

Appendix 1

		ACTION STATUS										
	Actions Required	Target Date	2017/18					Summary of Actions To-Date	Actions Outstanding	Evidence/Success Criteria	Lead Person	Completion Date
			Dec	March	June	Sept	Dec					
8.1	Develop standardised risk assessment templates for use when a client enters the service so that practitioners from both parts of the organisation are prompted to explore risks to children and young people in a consistent way and to ensure those risks are not overlooked (Source 1.25)	Jul-17	LIGHT GREEN					1. All TUPE'D Lifeline staff have completed CGL assessment and planning training. 2. Missedappointment matrix already utilised in existing CGL Lot 1 (criminal justice). 3. All case files moved to a single recording system.	1. Practice to be observed (Dec 2017). 2. Missedappointment matrix to be embedded across Lot 2 and 3 (community substance misuse). 3. Use and review of effectiveness of tool to be monitored by CGL Quality Lead when appointed.	Audit of records will show use of standard template	Assistant City Services Manager, Integrated Public Health Commissionin g/ CGL Manager	
9.1	Ensure all referrals made to children's social care are followed up so that progress in child protection processes can feature in ongoing assessments and work with clients. (Source 3.21)	Jun-17	LIGHT GREEN					1. CGL have appointed a safeguarding lead to oversee continued learning for local and internal safeguarding processes. 2. Safeguarding supervision PODs introduced to existing CGL staff in May '17. 3. Additional supervision PODs for managers introduced in May '17	1. Strategic workplan to be devised to embed supervision into practice across community teams (January 2018). 2. Audit to be undertaken to provide evidence of joint working. 3. CGL staff member to be based within EHASH to aid process of communication.	1. Practitioners will understand their individual safeguarding responsibilities. Training requirements will be made available. 2. Minutes from Supervision PODs and evidence of supervision. 3. Case Conference/ Core Group minutes.	Assistant City Services Manager, Integrated Public Health Commissionin g/ CGL Manager	
9.2	Ensure staff record an analysis of the impact of substance misuse within the body of the referral made to children's social care so that social workers have a clear understanding of this impact in individual cases. (Source 3.21)	Sep-17	LIGHT GREEN					1. Quality checking process in place for all referrals. 2. Joint feedback from SGL/ CGL manager is disseminated through supervision/ PODs to share learning/ good practice. 3. Safeguarding remains a standard agenda item for supervision. 4. From June '17 all safeguarding referrals notifiable to the CQC. 5. EHASH referral template devised to provide professional judgement of impact of substance misuse in line with assessment framework.	Audit of referrals	Audit of referrals	Assistant City Services Manager, Integrated Public Health Commissionin g/ CGL Manager	
10.1	Develop an understanding of "Think Family" among staff to enable them to consider full the impact of substance misuse on children of clients (Source 3.22)	Jan-18	AMBER					1. CGL pregnant service user pathway has been reviewed throughout safeguarding supervision PODs. 2. CGL lead nurse has led on the creation of a centralised database for pregnant service users and ensuring pathway is followed	1. Further understanding to be developed with case managers to identify families. 2. Training in Think Family approach and parenting assessments to be implemented as part of the newly appointed SGL training matrix. 3. CGL SGL to implement "family focussed clinics	Clarity of roles/ Training matrix/ Joint care plans	Assistant City Manager Public Health/ CGL manager	

BLUE	Action Required
AMBER	Preparation in progress
LIGHT GREEN	Preparation complete and action in progress
DARK GREEN	Action Completed
RED	Action Overdue