

**Information Governance**

White Building  
Littlemore Mental Health Centre  
Sandford Road  
Littlemore  
Oxford  
OX4 4XN

Tel: 0845 219 1269  
Fax: 0845 219 1275  
Web: [www.oxfordhealth.nhs.uk](http://www.oxfordhealth.nhs.uk)

20 July 2018  
Our ref: 18190111

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 28 June, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

**Request and Response:**

**Incidents and Discipline**

Have you had a reported incident regarding staff not following your safeguarding guidance in the last three years? This information is not collected separately to other incidents involving staff.

If so, how many? Information is not available

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

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

**Training**

How often do you undertake any education or training around safeguarding guidance? All clinical staff are required to undertake safeguarding training once every three years as a minimum.

**Updating and Dissemination**

[How often are safeguarding guidance standards updated?](#) As changes occur and to reflect any changes from the safeguarding adults boards.

[When was the last complete review of your safeguarding guidance?](#) 2018

### [Storage and accessibility](#)

[In what format and programme do you hold your safeguarding guidance?](#) Policy is held on the Trust intranet as a PDF document. LSAB guidance is on the internet webpage. There is a safeguarding adults intranet webpage.

[In what format and programme do staff access this guidance?](#) Via the Trust intranet and the LSAB internet webpages.

[Can you access safeguarding guidance on mobile devices?](#) Staff can access the internet and intranet via Trust iPads and computers.

[If so, can this guidance be accessed while offline?](#) People can print off hard copies of the guidance. If additional advice is required there is a telephone consultation process in place during week day working hours and an on-call manager outside of these times.

### [Audit and Review](#)

[Can your workforce audit their compliance to central standards regarding safeguarding guidelines and so identify any shortfalls?](#) These processes are in development

[Do you have the capability to audit delivery standards against current safeguarding guidance?](#) This is in development

### [Quantitative measures](#)

[How many pages of safeguarding guidance does your organisation have?](#) The Trust are unable to provide a number. Policy, Procedures and Guidance are available to staff, all of which contain hyperlinks to Trust Intranet and the wider Internet. Suffice to say staff have access to necessary guidance.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance