

## Safeguarding Adults Implementation Plan Template

Having completed your safeguarding risk register, you will have identified and prioritised the key actions. These can now be transferred to an organisational and strategic implementation plan using which ever project software you prefer (e.g excel, word).

Below is an example of the types of headings you could use to plan your work.

Decide a subject area e.g. <b>Safe Recruitment Process</b>						
Objective/Task	Lead Member of Staff	Target Audience	Timeframe	Allocated Resources	Impact	Status/Notes
Breakdown into measurable tasks  e.g. Review Staff Induction Checklist to ensure safeguarding adults is included	Detail person or team leading the work	Detail who this objective is targeted towards.  e.g. staff, volunteers, participants	Include realistic milestones	This could be financial, capacity, grants etc.	Write down the impact of delivering on this objective/task	Current status and action