

## AGENDA ITEM 11

### RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

#### CABINET

17<sup>th</sup> MARCH 2016

#### CORPORATE SAFEGUARDING POLICY, DELIVERY PLAN & RISK REGISTER

#### REPORT OF GROUP DIRECTOR CORPORATE & FRONTLINE SERVICES, AND GROUP DIRECTOR COMMUNITY & CHILDREN'S SERVICES IN DISCUSSIONS WITH CLLR MORGAN

**AUTHOR(s): Chris Lee & Giovanni Isingrini**

#### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to seek Cabinet Committees approval of the Corporate Safeguarding Policy.

#### **2. RECOMMENDATIONS**

It is recommended that:

- 2.1 The Cabinet approves and adopts the Policy as the Council policy and;
- 2.2 The Cabinet endorses the delivery plan which sets out the actions and key milestones required to embed the necessary arrangements across the Council.
- 2.3 Subject to 2.1, the policy is published on the Council's website and this report is presented to the next available Corporate Parenting Board.

#### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 To agree and implement a policy, procedure and delivery plan that helps to ensure the Council has robust Corporate Safeguarding arrangements in place.
- 3.2 Safeguarding and protecting children and adults at risk is a high priority for Rhondda Cynon Taf County Borough Council.
- 3.3 The Corporate Safeguarding Policy provides a framework for every Service within the Council setting out responsibilities in relation to

safeguarding and protecting children and adults at risk as well as the methods by which the Council will be assured that it is fulfilling its duties.

- 3.4 The policy applies to all Rhondda Cynon Taf employees, councillors, volunteers and also service providers that are commissioned by the Council.

***Safeguarding is everyone's business whether they work for, or on behalf of the Council***

**4. BACKGROUND**

- 4.1 During 2015 the Wales Audit Office (WAO) published their report 'Review of Corporate Safeguarding Arrangements in Wales'. The review was issued to all Council's, there was not a specific 'local' report provided to Rhondda Cynon Taf.
- 4.2 The WAO report identified the following recommendations for all Councils to consider:

***R1 Improve corporate leadership and comply with Welsh Government policy on safeguarding through:***

- *the appointment of a senior lead officer who is accountable for safeguarding and protecting children and young people with corporate responsibilities for planning improvements;*
- *the appointment of a lead member for safeguarding; and*
- *regularly disseminating and updating information on these appointments to all staff and stakeholders.*

***R2 Ensure there is a corporate-wide policy on safeguarding covering all council services to provide a clear strategic direction and clear lines of accountability across the council.***

***R3 Strengthen safe recruitment of staff and volunteers by:***

- *ensuring that Disclosure and Barring Service (DBS) checks and compliance with safe recruitment policies cover all services that come into contact with children;*
- *creating an integrated corporate compliance system to record and monitor compliance levels on DBS checks; and*
- *requiring safe recruitment practices amongst partners in the third sector and for volunteers who provide services commissioned and/or used by the council which are underpinned by a contract or service level agreement.*

***R4 Ensure all relevant staff, members and partners understand their safeguarding responsibilities by:***

- *ensuring safeguarding training is mandated and coverage extended to all relevant council service areas, and is included as standard on induction programmes;*
- *creating a corporate-wide system to identify, track and monitor compliance on attending safeguarding training in all council departments, elected members, schools, governors and volunteers; and*
- *requiring relevant staff in partner organisations who are commissioned to work for the council in delivering services to children and young people to undertake safeguarding training.*

**R5** *In revising guidance, the Welsh Government should clarify its expectations of local authorities regarding the roles and responsibilities of the designated officer within education services, and the named person at senior management level responsible for promoting the safeguarding*

**R6** *Improve accountability for corporate safeguarding by regularly reporting safeguarding issues and assurances to scrutiny committee(s) against a balanced and council-wide set of performance information covering:*

- *benchmarking and comparisons with others;*
- *conclusions of internal and external audit/inspection reviews;*
- *service-based performance data;*
- *key personnel data such as safeguarding training, and DBS recruitment checks; and*
- *the performance of contractors and commissioned services on compliance with council safeguarding responsibilities*

**R7** *Establish a rolling programme of internal audit reviews to undertake systems testing and compliance reviews on the council's safeguarding practices.*

**R8** *Ensure the risks associated with safeguarding are considered at both a corporate and service level in developing and agreeing risk management plans across the council.*

- 4.3 Following receipt of these recommendations, Officers undertook a self assessment against the expected standards and have now developed a draft Corporate Safeguarding Policy & Procedure (Appendix A). In addition to this, a Delivery Plan (Appendix B) setting out key actions for improvement has been devised along with a Corporate Safeguarding Risk Register (Appendix C).
- 4.4 These three documents provide the framework and necessary roadmap for the Council to strengthen its Corporate Safeguarding arrangements that will be subjected to scrutiny.

## **5 EQUALITY AND DIVERSITY IMPLICATIONS**

- 5.1 An Equality Impact Assessment (EqIA) screening form has been prepared for the purpose of this report. It has been found that a full report is not required at this time. The screening form can be accessed by contacting the author of the report or the Cabinet Business Officer.

## **6 CONSULTATION**

- 6.1 Internal consultation and engagement will be undertaken as necessary to ensure effective implementation and delivery of this policy. The Cwm Taff Safeguarding Board will also be engaged to ensure multi agency oversight and evaluation of effectiveness.

## **7 FINANCIAL IMPLICATION(S)**

- 7.1 Following the planned training needs assessment, there may be a requirement to deliver training and awareness which could have financial implications.

## **8 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 8.1 The Council recognises that good practice in safeguarding brings together all activity aimed at promoting safe practice with vulnerable groups and preventing abuse and neglect. For this reason, and because the law, policy, guidance and regulations change from time to time, it is impossible to provide an exhaustive list of relevant documents but the most significant items are included below:-

- Social Services and Well Being Act 2014
- Education Act 2002 – plus 'Keeping Learners Safe' -The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002
- Children Act 1989 and 2004,
- 'Safeguarding Children: Working Together under the Children Act 2004'.
- 'In Safe Hands' 2000
- Section 17 of the Crime and Disorder Act 1998,
- Mental Capacity Act 2005
- Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Housing Act 2004
- Licensing Act 2003
- Human Rights Act 1998

- 8.2 The Council will ensure that practice is compliant with the following policies and procedures:-

- All Wales Child Protection Procedures 2008 (subject to revision following the SSWB Act)
- Wales Interim Procedures for the Protection of Vulnerable Adults 2013 (subject to revision following the SSWB Act)
- RCT CBC Whistle-Blowing policy
- RCT CBC Recruitment Policies
- RCTCBC Dealing with Domestic Abuse & Sexual Violence
- Policy and procedures for Safeguarding children, young people and vulnerable adults (*Education - March 2013*)

## **9 LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP.**

- 9.1 At a strategic level, this approach to safeguarding supports the delivery of the Council's three priorities as set out in the Corporate Plan,  
**People – Promoting independence and positive lives for everyone**  
**Place – Creating neighbourhoods where people are proud to live**  
**Economy – Building a strong economy**
- 9.2 It also supports the work the Council undertakes in partnership to meet the Vision of the Council and its partners in the Single Integrated Plan i.e.  
**People in Rhondda Cynon Taf are safe, healthy and prosperous**
- 9.3 At an All Wales level, keeping people safe contributes to the Wellbeing goals as set out in the Well-being of Future Generations Act to **improve the economic, social, environmental and cultural well-being of Wales.**

## **10 CONCLUSION**

- 10.1 A draft Corporate Safeguarding Policy has been compiled that sets out the overall purpose and framework. In addition, the Delivery Plan and Corporate Safeguarding Risk Register provide the necessary actions and key milestone to deliver strengthened arrangements.

### **Other Information:-**

**Relevant Scrutiny Committee**  
Overview & Scrutiny Committee

**Contact Officer**  
Chris Lee & Giovanni Isingrini

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**17<sup>TH</sup> March 2016**

**REPORT OF GROUP DIRECTOR CORPORATE & FRONTLINE SERVICE,  
AND GROUP DIRECTOR COMMUNITY & CHILDREN'S SERVICES IN  
DISCUSSIONS WITH CLLR MORGAN**

**Item: CORPORATE SAFEGUARDING POLICY (DRAFT), DELIVERY PLAN  
& RISK REGISTER**

- Standalone Item

***Contact Officer***

Chris Lee & Giovanni Isingrini

**Appendix A – Draft Corporate Safeguarding Policy**

**Rhondda Cynon Taf County  
Borough Council**

**Corporate Safeguarding Policy**

**March 2016**

## **Contents**

<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2.</b>	<b>Objectives</b>	<b>3</b>
<b>3.</b>	<b>Principles</b>	<b>3</b>
<b>4.</b>	<b>Scope</b>	<b>4</b>
<b>5.</b>	<b>Related legislation, policy and guidance</b>	<b>4</b>
<b>6.</b>	<b>Strategic context</b>	<b>5</b>
<b>7.</b>	<b>Governance</b>	<b>6</b>
<b>8.</b>	<b>Roles and responsibilities</b>	<b>6</b>
<b>9.</b>	<b>Reporting - How to report a concern</b>	<b>9</b>
	<b>Appendix 1 – What constitutes Abuse?</b>	<b>10</b>



## **1. Introduction**

Safeguarding and protecting children and adults at risk is a high priority for Rhondda Cynon Taf County Borough Council.

This Corporate Safeguarding Policy provides a framework for every Service within the Council setting out responsibilities in relation to safeguarding and protecting children and adults at risk as well as the methods by which the Council will be assured that it is fulfilling its duties.

This policy applies to all Rhondda Cynon Taf employees, councillors, volunteers and also service providers that are commissioned by the Council.

***Safeguarding is everyone's business whether they work for, or on behalf of the Council***

## **2. Objectives of this Policy**

- To set out how Rhondda Cynon Taf County Borough Council will meet its obligations towards the safeguarding of children and adults at risk;
- To give assurances to the public, councillors, staff, volunteers and people carrying out work on behalf of the Council that there are sound arrangements in place to safeguard children and adults at risk.

## **3. Principles**

- Every child and adult at risk (whatever their background, culture, age, disability, gender, ethnicity, religious belief) has a right to participate in a safe society without any violence, fear, abuse, bullying or discrimination.
- Every child and adult at risk has the right to be protected from harm, neglect exploitation and abuse.
- All councillors, employees and volunteers who work for or with the Council have a responsibility for protecting children and adults at risk from abuse and neglect and working in a way that promotes and supports their best interests.
- The Council will invest in preventative and early intervention services and endeavour to prevent situations arising where abuse, neglect or harm may occur.

#### 4. Scope

The Social Services and Well-being Act 2014 states:-

- a **child at risk** is a child who is experiencing or is at risk of abuse, neglect or other kinds of harm and;
- has needs for care and support whether or not the authority is meeting any of those needs.
- an **adult at risk** is an adult who is experiencing or is at risk of abuse, neglect,
- has needs for care and support whether or not the authority is meeting any of those needs and;
- as a result of those needs is unable to protect him or herself against the abuse or neglect or the risk of it.

#### 5. Related legislation, policy and guidance

Legislation which is contained within the various Acts and guidance that are identified below enshrine the right to protection from abuse<sup>1</sup>. The legal starting point in achieving this objective is professionals' duty to report<sup>2</sup> allegations of abuse and neglect. The law also identifies the Local Authority as the lead organisation in making enquiries<sup>3</sup> to identify whether an individual is at risk and in coordinating the response to protect. In practice this is never achieved in isolation or without clear leadership and accountability<sup>4</sup> for the work which is equally set out in law, along with the duty to cooperate and collaborate<sup>5</sup> with others.

The Council recognises that good practice in safeguarding brings together all activity aimed at promoting safe practice with vulnerable groups and preventing abuse and neglect. For this reason, and because the law, policy, guidance and regulations change from time to time, it is impossible to provide an exhaustive list of relevant documents but the most significant items are included below:-

- Social Services and Well Being Act 2014
- Education Act 2002 – plus 'Keeping Learners Safe' -The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002
- Children Act 1989 and 2004,
- 'Safeguarding Children: Working Together under the Children Act 2004'.
- 'In Safe Hands' 2000
- Section 17 of the Crime and Disorder Act 1998,
- Mental Capacity Act 2005
- Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015
- Housing Act 2004
- Licensing Act 2003

<sup>1</sup> Human Rights Act 1989 and UNCRC 1989

<sup>2</sup> Social Services and Wellbeing Act 2014

<sup>3</sup> Children Act 1989 and Social Services and Wellbeing Act 2014

<sup>4</sup> Children Act 2004

<sup>5</sup> Children Act 1989, 2004 and Social Services and Wellbeing Act 2014

- Human Rights Act 1998

The Council will ensure that practice is compliant with the following policies and procedures:-

- All Wales Child Protection Procedures 2008 (subject to revision following the SSWB Act)
- Wales Interim Procedures for the Protection of Vulnerable Adults 2013 (subject to revision following the SSWB Act)
- RCT CBC Whistle-Blowing policy
- RCT CBC Recruitment Policies
- RCTCBC Dealing with Domestic Abuse & Sexual Violence
- Policy and procedures for Safeguarding children, young people and vulnerable adults (*Education - March 2013*)

Employees and councillors should act in accordance with the relevant professional Code of Conduct.

The intention is that this Corporate Safeguarding Policy will supplement and not replace any responsibilities already set out in legislation, policy or guidance set out above.

## 6. Strategic context

At a strategic level, this approach to safeguarding supports the delivery of the Council's three priorities as set out in the Corporate Plan,

**People – Promoting independence and positive lives for everyone**  
**Place – Creating neighbourhoods where people are proud to live**  
**Economy – Building a strong economy**

It also supports the work the Council undertakes in partnership to meet the Vision of the Council and its partners in the Single Integrated Plan i.e.

**People in Rhondda Cynon Taf are safe, healthy and prosperous**

At an All Wales level, keeping people safe contributes to the Wellbeing goals as set out in the Well-being of Future Generations Act to **improve the economic, social, environmental and cultural well-being of Wales.**

## 7. Governance

The Council will discharge its strategic statutory safeguarding responsibilities through its role as Lead Partner and membership of the Cwm Taf Safeguarding Children Board (CTSCB) and the Cwm Taf Safeguarding Adult Board (CTSAB).

The Boards are both multi-agency statutory partnerships which have responsibility

- CTSCB - To protect children who are experiencing, or are at risk of abuse, neglect or other kinds of harm and to prevent children from becoming at risk of abuse, neglect or other kinds of harm.
- CTSAB- to protect adults who, have needs for care and support (whether or not the local authority is meeting any of those needs), and are experiencing, or are at risk of, abuse or neglect. To prevent those adults from becoming at risk of abuse or neglect.

The Boards both have a statutory duty to develop Annual Plans on a regional basis and have an overall responsibility for challenging relevant agencies in relation to the measures that are in place to protect children and adults at risk.

The Council's Democratic process for challenge is its Scrutiny function. The Overview & Scrutiny Committee will receive an annual report in respect of compliance with the corporate safeguarding policy.

The Statutory Director for Social Services Report will include an evaluation of the Council's corporate safeguarding arrangements.

## 8. Roles and responsibilities

**All employees, councillors and volunteers** have the duty to report concerns about abuse and neglect.

**Children's Services** have the responsibility for receiving and responding to **new concerns about children** and **Adult Services** have the responsibility for **receiving and responding to new concerns about adults at risk**. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

**Every Manager** is responsible for:

- recruiting employees/volunteers in accordance with relevant HR policy, including (where required) Disclosure and Barring Service checks.
- ensure safeguarding is part of every employee/volunteer's induction.
- identifying employees/volunteers who are likely to come into contact with children or adults at risk as part of their role.
- ensuring training is delivered commensurate with role.
- ensuring that all employees/volunteers are aware of how to report safeguarding concerns and to whom
- ensuring that all employees/volunteers are aware of the Council's Whistleblowing Policy
- ensuring that employees/volunteers are aware that they must conduct themselves in a manner which safeguards and promotes the wellbeing of children, and adults at risk.

- providing employees/volunteers with guidance about safeguarding concerns as required.

**Service Commissioners** will be responsible for ensuring that contractual arrangements specify responsibilities in relation to safeguarding in accordance with this Policy and existing commissioning policy.

**Contractors, sub-contractors or other organisations** funded by or on behalf of the Council are responsible for arranging checks through the Disclosure and Barring Service (where required) and for ensuring that their staff comply with regulatory and contractual arrangements relating to safeguarding children and adults.

Contractors are also responsible for informing relevant managers of the Council about any concerns they may have and to refer such safeguarding concerns to MASH.

**All elected Members** will be invited to attend training in respect of safeguarding children and adults at risk and additional safeguarding training needs, e.g. in relation to their portfolios will be addressed as part of ongoing Personal Development Reviews.

**Lead Member for Corporate Safeguarding - the Leader of the Council** acts as 'champion' for Corporate Safeguarding. The Lead Member will work closely with, and take professional advice from, a range of Senior Officers within the Authority, as appropriate. The Lead Member will liaise and consult with other Cabinet Members on individual matters likely to affect their portfolios as set out in the Council's Scheme of Delegation.

**Each Service Director** through their Management Teams will be responsible for ensuring that all the statutory requirements in terms of safeguarding and promoting the welfare of children and adults at risk are addressed.

They are also responsible for putting in place appropriate systems within their service areas that ensure compliance with this policy:

- Ensuring appropriate training is delivered.
- Communicating information about who staff need to contact and making sure this information is reviewed regularly so that is up to date and accurate.
- Compiling a report in respect of their Safeguarding arrangements that will be used to inform the Director of Social Services' Annual Report.

**Director of Corporate and Front Line Services** will work with the Council's statutory director for Social Services to ensure there are effective arrangements to safeguard and protect children and adults at risk across the Council. Specifically to:-

- monitor the implementation of and compliance with this Policy across the Council
- ensure that there is a corporate safeguarding training programme in place
- set clear lines of accountability
- ensure that there are lead safeguarding managers within each service area
- ensure that the Council implements the UN Convention on the Rights of the Child.

- ensure that annual service reports are prepared
- ensure that the annual corporate safeguarding report for Scrutiny is delivered

**Statutory Director of Social Services.** This role, as defined by the Social Services and Well-Being Act 2014, is fulfilled by the RCT Director of Community and Children's Services and has the final and indivisible accountability to safeguard and promote the welfare of children and adults at risk. The annual service reports will be an opportunity for challenge and used to inform the 'Director of Social Services - Annual Report'.

**The Chief Executive** will ensure that there are effective safeguarding arrangements in place, including policies and procedures, that those policies and procedures are implemented, that there are effective governance arrangements in place and that all statutory requirements are being met.

## 9. Reporting a concern

Any employee with concerns regarding the safety of a child, or adult at risk, **OR** the behaviour of colleagues towards a child, or adult at risk, (See Appendix One) should contact the MASH immediately.

<p>Safeguarding concerns in respect of <b>Children</b> Tel: 01443 742928</p> <p>E-mail: <a href="mailto:childrens.mash@rctcbc.gcsx.gov.uk">childrens.mash@rctcbc.gcsx.gov.uk</a></p>	<p>Safeguarding concerns in respect of <b>Adults at risk</b> Tel: 01443 742940</p> <p>E-mail: <a href="mailto:adultsatrisk@rctcbc.gcsx.gov.uk">adultsatrisk@rctcbc.gcsx.gov.uk</a></p>
<p><i>After 5.00pm, Monday to Friday and on weekends and Public Holidays.</i> <u>Social Services Emergency Duty Team</u> Tel: 01443 743665</p> <p>E-mail: <a href="mailto:SocialWorkEmergencyDutyTeam@rctcbc.gcsx.gov.uk">SocialWorkEmergencyDutyTeam@rctcbc.gcsx.gov.uk</a></p>	
<p><b>If a child, young person or adult at risk is considered to be in immediate danger, the Emergency services (Police, Ambulance, Fire and Rescue) must be contacted immediately</b></p>	

If a Councillor (or any member of the public) has concerns regarding the safety of a child or an adult at risk (see Appendix One), then Customer Care should be contacted immediately on  
Tel: **01443 425003** E-mail: [customercare@rctcbc.gov.uk](mailto:customercare@rctcbc.gov.uk)

More detailed information can be found on the Cwm Taf Safeguarding Children and Adult Boards websites.  
<http://www.cwmtafsafeguarding.org>

## Appendix One

### What constitutes Abuse?

#### **Social Services and Well-being Act 2014 (section 7 still draft)**

Section 197(1) of the Act provides definitions of 'abuse' and 'neglect':

**“abuse”** means physical, sexual, psychological, emotional or financial abuse (and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place), and

**“financial abuse”** includes, having money or other property stolen; being defrauded; being put under pressure in relation to money or other property; having money or other property misused;

**“neglect”** means a failure to meet a person’s basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person’s well-being (for example, an impairment of the person’s health or, in the case of a child, an impairment of the child’s development);

The following is a non-exhaustive list of examples for each of the categories of abuse and neglect:

- Physical abuse - hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions;
- Sexual abuse - rape and sexual assault or sexual acts to which the person has not or could not consent and/or was pressured into consenting;
- Psychological abuse - threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks; coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation or other abuse that is used to harm, punish or frighten the victim
- Neglect - failure to access medical care or services, negligence in the face of risk-taking, failure to give prescribed medication, failure to assist in personal hygiene or the provision of food, shelter, clothing; emotional neglect
- Financial abuse in relation to people who may have needs for care and support -
  - unexpected change to their will;
  - sudden sale or transfer of the home;
  - unusual activity in a bank account;
  - sudden inclusion of additional names on a bank account;
  - signature does not resemble the person’s normal signature;
  - reluctance or anxiety by the person when discussing their financial affairs;
  - giving a substantial gift to a carer or other third party;



- a sudden interest by a relative or other third party in the welfare of the person;
- bills remaining unpaid;
- complaints that personal property is missing;
- a decline in personal appearance that may indicate that diet and personal requirements are being ignored;
- deliberate isolation from friends and family giving another person total control of their decision-making.

## Appendix B – Corporate Safeguarding Delivery Plan

<b>Corporate Safeguarding arrangements – Delivery Plan 2015/16</b>	
<b>What are we trying to achieve, the outcome</b>	The implementation of a framework that will protect Children and adults at risk across Rhondda Cynon Taf.
<b>Why we need to do it:</b>	<i>the number of children on the child protection register reduced by 22 (5%) in 2014-15 (449 compared to 471). however, the long term trend for Rhondda Cynon Taf is high and currently has the highest rate of child protection registration in Wales. (q3 data - 473)</i> <i>the number of children in care reduced by 10% during 2014-15 but Rhondda Cynon Taf has the 4<sup>th</sup> highest rate of looked after children in Wales. (q3,data 603 lac compared to 621 at end of 2014/15)</i> <i>We have increased the number of adult protection referrals where risk has been managed and is above the welsh average. However the number of referrals increased from 180 in 2013/14 to 200 in 2014/15</i>
<b>Which of the Council's Priorities, as outlined in the Council's Corporate Plan, will this plan support?</b>	<b>People</b> – promoting independence and positive lives for everyone
<b>Which of the current Single Integrated Plan Theme(s) will this support</b>	<b>Safety theme</b> <i>Safeguarding outcome Children and Adults at risk are protected from harm</i>
<b>To which of the Wellbeing of Future Generations Act Well-being Goals does this plan contribute?</b>	A <b>Healthier/More Equal/Cohesive</b> Wales
<b>What difference will delivery of this objective make to Service Users/ residents of Rhondda Cynon Taf</b>	Children and adults at risk across RCT are protected from harm.
<b>Risks – extracted from (CS RR)</b>	<ol style="list-style-type: none"> <li>1. If robust performance monitoring and management arrangements in respect of corporate safeguarding are not in place then the ability to track progress, ensure on-going review and scrutiny could be hindered.</li> <li>2. If staff do not possess the relevant skills and knowledge in respect of identifying and reporting a potential safeguarding issue then the safety of a child and/or an adult at risk may be compromised.</li> <li>3. If the Council cannot demonstrate delivery of training to all relevant staff then it's ability to evidence robust and adequate training in respect of corporate safeguarding is hindered.</li> <li>4. If safeguarding concerns are not reported to an appropriate central service then the consistency in respect of these are assessed and managed could be compromised which could result in the safety of a child and/or an adult at risk being compromised.</li> </ol>

<i>How will we measure our progress against the outcome</i>		<b>Most recent data 14/15</b>	<b>Target 15/16, if available</b>	<b>Owner</b>
<i>Description</i>				
<b>PI</b>	<p><i>% of (non specialised) staff trained in Corporate Safeguarding</i></p> <ul style="list-style-type: none"> <li>• Basic Level</li> <li>• Management Level</li> </ul>	NA		
<b>PI</b>	<p><i>Measure around people who</i></p> <ul style="list-style-type: none"> <li>• <i>Are aware of their responsibilities in respect of Safeguarding</i></li> <li>• <i>Found it easy to access information if they had reason to report</i></li> </ul>	NA		
<b>Survey Results</b>	<p><i>Links to above,</i></p> <p><i>Staff survey</i></p> <p><i>WAO measures (Children's Report)</i></p>	tbc		
<b>Inspection Feedback</b>	<i>The findings from the follow up on the WAO Study report issued in October 2014</i>			

***PI reference will be allocated by the PM Team***

***NB any measures used to demonstrate and scrutinise progress within Cabinet Performance reports will be subject to a Data Assurance Process which will include review of target setting rationale***

Action	Ref	Key Milestones/Sub Actions	Delivery Date	Responsible Officer	Links to other plans/policies	
1	Put in place robust governance and scrutiny that will deliver strengthened Council wide Safeguarding arrangements for Children and Adults at Risk.	1.1	<ul style="list-style-type: none"> <li>Identify and confirm lead officer accountability for Corporate Safeguarding.</li> <li>Identify and confirm lead Cabinet Member accountability for Corporate Safeguarding.</li> </ul>	Complete	CL	Yes
	1.2	<b>Establish a working group</b> that is tasked with critically reviewing the Council's current Corporate Safeguarding arrangements, taking into account the recommendations received from the Wales Audit Office, and putting in place a delivery plan for improvement where they are identified.	Complete	CL		
	1.3	<b>Produce a Corporate Safeguarding Delivery Plan</b> setting the out the required actions and measures for improvement: <ul style="list-style-type: none"> <li>submit it to Cabinet for approval</li> <li>put in place appropriate scrutiny arrangements by ensuring that Corporate Safeguarding is included within the workplan of the Overview &amp; Scrutiny Committee.</li> <li>Ensure that the risks to achieving the Delivery Plan are set out in a Corporate Safeguarding Risk Register</li> </ul>	31/3/2016 29/2/2016 Complete	CL KM MC	Yes Safeguarding Policies, Adults and Children and Director's Report Scrutiny Work Programme	
		1.4	<b>Agree and distribute a template</b> that can be used across the Council to collect information in respect of Corporate Safeguarding activity that can be used to inform the Director of Social Services Annual Report.  <b>Establish information collection and reporting arrangements</b> to inform the Annual Corporate Safeguarding aspects of the Director's Report	31/3/2016 31/3/2016	SLT LAL/LP	Director of Social Services Report
		1.5	Establish alignment/integration of Safeguarding with other relevant corporate processes and services.	From April 2016	SLT	Yes Tbc

Action	Ref	Key Milestones/Sub Actions	Delivery Date	Responsible Officer	Links to other plans/policies
	1.6	Ensure that the Corporate Safeguarding arrangements are subjected to Internal Audit review during 2016/17.	Complete	MC	Yes Internal Audit Plan

Action	Ref	Key Milestones/Sub Actions	Delivery Date	Responsible Officer	Links to other plans/policies	
2	Put in place a Corporate Safeguarding Policy that reflects the Council's overarching Safeguarding responsibility and the service specific policies already in place.	2.1	Establish those existing policies that need to be reflected within Corporate Safeguarding Policy	Complete	LP/LAL	Yes Safeguarding Policies Children and Adults at risk, Education
		2.2	Devise a draft Corporate Safeguarding Policy  Submit draft Policy for review and approval by Cabinet. To be accompanied by the Corporate Safeguarding Delivery Plan and Risk Register.	Complete  March 2016	LP/LAL  LP/LAL	Yes as above
		2.3	Deliver Initial Briefing sessions on Corporate Safeguarding with Senior Managers as part of Manager briefing sessions <i>(First session took place on 11 February 2016)</i>	Feb/March 2016	DH	No

Action	Ref	Key Milestones/Sub Actions	Delivery Date	Responsible Officer	Links to other plans/policies
<p>Increase awareness of staff, elected Members, volunteers, partners and contractors of Corporate Safeguarding and whistle blowing across all Council services</p> <p><b>Officer Training</b></p>	3.1	<p>Identify staff that require different levels of training/information on Safeguarding</p> <p>Produce programme(s) of training for staff identified</p> <p>Prioritise and implement rolling training programme</p>	<p>April 2016</p> <p>April 2016</p> <p>May 2016</p>	<p>DH</p> <p>DH</p> <p>DH</p>	<p><b>HR Delivery Plan/ Training Plan</b></p>
<b>Elected Member training</b>	3.2	<p>Provide a report in respect of elected Members' Corporate Safeguarding training requirements to Democratic Services Committee</p> <p>Develop programme and schedule of training</p> <p>Ensure elected Member Corporate Safeguarding responsibilities are included in role descriptions to be agreed as part of the constitution following AGM in May</p>	<p>March 2016</p> <p>May 2016</p> <p>May 2016</p>	<p>KM</p> <p>DH</p> <p>KM</p>	<p><b>Elected Member Training Plan</b></p> <p><b>Elected Member role descriptions</b></p>
<b>Record of Training undertaken</b>	3.3	<b>Develop/implement arrangements that will ensure</b> that all information about staff and elected Members trained in respect of Corporate Safeguarding responsibilities is held in one place.	March 2016	DH	<b>No</b>
	3.4	<b>Review HR policies</b> to ensure that the reference to Corporate Safeguarding requirements is included where necessary	April 2016	RE	<b>TBD</b>
<b>Communication</b>	3.5	<b>Agree internal 'branding' and campaign</b> for Safeguarding to include IT and non IT access methods eg Intranet pages Payroll insert booked for April/May 2016 (relies on policy agreement)	<b>Complete</b>  Tbc May 2016	LAL  LAL CD	<b>NA</b>
	3.6	<b>Start to implement campaign</b> to align/introduce Council wide training programme	April 2016	CD	<b>Marketing Delivery Plan</b>
<b>Procurement and commissioning</b>	3.7	For all relevant contracts, <b>ensure that the Council's Corporate safeguarding Policy is included.</b>	Post Cabinet approval	SL	NA

Action	Ref	Key Milestones/Sub Actions	Delivery Date	Responsible Officer	Links to other plans/policies
Recruitment	3.8	<b>Ensure that recruitment processes enable</b> the safe recruitment of all staff	April 2016	RE	<b>HR Delivery Plan</b>
Evaluation	3.9	<b>Test the extent that staff and managers are aware of their Corporate Safeguarding responsibilities</b> as part of the staff survey scheduled for 2016	TBD	LAL/DH	<b>HR Delivery Plan</b>



## Appendix C – Corporate Safeguarding Risk Register



# **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

## ***Corporate Safeguarding Risk Register***

**Update – March 2016**

## Rhondda Cynon Taf County Borough Council – Corporate Safeguarding Risk Register

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### **1. Introduction**

- 1.1 This Corporate Safeguarding risk register sets out the key risks to Rhondda Cynon Taf County Borough Council in achieving its vision of delivering embedded Corporate Safeguarding arrangements.
- 1.2 The risks are categorised in terms of their likelihood and impact.
- 1.3 The aim is to manage each risk so as to reduce the likelihood and/or the impact, by putting measures in place to support and delivery robust governance arrangements in respect of Corporate Safeguarding.
- 1.4 In addition to the risks set out in this register, there are operational risks that are managed within the Children's and Adult's Service Directorates respectively.
- 1.5 All risks across the Council are subject to a periodic review.
- 1.6 Risks change over time – new ones emerge or existing risks become more or less significant as a result of external or internal factors. This Corporate Safeguarding Risk Register is a living document; it is reviewed regularly, monitored and updated.

## Rhondda Cynon Taf County Borough Council – Corporate Safeguarding Risk Register

<b>RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL'S CORPORATE SAFEGUARDING RISK REGISTER</b>									
<b>CSRR REF</b>	<b>RESPONSIBLE OFFICER</b>	<b>RISK DESCRIPTION</b>	<b>POTENTIAL CONSEQUENCES</b>	<b>Original Risk Rating</b>			<b>Risk Rating Qtr 4 2015/16</b>		
				<b>I</b>	<b>L</b>	<b>RATING</b>	<b>I</b>	<b>L</b>	<b>RATING</b>
1	Chris Lee & Giovanni Isingrini	If robust performance monitoring and management arrangements in respect of corporate safeguarding are not in place then the ability to track progress, ensure on-going review and scrutiny could be hindered.	Reportable major injuries to several people or death of an individual.  Intervention in a key service.  National adverse publicity / bad press.	4	4	16	4	4	16
<b>QUARTERLY UPDATE (INCORPORATING ACTIONS TAKEN TO MANAGE)</b>									
<u>Qtr 4 Update 2015/16</u> <u>To follow</u>									

## Rhondda Cynon Taf County Borough Council – Corporate Safeguarding Risk Register

<b>RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL'S CORPORATE SAFEGUARDING RISK REGISTER</b>									
<b>CSRR REF</b>	<b>RESPONSIBLE OFFICER</b>	<b>RISK DESCRIPTION</b>	<b>POTENTIAL CONSEQUENCES</b>	<b>Original Risk Rating</b>			<b>Risk Rating Qtr 4 2015/16</b>		
				<b>I</b>	<b>L</b>	<b>RATING</b>	<b>I</b>	<b>L</b>	<b>RATING</b>
2	Chris Lee & Giovanni Isingrini	If staff do not possess the relevant skills and knowledge in respect of identifying and reporting a potential safeguarding issue then the safety of a child and/or an adult at risk may be compromised.	Reportable major injuries to several people or death of an individual. Intervention in a key service. National adverse publicity / bad press.	4	4	16	4	4	16
<b>QUARTERLY UPDATE (INCORPORATING ACTIONS TAKEN TO MANAGE)</b>									
<u>Qtr 4 Update 2015/16</u> <u>To follow</u>									

## Rhondda Cynon Taf County Borough Council – Corporate Safeguarding Risk Register

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL'S CORPORATE SAFEGUARDING RISK REGISTER									
CSRR REF	RESPONSIBLE OFFICER	RISK DESCRIPTION	POTENTIAL CONSEQUENCES	Original Risk Rating			Risk Rating Qtr 4 2015/16		
				I	L	RATING	I	L	RATING
3	Chris Lee & Giovanni Isingrini	If the Council cannot demonstrate delivery of training to all relevant staff then it's ability to evidence robust and adequate training in respect of corporate safeguarding is hindered.	Intervention in a key service. National adverse publicity / bad press.	4	3	12	4	3	12
<b>QUARTERLY UPDATE (INCORPORATING ACTIONS TAKEN TO MANAGE)</b>									
<u>Qtr 4 Update 2015/16</u> <u>To follow</u>									

## Rhondda Cynon Taf County Borough Council – Corporate Safeguarding Risk Register

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL'S CORPORATE SAFEGUARDING RISK REGISTER									
CSRR REF	RESPONSIBLE OFFICER	RISK DESCRIPTION	POTENTIAL CONSEQUENCES	Original Risk Rating			Risk Rating Qtr 4 2015/16		
				I	L	RATING	I	L	RATING
4	Chris Lee & Giovanni Isingrini	If safeguarding concerns are not reported to an appropriate (central) service then the consistency in respect of these being assessed and managed could be compromised which could result in the safety of a child and/or an adult at risk being compromised.	Reportable major injuries to several people or death of an individual. Intervention in a key service. National adverse publicity / bad press.	4	3	12	4	3	12
<b>QUARTERLY UPDATE (INCORPORATING ACTIONS TAKEN TO MANAGE)</b>									
<u>Qtr 4 Update 2015/16</u> <u>To follow</u>									

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