
To: Education and Children Policy Board

On: 5 November 2015

Report by: Director of Children's Services

Heading: Corporate Risk Register 2015 – Mid Year Progress Report

1. Summary

1.1 In keeping with 'Risk Matters,' the council's risk management policy and strategy, the Board is provided with a midyear progress report on the management of the risks recorded in the Children's Services risk register.

1.2 This paper provides the midyear progress report on the management of the risks. The complete risk register, showing risks, planned actions and progress is provided in Appendix 1.

2. Recommendations

2.1 It is recommended that the Board notes and is assured by the progress being made by the council in managing the risks identified.

3. Background

3.1 At the midyear review of the register there has been good progress made in the control and management of the identified risks.

3.2 No new Children's Services risks have emerged that were not anticipated as part of the process to revise the corporate risk register earlier in the year.

3.3 There have been no significant changes in terms of the risk scoring for any of the individual risks that form the corporate risk register.

- 3.4 The council continues to apply good risk management activity that is proportionate to the levels of risk.
- 3.5 The corporate risk profile remains unchanged from that reported to the board in May this year, and as shown in the table below:

Evaluation:	Low	Moderate	High	Very High	Total
No. of Risks:	0	17	3	0	20

3.6 Top Children’s Services risks

The following provides a brief narrative update on the top Children’s Services risks.

(1) Public Protection

Social work services have a public protection role relating to child protection, adult protection and protecting the public from offending behaviour. Effective partnership working with the police and other key agencies is critical to ensuring risk is appropriately managed.

(2) Workforce Planning and Organisational Development

Workforce Planning & Organisational Development: A flexible, skilled workforce is essential to the delivery of high quality services. If planning and development activity is not prioritised, it could lead to short and long-term workforce difficulties.

(3) Getting It Right For Every Child (GIRFEC)

Failure to fully embed GIRFEC principles across services and fulfil legal duties could result in poorer outcomes for children and young people and reputational damage for the Council.

3.7 Progress against planned actions

In relation to the 20 Children’s Services Risks, there are 24 related actions to be undertaken. Of these, all are due for completion by the end of the financial year and all are progressing as planned.

- 3.8 Children’s Services and the Corporate Risk Management Group continue to monitor the Children’s Services risk register on a quarterly basis on behalf of the Corporate Management Team.

Implications of the Report

1. **Financial**

The extended senior leadership team considers that recurring costs associated with the measures in place for each risk are proportionate to the level of risk, as are the costs relating to actions underway.

2. **HR & Organisational Development**
Risks relating to HR and Organisational Development issues are reflected within Appendix 1.
3. **Community Planning**
Any risks relating to the Community Planning themes are reflected within Appendix 1.
4. **Legal**
Any risks that may have legal implications are reflected within Appendix 1.
5. **Property/Assets**
Any property-related risks are reflected within Appendix 1.
6. **Information Technology**
Any risks relating to ICT are reflected within Appendix 1.
7. **Equality & Human Rights**
Any risks relating to Equality and Human Rights are reflected within Appendix 1. There are no direct E&HR implications in relation to the provision of this progress report.
8. **Health & Safety**
Any risks relating to health, safety and wellbeing are reflected within Appendix 1.
9. **Procurement**
Any risks relating to procurement are reflected within Appendix 1.
10. **Risk**
As per the subject content of this paper.
11. **Privacy Impact**
Any risks relating to privacy matters are reflected within Appendix 1

List of Background Papers

(a) Background Paper 1: Children's Services Risk Register 2015/16

The foregoing background papers will be retained within Children's Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officers within the service are:

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LF/JH
28 October 2105

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Appendix 1 Risk Register



Report Type: Risks Report
Report Author: Lisa Fingland
Generated on: 01 October 2015

Rows are sorted by Objective, Code & Title

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
<p>CHSRR15.01 Public protection</p> <p>Encompassing:</p> <ol style="list-style-type: none"> 1) Adult and child protection 2) Effective risk management 3) Management of high-risk offenders 4) Multi-agency training and procedures 	<p>Social work services have a statutory public protection role relating to child and adult protection and offending behaviour. Effective partnership working with key agencies and the police is critical to ensuring risk to and from individuals is effectively managed.</p>	<p>Director of Children's Services</p>	<ul style="list-style-type: none"> * Multi-agency child and adult protection committees well established, with independent chair in place for both. * Procedures developed and implemented across partnerships through the child and adult protection committees and through North Strathclyde Community Justice Authority. * Chief Officers Group, comprising of leaders from all relevant partners agencies, meet on a regular basis to discuss key issues. Joint Communications sub-group now established. * Multi-agency child and adult protection training programme in place, facilitated by dedicated trainer. * Practice and service quality subject to regular external scrutiny by Care Inspectorate and other bodies as required. * Multi-agency action plan developed to progress recommendations of Significant Case review * Annual conferences held by both the adult and child protection committees * Self-evaluation activities undertaken on an annual basis by both the adult and child protection committees. * Female offenders service operational. * Management and supervision policies in place and levels of management review established. * Recording protocols and data quality checks undertaken * Lead officers for child, adult and public protection. * Development work undertaken with STRADA in relation to work with families where parental addiction exists. * Contract monitoring undertaken * Information management and security policies in place corporately. 	<p>03</p>	<p>05</p>	<p>15</p>

Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status
CHSSIP151602b	Update our child protection training programme to include Training for Trainers 5, internet safety, child protection and child sexual exploitation.	Training for Trainers session has taken place and all trainers are now delivering training across the authority. A primary and secondary working group has been set to review the current internet safety training being delivered across the authority. There are four authority trainers for child sexual exploitation – there is a training programme to deliver single and multi agency training this session.	Education Manager; GIRFEC	31-Mar-2016	
CHSSIP151602c	Continue to monitor child protection management information to ensure compliance with revised standard circular 57.	Consideration of all child protection referrals at headquarter level Contribute to Renfrewshire Child Protection Committee (RCPC) management information report	Education Manager; GIRFEC	31-Mar-2016	
CHSSIP151605a	Implement new arrangements flowing from the national review of criminal justice services.	Strategic planning arrangements are in process to take forward the new model. A National Strategy and National Performance Framework for community justice are anticipated to be available by March 2016. A Lead Officer Community Justice post has been created with recruitment in progress.	Criminal Justice Service Manager	31-Mar-2016	
CHSSIP151605e	Ensure strong operational links between criminal justice social work and local addictions and mental health services as the health and social care partnership develops.	Services continue to be co-located within Backsneddon Street. The Criminal Justice Service Manager has joined the Alcohol and Drug Partnership (ADP) Operations Group. The ADP have supported a post to engage with female offenders. Operational links remain between the health services and Criminal Justice Social Work fieldwork and court teams. Drug Treatment and Testing Orders are delivered on a partnership basis.	Head of Childcare and Criminal Justice	31-Mar-2016	
CHSSIP151608c	Implement, with partners from the Renfrewshire Child Protection Committee, the recommendations of the Fatal Accident Inquiry into the death of Declan Haينة.	The Fatal Accident Inquiry produced 4 recommendations which were accepted and implemented by Renfrewshire Child Protection Committee. Broadly the recommendation themes included <ul style="list-style-type: none"> . oversight of staffing levels . robust processes for when a notification of an “unseen child” is received . provision of GP information to health and social work staff involved in child protection decision making . mandatory training in child protection guidance and protocols for professionals involved in the care of children of substance misusing parents Health and social work children’s services have reviewed their oversight of staffing levels within teams to further strengthen the monitoring of staffing levels and ensure that where any issues arise, effective action is taken. The West of Scotland child protection consortium good practice guidance ‘Missing Children for whom there are Child Protection Concerns’ was implemented in February 2010. Additional RCPC guidance was implemented in 2013 to strengthen response to “unseen children” and is currently subject to review. Since 2012 joint health and social work monitoring arrangements have been in place to ensure that GPs are invited to meetings and share information where there are concerns for children in relation to parental addiction and/or child protection. A joint protocol is in place to facilitate this process. A child protection training toolkit has been developed for GPs in	Director of Children’s Services	31-Mar-2016	

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
<p>CHSRR15.03 GIRFEC and implementation of the Children & Young People Act 2014</p> <p>Children, young people and vulnerable adults benefit from services that meet their needs and are of high quality.</p>	<p>Children's Services aims to provide high quality services to meet the needs of children, young people and vulnerable adults. It is critical to manage risk as failure to do so might impact on our ability to ensure children, young people and vulnerable adults feel safe, nurtured, achieving, respected and responsible, healthy, included and active and reaching positive destinations.</p>	<p>Director of Children's Services</p>	<p>The recommendations of internal and external scrutiny reports are implemented;</p> <p>Implement Revised Standard Circular 57- Child Protection, ensuring robust procedures in place to protect vulnerable children;</p> <p>Children's Services is working towards the implementation of the Children and Young People's Act;</p> <p>The GIRFEC Policy is in place which ensures compliance regarding the further development and implementation of the GIRFEC Agenda;</p> <p>Standard circular 8 (school exclusion) is in place;</p> <p>Children's Services participates in the Renfrewshire Child Protection Committee contributing to the Multi Agency Participating Plan;</p> <p>Children's Services participates in the Adult Protection Committee;</p> <p>Robust child protection training is in place and high quality continuous professional development (CPD) opportunities are provided;</p> <p>Deployment of additional support assistants is regularly reviewed and monitored;</p> <p>The Child's Plan is in place and includes Staged Intervention, Additional Support for Learning (ASL), GIRFEC, Inclusion</p> <p>Promoting positive behaviour policy is in place;</p> <p>Flexible pre-school education is provided;</p> <p>Provision for 2 year olds in order to support parents back to work</p> <p>An effective admission policy is in place; and Wraparound care is provided.</p>	<p>02</p>	<p>05</p>	<p>10</p>

Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status
CHSSIP15601a	Continue to implement GIRFEC and GIRFEL policies.	Consultation on implementation of Child's Plan resulted in improvements being made which were discussed at all cluster meetings. Updated version of Child's Plan launched in September, accompanied by revised guidance. Work to revise the staged intervention framework is ongoing.	Education Manager; GIRFEC	31-Mar-2016	
CHSSIP15601b	Develop a plan to implement the GIRFEC elements of the Children & Young People Act, including Named Person and the single Child's Plan.	An engagement day for secondary Pastoral Support Staff was held in May 2015. 5 GIRFEC practice model training sessions for around 300 education staff were held in September and October 2015. Education reference groups for Named person and Child's Plan set up to consider business processes outlined in Touchpoint Tools and feed into wider multi-agency GIRFEC action plan.	Education Manager; GIRFEC	31-Mar-2016	

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHRR15.04 Integrated service arrangements Encompassing: (1) Establishing strong links between services which remain the responsibility of Renfrewshire Council and those transferred to the Integration Joint Board. (2) Ensuring a smooth transition for those services transferring to the Integration Joint Board.	If the Council does not prepare effectively for the implementation of the Public Bodies (Joint Working)(Scotland) Act, there is a risk that legislative requirements to form a Health and Social Partnership by 1 April 2015 will not be met on time with potential consequences in terms of logistics and reputation.	Director of Children's Services	* Programme Board overseeing arrangements for integrating services. * Children's Services management structure in place and Extended Senior Management Team meeting regularly * Chief Social Work Officer continues as professional lead for social work practitioners in both Children's Services and the Health and Social Care Partnership and will chair six monthly meetings of social work senior managers working in both services.	03	03	9
CHSSIP151605e	Ensure strong operational links between criminal justice social work and local addictions and mental health services as the health and social care partnership develops.		Services continue to be co-located within Backsneddon Street. The Criminal Justice Service Manager has joined the Alcohol and Drug Partnership (ADP) Operations Group. The ADP have supported a post to engage with female offenders. Operational links remain between the health services and Criminal Justice Social Work fieldwork and court teams. Drug Treatment and Testing Orders are delivered on a partnership basis.	Head of Childcare and Criminal Justice	31-Mar-2016	

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.05 Self directed support Encompassing (1) Social Care (Self-Directed Support) (Scotland) Act 2013 (2) Personalised approach to social care services (3) Individual budgets	Ongoing review of the implementation of the 4 options available under the legislation will be required to ensure that agreed and assessed outcomes for service users are met with available resources.	Director of Children's Services	<ul style="list-style-type: none"> *New business process established *Training and development programme for staff well embedded *Development work undertaken with providers and service user/carer organisations *Communication materials published *Development of resource directory being progressed to assist staff, service users and carers. *Initial Procurement process developed and established *Financial allocation systems developed and tested *Formal authorisation group operational to authorise individual decisions *Assessment and care management documentation being developed for staff to ensure consistency with self-directed support process. 	03	03	9
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.06 Development of early intervention and preventative services for children Encompassing: 1) Achieving Step Change Programme 2) Early Years Change Fund 3) Implementation of evidence-based programmes, with partners 4) Development of services for accommodated children and care leavers	If the service did not develop early intervention and prevention services whilst continuing to develop and modernise existing care services for children, there is a risk that plans to improve longer-term outcomes for children will not be achieved and that future demand for social work services will increase.	Director of Children's Service	<ul style="list-style-type: none"> * Investment in residential childcare estate * Development of in-house fostering service * Introduction of evidence-based programmes with partners e.g. Triple P, Functional Family Therapy, Incredible Years * Increased investment in children's houses and supported housing for young care leavers * FACT team in place to focus on achieving improved permanency and adoption outcomes for children. 	03	03	9
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
CHSSIP151603c	Continue to embed and evaluate the early years and early intervention strategy and explore the possibility of extending to a further two geographical areas.	Phase one of the early years and early intervention strategy is fully embedded in practice. Key activities have been identified for Phase two. A robust self-evaluation monitored programme is in place.		Education Manager, Curriculum and Early Years	31-Mar-2016	

CHSSIP15601f	Use early intervention family learning and parenting programmes to raise expectations and aspirations of both children and adults to promote a culture that values family learning and achievement.	ALLS has delivered Steps to Excellence course to adult learners, developing their skills and knowledge in relation to improving their life chances by recognising what they are truly capable of achieving. Outreach initiatives have been delivered to engage adult learners in community based learning opportunities, including open days and engaging with other stakeholders including Social workers, Health Visitors	Education Manager, Policy and Strategy	31-Mar-2016	
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Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHRR15.07 Encompassing (1) Monitoring of external commissioning / procurement activity	Failure or loss of a major service provider may impact on our capacity to protect vulnerable children and adults.	Director of Children's Services	<ul style="list-style-type: none"> * Appraisal of providers conducted as part of procurement process. * Purchasing patterns monitored by finance managers and senior operational managers within the service. * Programme of reviews of all service providers. * Main providers registered and inspected by the Care Inspectorate, with reports accessible for review. Participation in local and national contingency arrangements relating to providers facing financial uncertainty to ensure minimal impact on local service users. 	03	03	9
Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status	

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHRR15.08 Encompassing (1) Medium and longer term financial planning (2) Corporate and service review activities (3) Strategic commissioning approach (4) Development of cost care models	If the service's financial and demographic pressures were not effectively planned for and managed over the medium to longer term, this would impact on the ability of the service to deliver services to the most vulnerable people in Renfrewshire.	Head of Resources	<ul style="list-style-type: none"> * Demand management review undertaken * Long term financial planning processes, including strategic commissioning plans * Budget monitoring processes in place and subject to ongoing review * Client group budget management meetings held * Programme of financial management training in place for budget holders * Eligibility criteria established as appropriate * Programme of service reviews in place * Investment in service redesign opportunities to improve efficiency and effectiveness. 	03	03	9
Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status	

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.09 Health inequalities Encompassing (1) Health Improvement (2) Partnership	Health inequalities resulting from long-term conditions, income inequalities and individual risk-taking behaviours results in a population with higher levels of need, lower levels of resilience and fewer opportunities to participate fully in their communities.		* Joint Health Improvement Manager * Support for community led health activities * Targeted events such as Feelgood Renfrewshire	03	03	9
Action Codes CHSSIP151603d	Linked Actions Promote health and well-being among young people through peer education programmes.	Latest Note Awaiting update from Angela Conboy		Assigned To Education Manager (Policy & Strategy)	Due Date 31-Mar-2016	Status 

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.10 Equality duties Encompassing (1) Meeting main duties flowing from Act (2) Promoting access to care and support across minority groups	New duties relating to the Equality Act come into force on 1 April. If relevant activities are not prioritised by the service, there may be a risk of future legal or financial challenge.	Head of Schools	* The Equality Impact Assessment toolkit is being implemented * Equality implications are identified as part of the board paper checklist * Equality and diversity training is offered to all employees with access to the iLearn system * The service works with members of the Diversity and Equality Alliance in Renfrewshire Group to promote and raise awareness of equalities * Sensory Impairment Team provide specialist advice and support to local people and to Council staff. * Forums with minority groups established e.g. Disability Access Panel * Signposting events held with West of Scotland Racial Equality Council * Participation in community planning and corporate equalities groups.	03	03	9
Action Codes CHSSIP151602d	Linked Actions Continue to implement the provisions of the Equality Act 2010.	Latest Note An Equality and Human Rights Impact Assessment (EQHRIA) template has been designed for use by teaching professionals and training will be		Assigned To Management Information	Due Date 31-Mar-2016	Status 

		<p>delivered on this to Head Teachers and Depute Head Teachers during November and December 2015.</p> <p>The Equality Lead for Children's Services continues to attend the Disability and Equality Working Group (DEAR) Group on a quarterly basis to report on any relevant departmental updates with members, and also disseminates pertinent information with colleagues.</p> <p>The Soroptimists are represented on the DEAR group, and this has led to a fruitful relationship which has resulted in training on child trafficking being delivered in secondary schools.</p> <p>The Accessibility Policy is currently under review and it is anticipated that this will go to the January 2016 Education and Children Policy Board.</p>	Officer	
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Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.11 Data protection Encompassing (1) Subject Access Requests (2) Data sharing agreements	Failure to develop and implement robust procedures around data protection could lead to inappropriate sharing of sensitive information and potential sanctions from the Information Commissioner.		<ul style="list-style-type: none"> * Process developed for responding to requests for personal data * Process developed for managing electronic and manual record containing personal data * Data protection training and awareness sessions offered to relevant staff within the service 	03	03	9
Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status	
CHSSIP151602a	Review and implement changes to our managing and storing information policy in line with national guidance.	Information on sharing information with parents and on changing a child's name has been updated Further work on information sharing and information storing will be advised by the multi-agency information sharing group.	Education Manager: GIRFEC	31-Mar-2016		

Context		Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.12 Continuous improvement		Self-evaluation of performance and practice is key to the continuous improvement of the service. There is a risk that insufficient development of this agenda will impact on service development activity and increase the burden of external scrutiny.	Director of Children's Services	<ul style="list-style-type: none"> * Regular programme of external scrutiny by Care Inspectorate for the Social Work Service as a whole * Registered services subject to regular inspections by Care Inspectorate * Support received from Care Inspectorate to develop self-evaluation arrangements through for example a case file auditing programme. * Inspection overview submitted to board on 6 monthly basis * Programme of self assessment rolled out across service using Public Service Improvement Framework (PSIF). * Complaints monitoring allows for key areas of development to be identified - update 	03	03	9
Encompassing							
(1) Public Service Information Framework							
(2) Consolidation of CSE accreditation							
(3) Supported self-evaluation with the Care Inspectorate							
(4) Case file auditing programme							
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status	
CHSSIP151608d	Continue to embed self-evaluation and improvement across all our establishments and services.	<p>All establishments have now completed a revised self evaluation profile based on education Scotland's core quality indicators. How Good Is Our School 4 was launched in October 2015 and all supporting documentation in relation to the new framework will be issued to establishments in the coming months.</p> <p>Currently a short life working group set up to review the Senior Phase curriculum is in the final stages of reviewing the current structure with the head teachers to make a decision by end October 2015.</p>		Education Manager, Planning and Performance Education Manager, Curriculum and Early Years	31-Mar-2016		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
<p>CHSRR15.13 Educational Attainment</p> <p>We promote effective learning and raise achievement for children and young people 3 to 18, through the implementation of Curriculum for Excellence.(CfE)</p> <p>Encompassing</p>	<p>The Council provides services to assist schools in the delivery of the curriculum. It is essential to manage risk as failure to do so might impact on our capacity to promote effective learning and teaching and provide access to learning opportunities which support our children and young people to become successful learners, confident individuals, effective contributors and responsible citizens.</p> <p>In addition The Council provides a range of programmes to develop the skills young people need for adult life. It is essential to manage risk as failure to do so might impact on our capacity to support young people into positive destinations</p>	<p>Head of Schools</p>	<p>Consistent use of GLOW across all establishments; Community learning and development services working in partnership with schools; and Opportunities for continuing professional development in approaches and method.</p> <p>Support high quality teaching and learning: General teaching Council Scotland (GTCS) - Professional Review and Development and Professional Update is being implemented for all teachers across Renfrewshire.</p> <p>High quality professional development opportunities through leadership development programme for teachers at all levels.</p> <p>Recognise learners' achievement:</p> <p>Monitor the correlation between our established review process and the inspection of the establishment.</p> <p>Record achievement within pupil profiles; and Support school assemblies to recognise achievement.</p> <p>Embed self-evaluation procedures:</p> <p>Establishments and services engage in self evaluation to improve learning and teaching; and Establishment review teams monitor performance.</p> <p>Raise levels of attainment:</p> <p>Implement new National Qualifications across all secondary schools.</p> <p>Senior phase curriculum to ensure the underlying principles of CfE are embedded within programmes.</p> <p>Continue to monitor the impact of the Support for Learning, L&WG to ensure this initiative supports employability.</p> <p>The number of pupils participating in learning experiences such as Saltire awards, City and Guilds and ASDAN and SQA vocational programmes is monitored; and The number of pupils achieving qualifications for completing courses in City and Guilds, ASDAN and SQA vocational programmes is monitored.</p>	<p>02</p>	<p>04</p>	<p>8</p>

Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status
CHSSIP151603e	Tackle inequality in life chances which arise as a result of deprivation or other factors.	In response to the Tackling Poverty report, a cost of the school day fund has been set up to reduce the impact of low income on educational attainment. The resource has been allocated to schools to be used at the discretion of the head teacher. Allocation of resource is based on the number of pupils in each school within SIMD 1 & 2 by income data. All secondary schools are using SIMD data to support tracking and monitoring of pupil progress with a view to providing additional supports for children and young people who are living in poverty and/or are experiencing barriers to learning.	All managers	31-Mar-2016	
CHSSIP151604b	Continue to develop the curriculum to ensure all children receive their entitlement under Curriculum for Excellence.	All establishments are planning for assessment and practitioners gather evidence of progression in a range of ways and the moderation process is well embedded across all sectors at cluster level within the authority. Activity underway includes: the design of assessment tasks, familiarisation with Education Scotland materials, Train the Trainers sessions, work to evaluate attainment and achievement, modern languages training, engagement with the Council's Tackling Poverty programme, and a review of the Senior Phase curriculum.	Education Manager; Curriculum and Early Years	31-Mar-2016	
CHSSIP151604d	Review our provision of social, emotional and behavioural needs (SEBN) support to the secondary sector to ensure learners experience their entitlement under Curriculum for Excellence.	Meeting involving education, social work and West College Scotland took place in June 2015 to inform direction of strategy Steering group set up Consultation with some stakeholders has taken place	Education Manager; GIRFEC	31-Mar-2016	
CHSSIP151604e	Review processes and practice to ensure the needs of all learners are met, particularly those who are outwith mainstream education provision.	Protocol for Looked after Children outwith Renfrewshire reviewed Action plan from review of Specialist support and LAC teams being progressed New framework for transport providers of children with additional support needs being developed	Education Manager; GIRFEC	31-Mar-2016	
CHSSIP151604f	Promote wider education achievement through accredited and non-accredited awards.	Over three hundred adult learners attended a celebration event in June 2015 organised by ALLS. Every learner received a Certificate to recognise their achievements for accredited and non-accredited learning. To date 20 ESOL learners have received SQA Level 3 in Everyday Life and SQA Level 4 Everyday Communication accredited qualifications as a result of attending ALLS ESOL provision. ALLS provided accredited SQA learning opportunities in the five SQA Core Skill Areas of communication, numeracy, ICT, Problem solving and working with others. To date 24 learners have achieved accreditation with ALLS.	Education Manager, Policy and Strategy	31-Mar-2016	
CHSSIP151604j	Develop and implement an action plan for	Action plan in place.	Education	31-Mar-	

	improving the attainment of looked after children.		Manager; GIRFEC	2016		
Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.14 Property Children, young people and staff benefit from an enhanced learning environment	Children's Services continues to review and improve the condition of schools. It is essential that we manage risks and take steps to address the deterioration of the estate through a school estate management plan which considers financial risk and aims to mitigate against health and safety concerns and disruption to school life.	Head of Schools	Liaise closely with the corporate asset management section in relation to the corporate asset management strategy; Participate in external evaluation of programmes as appropriate; Support the corporate landlord to improve maintenance arrangements in all Children's Services establishments; Financial monitoring arrangements to highlight potential financial risks are in place via established financial monitoring meetings; Performance measurement systems (annual core fact analysis) are in place to determine future investment and further development of the school estate management plan; Meetings involving Children's Services and the energy management unit are established to monitor energy consumption throughout the Children's Services estate; Strategic health and safety monitoring groups are established; School health and safety liaison groups are operating where appropriate; Health and safety sub group meetings are in place; and School disruption management plans are in place where appropriate.	02	04	8
Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status	
CHSSIP151608f	Continue to develop and implement the school estate management plan.	Phase 1a of the current School Estate Management plan (SEMP) is underway and all projects are developing on programme. Early warning systems are in place to identify potential risks as they emerge.	Education Manager, Resources	31-Mar-2016		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.15 Health and Safety Encompassing (1) Employee safety and wellbeing in the community	The Health and Safety of frontline staff is supported through a comprehensive range of policies and procedures. If full compliance is not achieved this may impact on the ability of the service to provide a safe working environment for staff (including violence to staff).	Director of Children's Services	<ul style="list-style-type: none"> * Completion of individual risk assessments for clients * Warning flag system in place on SWIFT * Interview rooms in location fitted with alarms and toughened glass where appropriate. * Moving and Handling training provided as part of ongoing programme of staff training on health and safety issues. * Recording of accidents and violent incidents, with statistics reviewed on a regular basis by Social Work Health and Safety Committee. * Guidance on driving and transport use * Guidance on effective use of equipment in place 	02	04	8
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status
CHSRR15.15a		All Health and Safety Management Systems continue to operate to safeguard the health and wellbeing of all service users.		Resources Manager	31-Mar-2016	
Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.16 Incident Response Management (1) Disruptive events that impact on the community, the environment, our employees or the reputation of the service.	Any ineffective preparation and planning for potential disruptive events such as those reflected within the Community Risk Register, that directly relate to the services statutory obligations (e.g. Management of offenders, child and adult protection etc.) may result in the services inability to effectively respond and manage the event in a way minimises harm to the community, our employees and the reputation of the service.	Director of Children's Services	<ul style="list-style-type: none"> * Senior Manager participation in corporate and service level working groups to discuss and develop civil contingencies arrangements. * Business continuity plans in place for all Children's Services establishments and subject to ongoing review. Service has assessed risks and identified areas where there is no acceptable tolerance for the non-delivery of services. * Civil contingencies training for senior managers and relevant staff. * Electronic care records developed and held for all children, and being rolled out across other client groups. This is crucial to the ability of staff to access files required off-site. 	02	03	6

Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status
CHSRR15.16a		Officers from Children's Services continue to support all Corporate initiatives and working groups to ensure systems are in place to restore services in the event of disruptive incidents.	Education Manager, Resources	31-Mar-2016	

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.17 Business Continuity Encompassing (1) Non-availability of premises, employees or systems impacting on services/functions	Non availability of (1) premises either through fire or flood etc; (2) key staff or significant numbers of front-line staff and/or (3) systems (telephony, Swift, power failure etc) may result in adverse impact on service provision.	Director of Children's Services	<ul style="list-style-type: none"> * Corporate Landlord management of Children's Services properties and associated procedures in place. * Investment programme undertaken to ensure social work premises are fit for purpose. * Business continuity plans in place for every social work unit and subject to ongoing review * Programme of audit undertaken by Health and Safety Service, with feedback provided to wider staffing group. * Corporate policies and processes in place regarding system failure e.g. helpdesk * SWIFT guidance regularly updated and communicated to staff, with system subject to ongoing programme of upgrading. * Rigorous implementation of corporate absence management and support policies. 	02	03	6
Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status	
CHSRR15.17a	Ongoing implementation, building on and monitoring effectiveness of existing controls. Ongoing monitoring of risk of any changes.	We continue to attend Corporate Risk Management Group(CRMG) and Crisis and Resilience Management Group, we regularly test resilience and update Continuity Plans and restoration documents	Education Manager, Resources	31-Mar-2016		

Context		Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.18	Environmental Sustainability We value and enjoy our environment and improve it for future generations	Children's Services is committed to environmental sustainability through new build and refurbishment programmes and the development and maintenance of the Children's Services estate. We must manage risks inherent in inefficient buildings by supporting the design of sustainable properties with lower carbon footprints. We must also support the development of environmental sustainability in schools through a range of curricular activities. It is essential to manage risk to prevent the further deterioration of the built and natural environment by ensuring that young people are taught to value, respect and be responsible towards the environment.	Director of Children's Services	Contribute to the design process for new and refurbished Children's Services buildings; Monitor energy consumption in all Children's Services establishments; and Promote good housekeeping as an essential aspect of property management. Continue to promote approaches to high quality, effective learning and teaching through the promotion of sustainable development and Global Citizenship.	02	03	6
Action Codes	Linked Actions	Latest Note			Assigned To	Due Date	Status
CHSRR15.18a	Environment: Review control measures on an annual basis conducting a mid year audit of energy consumption in Children's Services establishments	The Energy Management Unit (EMU) continues to support the development of all SEMP projects; contributing to the sustainability of the school estate. The EMU has provided a mid-year consumption report. The Finance Team, within Children's Services, has highlighted that further discussion is required with the energy team regarding the quality of the information supplied.			Education Manager, Resources	31-Mar-2016	

Context		Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
CHSRR15.19 Lifelong Learning	We promote effective learning and raise achievement for all children and young people 3 to 18, through the implementation of curriculum for excellence.	Children's Services delivers community learning services for young people and adult learners. It is essential to manage risk as failure to do so might impact on our capacity to deliver community learning and youth strategies to support young people and adults fulfil their potential and develop their confidence.	Director of Children's Services	<p>The number of pupils participating in learning experiences such as Saltire awards and vocational programmes is monitored;</p> <p>The number of pupils achieving qualifications for completing courses in City and Guilds and ASDAN and vocational programmes is monitored;</p> <p>The number of adults participating in adult education classes is monitored;</p> <p>The number of adults successfully completing adult learning classes is monitored;</p> <p>The destinations of adult learners are monitored; and</p> <p>Partnership working is adopted to deliver services in line with national priorities.</p>	02	03	6
CHSSIP151604h							
Action Codes	Linked Actions	Latest Note	Assigned To	Due Date	Status		
CHSSIP151604h	Build personal growth and resilience in adults through confidence building and motivational adult learning programmes	<p>ALLS has delivered Steps to Excellence courses to adult learners in various venues throughout Renfrewshire. Learners have been supported to develop their skills and knowledge in relation to improving their life chances and recognising what they are truly capable of achieving.</p> <p>A new parents partnership group between ALLS and Families First are currently participating in Steps to Excellence.</p> <p>A new course called Ten Lessons for Life has been developed by ALLS team and it is now being delivered in local learning centres;</p> <p>Speakeasy course has been delivered to parents in West Johnstone Learning Centre.</p> <p>Getting on With Your Child is a course where parents learn how to improve their communication skills with their children. Parents engaging in the programme have developed their confidence as well as their understanding of how to use an assertive approach within the parenting role.</p>	Education Manager Policy and Strategy	31-Mar-2016			

Context		Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
Action Codes	Linked Actions	Latest Note		Assigned To	Due Date	Status	
CHSRR15.20	Investment in services to support independent living Encompassing: 1) Service developments 2) Implementation of new structures and approaches across services	If the service did not continue to invest in and develop modern and flexible services, local people would not receive the support they need to live as independently as possible in local communities.	Director of Children's Services	* Implementation of self directed support options * Specialist sensory impairment and physical disability resources availability * Occupational therapy services and aids and adaptations * Development of outcomes focused assessments and care management plans	01	04	4