

Freedom of Information Act 2000 disclosure log entry

Reference

18-19105

Date sent

20/07/2018

Subject

Safeguarding Guidance

Details of enquiry

Incidents and Discipline

Have you had a reported incident regarding staff not following your safeguarding guidance in the last three years?

If so, how many?

How many legal actions have been taken against you due to staff not following safeguarding guidance?

Has anyone been disciplined or fired due to staff not following safeguarding guidance in the last three years?

Training

How often do you undertake any education or training around safeguarding guidance?

Updating and Dissemination

How often are safeguarding guidance standards updated?

When was the last complete review of your safeguarding guidance?

Storage and accessibility

In what format and programme do you hold your safeguarding guidance?

In what format and programme do staff access this guidance?

Can you access safeguarding guidance on mobile devices?

If so, can this guidance be accessed while offline?

Audit and Review

Can your workforce audit their compliance to central standards regarding safeguarding guidelines and so identify any shortfalls?

Do you have the capability to audit delivery standards against current safeguarding guidance?

Quantitative measures

How many pages of safeguarding guidance does your organisation have?

Response Sent

Incidents and Discipline

Have you had a reported incident regarding staff not following your safeguarding guidance in the last three years?

If so, how many?

[The Trust has had no incidents in this category.](#)

How many legal actions have been taken against you due to staff not following safeguarding guidance?

[Nil.](#)

Has anyone been disciplined or fired due to staff not following safeguarding guidance in the last three years?

[No.](#)

Training

How often do you undertake any education or training around safeguarding guidance?

- **Level 1 Adult and Child Safeguarding Training – applies to all staff every three years.**
- **Level 3 Child Safeguarding Training – applies to all clinical staff every three years**
- **Level 2 Adult Safeguarding Training – applies to staff employed in services where the service user is aged 18 or greater every three years**

Updating and Dissemination

How often are safeguarding guidance standards updated?

- **Adults at Risk Safeguarding Policy updated annually.**
- **Children’s Safeguarding Policy updated every 2 years.**

When was the last complete review of your safeguarding guidance?

Children’s Safeguarding Policy was last updated in November 2017

The Adults at Risk Safeguarding Policy is under full review now.

Storage and accessibility

In what format and programme do you hold your safeguarding guidance?

Electronic, PDF format on the intranet and website.

In what format and programme do staff access this guidance?

Electronic, PDF format on the intranet and website.

Can you access safeguarding guidance on mobile devices?

Yes

If so, can this guidance be accessed while offline?

No

Audit and Review

Can your workforce audit their compliance to central standards regarding safeguarding guidelines and so identify any shortfalls?

Yes, regular audits are undertaken to ensure compliance with central safeguarding standards and guidelines.

Do you have the capability to audit delivery standards against current safeguarding guidance?

Yes, regular audits enable us to ensure the delivery standards remain current with latest guidance.

Quantitative measures

How many pages of safeguarding guidance does your organisation have?

Children’s Safeguarding Policy has 35 pages and Adult at Risk Safeguarding Policy has 15 pages.