

ACTION PLAN

Recommendation	Responsibility	Update & Timescales
CHILDRENS 1. A Simple Flow Chart (similar to adults) should be provided (no more than a single A4 page) for Outpatients Department Staff with electronic links to up to date forms etc and with key up to date contacts who can provide advice.	CYP to identify	Immediate
2. Departments should be provided with up to date display material which should be colour printed for display in both staff and public waiting areas.	Francesca Leyden Progressing	
3. Trust Intranet/ Sharepoint should be cleansed and up dated appropriately.	CYP to identify as part of Intranet cleanse	
4. Concerted effort will be required to ensure Corporate Mandatory Safeguarding training is completed by Outpatients staff.	All Operational Directorates	Ongoing
ADULTS - 1. SHSCT Intranet should be cleansed in relation to outdated information on Adult Safeguarding.	Deborah Hanlon, HoS Adult Safeguarding	OPPC / MHD Completed
2. Any old PVA documentation or documents containing contact details / procedures preceding the new policy in 2016 should be destroyed by ward managers.	All Operational Directorates	Ongoing To be completed by December 2019
3. Staff should be reminded of the Cross Directorate Adult Safeguarding Sharepoint title where all policies, procedures and forms are maintained and updated as appropriate.	All Operational Directorates	Immediate
4. Updated Pathway/ aid memoir for responding to adult safeguarding concerns in Outpatients Services should be cascaded to all departments through the operational lines.	All Operational Directorates	Immediate
5. Departments should access up to date current posters /leaflets as required from the Adult Safeguarding team	All Operational Directorates	Immediate

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6. Concerted effort will be required to ensure Corporate Mandatory Adult Safeguarding training is completed by Outpatients staff.	All Operational Directorates	Ongoing
CORPORATE –		
1. Awareness raising on Adult Safeguarding and Child Protection will also be provided to Occupational Health and Employee Relations staff, given their corporate functions across all Programmes of Care and staff groupings.	Deborah Hanlon/Allison Watt	Within the next 2 months