

Example of sub-group work programme- Policy and Procedures (July 2008)

Key Challenge	Key Actions	Date/ Lead Officer	Milestones	Evidence/ Output
<p>Continued development of web-based procedures.</p>	<p>Ensure all relevant policies and procedures are incorporated within the web-based procedures. Ensure all suggested amendments are incorporated within the procedures.</p>	<p>Odette Sanderson Nicola Forster Policy and procedures sub-group. Launch of procedures June 2008. 3 month consultation period following the launch.</p>	<p>Feedback regarding consultation to the Board- Sept 2008. Continuous awareness raising through training programme.</p>	<p>Agencies comply with the procedures. Appropriate referrals received by Children’s Services. Appropriate feedback through Policy and Procedures and ‘Improving Practice’ sub-groups and training sessions.</p>
<p>To ensure new developments and changes in legislation are reflected within the procedures.</p>	<p>Incorporate within the procedures new national and local guidance and legislation. E.g. Guidance for managing allegations, guidance. Guidance for tackling bullying across settings and organisations.</p>	<p>Odette Sanderson Nicola Forster Policy and Procedures sub-group, Managing allegations/ LADO sub-group. Anti-bullying action group.</p>	<p>Awareness raising through training programme. DSCB will maintain, review and update local inter-agency safeguarding procedures.</p>	<p>Clear communication between the sub-groups to ensure that procedures and policies have been agreed by the P&P sub-group. Appropriate information shared with the LAOD regarding allegations against staff. Further audit work to be completed with partners via the anti-bullying action group.</p>
<p>Raise awareness amongst agencies.</p>	<p>Each DSCB partner to ensure that staff have access to updated procedures.</p>	<p>Individual DSCB partners. Odette Sanderson. Policy and procedures sub-group. Ongoing.</p>	<p>Staff awareness via training. Development of safeguarding web-site and appropriate signposting to the model policy.</p>	<p>Agencies comply with the procedures. Appropriate referrals received by Children’s Services. Appropriate action followed through by all agencies.</p>