

Safeguarding Children and Vulnerable Adults Protection Policy Action Plan – 2014-16

Appendix '2'

	Action	Who?	Due Date	Progress
1.	Finalise Safeguarding Children and Vulnerable Adults Protection Policy and submit to EMT for approval	SM	-	Complete
2.	Finalise Safeguarding Children and Vulnerable Adults Protection Policy and submit to Cabinet for approval	SM	-	Complete
3.	Develop a Draft Action Plan for the introduction of the new Policy and accompanying Procedure.	SM	-	Complete
4.	Share Draft Action Plan with Active and Cohesive Overview and Scrutiny for input and approval.	SM	-	Complete
5.	Identification of Safeguarding Champions within each service.	SM	-	Complete
6.	Ensure that Safeguarding Champions complete Level 1 Safeguarding Children E-learning module.	SM/CF	-	Complete
7.	Ensure that Safeguarding Champions complete Multi Agency Level 2 – Working Together Training from Staffordshire Safeguarding Children’s Board (SSCB).	SM/CF	June 2015	In progress – there have been some delays as we have not been able to get all Champions trained at once through SSCB, only one or two are permitted on each course from each organisation. We have therefore had to spread this out over the course of 18 months.
8.	Ensure that all staff and elected members complete the Level 1 Safeguarding Children E-learning module (or equivalent).	SM/CF	June 2015	In progress - Communications have distributed instruction email to all staff. As at 31 st Oct 2014 – 199 had completed the training. HR to record who has completed training and add information to staff personal files. Staff without access to computers have been identified with Safeguarding Champions (Depo and Leisure) and are participating in face to face sessions delivered by CF. CF to share attendance registers for face to face training with HR for inclusion on staff files. Further encouragement to be given by EMT following report in April 2015 to ensure staff not yet trained participate in the e-learning. Elected Members to be scheduled after the Elections.
9.	Devise Safeguarding training materials for appropriate staff (who may be expected to have contact with members of the public/community) and who do not have access to a computer and to elected members.	CF	-	Complete
10.	Ensure that Safeguarding Policy and accompanying Procedure is on the Intranet for all staff and elected members to access.	SM/CF	-	Complete – This will be reviewed and refreshed by Summer 2015 to incorporate changes from the Care Act 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.	SM/CF	-	Complete

12.	Liase 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.	SM/CF/ND	-	Complete – HR have completed Level 3 Safer Recruitment Training.
13.	Arrange one to one sessions with Safeguarding Champions to ensure that they understand their roles within their teams and are aware of additional support available from Designated Leads.	SM/CF	June 2015	In progress – sessions to be scheduled. Ensure that all areas of the Council's business have a Champion allocated and have been trained appropriately e.g. maternity leave cover. Refresh Safeguarding Champions distribution list.
14.	Identify (with Safeguarding Champions) appropriate staff, who may be expected to have contact with members of the public/community, requiring additional training.	SM/CF	June 2015	In progress
15.	Coordinate delivery of Safeguarding training to appropriate staff and elected members (both in house and through the subscription to the SSCB).	CF	March 2016	In progress – see 8 above.
16.	Identify and develop an evaluation framework for the planned face to face training sessions (if appropriate).	CF	-	Complete - Evaluation model in place and will be used for Elected Member sessions.
17.	Devise Safeguarding promotional materials to raise awareness with staff and elected members e.g. posters, coasters, memory cards etc.	CF	June 2015	In progress – previously delayed as awaiting approved templates for use from SSCB. CF and SM to devise NBC versions of visitors cards, leaflets and posters with Comms Team as templates have not been forthcoming from SSCB. Additional promotional materials to be purchased and distributed to staff when Policy has been refreshed and relaunched.
18.	Coordinate distribution of promotional/awareness materials across the Council and to staff and elected members.	CF	June 2015	As 17 above.
19.	Establish filing system for Safeguarding queries/reports and concerns in Partnerships electronic work area.	SSh	-	Complete
20.	Embed Safeguarding principles into Procurement and tendering process at the Council to ensure that all contractors are Section 11 compliant.	SM/SS	Dec 2015	In progress – work is underway with Legal and Business Improvements to ensure that contracts include a requirement for contractors to be Section 11 compliant.
21.	Add Safeguarding to Internal Audit Workplan 2015/16.	SM	-	Complete
22.	Ensure that the Council's Safeguarding Policy links to the responsibilities from PREVENT counter terrorism agenda.	SM	June 2015	Ongoing – SM has been nominated as Prevent lead for NBC.
23.	Safeguarding Policy to be reviewed and refreshed to incorporate changes in legislation and resourcing.	SM	Sept 2015	In progress
24.	Ensure that all staff and elected members complete the Level 1 Safeguarding Vulnerable Adults e-learning module (or equivalent).	SM/CF	Mar 2016	
25.	Ensure that recommendations from Peer Audit of Safer Recruitment are progressed as appropriate.	ST	Dec 2015	In progress

26.	Report to Scrutiny/Public Protection Committee re: Safeguarding and CSE and areas of Council business that may be vulnerable such as Taxi and Food outlet licensing.	SM/CF	Sept 2015	Training session to be delivered to raise awareness and to assist in further development of Taxi Policy e.g. awareness and training for drivers etc.
27.	Development of CSE training and awareness package for Taxi Drivers.	SM/CF	Mar 2016	Use best practice examples to assist such as See me, hear me and Stop Traffick campaigns.

Updated May 2016