

Safeguarding Children and Vulnerable People Policy

Action Plan

Action	By Whom	By When
Establish a virtual safeguarding children and vulnerable adults group to keep Heads of Service up-to-date with new legislation etc.	Policy Officer (consultation) with Heads of Service	May 2009
Outline levels of training for key posts that work closely with children and vulnerable adults and identify those staff groups who may need training	Policy Officer (consultation) with Training and Development Officer	May 2009
Produce team brief articles to raise awareness of the policy and provide good practice guidelines for staff to follow	Policy Officer (consultation)	December 2008 May 2009
Produce a summary information poster leaflet with contact numbers in order to report an allegation or a suspicion of child abuse for all staff	Policy Officer (consultation)	September 2009
Identify key posts that will be subject to Criminal Record Bureau Checks Identify those staff that will need to be registered with the ISA.	Human Resources Officer	Before October 2009
Review Corporate Policy on CRB Checks so that it includes new ISA legislation and produce guidelines	Human Resources Officer	Before October 2009

Review the recruitment and selection training to ensure that it covers the principles of safeguarding children and vulnerable adults.	Human Resources Officer	May 2009
Review the reference form to ensure the applicants suitability of working with children and vulnerable adults.	Human Resources Officer	June 2009
Review and if necessary establish new procedures between third party organisations delivering services on behalf of the Council and contractors to ensure they are meeting the requirements of SDDC Councils Safeguarding Policy for Children and Vulnerable Adults.	Policy Officer (Consultation) and Business and Improvement Manager	December 2009
Monitor and record any safeguarding incidents that may occur	Head of Organisational Development	Ongoing
Review this policy annually	Head of Organisational Development	December 2009