

Slough Borough Council – Section 11 Action Plan (September 2016), update 06.03.2017

	Action	Lead Officer	Timescale	Progress	Impact / Outcome	RAG rating
Standard 1: Senior management have commitment to the importance of safeguarding and promoting children's welfare						
1	All service plans to demonstrate that senior managers have commitment to the importance of safeguarding and promoting children's welfare.	All Corporate Directors	April 2017	2017/18 Service Plans currently being prepared across the Council. Final versions will be Quality Assured by CMT to ensure that s11 considerations are embedded and monitored by the "s11 Champions' Forum" (Action [5] refers). See also Action (10).	Service functions including those contracted out have regard to the need to safeguard and promote the welfare of children.	Amber
2	Standard 1 to be an explicit standing item on the appraisal of all senior managers.	HR Business Partner	June 2017	The employee appraisal process (guidance and forms) has been updated for the start of 2017/18 and reflects a focus on safeguarding. This will also be monitored by the "s11 Champions' Forum" (Action [5] refers).	All staff will need to safeguard and promote the welfare of children, evidenced via the corporate employee appraisal process which is mandatory and applies to all staff.	Green
3	Securing such commitment should be an expectation in all commissioning and procurement	Head of Procurement	June 2017	Procurement guidelines (Contract & Procurement	Procurement activities, including commissioned services will have to	Amber

	Action	Lead Officer	Timescale	Progress	Impact / Outcome	RAG rating
	activity. This is not currently consistently applied.			Rules), including training to staff undertaking procurement, are being reviewed by the Head of Procurement. Revised processes relating to s11 will be in place by end June 2017 at the latest.	demonstrate regard to the need to safeguard and promote the welfare of children.	
4	Council's senior leadership team to offer mentoring or other appropriate support to care leavers.	Chief Executive	Ongoing	Opportunities have been taken up by both Members and Officers following a recent initiative to find appropriate mentors.	Mentees are provided with support, encouragement and feedback to help them achieve their goals.	Green
5	CMT to undertake section 11 audits every 2 years.	Director of Children's Services	December 2017	A presentation on s11 was made to the extended Senior Leadership Team on 28.02.2017. This was designed to raise general awareness about s11 (why it was important and what to do if there were any concerns). The presentation also launched a quarterly "s11 Champions' Forum"	Raised awareness of s11 requirements across Service areas and compliance monitoring of the s11 Audit which was initiated in 2016 with work aligned to that of the Slough LSCB.	Amber

	Action	Lead Officer	Timescale	Progress	Impact / Outcome	RAG rating
				from across Services led by the Head of Children's Partnerships. The work of this forum will be aligned with the work plan of Slough's LSCB. See also Action (8).		
Standard 2: There is a clear statement of the agency's responsibility towards children and this is available to all staff						
6	Statement to be included in the induction pack for new employees, and widely circulated to partner agencies through the LSCB: <i>"Slough Borough Council is committed to ensuring that all the children in the town are protected from harm and supported to lead happy and fulfilling lives. As corporate parents all staff and councillors are responsible for promoting this vision."</i>	HR Business Partner	December 2016 5 year plan induction and checklist	The Head of Corporate HR has arranged for the inclusion of the Statement in the revised Induction Checklist for new employees which is also available on SBCInsite. The Statement has also been sent to the LSCB Independent Chair for circulation to partner agencies.	The Statement is available to all employees. It is mandatory for all employees to complete an Induction Checklist with their line manager within one week of their first working day at SBC.	Green
7	Develop child-friendly complaints literature and form (complaints re council services).	AD Strategy and Engagement	December 2016	Completed and published on the Council's website.	Easy to use information available.	Green
Standard 3: There is a clear line of accountability within the organisation for work on safeguarding and promoting welfare						
8	Ensure all council staff understand what they need to	Director of Children's Services	October 2016	See Action (5).	Service specific practice to safeguard and promote the	Amber

	Action	Lead Officer	Timescale	Progress	Impact / Outcome	RAG rating
	do if they have safeguarding concerns about a child.			Compliance by Services will be monitored via the "s11 Champions' Forum" e.g. % of staff that have undertaken training and refresher training.	welfare of children will be embedded.	
9	Develop with partners a Children's Early Help Commissioning Board which can bring together expertise and resources to more effectively promote children's welfare.	Director of Children's Services	October 2016 (revised to July 2017)	Work is underway, led by the Head of Children's Partnerships, to launch local area collaboratives. A pre-launch meeting was held on 21.02.2007 and another planned for 15.03.2017. The governance for the collaboratives will include an Early Help Board for which Terms of Reference have been drafted and members identified.	The Early Help collaboratives will help identify, build and release the necessary social capital and resilience within communities to improve outcomes for children, young people and families using their own resources supplemented by access to universal services.	Amber
Standard 4: Service development takes into account the needs to safeguard and promote welfare and is informed, where appropriate, by the views of children and families						
10	Develop a section 11 checklist so it can be cross referenced to service plans and strategies:	AD Strategy & Engagement	December 2016	See Action (1) i.e. to be Quality Assured by CMT and	Children and Young People are consulted on Service developments as	Amber

	Action	Lead Officer	Timescale	Progress	Impact / Outcome	RAG rating
	<ul style="list-style-type: none"> How have you listened to the views of children and young people? How have you responded to the views of children and young people? How does this service plan improve safeguarding arrangements in Slough and promote the welfare of children? 			monitored by the "s11 Champions' Forum".	appropriate.	
Standard 5: There is effective training on safeguarding and promoting the welfare of children for all staff working with or, depending on the agencies primary functions, in contact with children and families						
11	Develop regular reporting on corporate L&D data for review at Corporate Management Team / Senior Leadership Team.	HR Business Partner	April 2017	In Place	All safeguarding children e-learning is reported to CMT quarterly and to Directorate MSTs monthly by the OD Team. This will include data on frontline workers sourced via SCST.	Green
12	Responses to the audit suggest that the importance of safeguarding needs to be better embedded as part of the corporate induction, as it is assumed it features highly where working directly with children, young people and families, but not in other areas.	HR Business Partner	April 2017	In Place	A safeguarding session which covers children and adults forms part of the Corporate Induction process for new employees. This session is facilitated by the Corporate OD Officer and will be reviewed as necessary.	Green
Standard 6: Safer recruitment procedures including vetting procedures and those for managing allegations are in place						
13	The audit indicated that all the necessary arrangements are in	Director of Children's Services	December 2017	Not Applicable	Assurance on Standard 6.	Green

	Action	Lead Officer	Timescale	Progress	Impact / Outcome	RAG rating
	place and therefore no further action is required. This will be kept under review.					
Standard 7: There is effective inter-agency working to safeguard and promote the welfare of children						
14	Review LSCB functions, and implement new arrangements.	Chief Executive	October 2016 (revised TBC)	Proposals for a joint (Adults & Children's) Safeguarding Business Support Unit are being developed for approval by CMT.	Subject to agreement by CMT, the proposal will better support the business planning and joint working of the Safeguarding Adults Board and LSCB and rationalise the sub groups that report to these forums.	Amber
Standard 8: There is effective information sharing						
15	Develop information sharing processes in relation to support for children: <ul style="list-style-type: none"> • Troubled Families • Between services within the council • Between council services and the Trust 	Director of Children's Services	December 2016	There is good joint working and information sharing between SBC / SCST as reflected in a Joint Improvement Plan which is monitored by a Joint Improvement Board, chaired by the Chief Executive of SBC.	Improved outcomes for children, young people and families in Slough.	Green