

EXECUTIVE SUMMARY**REPORT TO THE HEALTHCARE GOVERNANCE COMMITTEE****HELD ON 17 DECEMBER 2012**

Subject	Saville Allegations
Supporting TEG Member	Professor Hilary Chapman, Chief Nurse / Chief Operating Officer
Author	Mr Chris Morley, Deputy Chief Nurse
Status¹	N

PURPOSE OF THE REPORT

To provide information to allow the Healthcare Governance Committee to be assured that the arrangements and practices relating to vulnerable people, particularly in relation to safeguarding; access to patients (including that afforded volunteers or celebrities); and listening to and acting on patient concerns are robust.

KEY POINTS

- The Department of Health has requested that Boards of Directors ensure that there are robust procedures in place at their Trust for safeguarding adults and children, raising concerns and complaints and access to patients by volunteers and celebrities.
- The Healthcare Governance Committee has already received annual reports on safeguarding children, adults and complaints earlier in the year.
- All potential volunteers are vetted carefully and are subject to a number of checks before they can volunteer at the Trust.
- Any concerns about a volunteer would be carefully managed.
- The Trust does not have any celebrities working with patients regularly.

IMPLICATIONS²

AIM OF THE STHFT CORPORATE STRATEGY 2012-2017		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	
4	Spend Public Money Wisely	
5	Deliver Excellent Research, Education & Innovation	
	CQC Outcome	7 – Safeguarding people who use services from abuse

RECOMMENDATIONS

That the Healthcare Governance Committee note the arrangements for recruiting and managing volunteers and agree that these arrangements in addition to the arrangements for safeguarding children and adults and the process for managing concerns and complaints provide assurance that robust systems are in place.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
Trust Executive Group	05.12.12	
Healthcare Governance Committee	17.12.12	

¹ Status: A = Approval
A* = Approval & Requiring Board Approval
D = Debate
N = Note

² Against the five aims of the STHFT Corporate Strategy 2012-2017

1.0 INTRODUCTION

The Department of Health wrote to all Chairs and Chief Executives of NHS Trusts and Foundation Trusts in England on the 12th November 2012 regarding the Saville allegations. The Department of Health noted that some of the allegations of abuse involving Jimmy Saville involved NHS organisations and as a result, reviews are being undertaken at these organisations regarding these events.

In parallel with this work, the Department of Health are asking that all Boards of Directors review their Trust arrangements and practices relating to vulnerable people, particularly in relation to:

- Safeguarding (both adults and children)
- Access to patients (including volunteers or celebrities)
- Listening to and acting on patient concerns

The purpose of this report is therefore to provide further information about the arrangements and practices relating to these areas at Sheffield Teaching Hospitals NHS Foundation Trust.

2.0 SAFEGUARDING ADULTS AND CHILDREN AND LISTENING TO AND ACTING ON PATIENT CONCERNS

As part of the existing healthcare governance arrangements at the Trust, the annual report on the arrangements for the safeguarding of children and the annual complaints report were reviewed by the Healthcare Governance Committee on the 23rd July 2012 and subsequently discussed at the Board of Directors meeting on the 19th September 2012. The annual report on the arrangements for safeguarding adults was discussed at the Healthcare Governance Committee on the 24th September 2012 and then at the Board of Director meeting on the 17th October 2012.

3.0 ARRANGEMENTS FOR VOLUNTEERS

The arrangements for recruiting volunteers are in many ways similar to the arrangements for recruiting a permanent employee to the Trust. The process is as follows:

- All potential volunteers are shortlisted and interviewed by experienced members of the Volunteer Services Team.
- At interview, all candidates are required to produce photo ID (passport or driving license) and other forms of proof of address.
- If they are successful, applicants will be referred for a CRB check. They are also required to have clearance from Occupational Health and to provide details of 2 referees. 2 references are always obtained.
- If any disclosures are reported as a result of the CRB check, candidates are called in for a further discussion with the volunteer's services team, to explain the circumstances of the offence before a final decision is made as to their suitability as a volunteer. If there are any concerns, this is escalated to the Head of Patient Partnership and Human Resources.
- All volunteers receive a hospital induction, which includes information on safeguarding.
- All volunteers receive a copy of the Trust's latest information leaflet on safeguarding.
- All volunteers also receive a local induction in the area in which they will be working before they start their placement.
- No volunteer is allowed to go on to wards or into departments without wearing their Trust ID badge or their volunteer's uniform. This makes them as identifiable as any staff member.
- If any issues are raised about the conduct of a volunteer, this will be investigated by the volunteer coordinator in the first instance. If the initial investigation does not satisfactorily address the matter, then it is referred to the Volunteer Services Manager for further investigation and a final decision as to any actions required.

4.0 CELEBRITIES

There are no celebrities who attend the Trust regularly to work with patients. Any attendance of celebrities is overseen by the Communications Team and is normally in conjunction with a managed event. If any celebrity did want to become actively involved working with patients then they would be required to go through the process described above for volunteers.

5.0 CONCLUSION

The Trust has in place appropriate and robust arrangements for the safeguarding of children, safeguarding of adults, listening to and acting on patient concerns and ensuring that volunteers are appropriately screened prior to having access to patients. These arrangements though continue to be scrutinised and any subsequent guidance that arises from the review of the allegations regarding Jimmy Saville, will be implemented within the Trust.