

Ref: 02956\_04130\_2018-07-10\_01  
Date: 10 July 2018

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For people who have hearing loss  
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### ***Request under Freedom of Information Act 2000***

Thank you for your request for information which we received on 29 June 2018.

I am pleased to confirm the following.

#### **Incidents and Discipline**

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

Yes

**If so, how many?**

1

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

0

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

0

#### **Training**

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

All staff receive training on Induction to the Trust and then through mandatory training every 3 years for SGA level 1 and 2 ,every 3 years for SGC level 1 and 2 and 2 hours every year for level 3 SGC training. There are also additional adhoc bespoke training sessions within departments or with individuals as required.

#### **Updating and Dissemination**

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

Policies for SG are updated every 3 years are as required to do so if national guidance dictates

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

SGA policy updated July 2015 and SGC policy updated April 2016

## **Storage and accessibility**

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

Information is held within a written policy, guidance also provided on a hospital intranet page and signpost links to the local MK council website

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

Online and paper

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

Yes

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

Yes, apart from Trust intranet

## **Audit and Review**

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

The Trust participates annually in completing a self-assessment and assurance framework for both safeguarding adults and children. This is discussed and validated with the local clinical commissioning group. Recommendations from the assessment are then formulated and monitored through an agreed action plan.

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

Safeguarding standards are audited using a safeguarding self-assessment and assurance framework. Safeguarding audits are agreed within the assurance framework and are monitored through the relevant safeguarding boards.

## **Quantitative measures**

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

SGA policy has 19 pages, MCA policy has 28 pages, SGC policy has 44 pages. Other guidance is online from local council website and online within the Trusts intranet page.

SGA – Safeguarding Adults  
SGC – Safeguarding Children

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator  
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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