

Safeguarding Children and Vulnerable Adults Protection Policy Action Plan – 2014

	Action	Who?	Due Date	Progress
1.	Finalise Safeguarding Children and Vulnerable Adults Protection Policy and submit to EMT for approval	SM	Jan 2014	Complete - EMT approval granted subject to minor amendments.
2.	Finalise Safeguarding Children and Vulnerable Adults Protection Policy and submit to Cabinet for approval	SM	Jan 2014	Complete - Awaiting Cabinet decision.
3.	Develop a Draft Action Plan for the introduction of the new Policy and accompanying Procedure.	SM	Feb 2014	Complete - Draft Action Plan created to be shared with A&CSC.
4.	Share Draft Action Plan with Active and Cohesive Overview and Scrutiny for input and approval.	SM	Feb 2014	Policy, Action Plan and covering report shared with A&CSC for February meeting.
5.	Identification of Safeguarding Champions within each service.	SM	Feb 2014	Email sent to all Heads of Service requesting volunteers to be trained as 'Safeguarding Champions' within the authority. Currently awaiting responses.
6.	Ensure that Safeguarding Champions complete Level 1 Safeguarding Children E-learning module.	SM/CF	Mar 2014	
7.	Ensure that Safeguarding Champions complete Multi Agency Level 2 – Working Together Training from Staffordshire Safeguarding Children's Board (SSCB).	SM/CF	May 2014	
8.	Ensure that all staff and elected members complete the Level 1 Safeguarding Children E-learning module (or equivalent).	SM/CF	Jun 2014	
9.	Devise Safeguarding training materials for appropriate staff (who may be expected to have contact with members of the public/community) and elected members.	CF	Apr 2014	
10.	Ensure that Safeguarding Policy and accompanying Procedure is on the Intranet for all staff and elected members to access.	CF	Mar 2014	
11.	Ensure that Safeguarding information is up to date and link to Staffordshire Safeguarding Children's Board website is included on the Council's website.	CF	Mar 2014	
12.	Liaise with HR to add Safeguarding Policy information into induction process for new staff and elected members and the process for undertaking DBS checks is up to date.	CF	Apr 2014	
13.	Identify (with Safeguarding Champions) appropriate staff, who may be expected to have contact with members of the public/community, requiring additional training.	CF	Apr 2014	
14.	Coordinate delivery of Safeguarding training to appropriate staff and elected members (both in house and through the subscription to the SSCB).	CF	Jun 2014	
15.	Identify and develop an evaluation framework for the planned training sessions.	CF	Apr 2014	

16.	Devise Safeguarding promotional materials to raise awareness with staff and elected members e.g. posters, coasters, memory cards etc.	CF	Mar 2014	
17.	Coordinate distribution of promotional/awareness materials across the Council and to staff and elected members.	CF	Apr 2014	
18.	Establish filing system for Safeguarding queries/reports and concerns in Partnerships electronic work area.	SSh	Mar 2014	
19.	Embed Safeguarding principles into Procurement and tendering process at the Council to ensure that all contractors are Section 11 compliant.	SM/SS	Mar 2014	Discussions are underway with Legal and Business Improvement to ensure that contracts include a requirement for contractors to be Section 11 compliant.