

LICHFIELD DISTRICT
DELIVERY PLAN 2009/10

Appendix B

Children and Vulnerable Adults Safeguarding Policy

ACTION	OBJECTIVE	RESPONSIBLE OFFICER	TIMESCALE
Add relevant sections for CTB checks to contracts for all relevant staff	Fulfil requirements of Safeguarding Policy	Cathy Pepper	Implemented
Ensure job adverts specify level of disclosure required for post	Fulfil requirements of Safeguarding Policy	Cathy Pepper Ondre Webb	Implemented
Consult Employment Liaison Group regarding draft Safeguarding Policy	To seek agreement with Employment Liaison Group to take Safeguarding Policy to Leadership Team	Lesley Bovington Tove Lindgren	Implemented
Consult with Leisure Services Manager regarding implementation of Safeguarding Policy	To identify any specific service issues / operational problems regarding implementation of Safeguarding Policy	Lesley Bovington Tove Lindgren	Implemented
Consult with Garrick Theatre Regarding implementation and adoption of Safeguarding Policy	To identify any specific service issues / operational problems regarding implementation of Safeguarding Policy	Lesley Bovington Tove Lindgren	Implemented

Author: Tove Cecilia Lindgren, Children's Trust Partnership Manager for Lichfield District

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Consult Leadership Team regarding draft Safeguarding Policy	To seek agreement with Leadership Team to take Safeguarding Policy to Employment Committee	Lesley Bovington Tove Lindgren	Implemented
Present Safeguarding Policy to Employment Committee	To seek ratification and acknowledgement of Safeguarding Policy	Lesley Bovington Tove Lindgren	September 2009
Seek endorsement on Safeguarding Policy from Staffordshire county Council Social Services	Endorse Safeguarding Policy	Lesley Bovington Tove Lindgren Vonni Gordon	Autumn 2009
Present Safeguarding Policy to Manager's Forum	Awareness raising and to give implementation timeframe	Lesley Bovington Tove Lindgren	Autumn 2009
Circulate Safeguarding Policy to all Managers and relevant Officers prior their training	Awareness raising of their duty to adhere to Safeguarding Policy and it's implementation prior training of all Managers	Lesley Bovington Tove Lindgren Mandy Linthwaite	Autumn 2009

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Identify and agree resources to deliver Safeguarding Policy and CRB checks.	To fulfil LDC's responsibilities in relation to CRB checking of relevant staff.	Rita Wilson Cathy Pepper	Autumn 2009
Identify and agree resources to deliver backlog of CRB Checks	To fulfil LDC's responsibilities in relation to CRB checking of relevant staff.	Rita Wilson Cathy Pepper	Autumn 2009
Ensure Safeguarding brief is given to all staff in induction pack	Fulfil requirements of CRB Policy	Cathy Pepper Mandy Linthwaite	Autumn 2009
Establish sound mechanism to for maintaining accurate records of allegations, incidents – as per Safeguarding Policy (LDC disciplinary policy will support this)	Fulfil requirements of CRB Policy	Cathy Pepper Lesley Bovington	Autumn 2009
Agree training programme for Safeguarding and Common Assessment Framework (CAF) to be delivered to all Managers	Fulfil requirements of CP Policy	Tove Lindgren Mandy Linthwaite	Autumn 2009

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Agree training provider for Safeguarding and Common Assessment Framework (CAF) training	LDC will procure bespoke training	Tove Lindgren Mandy Linthwaite	Autumn 2009
Identify and agree resources to deliver Safeguarding and Common Assessment Framework (CAF) training	To fulfil LDC's responsibilities in relation to CRB checking of relevant staff	Rita Wilson Cathy Pepper	Autumn 2009
Present Safeguarding Policy to Manager's Forum	Reminder about the importance and implementation timeframe of the Safeguarding Policy	Lesley Bovington Tove Lindgren	Spring 2010
Present Refresh of Safeguarding Policy to Manager's Forum	Awareness raising of the refresh and highlight any changes	Lesley Bovington Tove Lindgren	Annually from Autumn 2010
ISA (Independent Safeguarding Agency) to be embedded in Safeguarding Policy	To ensure LDC complies is gearing itself up for its pivotal role in the Vetting and Barring Scheme (VBS).	Cathy Pepper Angela Craddock	Early 2010

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