

LSCB Policies and Procedures Joint Framework for Dissemination and Implementation

Name of Policy / Procedure	Recording of meetings and conferences by parents
Date of Publication	May 2017
Review Date	May 2019
JFDI Level	Level 1– All partner agencies

Dissemination and Implementation

Agencies are requested to undertake the following in order to ensure the implementation of this guidance:

LSCB	<ul style="list-style-type: none"> • Place on LSCB Website within LSCB Bulletin policy section • Send to LSCB Partner Agencies and clusters for dissemination (see below) • Disseminate to Partner Agency Training Leads for inclusion within training as appropriate • Disseminate via LSCB bulletin • Update relevant training to reflect guidance • Support Development of OMG
All Partner Agencies and clusters	<ul style="list-style-type: none"> • Disseminate guidance to all Service Leads / Heads of Service and safeguarding leads / designated safeguarding staff via appropriate communication channels • Place within own websites / link across to LSCB website • Update in-house policies and procedures to reflect guidance as appropriate • Update in-house training to reflect process as appropriate

Assurance

Agencies will be requested to undertake the following in order to assure the LSCB with regards to the dissemination and implementation of this policy:

LSCB	<ul style="list-style-type: none"> • To seek assurance from partner agencies and clusters that implementation has occurred via the Section 11 / Section 175 processes.
Partner Agency and clusters	<ul style="list-style-type: none"> • To provide LSCB with assurance that the above implementation requirements have been completed via the Section 11 / Section 175 processes.

Signed



Chair of LSCB



Interim Chair of P&P Subgroup

22nd May 2017

Date