

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Lead Officer	Lesley Munro
Recommendation	8 - The Council reviews its corporate position on the disclosure of information raised in disciplinary proceedings that relates to inappropriate conduct involving children in the light of the principle that the welfare of children is a paramount consideration; and provides appropriate guidance to staff in the light of that review.
Outcome number and summary	11, The Council fulfils its duty of care, by ensuring any allegations or concerns regarding children are shared timeously with parents, or those who care for children.
Action	a) Develop clear information sharing protocols for staff regarding any communications with parents concerning allegations involving their children.
Deadline within Plan	March 2023

1. MEASURES TAKEN

Detail here the specific actions taken to meet the identified outcome.

A protocol has been established which sets out clear expectations of when and how parents will be informed both through direct contact and through written correspondence.

There is a clear requirement that the identity of any staff member involved in an alleged incident will not be disclosed when informing parents of the allegations.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

Written protocol and implementation plan

2. BENCHMARKING

Explain what steps have been taken to measure the actions taken against best practice.

3. EXTERNAL AGENCY INVOLVEMENT

Where the Action Plan identifies a third party dependency, explain here the involvement and approval of any such party.

N/A

4. ONGOING MONITORING ARRANGEMENTS

Where relevant, what steps have been put in place to ensure ongoing review of this action?

Application of the procedure will form part of any decision making rationale and will be discussed throughout the process of investigating any allegations.

Monitoring of any risk to the protection of staff anonymity will be ensured.

5. HOW DOES THE ACTION MEET THE OUTCOME?

Explain briefly how the steps taken will achieve the desired objective?

Implementation of the protocol will meet the requirement to provide parents with appropriate levels of information to reassure them that incidents are addressed. The requirement to record information shared formalises the need to maintain confidentiality.

Approval by Review Group:

Date:	
Comments/amendments:	
Was the action completed within the Action plan timeframe?	
Signature of Chair:	

Approval by Council:

Date:	
Comments/amendments:	
Signature of Chair:	