Annual Report of the Corporate Safeguarding Board

Cardiff Council 2022/23

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FEL GWYDR HORIZONS
O FW NAIS AWEN SING

STRONGER
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CARDIFF
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This document is available in Welsh

Introduction

Corporate Safeguarding describes both the policy commitment that a Council makes and the arrangements it has in place, to ensure that its Directorates and employees play their part in safeguarding and promoting the well-being of children and adults who may be at risk of harm.

Everyone – employees, contractors, volunteers and councillors – has a role to play in protecting children and adults from harm, whether this is inside or outside the home. It is the Council's responsibility to ensure that staff, volunteers and contractors are aware of safeguarding in their day-to-day work for the Council and know when and how to raise concerns. In order to achieve the Corporate Safeguarding Board has agreed the following thematic areas of focus:

Safe Governance

Safe Employment

Safe Workforce

Safe Practice

Safe Partnerships

Appendix A

Appendix B

Appendix C

This annual report aims to update Cabinet on the work undertaken in relation to each of these areas over the course of 2022/2023 and identifies areas for improvement and action in 2023/2024.
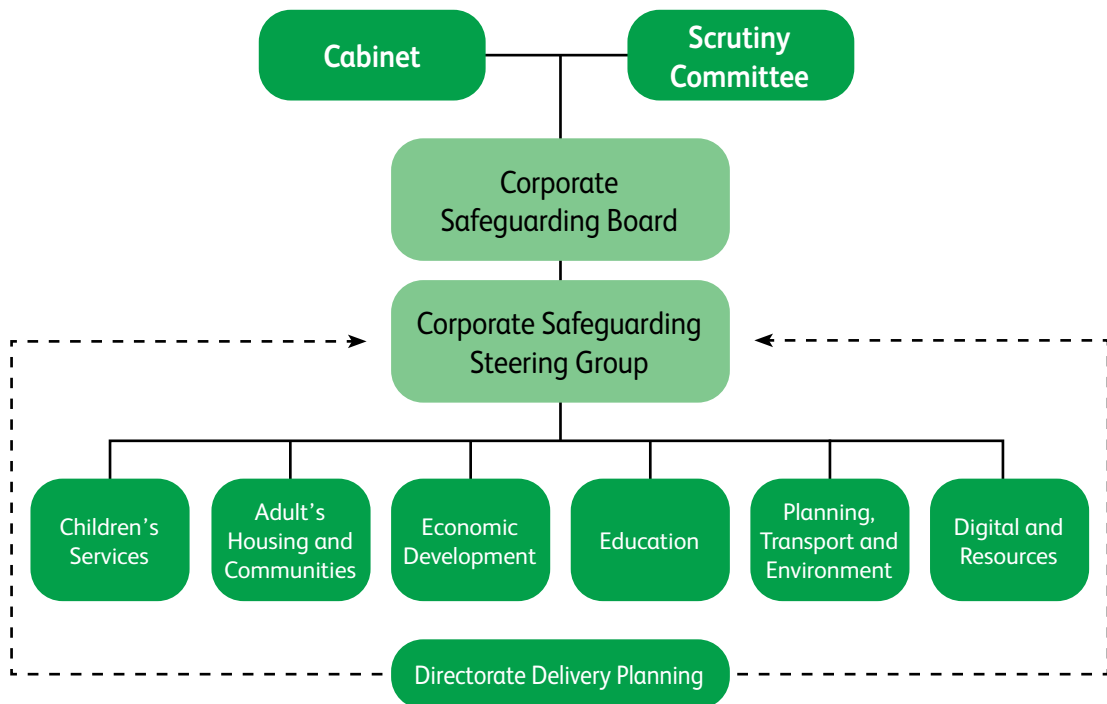
Priority 1:
Safe Governance

Priority 1: Safe Governance

Ensuring Safeguarding is seen as **everyone's** responsibility is a corporate strategic priority for the Council. To ensure that this happens the Council has put in place cross-Council governance arrangements at the most senior level of the organisation. The Corporate Safeguarding Governance arrangements can be seen below in Figure 1.

Figure 1: Governance Arrangements for Corporate Safeguarding

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        ┌──────────┐          ┌──────────────┐
        │ Cabinet  │──────────│  Scrutiny    │
        └──────────┘          │  Committee   │
                              └──────────────┘
              ┌─────────────────────┐
              │     Corporate       │
              │ Safeguarding Board  │
              └─────────────────────┘
              ┌─────────────────────┐
              │ Corporate Safeguarding │
              │   Steering Group    │
              └─────────────────────┘

  Children's │ Adult's    │ Economic   │ Education │ Planning,    │ Digital and
  Services   │ Housing and│ Development│           │ Transport and│ Resources
             │ Communities│            │           │ Environment  │

              ┌─────────────────────┐
              │ Directorate Delivery Planning │
              └─────────────────────┘
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1.1 Corporate Safeguarding Board

Corporate Safeguarding board is chaired by the Cabinet Member for Finance, Modernisation and Performance, Councillor Christopher Weaver and meets on a quarterly basis in line with the Terms of Reference (Appendix A).

1.2 Corporate Safeguarding Delivery Group

The Corporate Safeguarding Steering group was established in May 2021 and is chaired by the Corporate Director for People and Communities. Each directorate is represented on the steering group by their Designated Safeguarding Person (DSP, see below). The delivery group works to deliver improvements and to act as a forum to share good practice, enable the cascade of information to teams and to identify any additional areas for improvement.

1.3 Designated Safeguarding Person (DSP)

Each Directorate has a nominated DSP whose roles and responsibilities include:

- Ensuring all staff are aware of the 'Duty to Report' function of their role
- Acting as a source of advice and support and signposting for staff in their Service on all safeguarding issues, including:
  - » Safeguarding Adults and Children
  - » Violence against Women
  - » Prevent
  - » Child Sexual Exploitation
  - » Modern Slavery
- Support staff or take the lead in referring safeguarding concerns
- Ensuring all staff are aware of who the Directorate Safeguarding Lead is within their Department.
- Co-ordinating the annual Safeguarding Self-Assessment and ensuring that appropriate actions are contained within Directorate Delivery Plans.
- Ensuring safeguarding is regularly considered at Directorate Management Team meetings and that appropriate performance detail is provided to support the discussion.
- Attending and contributing to the quarterly Corporate Safeguarding Delivery Group. Sending a deputy if unable to attend.
- Publicising and promoting national campaigns, including through organisations websites, social media or other mediums

A full and current list of the DSP's for Cardiff Local Authority can be found here.

1.4 Corporate Safeguarding Policy

In December 2023 the Council's Cabinet agreed a refreshed Corporate Safeguarding Policy.

The refreshed Policy was enhanced to ensure that it aligns with the Welsh Government Corporate Safeguarding best practice guidance, placing a focus on prevention and on ensuring all staff, councillors and partners are committed to safeguarding, and includes a focus on safeguarding in our communities. The Corporate Safeguarding Policy can be found here.

1.5 Corporate Safeguarding Directorate Self Assessments

Each year all Directorates are required to undertake a self-assessment of the arrangements they have in place to support corporate safeguarding.

The self-assessments identify areas and actions for improvement for each Directorate, to be reported through to the Corporate Safeguarding Board. The actions for improvement, once agreed by the Board, will be included automatically in all Directorate Delivery Plans.

Progress against the delivery of the actions is monitored by both the Corporate Safeguarding Board (on a quarterly basis) and via the Council Corporate Performance Management Framework (at mid-year and year end)

1.6 Performance Indicators and Data Development

The following Key Performance Indicators have been agreed by the Corporate Safeguarding Board. Alongside Directorate Delivery Plan progress and audit recommendation tracking these will provide a clear performance framework for the Corporate Safeguarding to monitor.

- Overall training compliance (Quarterly)
    - » Corporate Safeguarding Training
    - » VAWDSV
    - » Modern Slavery
    - » PREVENT (when available)

- Members training Compliance (Quarterly)
- Corporate Safeguarding Self-Assessment Completion Rates (annual)
- DDP RAG Rating (12 months)
- DDP Actions Completion Rate (12-month review)
- Corporate Referrals Received (Monthly)
- Contract Monitoring Frameworks Safeguarding Checks Completed (Monthly)

Reporting, analysing and understanding data on referrals across the Council has been identified by the Corporate Safeguarding Board as a data development priority. Over the course of 2022/23 some progress has been made to better understand our referral data for managers to easily identify where in the council safeguarding referrals are made. For example, alterations have now been made to the case management systems so that it is now possible to identify which schools referrals have originated from.

1.7.1   Responding to Recommendations made by Audit Wales

Audit Wales conducted a national review of Corporate Safeguarding arrangements in Wales in 2015, with a follow-up in Cardiff July 2019 making 9 recommendations.

Over the course of 2022/23 progress has been made in relation to these recommendations (see table below), with 8 of 9 recommendations now responded to and closed by the Board. This performance reported through to both the Corporate Safeguarding Board and the Council's Governance and Audit Committee.

The only outstanding recommendation relates to extending the safeguarding training offer, for example 'Exploitation awareness training' 'and making this available to external partners (for example those working in the night time economy).

This recommendation has been progressed and is also a key priority within the Regional Safeguarding board Annual Plan 23/24.

The Night Time Economy group which forms part of the Community Safety Partnership has provided a package of 'vulnerability training' to the night time economy workforce including hospitality, hotels and taxis.

An exploitation e learning module has also been drafted, once produced a programme of training delivery will be put in place for both the relevant Local authority staff and wider partners across the city, including schools, 3rd sector, commissioned services and night time economy workforce.

The full Audit Wales updates are available in Appendix B

Audit Name	Recommendations Open/Closed Jan 2021		Recommendations Open/Closed November 2021		Recommendations Open/Closed April 2022		Recommendations Open/Closed April 2023	
Corporate Safeguarding	Open	8	Open	5	Open	3	Open	1
	Closed	1	Closed	4	Closed	6	Closed	8

1.8 Internal Audit

The council's Audit team reviewed the Corporate Safeguarding arrangements in Q1 2022/23. The audit found that the Council's arrangements for Corporate Safeguarding were 'effective with opportunities for improvement' and made four recommendations. Update on progress against these recommendations is included in Appendix C.

Progress against Safe Governance Priorities 2022-2023

2022/23 PRIORITY	STATS	NOTES
Publish updated Corporate Safeguarding Policy 2022-2025 following review of Welsh government best practice.	**Complete**	Corporate Safeguarding Policy
Continue to develop the role of DSLOs, particularly ensuring that each DSLO has the knowledge and skills required to confidently advise on safeguarding issues within their Directorates.	**Complete**	• Regular DSP delivery group meeting in place. • Bespoke DSP training delivered to all DSPs with supporting Q&A sessions. • DSP Sharepoint developed to easily share resources and best practice tools.
Agree a new Corporate Safeguarding Action Plan, based on the outcome of the best practice review and the Directorate Self-Evaluations.	**Complete**	• Regularly reviewed and updated in line with delivery group.
Review internal audit findings for 2022/23 and build any recommendations into Corporate Safeguarding Board action and delivery plan.	**Complete**	• Summary of progress included within report.
Finalise and ratify final set of KPI's for monitoring.	**Complete**	• Proposed KPIs have been agreed for implementation in 23/23.
Make recommendations for data system develop-ment, in particular to better understand referral data.	**Ongoing**	• Review of available referral data conducted and recommendations report produced. • Changes made to data systems to now include the name of the school referrals originated from. • Additional recommendations in terms of 'referral source' have been piloted with adult services.

Safe Governance Priorities 2023-2024
- Ensure further alignment between the Corporate Safeguarding Board and the Regional Safeguarding Board governance arrangements.
- Progress the referral data recommendations and develop KPI's for directorates to review, analyse and respond to safeguarding referrals from their service.
- Progress the internal audit recommendations to completion.
- Develop KPI Data dashboard for use at Corporate Safeguarding Board.

Priority 2:
Safe Employment

Priority 2: Safe Employment

Safer recruitment, employment, learning and development of the Council's workforce is a strong pillar to ensuring that children, young people and adults at risk are protected from abuse and harm.

In 2022/23 the Corporate Safeguarding Board identified the following as improvement priorities for safe employment:

- Ensure staff are aware of the key policies and the updates that have been made.
- Schedule HR sessions with DSP's via the Corporate Safeguarding Steering group to discuss policies and processes in more depth in order to cascade knowledge to teams.

2.1 Safe Recruitment

To ensure that all managers involved in recruitment are aware of their safeguarding responsibilities the Council's Recruitment and Retention Policy (Recruitment and Selection Policy and Procedure.pdf (sharepoint.com) and ongoing training is available for managers to ensure understanding of and compliance with the policy.

The Council has a Volunteering Policy which is recognises the valuable contribution made by volunteers to the services provided by the paid workforce, with the ultimate aim of enhancing services for citizens and communities in Cardiff. The policy sets out the safeguarding requirements which must be embedded in recruitment procedures for volunteers, and depending on the nature of volunteering roles, includes Disclosure and Barring service checks.

In line with the Volunteer Policy, the Council's HR system, DigiGOV, includes the ability for manages to record details of volunteers and when they are engaged in their areas, and information on safeguarding checks, where required.

Over the course of 2022/23 additional training was delivered to DSPs in the Delivery Group on the DBS policy and process; staff guidance has been shared with DSPs for dissemination.

Summary of Progress against Safe Employment Priorities 2022-2023

2022/23 PRIORITY	STATS	NOTES
Ensure staff are aware of the key policies and the updates that have been made.	**Complete**	
Schedule HR sessions with DSLO's via the Corporate Safeguarding Steering group to discuss policies and processes in more depth in order to cascade knowledge to teams.	**Complete**	Presentation delivered on DBS check process – associated guidance and tools were shared with DSPs to be cascaded.

Safe Employment Priorities 2023-2024

- Continue to refresh and cascade the relevant policies and procedures in relation to safe employment via the DSP's.
- Support DSP's in conducting management audits to provide assurance that the safe recruitment practice is being followed.

Priority 3:
Safe Workforce

Priority 3: Safe Workforce

It is key to the effectiveness of Corporate Safeguarding that all employees are equipped with a good basic understanding of what to do if they are concerned about a child, adult or children or adults in the course of their day-to-day work.

In 2022/23 the Corporate Safeguarding Board identified the following as improvement priorities for safe workforce:

- Complete and evaluate non desk-based staff training pilot and roll out across services with low completion rates if successful.
- Explore the other qualifications some staff (e.g. social workers) may have which are equivalent to the Safeguarding training and consider exempting those staff who can demonstrate this.
- Deliver member training sessions on Safeguarding as part of the introductory member training programme.
- Continue to monitor training compliance and routinely address non-compliance.

3.1 Training

All Staff are required to complete the mandatory Corporate Safeguarding e-module.

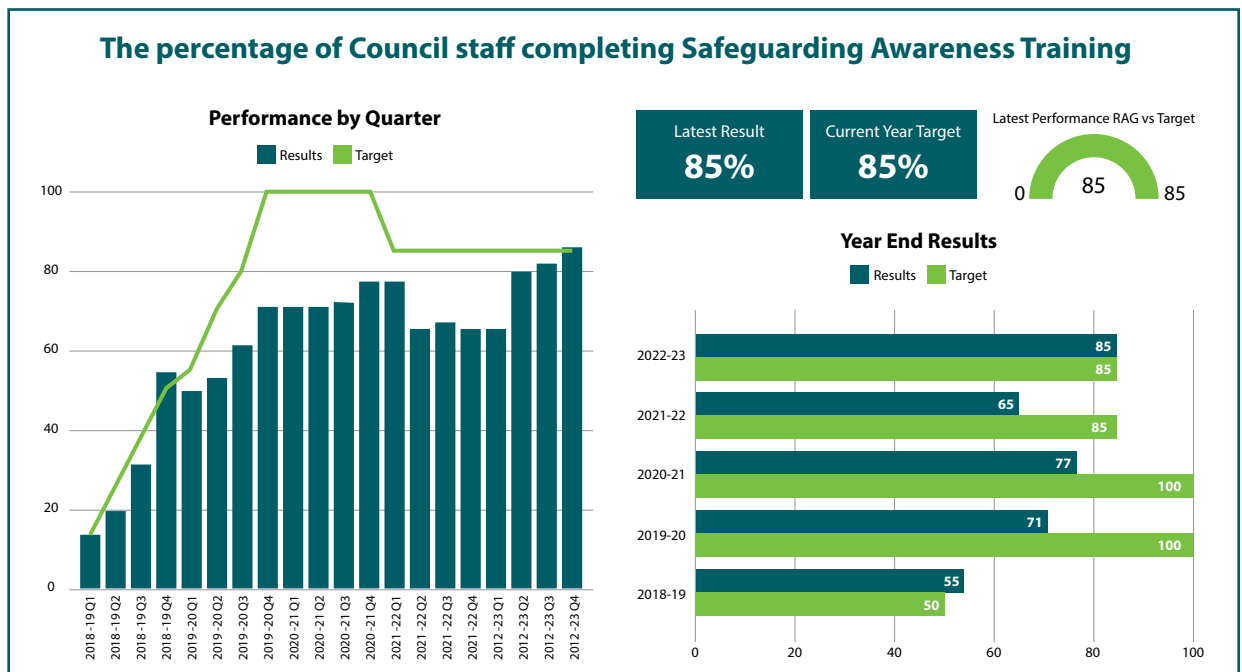The mandatory training is designed to ensure;

- I know what the term safeguarding means.
- I know what to look out for.
- I know who to report to.

Training aim - If you see something wrong, or you're worried about something, then you report it.

3.3   Training Compliance

Corporate Safeguarding Board track and monitor training compliance for the Corporate Safeguarding E-module on a quarterly basis. The below graphic shows quarterly training compliance figures since Q1 2018/19 – Q1 2022/23.

Compliance over the past 12 months has increased from 64.90% to 85%.

The percentage of Council staff completing Safeguarding Awareness Training

Performance by Quarter

Results | Target

Latest Result	Current Year Target	Latest Performance RAG vs Target
85%	**85%**	0 85 85

Year End Results

Results | Target

	Results	Target
2022-23	85	85
2021-22	65	85
2020-21	77	100
2019-20	71	100
2018-19	55	50

The year-end compliance rate for completion of the module was 85%.

Compliance currently stands at xxx (August 2023).

3.4 Supporting non-desk based staff

This year a non-PC users paper based pilot was conducted with key teams within the authority who had historically struggled to ensure compliance of their non PC using teams. The pilot was conducted with the following teams in the first instance;

- Economic Development – Cleaning Operatives
- Economic Development – Parks teams

The pilot was a success with training rates from both teams increasing.

- 205 cleaning staff were trained via the paper workbook (50 % of the overall cohort).
- 69 Parks staff were trained via group sessions using the PowerPoint resource (85 %) of overall cohort).

"They are easy to use, informative and a good reference to keep".

As a result of this pilot Directorate compliance improved from 58.7% to 70.1%. (11% increase)

Feedback was gathered as part of the feedback and those delivering the training reported:

- Training approach was rated 8/10 by training facilitators.
- The key challenges included.
- Managing timings of the sessions around core activity.
- Supporting staff to access central sites for the training delivery.
- Managing work demands, shift patterns and part time working.

3.5 Pecognition of those with other, relevant qualification and training.

In line with WLGA best practice and aligned to the development of the National Safeguarding Training Standards, the Corporate Safeguarding Board agreed that staff with relevant approved prior training or qualifications may be exempt from being required to complete the online e-learning module. A list of approved training will be agreed by board and compliance for this training can then be approved by the record of prior learning (RPL) process via the academy.

3.6 Refresh of Training

The Corporate Safeguarding Board have agreed that requirement for staff training to be refreshed every 3 years, beginning in April 2022.

3.7 Schools Assurance Process

School staff receive safeguarding training on an annual basis and a record of who has received this is kept by the headteacher.

This year the Corporate Safeguarding Board has agreed that assurance will be provided that all staff have received this training to the Education Directorate on a termly basis via all school risk meetings and this will be reported to the Corporate Safeguarding board on a quarterly basis. The alternative training options available will be provided for use by schools if for any reason school staff have been unable to access the in-house training offer.

3.8 Member Training

It is mandatory that all members complete the corporate safeguarding training content. Members are offered an in person session on induction that will cover the mandatory training content and some additional information relating to Cardiff specific processes and procedures.

Training compliance for members is recorded via members services and reported to Corporate Safeguarding Board on a quarterly basis. There has been marked improvement in the training compliance rates for Councillors over 2022/23. The rate of compliance has increased from 46 % in March 2022 to 98.71 % in June 2022.

Summary of Progress against Safe Workforce Priorities 2022-2023

2022/23 PRIORITY	STATS	NOTES
Complete and evaluate non desk-based staff training pilot and roll out across services with low completion rates if successful.	**Complete**	
Explore the other qualifications some staff (e.g. social workers) may have which are equivalent to the Safeguarding training and consider exempting those staff who can demonstrate this.	**Complete**	
Deliver member training sessions on Safeguarding as part of the introductory member training programme.	**Complete**	Members compliance now at 98.71%.
Continue to monitor training compliance and routinely address non-compliance.	**Complete**	Training compliance is monitored via the DSP delivery group and the Corporate Safeguarding board.

Safe Workforce Priorities 2023-2024

- Roll out the paper-based workbook to wider teams with low completion rates – targeted focus on increasing compliance with school catering teams.

- Continue to monitor training compliance and routinely address non-compliance.

- Review staff who need to refresh training (3-year expiry)

- Review wider safeguarding training and develop safeguarding training framework.

Priority 4:
Safe Practice

Priority 4: Safe Practice

Safeguarding practice must be timely and effectively delivered, to expected standards and with consistency in practice. The Council can be assured that effective safeguarding arrangements are in place, and that all safeguarding practice within the wider workforce (including partners, providers and volunteers) is continuously improving and working towards enhancing the lives well-being and safety of Cardiff citizens.

In 2022/23 the Corporate Safeguarding Board identified the following as improvement priorities for safe practice:

- Raise awareness of contextual safeguarding and extra familial risks – work with wider partners to strengthen the safeguarding mechanisms in our communities.
- Build the Council's White Ribbon Action Plan within the Corporate Safeguarding.
- Explore how the Corporate Safeguarding Board can support dissemination of best practice and raising awareness of transitional safeguarding.

The Local Authority Social Services Annual Report 2023/24 sets out the achievements and areas for improvement within Social Services, providing a clear overview of the current mechanisms in place to ensure the safeguarding of children and vulnerable adults.

The additional areas listed below highlight progress and good practice in wider safe practice.

4.1 Contextual Safeguarding

Children, young people and adults live, learn, work, play and visit in a wide range of settings: at home, in school and learning environments, peer/friendship groups, neighbourhoods, communities and online spaces. Whilst these interactions, activities and interplays are part of growing up and learning to manage risk, the risks within those environments may often be more serious.

4.2 Safeguarding Adolescents from Exploitation (SAFE)

Cardiff have developed a model of working that looks to identify and address contextual harm in our communities. Safeguarding Adolescents from Exploitation (SAFE) model recognises that children and young people can be at risk of or subjected to harm through exploitation and abuse from adults and / or other peers outside of their family network.

Safeguarding Adolescents from Exploitation: Progress

This year the SAFE team have undertaken a large programme of locality consultations to explore and compare the experiences of children and young people living in different localities across Cardiff, and to understand more about what factors within communities could keep young people safe.

41 focus groups have taken place, with nearly 400 participants from housing, youth justice, police and other statutory and third sector agencies. 42 schools, including high schools, primary schools, 6th forms and specialist provisions also took part in the focus groups.

The SAFE Partnership Group has been established and is made up of over 40 multi-agency partners who work together to review and discuss the findings of the locality consultations to generate action and progress the suggested solutions.

Working in partnership is essential to achieve effectively safeguard children and young people in our communities. To help strengthen multi-agency working a number of events have also taken place across the year including a SAFE Partnership Event, Professional Interest Networking Group (PING), Schools DSP Forum, A range of Community Forums and Practice improvement sessions.

The SAFE team have also made significant progress in developing some of the key SAFE priorities, including the development of a missing children protocol and procedure, initiating the development of SAFE curriculum resources to inform the new Curriculum for Wales area of health and wellbeing and to ensure the key messages in relation to exploitation are cascaded, developing a

SAFE Parent/ career engagement and support plan, producing an Exploitation awareness training matrix for the partnership and developing a universal SAFE e-learning product. The team have also worked closely with Cardiff Child Friendly Cities to progress a programme of young person's consultation.

4.3   Violence Against Women, Domestic Abuse and Sexual Violence - VAWDSV

Cardiff Council achieved White Ribbon Accreditation again in May 2022 and our award was formally presented to the Mayor by the White Ribbon CEO in November 2022. A 3-year action plan has been approved and has recently been updated to reflect progress made during the first year.

During year 1, the focus has been on the development and ongoing delivery of the VAWDASV mandatory National Training Framework to Council staff and the development of the revised regional VAWDASV Strategy 2023-28. The final versions of the VAWDASV Strategy and its accompanying Implementation Plan can be accessed here.

To date 10,033 Cardiff Council staff have completed the Group 1 awareness raising e-learning and xxxx staff have attended the Group 2 'Ask & Act' training. In addition xxx staff have attend the Group 3 Workplace Champion training.

A successful White Ribbon 'Calendar of Events' featuring a variety of online and face to face training and awareness-raising events were delivered during November and December 2022 with staff participation from across the Council.

The main focus for year 2 will be to increase the active engagement from staff across the organisation, particularly men. This will include encouraging staff from across the organisation to become registered White Ribbon Ambassadors or Champions in an effort to increase the visibility and reach of the work.

4.4 Prevent

The Cardiff Prevent Team work across the council and statutory partners to ensure that Cardiff residents are safeguarded from the ideologies associated with terrorism and violent extremist narratives. The team also work with the third sector, community, and faith-based organisations to promote awareness of Prevent. The work of the team includes:

- The multi-agency Cardiff & Vale Channel Panel which supports individuals who are susceptible to exploitation and have become involved with groups that promote violent or extremist ideologies.
- A targeted Prevent training package to ensure people know how to spot the signs of radicalisation and make a referral.
- Engagement with schools to embedded Prevent into the 'Schools of Sanctuary' programme.
- Commission a range of projects that operate in Schools and community settings.

In the post-pandemic era, we have seen several emerging trends that will be the focus of the teams work during the 2023/24. These include the use of the online space by extremists to radicalise others and the increasing prevalence of individuals who are 'self-initiated' and act on their own to commit terrorist acts. To find out more visit the Prevent Team SharePoint page.

4.4 Modern Slavery

4.4.1 National Referral Mechanism

The National Referral Mechanism (NRM) is the UK's framework for identifying and supporting victims of modern slavery.

New figures from the National Crime Agency show that Cardiff Council is making a significant contribution towards tackling people trafficking and modern slavery.

In 2022, the NCA recorded 536 potential victims of trafficking in Wales, an increase of 57 on the previous year, and 58 of these referrals were made by employees of Cardiff Council, the highest by a Local Authority in Wales (out of a total of 233 for all LAs in Wales). This is a slight decrease from the 2021 figure of 65 but continues the trend of previous year's exponential increases which saw just 10 in 2019.

Cardiff	58
Vale of Glamorgan	7
Torfaen	2
Monmouthshire	0

The majority of cases referred by Cardiff Council was from Children's Services and involved U18 males in the category of criminal exploitation, largely relating to 'County Lines' drugs activity (35) and U18 females in the category of sexual exploitation (18).

All Council employees are required to complete training to help them identify the signs of modern slavery and to know the steps to follow in suspected cases.

Employees across the authority have a key role to play in identifying cases of modern slavery with other public sector bodies and partners in the third sector. This is to enable the best possible response for potential victims.

The Council has published its Annual Modern Slavery Statement for 2023 to 2024 (843kb PDF), setting out our commitments to ensuring modern slavery and human trafficking have no place in our business and supply chains.

The statement forms part of the Council's over-arching Corporate Safeguarding Policy and sets out what we have achieved to date to tackle modern slavery. It also sets out the commitments we are making to manage and minimise the risk of slavery or trafficking occurring within day to day operations.

Some of the highlights and developments include:

i. Measures have been developed to identify Key Performance Indicators which reveal the number of Council staff who have completed the Modern Slavery online training module has increased to 4069, which is up from 3509 last year.

ii. The Council has supported Monmouthshire County Council and Torfaen County Borough Council in formulating and publishing their first Modern Slavery Statements.

iii. Support is provided to Category Managers within the procurement process on the risk assessment and due diligence elements of contract management with a view to identifying high-risk suppliers and ensure access to the latest case studies and relevant intelligence on potential exploitative practices.

iv. The Council has produced National Referral Mechanism training which includes raising awareness and the referral process itself, including information on the devolved decision-making pilot which now aligns with the Safeguarding Adolescents from Exploitation (SAFE) operational delivery and wider strategic framework.

v. Suppliers have been collaborated with to help them achieve commitments made through social value that are related to Modern Slavery and will seek to pilot a Modern Slavery Self-Assessment Questionnaire (SAQ) to identify risks of exploitation within supply chains.

4.4 Safeguarding Themes

Over the course of 2022/23 the Corporate Safeguarding Board and Delivery Board have received briefings on the following safeguarding themes:

- Safeguarding Referrals by directorate.
- Safeguarding training for Polling staff.
- Estyn Inspection Feedback on Safeguarding.
- White Ribbon.
- Welsh Government Guidance on Corporate Safeguarding.

- Commissioning & Procurement.
- My Concern (Education Safeguarding Data).
- DBS Checks.
- Whistleblowing Policy.
- SAFE and Contextual Safeguarding .
- Modern Slavery.

Summary of Progress against Safe Practice Priorities 2022-2023

2022/23 PRIORITY	STATS	NOTES
Raise awareness of contextual safeguarding and extra familial risks – work with wider partners to strengthen the safeguarding mechanisms in our communities.	**Complete**	SAFE framework has made progress in this area. Number of consultation events and partnership events have taken place to promote the awareness of extra familial risks.
Build the Council's White Ribbon Action Plan within the Corporate Safeguarding.	**Complete**	
Explore how the Corporate Safeguarding Board can support dissemination of best practice and raising awareness of transitional safeguarding.	**Complete**	This priority is within the Regional Safeguarding Annual Plan as a key priority within Safeguarding Themes.

Safe Practice Priorities 2022-2023

- Develop a public facing raising awareness campaign in partnership with Regional Safeguarding Board to raise awareness of exploitation, the signs to spot and the steps to take to seek help.
- Enhance safeguarding considerations within licencing and planning processes and procedures.
- Pilot a modern slavery self-assessment questionnaire with suppliers.
- Increase the number of white ribbon champions and ambassadors (particularly male) across the organisation.

Priority 5:
Safe Partnerships

Priority 5: Safe Partnerships

The ability to work with, share information and develop interventions across partnerships is crucial, and involves working in places and contexts that are not traditionally associated with children or adult social care. In addition to public bodies (health, police, probation, education and social services) other, non-traditional partners to consider could include:

- Local businesses and shops.
- Nightclub owners.
- Theatre and music venues.
- Shopping centres.
- Takeaways.
- Fast food outlets.
- Local taxi or cab companies.
- Cinemas Hotels, bars and restaurants, late night takeaways, off licences, cinemas or other licensed premises may come into contact with children and adults at risk of harm.

People who work in these industries are in a unique position to spot the signs of exploitation and other forms of abuse.

In 2022/23 the Corporate Safeguarding Board identified the following as improvement priorities for safe partnerships:

- Develop a single campaign to raise awareness of the signs to spot and the action to take that would be effective with a wide range of partners.
- Strengthen partnership arrangements with wider 'non statutory' partners to increase safeguards for children and adults at risk.

Cardiff has established a Night-time Economy task and finish group to review how safeguards can be strengthened with these partners. To date, training has been delivered on exploitation and county lines to some key night-time economy sectors and targeted raising awareness operations have taken place in key hot spots in Cardiff. The Night-Time Economy group continues to tackle issues such as underage drinking, improving CCTV, reducing sexual assaults and drug harm reduction. This year a student subgroup has been established to enhance communication with the student population, providing an opportunity to further understand their needs and concerns within the night time economy.

In addition, the group have a key focus on enhancing women's safety within the night time economy and are supporting 'ForCardiff' in their Women's safety charter implementation.

5.1 Commissioning and Procurement

There has been marked progress in terms of ensuring safeguarding is embedded into our commissioning and procurement arrangements.

The Council has developed a Safeguarding Policy for Contractors which is available on the Council website and is being linked to in all Tender Documents.

A Procurement Self-Assessment Guide aims to ensure that officers engaged in planning a procurement consider safeguarding issues in a consistent way that is proportionate to the risk. The Guide is available on SharePoint - Safeguarding Assessment Guide.docx. A key document in the Council's procurement process is the Pre-Tender Report Form, this now includes the following question which the procuring Directorate must answer: "Please confirm that Safeguarding issues have been considered in accordance with the Council's Procurement Safeguarding Assessment Guide (contains a link to the Guide)".

As a minimum all tenders should include the following pass/fail questions:

- Confirm that you will abide by Council's Contractor Safeguarding Policy.
- Confirm that you will undertake Safeguarding training as required by Council.

On contracts where the workforce are delivering services directly to or with children, young people and vulnerable adults who may be at risk. The Procurement Self-Assessment Guide sets out minimum requirements for the tender specification.

The Council has also strengthened Safeguarding clauses within its standard Terms & Conditions for Services and Goods & Services Contracts - Tender & Contract Management (sharepoint.com).

In addition, In early 2023 the Council worked to strengthen its Contract Management Performance systems so that it would ask contract managers to classify contractual safeguarding performance. The Performance System now requires all contract managers to confirm the Safeguarding Classification allocated to their contract(s) and then to confirm whether the safeguarding measures associated with the contract are being met or not.

The Contract Manager needs to do this assessment on a quarterly, half yearly or annual basis depending on the nature of the contract. The new Safeguarding Contract Management Performance arrangement went live in May 2023 and performance will be reported as part of the Corporate Dashboard.

Summary of Progress against Safe Practice Priorities 2022-2023

2022/23 PRIORITY	STATS	NOTES
Develop a single campaign to raise awareness of the signs to spot and the action to take that would be effective with a wide range of partners.	**Ongoing**	Raising awareness activity has taken place with a wide range of partners through the SAFE partnership, Community Safety Partnership and the Night time Economy Working group in particular.
Strengthen partnership arrangements with wider 'non statutory' partners to increase safeguards for children and adults at risk.	**Complete**	Partnership arrangements have been strengthened through the SAFE partnership, Community Safety Partnership and the Night time Economy Working group in particular. A number of partnership events have taken place to raise awareness of safeguarding.

Safe Partnerships Priorities 2022-2023

- Support embedding the contract management framework across the authority to facilitate regular safeguarding checks with our commissioned services.
- Develop supporting tools and training available for contract managers to cascade through the supply chain that ensures appropriate safeguarding processes are in place throughout.
- Progress work via the Night Time Economy group to increase women's safety in the city centre.

Appendix A

Appendix A: Corporate Safeguarding Board - Terms of Reference

Corporate Safeguarding describes both the policy commitment that a Council makes and the arrangements it has in place, to ensure that all of its Directorates and employees play their part in safeguarding and promoting the well-being of children and adults who may be at risk of harm.

Corporate Safeguarding is the activity required by all Council Directorates to effectively protect the health, wellbeing and human rights of children and adults so that they are able to live free from harm, abuse and neglect.

In order to effectively implement these duties and activities, the Corporate Safeguarding Board must seek to ensure that all staff are compliant and fully understand their duties under the Act.

The Corporate Safeguarding Board (CSB) will:

1. Ensure the compliance of all Council Directorates with key safeguarding requirements in relation to children and adults.

2. Ensure that all directorates within the council are aware of their contribution to keeping children, young people and adults at risk safe and free from harm or abuse.

3. Agree, implement and review clear actions for the group within a ratified annual action plan.

4. Support the Statutory Director of Social Services in the discharge of his/her wider safeguarding duties.

5. Review and develop relevant corporate safeguarding standards and policy.

6. Support HR in the delivery of a robust Safer Recruitment process to include key vetting and barring requirements and workforce development.

7. Provide an Annual Corporate Safeguarding Report, setting out the performance of all Directorates, in relation to vetting and barring, staff safeguarding training, and the operation of front-line services in terms of their effectiveness in identifying and referring safeguarding concerns.

8. To identify clear areas of safeguarding risk, and agree how the risks will be managed within the authority and by whom.

9. Review and develop appropriate corporate safeguarding performance measures.

10. Ensure that Safeguarding training is promoted and mandated across all Directorates within the authority.

11. Advise the Head of the Paid Service and recommend relevant action in relation to corporate safeguarding standards and policy.

12. Promote effective cross Directorate safeguarding practice particularly in terms of information sharing and data collection, front-line operational awareness, staff training and wider partnership engagement. Receive and consider recommendations and learning from Child / Adult Practice / Domestic Homicide Reviews.

Membership

Membership will include; the Cabinet Member with responsibility for Corporate Safeguarding, the Chief Executive, Corporate Directors, Director (including the Monitoring Officer) from each Service Area or a representative Assistant Director, Head of Performance & Partnerships and the Corporate Safeguarding Project Manager.

Appendix B

Appendix B: Audit Wales Update

Recommendation
The Council should improve its approach to safeguarding training in the following ways: • Get staff through mandatory safeguarding training more quickly and take forward the work identified by the Corporate Safeguarding Board to collate a percentage breakdown of safeguarding training compliance within each Council Directorate.

Oversight
Corporate Safeguarding Board/ Communities and Adult Services Scrutiny Committee/ Children & Young People Scrutiny.

Latest Update
• To improve the tracking and monitoring of staff training compliance a data dashboard has been developed so that directors can easily see who has not completed the mandatory training module and take targeted action to improve compliance rates. • Targeted work has been undertaken to increase compliance rates with cohorts of staff that cannot easily access the online training module. • A training framework is in place, setting out alternative methods of delivering the training. • A successful paper based training pilot has taken place and is being rolled out to wider teams. • The Corporate Safeguarding Board also agreed that staff with relevant approved prior training or qualifications may be exempt from being required to complete the online e-learning module.

Current RAG Status	GREEN
Open / Closed	OPEN

Recommendation
• Clarify when mandatory safeguarding training for staff and members needs to be refreshed.

Oversight
Corporate Safeguarding Board/ Communities and Adult Services Scrutiny Committee/ Children & Young People Scrutiny.

Latest Update
It was agreed at the Corporate Safeguarding Board in May 2021 that a 3 year training cycle would be implemented.

Current RAG Status	GREEN
Open / Closed	CLOSED

Recommendation
• Consider ways in which it could extend its safeguarding training offer, for example building on the planned Child Sexual Exploitation awareness training to be given to taxi drivers, and to provide safeguarding training to (for example) those working in the night time economy.

Oversight
Corporate Safeguarding Board/ Communities and Adult Services Scrutiny Committee/ Children & Young People Scrutiny.

Latest Update
April 2023 • Universal 'safeguarding awareness' training module has been developed by Social Care Wales and forma part of the national training standards and framework – this e-learning has been adopted by Cardiff Council as our corporate safeguarding mandatory training. • Via the Regional Safeguarding board an assurance exercise will be undertaken to map the partnership training offer against the standards to identify and address any gaps / areas for improvement. • This is a key priority for the Regional Safeguarding Board as outlined in the RSB annual plan 2023-2024 • In addition we have worked closely with Commissioning and Procurement to ensure the availability of the training and additional raising awareness resources for out commissioned services and is built into the commissioning framework and contract monitoring process. • Within the Community Safety Partnership structure a specific working group has been established to focus on the 'night time economy' as part of this workstream a package of 'vulnerability training' has been developed and disseminated to the night time economy workforce including hospitality, hotels and taxis. • As part of the Safeguarding Adolescents from Exploitation area of work an e-learning module that raises awareness of exploitation (both children and adults) has been drafted and in its final stages of approval. Once produced a programme of training delivery will be put in place for both Local authority staff and wider partners across the city, including schools, 3rd sector, commissioned services and night time economy workforce.

Current RAG Status	AMBER
Open / Closed	OPEN

Recommendation
The Council's corporate safeguarding intranet pages could be strengthened by providing: • a link to the Corporate Safeguarding Policy; • information on the lead officer for corporate safeguarding, the lead member for corporate safeguarding and the Corporate Safeguarding Board; and • information on where to report concerns or to find out further information.

Oversight
Corporate Safeguarding Board/ Communities and Adult Services Scrutiny Committee.

Latest Update
The Council's Corporate Safeguarding intranet pages has been updated to include this information and other sources of information on safeguarding that staff need.

Current RAG Status	GREEN
Open / Closed	CLOSED

Annual Report of the Corporate Safeguarding Board 2022/23

Appendix C

Appendix C:
Update on internal audit recommendations

Recommendation	Risk Rating	Management Update	Status
Following the pilot of paper-based training for non-desk-based officers, the outcome should be reviewed to assess its success. Once the final version has been agreed, the module should then be rolled out to all non-desk-based officer, with compliance monitored and escalated as appropriate.	Amber/Green	27.06.23 - Paper based pilot is now complete. Parks services delivered the PowerPoint version of the approved training to staff as a single training exercise. 50 Paper workbooks were test piloted with cleaning operatives from County Hall and City Hall buildings and Initial feedback was really positive – 'they are easy to use, informative and a good reference to keep 'a further 500 booklets were then rolled out to all cleaning operatives. Compliance for these training methods has then been recorded via the Record of Prior Learning process via the Academy. Economic Development Directorate compliance was at 58.7 % pre pilot and now has improved to 70.1 % . (11 % increase) Further feedback and data was provided post pilot, plans are now in place to roll this approach out to wider teams across the Council.	Pilot, Complete Full roll out, Dec 2023
A safeguarding communications plan should be put in place, with key messages reinforced as part of National Safeguarding Week (representing one such communication).	Amber/Green	Corporate Safeguarding Communications plan and calendar is in place – monthly Corporate Safeguarding comms is issued to all staff. Staff also have access to the corporate safeguarding information tile on the intranet. A quick guide has been developed and disseminated. All Safeguarding comms (not directly issues by the corporate safeguard team) will include the tag line 'safeguarding is everyone's responsibility' with a link back to the Corporate Safeguarding resources. Plans are in place in alignment with the Regional Safeguarding Board for enhanced communications over national safeguarding week (Nov) and this year there is a thematic focus on 'exploitation'	Recommendation, complete
There should be further engagement with management in Commissioning and Procurement to be satisfied that all safeguarding risks associated with contracts have been appropriately considered with necessary mitigations in place.	Amber/Green	In addition to the procurement safeguarding assessment guide implemented for all tendered services, a new contract management framework has been developed by commissioning and procurement and implemented across all services. Safeguarding is a key component to this framework and allows for regular assurances with our commissioned provisions via this framework. Further work is also being progressed to ensure training and supporting guidance is easily available for commissioned services to access. We are now looking at how we can support commissioned services when they subcontract services, to ensure the expected level of safeguarding arrangements are in place. We will also look to regularly report KPI data in terms of the contract management framework to the CSB to ensure compliance with this framework across teams.	Initial action, Complete Follow up actions, Dec

STRONGER
FAIRER
GREENER

CARDIFF
CAERDYDD