



South East Coast Ambulance Service NHS  
Foundation Trust  
Nexus House  
Gatwick Road  
Crawley  
RH10 9BG

Date 26<sup>th</sup> July 2018

Email:

Email:foi@secamb.nhs.uk

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/18/06/37.

You requested the following information, please also see our response below:

**This is in regards to your guidance for safeguarding children and vulnerable adults that your organisation and staff must follow.**

#### **Incidents and Discipline**

**Have you had a reported incident regarding staff not following your safeguarding guidance in the last three years?**

There have been no reported incidents pertaining to the safeguarding policy and procedures within the Trust

**If so, how many?**

N/A

**How many legal actions have been taken against you due to staff not following safeguarding guidance?**

There has been no legal action pertaining to the safeguarding policy and procedures within the Trust

**Has anyone been disciplined or fired due to staff not following safeguarding guidance in the last three years?**

None

#### **Training**

**How often do you undertake any education or training around safeguarding guidance?**

The Trust undertakes safeguarding training each year. The focus of training varies each year in response to local and national cases. Updates around the specific safeguarding policy and procedure are undertaken when the documents are updated and this is completed through clinical briefings to all staff and bulletin updates.

#### **Updating and Dissemination**

**How often are safeguarding guidance standards updated?**

The policy and procedure are formally updated every three years, but they are reviewed annually and changes can be made earlier should there be significant changes in guidance or legislation which need to be incorporated.

**When was the last complete review of your safeguarding guidance?**

The policy was updated in January 2018. The procedure is currently under review with the last review undertaken in June 2015.

**Storage and accessibility****In what format and programme do you hold your safeguarding guidance?**

All policies and procedures are available through the Trust intranet (staff zone)

**In what format and programme do staff access this guidance?**

Via the staff zone

**Can you access safeguarding guidance on mobile devices?**

Yes, the Trust staff zone is available via Trust issued iPads

**If so, can this guidance be accessed while offline?**

All documents can be downloaded; however, all Trust mobile devices have internet capability.

**Audit and Review****Can your workforce audit their compliance to central standards regarding safeguarding guidelines and so identify any shortfalls?**

The Trust has a process of quality assurance visits, safeguarding training and understanding (how to escalate and report concerns) is included within these visits. This information is shared with the safeguarding team and helps to inform training and information sharing through the organisation as needed.

**Do you have the capability to audit delivery standards against current safeguarding guidance?**

Not currently. It is planned to assess adherence to guidance through improved appraisal processes being developed across the Trust.

**Quantitative measures****How many pages of safeguarding guidance does your organisation have?**

The Trust safeguarding policy has 30 pages and the procedure has 16 pages

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Information Governance Lead via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust