

Analysis Method Notice

- 1. Percentage compliance for mandatory training on safeguarding children for employed staff**
- 2. Percentage compliance for mandatory training on safeguarding adults for employed staff**

This notice describes an Analysis Method that has been developed for use in the production of published national outcome indicators, performance measures and/or currencies, which are derived directly from NHS Wales data.

The Analysis Method has been reviewed by the Analysis Methodologies Group and its output submitted to the Welsh Information Standards Board (WISB) for potential accreditation.

*It should be noted that, where the data flow on which the analysis is being undertaken has not been reviewed by WISB (see 'Status of WISB Data Standards Assurance' below), accreditation of the analysis method **cannot** be interpreted as an approval of the underlying data standards or the quality of the data used.*

It is recognised that formal review and/or assurance of the data flow may have been undertaken by other bodies, where those data are being formally published; for example, as 'Official Statistics'. In such circumstances, users of this method are advised to contact the relevant organisations should they require further information on the underlying quality of the specified data source.

For further details about the group, including Terms of Reference and membership, please visit the following website:

<http://howis.wales.nhs.uk/sites3/page.cfm?orgid=742&pid=56696>

WISB Reference: ISRN 2018 / 002

Please address enquiries about this Analysis Method the NHS Wales Informatics Service Data Standards Team.

E-mail: data.standards@wales.nhs.uk / Tel: 029 2050 2539

WISB Analysis Method Appraisal Assessment	Accredited This Analysis Method has been appraised by WISB and is felt to: <ul style="list-style-type: none"> • Meet the specified indicator requirement, in that it is suitable for its calculation / derivation; • Is reproducible by organisations, where appropriate.
WISB Analysis Method Appraisal Outcome(s)	

Status of Data Standards Assurance	WISB Reviewed The data used in this Analysis Method are based on data item standards that have been through the Information Standards Assurance Process.
WISB Decision	Approved
Data Standards Assurance Outcome(s)	

Indicator

1. Percentage compliance for mandatory training on safeguarding children for employed staff
2. Percentage compliance for mandatory training on safeguarding adults for employed staff

Target:

6 month improvement trend

Rationale / Context

'Working Differently, Working Together – A Workforce and Organisational Development Framework (2012)', outlines the key employment practices and actions to support and engage staff in the delivery of excellent care. This includes a commitment to commission education and training of new staff and to help others to learn and develop so that the NHS has a sustainable and skilled workforce that is focussed on treating sickness and helping people to improve their health.

NHS organisations must do everything they can to ensure children and adults at risk are protected from abuse and neglect and to educate those around them to recognise the signs and dangers. To ensure that staff have the right knowledge and skills to meet this need, the workforce is required to attend mandatory training on Safeguarding Adults and Safeguarding Children (which forms part of the Skills for Health - Core Skills and Training Framework).

Further information is available at:

Working Differently, Working Together – A Workforce for Organisational Development Framework (2012)
<http://gov.wales/docs/dhss/publications/120517workingen.pdf>

Safeguarding of Vulnerable Group Act 2006:
<http://www.legislation.gov.uk/ukpga/2006/47/schedule/4>

Safeguarding Children: Working Together Under the Children Act 2004:
<http://gov.wales/topics/health/publications/socialcare/guidance1/safeguardingunder2004act/?lang=en>

Data Source(s)

Safeguarding Adults and Children Monitoring Return (Welsh Government template)

Submitted data is to be sourced from the Electronic Staff Record Business Intelligence (ESRBI) reporting tool.

Definitions:**Definitional Guidance:****Data Items:**

n/a

Terms:

n/a

Detailed Specification

The staff groups included in the count are as follows:

- Additional Professional scientific and technical
- Additional Clinical Services
- Administrative and Clerical
- Allied Health Professionals
- Estates and Ancillary
- Healthcare Scientists
- Medical and Dental
- Nursing and Midwifery Registered
- Students

The member of staff must be employed by the NHS (in primary, community or secondary care). This includes: permanent; fixed term temporary staff; bank staff; staff on a retainer scheme and; non executive director/chair. It does not include agency, locums, honorary staff or staff contracted to work with the NHS (e.g. contract cleaner).

Staff who are new to the NHS organisation have 1 month to complete level one competencies outlined in the Core Skills and Training Framework. Therefore, new starters are to be excluded from the count for the first month of their employment.

The Skills for Health - Core Skills and Training Framework (CSTF) outlines the minimum level of statutory and mandatory training required. Compliance with the following level 1 competencies will be included in this measure:

Core Skills and Training Framework	Minimum Renewal Standard
Safeguarding Adults	3 years
Safeguarding Children	3 years

Although the 'Safeguarding Adults and Children Monitoring Return' template collects data on safeguarding training levels 2 and 3 and other additional training, these are not included in this measure.

Data is published by health board and trust.

Calculation:

Numerator

1. Number of staff who have completed mandatory safeguarding children training
2. Number of staff who have completed mandatory safeguarding adults training

Denominator

1. Number of staff in NHS organisation
 2. Number of staff in NHS organisation
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Reporting Format / Frequency

Reporting Frequency	Bi-annual Census dates: 30 September and 31 March Data submission dates: 21 October and 21 April
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Time Delay of Reported Data?	3 weeks
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Discussion Points / Areas for Future Development

This section details any areas the Analysis Methodologies Group felt needed further consideration / review by the 'owner' of the method.

Appendix A – Additional Information: Reporting Template

Safeguarding Adults and Children

One of the most important principles of safeguarding is that organisations must ensure that they do everything they can to protect adults and children from abuse and neglect. As a result, NHS staff should complete safeguarding training to an appropriate level for their job role. This data return applies to all NHS health care settings - primary care, secondary care & community care. **Reporting Schedule:** To be reported bi-annually. This form is to be submitted on 21 October (for data collected at 30 September) and 21 April (for data collected at 31 March). **Return form to:** hss.performance@wales.gsi.gov.uk.

Reporting Schedule	Bi-annually
Health Board/Trust	
Date of Report	
Completed By	
E-mail Address	

Update should be taken from the ESR
ESRBI: NHS Compliance Dashboard -
Summary Tab

	Data at 30 September			Update on issues impacting delivery or reporting
	Total number of staff employed in assignment status group	Total number of staff who have completed safeguarding training	Percentage of staff who have completed safeguarding training	
Safeguarding children mandatory training <i>ESR Field: NHS CSTF Safeguarding Children – Level 1 - 3 Years</i>				
Safeguarding children additional training required – level 2 <i>ESR Field: NHS CSTF Safeguarding Children – Level 2 - 3 Years</i>				
Safeguarding children additional training required – level 3 <i>ESR Field: NHS CSTF Safeguarding Children – Level 3 - 3 Years</i>				

Safeguarding children additional training required – other			
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Please provide examples of the type of safeguarding training that has taken place

Update should be taken from the ESR ESRBI: NHS Compliance Dashboard - Summary Tab	Data at 30 September			Update on issues impacting delivery or reporting
	Total number of staff employed in assignment status group	Total number of staff who have completed safeguarding training	Percentage of staff who have completed safeguarding training	
Safeguarding adult mandatory training <i>ESR Field: NHS CSTF Safeguarding Adults - Level 1 - 3 Years</i>				
Safeguarding adult additional training required – level 2 <i>ESR Field: NHS CSTF Safeguarding Adults - Level 2 - 1Year</i>				
Safeguarding adult additional training required – level 2 <i>ESR Field: NHS CSTF Safeguarding Adults – Level 2 - 3 Years</i>				
Safeguarding adult additional training required other				

Please provide examples of the type of safeguarding training that has taken place

The Skills for Health Core Skills and Training Framework (CSTF) is the minimum level of statutory and mandatory compliance required. Data used in this measure will therefore be based on following courses outlined in the Framework:

Core Skills and Training Framework	NHS Wales Minimum Renewal Standard
Safeguarding Adults	3 years
Safeguarding Children	3 years

Field prompts for ESRBI:

The table lists the items that need to be included and excluded to run the report.

Parameters	Include	Exclude	Note
Organisation(s)	National Default – All Organisations	N/A	
Staff Group(s)	National Default – All Staff Groups		
Assignment Category	NULL, Fixed Term Temp, Non Exec Director/Chair, Permanent, Retainer Scheme	Bank, Honorary, Locum, Widow/Widower	Staff linked to Retainer Scheme need to be data cleansed
Person Type(s)	Employee, Employee & Applicant	Applicant, Contact, Ex-Applicant, Ex-Employee, Ex-Employee & Applicant	Use National Default
Employee Person Type(s)	National Default – All	N/A	Staff who do not need to be included have already been excluded in Assignment Category and Person Type(s)
Assignment Status	National Default – All	N/A	Staff who do not need to be included have already been excluded in Assignment Category and Person Type(s)
Occupation Code	National Default – All	N/A	
Primary Assignments Only	National Default – All	N/A	
Employee Location	National Default – All	N/A	
Assignment Number	National Default – All	N/A	

Parameters	Select
Date From and Date To	12 month period
Exclude Open Sickness Absence – Start Date <=	blank
Competency Framework(s)	NHS ICSTFI Safeguarding Adults - Level 1 – 3 Years or NHS ICSTFI Safeguarding Children – Level 1 – 3 Years depending upon which field is being reported
Effective Date (Historical Dates Only)	Last day of the reporting quarter
Group by	Overall Rate and Staff Group
View as	Table

Appendix B – SQL Code (where applicable)

n/a