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**SAFEGUARDING QUARTERLY MONITORING FORM**

For guidance on completing this form please refer to the ‘Guidance for completing the Safeguarding Monitoring Form’ <http://www.bathnes.gov.uk/services/children-young-people-and-families/strategies-policies-planning/childrens-services-commis-0>

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| **For the period from (date):** | **To (date):**  |
| **SECTION A: BACKGROUND INFORMATION** |
| **Name of Organisation** |  |
| **Provider’s Safeguarding Lead name** |  |

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| **SECTION B: STAFF & SAFEGUARDING** |
| **B1** | **Does your organisation have a management information system for staff records and DBS checks or does it have a Single Central Record of the staff assigned to the commissioned service(s) up to date as at the end of this monitoring period?**  | **Yes**[ ]  | **No**[ ]  |
| If ‘No’ what actions are you taking to update this asap? |
| **B2** | **Have there been any new employees / volunteers / agency staff assigned to work on this commissioned service(s) that are awaiting a DBS check in this monitoring period?** | **Yes**[ ]  | **No**[ ]  |
| If ‘Yes’ please indicate details below |
| Application date | Work start date | Area of work (e.g. admin/office duties, or with children, young people, parents etc.?) |
|  |  |  |
|  |  |  |
| *Add more rows if needed* |  |  |
| **B3** | **Have you received any positive DBS disclosures of any staff assigned to work on this commissioned service(s) to report/manage in this monitoring period?** See ‘Guidance for managing positive criminal records bureau disclosure’ for more information. | **Yes**[ ]  | **No**[ ]  |
| **If ‘Yes’ please indicate details below** |
| Disclosure date | Reported to Nominated Rep &/or LADO? | Report date | Has a risk assessment been undertaken? | Status/Date completed |
|  |  |  |  |  |
| *Add more rows if needed* |  |  |  |  |
| **B4** | **Have there been any complaints or allegations about any of your employees / volunteers / agency staff assigned to this commissioned service(s)?** See guidance for ‘Managing Allegations against Staff & Volunteers 2015’ for more information. | **Yes**[ ]  | **No**[ ]  |
| **If ‘Yes’ please indicate details below** |
| **Complaint / Allegation date** | **Reported to Nominated Rep &/or LADO? Yes/No** | **Date reported to Nominated Rep &/or LADO** |
|  |  |  |
|  |  |  |
| *Add more rows if needed* |  |  |

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| **SECTION C: SAFEGUARDING AUDIT/ ANY OTHER RELATED COMMENTS** |
| **C1** | **Has your organisation set a date to do a Safeguarding Self – Assessment Audit with the Council Nominated Representative (Contract Manager) in the next 12 months?***If no we will ask the Nominated Representative to contact you asap to arrange this.* | **Yes**[ ]  | **No**[ ]  |
| If ‘Yes’ please note date here:  |
| **C2** | **Have there been any other safeguarding / DBS issues not covered above?**  | **Yes**[ ]  | **No**[ ]  |
| If ‘Yes’ please give details below: |
|  |
| **C3** | H**ave there been any service user data / information breaches?** | **Yes**[ ]  | **No**[ ]  |
| If ‘yes’ please give details below: |
|  |
| **C4** | **Your comments please?****We would appreciate any feedback you may want to give us regarding possible improvements to the format or content.** |
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When you have completed this form please send it to cs\_monitoring@bathnes.gov.uk .

If you have concerns regarding the security of sending this completed form by e-mail you can use our secure webserver Globalscape <https://filetransfer.bathnes.gov.uk>/ as you may do when submitting attendance sheets. The benefits are that this is a free system to use that ensures the contents of your e-mail are kept secure and confidential. If your organisation has not been given a password to use this please contact us on 01225 395280.