

# Corporate Safeguarding Annual Report

2021/22





# INTRODUCTION

---

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.

Everyone – employees, contractors, volunteers and councillors – have 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**

This annual report aims to update Cabinet on the work undertaken in relation to each of these areas over the course of 2021/22 and identifies areas for improvement and action in 2022/23.

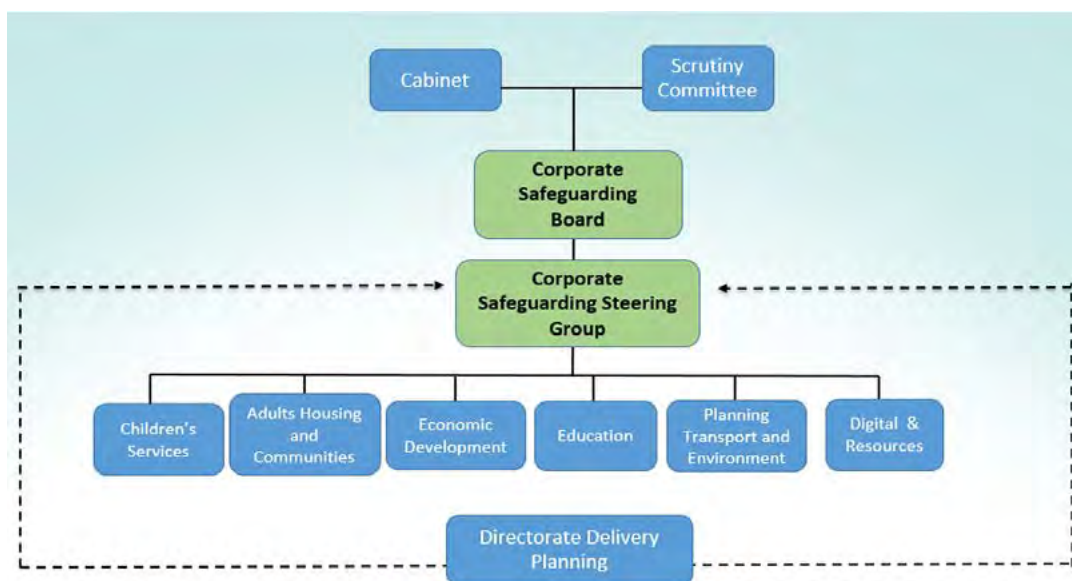


# **PRIORITY 1: SAFE GOVERNANCE**

---

Ensuring Safeguarding is seen as everyone’s responsibility is the primary corporate strategic priority. Corporate safeguarding governance arrangements were reviewed and strengthened in 2021. The new governance arrangements can be seen below in Figure 1.

Figure 1: Governance Arrangements for Corporate Safeguarding



### 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 Steering Group

The Corporate Safeguarding Steering group was newly 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 Directorate Safeguarding Lead Officer (DSLO, see below). The steering 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 Directorate Safeguarding Lead Officer (DSLO)**

In May 2021 the decision was made by Corporate Safeguarding Board to step away from all Operational Managers within the Council acting as DSLO and move to a model where a nominated member of staff is allocated this responsibility for their directorate. This change has increased the clarity of the arrangements so staff know who they can contact if they have any questions in relation to their safeguarding duty. It also has improved the governance arrangements by providing a single point of contact for information to be shared and updates provided. A clear list of roles and responsibilities of the DSLO has been agreed by the Corporate Safeguarding and shared with staff. They 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 Steering Group. Sending a deputy if unable to attend.
- Publicising and promoting national campaigns, including through organisations websites, social media or other mediums

### **1.4 Corporate Safeguarding Policy**

Cardiff Council’s Corporate Safeguarding policy has a clear focus on prevention and duty to report placed on all public service officers. The Council’s Corporate Safeguarding Policy was agreed in 2018, and was due to be refreshed in 2021/22. However, the Corporate Safeguarding Board has delayed the refresh of the policy until 2022/23 to ensure that it aligns with the Welsh Government Corporate Safeguarding best practice guidance published in the first quarter of 2022/23. Cardiff Council officers contributed to the development of the best practice guide in 2021/22, and it includes reference to best practice from Cardiff’s Corporate Safeguarding Board.

### **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.

In 2021/22 the Corporate Safeguarding Self-Assessment template was updated, based on feedback and consultation with DSLO's. (Appendix B).

The Safeguarding Self Assessments have also been embedded into the Council's Performance Management Framework. 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 will be 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).

All directorates have completed and returned a self-evaluation review for 2021/22. Review meetings were held with each DSLO and actions have been generated for each directorate that now form part of the Directorate Delivery Plan (DDP).

Broader analysis has been undertaken of the self-evaluation reviews and any re-occurring themes or gaps have been built into the Corporate Safeguarding Delivery plan moving forward.

### **1.6 Data Development**

Significant progress has been made in how we better utilise our data to analyse our performance, track progress and identify areas for improvement.

As well as the Self Evaluation data analysis that has taken place and the improvements in using our data to monitor training compliance (see Safe Workforce, below) we are also undertaking data system analysis to better understand our referral data in order for managers to easily identify where in the council safeguarding referrals are made. From this we will be able to identify training gaps and areas of best practice.

Key Performance Indicators have also been developed which teamed with Directorate Delivery Plan progress and audit recommendation tracking will provide a clear performance framework for the Corporate Safeguarding to monitor.

### 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 2021/22 progress has been made in relation to these recommendations (see table X below), with the performance reported through to both the Corporate Safeguarding Board and the Council’s Governance and Audit Committee.

*Full updates on progress are included in Appendix C*

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

### 1.8 Internal Audit

The council’s Audit team reviewed the Corporate Safeguarding arrangements in Q1 2022/23. This process provides an additional level of scrutiny and challenge. The report and the recommendations will be published in Q2 2022/23

#### Safe Governance Priorities 2022-2023

- Publish updated Corporate Safeguarding Policy 2022-2025 following review of Welsh government best practice
- 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.
- Agree a new Corporate Safeguarding Action Plan, based on the outcome of the best practice review and the Directorate Self-Evaluations.
- Review internal audit findings for 2022/23 and build any recommendations into Corporate Safeguarding Board action and delivery plan.
- Finalise and ratify final set of KPI’s for monitoring
- Make recommendations for data system development, in particular to better understand referral data

# **PRIORITY 2: SAFE EMPLOYMENT**

---







## 2.1 Safe Recruitment

### Safe Recruitment

In 2021/22 the Council's Recruitment and Retention Policy (Recruitment and Selection Policy and Procedure.pdf (sharepoint.com)) was reviewed and refreshed to ensure that it met the safe recruitment and employment standards as set out in the Social Services and Wellbeing Act.

The review was undertaken by the Council's HR Department in consultation with Children's and Adults Safeguarding teams, and the amendments to the policy were considered and agreed by Corporate Safeguarding Board in September 2021. These include strengthening policy and guidance throughout the recruitment process, including:

- Where the post involves direct work with children or vulnerable adults, consideration should be given to the inclusion of service users in the interview process, either as part of the formal panel or as a separate panel. When using service users as part of the selection process it is important that they are appropriately supported at every stage, so that their participation is meaningful.
- At interviews where safeguarding is a consideration the use of probing questions into motives, attitudes and behaviours will be important, not just the skills and experience required for the role. Wherever possible these questions should be competency based i.e. "explain how you have managed ..."
- Where a candidate has gaps in their employment history that have not been explained on the application form, they must be asked at interview about the gaps and the reply must be recorded. This is particularly relevant for recruitment to positions involving children or vulnerable groups where it is important to robustly check to mitigate any attempt to disguise or deceive periods of employment or gaps that may call into question suitability for the role.
- After the Interview, ensuring that the employee induction training process includes guidance on safeguarding and protection best practice, and that employees are carefully and regularly supervised in their work with children and adults.
- Clarifying and strengthening the roles and responsibilities of HR and recruiting managers in relation to safeguarding.
- Inclusion of a new Section-For Posts which Require a DBS Certificate
- Inclusion of further information around pre-employment screening checks
- Amendment to reference requirement to emphasise that the safeguarding requirements of the post must be taken into consideration and that a candidate is not currently working with children or vulnerable adults but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with those groups.



**2.2 Disclosure and Barring Service (DBS) policy** - The DBS Policy has recently been reviewed and updated and staff guidance has been shared with DSLO's for dissemination.

**2.3 Volunteer Policy** - The Council has a Volunteering Policy which 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.

**2.4 Records of Volunteers** - to support the introduction of the Volunteer Policy, the Council's HR system, DigiGOV, has been developed to include the ability for managers to record details of volunteers and when they are engaged in their areas, and information on safeguarding checks, where required.

#### **Safe Employment Priorities 2022-2023**

- Ensure staff are aware of the key policies and the updates that have been made.
- 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.



# PRIORITY 3: SAFE WORKFACE

---





## Training

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

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

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

### 3.2 National Safeguarding Training Standards

Social Care Wales, along with multi-agency partners, is developing National Safeguarding Training Standards. These will support safeguarding professionals, and a much wider range of Council and agency staff, to understand their respective roles in relation to safeguarding.

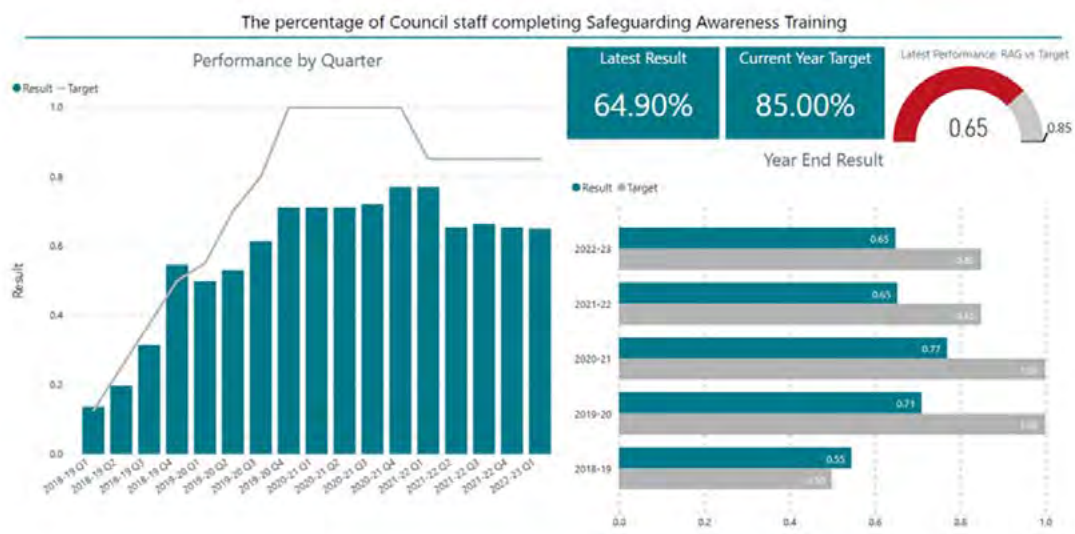
The framework is structured around defining the responsibilities associated with different employee, executive or leadership roles. These will be arranged in groups, from Group A, which focuses on basic safeguarding awareness and guidance for all employees, through to Group F, which includes public sector leaders.

The Group A e-learning module was launched during Safeguarding Week in 2021. The Welsh Local Government Association (WLGA) has agreed that Group A can be part of the induction for all new elected members.

It is also suitable for those in voluntary and private sector settings in Wales. Cardiff Academy have replaced the current corporate safeguarding e-module with the Social Care Wales 'Group A' module to come in line with best practice and it has been added to the members training list. Further modules will be adopted as they come online.

### 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



**The year-end compliance rate for completion of the module was 64.90%.**

The fall in compliance evident at Q2 2021/22 was the result of a data-cleansing exercise which tallied data in the Council’s training database with that of the Council’s staffing establishment.

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.

**Since the introduction of the dashboard approach, compliance on this training has improved in 2022-23. Figures currently stand at 80.1% compliant (August 2022)**



### **3.4 Supporting non-desk based staff**

Compliance rates for completion of the e-learning module are not uniform across the Council. Typically, compliance rates for staff who are working from home or have easy access to a computer are high. There are some issues in easy access to the online training module for some groups of Council employees including non-desk based staff, events and casual staff, agency workers and volunteers. To address this a non-desk based staff training framework (Appendix D) has been developed, setting out alternative methods of delivering the training, and agreed by Corporate Safeguarding Board. These alternative methods will be piloted in 2022/23, beginning with the trial of a paper-based work booklet in the Economic Development Directorate from September 2022.

### **3.5 Recognition 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 Member Training**

Training completion rates for Councillors in March 2022 (the end of the 2017-22 administration) stood at 46%. It was acknowledged by the Board that many members may have completed Safeguarding training in other roles, for example as school governors. The Board agreed to focus on ensuring high levels of member completion as a priority for the new Council administration.

#### **Safe Workforce Priorities 2022-2023**

- 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

# PRIORITY 4: SAFE PRACTICE

---



Safeguarding practice must be delivered timely and effectively, 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.

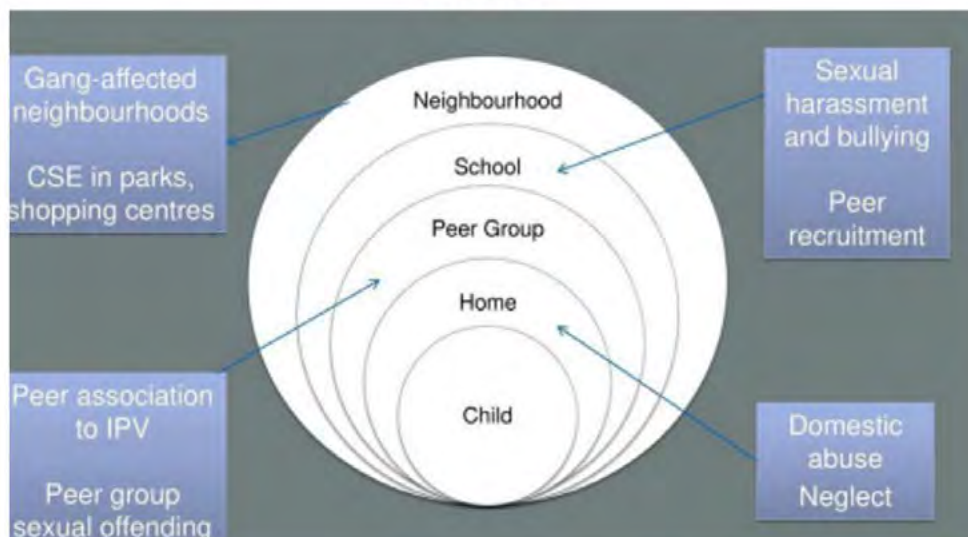
The Local Authority Social Services Annual Report 2021/22 sets out the achievements and areas for improvement within Social Services, providing a clear overview of the current mechanisms in place to ensure the safeguarding of children and vulnerable adults. The additional areas listed below highlight 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.

Parents and carers have little influence over these contexts, and young people’s experiences of harm outside the home can undermine parent-child relationships. It is a Council’s joint responsibility, alongside other public bodies, to consider the risks that environments may present to children and young people.

### Contextual nature of exploitation and abuse







## 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.

### Exploitation could include one or a combination of the below

- Child Sexual Exploitation (CSE),
- Child Criminal Exploitation (CCE),
- Modern Slavery and Human Trafficking (MSHT), Missing from Home (MFH)
- Online Child Exploitation (OCE)
- Wider Contextual Safeguarding

### Safeguarding Adolescents from Exploitation: Aims

- To communicate and share information, discuss strategies and plan a multi-agency response in order to safeguard children from exploitation and contextual safeguarding risks in our communities.
- Build relationships with a wide range of professionals based in localities that can take steps to increase the safety of children in the area.
- Identify and share intelligence regarding the risks relating to locations that pose a risk to children.
- Explore ways in which we can enhance prevention and early intervention in order to build safe communities at the earliest opportunity.
- To develop robust locality partnership action plans to develop intelligence, pursue and prosecute perpetrators and disrupt exploitation activity within communities.
- To contribute to robust transition processes from childhood to adulthood.
- To work towards best practice in information sharing processes with all appropriate partners.
- Develop more effective use of data and evidence to ensure that approaches work and that they deliver better outcomes.

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

In September 2021 the Corporate Safeguarding Board agreed to be responsible for oversight of the delivery of the Council's White Ribbon Action Plan, including:

- Overseeing completion rates for the statutory Violence Against Women, Domestic Abuse and Sexual Violence staff and member training.
- Ensuring that Commissioning and Procurement policies reflect White Ribbon commitment
- Corporate Communication and Leadership
- Estates and Events



## 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. In 2021, 65 referrals were made to the Home Office by Cardiff Council, the highest by a Local Authority in Wales. This is a slight decrease from the 2020 figure of 67 but is reflected by that year's exponential increase from 10 in 2019.

- Cardiff	65
- Newport	12
- Swansea	15
- Vale of Glamorgan	7
- Wrexham	9

The vast majority of cases referred by Cardiff Council was by Children's Services and involved U18 males in the category of criminal exploitation largely relating to 'County Lines' drugs activity.

The data indicates that as far as adult referrals in Cardiff and southern Wales more generally are concerned, First Responder organisations other than the Council take the lead on submissions (Government agencies, Police and NGOs), which is reflected nationally (UK).

### 4.4.2 National Referral Mechanism (NRM) Childrens Pilot

The National Referral Mechanism (NRM) is the UK's framework for identifying and supporting victims of modern slavery. First Responder agencies including the police and local authorities have a statutory duty under Section 52 of the Modern Slavery Act to notify the Secretary of State when they identify a potential victim of modern slavery and in the context of children must therefore make referrals into the NRM.

The objective of the National Referral Mechanism is to provide effective decision-making on whether children are victims of modern slavery following referrals from the Home Office. It is essential that all children and young persons who are identified as victims of modern slavery are connected to local support. Since June 2021 Cardiff has taken part in a national pilot whereby the child's NRM decision making process is devolved to Local Authorities. 10 Authorities are taking part nationally.

The NRM decision making panel is made up of core voting members who include senior staff from, Local Authority (Children's Services), Health and Police. A representative from the Independent Child Trafficking Guardian (ICTG) service is also mandatory at panels, but does not have decision making capabilities.



By building local mechanisms the quality and timeliness of decisions has improved as well as improvements and increased connectivity between existing safeguarding mechanisms and the NRM process.

### **4.3 Transitional Safeguarding**

Harm, and its effects, do not stop when a young person reaches 18. Transitional safeguarding focuses on safeguarding young people from adolescence into adulthood, recognising that transition is a journey not a single event and that every young person will experience this journey differently.

A controlled Young Person's Multi-Disciplinary team (MDT) pilot was launched in xxxx and will run until March 2023 which focuses on young people with complex and multiple needs, especially those presenting to homelessness services. The project will provide therapeutic intervention, support and treatment to young people who have complex support needs, using an assertive outreach model.

The aim is to create pathways into mainstream services, intervene during a time of transition for young people moving from Childrens Service provision to Adults and to prevent repeat homelessness with young people who have complex needs.

### **4.4 HOT TOPICS**

Over the course of 2021/22 the Corporate Safeguarding Board has also received briefings on the following safeguarding 'hot-topics':

- Young people and serious violence
- Young people and mental health/self harm/suicide – Deborah Driffield
- Care Home arrangements – Jane Thomas (SMT)
- Restart/reopening of city centre post-lockdown
- The local government election
- Safeguarding in Schools

#### **Safe Practice Priorities 2022-2023 –**

- 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.



# **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.

Cardiff has established a Night-time Economy task and finish group to review how safeguards can be strengthened with these partners.

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.

As part of the Safeguarding Adolescents from Exploitation (SAFE) model a series of focus groups have taken place with professionals from a cross section of services based in local areas across Cardiff.

The information gathered from the 'local assessments' is used to prompt partnership discussion and clear action with a wide range of multi-agency partners.



## 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).

### Safe Partnerships Priorities 2022-2023

- 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.



# 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

## Corporate Safeguarding Self-Evaluation Audit

February 2022

### What is Corporate Safeguarding?

Safeguarding is keeping children and adults at risk safe from abuse- whether it is sexual, physical, emotional, financial or neglect- and other kinds of harm, such as exploitation and radicalisation.

More information on Corporate Safeguarding can be found here: [Corporate Safeguarding Information \(sharepoint.com\)](#)

### What is the Self-Evaluation?

All Directorates are responsible for safeguarding and must therefore ensure that the Corporate Safeguarding Self Evaluations (CSSE) is completed annually.

The purpose of the assessment is to identify areas where the Directorate requires improvement. Any actions identified will then be included in each Directorate's Delivery Plan. Progress against these actions will be reported to Corporate Safeguarding Board.

### Who should complete the Self-Evaluation?

Each Directorate is expected to submit a single self-assessment. However, given the diversity of services contained within each Directorate, it is recommended that sections 3, 4 and 5 of the form are completed by each Operational Manager, with any areas for improvement and actions collated by the Directorate and submitted.

The identified Corporate Safeguarding Directorate Lead Officer is responsible for co-ordinating this assessment, with sign-off before submission by Director/Assistant Director.





# SECTION 1: ABOUT YOUR DIRECTORATE

## 1.1 Directorate

## 1.2 Service

## 1.3 Audit Completed by

## 1.4 Contact Details [Work e-mail address]

## 1.5 Date Returned (DD//MM/YYYY)



# SECTION 2: SAFE GOVERNANCE

This section should be completed at a Directorate-level.

## SAFEGUARDING LEAD OFFICER

2.1 Your Directorate has a named person (Safeguarding Lead Officer) with sufficient seniority to champion safeguarding (including vulnerable, exploited, missing / trafficked children and extremist / radicalised individuals) and vulnerable adults. Yes  No

2.2 Name of person Safeguarding Lead:

2.3 The Safeguarding Lead has sufficient safeguarding training. Yes  No

2.4 Is the Directorate Safeguarding Lead a member of the Management Team Yes  No

If no, do they attend the management team to report on safeguarding issues Yes  No

2.5 Do they attend the Corporate Safeguarding Steering Group? Yes  No

2.6 All members of staff are aware of who the safeguarding lead is? Yes  No

Supporting evidence and comments

Areas for improvement

### Actions for Directorate Delivery Plans

Action	Responsible Operational Manager



2.7 Are safeguarding actions included in your Directorate Delivery Plan? Yes  No

2.8 Where appropriate, are safeguarding actions included in services plans and personal reviews? Yes  No

2.9 Within your Directorate there are clear arrangements in place to evaluate the effectiveness of safeguarding, including policies, procedures, practice, and recruitment which are then used to further develop the service (Corporate Safeguarding Lead can advise). Yes  No

2.10 Performance data is current, accurate and subject to competent analysis. It is used to inform Directorate performance discussions and reported to the Corporate Safeguarding Board. Yes  No

2.11 Your Directorate carries out audits of cases / incidents in respect of safeguarding. Yes  No

2.12 Your Directorate shares the results of any related audits with the Corporate Safeguarding Board where multi-agency learning, patterns and trends can be identified. Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager



**Leadership**

**2.13 Political, Board and Executive Leaders are familiar (where appropriate) with safeguarding and how it relates to your services**

Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager

## SECTION 3: SAFE WORKFORCE

It is recommended that Sections 3, 4 and 5 are completed at a service-level / by individual Operational Managers, and the outputs are consolidated into a single Directorate-wide position.

### Staff Roles and Responsibilities

3.0 Staff roles and responsibilities in respect of children (including vulnerable, exploited, missing / trafficked children and extremist / radicalised individuals) and vulnerable adults within your Service are identified. Yes  No

3.1 Safeguarding responsibilities are clearly identified in relevant individual job descriptions, and these are understood by staff. Yes  No

3.2 All staff and volunteers working with vulnerable people have the level of DBS appropriate to their role. Yes  No

#### Supporting evidence and comments

#### Areas for improvement

#### Actions for Directorate Delivery Plans

Action	Responsible Operational Manager

**Staff Awareness of Safeguarding Policies and Procedures**

- 3.4 All staff in your service are made aware of what to do if they believe a child and / or vulnerable adult may be vulnerable or at risk.** Yes  No

---
- 3.5 Staff in your service are aware of their statutory 'Duty to Report' issues of concern.** Yes  No

---
- 3.6 There are systems in place which allow children and / or vulnerable adults to know where to get help i.e. Trusted Adult, advocacy etc.** Yes  No

---
- 3.7 The Council has clear policies and procedures in respect of reporting concerns about radicalisation and extremism. Staff are aware of these and how to report concerns?** Yes  No

---
- 3.8 Staff are aware of the Whistle Blowing Policy which encourages staff to safely report poor practice or any concerns.** Yes  No

---
- 3.9 Safeguarding policies and procedures in your service are discussed annually as part of the annual development of the Directorate Delivery Plan process to ensure all polices are in line with current legislation and guidance.** Yes  No

---
- 3.10 Staff understand when to share information in a legal and ethical manner if they have concerns that a child and / or vulnerable adult is at risk of harm or neglect.** Yes  No

---
- 3.11 In the event of visitors, volunteers, external contractors, high profile visitors and fund raising activities on your service's premises, there are arrangements in place to ensure that children and / or vulnerable adults are safeguarded and their welfare promoted.** Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager

**Staff Awareness of Safeguarding Policies and Procedures**

**3.12 Your Service can evidence the safeguarding training it has provided, including the numbers trained and the type and level of training?** Yes  No

**3.13 Increasing the uptake of safeguarding training is discussed at Service Management Team meetings on at least a quarterly basis.** Yes  No

**3.14 Please provide details of your annual safeguarding performance data. Where targets have not been met, please outline your approach to achieving compliance.**

**Are there any staff within your service that do not receive any safeguarding training?** Yes  No

**Please Explain why**



**Staff Awareness of Safeguarding Policies and Procedures**

**3.15 Safeguarding is included in your service induction programme for all relevant staff and volunteers.** Yes  No

**3.16 Staff and volunteers with special safeguarding responsibilities have the appropriate training to develop the required skills and the opportunities to update their knowledge to work effectively with complex issues.** Yes  No

**Supporting evidence and comments**

**Areas for improvement**

**Actions for Directorate Delivery Plans**

Action	Responsible Operational Manager



# SECTION 4: SAFE RECRUITMENT

## Staff Awareness of Safeguarding Policies and Procedures

- 4.1 Recruitment and Selection training has been provided to all staff involved with recruitment. Yes  No
- 
- 4.2 Arrangements are in place to monitor compliance with safeguarding policies and procedures and with recruitment and selection policies and procedures (new DBS / DBS renewals / reference checks). Yes  No
- 
- 4.3 Your service has rigorous procedures in place for recruiting anyone who has contact with children and / or vulnerable adults and for assessing their suitability to work with vulnerable people, where appropriate, are consistent with statutory requirements. Yes  No
- 
- 4.4 A volunteer or anyone not considered to be in 'regulated activity' is required to complete a self-declaration in respect of previous convictions or inappropriate conduct towards children or adults. Yes  No

Supporting evidence and comments

Areas for improvement

### Actions for Directorate Delivery Plans

Action	Responsible Operational Manager

## SECTION 5: SAFE PARTNERSHIPS

Contract and Commissioning arrangements take account of the need to safeguard and promote the welfare of vulnerable people is informed, where appropriate, by the views of the vulnerable people and their families.

5.1 Safeguarding is integrated into all commissioning and contractual processes with clear expressions of the standards required alongside requirements to prevent and report concerns.

Yes  No

Supporting evidence and comments

Areas for improvement

Actions for Directorate Delivery Plans

Action	Responsible Operational Manager

Usability Audit

Thank you for completing this audit. We would welcome any comments or feedback on this audit tool – please provide in the box below

# APPENDIX C

## 2018-19 Audits – Corporate Safeguarding

Audit Name	Number of Recommendations	Number Open	Number Closed	Number Amber
Corporate Safeguarding	9	3	6	5

Recommendation	Latest Update	Directorate	Lead Officer	Status
<p>The Council should improve its approach to safeguarding training in the following ways:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Training compliance is now monitored and broken down by directorate. The newly established corporate safeguarding governance arrangements regularly monitor progress against compliance targets and can act as a point of challenge to any areas that require additional development.</li> <li>• In response to recent Welsh Government guidance relating to corporate safeguarding best practice and in line with the developing safeguarding training framework, the current training module will be reviewed to ensure consistency with the minimum suggested training requirements.</li> <li>• Discussions are also underway with key directorates to explore best practice approaches in disseminating the necessary safeguarding messages to non desk-based staff and to ensure compliance with the agreed minimum training requirements</li> </ul>	Performance & Partnerships	Sian Sanders	Amber
<p>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</p>	<p>Training developed by BTP and has been rolled out to night time economy groups including hotels and taxis. Taxi initial training and testing has been enhanced and now includes key questions relating to exploitation.</p> <p>Exploitation training mapping has been undertaken with a view to a framework being developed and agreement of the training required by professionals and partner organisations.</p>	Performance & Partnerships	Sian Sanders	Amber
<p>Accelerate the mandatory completion of Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 (VAWDASV) training.</p>	<p>Night time economy task and finish group are still meeting to progress additional training in this area. Some locality assessment and police operation work has been undertaken in order to best identify needs and target training and support accordingly.</p> <p>Group 1 delivery is being advertised widely and managers chased for staff who have yet to complete this mandatory module.</p> <p>Completions currently 82% excluding Education (70% with). Group 2 delivery continues at pace, although hampered by a reducing pool of trainers. Group 3 has been reviewed and will now be rolled out from May 22. Awaiting further guidance from WG regarding Group 6 – the new contract for the management of the National Training Framework is soon to go out to tender.</p>	Adult Services, Housing & Communities	Natalie Southgate	Amber

# APPENDIX D

## Corporate safeguarding Training Framework (Non Desk-Based Staff / Members / Volunteers)

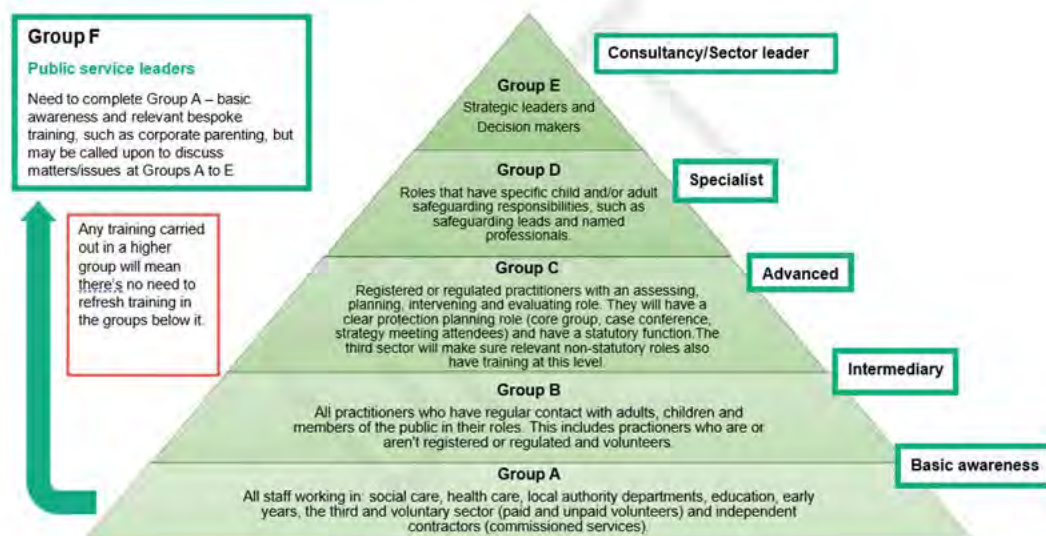
Delivery of Corporate Safeguarding e-module content –Minimum Requirement to achieve training compliance as recommended by the WLGA National Safeguarding Training Standards for ‘Group A’ staff

Aim - If you see something wrong, or you’re worried about something, then you report it.

### Group A

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

### Practitioner groups – hierarchy



**Options for Compliance for Non Desk Based Staff – Team manager will select most appropriate option on a case by case basis.**

Option	Compliance Achieved
E-module is sent via email to .gov account and staff member access via community hub / central office base	Compliance recorded via Academy
E- Module content is delivered via in-person training – cascaded via DSLO – Train the trainer provided (AS/CS training teams can support)	Compliance is uploaded via Digi gov – certificate of compliance is emailed / sent paper based
E- Module training is delivered as part of new staff induction – along side health and safety / corporate induction	As above
E module is delivered via teams as group / individual training – with mobile access supported	As above – explore mobile options
Learning pool account is set up (£5 per employee) and access is provided via any mobile device -	Compliance can be checked via learning pool reporting
Corporate safeguarding work booklet produced with key questions for staff to complete / submit and mark	Manager signs off compliance.

In addition, we are undertaking a review of the existing safeguarding training delivered by the local authority to ensure corporate safeguarding content is covered. This includes Safeguarding level 1-3 training courses that are delivered to all school DSP who cascade to all school staff and is also delivered via governor’s services to governors.

If approved staff who have completed this training and/or hold a recognised safeguarding qualification could be exempt from completing the online module. For this, managers would need to submit a spreadsheet of staff members who could be signed off the central system.

**Ensuring key messages are disseminated and understood – in addition to / whilst awaiting compliance.**

Plan	Notes
Regularly sharing safeguarding video / animation to all staff – this can be disseminated to non – desk-based staff via link in staff app / face to face in supervision / 1:1 / PDR sessions	Build into comms plan – check staff app capabilities / mobile access capabilities /
Quick Guide will be updated and circulated – paper copies will be made available	Will update using new updated e-module – comms support to make clear / visual
One page Briefing / key contacts will be made available – consider translation options	
Corp Safeguarding ‘regular reminders’ ‘Merch’ will be produced – Lanyards / Car stickers / Posters etc	
Wider comms plan to be developed	Will include key campaigns / VAWDSV/ Exploitation / Modern Slavery

**Note – to avoid unnecessary non- compliance**

- DSLO’s to ensure all managers ensure that staff upload any training certificates to digigov
- DSLO’s to ensure all managers approve training uploads via Digi gov

