

Safeguarding Children, Young People and Vulnerable Adults Action Plan for Implementing the Policy

ACTION	LEAD	BY WHEN
Implement amended and new documents <ul style="list-style-type: none"> • Reference Request Forms • Self Disclosure Forms • Activity Permission Forms • Reporting Incidents or Concerns of Child Abuse or Poor Practice 	Personnel DCPOs	September 2006
Identify Designated Child Protection Officers	Lead CPO Health and Safety Co-ordinator	September 2006
Identify appropriate training for staff and councillors 2-day training course for LCPO and DCPOs Identify posts with significant access to children, young people and vulnerable adults and recruit to 1-day training course 1-day training course for posts with significant access to children, young people and vulnerable adults Amend existing 1-hour session (Leisure Services) to support work experience supervision Arrange programme of 1-hour training sessions Arrange facilitators to work with staff teams as requested	Training & Development Adviser LCPO Training & Development Co- ordinator Health and Safety Co-ordinator and Personnel Training & Development Adviser Training & Development Adviser Training & Development Adviser	September 2006 October 2006 August 2006 From October 2006 December 2006 From May 2006 From October 2006

Up-date training	Training & Development Adviser	October 2009
Ensure new members of staff in relevant posts access appropriate level of training via LSGB programme		From December 2006
Review of policy	LCPO	October 2009

Designated Child Protection Officers:

The Lead Child Protection Officer (LCPO) for HDC is Phil Duerden

Designated Child Protection Officers (DCPOs) provide a point of contact for staff who want to test concerns about Safeguarding children, young people or vulnerable adults or take forward a disclosure.

DCPOs for HDC will be:

- Personnel (1)
- Health and Safety Co-ordinator + nominate people in Leisure Centres
- Countryside Services (2)
- Operations (1)
- Head of Environmental and Community Health Services

Notes to training actions:

1. We are members of the LSGB and as such can access their training free of charge. This will cover most of our introductory needs – a 2-day course for the LCPO and DCPOs and a 1-day course for those with significant access to young people. Courses are run throughout the year but in the first instance there may be some benefit in arranging training days just for HDC staff. Once all appropriate staff are trained, new staff can fit into other existing multi-agency courses. Training needs to be repeated every 3 years.
2. Posts with 'significant access' to children, young people and vulnerable adults will initially be identified by the LCPO from the list of posts requiring a CRB check. In future new posts or new members of staff coming into one of these posts will need to attend the 1-day training either at HDC or as part of a multi-agency training day
3. A short introduction to Child Protection is currently available for people working in Leisure. This format will be useful for many people who will be working with young people doing work experience. The current session will be reviewed and adapted, then delivered early spring each year before work experience placements begin
4. Whilst developing the policy specific issues have been raised in relation to individual services. It would be useful to identify a facilitator with practical experience of safeguarding (possibly through the LSGB) who could help services develop practice in their own teams