

**Action Plan to implement recommendations of:
2010 Scrutiny Review into Safeguarding (Children, Young People and Families OSC)**

Area for development identified	Action to be taken	By who	Required outcome	Progress/target date
<p>Head of Service to review arrangements in place to support newly qualified social workers including protected caseloads to ensure that:</p> <ul style="list-style-type: none"> • Newly qualified social workers are receiving appropriate support and are not being over-burdened • Support arrangements are being implemented consistently across the county 	<p>Review of Newly Qualified Social Worker (NQSW) programme which reviews requirement to ensure protected caseloads and protected learning and development time</p>	<p>Jenny Butlin-Moran Fiona Metcalfe NQSW Programme Co-ordinators</p>	<p>To ensure that the NQSW programme is being implemented consistently across the county</p>	<p>NQSW programme has been reviewed</p> <p>Workload analysis includes consideration of the reduced caseloads for NQSWs</p> <p>Training has been commissioned by for Practice Leaders to provide consistent model of supervision to all social workers</p>
<p>Head of Service to review the levels and mix of caseloads across the county to ensure equity and implement a maximum level of caseloads</p>	<p>Workload analysis is being undertaken to inform a re-structuring of the service</p> <p>This also forms part of the employer health check (SWTF)</p>	<p>Phil Sawbridge Jenny Butlin-Moran</p>	<p>More equitable caseloads across the county</p>	<p>January 2012</p> <p>Workload analysis is being undertaken which will provide information about the caseloads across the county and provide a basis upon which to consider the allocation of resources</p>

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Head of Service to review current resource allocation across the county and to ensure that resources are proportionately allocated to match different levels of demand	Re-structuring of the division, informed by workload analysis	Phil Sawbridge, HoS	Appropriate allocation of resources	January 2012 As above
Current levels of frontline social workers be maintained in order to ensure demand is met within an acceptable level of risk	We have had some growth in this area with some additional social work posts	Phil Sawbridge, HoS	Appropriate social work resource	Completed
Head of service to explore the options of: <ul style="list-style-type: none"> • Merging area teams or co-location with other service providers • Ring-fencing savings to support front line work in safeguarding 	Re-structuring of service Location of teams is being considered in light of re-structuring of the county council and though the accommodation strategy	Phil Sawbridge, HoS	More effective use of physical resources	January 2012 This is ongoing as part of re-structuring of County Council services
WSCB consider how thresholds and referral processes can be improved.	Thresholds document to be produced which clarifies thresholds and responsibilities for safeguarding across the directorate	Jenny Butlin-Moran, Service Manager	Shared understanding of thresholds leading to a more effective service for children and their families	Endorsed by WSCB on 28 September 2011

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WSCB provide information for schools and other relevant partners	Poster outlining key information and contact details to be displayed in office areas and by schools	John Sullivan	Improved clarity of information for schools	Completed Children's Teams currently provide partner schools and other agencies with key contact information
Head of Service to write to all Primary and Secondary Schools to highlight the importance of schools passing on information re safeguarding matters when pupils are transferred to another school	Reinforcement of safeguarding processes at points of transfer	John Sullivan	Strengthened safeguarding processes	Completed
Area Children's Teams to send annual letters to schools and other organisations to explain the management structure, how to manage cases of concern and key contacts within the team	This is already undertaken by teams			Completed
Head of Service and the relevant DCI review communication practices between social workers and the Police	Review of current arrangements	Phil Sawbridge HoS, Police DCI	Effective communication which strengthens the safeguarding arrangements	Practice Leader post within the Police will continue in 2012 This has supported the management of domestic abuse referral and Missing Children arrangements