| NAME OF TRUST: | **Weston Area NHS Health Trust** |
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| **Recommendation**  | **Issue identified (Trust self assessment – April 2015)** | **Planned Action**  | **Trust Lead update****November 2015** | **Due for completion** |
| 1. All NHS hospital trusts should develop a policy for agreeing to and managing visits by celebrities, VIPs and other official visitors.
 | **Not in place.** Currently no such policy is in place at the Trust. | Development of a Policy for the management of visits by celebrities and VIPs  | **Head of Communications.** Approved by Safeguarding Committee Chair November 2015 | Completed |
| 1. All NHS trusts should review their voluntary services arrangements and ensure that:
* They are fit for purpose;
* Volunteers are properly recruited, selected and trained and are subject to appropriate management and supervision; and,
* All voluntary services managers have development opportunities and are properly supported.
 | **In place.** Voluntary Services Manager and Executive Lead confirm that for two references are required following interview, attendance at staff induction is required, DBS checking occurs at appointment & VSM is in regular contact personally with volunteers & via newsletter.VSM has regular one to one meetings with next of line manager and annual appraisal. | Nil | NA | NA |
| 1. All NHS hospital staff and volunteers should be required to undergo formal refresher training in safeguarding at the appropriate level at least every three years.
 | **Partly in place.** Staff, child safeguarding - level 3 attendance is 60%. (April 2015)Volunteer’s refresher training occurs every two years. | In house training for staff planned for child safeguarding level 3 and will be reviewed by monthly monitoring.Volunteer attendance rates at refresher training monitored and to be included in Quality & Governance Committee reporting. | **Child Safeguarding Lead.** In house training for staff in place since May 2015. Attendance improved to 79% (October 2015). Ongoing work with medics in ED**HR Manager (Training) and Volunteers Manager.** Volunteer training attendance monitored monthly by Trust lead and included in training reports to Quality & Governance Committee | Completed |
| 1. All NHS Hospital trusts should undertake regular reviews of:
* Their safeguarding resources, structures and processes (including their training programmes); and,
* The behaviours and responsiveness of management and staff in relation to safeguarding issues.
* to ensure that their arrangements are robust and operate as effectively as possible.
 | **In place.** Evidenced via 2014/15 Annual Report & Safeguarding Committee reports/minutes – reviewed by Quality & Governance Committee. | Nil | NA | NA |
| 1. All NHS hospital trusts should undertake DBS checks (including, where applicable, enhanced DBS and barring list checks) on their staff and volunteers every three years. The implementation of this recommendation should be supported by NHS Employers.
 | **Partly in place.** The Trust does not recheck all staff and volunteers every three years. Our current practice & policy (Employment Checks Policy) is that we re-check DBS in high risk (children’s areas) every three years and spot check a sample of staff in other areas every year. NHS Employers guidance does not specify how often people should be rechecked and leaves it for the employers to determine. | Safeguarding Committee and Director of HR to review adequacy of current practice & recommend next steps. | **Director of HR.** Volunteers now included in DBS spot check. | Completed |
| 1. All NHS hospital trusts should devise a robust trust-wide policy setting out how access by patients and visitors to the internet, to social networks and other social media activities such as blogs and Twitter is managed and where necessary restricted. Such policy should be widely publicised to staff, patients and visitors and should be regularly reviewed and updated as necessary.
 | **Not in place.** Currently no such policy is in place at the Trust. | *Policy on the access by patients and visitors to the internet and social media whilst on Trust premises* to be developed - led by Head of Communications. | **Head of Communications and AD Governance and Patient Experience.** Incorporated into updated Social Media and Mobile Phone and Devices Policies. | Completed |
| 1. All NHS hospital trusts should ensure that arrangements and processes for the recruitment, checking, general employment and training of contract and agency staff are consistent with their own internal HR processes and standards and are subject to monitoring and oversight by their own HR managers.
 | **Partly in place.** Bank staff mandatory training attendance records reviewed by Quality & Governance Committee. Plan for improvement in place. Contractual arrangements overseen by Estates Department. Full documentation check pre contract final award in place for all contractors together with on-site mandatory induction for all contractors, sign in and out processes, premises access control procedures in place and high visibility clothing on site requirements in place. | Trajectory for improvement for bank staff training to be agreed.. | **HR Manager (Training).** Bank staff training attendance included in reports to Quality & Governance Committee. | Completed |
| 1. NHS hospital trusts should review their recruitment, checking, training and general employment processes to ensure they operate in a consistent and robust manner across all departments and functions and that overall responsibility for these matters rests with a single executive director.
 | **In place.** | Nil | NA | NA |
| 1. NHS hospital trusts and their associated charities should consider the adequacy of their policies and procedures in relation to the assessment and management of the risks to their brand and reputation, including as a result of their associations with celebrities and major donors, and whether their risk registers adequately reflect this.
 | **Partly in place**. Policy for the management of visits by celebrities and VIPs to be developed – and include associated charities of League of Friends and Sunshine Radio. | *Policy for the management of visits by celebrities and VIPs* to be developed -by Head of Communications. | **Head of Communications.** Approved by Safeguarding Committee Chair November 2015 | Completed |
| **I confirm that this Trust Board has reviewed the full recommendations in Kate Lampard’s lessons learnt report:** SIGNED: DATE: 11 November 2015CE NAME: |