

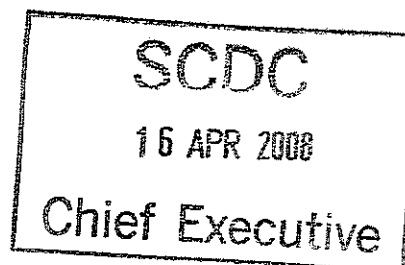


Joanne Little, 01480 376699

[Joanne.Little@cambridgeshire.gov.uk](mailto:Joanne.Little@cambridgeshire.gov.uk)

10<sup>th</sup> April 2008

Greg Harlock  
 Chief Executive  
 South Cambridgeshire DC  
 South Cambridgeshire Hall  
 Cambourne Business Park, Cambourne  
 Cambridge  
 CB23 6EA



Dear Greg

**Re: Your arrangements for undertaking an internal audit to assess the implementation of the Key Safeguarding Employment**

I am writing to you on behalf of the Cambridgeshire Local Safeguarding Children's Board in relation to the above request. As you are aware the LSCB has a statutory duty to oversee that safer recruitment processes are in place in each of its constituent organisations under Section 11 of the 2004 Children Act and as set out in Working Together, 2006. You will also be aware that as an LSCB we have been working towards the full implementation of the Key Safeguarding Employment Standards since April 2006.

All assessments to date have been based on self-evaluation by each partner agency. Arising out of the most recent report to the Executive Board of the LSCB on the implementation of the standards, it was agreed by those organisations represented that they would arrange for their internal auditors to assess progress in relation to the KSES so that objective outcomes can be determined.

The LSCB has set a deadline of December 2008 for the findings of each internal audit to be reported upon and I have been asked to present a summary report to the Executive Board early in 2009. Closer to the time, I will be asking you to submit a copy of the action plan that emerges from your internal audit for my report.

I would very much welcome the opportunity to support you with your audit in any way that would be helpful. Towards this end, I have attached a copy of the Key Safeguarding Employment Standards as well as the self-evaluation tool that your organisation has used previously.

I have also devised a more comprehensive audit tool for use by internal auditors to comply with the LSCB requirement mentioned above. Your organisation should feel free to use this tool in its entirety, amend it or devise your own tool if this would be preferable. Whichever audit tool you choose to use must demonstrate, by providing clear evidence, the extent to which the KSES have been implemented within your organisation.

**Safeguarding Children is Everyone's Business**

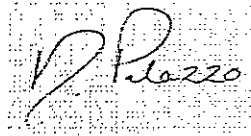
Cambridgeshire Local Safeguarding Children Board, 7 The Meadows, Meadow Lane, St Ives,  
 Cambs, PE27 4LG Tel: 01480 376699, Fax: 01480 376010

[www.cambslscb.org.uk](http://www.cambslscb.org.uk)

Please contact me should you require any further information or assistance.

I look forward to hearing from you soon. Please reply by email (my contact details are below)

With regards

A handwritten signature in black ink, appearing to read 'M. Palazzo', is placed over a rectangular area of a dotted grid pattern.

Mary Palazzo  
Safe Employment Adviser  
Office of Children and Young People  
Cambridgeshire County Council  
[mary.palazzo@cambridgeshire.gov.uk](mailto:mary.palazzo@cambridgeshire.gov.uk)  
01223-846544  
07979-455849

cc to each Safeguarding Children's Champion (see attached list)

Contacts for cc:

Police: Darryl Preston  
Hinchingbrooke Hospital: Chris Nixon  
Addenbrookes: Meryl Moore  
CCC: Charlotte Black/ Tracy Collins  
City Council: Jackie Hanson  
S. Cambs. DC: Jane Lampshire  
East Cambs: Phil Turner  
North Fenland: Phil Hughes  
Huntingdon: Phil Duerden  
Probation: Chris Mackett/ Sue Sedzikowski  
Mental Health Trust: Helen Chrystal  
PCT: John Peberdy