

**Project Management Plan: Response to Pembrokeshire Joint Inspection Report****Progress Status: January 2013****Status Key:****Red – Requires remedial action.****Orange – Progress with some delay.****Green – On the right track.****Blue – Completed.**❖ **Priority indicator.****1. Robust multi agency arrangements are in place for the handling and management of allegations into professional abuse.**

Action	Who [Lead Responsibility]	When	Comments	Result	Status
a] Review and implementation of revised guidance: use of restraint and 'time out'.	Delyth Molyneux	March 2013	Need to ensure Cyngor Gwynedd's behaviour management policies are understood and endorsed. Adopted by Schooled Boards of Governors.	Children with additional needs safeguarded.	
b] Implementation of [1a] above supported by training of relevant staff	Delyth Molyneux	April 2013	Programme in place. To prioritise Pupil Referral Units [Bryn Ffynon and Llwybrau Ni Units] and Special Schools [Hafod Lon and Pendalar].	Good practice implemented	
c] Undertake audit of all individual cases /referrals of professional abuse during last six months. Focus upon: Timeliness of	Marian Parry Hughes	January 2013	To include in Audit Programme : Children's Services	Aware of arrangements. Continuous learning. In a position to take remedial action if necessary.	❖

referrals Attendance at Part 4 Strategy Meetings Recording and Communication of outcome. Assessment of Risk- Individuals Voice of the Child Identification of Trends					
ch] Introduce and complete 'Monitoring Forms - Part 4 Strategy Meetings'	Marian Parry Hughes	January 2013		Overview of outcomes in place - over time.	

**2. Clear reporting arrangements in the handling and management of allegations into professional abuse to the Chief Executive, portfolio leads, Cabinet and LSCB.**

Action	Who [Lead Responsibility]	When	Comments	Result	Status
a] All individual allegations of professional abuse reported to the LSCB	Marian Parry Hughes	October 2012	LSCB decision made to receive information upon – number of allegations, which profession and outcome of the process with reporting on issues of concern in relation to delay or deficiency in practice. To include in Child Protection Co- Ordinators Quarterly Report. No wish to create a separate Professional Abuse Sub	Clear reporting arrangements to the LSCB in the management of allegations of professional abuse.	

			Group Evidence of scrutiny /quality assurance?		
b] Quarterly Report summarizing handling and management of allegations of professional abuse to the Strategy Panel.	Marian Parry Hughes	April 2013	Informal briefings not sufficient. Will be anonymous information. Report will include timeliness of referrals, attendance at Part 4 Strategy Meetings, recording and communication of outcome, assessment of risk- individuals, voice of the child, and identification of trends. Focus upon scrutiny and quality assurance.	Clear reporting arrangements to the portfolio leads in the management of allegations of professional abuse	
c] Copy of Quarterly Report [2b above] to relevant Heads of Service	Marian Parry Hughes	January 2013		Clear reporting arrangements to Heads of Service in the management of allegations of professional abuse.	
ch] Project Strategy Panel to confirm corporate reporting arrangements	Members of Strategy Panel	6 <sup>th</sup> Nov 2012	Terms of Reference confirmed. Needs further consideration if to extend Terms of Reference to include all matters relating to safeguarding children.	Clear corporate reporting arrangements in the management of allegations of professional abuse.	❖

**3. Staff who continue to work with children and young people do so in compliance with statutory requirements and Cyngor Gwynedd policy [i.e. are CRB compliant with appropriate references in place].**

Action	Who [Lead Responsibility]	When	Comments	Result	Status
a] Review and up date Council policy in the light of recent amendments by Home Office/CRB and Implementation of Protection of Freedoms Act 2012	Geraint Owen	January 2013	Will define which posts require either a Standard or Enhanced CRB. How often CRB check required depends upon sector guidance and standards. The norm is every 3 years for posts in a regulated activity. Suggest every 4 years for School Governors given appointments cycle.	Council consistently compliant with current statutory requirements and recognised standards.	❖
b] Council policy distributed and managers/administrators/CRB signatories supported through 'corporate awareness raising workshops'	Geraint Owen	March 2013	'Awareness raising workshops' programme in place. Sessions to take place on 29/1/13 and 31/1/13	Support for managers in place to ensure compliance with statutory requirements and recognised standards.	
c] To ensure CRB check arrangements are undertaken	Owen Owens Marian Parry Hughes Gwenno Williams Catrin Thomas Geraint Owen Mari Powell-Jones [Relevant Managers]	Dec 2013		Council maintains / supports a safe workforce	❖
ch] To ensure that CRB check arrangements	Geraint Owen. Mari Powell-Jones.	April 2013	Additional resources in place.	Council maintains a safe workforce	

are renewed every three years.			Purpose/policy agreed		
d) To ensure two references are in place [character and professional]	Owen Owens Marian Parry Hughes Gwenno Williams Catrin Thomas Geraint Owen Mari Powell-Jones [Relevant Managers]	March 2013	Focus upon nature of post rather than historical date of appointment	Council maintains / supports a safe workforce	
dd) Each service area to conduct an audit of 'gaps' within their workforce in relation to posts currently held that require CRB and references in place -- but none recorded.	Owen Owens Marian Parry Hughes Gwenno Williams Catrin Thomas Geraint Owen Mari Powell-Jones [Relevant Managers]	Dec 2012	Some services [e.g. Education Dept, Youth Service, Care Provision] have already undertaken a major review/audit of their position and have plans in place to take remedial action. Services who have not undertaken such an audit need to clarify with Human Resources responsibility and capacity to complete such a review.	Council maintains / supports a safe workforce. Services aware of 'gaps' and Response Action Plan in place	
e) Application of Cyngor Gwynedd's safe recruitment policies to be audited through attendance of Human Resources personnel at random sample of Interview Panels over a 6 month period.	Geraint Owen	March 2013	Human Resources are responsible for the order and administration of the appointments process. Human Resources staff do not attend interviews. Evidence of consistent	Council maintains / supports safe recruitment with evidence of compliance with statutory requirements.	

			application of safe recruitment processes required/content of interviews/panel membership etc		
f] To ensure Cyngor Gwynedd's policies are compliant with All Wales Child Protection Procedures in so far as they relate to management and handling of allegations of professional abuse.	Geraint Owen Llyr Bryn Roberts Ian Roberts	Feb 2012	To include consideration of referral to Vetting and Barring Scheme [Independent Safeguarding Authority]. Use of Individual risk assessments. Raise awareness of essential action required during investigation [ suspension, re-location, communication, recording etc]	Council maintains / supports a safe workforce and protects children from professional abuse.	
ff] To ensure use of individual risk assessments-professional abuse	Delyth Molyneux Gwenno Williams Catrin Thomas Geraint Owen Marian Parry Hughes Mari Powell Jones	March 2013	Some managers note lack of confidence to complete individual risk assessments of alleged offenders of professional abuse. Related to [3f] above. Develop/amend template.	Managers completing individual risk assessments [professional abuse] – risk of significant harm to children.	

**4. Staff and managers who work with children and young people are supported in their continued professional development through safeguarding training at a level appropriate to their role and responsibilities.**

Action	Who [Lead Responsibility]	When	Comments	Result	Status
a] All staff who work with children and	Carey Cartwright [planning].	March 2013	Includes School Governors. Considerable	Children's workforce undertaking	

<p>young people should undertake basic safeguarding awareness training [Level 1] as part of their induction [through Corporate Training Matrix]. Also made available to current staff as 'refresher training' every 5 years.</p>	<p>Llyr Bryn Roberts [contents]</p>		<p>progress has been made in the roll-out of basic safeguarding awareness training. However some gaps remain. At this level use of e – learning [e.g. Edu – Care] may be sufficient. Need to consider whether completion/attendance at such training is mandatory..</p>	<p>safeguarding awareness training. Recognise the need to refer/how to respond in individual cases. Included in Cyngor Gwynedd corporate training matrix.</p>	
<p>b) All staff and managers with added safeguarding responsibilities are supported in their professional development through Level 2 training.</p>	<p>Delyth Molyneux Owen Owens Gwenno Williams</p>	<p>Training programme in place March 2013</p>	<p>Includes Designated School Governor responsible for Child Protection and Designated Officers / Managers responsible for oversight of child protection within their organization. Some Level 2 Training has taken place [e.g. Youth Service]. However-significant gaps remain. For definition of content of Level 1 and Level 2 Training see 'Continued Professional Development' Doc issued and endorsed by LSCB.</p>	<p>Designated managers with additional safeguarding responsibilities undertaking Level 2 training. Recognise need to refer/how to respond to individual cases.</p>	

c] All managers with specific responsibilities for handling and management of allegations of professional abuse are supported in their continued professional development through Level 3 training	Ian Roberts	Dec 2013	To commission through the LSCB. Level 1 and 2 Training may not specifically and in detail address professional abuse. Bespoke Level 3 Training required with focus upon handling and management of professional abuse. Those attending would need to have completed Level 1 and Level 2 Training.	Designated managers with additional and specific responsibilities for dealing with and managing allegations of professional abuse undertake Level 3 training.	
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**5. Robust contractual arrangements are in place where Cyngor Gwynedd commissions or regulates work with children and young people from other agencies/bodies.**

Action	Who [Lead Responsibility]	When	Comments	Result	Status
a] Direct evidence required from agencies/bodies that safe recruitment, appropriate safeguarding training and CRB compliance in place.	Owen Owens Senior Children's Partnerships Manager [Relevant Managers]	March 2013	Considerable progress has been made in ensuring that Service Level Agreements are in place. However – simple paper renewal of contract not sufficiently robust. Evidence required on a 'need to know' basis e.g. sample of CRB certificates,	Effective procurement arrangements. Evidence of compliance with current statutory requirements and recognized standards from outside bodies.	



			content and number/date attending safeguarding training. Emphasis on contract monitoring. Now part of the Internal Audit Unit's work programme		
b] Confirmation required of name of designated manager responsible for safeguarding within outside agencies /bodies commissioned.	Owen Owens Morwena Edwards Senior Children's Partnerships Manager [Relevant Managers].	March 2013	Ensures clear line of accountability. Part of the Internal Audit Unit's work programme.	Evidence of compliance with current statutory requirements and recognized standards from outside bodies. Robust contract monitoring arrangements	
c] To collate evidence focused upon quality of residential provision by outside agencies/bodies /private agencies to children with additional needs.	Marian Parry Hughes Aled Gibbard. Delyth Molyneux Owen Owens	June 2013	High cost placements. Link to North Wales Commissioning Hub. Includes scrutiny of Inspection Reports, collation of information from Independent Reviewing Officers / statementing process where appropriate. Placement visit to scrutinize contract compliance – particularly in relation to use of behaviour management techniques. Capacity to complete?	Evidence of compliance with current statutory requirements and recognized standards from outside bodies. Robust contract monitoring arrangements- children with additional and complex needs.	

			Commission external capacity?		
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**6. Effective and integrated corporate data base which records all staff employed by Cyngor Gwynedd and working with children and young people.**

Action	Who [Lead Responsibility]	When	Comments	Result	Status
a] Review and adapt 'System Swyddi' to include all staff who work with children and young people and require a CRB check.	Mari Powell-Jones	March 2013	Complete overview of relevant details of all staff employed by Cyngor Gwynedd and working with children and young people [and vulnerable adults] required through corporate and central data base. Consistent approach required for all staff. <b>Clearly a major undertaking – subject to separate though linked 'Project Plan'. Strategic approval required.</b> Resource implications? May require additional resource or realignment of current capacity to ensure long term integrity of the system.	Corporate data base providing full overview of all staff employed by Cyngor Gwynedd working with children and young people	
b] Identify and list relevant	Geraint Owen	January 2013	Need to be compliant with	Corporate data base providing full	❖

posts that require a CRB check			new guidance/definition for CRB's [see 3a above]. Departments to confirm relevant post holders.	overview of all staff employed by Cyngor Gwynedd working with children and young people.	
c] Develop data base to include 'fields' for CRB - reminders for renewal, references, allegations of professional abuse and outcome, referral to Vetting and Barring Scheme	Geraint Owen	March 2013	Some fields will require restricted access. Legal advice required.	Full overview of professional abuse all staff employed by the Council working with children and young people. Reminder of the need to renew CRB to managers.	
ch] Pilot testing/Identify Gaps	Alwyn E. Jones Geraint Owen	April-June 2013	Need to identify and confirm council services subject to pilot.	Effective and efficient data base.	
d] Implementation	Alwyn E. Jones Geraint Owen	Dec 2013	Subject to review and result of pilot exercise.	Data base operational.	

### Change Management – Measure the Effect of the Project Plan

Action	Who [Lead Responsibility]	When	Comments	Result	Status
a] Annual audit programme / Information Hub has been established within services to analyse the effects of the changes [above] to normal on service level.	Delyth Molyneux. Owen Owens. Catrin Thomas. Geraint Owen. Gwenno Williams.	March 2013	Audit to include improvements in information on staff and officer attitude and competence in dealing and safeguard managing of children and young people. Need for an element of external challenge, participation / opinion of	Council maintains / supports a safe workforce and protects children from professional abuse through a workforce that prioritise continued learning, recognises gaps and measures the effects of remedial action.	

			children and young people, peer evaluation, safety 'health check'.		
b] Implementation Plan in place following audit of all individual cases / referrals of professional abuse during the last 12 months	Marian Parry Hughes Delyth Molyneux Geraint Owen	March 2013		Continuous learning. Evidence of the effect of remedial action.	
c] Confirm the Strategic Panel's Work Programme 2013-14	Strategic Panel Members	April 2013	Need to ensure firm corporate leadership. The Strategic Panel reinforces reporting arrangements. Co-ordinate response to Estyn's inspection [March 2013] Include a Development Day to deal with defects / gaps identified. Include analysis of cultural issues that may lead to unsatisfactory opinions.	Level of awareness for safeguarding amongst elected members, heads and key partners has increased. Services and elected members have been empowered to improve desirable outcome for children and young people that need to be safeguarded.	