



**Addendum to Safeguarding
Handbook as published
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Version control

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Responsible Manager	Director of Compliance & Operations		Document Classification	Official

Related WDP policies & documents

Policy /Document name
Safeguarding Handbook
IAC Handbook
Management of Care Handbook
Safer Recruitment Handbook
Complaints Policy



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1. Introduction

- 1.1.1 This is an addendum to the Safeguarding Handbook Version 1.3 of 26 August 2015.
- 1.1.2 This addendum covers the 2015 update to the Working Together to Safeguard Children guidance published by the Department for Education.
- 1.1.3 The following sections are intended to add to the current handbook, this Addendum will make clear where a section has been overwritten or made redundant.

2. Addendum

1.2 Addition to section 2 Staff Training & Development

- 1.2.1 All staff must attend WDP safeguarding training. This will be monitored through supervision, Learning and Development records and appraisal.

Role Category	Face to Face Training	E-Learning	Other	Refreshers due every 2 years
Managers	Safeguarding Children Level 5 Safeguarding Vulnerable Adults (The Care Act)	Safeguarding Children and Vulnerable Adults		
Admins/Support Staff		Safeguarding Children and Vulnerable Adults		
Practitioners	Safeguarding Children Level 3 Manager's Toolkit Training	Safeguarding Children and Vulnerable Adults	Care Certificate Workbooks Safeguarding Adults Safeguarding Children	
Medical Staff	Safeguarding Children Level 3 Manager's Toolkit Training	Safeguarding Children and Vulnerable Adults	Care Certificate Workbooks Safeguarding Adults Safeguarding Children	



- 1.2.2 As part of local service induction, all staff must go through a mandatory induction provided by the local Safeguarding Lead.
- 1.2.3 All staff will attend any safeguarding training required by local contractual or commissioning agreements for example relevant LSAB and LSCB training.

1.3 Addition to section 4 Local Service Requirements

4.4 Section 11 Audits

- 1.3.1 All services will be required to complete an annual Section 11 audit.
- 1.3.2 Section 11 is part of the statutory framework of the Children's Act 2004 and places a duty on WDP for ensuring that their functions, and any services that we contract out to others, are discharged with regard to the need to safeguard and promote the welfare of children.
- 1.3.3 All WDP prime contracts will require a yearly section 11 audit to be carried out by the sub contractor and shared with WDP.
- 1.3.4 WDP is committed to continuous improvement of its services and as an organisation and will reflect on the quality of our services and learn from our own practice and that of others through our Integrated Governance Framework
- 1.3.5 Where available all WDP services will attend and participate in local learning improvement frameworks. This includes contribution to reviewing cases and taking action on the findings.

1.4 Addition to Section 5 Management of Safeguarding Concerns

- 1.4.1 WDP will inform the Local Authority within contractual time frames of all agreed and statutory notifiable incidents.
- 1.4.2 A statutory notifiable incident is an incident involving the care of child which meets any of the following criteria:
 - A child has died and abuse or neglect is suspected
 - A child has been seriously harmed and abuse or neglect is known or suspected
- 1.4.3 **Seriously Harmed includes but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:**
 - A potentially life threatening injury
 - Serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.



1.5 Addition to section 9 Partnership Working

- 1.5.1 All WDP services will sign up to a local Information Sharing Agreement with the Local Safeguarding Board. Each WDP service manager will be responsible for developing arrangement which set out clearly the processes for sharing information with other professionals and with the Local Safeguarding Children Board and the Local Safeguarding Adult Board.

Equality Impact Assessment

Measures	Compliant?		Evidence
1. Is it likely that the policy could have a positive or negative impact on the minority ethnic groups? What evidence (either presumed or otherwise) do you have for this?	Y	N	
2. Is it likely that the policy could have a positive or negative impact due to gender (including pregnancy and maternity)? What evidence (either presumed or otherwise) do you have for this?	Y	N	
3. Is it likely that the policy could have a positive or negative impact due to disability? What evidence (either presumed or otherwise) do you have for this?	Y	N	
4. Is it likely that the policy could have a positive or negative impact on people due to their sexual orientation? What evidence (either presumed or otherwise) do you have for this?	Y	N	
5. Is it likely that the policy could have a positive or negative impact on people due to their age? What evidence (either presumed or otherwise) do you have for this?	Y	N	
10. Is it likely that the policy could have a positive or negative impact on people due to their religious belief (or none)? What evidence (either presumed or otherwise) do you have for this?	Y	N	
11. Is it likely that the policy could have a positive or negative impact on people with dependants/caring responsibilities? What evidence (either presumed or otherwise) do you have for this?	Y	N	
12. Is it likely that the policy could have a positive or negative impact on people due to them being transgender or transsexual? What evidence (either presumed or otherwise) do you have for this?	Y	N	
13. Is it likely that the policy could have a positive or negative impact in people due to their marital or civil partnership status? What evidence (either presumed or otherwise) do you have for this?	Y	N	
14. Can any adverse impact be justified on the grounds for a particular group? (For example, the policy may be deliberately designed to promote equality for disabled people but may run the risk of this being at the expense of non-disabled people which is permissible under law).	Y	N	