


Legal & Community - Risks Overview

Generated on: 06 February 2024

Legal & Community - Current Actions Overview


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Action Title	Action Description	Original Due Date	Due Date	Status	Latest Note
Safeguarding - No. 1	<p><u>Safeguarding (June 2023)</u> <u>Safeguarding Training</u> <u>SIAS Recommendation</u> We recommend:</p> <ol style="list-style-type: none"> Where officers have outstanding or overdue safeguarding training, the safeguarding team continues to work with these officers to schedule the outstanding training as a matter of priority. For the Casual Careline Operator mentioned, they must undertake the same level of safeguarding training which has been assessed as required by other Careline Operators (this was the basic adult and child safeguarding training at the time of testing). The Council reviews whether: <ul style="list-style-type: none"> - The current aim of scheduling basic or advanced safeguarding training for completion within three months is timely or whether this needs to be shortened. - E-Learning training is sufficient in the interim time where officers are waiting to receive basic or advanced safeguarding training. Backing evidence must be adequately retained to demonstrate officers have attended/completed safeguarding training courses. Officers assessed as requiring only E-Learning safeguarding training, must renew this training on a scheduled basis (e.g., every two years). <p><u>Management Response</u></p> <ol style="list-style-type: none"> Responsible Officer: The member of staff/ their line manager/ follow up by the Safeguarding Team. Corporate issue. If they have failed to attend an organised Basic or Advanced level training course, then should (if reasonably practical) undertake the 	31-Dec-2023	31-Dec-2023		<p><u>Update February 2024</u> <u>Finding/Associated Risk</u> <u>Safeguarding Training</u> We reviewed the safeguarding training completed for a sample of officers by reviewing the Councils safeguarding training tracker. The sample included a mix of officers requiring different levels of training. This included basic and advanced safeguarding training as well as E-Learning. The latter was limited to a sample of new starters from the 2022/23 financial year, due to the safeguarding team recently incorporating monitoring of this training completion into the training tracker. From the 13 officers we sampled, the following findings were noted:</p> <p><u>Incomplete Training</u></p> <ul style="list-style-type: none"> - Three officers were assessed as requiring basic adult and child safeguarding training courses however, they had not completed one or both courses since starting employment at the Council. The start dates of the officers were 30/06/19, 29/03/21 and 23/08/21. It is acknowledged that actions have been taken by the current safeguarding team to try and schedule courses for these officers. Three of

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	<p>Introductory E-learning within a week. (Start by end of June 2023, once staff and their line managers aware.)</p> <p>2. Responsible Officer: The Careline staff, their line Manager and the Service Director: Customers.</p> <p>To ensure undertaken Introductory e-learning within the week and then to attend the next basic course arranged. Otherwise, will be reviewing with ECP if there are alternative ways to provide Basic and Advanced training.</p> <p>Casual Careline Operator has undertaken E-Learning. (31 December 2023 for ECP Training.)</p> <p>3. Reviewed and considered to be sufficient, as the courses are run every month and should be undertaken within the probation period of up to 6 months. No further action required.</p> <p>All new staff will undertake e-learning within the week, and those who just have to undertake this level of training, every 3 years.</p> <p>4. The Safeguarding team already do this, so N/A.</p> <p>5. Responsible Officer: Safeguarding Team/ Learning and Development Team.</p> <p>Agreed, albeit every 3 years. (Start implementation from July 2023.)</p>				<p>the five outstanding courses were yet to be scheduled at the time of testing.</p> <p>February 2024 - The officer with a start date of 23/08/21 has now left NHC. The officer whose start date was 29/03/21 completed the online safeguarding course in February 2024.</p> <p>The officer with a start date of 30/06/19 requires the safeguarding handout due to their job role.</p> <p>22/05/2024 – The officer’s handout has now been returned.</p> <p>- A casual Careline Operator who started employment on 22/08/22 has not completed the basic adult and child safeguarding courses. It is our understanding that Careline Operators would as a minimum be required to undertake both these basic safeguarding courses.</p> <p>February 2024 - this employee has now left NHC.</p> <p>- An officer’s basic child safeguarding training expired in June 2022 and at the time of testing (April 2023) had yet to be renewed. We acknowledge actions had been taken by the current safeguarding team to attempt to book a training course for renewal.</p> <p>February 2024- There were three Officers whose basic child training expired in June 22 and as of February 2024, they have now all completed training and are up to date.</p> <p><u>Timeliness of Training Completion</u> We understand the Council aims to schedule basic and advanced safeguarding courses</p>

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					<p>within three months of an officers start date. We noted for some of the officers we sample tested, that they attended training courses after three months. This includes:</p> <ul style="list-style-type: none"> - An officer attending basic safeguarding courses 14 and 15 months after their employment start date. - An officer attending basic safeguarding courses 6 and 11 months after their employment start date. - Two officers scheduled to attend an advanced safeguarding course 5 months after their employment start date. It is acknowledged these officers are the members of the newly formed safeguarding team. <p>We were unable to obtain confirmation of the reasons for some of the delays mentioned above (first two bullet points), due to these pre-dating the current safeguarding team and therefore inhibiting the audit trails available. We were assured that where safeguarding courses cannot be provided in a timely manner, the safeguarding e-Learning module is instead issued to officers for completion. For three of the four officers, the training tracker shows they have completed the E-Learning training. For the remaining officer the date of completion was not logged on the training tracker. We understand that the safeguarding team feel the E-learning is sufficient to cover officers until they attend basic or advanced safeguarding courses. However, as the E-Learning is an introductory module, this may not be sufficient for officers who have roles/responsibilities requiring basic or advanced safeguarding courses.</p>

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					<p>February 2024 - All new starters are offered available course dates that they can book onto.</p> <p>All staff that either have not attended a course or need their 3 yearly refresher are invited and booked onto available courses. Any reasons for not being able to attend are logged, so any trends can be identified. A e-learning report is provided every month to update the safeguarding training database with dates that the e-learning module has been completed. All new starters are required to complete the e-learning module as part of induction, which is monitored.</p> <p><u>Evidence of Training Completion</u> During testing, we requested to see backing evidence to confirm officers had attended/completed the basic or advanced safeguarding training courses held in person. For three officers, backing evidence could not be located to demonstrate attendance at either one or both basic safeguarding courses and for one officer no evidence could be located to demonstrate attendance to an advanced child safeguarding course.</p> <p>February 2024 - All registers are scanned, and the training provider provides a link to all the certificates and individual officers receive their certificates from the training provider.</p> <p><u>E-Learning Training</u> From discussions with key officers, it is understood that the E-Learning safeguarding</p>

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					<p>course is not required to be renewed. This means that officers who are assessed as only requiring the E-Learning safeguarding training, do not need to undertake any safeguarding training renewal. As all officers have a responsibility for safeguarding, a recommendation has been raised requiring these officers to renew their safeguarding training on a scheduled basis.</p> <p>February 2024 - There is a new e-learning platform being introduced in July 2024, and once this new platform is operational, staff will be scheduled to renew the e-learning every 3 years.</p> <p>Associated Risk Officers do not undertake an adequate level of safeguarding training for their job role. This could lead to officers not identifying potential safeguarding concerns or not taking appropriate action. This could result in harm to the persons affected and damage to the Councils reputation.</p> <p>July 2024 - Staff who require remote training will be invited to complete the online self-paced safeguarding course that will run in the second half of the 2024-25.</p> <p>Any staff whose training needs to be renewed, are booked onto training courses in the 2024-25 financial year.</p>
	<p><u>Safeguarding (June 2023)</u> Councillor/Member Safeguarding Training <u>SIAS Recommendation</u></p>	31-Dec-2024	31-Dec-2024		<p><u>Finding/Associated Risk</u> Councillor/Member Safeguarding Training</p>

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	<p>1. We recommend, as a minimum, all Members complete the safeguarding E-Learning module. This is to be renewed on a scheduled basis (e.g., every two years).</p> <p>2. We further recommend, that adult and child safeguarding awareness sessions are run on a scheduled basis for Members (e.g., every two years) or when there is a significant change in membership. We are aware the Council intends to run sessions in 2023/24 following the May 2023 elections.</p> <p>3. Members with responsibility for oversight of the Councils safeguarding arrangements (e.g., members of the Overview and Scrutiny Committee), should attend the awareness sessions.</p> <p><u>Management Response</u></p> <p>Responsible Officer: Committee, Member & Scrutiny Officer/ Safeguarding Team (and Service Director: Legal & Community). Responsibility is also with the Members. Dependent on self-audit (i.e., if they have undertaken before/ similar or equivalent within the last year), every 4 years.</p> <p>1. We shall undertake an audit of those elected to check they have undertaken e-learning and seek to ensure outstanding e-learning is taken by them within 6 months. Failing this, this will be completed post all out elections from June 2024. (31 December 2023 for current Members. 31 December 2024 for newly elected Members in May 2024.)</p> <p>2. E-learning is sufficient, so not accepted, as a proportionate level for District Councillors.</p> <p>3. See above, not accepted without Members agreement. This will be reviewed with the Overview & Scrutiny Committee when the Annual Safeguarding report is presented at the September 2023 meeting. At present, E-learning should be completed.</p>				<p>From discussions with key officers, we found that Councillor uptake of safeguarding training was as follows:</p> <ul style="list-style-type: none"> - 22 of 48 Members have not had any safeguarding training. - 6 and 10 Members attended the safeguarding children and adult awareness session respectively. Awareness sessions were last held in 2021. - 17 of 48 Members had completed the E-Learning training. E-Learning training is currently not required to be renewed. <p>Associated Risk</p> <p>Members have a responsibility for safeguarding, as their role could include contact with members of the public, whilst they may also be required to have oversight of safeguarding arrangements operating at the Council. Without sufficient training, potential safeguarding incidents may not be identified, or appropriate action may not be taken on identification of potential concerns. This could result in harm to the persons in potential danger and damage to the Councils reputation. As part of their oversight role, Members may not have sufficient awareness of safeguarding arrangements to provide challenge and ensure these are operating effectively.</p> <p>July 2024</p> <p>Safeguarding team presented the Growzone safeguarding module to members before the Full Council meeting on the 11th July 2024, with 27 Councillors attending. This training session was recorded and shared with all Councillors.</p>

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					All Councillors were emailed a copy of the Councillor's handout to sign and return by the 31 st July, and 16 Councillors have returned the signed members handout.