

Addendum update since the Annual Report as at May 2016

Policy development

- The Safeguarding Policy continues to be available to employees via Staffnet and to members of the public.
- Safeguarding Leads continue to promote the Policy from time to time as relevant.
- A review of the Policy is scheduled for 2016/2017

Training

- The Safeguarding Training Plan is continually reviewed for relevance and the range of training is developed on an ongoing basis.

Elected Members Face to Face & E-Learning Training

- Face to Face training courses have been provided for Councillors.
- E-learning courses continue on an ongoing basis. As at 20th May 2016, 43 out of 72 Councillors have completed the Council's safeguarding training.
- Full Council has adopted this training as a mandatory course for all Elected Members.

Face to Face Training

- The one hour face-to-face safeguarding awareness training for frontline staff has been developed for staff currently not having any access to PC's (Spot it Report it)
- The training session to complement the e-learning module, has been rolled out across the Authority
- As of 20th May 2016, 1502 of 2600 (approx.) staff members have completed the face to face training programme.

E learning training

- Courses continue to be reviewed and updated on an ongoing basis.
- As of 29th May 2016, 2787 members of staff have completed the children's e-learning safeguarding module and 2720 have completed the adult safeguarding module out of the original staff group of approx. 2,800.
- This group is currently under review because a large number of Social Services based staff have been additionally identified as appropriate for this training.

Child Sexual Exploitation training

- Over 100 employees, foster carers, Members, Partners and third sector organisations attended the Western Bay Safeguarding Board Child Sexual Exploitation half day awareness raising training during the spring of 2015.
- Several Swansea employees have undertaken the necessary 'train the trainer' course enabling them to co-deliver these sessions.
- Training has been actively promoted across the Authority by our Safeguarding Leads by providing details on the employee website.
- Feedback has suggested that the training was well received and that learners have improved their knowledge in respect of Child Sexual Exploitation.
- The training programme has been devised and facilitated in partnership with Neath Port Talbot County Borough Council and Bridgend Council.
- Safeguarding Leads have been invited to attend one of three Child and Family Services lunchtime sessions in May 2016.
- Work has been undertaken to explore the opportunity to introduce Child Sexual Exploitation training online.

Additional information for staff.

- A 'Safeguarding' area has been created on staffnet during 2015 to enable access to safeguarding information for both children and adults at risk of harm. (See planned to achieve in 2015/16)
- The group's wider communications plan 2016/2017 intends that the internet pages will be developed further.
- The Corporate Safeguarding Group has identified the value of promoting safeguarding across the whole authority particularly for those services which may not traditionally see Safeguarding as part of their role.
- Many employees do not have access to computers or staffnet, therefore, Safeguarding leads have taken the responsibility in providing face to face training and information in alternative ways.
- The Corporate Safeguarding Group has discussed the progress of this work which has also resulted in sharing ideas and good practice particular in Corporate Building and Property Services and Waste and Parks.
- Initiatives range from including Safeguarding in: employee briefing notes/newsletters, a standard agenda item for discussion in team briefings, designing and displaying posters in employee work areas, highlighting who their safeguarding lead is including their picture, contact details and the contact for Child and Family Services and Adult services.

- Feedback suggests that employees are now more aware of who they can talk to and understand the part they can play in safeguarding and preventative work.

What we planned to achieve during 2015/16

- Ensuring that the reporting cycle and governance arrangements are operational, regularly and properly used, fit for purpose, accessible and understandable – **Ongoing. This is constantly being reviewed to ensure that all the above is being done.**
- Rolling out and monitoring the numbers of staff who attend the face to face ‘Spot it Report it’ training - **Achieved. See details on the development of the one hour face-to-face training.**
- Continuing to monitor the e-learning completion rates by directorate and report to the Safeguarding Steering Group – **Achieved. This is monitored through the numbers reported.**
- Develop further training on risk management in safeguarding for elected members – **Ongoing. This to be incorporated into new members induction training going live in 2017**
- Develop Adult safeguarding intranet pages – **Achieved. See work on creating a ‘safeguarding area’ on Staffnet.**
- Develop a more systematic approach to communication to reach out more comprehensively to staff, elected members and partners – **Achieved. Although, this is constantly being reviewed ie see future workplan for 2016/17**

Future Workplan for 2016/17 will include:

- Ensure that all elected Members and Designated leads have attended appropriate safeguarding training
- Undertake additional work on the face2face training to bring the standard to a level as the e-learning reports have been produced
- Review the self-assessment tool that Leads have scored.
- To review the current policies to ensure that the council has written minimum standards for safeguarding for working with partners, volunteers and contractors.
- Establish a Communications Plan to promote Safeguarding and to raise awareness amongst staff, Members, Volunteers, partners and the public.