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**SAFEGUARDING QUARTERLY MONITORING FORM**

For guidance on completing this form please refer to the ‘Guidance for completing the Safeguarding Monitoring Form’ <http://www.bathnes.gov.uk/services/children-young-people-and-families/strategies-policies-planning/childrens-services-commis-0>

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| **For the period from (date):** | | **To (date):** |
| **SECTION A: BACKGROUND INFORMATION** | | |
| **Name of Organisation** |  | |
| **Provider’s Safeguarding Lead name** |  | |

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| **SECTION B: STAFF & SAFEGUARDING** | | | | | | | | | |
| **B1** | **Does your organisation have a management information system for staff records and DBS checks or does it have a Single Central Record of the staff assigned to the commissioned service(s) up to date as at the end of this monitoring period?** | | | | | | | **Yes** | **No** |
| If ‘No’ what actions are you taking to update this asap? | | | | | | | | |
| **B2** | **Have there been any new employees / volunteers / agency staff assigned to work on this commissioned service(s) that are awaiting a DBS check in this monitoring period?** | | | | | | | **Yes** | **No** |
| If ‘Yes’ please indicate details below | | | | | | | | |
| Application date | Work start date | | Area of work (e.g. admin/office duties, or with children, young people, parents etc.?) | | | | | |
|  |  | |  | | | | | |
|  |  | |  | | | | | |
| *Add more rows if needed* |  | |  | | | | | |
| **B3** | **Have you received any positive DBS disclosures of any staff assigned to work on this commissioned service(s) to report/manage in this monitoring period?** See ‘Guidance for managing positive criminal records bureau disclosure’ for more information. | | | | | | | **Yes** | **No** |
| **If ‘Yes’ please indicate details below** | | | | | | | | |
| Disclosure date | Reported to Nominated Rep &/or LADO? | | Report date | Has a risk assessment been undertaken? | | Status/Date completed | | |
|  |  | |  |  | |  | | |
| *Add more rows if needed* |  | |  |  | |  | | |
| **B4** | **Have there been any complaints or allegations about any of your employees / volunteers / agency staff assigned to this commissioned service(s)?** See guidance for ‘Managing Allegations against Staff & Volunteers 2015’ for more information. | | | | | | | **Yes** | **No** |
| **If ‘Yes’ please indicate details below** | | | | | | | | |
| **Complaint / Allegation date** | | **Reported to Nominated Rep &/or LADO? Yes/No** | | | **Date reported to Nominated Rep &/or LADO** | | | |
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| *Add more rows if needed* | |  | | |  | | | |

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| **SECTION C: SAFEGUARDING AUDIT/ ANY OTHER RELATED COMMENTS** | | | |
| **C1** | **Has your organisation set a date to do a Safeguarding Self – Assessment Audit with the Council Nominated Representative (Contract Manager) in the next 12 months?**  *If no we will ask the Nominated Representative to contact you asap to arrange this.* | **Yes** | **No** |
| If ‘Yes’ please note date here: | | |
| **C2** | **Have there been any other safeguarding / DBS issues not covered above?** | **Yes** | **No** |
| If ‘Yes’ please give details below: | | |
|  | | |
| **C3** | H**ave there been any service user data / information breaches?** | **Yes** | **No** |
| If ‘yes’ please give details below: | | |
|  | | |
| **C4** | **Your comments please?**  **We would appreciate any feedback you may want to give us regarding possible improvements to the format or content.** | | |
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| **THIS SECTION NEEDS TO BE COMPLETED IF YOUR SERVICE IS COMMISSIONED TO PROVIDE SERVICES TO CHILDREN AND YOUNG PEOPLE** | | | | | |
| **Key Performance Indicator** | | **Monitoring Period** | | | |
| **Indicator 1: Training** | | Q1  Apr – June | Q2  July – Sept | Q3  Oct – Dec | Q4  Jan - Mar |
| 95% Safeguarding awareness included in induction | Number |  |  |  |  |
| Percentage % |  |  |  |  |
| 90% Relevant staff to have undertaken child protection advance training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 80% Relevant staff to have undertaken CSE awareness training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 80% Relevant staff to have undertaken FGM awareness training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 75% Relevant staff to have undertaken PREVENT awareness training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 80% Relevant staff to have undertaken Domestic Abuse awareness training | Number |  |  |  |  |
| Percentage % |  |  |  |  |
| **Indicator 2: Safer recruitment** | | Q1  Apr – June | Q2  July – Sept | Q3  Oct – Dec | Q4  Jan - Mar |
| 100% Relevant staff to have an up to date DBS check | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 100% of written references to be provided before work commences with children or young people and families | Number |  |  |  |  |
| Percentage  % |  |  |  |  |

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| **THIS SECTION NEEDS TO BE COMPLETED IF YOUR SERVICE IS COMMISSIONED TO PROVIDE SERVICES TO ADULTS** | | | | | |
| **Key Performance Indicator** | | **Monitoring Period** | | | |
| **Indicator 1: Training** | | Q1  Apr – June | Q2  July – Sept | Q3  Oct – Dec | Q4  Jan - Mar |
| 95% Safeguarding awareness included in induction | Number |  |  |  |  |
| Percentage % |  |  |  |  |
| 90% Relevant staff to have completed SA level 2 training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 90% Relevant staff to have completed SA level 3 training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 90% Relevant staff to have completed MCA / DOLS training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 75% Relevant staff to have undertaken WRAP training | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| **Indicator 2: Safer recruitment** | | Q1  Apr – June | Q2  July – Sept | Q3  Oct – Dec | Q4  Jan - Mar |
| 100% Relevant staff to have an up to date DBS check | Number |  |  |  |  |
| Percentage  % |  |  |  |  |
| 100% 2 written references to be provided before work commences with adults with care and support needs | Number |  |  |  |  |
| Percentage  % |  |  |  |  |

When you have completed this form please send it to The Commissioning Support Team via e-mail [commissioning\_support@bathnes.gov.uk](mailto:commissioning_support@bathnes.gov.uk) .

If you have concerns regarding the security of sending this completed form by e-mail you can use our secure webserver Globalscape <https://filetransfer.bathnes.gov.uk>/ as you may do when submitting attendance sheets. The benefits are that this is a free system to use that ensures the contents of your e-mail are kept secure and confidential. If your organisation has not been given a password to use this please contact us on 01225 395280.