

## ‘Safeguarding is everyone’s business’

### Safeguarding Children Board and Safeguarding Adults Partnership Communication and Engagement Plan 2015 – 16. (Yr1)

***4 key messages, 5 target groups, 11 communication methods.***

	<b>Action</b>	<b>How will this be measured?</b>	<b>Timescale</b>	<b>Lead</b>
<b>1.</b>	Review, update and develop Safeguarding Children Board website	Previous PCB website reviewed and updated  Fully revised safeguarding website developed  Launch brand new SCB/SAP website 2016	2 <sup>nd</sup> update Dec 2015.  Nov 2015 – Feb 2016  Feb Safeguarding Forum	GM/KHO  PB /GTS  PB
<b>2.</b>	Create a Safeguarding Adults Partnership website	Launch of website 2016	Feb Safeguarding Forum	PB/GTS
<b>3.</b>	Produce a Quarterly Safeguarding headline report	Headline Report agreed format Reports produced, distributed and uploaded onto website	Qtr 3. (Dec 15) Qtr 4. (Mar 16)	PB/GM
<b>4.</b>	Follow up on parent /carer support and information gap analysis and develop	Key gaps and information requirements for parents and carers identified.	Nov 15	KHO /GM

	opportunities for parent / carer involvement	Levels of Parents and Carers engagement increase	Mar 16	KHO
<b>5.</b>	Develop SCB /SAP Branding	High quality and consistent branding across all publications	Feb 15	AIG / Comms Group
<b>6.</b>	Produce range of information leaflets	Wide range of high quality leaflets available  Feedback from service users and staff	Feb 15	AIG / Comms Group
<b>7.</b>	Establish Safeguarding Forum events	Safeguarding Forum x 2 per year  Attendance and delegate evaluation	Feb 15	GM/KHO/HP
<b>8.</b>	Audit action taken in relation to the identified Target Groups within the 'Communication and Engagement Strategy'	Feedback from target groups	Mar 16	QA Group / CSP
<b>9.</b>	Audit effectiveness of the identified communication methods within the Communications and Engagement Strategy	Feedback from target groups	Mar16	QA Group
<b>10.</b>	Audit mitigating actions in relation the identified Communication risks within the	Risks mitigated	Mar 16	QA Group

	Communications and Engagement Strategy			
<b>11.</b>	Develop Children Services Common Language / Understanding Strategy	Thematic audit to 'test' consistency of understanding of key terms used across children services	Mar 16	CSP
<b>12.</b>	Alignment of CSP Vol Sector Engagement and 'Participation through Partnership' Strategies in relation to safeguarding agenda	Strategies aligned with consistent safeguarding messages	Mar 16	CSP