

## **WSCB Procedures Sub-Group**

### **Minutes of Meeting held on 6 October 2014**

#### **Present:**

Brenda Vincent  
Mary Eccleston  
Cornelia Healey  
Nigel Jones  
Satwant Kohar  
Adrian Over  
Jo Redmond

	<u>Action</u>
1. <b><u>Apologies</u></b>	
	Jackie Channell and Victoria Gould.
2. <b><u>Minutes and matters arising from the previous meeting held on 20 June 2014</u></b>	
	The minutes of the meeting held on 20 June 2014 were received. An additional meeting had been held to look at the proposed new structure for procedures.
2.1	Cornelia will email the minutes of the January meeting to Brenda. <i>Cornelia</i>
2.2	Terms of Reference – Agreed.
2.3	Membership <ul style="list-style-type: none"><li>As the group is considering procedures, there is no need to appoint a lay member.</li><li>Early Help should be represented. Cornelia will invite Marina to join. <i>Cornelia</i></li></ul>
2.4	Allegations against Foster Carers <ul style="list-style-type: none"><li>One meeting of the working group has taken place.</li><li>There is a legal duty to report concerns around foster carers to the DBS. Clarification required as to whether HR or the Fostering Operations Manager is responsible. <i>Brenda</i></li><li>8 POT's have recently taken place around Warwickshire foster carers, sometimes involving up to 4 POT meetings. It would be useful to know the outcomes.</li><li>Internal guidance required for Safeguarding to support multi-agency procedures.</li></ul>
2.5	No Name Referrals – Will be included in the development of the MASH.

### **3. Horizon scanning update**

A trainee of Victoria Gould presented his work on other agency procedures on 10 September (circulated). Some aspects of the procedures will be considered for use. As the content of the procedures has recently been revised, the focus is now on an ordered and interlinked online presentation and differentiating between procedure and guidance.

Brenda has asked Marie Seaton whether her unit can provide any support for this work.

#### Tasks

- Cornelia has asked tri-x for a quotation for the presentation of the WSCB procedures; she will follow this up. *Cornelia*
- Mary (Cornelia's Administrator) to draft headings for the new procedures in a logical format. *Cornelia*
- Brenda and Satwant to advise Cornelia which procedures should be kept. *Brenda/  
Satwant*

### **4. Recruitment and supervision of staff who work with children**

“Working Together” required a recruitment procedure in 2010 and a supervision procedure in 2013; both remain outstanding.

#### Supervision

##### Tasks

- Adrian and Cornelia to develop Andrew Jones' framework for the supervision procedure (including definition of the different tiers of supervision), send it to the sub-group for comments and then circulate to all partner agencies to establish what supervision they provide at different levels. *Cornelia/  
Adrian*

#### Recruitment

Adrian's draft procedure on recruitment was welcomed; it provided a sound and helpful procedure with valuable detail.

##### Tasks

- Safer recruitment training to support the procedure would be beneficial. This should be referred to in the procedure in order that organisations are satisfied that there is access to training on a continual basis in line with Warwickshire Safeguarding Board requirements. *Cornelia*

- Point 92 – Satwant to consider and follow up to Adrian. Third point: Refer to “*active use of WSCB escalation process*”. *Adrian/Satwant*
- Points 102 & 103 – Refer to further guidance being developed. Brenda asked that 2 - 3 sentences be included on different types of supervision. *Adrian*
- Adrian will make the agreed amendments, confirm with Cornelia and circulate to the Sub-Group. *Adrian*

The recruitment procedure, with agreed amendments, was endorsed by the Sub-Group and will be presented to the Safeguarding Board on 23 October. *Cornelia*

Supervision procedure to be added to the Work Plan. *Brenda*

Consideration will be given to monitoring the use of the escalation process.

## 5. Bruising to non-mobile babies

Peter Sidebotham’s amended version of this inter-agency protocol was discussed. It has previously been considered by the Health Sub-Committee.

The procedure requires non-mobile babies with bruising to be referred to Children’s Services immediately for Section 47 and a paediatric assessment, however some social workers are advising health visitors to go for a GP assessment.

### Tasks

- Query whether “non-accidental” should replace “non-intentional” and “satisfactory” should be inserted in front of “non-intentional [accidental] explanation” in order to use familiar language. *Brenda*
- Check whether telephone calls should be followed up with a written referral within 24 or 48 hours. *Brenda*
- Paediatrician to arrange for the bruising to be photographed for Section 47 investigation. *Jackie*
- Comments to be passed to Jackie Channell and wording to be tightened up. *Brenda*
- Jackie will do a final edit and advise where it will go procedurally. *Jackie*
- To be presented to the WSCB in January. *Jackie/Cornelia*

## **6. Chairing and recording of Core Groups**

This issue arose as a consequence of feedback from other agencies around the responsibility for taking minutes of Core Group meetings and relates to Section 7.23 of the main procedure.

The social worker is the lead professional but the group should consider how it will be managed in the social worker's absence. The guidance should be more prescriptive and include a clear statement under "Chairing arrangements" that "Core Group meetings should not be cancelled if the social worker is not available". The practice leader or operations manager should step in but this is often not the case and the group should identify one or more vice chairs for exceptional circumstances. Other members can take and share notes but it is the responsibility of the social worker to produce the minutes.

In the last point of the paragraph "Reporting to the review conference" specific reference should be made to stepping "through a CIN plan or on-going support plan through the CAF process".

"Formulation of the detailed child protection plan" – define monitoring arrangements by clarifying the elements of the child's progress and progress upon which feedback is required.

Mary will make the amendments and email to everyone for final comments by 20 October.

*Mary*

Updated guidance to be posted on the website by 31 October and agencies advised.

*Cornelia*

## **7. Dispensing with child protection plans outside of conference processes**

This guidance relates to 7.26 of the main procedure. Mary outlined the amended circumstances where a CP plan can be discontinued outside of a CP Conference:

"The decision to discontinue the Child Protection Plan will only occur following a Child Protection Conference except in the following circumstances:

- The child and family have moved permanently to another area and a receiving in conference takes place in the other local authority
- The child has died
- The child has left the country
- The child has moved permanently to another authority who accept responsibility for the case but reach a view that a

- conference is not necessary as all safeguarding concerns have been resolved e.g. via legal proceedings
- Where the review conference has recommended dispensing with a plan once a private law order is made.

In all of the above circumstances the original conference members will receive a notification of the proposal to end the plan. There will be a specified period in which they can challenge this decision."

Where a review conference is inquorate and the chair makes the decision to go ahead, it is a provisional decision, the minutes are circulated within five days and members are given two weeks to register objections. The decision is then confirmed retrospectively (ref: 7.4 in main procedure).

Comments should be emailed to Mary within two weeks. Brenda will notify teams of the amendment at that time.

All/  
Mary/  
Brenda

**8. Recording procedure and maintain client records that are complete, accurate and support effective practice**

Deferred to next meeting. Brenda to progress.

Brenda

**9. Joint Housing Protocol**

Warwickshire Protocol for Assessing and Managing the Housing Needs of Homeless Young People - This protocol has not been signed off by the authority or endorsed by the WSCB as an inter-agency policy. However, a training event is upcoming, arranged by Housing.

Some concern was expressed as the thrust of the work on family support and mediation seemed to sit with Housing and only when that was exhausted would a referral be made to CS. It was agreed that Housing should find out whether CS are involved before taking action themselves. Although recognising that in the majority of cases, 16 – 17 year olds are vulnerable and need a service, CS can provide other services. Housing Officers could be invited to attend Edge of Care meetings. The appropriate approach should be managed on a case by case basis.

**Tasks**

- It was agreed that a meeting should take place at Service/Operations Manager level to clarify guidance/procedure and to improve the robustness and consistency of the protocol; currently it is open to interpretation and the North and South operate differently. *Brenda*
- To advise the district councils that the protocol has been considered by this group and ask who they worked with to *Brenda*

produce the re-draft.

- Comments should be emailed to Brenda who will be attending the upcoming Housing training event and will check the protocol's status with SLT. All/  
Brenda

## **10. Allegations against foster carers/POT process**

See Matters Arising.

## **11. Information from schools as part of Sec 47 enquiries and notifications to schools of significant incidents**

To be removed from the agenda as single agency issue.

## **12. Child protection full paediatric assessments for neglect**

Confusion exists around whether a child should automatically have a full paediatric assessment at the early stage where Sec 47 for possible neglect applies as health services do not have the capacity to undertake such assessments. Health have therefore drafted this revised procedure around IHA's - what they include (baseline data) and when referral for further assessment is required. Health would like to implement this procedure with immediate effect.

There has been discussion around the involvement of school nurses in child protection cases generally. School nurses will usually carry out the IHA before the initial case conference, unless a more appropriate health professional is involved but will not necessarily be the Health representative on the Core Group.

The following amendments to the procedure were agreed:

- Point 2.5 – to clarify that the health professional is responsible for referring for further assessment.
- Include wording around where a health professional is unsure they should seek advice from their designated lead.
- Include timescales – ideally the IHA should take place within 7 days of the child becoming looked after or subject to a CP plan.
- Where a police investigation is underway, a full paediatric assessment should always take place at an early stage.

### Tasks

- Comments on the Paediatric Protocol for Neglect to be sent to Peter Sidebotham cc Jane Williams. Brenda

- When Health have responded to the comments, Brenda will circulate it to the group with a view to it being received by the WSCB in January. Brenda
- Board to be asked to formally note the protocol. Cornelia

### **13. Physical Intervention Policy**

Guidance on the use of Force and Physical Intervention - Over a year ago a couple of complaints were received from Ofsted and a visiting social worker about children being contained in schools as a consequence of which the local authority guidance needed to be updated. The new guidance has been developed by Celia Russell, Lead on Team Teach, which is an approved method of behaviour management. The guidance uses over 95% non-physical intervention and takes account of statutory requirements.

#### Tasks

- It was agreed that the local authority, as corporate parent, should be notified where a LAC has been the subject of physical intervention. Adrian
- D.6 – Heading to be amended to Post Incident Management and Notifications. Adrian

The guidance is clear that physical force should only be used as a last resort when in the best interests of the child/young person.

The document has been to SLT, it has not yet been to GLT. Pat Tate is the lead officer and will take it to the WSCB on 23 October.

Adrian will finesse the draft guidance documents on the use of low arousal areas and quiet areas in Warwickshire Schools and Quiet Rooms. Adrian

Work completed.

### **14. Safeguarding Policies from Other Agencies**

Cornelia receives two categories of procedures from other agencies (i) Fostering and Adoption procedures as it is a statutory requirement that they are shared with the LSCB (ii) updated CP procedures for advice as to whether they are compliant with the Safeguarding Board.

A discussion took place as to whether this was the right group to consider these procedures, whether a model policy should be drafted and the need to respond formally to the agencies.

### Tasks

Cornelia will seek the advice of the WSCB Chair. If it does come under the remit of this group, she will circulate the policies she has received. It will be on the agenda for the next meeting of this group and added to the terms of reference.

*Cornelia*

### **15. Work Plan – Update of Plan**

*Brenda*

- Joint protocol.
- Guidance on images - to be discussed at the next meeting.
- Special cases – Cornelia to provide documentation.
- Review missing children protocol.
- Safeguarding Board should publish protocols for assessments to be drawn up with its partners.
- Working Together - Safeguarding should publish protocols for assessment which set out what should happen when a referral is made. Maria Barnes had started work on this. The group should monitor this as a holding strategy. Cornelia to link with Sheila Meakin to bring to this group when completed.

*Adrian  
Cornelia*

*Cornelia*

### **16. Any Other Business**

**16.1** National Conference on Serious Case Reviews – details tabled.

**16.2** Trafficking strategy/MASE and Leaving Care – It was agreed that where the case is open to the Leaving Care Service, that team will chair MASE meetings as from 06/10/14.

### **17. Date of Next Meeting**

The next meeting will be held on 1<sup>st</sup> December 2014 at 9.30 am at Holly Walk.