

Management Action Note 001

Management Action Notes and Index

Management Action Notes combine advice, guidance, and instructions.

| Actions agreed | Manager responsible |
|--|---|
| 1. Management Action Notes are set out into areas of practice, sequentially numbered with the date of issue and scheduled review. They are stored and accessible electronically | Service Director (Early Help and Safeguarding). |
| 2. Management Action Notes are subject to review and revision on an annual basis and as required e.g. change in legislation or guidance. | Relevant Head of Service |
| 3. Team Managers / Service Managers / Supervisors must ensure that staff receive information about all existing Management Action Notes as a part of their induction, development, and career progression. | Team Managers / Service Managers / Supervisors |
| 4. Team Managers are responsible for putting new Management Action Notes on the agenda for discussion in supervision / team meetings. Any issues arising from team discussions about Management Action Notes or the requirements for new guidance should be forwarded to the Service Director for consideration. | Team Managers / Service Managers / Heads of Service |

Index

| MAN | Title and description |
|--------|--|
| MAN001 | Management Action Notes and Index |
| MAN002 | Timeliness of child protection conferences |
| MAN003 | Strategy Meetings |
| MAN004 | Maintaining accurate records |
| MAN005 | Child protection planning during pre-proceedings |
| MAN006 | Expectations re face-to-face contact |
| MAN007 | Serious Incident Notifications (Need to Know) |
| MAN008 | Interim Safety Plans |
| | |
| | |
| | |
| | |
| | |