

**INQUIRY ACTION PLAN**  
**NOTIFICATION OF COMPLETED ACTION**

<b>Strategic Lead Officer</b>	Lesley Munro
<b>Recommendation</b>	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.
<b>Outcome number and summary</b>	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.
<b>Action</b>	c) Develop clear information sharing protocols for staff regarding any communications with parents concerning allegations involving their children.
<b>Deadline within Plan</b>	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.

The implementation plan sets out the training, briefing and communications activity that will be undertaken to ensure that the protocol is understood and effectively implemented.

- Training – School Child Protection Co-ordinators will be familiarised with the protocol during regular training sessions and the protocol will be copied to all establishments.
- Briefing – the protocol will be shared at headteacher business briefings and included in the subsequent weekly bulletin. Copies of the briefing will be shared with HR case management team. LNCT and JTU unions will be briefed by Director of Education at their meetings.
- Communications – the overall communications plan will include reference to this and any other protocols to ensure that parents, staff and other relevant stakeholder groups are made aware of the procedure.

**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.**

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### 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 implementation plan makes provision for all key groups affected to be informed of the protocol to develop shared understanding of procedure, rationale and responsibilities.

#### **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:	