

# WARWICKSHIRE SAFEGUARDING CHILDREN BOARD

A meeting of the **BOARD** will be held in the **CONFERENCE ROOMS 1 and 2 SAL**

on **THURSDAY 23<sup>rd</sup> APRIL 2015 AT 2.00 PM.**

*Non-Warwickshire County Council members should report to Main Reception in Building 3 in the first instance. Please fo*

## AGENDA

1. **Apologies** 2pm
2. **Chair's Announcements; declaration of AOB**
3. **Minutes of Meeting 29<sup>th</sup> January 2014** (attached) 2.05pm [Link to B](#)
4. **Matters Arising** (WSCB Action matrix attached) 2.10pm
  - **'Amber SCR'**
  - **Redesign of WSCB procedures** (paper attached) *Promote eff  
arising f*
  - **Threshold document –Judicial Review and  
implementation plan** *Promote eff  
arising from*
  - **Draft Governance Suite** (paper attached) *Strengthen A  
arising from Lea*

---

### **Warwickshire Safeguarding Children Board**

#### **Minutes of meeting** **Thursday 23<sup>rd</sup> April 2015**

David Peplow (Independent Chair)  
 Cornelia Heaney (WSCB Development Manager)  
 Adrian Over (Warwickshire County Council),  
 Andy Wade (National Probation Service)  
 Annette Dallas (SWFT) *deputising for Helen Lancaster*  
 Bill Hunt (Warwick District Council)  
 Calvin Smith (Safeguarding Service Manager, WCC)  
 Craig Dicken (Nuneaton & Bedworth Borough Council)  
 Cllr Bob Stevens (Warwickshire County Council)  
 Dilly Wilkinson (GEH) *deputising for Dawn Wardell*  
 Donald MCGovern (Community Rehabilitation Company)  
 Hugh Disley (Head of Early Help & Targeted Support, WCC)  
 Jackie Channell (Designated Nurse for Child Protection, Coventry and Rugby CCG)  
 Jacqueline Barnes (Warwickshire North CCG)  
 Jamie Soden (Coventry and Warwickshire Partnership Trust)  
 Jenny Butlin-Moran (PPG Service Manager WCC)  
 John Dixon (Strategic Director, People Group, WCC)  
 Kate Sahota (Commissioning & Performance Lead Health Improvement WCC) *deputising for Helen King*

Keith Drinkwater (Lay Member)  
Marianne Smith (South Warwickshire CCG)  
Mike Hayward (Warwickshire Voluntary Sector)  
Penny Greenaway (Coventry and Warwickshire Partnership Trust)  
Peter Sidebotham (South Warwickshire Foundation Trust)  
Rachael Boswell (WSCB Interagency Learning and Improvement Officer)  
Simon Powell (North Warwickshire Borough Council)  
Sue Turner, (Lead Nurse for Warwickshire North CCG)  
Sue Ingram (Domestic Abuse Manager, WCC)  
Steve Shanahan (Rugby Borough Council)  
Superintendent Debra Tedds (South Warwickshire Local Policing Commander)  
Victoria Gould (WCC Legal Services)  
Sarah Morgan (Minutes, CSCS, WCC)

### **1. Welcome and Apologies**

The following apologies were noted  
Alison Walshe (South Warwickshire CCG)  
Brenda Vincent (Children's Social Care & Safeguarding Service Manager, WCC)  
Cllr Chris Williams (Warwickshire County Council)  
Dawn Wardell (George Eliott Hospital NHS Trust)  
Helen King (Public Health)  
Helen Lancaster (SWFT)  
Jenny Wood (Head of Social Care, Warwickshire County Council)  
Lesley Tregear (Youth Justice Service)  
Linda Gilliard (Coventry, Warwickshire and Solihull Partnership.  
Neville Hall (CAFCASS)  
Martin Cowan (Stratford-upon-Avon District Council)  
Sue Ross (Head of Children's Social Care & Safeguarding, WCC)  
Superintendent Steve Ecclestone (PVP, Warwickshire & West Mercia Police)  
Steven Shanahan (Rugby)  
Katrina Symonds (Lay board member)

### **2. Chair's Announcements; declaration of AOB**

Apologies and attendance were noted along with those deputising

Declarations of any other business:  
None declared

The Chair re-introduced "reflections" to the agenda

Chair acknowledged the useful continuing addition on the agenda of links to the business plan to each agenda

### **3. Minutes of Meeting 29<sup>th</sup> January**

The minutes were agreed as an accurate record  
Seconded by Sue Ingram & Jenny Butlin-Moran

### **4. Matters Arising & WSCB Action Matrix**

#### **Action Matrix:**

It was agreed to reduce the size of the matrix. In future only the unfinished items will be circulated to members

The amber rated items were reviewed:

#### **CAF breakdown to Members -**

This had been held up due to workload pressures but the figures have now been sent to Health & Borough me

#### **Recommendations of S11 report**

Again due to workload pressures & the Section 11 audit producing a lot of work, this has not been completed.

**ACTION:** Conclusions to be brought to next meeting

#### **Review of SILP work stream by partners**

No feedback was received and the deadline for feedback has passed

#### **CSE training within partner agencies**

Partners were asked to submit data on the number of staff who had accessed the training to the CSE sub-committee

**ACTION:** Lesley Tregear to send an email to partners asking for the data

(To clarify: the compliance of workers to access CSE awareness training applies to providers of services not only to staff)

#### **4.1 “Amber” SCR**

Following the Special SCB meeting last week some minor amendments were done to the report. These changes will be discussed at the next meeting. A further Special SCB meeting will be called for 2<sup>nd</sup> June to review and approve the findings.

There is a requirement to collate responses from partner agencies/members

Once these have been collated the report can be published

#### **4.2 Redesign of WSCB procedures**

Adrian Over reported to the Board on the issues in respect of the current inter-agency Children Protection procedures

- A clear rationale for the redesign was outlined in the report at 1.6.
- Option 3 was agreed as being the best option and this was seconded by Victoria Gould & John Dixon. The findings will be incorporated properly into the procedures.
- Option 3 sees the outsourcing of the re-design to an external company, Tri-X
- Though the Procedures sub-committee had completed the scoping exercise there will be a requirement of funding
- It was clarified that there will be an initial out lay fee for the work plus an on-going annual retaining fee. Funding will be sought
- Other options of companies were investigated but there are currently no other organisations offering this service
- There are different ways of utilising Tri-X's resources and these will be discussed at length if the Board agree
- Discussion was held on the need for a Project Manager which would require further funding. John Dixon indicated that this would be discussed at the next meeting.

#### **DECISION:**

**All agreed on Option 3, the commissioning of Tri-X to re-write procedures**

**Meeting to be held with Tri-X to discuss the various options of their input**

#### **4.3 Threshold document – Judicial Review & implementation plan**

Victoria Gould updated the Board

There was an unsuccessful appeal of the judicial review

A further appeal to appeal has been lodged

Waiting for response from Court but have been advised this may take some time but will be before Oct 8<sup>th</sup>

It has been mentioned that within the Working Together 2015 document there was a minor change to wording

A discussion was held on the potential risks of holding off a review of this wording in line with WCC Threshold document

**DECISION:** It was agreed that the Board needs to be aware of the changes but will not do a review yet but will monitor the situation

In the interim the current Threshold document remains in use

Hugh Disley noted that the Local Offer will be going live in the next couple of weeks and DfE have viewed it. A meeting will be held to discuss the Local Offer

#### **4.4 Draft Governance Suite**

Jacqueline Barnes reported to the Board on the revised constitution and appendices and asked the Board for feedback

It was noted that appendix 1 still needed to be inserted, this is the governance structure chart

#### **DECISIONS:**

Partners to review the document

Grammatical & punctuation errors have already been noted but feedback if any more

Feedback required on Point 7 Governance & Strategic Relationships

Feedback and agreement on Point 10 Membership required (it was discussed about the reduction in WCC membership)

Feedback and agreement on Point 11 Tenure required  
Point 22 Sub groups, the titles of the sub groups is not stated as these may change  
Point 28 Quoracy needs to be highlighted to partners  
Appendix 4 "Membership Agreement" this refers to core members not advisors

**FEEDBACK REQUIRED WITHIN 10 WORKING DAYS OF BOARD MEETING IE: 7TH MAY (TO CORNELIA**

Following this feedback, the paper will go to legal and then come to the special SCB meeting on June 2nd for

## **5. WSCB member reports**

The Chair thanked members for responding to his email request to supply a short report on two areas of their work. He felt it not only helps members refocus on the issues but is also a "sharing good practice" tool. For the next meeting the Chair would like a response to how members include "the Voice of the Child"

The two areas for this meeting were:

*"safeguarding is everyone's responsibility", how is that translated into practice in your organisation?*

*Secondly, and related to the first question, what are your staff supervision arrangements not just for staff with "s"*

The Chair asked Simon Powell & Debra Tedds to present their reports.

The board and the Chair thanked them both for sharing the information and commented on the valuable insights.

### **ACTION:**

**All members to provide a short written report on the "Voice of the Child" for the next meeting**

## **6. DCS Test of Assurance**

John Dixon (DCS for WCC) delivered his test of assurance report.

This is a requirement from the Children's Act 2004 where a DCS is also in charge of another service area i.e. Adult Social Care.

The Board noted the assurance provided and the further work to be undertaken.

## **7. Warwickshire MASH update**

John Dixon read to the report produced by Sheila Meakin & Sue Ross on the updated position of the Warwickshire MASH.

- An Operational & a Strategic Group have been formed and development work is in progress.
- The MASH is fully backed at Strategic and Corporate level with a view to being Operational before Christmas.
- The first phase will be Children's services with Adult services introduced at the 2<sup>nd</sup> phase.
- Members from Adult services are involved from the start though to assist with aligning the processes to ensure a joined up approach.
- The MASH links with the redesign of The Child's Journey work.
- There is a need to get Adult Mental Health, Head Teachers, Housing Officers, Probation involved & engaged.

The Board noted the update.

## **8. Performance Data quarter 4**

Jenny Butlin-Moran reported to the Board on the quarter 4/Annual dataset.

### **Key Points:**

- Slight increase in CAF undertaken
- Current breakdown of CAF by agency has been sent to District & Boroughs
- Referrals received by children's social care is significantly lower than last year
- We have a lower percentage than national average of referrals resulting in "further action". This indicates that the system is working well.
- The Police and Schools were where the highest amount of referrals were received from over the year
- There has been a slight decrease in the number of children subject to a child protection plan
- There has been an increase in the number of children reported missing

A discussion was held on the % of referrals in various teams. In particular the significant decrease in North W. Calvin Smith (Service Manager CSCS) explained that due to differences across teams in what is recorded or not. This is a concern and is being reviewed at the moment and the introduction of the Warwickshire MASH will change. If “contact” statistics could be included in the dataset this would give a better view.

The Board noted the recommendations:

That the Board note the intelligence within the dataset

Constituent agencies consider any implications for their agency

#### **ACTIONS**

- **Contact information to be included in the dataset**
- **An “annual” column to be included in the dataset**
- **Partners to enforce the use of CAF as the preferred method of Early Help Intervention**
- **Missing children figures to be looked at by Debbie Tedds**

### **9. WSCB Training Strategy**

Rachel Boswell reported to the Board on the key changes proposed in the 2015 – 18 Training Strategy and asked for the following:

1. Accept the new levels of training identified.
2. WSCB multi-agency training session “Child Protection Awareness” is delivered within single agency setting.
3. Partners should ensure that all staff who are in contact with or work directly with children and young people are trained.
4. Partners agree to support review of impact of training through line manager’s completion of 90 day post training evaluation.

A discussion was held with the following points noted:

The lack of engagement with Core Training is picked up in the WSCB self-assessment – this is being addressed.

Targeted multi-agency training will continue to be supplied by the Board to core members if they do not have training.

It was noted that “volunteers” is not included in the wording of the strategy

The cancellation charges were unclear

There is a change to the agreed levels of training to Universal, targeted, Specialist and Strategic, this moves a

#### **DECISION:**

Recommendation 1 – endorsed with the addition of Health intercollegiate Levels

Recommendation 2 – endorsed

Recommendation 3 – endorsed with wording to be clarified

Recommendation 4 – endorsed

#### **ACTION**

- The word “volunteers” to be added to Strategy
- Charges/cancellation charges/fees to be clarified
- Health’s equivalent numbered level of training to be added
- In recommendation 3, the word “contact” needs clarifying

## **10. Proposals for Strategic Plan 2015 - 18**

The Chair reported to the Board

There are a proposed 4 priorities for the next Strategic Plan.

These were developed following the completion of a self-assessment exercise undertaken by David Peplow &

The self-assessment document was circulated to the Board prior to the meeting and feedback by members was

The 4 priorities are:

Governance & Operational Structure

CSE

Neglect

Diversity

A discussion was held and it was viewed that the 4 priorities were good.

Query if MASH should be a priority – response that as the Board has overview & scrutiny of it, it does not concern and would be a strand of ‘diversity’: AGREED

Discussion on the outcomes of “voice of the child” and “the child’s journey”. How does the Board “hear what the

**Members to report back any further thoughts to Chair on self-assessment document –**

## **10a Reflections**

The Chair asked members to reflect on what have we done today that will make a difference to the children and

- That we are going to co-work/co-produce
- The reports from agencies was really helpful in identifying what each of the partners is doing and raised the
- The reports gave a shared understanding of work
- The Board instigated a sharing of information process
- The update on the Warwickshire MASH is evidence of where the Board challenged progress and the work

## **11. Updates from WSCB Sub-committees**

The Board noted an update from the following Sub-Committees

- District Council - Craig Dickens

The committee are awaiting the outcome of this meeting on the progress of the revised Procedures and

- Schools, Learning and Education – Adrian Over

DfE have issued guidance on the application of the disqualification rules for teachers.

- Health

No update due to the transition due to Governance update

- Systems, Procedures and Guidelines –

Work has been done as per the agenda item 4.2

- Performance, Monitoring and Evaluation – Jenny Butlin-Moran

Some tasks unfinished because of insufficient capacity in the sub-committee, providing feedback on s.

- CSE – Lesley Tregear

Chair has sent apologies to the meeting. Brief report to requested for circulation with the minutes

- Special Cases – Peter Sidebotham

- 16 cases in total at the moment
- 1 SCR is completed with a feedback session due in June. A local case review will be brought to

- Strategy, Communication and Information – Calvin Smith

- Voice of the Child is a main focus
- Audit of files in health and social care to see if we are capturing the voice of the child
- There is a statutory requirement to do home visits, this is where we would capture the voice of

- Training - Rachel Boswell

- The new training directory has been circulated

## **12. Agency & Partnership Updates**

### **Health & Wellbeing Board**

John Dixon informed the Board that there is workshop on 3<sup>rd</sup> June on The Child's Journey 0 – 5 years

## **13. Any Other Business**

None received

## **14. Date of Next Meetings**

A brief extra-ordinary meeting will be held at the start of the workshop on 2<sup>nd</sup> June to table, and if appropriate



WSCB Action Matrix 2014-2015									
AP	Meeting date	Agenda Number	Action Required	Allocated Person	Time scale	Comments	Completed Y / N	RAG	Evidence & Outcome
1	24.07.14	5	DL to incorporate comments from the Board re: deaths from ethnic minorities to be broken down further to show category of death to see if any deaths are connected to their ethnicity or not or if there is any correlation.	D Lloyd	Jun-15	For next annual report	N	G	
2	24.07.14	5	Send a letter for the attention of the new Die minister to enquire what processes has been made with the CDOP national database.	D Lloyd / D Peplow	Oct-14		Y	G	Letter sent to Nicky Morgan. Response received setting out arrangements that have now been made for this, expected start in 2016.
2	24.07.14	7	DP to contact CAPASS re: annual report contribution being too generic, we would like detail specifically relating to Waverley.	D Peplow / C Heaney	Oct-14		Y	G	Letter sent requesting local information for 2014-2015 annual report
3	24.07.14	7	Provide updated material from CCOS for annual report	J Barnes	Oct-14		Y	G	Final Annual report
4	24.07.14	7	Clearly statement about screening for receipt of service from missing children's practitioners		Nov-14		Y	G	Final Annual report
5	24.07.14	7	Historical figures for Short Term CP plan to be included in future annual report	C Heaney	Oct-14	next annual report can contain comparative data from previous years will also contain findings of an audit currently underway looking at reasons for short plans.	N	G	
	24.07.14		Jacqueline Barnes to meet with Data to look at how commissioners could support CDOP to implement recommendations.	J Barnes	Nov-14		Y	G	Jacqueline has met with Data and agreed a for review findings to be shared with her to enable them to inform future commissioning.
	24.07.14		speak to National Steering Group re: CDOP data, (NHS England).	H Hipkiss	Nov-14	not completed, agreed Jan 15 but not formally notified to LSCs yet, a would seen DFE has awarded a university to collate data undertake this work.	N	G	
	24.07.14		All WSCB members ensure that the threshold document is fully implemented in the agencies and services they represent.	Social Care, Health, Early Intervention Police District Councils Probation Youth Justice Education Providers	on hold pending outcome of JR appeal	Initial sharing of information complete, process of embedding to be ongoing. WCC JR continuing	N	G	
	24.07.14		Threshold document examined to ensure it supports the practice developments identified in case reviews.	Systems and Procedures sub-committee	Jan-15	On work plan, review required following revision to WJ, an in the light of any findings made by JR process	N	G	
	23.10.14	5	Jenny Packeeer to make contact with Richard Long to discuss briefing for police	Jenny Packeeer	Nov-14	Contact made and briefing offered.	Y	G	
	23.10.14	6	WSCB members to send comments on the safer recruitment policy in the next 10 days	all WSCB members	2nd November 2014	one comment received and noted.	Y	G	Policy now agreed by WSCB
	23.10.14	9	Establish Working group to take forward recommendations of Daniel Peltis review	Corrella Heaney		Chair appointed and first meeting arranged.	Y	G	Working Group established and first meeting held.
	23.10.14	10	Hugh Doherty to discuss inclusion of SEN data in dataset with P.M.E. sub.	Hugh Doherty/Jenny Butlin-Moran	Jun-15	potential inclusion of this data would be for next financial year	N	G	
	23.10.14	10	CAF team to look at breakdown of CAF initiation by District Councils	Pat Tate Jenny Butlin-Moran	Jun-15	for inclusion on audit programme	N	G	
	23.10.14	14	Ask chair network how other LSCs respond to the request to review policies and procedures. Draft proposed WSCB approach.	David Peplow Brenda Vincent	Jul-15	Likely to be influenced by findings of Cranhill report, will await this.		G	
	23.10.14	15	Make WSCB response to consultation on proposals to cut housing related support	David Peplow Corrella Heaney	Dec-14	consultation was circulated to WSCB members and comments requested. Response to this request received from only one board member, so no response made.	N		consultation has ended - action closed
	23.10.14	15	SEND Board to look at the recommendation contained in NIPCC report 'We have the right to be safe and provide report to future WSCB meeting'	Adrian Wells	Jul-15	Chair's sub-committee have agreed this item will come to P.M.E. sub in the first instance; on work plan	N	G	
	29.1.15	5	any comments and views on any aspect of the P.M.E. Families report and proposals to be forwarded to Nick Gower-Johnson	WSCB members	Apr-15		Y	G	Phase 2 has now begun.
	29.1.15	6	Chair to write to WSCB members to invite them to express an interest in chairing a sub-committee	David Peplow	Apr-15		Y	G	Invitation made to WSCB members
	29.1.15	6	amend sub-committee structure as minutes	Corrella Heaney	Apr-15		Y	G	incorporated in draft governance documents
	29.1.15	6	Further exploration of the the approach to involving schools in WSCB	David Peplow, Corrella Heaney, Adrian Over	Apr-15	Consultation email sent to head teachers, replies still coming in.	N	G	
	29.1.15	6	setting up of working group to review governance documents	Jacqueline Barnes	Apr-15	Group composed of relevant membership is meeting and progressing work.	Y	G	Documents drafted and tabled for WSCB April 2015
	29.1.15	8	Current breakdown of CAF (initiation) by agency to be sent to health and boroughs	Jenny Butlin-Moran	Apr-15	This has slipped because of the work load of the sub-committee, suggest completion Jun 15.	N		
	29.1.15	9	P.M.E. to formulate and action plan based on the recommendations of the s.11 report.	Jenny Butlin-Moran	Apr-15	This has slipped because of the work load of the sub-committee, suggest completion Jun 15.	N		
	29.1.15	10	All partners to review the SLP work-stream report and send updates to Peter Siddlethorn with 28 days.	WSCB members	28th Feb 15	Deadline for this has now passed.	Y		
	29.1.15	10	Review of the process of responding to the SLP to be brought to the next WSCB meeting.	Peter Siddlethorn	23rd April 15	Not put on the agenda because of competing demands suggest this could be circulated to board members for consideration in advance of meeting to agree response to Chair B SCR.		G	
	29.1.15	10	Links to WSCB and Tr-X procedures to be sent out for comment within 21 days	Corrella Heaney, all WSCB members	21st March 15		Y		Material sent out 2.3.15
	29.1.15	10	Partner agencies to ensure their staff access CSE training	WSCB members		Reporting at this meeting was incomplete.	N		
	29.1.15	10	Statistics on attendance at CSE training to be sent to WSCB members	Lesley Tregear / Rachael Boswell	Apr-15		Y		Information provided via CSE sub-committee
	29.1.15	10	Training Strategy of be brought to next WSCB meeting	Rachael Boswell	Apr-15		Y		On April agenda.

agree,  
the revised governance documents.

**Warwickshire Safeguarding Children Board**  
**Minutes of meeting**  
**Thursday 29<sup>th</sup> January 2015**

<p>avid Peplow (Independent Chair)  ornelia Heaney (WSCB Development Manager)  lison Walshe (South Warwickshire CCG)  nnette Dallas (SWFT) <i>deputising for Helen Lancaster</i>  ill Hunt (Warwick District Council)  renda Vincent (Safeguarding Service Manager, WCC)  alvin Smith (Safeguarding Service Manager, WCC)  raig Dicken (Nuneaton &amp; Bedworth Borough Council)  llr Chris Williams (Warwickshire County Council)  awn Wardell (George Eliott Hospital NHS Trust)  uperintendent Debra Tedds (South Warwickshire Local Policing  ommander)  onald MCGovern (Community Rehabilitation Company)  ill Bishop (WCC Priority Families)  ackie Channell (Designated Nurse for Child Protection, Coventry and  ugby CCG)  acqueline Barnes (Warwickshire North CCG)  amie Soden (Coventry and Warwickshire Partnership Trust)  enny Butlin-Moran (Service Manager WCC)  enny Wood (Head of Social Care, Warwickshire County Council)  ohn Dixon (Strategic Director, People Group, WCC)  ilie Toal (WCC) <i>deputising for Adrian Over</i>  ate Sahota (Commissioning and Performance Leal Health Improvement  'CC)  eith Drinkwater (Lay Member)  esley Tregear (Youth Justice Service)  artin Cowan (Stratford-upon-Avon District Council)  ike Hayward (Warwickshire Voluntary Sector)  eter Sidebotham (South Warwickshire Foundation Trust)  achael Boswell (WSCB Interagency Learning and Improvement Officer)  imon Powell (North Warwickshire Borough Council)  ue Ingram (Domestic Abuse Manager, WCC)  teve Shanahan (Rugby Borough Council)  uperintendent Steve Eccleston (PVP, Warwickshire and West Mercia  olice)  ictoria Gould (WCC Legal Services)  arah Morgan (Minutes, Safeguarding, WCC)  atrina Symonds (Observer)</p>	
<p><b><u>1. Welcome and Apologies</u></b></p> <p>The following apologies were noted  Adrian Over (Warwickshire County Council),  Andy Wade (National Probation Service),  Cllr Bob Stevens (Warwickshire County Council)  Helen King (Public Health)  Hugh Disley (Head of Early Help &amp; Targeted Support, WCC)  Linda Gilliard (Coventry, Warwickshire and Solihull Partnership)  Sue Ross (Head of Children's Social Care &amp; Safeguarding, WCC)</p>	
<p><b><u>2. Chair's Announcements; declaration of AOB</u></b></p> <p>Apologies and attendance were noted along with those deputising</p>	<p><b>ACTION</b></p>

**Report to the Warwickshire Safeguarding Children  
Board**

**23<sup>rd</sup> April 2015**

**Proposal for the redesign of the WSCB procedure**

This report outlines issues with respect to the current WSCB Interagency Children Protection Procedures. Options are considered alongside costs that enable the procedures to be updated, web enabled, interactive and made more user friendly and accessible.

**Recommendations:**

The Systems and Procedures Sub Committee recommends that Option 3 is adopted and the most expedient and fastest way to achieve the step change to the procedures that is required.

The WSCB consider the project support required in adopting Option 3 and how this might be secured.

The WSCB consider the membership of the Systems and Procedures Sub Committee if it is to fulfil the consultative function as outlined in the report.

**1 Background**

- 1.1 WSCB procedures underpin multi-agency safeguarding practice across the county and between agencies. They support the work of Warwickshire Safeguarding Children's Board in fulfilling its legal duties in accordance with the Children's Act 2004, Working Together and subsequent guidance.
- 1.2 The current procedure available on the WSCB website since December 2013. They represented a slight adjustment to the preceding procedures making them broadly compliant with Working Together to Safeguard Children 2013. The procedures fall short in some areas and there are areas outstanding for example a model for describing staff supervisory requirements and the policy towards young carers. Other adjustments arising from serious case reviews need to be addressed and Working Together to Safeguard Children (March 2015) has to now be taken into account.



# Constitution of the Warwickshire Safeguarding Children Board

---

## **Partner Relationships, Roles and Responsibilities**

Version Control:  
Ratified by the WSCB:  
Review Date:

Version 4 – 14/04/2015

## Agenda item 6

### Report to Warwickshire Safeguarding Children Board

23<sup>rd</sup> April 2015

#### Director of Children's Services –Test of Assurance.

**Summary:** This report provides the test of assurance in relation to the role of Director of Children's Services for Warwickshire County Council, in accordance with the Children Act 2004.

#### Recommendations:

1. That WSCB note the assurance provided and the further work to be undertaken.

#### 1. Introduction

- 1.1. Section 18 of the Children Act 2004 requires every top tier local authority to appoint a Director of Children's Services. The DCS has professional responsibility for the leadership, strategy and effectiveness of local authority children's services and, as such, this post should be at first tier officer level.
- 1.2. The DCS is responsible for securing the provision of services which address the needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers. In discharging these responsibilities, the DCS will work closely with other local partners to improve the outcomes and well-being of children and young people.
- 1.3. The DCS is responsible for the performance of local authority functions relating to the education and social care of children and young people.
- 1.4. The DCS is responsible for ensuring that effective systems are in place for discharging these functions, including where a local authority has commissioned services from another provider rather than delivering them itself.
- 1.5. The DCS should have regard to the General Principles of the United Nations Convention on the Rights of the Child (UNCRC) and ensure that children and young people are involved in the development and delivery of local services.
- 1.6. It is legally permissible for the DCS and LMCS roles to be combined with other operational and political functions of the local authority. However, given the breadth and importance of children's services functions that the DCS and LMCS cover, local authorities should give due consideration to protecting the discrete roles and responsibilities of the DCS and LMCS before allocating any additional functions to individuals performing these roles. In particular, local authorities should undertake a local test of assurance so that the focus on outcomes for children and young people

**Report to the Warwickshire Safeguarding Children  
Board  
23<sup>rd</sup> April 2015**

**Warwickshire MASH update**

**Summary:**

This report summarises progress made to date regarding the implementation of a Warwickshire MASH (Multi Agency Safeguarding Hub)

**Recommendations:**

That the Board notes and comments on the progress made

**1. Background and Progress to date**

- a. Since the first MASH meeting in February 2015 both an operational and a strategic group are now in operation.
- b. The operational group met on 4<sup>th</sup> March and at this time they have developed the model for Warwickshire. There is also risk identification work taking place. Once the model is agreed by the Strategic Board, members will be identified to lead work streams from an identified area from the Project Identification Document (PID)
- c. Jonathan Robert (West Mercia Police) and Sheila Meakin (Warwickshire County Council) have visited the MASH in Coventry to negotiate a cross border arrangement. They will also be visiting the Herefordshire MASH which is within the geographical area of the Warwickshire and West Mercia Police Alliance to look at learning points to incorporate into Warwickshire's MASH
- d. The PID and the business case have been developed and both have been discussed by the Strategic Board. Though we have considered having a MASH that will look at safeguarding concerns in children and adults, the business case has identified that whilst Adult Social Care will be part of the MASH it is unlikely they are ready to do so in time for phase 1 implementation. There are a number of reasons for this including the introduction and implementation of the Care Act along

**Report to the Warwickshire Safeguarding Children  
Board  
23<sup>rd</sup> April 2015  
Revision of new Training Strategy 2015 - 2018**

**Summary:**

This paper provides Board members with a summary note of the key changes proposed in the 2015 – 18 Training Strategy.

**Recommendations:**

- 1 – Accept the new levels of training identified.
- 2 – WSCB multi-agency training session “Child Protection Awareness” is delivered within single agency settings.
- 3 - Partners should ensure that all staff who are in contact with or work directly with children and young people and / or adults who are parents or carers of children and / or young people receive induction training on safeguarding within the first 3 months of employment.
- 4 – Partners agree to support review of impact of training through line managers completion of 90 day post training evaluation form when requested.

**1. Introduction.**

Working Together 2013 and Working Together 2015 make it clear all LSCB's have to develop a local Learning and Improvement framework, of which naturally training has become a component of.

This statutory guidance and the LSCB regulations make clear the responsibility of the LSCB's to;

*“1(a) developing policies and procedures for safeguarding and promoting the welfare of children in the local authority, including policies and procedures in relation to:*

*ii) training of person who work with children or in services affecting safety and welfare of children”*

Threaded through the guidance is the continual need for agencies to work together in collaboration to share information when there are concerns about the welfare of a child/children. This guidance draws upon evidence from research highlighting how multi-agency training in particular is useful and valued by professionals in developing a shared

## WSCB Business Plan 2014-15 updated April 2015

Action Required	By Whom	Complete by	Reason for Action and Outcomes Required
<b>A. Create and Maintain a Learning System</b> <i>Actions continuing from 3 year plan 2012-2013:</i>			
Hold 11 <sup>th</sup> Annual Conference – theme to be Neglect.	Strategy and Communications subcommittee	March 2015	Support the development of Neglect strategy that supports practice throughout the safeguarding continuum.
Develop Participation strategy in conjunction with WCC	Strategy and Communication sub-committee		To build the experience of children and young people into our assessment of the effectiveness of safeguarding services, to promote the development of services for children and young people to experience positively.
Complete the actions agreed by WSCB in response to the SILP review of Child A; develop action plans in respect of the more complex findings.	'Champions'	April 2015	Develop the understanding of weaknesses in the safeguarding system identifies in the review; changes to address these; to ensure the system is functioning now.
Develop the role of the 'link' WSCB members to ensure WSCB has effective voice in HWBB activities	Chair of WSCB and Chair of H and WB Board	April 2015	To promote mutual understanding of the roles of the two Boards and facilitate bi-lateral communication to promote the alignment of priorities between the two Boards.



**Report to the Warwickshire Safeguarding Children  
Board  
23<sup>rd</sup> April 2015**

**Proposal for WSCB Strategic Priorities 2015-2018**

**Summary:**

This paper proposes 4 priorities for the next WSCB Strategic plan, derived from a self assessment exercise undertaken by the Independent Chair and Development Manager. These are: WSCB's own governance and operational structure, CSE, Neglect, and Diversity. The paper explains the reason for these choices.

**Recommendations:**

- **WSCB members agree the four priorities proposed**
- **One further issue of equal priority identified by members could also be agreed.**

**1. Introduction**

The current Strategic Plan, agreed in 2012 ends this year. The themes of this plan were drawn from the Munro review of the Child Protection System in England and Wales, and were Creating and Maintaining a Learning Culture, Promoting Effective Practice, Strengthening Accountabilities and Promoting Early Help.

Significant progress has been made in each of these, as set out in each relevant annual report, and it is time to agree new priorities building on the progress made with these, and applying new focus to the areas that have been difficult.

There is evidence that LSCBs are most successful when they prioritise focus on a limited number of issues, (France et al 2010) consequently it is proposed that 4 or at the most, 5 strategic priorities are adopted for the new plan.

**2. Self Assessment**

The Independent Chair and Business Manager used a self assessment tool developed in the the South East region, coupled with a review of the annual reports evaluating progress of the current Strategic plan to identify possible

# Report to Warwickshire Safeguarding Children Board

23<sup>rd</sup> April 2015

## Performance Information Dataset for Warwickshire Safeguarding Children Board Q4: 2014/15

### Summary

This report introduces the performance information dataset for the the financial year. The dataset supports the strategic objectives of WSCB set out within the WSCB Business Plan.

### Recommendations

1. WSCB is recommended to note the intelligence within the performance information dataset
2. Constituent agencies are recommended to consider any implications for their agency and to take appropriate action..

### 1. Introduction

- 1.1 The revised statutory guidance “Working Together” 2013, emphasises the regulatory requirement for all Local Safeguarding Children Boards to monitor and value the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them of ways to improve and to use data which as a minimum should
  - assess the effectiveness of the help being provided to children and families, including early help
- 1.2 The attached dataset aims to provide WSCB with an overview of the ongoing effectiveness of the agencies and the work of the Board and will inform the basis of the annual report. The dataset is set out into the themes of the child’s journey through the system.
- 1.3 The dataset provides intelligence for the the financial year. It is therefore not possible to compare performance from the preceding year as the data was not previously collected in this way, but will be possible over time.
- 1.4 **Please note** that some of the 2014/15 data within this dataset is reported to DfE as part of the annual returns. This still requires validation and data quality checks and may not be reflective of the finalised data submitted to the DfE as part of the annual Children in Need Census.

*1) "Safeguarding is everyone's responsibility", how is that translated into practice in your organisation.*

- The Council has an Officer Children's Champion in place, which is currently the Deputy Chief Executive, who also attends the WSCB
- In response to the last s11 Audit the Council Formally appointed two Member Children's Champions, one of whom is currently a member of the Executive (Cabinet) and the other Chair of the Overview & Scrutiny Committee
- An annual report is taken to the Overview & Scrutiny Committee on Children's Safeguarding activities and how the Council is discharging its responsibilities, with ad-hoc reports as necessary (e.g. outcome of s11 audit, progress against Improvement Action Plan etc.)
- Reports to members are public documents and available on the Council's website
- The outcomes of s11 audits are discussed by the Senior Management Team (Chief Executive, Deputies and Heads of Service) and reported to Executive, along with an Improvement Action Plan. Progress against the Plan is monitored by the Management Team and Overview & Scrutiny Committee
- The Deputy Chief Executive meets regularly with the Member Children Champions.
- Reports are taken to the Senior Management Team when information needs to be disseminated across the authority
- Where necessary bespoke promotions are undertaken. For example, to reinforce the countywide CSE awareness campaign 'Something's not right' the Council has:
  - Publicised the campaign via its website
  - Placed a prominent 'big button' item on the intranet, reinforced by an item in the next Core Brief which is circulated electronically to all staff
  - Printed details of the campaign on the March pay slips (and will feature it again in April and May)
  - Devised a wording for officers and members to use, on a voluntary basis, at the bottom of external e-mails to promote awareness outside of the Council
  - Agreed that details of the campaign will be included in the next newsletter to Council tenants and as part of other external promotional campaigns
  - Agreed that all Council contractors will be provided with information on the campaign
  - Displayed posters at all operational buildings

### **Safeguarding is everyone's responsibility - CRC response**

All staff are required to have an awareness of safeguarding irrespective of their individual roles. They are expected to raise any concerns they have with their immediate line managers or other more senior managers. There is understanding that a primary focus of our work as an organisation is to assess and manage risk as a means of contributing to the protection of the public and making communities safer places to live in. Staff are encouraged to raise and discuss issues of concern in relation to risk of harm and reoffending, including safeguarding, with colleagues and managers. This may be done through day to day contact within the office/workplace environment, through team meetings, or through more formal supervision sessions.

According to specific roles and responsibilities then there are responsibilities attributed to different grades of staff. Reception staff would be observant in relation to any children brought into the office and make checks against databases for any current concerns; case administrators have liaison responsibilities in relation to checks with Children's Services and collation of multi-agency child protection and safeguarding meetings; offender managers hold child protection cases and participate in the delivery of child protection plans as well as being observant of any emerging concerns as part of overall supervision process with all offenders; Senior Probation Officers oversee and review child protection cases held by offender managers and ensure that safeguarding is a component of all activities in relation to probation interventions and assessments; Senior Managers ensure that safeguarding is identified as a strategic priority and staff are provided with the resources to maintain the requisite knowledge, skills, and experience to discharge their duties in relation to this area of work.

Whilst the focus on supervision of staff is tapered to reflect the levels of involvement and responsibility of the staff member in relation to safeguarding there is an acknowledgement that all staff have a role in ensuring the safety and protection of children. The focus in supervision will be on specific roles and responsibilities of individual staff but this will be within the overall context that the reduction of harm and reoffending, and public protection are key components of our overall business.

## WSCB Agency Report - April 2015

### North Warwickshire Borough Council

The Borough Council has been asked to respond to two questions for consideration and review at the meeting of the Warwickshire Safeguarding Children Board to be held on 23 April 2015

#### **Safeguarding is everyone's responsibility, how is that translated into practice in your organisation?**

That safeguarding is everyone's responsibility is clearly stated on the front cover of the Borough Council's Child Protection Policy. This responsibility is then highlighted and emphasised in the Introduction to the Policy and within the Policy Statement. The Policy itself is subject to regular review by Members (Councillors) and will be again on 16 June 2015.

Safeguarding activity is formally led by the Chief Executive and "safeguarding" is a regular agenda item at meetings of the Authority's Extended Management Team (Chief Executive, Deputy Chief Executive and service heads), from which information is then cascaded to managers and staff throughout the organisation. Service heads have an explicit responsibility to ensure that safeguarding is embedded in the work of their Division. The Assistant Director (Leisure and Community Development) provides feedback from WSCB meetings to the corporate Extended Management Team.

The Borough Council follows Safer Recruitment processes, although these are subject to current review in light of recent guidance from the Safeguarding Children Board.

Following completion of the "Strategic and Organisations Self Assessment Tool" (Section 11 Audit), a requirement was identified to update all staff job descriptions (including those who have specific safeguarding responsibilities) to include specific reference to individual responsibility for safeguarding. The responsibility to safeguard and protect young (and other vulnerable) people will also be emphasised in the "Statement of Particulars" for all jobs. This work has just commenced in conjunction with the Human Resources section.

Every new employee to the Authority, within their formal induction programme, receives an introduction to The Child Protection Policy, and the Vulnerable Adults Policy, and their responsibilities therein. Further to completion of the Section 11 Audit it will soon be necessary for all staff to be issued with a credit card sized "Child Protection Quick Guide", which has been issued to staff undertaking safeguarding training for the last four years. The Guides serve as a source of reference for everyone, and most particularly for staff that work "off site" and / or "out of hours".

**Nuneaton and Bedworth Borough Council**

**Agency response for requirement of the Warwickshire Safeguarding  
Children's Board meeting April 2015.**

**"Safeguarding is everyone's responsibility", how is that translated into  
practice in your organisation?**

- The Council has an Officer Children's Champion in place, which is currently the Director for Governance and Recreation.
- Reports are regularly taken to the Council Management Team when information needs to be disseminated across the authority.
- The Council has Safeguarding Children Policy & Guidance in place which is being reviewed in 2015.
- Promotion of Safeguarding Children & the reporting mechanisms for reporting concerns via posters and information available on the Council's intranet site.
- The reporting form easily accessible on the Council's intranet site for all employees to report concerns.
- If a concern is raised and meets the threshold for referral to Children Services, this is referred within 24 hours of the concerns being raised.
- The opportunity to raise safeguarding concerns can be discussed during employees one to one with Line Manager.
- The Council's whistleblowing policy ensures employees can safely report any concerns about any Council activity.
- Safeguarding Children training is delivered in-house bi-monthly and the dates for this are circulated on a regular basis via email and on the Council's intranet site. Other appropriate training is offered to employees.
- Any contract that the Council procures has requirements of a contractor to adhere to Council policy on safeguarding children.
- The Council follows safer recruitment procedures ensuring unsuitable applicants are not employed by the Council in position which involve working with children. Such mechanisms include DBS checks, obtaining 2



1. "Safeguarding is everyone's responsibility". How is that translated into practice in your organisation?

**Our 'Vision'**

Warwickshire Police and West Mercia Police have a singular organisational **Vision** for all staff, that itself meets the definition of 'safeguarding'. This is:

**'Protecting People from Harm'**

This means that every member of our workforce, regardless of their role, works every day to achieve this vision and does so understanding exactly how their activities contribute to it.

**Addressing 'Harm'**

Within the vision we define '**Harm**' in four descending categories of:

**Death**  
**Injury**  
**Loss**  
**Distress**

This allows us to prioritise our resources towards the greatest harms faced by the public in order to provide the maximum protection possible. The overall response of all our staff is based on an assessment of Threat, *Harm* and Risk.

**Our 'Values'**

Our Vision is underpinned by our '**Values**'. We will:

- Take pride in our professionalism and standards of behaviour.
- Listen and engage.
- Use professional judgement and be courageous in making decisions.
- Seek out better ways of working.
- Lead with confidence and do the right thing.
- Work in partnership to provide the best service we can.

1) *“Safeguarding is everyone’s responsibility”, how is that translated into practice in your organisation.*

The governance framework is more robust, with leadership in this area from senior management as illustrated by safeguarding being a frequent item on senior management meeting agendas

Corporate involvement and implementation is supported by a corporate officer safeguarding group that meets monthly and includes representatives from each service area. It is the representative’s role to cascade safeguarding information to other managers within their service.

A letter entitled ‘Safeguarding children and protecting vulnerable adults – what would you do?’ from Adam Norburn, Executive Director, was sent to every member of staff in 2014 bringing the message that safeguarding is everyone’s responsibility. Included with the letter was a small card giving basic safeguarding information and a contact number to phone if anyone has a concern.

At the same time there was a poster campaign in the Town Hall reminding everyone of their responsibilities. Since this initiative, all new staff receive the same message and card in their induction pack.

For the first time at the council a safeguarding week was held on 10-14 November 2014 open to all staff to attend. Information and training sessions were given on the following:

- Child Safeguarding Awareness
- Adult Safeguarding Awareness
- Rugby Social Care Team – Children’s Services Awareness
- Dementia Awareness
- Coffee Morning (Children in Need), bringing various local children’s voluntary groups to talk to staff
- Review of Child Protection Policy – consultation period

The Child Protection Policy was adopted in February 2015. This has meant some changes in relation to our own staff training and safeguarding processes.

- Staff are now required to receive child safeguarding training appropriate to their role and are required to have refresher training every three years.
- DBS checks are reviewed every three years.

For 2013-14, 53 staff have been recorded as undertaking Child Protection training within the three years prior to that year.

For 2014-2015, 137 staff have been recorded as undertaking Child Protection training within the three years prior to that year.



## **Stratford on Avon District Council**

### **"Safeguarding is everyone's responsibility", how is that translated into practice in your organisation?**

- A Child Protection Policy was formally adopted in 2011. The policy is due to be reviewed during 2015. Supporting the policy is a set of procedures which includes:
  - A flow chart detailing how to respond to suspected abuse
  - Referral Form
  - Incident Checklist
- A DBS Procedure, last updated January 2013 which details how the Council will use DBS checks as part of the recruitment and employment process. The procedure also details the criteria to consider in the event of a 'positive disclosure'. DBS checks for existing staff renewed every three years.
- A Whistleblowing Procedure allows any concerns of any matter to be raised with senior management.

### **"What are your staff supervision arrangements not just for staff with "safeguarding" within a job description but for all staff who may come across children as part of their role?"**

- A recruitment process is in place which conforms to the principles of 'safer recruitment'. Including a written procedure detailing mandatory pre-employment checks to the Baseline Personnel Security Standard (BPSS) for all staff; DBS checks for post which fall within the appropriate criteria.
- No staff are employed in roles which require formal 'supervision'. However, staff have regular one-to-one meetings with their line manager, and six monthly appraisals.
- Training for staff, either via Warwickshire County Council or professional bodies as appropriate for their role.

### **Summary of Actions being taken, including those identified following S11 Audit:**

- Senior management and Member training to be put in place to engage organisational leadership with the safeguarding agenda and the contribution District Councils can make.
- Senior management and Member champions to be identified to provide figureheads and promote responsibilities across the Council.
- Review of training arrangements in general, but also specifically in respect of broad awareness raising workshops for front line staff.
- Review of Council contracts to be carried out to identify which of these should include references to safeguarding commitments, and promotion of safeguarding to contract holders as appropriate.

## "Safeguarding is Everyone's Responsibility" Report for WSCB



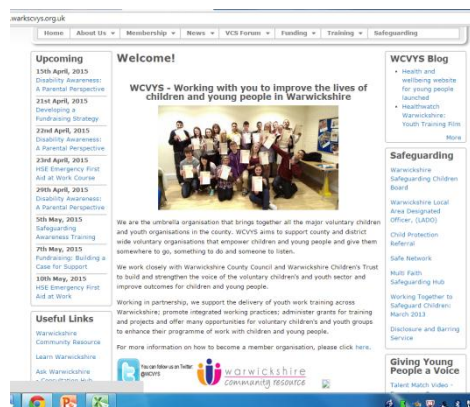
WCVYS supports this statement and actively promotes safeguarding in all our work supporting and working with the voluntary children and youth sector.

- **Keeping Safeguarding on the Agenda**

Safeguarding is highlighted on WCVYS' website front page prominently.

Voluntary Sector representatives sit on WSCB and a number of subgroups to support engagement. Relevant information and policy developments are shared with members.

We tweet, blog and use our bulletins and forums to keep safeguarding on the agenda.



In February 2015 we signed up to the National Safeguarding Day, organised by the National Council of Voluntary Youth Services. We used this opportunity to issue a Special Safeguarding Bulletin packed with information and links to encourage organisations to reflect on safeguarding during this period.

- **Accessible free training**

WCVYS offers evening training sessions aimed at volunteers in locations across the county, including bespoke courses for organisations that have a large number of volunteers and staff to train. The training includes; Level 1 Safeguarding training, incorporating a brief overview of CSE; Safeguarding Training for Trustees, Safer Online E-safety, First Aid and with the support of Adrian Over an annual Safer Recruitment course. We also advertise and promote the WSCB training programme to our members.

- **Safe Network**

WCVYS is a Safe Network Ambassador and promotes safe network to our members. We encourage organisations to complete the Safe Network audit and develop their policies to be fit for purpose. One to one support is available for those that need it.



- **Staff supervision arrangements**

- Safeguarding training for all staff and volunteers
- Lead Trustee for Safeguarding, who completes the Safe Network Audit
- Trustees Safeguarding Training completed by 2 Trustees
- Chief Officer is nominated lead for staff and volunteers with concerns
- Recording system in place for any concerns
- When working in partnership with other organisations such as Young Leaders Training there is clarity of roles and responsibilities for Safeguarding Issues

