

If you see something, say something.... Safeguarding strategy 2014 - 2019

April 2015 (Final version)



Version control

Document information

Date	Version	Changes
25 March 2015	V1.2	Inclusion of standards
26 May	V1.3	Consultation with Safeguarding Steering Committee
15 June	V1.4	Attachment of the action plan

Contents

Introduction	3
What is safeguarding	4
Legal Framework	4
What does safeguarding cover	5
Links to SCT Strategic Plan 2014/17	8
Strategic Goals	9
Safeguarding Standards for Children	9
Safeguarding Standards for Adults	10
Trust service delivery	11
Governance reporting arrangements	12
Training	13
Regulation and Inspection	
References, statutory and non statutory guidance	

1. Introduction

Sussex Community NHS Trust serves a wide geographical area which includes one Local Authority (Brighton and Hove) and one County Council of West Sussex. About 2/3rds of all the patients we see are adults. Being aware of the demography of our patients and clients ensures future planning for our staff to deliver excellent care in the community, care that is safe and effective which meets the needs of the patients.

This document sets out the strategic approach to strengthen our arrangements for safeguarding across the Trust over the next 3 years and in the future. It makes clear the roles and responsibilities of all staff to safeguard. This plan is contributing to and is aligned with the Trust Strategic Plan 2014-2019 and its vision to deliver excellent care at the heart of the community. Safe care is the bedrock of the NHS. The learning from inquiries and reviews, local, regional and national in both children and adults states safe care is not the evidence of everyone.

Safeguarding starts at the very beginning with safe recruitment processes and established procedures to ensure appropriately qualified and suitable staff are selected. A measurement of the commitment to safeguarding will be all staff showing care and compassion to the 8,000 contacts with patients every day. Safeguarding is core to delivering excellent care within the community.

All staff has access to mandatory basic training in both safeguarding children and adults at risk and for those working in areas of high need, higher levels of training to support staff are mandatory. The framework for the safeguarding children training is aligned to the Intercollegiate document (RCPCH, 2014). There is currently no equivalent for safeguarding adults (2015).

All 5,000+ staff has access to the Trust policies and procedures which are updated to reflect good practice, current guidance and are based on evidence. These support the Pan Sussex procedures for safeguarding children and adults at risk.

Safeguarding starts at the beginning for all the new recruitments within the Trust, meeting the DBS standards and are appropriately vetted by references

The Trust has a Safeguarding Service, these are identifiable staff working within the complex processes of safeguarding, to support staff by offering professional knowledge and guidance whilst staffs are dealing with often distressing and difficult cases to minimise the impact and mitigate further risks of harm.

2. What is Safeguarding?

Everybody has the right to be safe no matter who they are or what their circumstances. Safeguarding is about the protection of harm by abuse and/or neglect. Safety from harm and exploitation is a basic need, being and feeling unsafe undermines our relationships and self-belief. Safeguarding is a range of activities aimed at upholding a child and adults right to be safe. This is important as some children, young people and adults because of their age, environment, situation or circumstances are unable to protect themselves.

This strategy considers all the steps taken by the Trust to prevent safeguarding issues escalating and how the Trust endeavours to protect children, young people and adults. The Trust, as part of the NHS has a duty of care.

3. Legal Framework of Safeguarding

There are very different legal framework supporting the safeguarding of children and adults at risk.

Adults Legislation	Children Legislation
<ul style="list-style-type: none"> • Mental Health Act 1983 	<ul style="list-style-type: none"> • Children & Families Act 2014
<ul style="list-style-type: none"> • Mental Capacity Act 2005 & Deprivation of Liberty 2009 	<ul style="list-style-type: none"> • The Local Safeguarding Children Boards (Review) Regulations 2013
<ul style="list-style-type: none"> • Safeguarding Vulnerable Groups Act 2006 	<ul style="list-style-type: none"> • Children, Schools & Families Act 2010
<ul style="list-style-type: none"> • Mental Health Act 2007 	<ul style="list-style-type: none"> • Children & Young Person Act 2008
<ul style="list-style-type: none"> • Health & Social Care Act 2008 	<ul style="list-style-type: none"> • Children Act 2004.
<ul style="list-style-type: none"> • Care Act 2014 	
<ul style="list-style-type: none"> • Health & Social Care Act 2008, regulations 2014 states: Safeguarding service users from abuse and improper treatment 	

Both children and Adult's legislation

Human Rights Act 1998

Equality Act 2010

4. What does Safeguarding cover?

As society changes and this is reflected in our community, so does the need to respond to safeguarding concerns. This strategy is a response to the current changes within safeguarding. Although this list maybe comprehensive at the time of

writing, acknowledgement is given to new areas for concern to ensure children, young people and adults safe.

Areas of similarity for SCT staff

Areas for Children Safeguarding	Areas for Adult Safeguarding
Abuse	Abuse
Serious case reviews	Serious case reviews
Domestic Violence and Abuse	Domestic Violence and Abuse
Neglect	Self-Neglect
Traditional harmful practice	Traditional harmful practice
Multi Agency Public Protection Arrangements (MAPPA)	Multi Agency Public Protection Arrangements (MAPPA)
Radicalisation	Radicalisation
Child trafficking	Trafficking
E safety	E safety
Children with disabilities	Adults with learning disabilities
Missing children	Missing adults
Sexual abuse and exploitation	Sexual abuse
Children who abuse children	Adult who abuse adult at risk
Allegations against people who work/volunteer with children	Allegations against carers who are relatives and friends
Child protection	Child protection
<u>Other areas</u>	
Child death	Raising an alert or serious incidents
Young person's substance misuse	Abuse by children
Parental mental health	Mental capacity
Elective home education	Advocates
Children living away from home	Community Safety
Historic Abuse Allegations	Historic Abuse Allegations

Looked after Children

Gang activity

Parental substance misuse

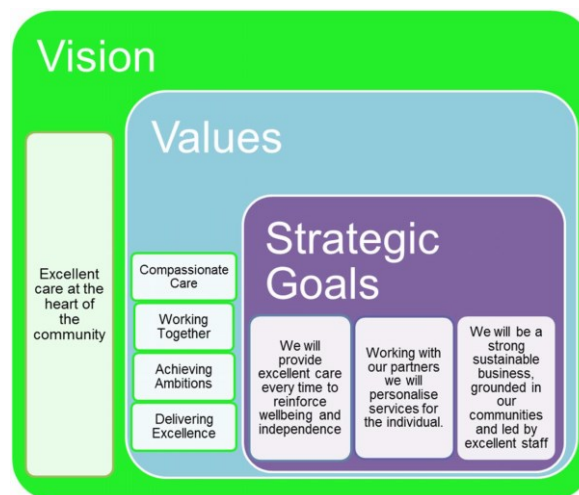
Pre-birth protection plans

5. Differences

There are many differences in the process and procedures in safeguarding children and safeguarding adults. There are legal differences but also principles around age and parental rights and responsibilities.

Safeguarding adults do not wish to be treated like children, they need to feel empowered to make decisions and be asked along the safeguarding process what their wishes and outcomes are

6. Links to the Trust Strategic Plan 2014/17



Safeguarding Vision

To ensure the Trust has competent and confident staff, with awareness of their safeguarding responsibilities and a supportive internal response to incidents and concerns.

Safeguarding Values

Compassionate care: be observant of change, respond effectively and support the child, young person or adult at risk

Working together: professional interagency working with a child/adult focus but not afraid to challenge to uphold their professional judgement

Achieving ambitions: develop a highly professional robust safeguarding service which drives change and compassion of care throughout the Trust

Delivering excellence: using existing and developing standards in training, effective multi-agency working and responses to safeguarding

Strategic Goals

1. Mainstream safeguarding across the Trust
2. Develop a dataset of information to monitor progress
3. Deliver high quality training based on national and local standards to all Trust staff that is evaluated and reviewed
4. Streamline complex policies and procedures to assist staff to 'do the right thing' so staff are confident in their decision making and in estimating risks
5. Lead on the health safeguarding agenda in multi-agency forums especially in Local Safeguarding Children Boards and Local Safeguarding Adults Boards
6. Develop learning and research opportunities to add to the professional knowledge about safeguarding
7. Measure the quality of our work by audit and case file reviews to ensure staff are given advice and support at the right time to make the right decision
8. Develop a culture of learning so that when we have not put children and adults at the centre of our work we reflect, review and adapt our work practice to improve, without a culture of blame
9. Personalise the safeguarding service by listening to children, families and adults at risk who have used the services.
10. Work in partnership in a cooperative, transparent and productive way to advance safeguarding work

7. Safeguarding Standards for Children

1. The child is at the centre of everything we do
2. To support all our team members recognising the emotional impact of our work
3. Provide evidence based training in the prevention of child maltreatment to Trust staff

4. Accessible, responsive and flexible safeguarding support and supervision advice to keep children safe during supervision
5. Ensure we meet the organisational, legal, and strategic responsibility under the Children Acts and Working Together
6. Providing an evidence based **expert** service in all functions of safeguarding children to keep children safe by advice line or Multi Agency Safeguarding Hub
7. Commitment to multi-agency working, liaising where appropriate and offering professional challenge in order to keep children safe
8. Provide guidelines and policies for staff to fulfill their safeguarding children responsibilities
9. Ensure we support anti-discriminatory practice
10. Maintain accurate documentary evidence of all safeguarding activity to ensure quality assurance and meet the Trust Governance standards and requirements of CQC

8. Safeguarding Standards for Adults

1. Acknowledging that neglect and abuse of an adult can happen and that it is every person's right to live free from abuse and neglect.
2. Having good systems in place for effective identification of neglect and abuse of an adult, taking prompt action.
3. Ensuring staff are aware of their responsibilities and know who they can access for support, guidance and advice and use reflective practice in supervision.
4. Have supportive policies and procedures in place to assist staff through safeguarding processes
5. Develop a culture where staff feel able to discuss the abuse of vulnerable adults with partner organisations in an open and transparent way, within the scope of Trust confidentiality guidelines.
6. Providing a training programme that equips staff with the knowledge and skills to safeguard adults in line with the Sussex Policy and Procedures for Safeguarding Adults
7. Sharing and learning from incidents and developing change to improve future outcomes

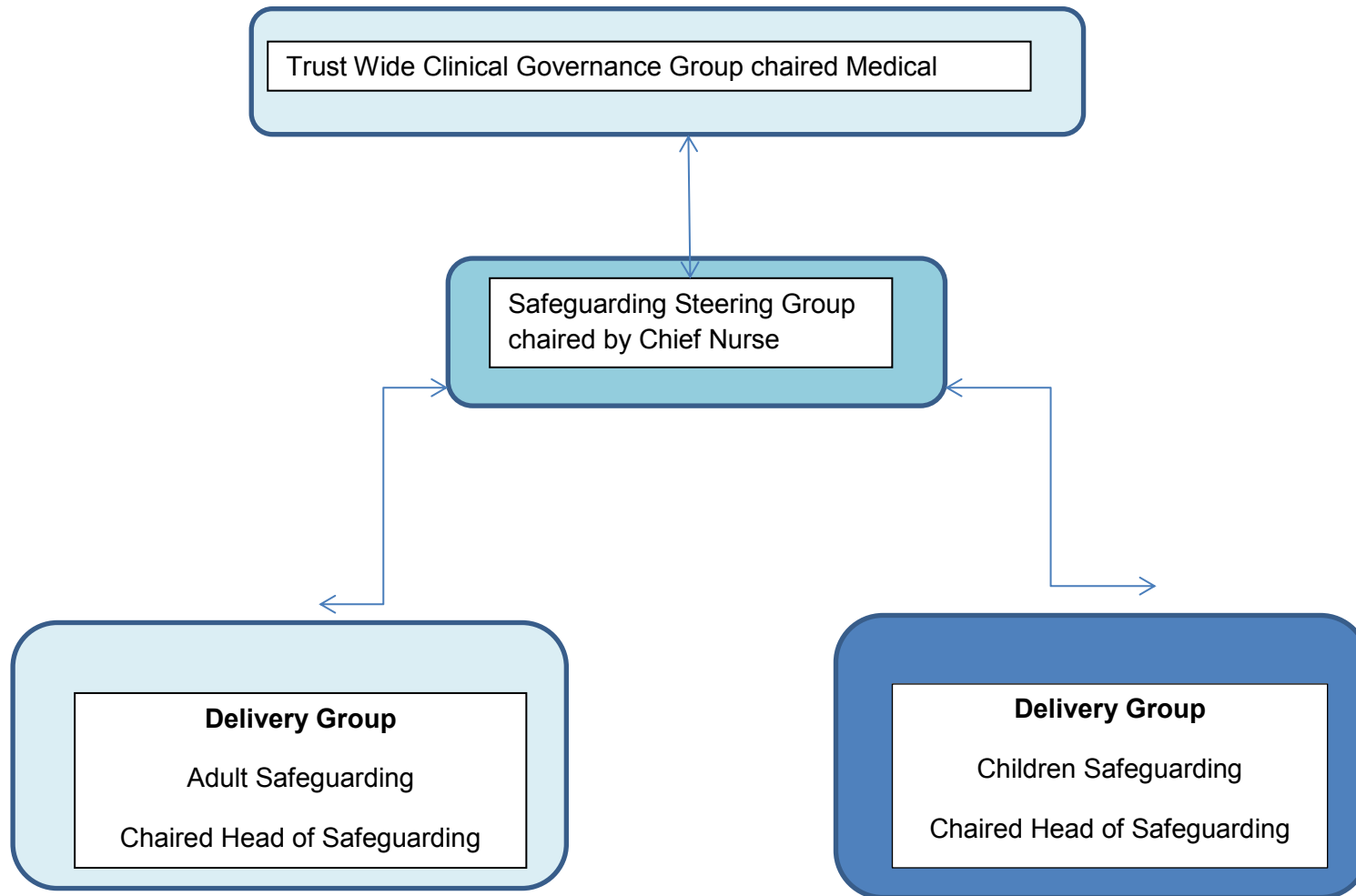
8. Develop and strengthen relationships with partner organisations to enhance service provision, working together to keep adults safe from harm by training health enquiry officers.
9. To work towards a culture of prevention to keep adults at risk safe from harm
10. Provide information for service users to help them understand the process and how they can be involved to make safeguarding personal.

9. Trust Service Delivery

Universal services for Children	Universal services for Adults
School Nursing Health Visiting Universal and Integrated children (B & H) Proactive Care Children West Sussex Dental services	Urgent Treatment Centre and Minor Injury Clinics Planned Treatment One Call Service Dental Services
Targeted services for children	Targeted services for Adults
Extended Family Nurse Partnership Extended call to action Health Visiting Wheelchair service Transitional Care Pathways In reach children CWS Child Development Team Child Death Reviews Children's Community Nursing Children's continuing Care and Health led Short Breaks Specialist therapy services	Tissue Viability Falls and fracture Prevention Service Longer term health conditions services Promoting continence services Dental services Admission avoidance teams Intermediate care Clinical Assessment Unit Proactive care (long term conditions) Community Nurses Care Homes Support Specialist therapy services

10. Governance Reporting System

SCT has a robust structure in place to ensure policies, procedures, information and concerns are recorded, discussed and assessed as risks. Safeguarding Governance Structure, the ultimate responsibility is to the Trust Executive Board



11. Lead responsibilities

The Chief Nurse has the NHS Board responsibility for the Trust on Safeguarding Children and Adults at risk. All staff are accountable for their actions and to their professional bodies (if appropriate) for their actions. The Trust works in partnership with the 2 Local Authorities who have a statutory responsibility to safeguard children and adults.

12. Policies and Procedures

Policies, procedures, protocols and frameworks relating to safeguarding are in place to support staff in their decision making. There is a need to streamline these to ensure the processes are clear and detailed for staff to do the right thing. Learning from serious case reviews identify that having policies and procedures in place is insufficient, it is how they are accessed and implemented that is important.

All staff should refer to the Pan Sussex Policies and Procedures for the Safeguarding Adults Board and the Safeguarding Children Board.

13. Training

All staff has mandatory and statutory training on safeguarding children and adults at risk. Depending on the job responsibilities there are different levels and frequency of training. In children this is benchmarked against the Intercollegiate training document (2014) which outlines the appropriate level and content of training.

Both children and adults training includes *Prevent* a DH response to make staff aware of radicalisation as a safeguarding concern.

14. Regulation and Inspection

SCT has been awarded a **Good** for the Care Quality Commission Inspection for March 2015.

As a member of the Local Safeguarding Boards, Ofsted will be inspecting the effectiveness of the Board. Ofsted also complete thematic reviews on Looked After Children and Safeguarding.

Measuring the impact to Safeguard Children, Young People and Adults at risk using the Care Quality Commission five themes, (these areas are aligned to the Trust Strategic plan 2014-2019).

Theme	Outcome measurements
Safe	<p>Health assessments for Looked after Children</p> <p>Access to timely and effective minor injury treatment</p> <p>Core work of health visiting and school nursing</p> <p>Reduction in falls</p> <p>Patient safety</p>
Effective	<p>Reduction in medication incidents</p> <p>Response and learning from serious case reviews, learning reviews and internal reviews. Sharing this in training.</p>
Caring	<p>Assessments in real time</p> <p>Effectiveness to respond to and reduce further harm</p> <p>Reduction in pressure area damage, infections, VTE</p>
Responsive	<p>Learning from SCR</p> <p>Learning from events</p> <p>Review of policies and procedures</p>
Well-led	<p>Leadership through the safeguarding team to advice, support and offer guidance to all staff across the Trust in safeguarding children and adults.</p>

References

Pan Sussex procedures for safeguarding children

Pan Sussex procedures for safeguarding adults at risk

London Policy and Procedures for safeguarding Adults (SCIE reviewed January 2014)

Child Protection Timeline

http://safeguardingchildren.co.uk/wp-content/themes/vc_org_1/ChildProtectionTimeLine/childprotectiontimeline.html

Statutory, non-statutory, best practice guidance

Statutory Guidance:

Department for Constitutional Affairs (2007) *Mental Capacity Act 2005: Code of Practice*. London: TSO

HM Government (2007) *Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004*. DCSF Publications

HM Government (2008) *Safeguarding children in whom illness is fabricated or induced*. DCSF Publications

HM Government (2009) *The Right to Choose: multi-agency statutory guidance for dealing with forced marriage*. Forced Marriage Unit: London

HM Government (2013) *Working Together to Safeguard Children 2013. Department for Education and 2015 updated*

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

Ministry of Justice (2008) *Deprivation of Liberty Safeguards Code of Practice to supplement Mental Capacity Act 2005*. London: TSO

Safeguarding Vulnerable People in the Reformed NHS Accountability and Assurance Framework March 2013, © Crown copyright Year 2013 . Published to www.commissioningboard.nhs.uk in electronic format only.

Care Act 2014

Planning transition to adulthood for care leavers (2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/397649/CA1989_Transitions_guidance.pdf

Non-statutory Guidance:

Children's Workforce Development Council (March 2010): *Early identification, assessment of needs and intervention. The Common Assessment Framework for Children and Young People: A practitioner's guide*. CWDC

Department of Health (June 2012) *The Functions of Clinical Commissioning Groups* (updated to reflect the final Health and Social Care Act 2012)

Department of Health (March 2011) *Adult Safeguarding: The Role of Health Services*
Department of Health (May 2011) *Statement of Government Policy on Adult Safeguarding*

HM Government (2006) *What to do if you're worried a child is being abused*. DCSF Publications

Law Commission (May 2011) *Adult Social Care Report*
www.justice.gov.uk/lawcommission/publications/1460.htm

Royal College of Paediatrics and Child Health et al (2010) *Safeguarding Children and Young People: Roles and Competencies for Health Care Staff*. Intercollegiate Document supported by the Department of Health

Best practice guidance:

Department of Health (2004) *National Service Framework for Children, Young People and Maternity Services Standard 5* (including relevant elements that are not contained in Core Standard 5)

Department of Health (2009) *Responding to domestic abuse: a handbook for health professionals*

Department of Health (2010) *Clinical governance and adult safeguarding: an integrated approach*. Department of Health

HM Government (2009) *Multi-agency practice guidelines: Handling cases of Forced Marriage*. Forced Marriage Unit: London

National Institute for Health and Clinical Excellence (2009) *When to suspect child maltreatment*. NICE Clinical Guideline

Department of Health (2006) *Mental Capacity Act Best Practice Tool*. Gateway reference: 6703

Appendix 1

Action to deliver Safeguarding Strategy 2014-2016

Introduction

This action plan is the combination of 5 different reports, reviews and action plans from:

1. Safeguarding Adults at Risk Annual Report July 2014 (author Deputy Chief Nurse)
2. Safeguarding Children Annual Report July 2014 (author SCT Named Nurses)
3. Independent review of Safeguarding Children and Adults August 2014 (author Jennie Harmston, Independent)
4. Board report including Assurance Plan for Health Service Managers and Trust Board 19 September 2014 (author Chief Nurse)
5. West Sussex Safeguarding Adult Board baseline review for Partnerships June 2015 (author completed Head of Safeguarding)

The action plan will identify which of the plans the action originates from and will be reviewed quarterly at the Safeguarding Steering Committee

The action plan for 2015/16 is delivered into CQC themes these are: Safe, Caring, Responsive, Effective and Well Led.

Safe

	Action plan reference	Activity required	What is the evidence this is required	Action required	Lead	Timescale
1	1 & 4	Develop a safeguarding strategy	Ensure safeguarding is paramount across the Trust. Give direction of travel for all staff	<ol style="list-style-type: none"> 1. Strategy to be written, consulted and approved 2. Discussed at Delivery groups, Safeguarding Steering Group 3. Approved TWCG 	Chief Nurse Head of Safeguarding	Draft April 2015 Approved at TWCG in June 2015
2	1 & 4	How do we know we meet the needs of our most vulnerable patients/clients	Safeguarding is centred on children, young people and adults at risk and is at the heart of good effective care.	<ol style="list-style-type: none"> 1. Identify risks (new thresholds for children, HV and community staff trained) Report back to WSLSCB 2. Review Complaints for safeguarding 3. Review and respond to SI and collate information about outcomes (from April 14) 4. Review on a daily basis the safeguarding alerts and collate data for annual report 5. Commence safeguarding audits in targeted areas 6. Report on the WS Children MASH and set up B & H MASH 7. Attendance and outcomes 	Head of Safeguarding (HoS) Head of Safeguarding Head of Safeguarding Head of Safeguarding Clinical Auditor & HoS Named Nurses Named Nurses B & H	April with training in signs of safety in WS 1 May 14 April May Monthly team meetings Monthly team meeting April – March (whole year) June

				to Multi-agency meetings MARAC, MAPPA, Contest, CSE		Annual report May 2015
	Action plan reference	Activity required	What is the evidence this is required	Action required	Lead	Timescale
3	1 & 4 & 5	Is there sufficient trained staff as Health Investigation Officers	Number of Serious Incidents	<ol style="list-style-type: none"> 1. Discussed with LA and updated Training for HIO including Care Act 2014 commence Jan (identify key staff to attend) 2. Monitor the SI including patient's wishes, partnership feedback and safer outcomes 3. Review the learning in a culture of no blame 	Head of Safeguarding Local Authority Safeguarding Adults team	June/July Online SI
4	1 & 4	How is the learning transformed into service improvement	Lessons from SCR SI Alerts National reviews	<ol style="list-style-type: none"> 1. Review improvements through quality system processes 2. Use audits to monitor 3. Feedback from clients/patients and families/carers 	Safeguarding Team LSCB	April/May/June
5	1 & 4	How is openness and accountability demonstrated	Good safe care	<ol style="list-style-type: none"> 1. Duty of candour implemented as a principle across the Trust 	All staff	April 2015-March 2016
6	3	Supervision support and delivery	Clinical supervision Management supervision	<ol style="list-style-type: none"> 1. Clinical supervision be delivered by external Designated Nurse for children and review effectiveness 2. Clinical supervision be set up for adult team 3. Management meetings and supervision monthly 4. Discuss the emotional impact and support for staff 	Chief Nurse Designated Nurse Assistant Chief Nurses Safeguarding Teams	April 2015

Caring

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
7	1 & 4	Compliance with Mental Capacity Act and Deprivation of Liberty Safeguards	Legal requirement	<ol style="list-style-type: none"> 1. Training for all staff 2. Training for specific staff as Best Interest Assessors (if appropriate) 3. Monitor the effectiveness and number of DOLS 4. Develop audits to review DOLS 5. Review relevant assessment paperwork to add/adjust 	Named Nurses Workforce and Education Head of Safeguarding Clinical Governance Head of Safeguarding Heads of Service	April 2015 June 2014 June 2014 Jan 2015
8	1 & 4	How do we personalise the safeguarding process?	Care Act 2014 Personalising Safeguarding Agenda	<ol style="list-style-type: none"> 1. Include in training 2. Good care planning seen in audits and case file reviews 3. Checklist of questions to support staff 4. Taking personal data (cultural, beliefs, philosophy, religious etc.) 	Head of Safeguarding Clinical Audits Safeguarding Team Clinical Audits	June 2015 June 2015 Jan 2015 June 2015
9	1 & 4	Establishing support for carers in the context of safeguarding	Care Act 2014 Personalising Safeguarding Agenda	<ol style="list-style-type: none"> 1. Review complaints 2. Contact Healthwatch to obtain any information or be advised on mechanisms to capture patients views 3. Work with carers support (vol. sector) 	Head of Safeguarding Safeguarding Team Head of Safeguarding	Report on complaints annual report April 2015 July 2015 July 2015

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
10	5	Making safeguarding personal. Review how the safeguarding alert and incidents capture the patients views, wishes and what they want or expect as outcomes	Good practice	<ol style="list-style-type: none"> 1. Review assessment or alerts paperwork 2. Adapt existing process and adapt to include voice of the patient 3. Make a checklist of prompts for the Pulse to remind staff 4. Capture the views and lessons learned from their views 	Safeguarding Adults Team	January 2015 ready for March 2015

Effective

	Action plans	Activity required	What is the evidence this is required	Action required	Lead	Timescale
11	1 & 4	Developing strategic priorities and share these	To ensure the safeguarding team are effective in their response	<ol style="list-style-type: none"> 1. Review the 5 year priorities of the Trust 2. Partnership Boards priorities based on evidence, needs analysis and research 	Chief Nurse Head of Safeguarding	July 2014
12	1 & 4	Work strategically with partners at SAB and LSCB	Effective partnerships will strengthen safeguarding arrangements	<ol style="list-style-type: none"> 1. Attendance to the Board 2. Participation in sub committees map and monitor attendance and contribution, report in annual report. 3. Responses to SCR 	Chief Nurse Head of Safeguarding Safeguarding Team	Quarterly meetings attendance April/May 2015 Annual report SCR
13	1 & 4	Measuring the effectiveness of training on safeguarding	Inconsistent across the Trust and low attendance at mandatory training	<ol style="list-style-type: none"> 1. Evaluation report for annual plan ad review monthly 2. Benchmarking with National standards 3. Lead trainers on Prevent, Care Act, Level 3 children CSE, Neglect 4. Robust data on attendance 5. SCT Board offered bespoke training at presentation of safeguarding report 	Head of Workforce Education Head of Safeguarding Safeguarding team	June 2014 – July 2015 July 2015
14	1 & 4	Aligning Safeguarding in all the Trust's programmes of work	Embed safeguarding into good safe care	<ol style="list-style-type: none"> 1. Board reports 	Chief Nurse Head of Safeguarding	June 2014- July 2015

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
15	1 & 4	Are the safeguarding outcomes of serious incidents measured and do they relate to the outcomes the patient wanted?	Personalised safeguarding agenda Safeguarding is the foundation of effective and safe care	Review all programmes to include safeguarding in : <ul style="list-style-type: none"> • Dignity in Care • Clinical Care • 5 year Strategy • Quality Improvements • Risk Monitoring • 6 C's • Dementia • National Serious Case Reviews 	Chief Nurse Deputy Chief Nurses Head of Safeguarding Safeguarding Team	June 2014 – July 2015
16	1 & 4	Using HR data in safeguarding e.g. areas of excellence, exit interviews, impact of serious investigations on staff and support required	Good practice	<ol style="list-style-type: none"> 1. Review exit interviews to capture learning 2. Investigate ways to support staff 	HR Safeguarding Team	June 2014 – July 2015
17	4 & 3	Create a dashboard of data both qualitative and quantitative to identify risk and identify patterns	Good practice	<ol style="list-style-type: none"> 1. List the data that could be captured 2. Gaps analysis 	Clinical Governance Safeguarding Team	Meeting July 2014 – June 2015
18	2	Safeguarding team established with Named Professionals in both children and adults in place	Children: standards Intercollegiate Doc 2014, WT 2013 and Adults: Care Act 2014	<ol style="list-style-type: none"> 1. Review resources 2. Recruit and retain staff 3. Write a clear business plan to show effective use of existing resources 4. Write service specification 5. Capture new funding requirements through evidence, data and legislation requirements 	Chief Nurse Medical Director Head of Safeguarding Named Nurses	June 2014 – Jan 2015

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
19	2 & 3	Implement the Intercollegiate doc 2014 to map training fits this requirement for children. Capture good practice for adult safeguarding	Competent staff delivering safeguarding in their day to day role	<ol style="list-style-type: none"> 1. Assess training against the Intercollegiate document 2. Capture good practice in adult safeguarding to embed in training 3. Use case studies, SCR and different interactive methods of learning 4. Capture accurate training data 5. Evaluation tools in place with a cycle of reflection and quality improvements 6. Senior Management bespoke training 7. Use of established materials around DOLS/MCA (e.g. BMA) share with adult teams 	Head of Safeguarding Safeguarding Teams Workforce and Learning Teams	June 2014 July 2014 June/July/Jan 2015 June 2015 Jan 2015 April/May 2015 June 2014
20	3	Development and research opportunities	Professional practice	<ol style="list-style-type: none"> 1. Capture opportunities for research 2. Ensure teams are engaged in lead areas for their development 	Research & Development Safeguarding Teams	2014-2015
21	3	Neglect	Major safeguarding concern	<ol style="list-style-type: none"> 1. Embed existing tools 	Safeguarding teams	2014-2015

Responsive

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
22	4	Do staff see safeguarding as their responsibility	Staff need to be confident and competent to be aware of their responsibility in safeguarding and to record and raise alerts	<ol style="list-style-type: none"> 1. Details in all Job Descriptions 2. Review Appraisals from all Heads of service for assurance 3. Mandatory Training data 4. Review the number appropriateness of alerts 	HR Chief Nurse Workforce and Education Head of Safeguarding	June 2015 Report to the
23	4	How do we know we are complying with equal opportunity legislation to meet the needs of our patients	Legislation Trust commitment to equal opportunities	<ol style="list-style-type: none"> 1. Capture the completion of ethnicity data in audits 2. Ensure safeguarding materials are in multi languages 3. Safeguarding information is pictorial for patients with low literacy and learning disabilities 	All clinical auditors Head of Safeguarding Named Nurses Safeguarding Adults team Learning Disabilities Team Head of Safeguarding	June 2015 March 2015 July 2014
24	3	Learning opportunities from SCR	Good Practice	<ol style="list-style-type: none"> 1. Workshops and training on findings 	Workforce and Learning	2014 – 2015

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
27	2 & 3	Respond to both internal partnerships multi-agency requirements OfSTED, Inspections, CQC inspections	Legal requirements	<ol style="list-style-type: none"> 1. Contribute and assist with partnership requirements for SAB and LSCB 2. Ensure robust safeguarding processes are in place for CQC requirements and inspection 	Chief Nurse Assistant Chief Nurses Head of Safeguarding Safeguarding Team	2014 – 2015
28	3	Audits single agency and multi-agency	Quality processes	<ol style="list-style-type: none"> 1. All audits and reports are collated in calendar and reviewed to establish gaps and repeat 2. Reports are reviewed and any actions implemented 	Clinical Governance Safeguarding Team	2014-2015
29	3	HR requirements are met with DBS/CRB checks on existing staff		<ol style="list-style-type: none"> 1. Audit of records to capture compliance of CRB/DBS 2. Write report with any recommendations 	HR Manager Safeguarding Team	Feb 2015 March 2015
30	3	Review training for adult safeguarding and using the Intercollegiate document as a framework develop levels of training	Use IC document Good Practice for health on training for safeguarding children	<ol style="list-style-type: none"> 1. Task and finish group set up 2. Review good practice in adult safeguarding content 3. Write up the levels of training and cross reference with staff grouping 	Safeguarding Team Learning & Development	May 2015

Well Led

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
31	3 & 4	Is there strong strategic leadership in place	Leadership is essential to take responsibility, manage the actions, delegate, support and drive safeguarding across the Trust	<ol style="list-style-type: none"> 1. Ensure safeguarding adult team are in place 2. Build knowledge and capacity within the team 3. Ensure the Board, Heads of Service and Managers understand their leadership role in driving safeguarding into practice 	Chief Nurse Head of Safeguarding Safeguarding Team	2014-2015 June 2015 Jul/Au/Sep
32	4	How is leadership modelled across the Trust with regard to safeguarding	CQC requirements Ofsted inspections (LSCB)	Visit reports Cultural barometer reports Meeting the SMT Board room to Living room approach External visits Response to patients concerns	Board Members Clinical Leads Heads of Service Patient Safety Leads	June 2015 -
33	4	Developing strategic priorities and share these	To ensure the safeguarding team are effective in their response	Review the 5 year priorities of the Trust, Partnership Boards priorities based on evidence, needs analysis and research	Chief Nurse Head of Safeguarding	July 2015
34	2 & 3	Dissemination and implementation of new guidance and best practice e.g. NICE, Care Act 2014 chapter 14	Legal requirement Effective delivery	<ol style="list-style-type: none"> 1. Delivery groups and LSCB information be disseminated 2. Ensure the Pulse is updated 	Head of Safeguarding Safeguarding Team	April 2015 March 2016

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
35	3	Closer working between children and adults safeguarding	Effective working in transitional services and where adults and children services are integrated	<ol style="list-style-type: none"> 1 Review the adult and children response to safeguarding during transitional services(membership at Delivery Groups) 2 Use groups such as MAPPA, MARAC, Human Trafficking, Honour Based Violence, CSE to ensure adults & children safeguarding is integrated (Annual report on effectiveness) 	Head of Safeguarding Safeguarding Team	2014-15
36	3	Calendar of Safeguarding meetings and events	Inform staff	Complete and update	Head of Safeguarding	2014--15
37	2 & 3	Multi-agency Safeguarding Hub	Good Practice	<ol style="list-style-type: none"> 1. Review and evaluate the WS MASH 2. Establish B & H 	Head of Safeguarding Safeguarding Teams	2014
38	3	Develop and establish external relationships with SAB/LSCB to ensure the Trust can deliver	Essential for safe practice Working Together 2013 Caring Act 2014	<ol style="list-style-type: none"> 1. Required in light of Care Act 2. SAB are statutory 	Chief Nurse Head of Safeguarding	2014-15
39	3	Write a business plan including resources and data using JSNA	Good Practice and quality management	<ol style="list-style-type: none"> 1. Reduce drift by building a team capacity 2. Team are trained and experienced 3. Clients/patients are safe and staff supported 	Head of Safeguarding	July 2014

	Action plan	Activity required	What is the evidence this is required	Action required	Lead	Timescale
40	3	Respond to requests by LSCB and SAB to contribute to development days, benchmarking, audits etc.	Working Together 2013 Care Act 2014	1. Attend meetings and events and engage	Chief Nurse Head of Safeguarding	2014-2015
41	3, 5	In areas of Safeguarding there is a team to support advice and information on areas such as MCA, DOLS, CSE, Human Trafficking, Prevent, Child Protection, Domestic Violence and Homicide	Working Together 2013 Care Act 2014	1. Information websites, posters, leaflets are accessible and appropriate for range of patients/clients 2. Web based information on the Pulse	Safeguarding Team	April 2015
42	3 & 5	Ensure staff can undertake SI, SCR, Care Home Closure and Health Investigations. Support for staff to deal with the emotional aspects of working in safeguarding, listening and responding to staff	Support to staff	1. Guide staff and offer debrief throughout serious incidents and serious case reviews 2. Capture learning and how we can improve things for staff and patients	Designated Nurse Head of Safeguarding Safeguarding Team	2014-2015
43	5	Duty of candour	Legal requirement	1. Give clear guidance to staff about reporting and recording 2. Ensure the process is patient centred 3. Capture the views and wishes of the client/patient/family 4. Use alerts, incidents and reviews as learning opportunities to promote learning	All staff	Juneember 2014 – July 2015