N	Y	N	Staff in relevant roles are fully aware.	Human Resources/ Managers	Through the E-learning portal & staff briefings	The E-learning portal will be rolled out from September 2011

18	Do you monitor how the framework of policy and practice guidance is implemented?	N	Y	N	Regular quarterly reviews	Harry Rai, Head of Communities and Neighbourhoods	Regular quarterly reviews	Quarterly starting from September 2011
19	Does your organisation identify and support children and young people who are particularly vulnerable in relation to race, ethnicity, disability and sexuality?	Y	N	N				
20	Do you have an information sharing protocol that sets out routes for information exchange with all appropriates partners?	Y	N	N				
21	Do you have an information governance process that sets standards for recording and secure retention of information?	Y	N	N				

22	Do your staff participate in multi-agency meetings or forums to consider individual children?	Y	N	N				
23	Do staff within your agency have an awareness of the roles and responsibilities of staff in other professions?	N	Y	N	Staff in relevant roles are fully aware. More regular briefings between agencies required	Harry Rai, Head of Communities and Neighbourhoods	Regular briefings at team meetings	Ongoing
24	Do children, young people and families participate in service development?	N	Y	N	Some great examples through the FIP and Children's Centres. Ensure all areas of service development are involving children, yp & families	Harry Rai, Head of Communities and Neighbourhoods	Briefings to management team	Ongoing
25	Does your agency promote the rights of children to be safe from abuse and neglect?	Y	N	N				

26	Do children, young people and families know who to speak to in your agency if they need help?	N	Y	N	Ensure communications are accessible and clear about who to contact	Harry Rai, Head of Communities and Neighbourhoods	Ensure websites are up to date with relevant details and that all external communications and newsletters are clear about who to contact	Sep-11
27	Does your organisation have an annual audit programme that includes safeguarding responsibilities?	Y	N	N				
28	Do you measure outcomes for children and young people and work to improve these?	Y	N	N				

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