**Safeguarding: Supporting Compliance & Practice Guidance Note 7**

**Draft Safeguarding Children and Adults at Risk Implementation Action Plan**

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| **Action** | **Responsibility** | **Timescale** |
| Set up regular meetings for Safeguarding Working Group to oversee and monitor implementation of the Safeguarding Policy  Revise membership and develop terms of reference | Academic Registrar – Simon Wright | Starting August/September 2017 to oversee implementation Plan |
| Develop Communication Plan for dissemination of revised Policy and appendices to relevant groups  Include request for nomination of ‘Designated Officers’ as appropriate | Safeguarding Working Group | September – Dec 2017 |
| Finalise and implement training plan (*see Supporting Compliance and Practice Guidance Note 5: Training Requirements*)  Update Staff Development programme and ensure safeguarding training is recorded on CORE | Simon Wright working with Cath Hancock (Human Resources) | Training implemented from September 2017 |
| Agree responsibilities for maintaining and storing relevant safeguarding logs | Safeguarding Working Group with Advice from Information Security Manager | September 2017 |