


**CQC Action Plan - Review of Health Services for Children Looked After & Safeguarding in Portsmouth**

**Society of St James - updated 010618**

Number	Recommendations	Actions	Assigned To	Completion Due Date	Progress	Comments/Evidence	
5.1	Ensure all service users have current risk assessments recorded on their client record and that any safeguarding risks have been identified and escalated.	An Audit of all files will be undertaken by the Senior Recovery Workers of case loading staff. The audit will look for:- 1. A risk assessment to be in place. 2. Where there are dependents, that a PRAM/SAM has been completed. 3. Review current risk assessments to identify where there are changes that these have suitable management plans. 4. A regular sample audit is put in place quarterly.	Anna Jackson	31-Mar-18	6th Sept 2017- Audit discussed at team meeting and SRW's tasked to audit files. Audit to be completed by Weds Nov 1st 2017. Scheduled reports booked from March 2018. May 2018- Audits completed and most recent sample audit showed 90% compliant. Where there were gaps, action plans are in place with Recovery Workers and this is being monitored ongoing in supervision.	Next sample audit to be completed Aug/Sept 2018	Ongoing
5.2	Ensure the training needs analysis for the adult recovery service is compliant with the RCPH Intercollegiate Guidance 2015 and local LSCB Policy and that recovery staff access training according to guidance.	PCSB offer six modules safeguarding - NBT training environment. All staff will be booked onto a course. Also to look at options for training with the CCG	Anna Jackson	31-Mar-18	6th Sept 2017 - Audit discussed at team meeting and SRW's tasked to book staff. The completion of this action will be reliant on the number of training places available. Actions have been set in supervision for all staff to book on PCSB website. Completion of training is being monitored during supervision.	All staff are booked in with training and this is captured by the training tool 'My Learning Cloud'. Training is ongoing. PCSB have been short staffed and acknowledge that training is not as readily available as it has been previously.	Ongoing

<p>Added: Paragraph 1.4 (not noted as a recommendation but opportunity to understand whether this arrangement is working effectively)</p>	<p>In the absence of a specialist midwife for substance misuse, community midwives care for expectant women and liaise with adult substance misuse services. We are unable to comment on the effectiveness of these arrangements as record keeping is fragmented which limits access to a complete patient record.</p>	<p>Contact with midwife added as a field for caseworkers to complete. This action need to be recorded in the case notes.</p>	<p>Darren Carter</p>	<p>03/10/17</p>	<p>Action completed</p>	<p>Data field has been added to Illy</p>	
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