

Children's Services Safeguarding Compliance - Agreed Action Plan

	<i>Recommendation</i>	<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>
R1	<p>Consideration should be given as to whether the 15 day turnaround time for the approval and distribution of the minutes is appropriate. If so, while it is acknowledged that sometimes the delay lies with the IRO, the Admin Team Manager should ensure that admin staff prioritise their workload in order to meet the timescale.</p> <p>Furthermore, better use of the Admin team's 'tracker spreadsheet' should be made in order keep more of a 'tight hold' on the turnaround of minutes.</p>	2	<p>The 15 day turnaround time will be kept and should be shorter in most cases.</p> <p>The provision of a 'portal' accessible to all appropriate staff/partners will be explored to streamline the process and help to improve turnaround time.</p>	Head of Safeguarding	December 2017
R2	Staff should ensure that minutes are uploaded on to the system as soon as they are approved and distributed.	2	Agreed – with immediate effect	SQR Service Manager	June 2017
R3	It should be ensured that the IRO makes every effort to meet with the child prior to a LAC review (and record that this has happened on Mosaic), regardless of whether it is the first review, or a late allocation.	1	Agreed – with immediate effect	SQR Service Manager	June 2017
R4	The monitoring forms should be reviewed to ensure that they are fit for purpose and are easy for the IROs to use.	3	Agreed	Head of Safeguarding / SQR Service Manager	July 2017

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R5	<p>Consideration should be given as to how IROs can be encouraged to make better use of the Issue Resolution process (including escalation) in order to resolve service problems and prevent cases drifting.</p>	1	<p>Director of Childrens Services met recently with the IROs and stressed the importance of using the process. A development event is being arranged to reiterate when/how the IR process should be used and to help it to become better embedded.</p>	Head of Safeguarding	July 2017
R6	<p>All internal admin procedures (particularly the 'SQR admin conference procedure') should be reviewed and updated with further annual reviews timetabled to ensure they remain current.</p> <p>The standard CP conference agenda should also be updated to reflect the 2015 'Working Together to Safeguard Children' guidance.</p>	2	Agreed	SQR Service Manager	June 2017
R7	<p>It should be ensured that provision of cover of duties during staff absence is reviewed to avoid tasks being overlooked.</p>	1	Agreed	SQR Service Manager / Admin Team Manager	June 2017

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R8	It is advised that minutes are reviewed more effectively so that errors can be corrected prior to distribution. The format of the minutes should also be reviewed with a view to streamlining and making them more 'user friendly'.	2	Agreed (some training planned)	SQR Service Manager	August 2017
R9	Consideration should be given to the IRO establishing whether the attendees have had sight of all the necessary reports prior to them joining the parents/family in the meeting room.	2	Agreed. The process should be reviewed and amended to ensure that sufficient 'reading' time is given to the attendees prior to the meeting if necessary. The provision of a 'portal' (as detailed in recommendation 1) would further assist with this.	SQR Service Manager	August 2017
R10	The IROs should ensure that the CP conference attendees are advised/reminded of the complaints procedure during the conference.	3	Agreed. Ensure that the CP conference agenda provided in the meeting room details the complaints procedure, and that attendees attention is drawn to it.	SQR Service Manager	July 2017

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R11	The Risk Assessment form is out of date and should be reviewed as soon as possible, with further reviews timetabled at least annually. Advice should be sought from the Council's Health and Safety Team to ensure that the document is fit for purpose.	1	Agreed. The Council's Health and Safety Team should be contacted to assist with this process as soon as possible.	SQR Service Manager	July 2017
R12	Consideration should be given to how the attendance of multi-agency partners at CP review conferences can be improved, and where absence is unavoidable, how to ensure that reports are supplied.	2	Agreed. DCS to raise this at the next Safeguarding Board, and also to reiterate that the facility is available for attendees to 'dial in' to review conferences.	Director of Children's Services	July 2017