

WSCB Procedures Sub-Group

Minutes of Meeting held on 1 December 2014

Present:

Brenda Vincent
Jackie Channell
Mary Eccleston
Victoria Gould
Cornelia Healey
Nigel Jones
Satwant Kohar
Adrian Over
Amanda Trodd (Minutes)

1. Minutes and matters arising from the previous meetings held on 31 January 2014 and 6 October 2014

Action

31 January 2014

Substance misuse procedures

- Cornelia to action.

Cornelia

Referral form

- The referral form should be more readily accessible on the WSCB website.

Cornelia

Safer employment procedures

- Discussed at the last WSCB – some changes required.

Physical intervention guidelines

- Have been endorsed by GLT and signed off by the WSCB. Completed.

New statutory guidance for missing children

- Nigel to review the protocol in light of the new guidance.
- To be added to Work Plan.

*Nigel
Brenda*

Young person's homelessness protocol

- On Work Plan.

6 October 2014

Early Help representation

- Marina Kitchen has agreed to join the Sub-Committee.

Amanda

Allegations against foster carers

- Victoria has started work on the multi-agency POT procedure which now covers foster carers. Brenda has been discussing

- procedural issues with Jenny Butlin-Moran. Internal guidance (separate from procedure) is required for Children's Services, particularly around foster carers. Victoria will liaise with Nigel, Mary and Jenny Butlin-Moran to redraft the procedure. Annette Dallas from Health to be invited to join this group. *Victoria*
- The introduction of monitoring of POT outcomes is under discussion with the LADO. An annual report should be produced.
 - To review revised procedure written by Jackie Garrison but not implemented. *Victoria*
- No name referrals
- It was agreed that if the MASH is not going to be in place in the near future, a position should be taken on no name referrals. Brenda will check the timeframe with Sue Ross and add to the Work Plan if appropriate. *Brenda*
- Chairing and recording of Core Groups
- Agreed amendments have been made including a process for discontinuing a CP Plan outside of a CP Conference. Cornelia will arrange for the procedure to be updated on the EDRM and circulated to all agencies. Completed. *Cornelia*
 - The timeframe for circulating Core Group minutes is 10 working days.
- Safeguarding Policies from Other Agencies
- WSCB to decide whether this comes under the remit of this Sub-Committee. *Cornelia*
- Joint Housing protocol
- The Warwickshire Protocol for Assessing and Managing the Housing Needs of Homeless Young People has not yet been signed off by the authority or endorsed by the WSCB. *Cornelia*
 - A lead from Social Care is required to review the protocol with Martin Cowan and Legal. 16+ should be included. Brenda to ask Sue Ross who will undertake this work. *Brenda*

2. **Horizon scanning update**

Tri-x have not got back to Cornelia despite several contact requests via the website.

Brenda and Satwant have been through the procedures to differentiate between procedure and guidelines.

Appendices could be replaced by links.

Brenda has discussed with Jenny Butlin-Moran the resources required to review the procedures further, including issues around corporate parenting and branding. A policy officer to support the

work is being considered. However, these procedures are inter-agency and require procedural knowledge as well as technical expertise.

Tasks

- Adrian will speak to his contact at Tri-x to ascertain when they would be in a position to undertake the work required on the new procedures and to obtain a quotation. *Adrian*
- Cornelia will ask Mary in her team to extract the headings of Chester and Birmingham's procedures. *Cornelia*
- Issue of resourcing to be raised at the WSCB Development Day. *Brenda*

3. Recruitment of staff who work with children

A discussion took place around how such an inter-agency procedure can be implemented when organisations including the Police, Probation and Health have their own national procedures.

Tasks

- To review Adrian's suggested amendments and feed back to him within two weeks. *All*
- Meeting to be arranged between Adrian, Jackie, Nigel and Steve Shanahan of Rugby Borough Council to finalise and re-badge the procedure. *Adrian*

4. Supervision of staff who work with children

Brenda is waiting to hear back from Jenny Butlin-Moran.

5. Bruising to non-mobile babies

The changes agreed by this Sub-Committee have been made to this protocol.

Tasks

- Additional changes: 10.2 – strategy meeting required not discussion and 8.5 – telephone numbers to be checked. Brenda to send to Anita Gurry for clarification. *Jackie
Brenda*
- To go to the Health Sub-Committee of the WSCB and Children's Centres for comment within a short timescale. *Jackie*
- To put in the required format. Addresses to be inserted in 8.5 and link at 4.5. *Brenda*

- Once finalised, to be sent to every GP in the county. *Jackie*
- Once finalised, to be added to the EDRM. *Cornelia*
- To be added to the next WSCB meeting agenda for notification. *Cornelia*
- Refer the procedure to the WSCB Communications Group for wider circulation. *Cornelia*

6. Recording procedure and maintaining client records that are complete, accurate and support effective practice

This arose from a serious case review and reflects the need to ensure that all records are stored so that they are available to other professionals.

Resources are required to undertake this work.

Tasks

- Brenda to speak to Richard Long. *Brenda*
- Flagging of risky adults around CSE to be available in Corelogic system. *Brenda*

7. Child protection full paediatric assessments for neglect

Where there are particular concerns for a child the Health Visitor, School Nurse or GP who undertakes the Initial Health Assessment will refer for a full assessment if they find it necessary. More urgent referrals are prioritised; paediatrician capacity is very limited.

If the concern is a specific injury it becomes Section 47 and a paediatrician is involved straightaway.

The IHA should be provided to the Initial CP Conference.

Tasks

- Timescales in the procedures need to be tightened up. *Jackie*
- Please send final suggested amendments to Jackie by 05/12/14. *All*
- To check whether Peter Sidebotham has an assessment tool that can be inserted. *Jackie*
- Brenda then to reformat the document by 19/12/14. *Brenda*
- Once finalised, the protocol will go to the WSCB. *Cornelia*

- Decision to be made as to where it will be referenced in the procedure – Section 4? *Cornelia*
- 8. Safeguarding Policies from Other Agencies**
- Tasks
- To refer to the Development Day to check whether the Board is looking at this and/or discuss who would be suitable to undertake this work. *Cornelia*
- 9. Child witnesses in criminal cases**
- This issue arose as a result of Rugby CT requesting a report on the psychological impact on a child of giving evidence in a criminal court. Usually the Police would manage the care of a child around these issues throughout such a case.
- Tasks
- Nigel advised that there are guidelines in place which he will send to Brenda. *Nigel*
 - It was noted that Andrew Durham undertook some work in this area. Brenda to check. *Brenda*
- 10. Notification of significant events in adoptive homes**
- Task
- Internal procedure – To check who is the nominated person in the local authority to be advised where there is an allegation against adoptive parents. *Brenda/
Victoria*
- 11. Referral Procedures**
- Cornelia advised that Working Together 2013 requires a referral form for “statutory assessment” rather than a referral form for CP which Warwickshire currently uses. There is inconsistency within agencies around the county in requesting consent from parents/notifying parents around CP/CIN.
- Tasks
- Referral procedures to be reviewed to meet the requirements of Working Together 2013 and ensure consistency. Meeting to be arranged between Satwant, Adrian, Nigel and Victoria. Consider involving Pat Elliott. *Cornelia*
 - Refer back to this Sub-Committee if necessary. *Cornelia*
- 12. Images Guidance**
- Adrian advised that guidance on professionals’ use of images has

been endorsed and approved by GLT and should go to the January WSCB for endorsement.

Task

- Any comments to be made to Adrian by email by 19 December. *All*

13. Work Plan – Update of Plan

Task

- To be updated. *Brenda*

14. Any Other Business

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15. Date of Next Meeting

The next meeting will be held on 23rd January 2015 at 9.30 am at Holly Walk.

Brenda Vincent
Service Manager South