

## Freedom of Information request 371-18

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### Request & Response

I have some information I'd like to receive under the Freedom of Information Act from NHS Borders.

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?

**Yes**

If so, how many?

**<5**

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

**None**

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

**Yes**

### Training

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

***NHS Borders has policies in place identifying what training staff should undertake. All staff complete the Public Protection e-learning module as part of the NHS Borders Corporate Induction Programme when joining the organisation, this includes information about adult and child protection. Additionally, adult and child protection sessions are part of the face-to-face Corporate Induction Programme. All staff are expected to complete this alongside other multiagency adult and child protection training courses.***

### Updating and Dissemination

How often are safeguarding guidance standards updated?

***The Scottish Borders Child Protection Procedures is an online resource and the different sections are updated on an ongoing basis by the Scottish Borders Child Protection Committee.***

***The Adult Protection Policy and Procedure is reviewed on an 18 month basis, unless a change is required more immediately.***

When was the last complete review of your safeguarding guidance?

***Child Protection Procedures last updated in November 2017  
Adult Protection Policy and Procedure last updated in December 2017***

## Storage and accessibility

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

***The Scottish Borders Child and Adult Protection Procedures are available electronically via the intranet and via the Scottish Borders Child Protection Committee website.***

In what format and programme do staff access this guidance?

***As above***

Can you access safeguarding guidance on mobile devices?

**Yes**

If so, can this guidance be accessed while offline?

***Staff are advised that if they are unable to access the information electronically then they should phone the Public Protection Unit where back up paper copies of the procedures can be accessed and the staff at the Public Protection Unit will provide the appropriate advice. Staff are also able to contact the Emergency Duty Social Work Team out of hours.***

## Audit and Review

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

**Yes**

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

***This is monitored via the Scottish Borders Child and Adult Protection Committees.***

## Quantitative measures

How many pages of safeguarding guidance does your organisation have?

***Not applicable as procedures are an electronic resource.***

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or [foi.enquiries@borders.scot.nhs.uk](mailto:foi.enquiries@borders.scot.nhs.uk).

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **371-18** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.