

## Appendix Two

### Section 11 Action Plan

**Name of Agency: Warwick District Council**

Activity	Who	Action Required	Resources Required	Timescale
Corporate Child Protection policy	Bill Hunt	Review need for a corporate policy, including identifying good practice amongst peer councils	Staff time	31 October 2011
Staff Training	Bill Hunt & Tracey Leonard	<p>Identify all posts that require Level One, Level Two or other specialist training offered by the WSCB Training Pool</p> <p>Co-ordinate training at a corporate rather than service area level</p> <p>Identify good practice in respect of refresher training and incorporate within corporate training plan</p> <p>Incorporate an explanation of our child protection responsibilities in the corporate induction programme</p>	Staff time	<p>31 August 2011</p> <p>30 September 2011</p> <p>30 September 2011</p> <p>30 September 2011</p>

## Appendix Two

		<p>Discuss training requirements for the handling of specific safeguarding related allegations against staff at district council sub-committee</p> <p>Implement appropriate training on allegations against staff</p> <p>Seek at least volunteer to join the WSCB Training Pool</p>		<p>30 September 2011</p> <p>31 March 2012</p> <p>30 June 2012</p>
CRB checks for staff and members	Bill Hunt & Karen Warren	<p>Review need for a corporate CRB policy, including identifying good practice amongst peer councils.</p> <p>Identify those posts likely to require a CRB check and appropriate level of checking.</p> <p>Identify good practice to facilitate consideration of any need to introduce CRB checks for members</p>	Staff time	31 October 2011
Member training	Bill Hunt & Graham	Repeat member training session	Staff and member	

## Appendix Two

	Leach	held on 25 July 2011  Ensure all members of Executive and Overview & Scrutiny Committee have undertaken the training	time. WSCB staff time	30 June 2012
Information for staff	Bill Hunt & Print Room	Produce and distribute to all staff and members a pocket guide referencing the Council's responsibility for child protection and reporting mechanisms	Staff time  Print costs – available from DCE budget	30 September 2011
	Bill Hunt & Rachael Carpenter	Mirror information available on the website on the intranet		30 September 2011
Accountability	Bill Hunt & Rachael Carpenter	Update intranet with an explanation of current lines of accountability	Staff time	30 September 2011
	Senior Management Team	Establish a network of nominated officers, with child protection responsibilities, within each service area to act as first point of contact for		31 December 2011

## Appendix Two

		staff with concerns/queries and update intranet accordingly		
Engagement with young people	Senior Management Team & Community Partnership Team	<p>Develop mechanisms to enable effective engagement with young people to influence service design</p> <p>Build awareness across all service areas around the engagement structure developed in partnership with the youth service</p>	<p>Staff time</p> <p>Potential budget requirement for capacity building workshops if considered appropriate</p>	<p>30 June 2012</p> <p>31 May 2012</p>
Managing relationships with other agencies	Bill Hunt & Richard Hall	Review how the emerging public health/health and well-being debate can focus on the needs of children and young people within the district through the district council sub-committee and in dialogue with local providers	Staff time	Ongoing
Managing contractors	Bill Hunt	Complete work underway	Staff time	31 March 2012

## Appendix Two

		through district council sub-committee to develop a consistent county-wide approach to the engagement of contractors whose staff may have access to children and young people, including consideration of standard contract clauses specifying the need to ensure compliance with relevant child protection policies and procedures, safe recruitment, vetting and training of staff and information sharing and escalation procedures.		
	Senior Management Team	Implement an agenda item for all contract monitoring meetings to discuss any safeguarding issues or information		31 December 2011
		Implement the addition of formal discussion of reporting and escalation procedures to all		31 December 2011

**Appendix Two**

		contract set-up meetings with prospective contractors.		
--	--	--	--	--