

**Independent Investigation Mr G
 Action Plan**

Recommendations	Action Required	Person Responsible	Timescale	Evidence on Completion	Timescale for Completion
<p>1. The trust should carry out an audit to ensure that:</p> <ul style="list-style-type: none"> <i>police criminal checks are made in line with the joint information sharing protocol between the trust and Lancashire Constabulary; and</i> <i>the information is recorded in the clinical records and details included in the service users risk profile.</i> 	<p>An audit will be completed and presented to the Quality and Safety Committee along with an action plan to make improvements if required</p>	<p>Head of Patient Safety and Risk</p>	<p>April 2015</p>	<p>Completed audit report and evidence of improvements/ actions being completed</p>	<p>July 2015</p>
<p>2. The trust should continue to audit community mental health teams to ensure that any potential safeguarding issues are flagged up and discussed, and that specialist safeguarding advice is sought when needed.</p>	<p>An audit will be completed and presented to the Quality and Safety Committee along with an action plan to make improvements if required</p>	<p>Head of Safeguarding</p>	<p>April 2015</p>	<p>Completed audit report and evidence of improvements/ actions being completed</p>	<p>July 2015</p>

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<p>3. The trust should carry out an audit to ensure that the trust's incident policy and procedure is implemented. This includes ensuring:</p> <ul style="list-style-type: none"> <i>that an investigation team is commissioned to carry out an investigation into a serious incident, rather than a single person;</i> <i>the team are sufficiently senior, and trained in incident investigation techniques;</i> <i>key members of staff are interviewed during an investigation and that an enduring record of the interviews is made;</i> <i>that the enduring record of interviews and any witness statements should be kept as evidence, to show that a comprehensive approach to the investigation has taken place; and</i> <i>steps are taken to locate the victim's relatives so that support can be offered during the investigation and the findings of the investigation report are shared.</i> 	<p>An audit will be completed and presented to the Quality and Safety Committee along with an action plan to make improvements if required</p>	<p>Head of Patient Safety and Risk</p>	<p>April 2015</p>	<p>Completed audit report and evidence of improvements/ actions being completed</p>	<p>July 2015</p>