

# Timeline for the Safeguarding Audit Process for DSCB and DSAPB

## Planning and Development Stage (02/03/17 – 31/03/17)

- 02/03/17 – Joint DSAPB/DSCB Multi-agency meeting to review draft audit tools
- 02/03/17 – 09/03/17: Business Unit to update tools and circulate to the group for comment/suggested amendments
- 09/03/17 – 23/03/17: Two week consultation on the DSAPB and DSCB tools including deadline for feedback
- 23/03/17 – 29/03/17: Business Unit to finalise tool based on feedback including timeline

## Finalising and Approval Stage (29/03/17 – 30/06/17)

- 29/03/17 – 04/04/17: Business Unit with support from Subgroup chairs (Performance) to Draft report aimed at both Boards on the audit approach across the sectors including the timeline for endorsement
- 20/04/17: report to go to DSCB Quality Assurance and Performance Management Subgroup for final endorsement and recommendation to go to DSCB on 16/05/17
- 27/04/17: report to go to DSAPB Quality and Performance Subgroup for final endorsement and recommendation to go to DSAPB on 18/05/17
- 16/05/17 – 18/05/17: Both DSAPB and DSCB to endorse the approach to the safeguarding audit
- 22/05/17 – Business Unit to send all documentation out as agreed by both Boards for completion between 22/05/17-30/06/17

Analysis and  
moderation stage  
(30/06/17 –30/11/17)

- 30/06/17 – all audits to be submitted using Survey Monkey Link for the Business Unit to do the initial analysis
- 03/07/17 – 14/07/17: Business Unit to undertake the initial analysis during this period and to identify a percentage of the returns for the moderation panels consideration (this will be a mixture of audits returned e.g. based on the evidence and scoring including good examples)
- 17/07/17 –21/07/17: Moderation panel will be held with representatives from both DSCB and DSAPB and questions will be sent out to each agency on behalf of the moderation panel by the Business Unit
- 24/07/17 – 18/08/17: Agencies will be asked within four weeks of the questions posed by the moderation panel to provide an appropriate response and to update their action plans
- 21/08/17 –15/09/17: Business Unit to finalise the report utilising the information received from the moderation panel and to draft a report (supported by the relevant performance subgroup Chair).
- 23/10/17 – 03/11/17: To share the draft report with the performance subgroup members across DSAPB and DSCB for final endorsement and recommendation it is presented to DSCB and DSAPB in November 2017
- 28/11/17 – DSCB Meeting to consider the report
- 30/11/17 – DSAPB meeting to consider the report
- 18/01/18– Themed report to HWB

Monitoring and  
Evaluation Stage  
(30/11/17- 30/11/18)

- Depending on what agencies have scored themselves, the Boards will seek assurances that agencies are acting on their identified action plans. For example agencies that scored themselves on average between 1 – 3 will be required to provide Board with assurances on a quarterly basis and agencies that have scored themselves on average between 4 and 6 will be required to report to Board on an annual basis.