



25 July 2018

Information Rights & Compliance Team  
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Our Ref: FOI 2965

Thank you for your request concerning safeguarding guidance.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

### **Incidents and Discipline**

**1. Have you had a reported incident regarding staff not following your safeguarding guidance in the last three years? If so, how many?**

We are unable to provide this information as incidents relating to non-compliance with guidance, policies and procedures are recorded under one heading.

To supply the information requested would involve manually reviewing each incident, to carry out this task would exceed the appropriate cost limit of £450<sup>1</sup>.

For example based on the numbers from for the last 3 financial years there were 289 incidents reported. This would mean looking at each record to see if the incident related to safeguarding. It is estimated that it would take approximately 5 minutes to manually review each individual record to extract the information, i.e. 24 hours @ £25ph = £600.00.

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

No legal claims for compensation have been received in relation to staff not following safeguarding guidance.

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

No staff have been disciplined or fired due to not following safeguarding guidance.

### **Training**

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

Safeguarding forms part of our mandatory training programme, training must be completed within 3 months of commencement of employment and updated every 3 years.

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<sup>1</sup> S12 The cost of compliance with a request exceeds the appropriate limit (s12)

## **Updating and Dissemination**

### **5. How often are safeguarding guidance standards updated?**

Guidance standards are updated every 3 years unless there is a significant change requiring update or addendum.

### **6. When was the last complete review of your safeguarding guidance?**

Safeguarding Children's review was December 2017 and Safeguarding Adults review was July 2018.

## **Storage and accessibility**

### **7. In what format and programme do you hold your safeguarding guidance?**

Documents are in both PDF and Word format.

### **8. In what format and programme do staffs access this guidance?**

Accessed via the Trusts intranet.

### **9. Can you access safeguarding guidance on mobile devices?**

No, staff cannot access guidance via mobile devices.

#### **If so, can this guidance be accessed while offline?**

Not applicable.

## **Audit and Review**

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

Yes they can.

### **11. Do you have the capability to audit delivery standards against current safeguarding guidance?**

Yes, our Practice Audit & Clinical Effectiveness (PACE) Team carry out quarterly audits.

## **Quantitative measures**

### **12. How many pages of safeguarding guidance does your organisation have?**

There are 136 pages.

Should you require further clarification or like to discuss payment, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sharon Farrell*

Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

