

High Importance Recommendations at 12th May 2017

<u>Audit Title (Director)</u>	<u>Summary of Finding(s) and Recommendation(s)</u>	<u>Management Response</u>	<u>Action Date (by end of)</u>	<u>Confirmed Implemented</u>
Mandatory Training (C&FS)	<p>Based on limited responses to a set of specific questions put to new starters, managers and other staff by the auditor, it was concluded that staff were not clear on the mandatory training required and there is no formal method of communicating what is required to staff and managers.</p> <p>Recommended further discussion should be pursued with a view to developing software to enable a clear picture to be shown.</p>	<p>Agreed</p> <p>Development has begun and outputs will be user tested at the end of May.</p>	June 2017	
<p>Reported Sept 15</p> <p>SEN Transport risk assessments (E&T)</p>	<p>The Department requested an audit of the risk assessment processes applied to transporting children with SEN. The audit found a range of issues around: -</p> <ol style="list-style-type: none"> 1. risk assessments including a high proportion of a sample that hadn't been completed, inconsistent processes and reactive follow up reviews 2. not always linking travel care plans (key points on how to manage the identified risks) to transport eligibility assessment forms 3. inadequate training records for transport escorts. <p>Recommendations overleaf: -</p>	<p>Agreed - 5/16, 8/16 & 11/16 – assurances on progress received from E&T.</p> <p>Recs 1&2 – Project plan in place. Approx. 1026 (61%) of new and suitable existing SEN risk assessments (RA) are in place. Likely that the number of RAs needed will be reduced by Personal Transport Budgets being taken up from Sept. 2017. Around 90% of SEN RAs will be completed by Jan. 2018. The remaining 10% will be adjudged low level assessments and new assessments required as new pupils start at, or transfer to new schools.</p>	<p>Originally March 2016</p> <p>Extended to: - September 2016 October 2016</p> <p>Extend to January 2018 to accommodate additional 1,100 additional SC assessments.</p>	

	<p>Recommended: -</p> <ol style="list-style-type: none"> 1. completing risk assessments within an agreed time limit 2. documenting processes for undertaking risk assessments and the completion of associated information to ensure consistency 3. maintaining improved training records with regular reviews 	<p>The number of social care RAs required is also like to reduce through separate project work and service reductions in ASC removing eligibility to transport. Social care RAs will be undertaken once the impact of the review of social care users is completed by the end of 2018.</p> <p>Rec 3 – Contracts & Compliance Team arrange training and maintain a list of all staff trained for High Needs Medical pupils who have been identified by the RA process as requiring medically trained staff whilst on transport. An additional Training Co-ordinator role is being established. Responsible for maintaining training requirements along with further development of the general training activity for escorts and drivers providing transport.</p>	<p>Further audit testing in Aug. 2017</p>	
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