

Warwickshire Safeguarding Children Board
Minutes of meeting
Thursday 23rd October 2014

David Peplow (Independent Chair)
Cornelia Heaney (WSCB Development Manager)
Alison Walsh (South Warwickshire CCG)
Bill Hunt (Warwick District Council)
Brenda Vincent (Safeguarding Service Manager, WCC)
Calvin Smith (Safeguarding Manager, WCC)
Craig Dicken (Nuneaton & Bedworth Borough Council)
Cllr Bob Stevens (Warwickshire County Council)
Cllr Chris Williams (Warwickshire County Council)
Donald MCGovern (Community Rehabilitation Company)
Hugh Disley (Head of Early Help & Targeted Support, WCC)
Imogen Mortiboys, (Lead Nurse for Patient Safety and Experience, Coventry and Rugby CCG)
Jaki Douglas (North Warwickshire Borough Council)
Jackie Channell (Designated Nurse for Child Protection, Coventry and Rugby CCG)
Jenny Butlin-Moran (Service Manager Children's Social Care, WCC)
Keith Drinkwater (Lay Member)
Lesley Tregear (Youth Justice, WCC)
Martin Cowan (Stratford-upon-Avon District Council)
Mike Hayward (Warwickshire Voluntary Sector)
Pat Tate (WCC, Service Manager – School Early Intervention Service)
Penny Greenaway (Coventry and Warwickshire Partnership Trust)
Peter Sidebotham (South Warwickshire Foundation Trust)
Richard Long (Warwickshire Police)
Rachael Boswell (WSCB Interagency Learning and Improvement Officer)
Sue Turner, (Lead Nurse for Warwickshire North CCG)
Sue Ingram (Domestic Abuse Manager, WCC)
Steve Shanahan (Rugby Borough Council),
Victoria Gould (WCC Legal Services)
Sarah Morgan (Minutes, Safeguarding, WCC)

ACTION

1. Welcome and Apologies

The following apologies were noted
Adrian Over (Warwickshire County Council),
Andy Wade (National Probation Service),
Dara Lloyd (CDOP Manager)
Dawn Wardell (George Eliot NHS Trust)
Helen King (Public Health)
Jacqueline Barnes (Warwickshire North CCG)
Jamie Soden (Coventry and Warwickshire Partnership Trust)
Jenny Wood (Warwickshire County Council),
Linda Gilliard (Coventry, Warwickshire and Solihull Partnership.
Liz Elgar (Cafcass)
Lynne Renton (NHS England)
Simon Powell (North Warwickshire Borough Council)
Steve Cullen (Warwickshire and West Mercia PVP
Sue Ross (Head of Safeguarding, WCC)

Wendy Fabbro (Strategic Director, People Group, WCC),

2. Chair's Announcements; declaration of AOB

The Chair announced some changes that were now on the agenda:

- A WSCB Action Matrix has been produced
- The agenda now shows where an agenda item is relevant to the business plan

Declarations of any other business:

Consultation on housing related support – Martin Cowan

NSPCC/SEND report – Hugh Disley

3. Minutes of Meeting 24th July 2014

The minutes were agreed with the following amendments:

Steve Shannon & Helen Lancaster were in attendance at the meeting on 24th July

Page 4 – the self-assessment QA for the Domestic Abuse service is through CAADA

**Cornelia
Heaney
Cornelia
Heaney**

4. Matters Arising

WSCB Action matrix attached

Matrix Item 2 - It was agreed that The Chair should proceed with this request

David Peplow

Matrix Item 8 - *All WSCB members ensure that the threshold document is fully implemented in the agencies and services they represent.* –

Members asked the chair in what format this was required.

It was agreed that for future meetings it would be a specific question on the agenda requiring a response from member organisations

**David
Peplow/Cornelia
Heaney**

Members suggested a better use of the RAG rating colour system would better enable members to see the progress on items

**Cornelia
Heaney**

5. Private Fostering Annual Report

Jenny Packeer presented the report to the Board

She outlined what is meant by Private Fostering. This is where children are looked after by someone who is not a close family member for 28 days or more and the arrangement has not been instigated by the Local Authority.

Local Authorities do however have a statutory responsibility to assist and support those families.

The report covered April 2013 to March 2014. Some changes to the collation of statistics has been made for the current year following the introduction of recommendations from DfE, including how a private fostering arrangement was ended

Raising the profile Private Fostering is required and Jenny informed members that she can offer awareness workshops for their organisations.

Richard Long noted that there was no statistics or information in the

report from the police and for Jenny to contact him to discuss further.

ACTION

1. Members to contact Jenny jennypackeer@warwickshire.gov.uk if they would like to arrange awareness workshops.
2. Jenny Packeer to contact Richard Long

ALL

Jenny Packeer

The Board were asked to note the recommendations:

1. Note the content of the report
2. Members take action to challenge and support members in their organisations to improve the identification of private fostering arrangements
3. Raise awareness through training and increase notifications of private fostering

The Board noted the recommendations

6. Safer Recruitment Procedure

Adrian Over had sent apologies due to illness. The Chair led this item. Safer Recruitment Procedures are required by Working Together to Safeguard Children (DfE 2013).

Recommendations to the Board are:

1. That WSCB approves the proposed policy.
2. That constituent agencies share the policy with Human Resources teams and ensure that their recruitment and selection practices reflect the policy.

Members discussed the content and the feasibility of implementing the document within their respective organisations pre-existing HR policies and procedures

It was noted that the Working Together document refers to it as a policy which is why this has been called a policy but in reality it is a model and guidance on best practice around recruitment.

Areas of the policy need to have more reference to where they fit with Safeguarding children

Members suggested it would be better used as an audit tool for their pre-existing recruitment policy.

Using this policy to compare against organisations current procedures would satisfy guidelines in S11 audit, members were concerned that not signing up to this document would mean they did not comply with S11 therefore they felt it needed to be revised and re worded to enable them to agree to putting it into practice in their organisations

DECISIONS

- What is required is a policy, rather than a procedures.
- It will be taken back to the Policy & Procedure sub-group for review

ACTION

- Members to pass on comments to Brenda Vincent brendavincen@warwickshire.gov.uk (Chair of sub-group) within 10 working days
- Sub-group to review the document taking into consideration the members comments - next meeting 1st December
- Revised document to be brought to the next WSCB Meeting in

ALL

Brenda Vincent

Brenda Vincent

January

7. Guidance: Physical Intervention; Use of Quiet rooms; Use of Low Arousal Rooms

Pat Tate reported to the Board on the suite of guidance covering 3 areas of practice: the use of force, the use of quiet rooms and the use of low arousal rooms

Use of Force – this replaces the 2009 use of restraint document and is relevant to all agencies, partners, individuals who provide services for children & young people

Use of Quiet Room/Use of Low Arousal Rooms – The documents clearly outline the differences in the nature of these rooms and their uses

Recommendations

1. WSCB adopts these guidance documents and include them in the inter-agency procedures
2. Partner agencies will review their own related guidance & procedures against these and ensure they are consistent

The Board noted and agreed these recommendations

8. Funding for Serious Case Reviews

The Board had previously discussed how to build a financial resilience to fund serious case reviews, they are a statutory requirement of LSCB's and following the change in emphasis in the Working Together 2013 report, they are increasing.

Several options had previously been discussed but this report is focussing on one where a separate contribution is made by member organisations in advance of need and this 'pot' is held separately to be used only for reviews

The Board discussed this option further.

A pot of £40,000 was discussed though this figure may not be enough as it is very difficult to work out the exact cost and frequency of SCR's. It was suggested that there would be a better understanding at the end of this financial year.

The percentage split of contribution was also discussed as to how this was worked out

Questions were raised on what happened when the pot ran out. Sue Ingram noted that DHR's are funded in a similar way and she would be happy to share her experience of this with the Board

ACTION – Cornelia to speak to Sue Ingram regarding funding DHR's

***Cornelia
Heaney***

The recommendations were considered by the board:

1. To build financial resilience exclusively for review work

2. The amount initially required for the fund
3. The proportion to be contributed by each agency
4. The mechanism for keeping a viable fund
5. That this starts from next financial year

It was agreed that the Board would:

1. Agree to build financial resilience exclusively for SCR's
2. The amount would be £40,000
3. The working out of the proportion contributed was to be brought back to the Board, this would be done alongside the review of membership

ACTION – A more in depth report be brought to the next Board meeting in January 2015 with a view to the funding being started in the new financial year

**Cornelia
Heaney/David
Peplow**

9. Local Case review Daniel Pelka

Richard Long outlined the background for the report and gave a summary

The lessons and recommendations following the authors' findings were reviewed and discussed.

Members agreed that a working group be formed, separate to Special Cases, to take the recommendations forward and this should include a WSAB representative as well as WSCB and Safer Works Partnership Board. Members of this group would be decided outside the meeting. It was also agreed to share the report with Coventry LSCB.

**Cornelia
Heaney**

The Special Cases sub-committee in co-operation with Safer Warwickshire Partnership Board, who commissioned the report asked the Board to consider the recommendations.

The Board endorsed the recommendations

10. Performance Data Set

Jenny Butlin-Moran reported to the Board on the first 2 quarterly dataset. The quarterly data sets will be used as a measurement of how safeguarding is working and will provide an on-going evaluation rather than waiting for the end of year annual report.

The results will be looked at in more depth by the Performance, Monitoring & Evaluation sub-committee

Members of the Board agreed it is a very useful & helpful tool

Hugh Disley queried if SEN figures were included. Jenny reported that young people with disabilities were part of the figures.

The Chair asked Hugh to discuss his queries further with the sub-committee

Members asked if red trends could be flagged, Jenny agreed this would be done

The figures for CAF referrals from District Council will be looked at by

sub-committee and the CAF team

The Board acknowledged the report and endorsed the recommendations

ACTION

Hugh Disley to discuss SEN data collection and inclusion with sub-committee

CAF team to look at CAF referrals by District Council with subcommittee

*Hugh Disley/
Jenny Butlin-
Moran
Pat Tate*

11. Local response to CSE and WSCB action plan

Lesley Tregear reported to the Board on the work the CSE sub-committee has been doing and outlined the findings of a review of Warwickshire's position following the recommendations in the Jay Report.

The sub-committee has been working on improving services to prevent CSE and support victims since 2013.

Raising awareness of CSE in the Community and a training programme for professionals has been a large area of focus.

There is a need to ensure that all member organisations ensure that staff access the training via Wilma

The current multi-agency response team is working well.

A further scoping exercise will be done in January to establish a more accurate picture of CSE

A discussion was held on the development of a mini MASH-CSE (multi-agency safeguarding hub – child sexual exploitation) The Police Crime Commissioner is committed to its development and WCC Social Care have committed funding for recruitment.

The Chair thanked the sub-committee for the report, this was endorsed by Cllr Stevens.

Hugh Disley noted that the Safer Schools policy will be aligned with the CSE work.

The Board noted the recommendations

12. S.11 Audit findings

Jenny Butlin-Moran updated the Board on the audit of statutory safeguarding functions which is being undertaken by the Performance, Monitoring & Evaluation sub-committee

There have been issues over reviewing the audit due to workload capacity

Returns from the circulation of a self-assessment tool to partners, agencies and schools was slow.

Feedback to partner agencies on their returns should be able to be provided following the next sub-committee meeting in November and a full report from the audit will be brought to the next WSCB meeting in January

The Board noted the report and the work done by, and demands on, members of the sub-committee

13. Agency & Partnership updates

Deferred

14. Workplans of WSCB Sub-Committees

The workplans were circulated with the agenda

The Board noted an update from the following Sub-Committees

- District Council - Craig Dickens

The Board noted the revised work plan

- Schools, Learning and Education – Adrian Over

The Board noted the revised work plan

- Health – Alison Walshe

The Board noted the work plan

- Systems, Procedures and Guidelines – Brenda Vincent
Brenda gave an update to the Board

A legal trainee has been reviewing the child protection procedures from other agencies, in light of this there may be areas for improvement in ours

It was noted that other agencies send their procedures to WSCB for comment, the sub-committee do this at the moment but it is very time consuming. This comes about from other regulatory bodies stating that procedures should be approved/reviewed by LSCB.

Need to look at options on how this can be done and bring proposals to the next Board meeting

ACTION –

The Chair will discuss this with regional Chairs

Systems, Procedures & Guidelines sub-committee to draft a proposal on how best to oversee procedures from other agencies

David Peplow

Brenda Vincent

- Performance, Monitoring and Evaluation – Jenny Butlin-Moran

The Board noted the work plan

- CSE – Lesley Tregear

The Board noted the work plan

- Special Cases - Richard Long

A revised & updated work plan was produced on 10th October
The updates were noted by the Board

- Strategy, Communication and Information – Calvin Smith

Calvin gave an update on the sub committee's progress on the workplan

Key Task 2: Annual Conference (CSE) had to be deferred due to the WSCB Development day, proposed new time in February, venue still to be sourced

Key Task 3: Undertake "Health Check" – constitution has been reviewed following the changes within the probation services

▪ **Training - Rachel Boswell**

CSE Training is being pushed to all staff

Work is being done with Multi Faith forum

- Looking at arranging training & support
- Working with Coventry SCB
- Roadshows were held in September
- Free training session on safeguarding booked on 15th November, reaching out to Leaders of multi faith organisations

15. Any Other Business

Reflections:

Members gave their reflections on the items discussed and how they will benefit the safeguarding of children

"The CSE training will make a big difference to the awareness of CSE"

"The highlighting & raising of Private Fostering"

"Need to be mindful of safeguarding the people who are looking after the children too"

AOB:

Housing Related Support – Martin Cowan

Martin wanted to raise awareness of the changes to Housing Related Support to members

- The budget will be cut by half
- Support agencies intervention will be dramatically cut
- Services to all vulnerable people living independently ie: Domestic abuse victims, young people coming out of prison, will be affected
- There is an event in Leamington Spa on 6th November
- LSCB response to be done

David Peplow

NSPCC Executive Summary – Hugh Disley

- This document was handed out to members at the start of the meeting.
- It refers to the need to support young people with disabilities
- Adrian Wells to bring a report to a future meeting
- SEND Board will be looking at the recommendations, need to look at how the work-stream then feedback to the LSCB

*Adrian
Wells/Hugh
Disley*

16. Date of Next Meeting

29th January

Conference Room 1 & 2 Saltisford Building 1 2pm.

WARWICKSHIRE SAFEGUARDING CHILDREN BOARD

A meeting of the **BOARD** will be held in the **CONFERENCE ROOM, NORTH**

on **THURSDAY 23rd OCTOBER 2014 AT 2.15PM**

Non-Warwickshire County Council members should report to Main Reception in Shire Hall in the first instance. Please for

AGENDA

1. **Apologies**
2. **Chair's Announcements; declaration of AOB** 5 mins
3. **Minutes of Meeting 22nd May 2014** 5 mins
4. **Matters Arising** WSCB Action matrix attached 5 mins
5. **Private Fostering Annual Report** (report attached) 5 mins [Link to Business](#)
6. **Safer Recruitment Procedure** (reports attached) 5 mins *Promote Effective practice arising out of Statutory*
7. **Guidance: Physical Intervention; Use of Quiet rooms; Use of Low Arousal Rooms.** (reports attached) 5 mins *Promote Effective Practice arising out of learning*

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Victoria Gould (WCC Legal Services)
Lesley Tregear (Youth Justice, WCC)
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Dara Lloyd (CDOP Manager)
Brenda Vincent (Safeguarding Service Manager, WCC)
Cllr Bob Stevens (Warwickshire County Council)
Cllr Chris Williams (Warwickshire County Council)
Keith Drinkwater (Lay Member)
Helen Hipkiss (NHS England),
Jamie Soden (Coventry and Warwickshire Partnership Trust)
Donald McGovern (Community Rehabilitation Company)
Simon Powell (North Warwickshire Borough Council)
Steve Shanahan (Rugby Borough Council),
Helen Lancaster (South Warwickshire Foundation Trust)
Sarah Morgan (Minutes, Safeguarding, WCC)
Peter Hatcher (WCC EIS, attending for Hugh Disley)

ACTION

1. Welcome and Apologies

The new Chair, David Peplow, introduced himself formally to The Board and welcomed everyone

The following apologies were noted

Andy Wade (National Probation Service),
Jenny Wood (Warwickshire County Council),
Mike Hayward (Warwickshire Voluntary Sector)
Steve Cullen (Warwickshire and West Mercia PVP)
Helen King (Public Health)
Wendy Fabbro (Warwickshire County Council),
Jenny Butlin-Moran (Service Manager Children's Social Care, WCC)
Hugh Disley (Head of Early Help & Targeted Support, WCC)
Sue Ross (Head of Safeguarding, WCC)
Steve Stewart (CSWP),

2. Declaration of AOB

Recruitment of a new Lay Member - Cornelia Heaney

WSCB Action Matrix 2014-2015

AP	Meeting date	Agenda Number	Action Required	Allocated Person	Time scale	Comments
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
2	24.07.14	5	Send a letter for the attention of the new Dfe minister to enquire what progress has been made with the CDOP national database.	D Lloyd /D Peplow	Oct-14	Letter drafted; Coventry and Solihull CDOP chairs would like to be co-signatories to this letter, draft to be forwarded to them also for approval.
2	24.07.14	7	DP to contact CAFCASS re: annual report contribution being too generic, we would like detail specifically relating to Warwickshire.	D Peplow / C Heaney	Oct-14	
3	24.07.14	7	Provide updated material from CCGs for annual report	J Barnes	Oct-14	
4	24.07.14	7	Clarify statement about screening for receipt of service from missing children's practitioner	Nov-14	Oct-14	
5	24.07.14	7	Historical figures for Short Term CP plans 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.
	24.07.14		Jacqueline Barnes to meet with Dara to look at how commissioners could support CDOP to implement recommendations.	J Barnes	Nov-14	
			Speak to National Steering Group re:			

Private Fostering Arrangements

This collection covers notifications to your Local Authority of private fostering arrangements in the year ending 31 March 2014, and the number of children looked after under private fostering arrangements in your authority as at 31 March 2014.

Submit completed forms by [31 May 2014](#)

Section One - Numbers of children

Data for the year to 31 March 2014

	Item
Local Authority Code :	1
Number of notifications of new private fostering arrangements received during the year in accordance with Regulation 3(1) and Regulation 5(1) of the Children (Private Arrangements for Fostering) Regulations 2005 :	2
Number of cases where action was taken in accordance with the requirements of Regulation 4(1) and Regulation 7(1) of the Children (Private Arrangements for Fostering) Regulations 2005 for carrying out visits :	3
Of these, the number of cases where this action was taken within 7 working days of receipt of notification of the private fostering arrangement :	4
Number of new arrangements that began during the year :	5
The number of private fostering arrangements that began ON or AFTER 1 April 2013 where visits were made at intervals of not more than six weeks :	6
The number of private fostering arrangements that began BEFORE 1 April 2013 that were continuing on 1 April 2013:	7
The number of private fostering arrangements that began BEFORE 1 April 2013 that were continuing on 1 April 2013 where scheduled visits in the survey year were completed in the required timescale ¹ :	8
Number of private fostering arrangements that ended during the year :	9
Data as at 31 March 2014	
Number of children under private fostering agreements :	10

¹ New guidance note to reflect statutory requirements that:-
 - all visits in 1st year of arrangement should be made at intervals of not more than 6 weeks;
and
 - all visits in 2nd year of arrangement should be made at intervals of not more than 12 weeks

Section Two - Breakdown by Age and Place of Birth

Total number of children whose private fostering arrangement began between 1 April 2013 and 31 March 2014, by age and place of birth

Age at 31 March	Place of Birth									
	All Children	UK	Europe (other)	Africa	Asia	Middle East	Oceania	Canada and USA	Caribbean, Central and South America	Other
Under 1	0									
1 - 4	1	1								
5 - 9	3	3								
10 - 15	13	10	1		2					
16 & Over	3	1	2							
All Children	20	15	3	0	2	0	0	0	0	0

Private Fostering Action Plan 2014 - 2015

No.	Items	Objectives	Who is responsible	Ta
1.	Take Stock and Review the number of current Notifications, Assessments, Visits, Arrangements and other compliance indicators through CareFirst reports and produce an action plan of its improvement.	Monitor compliance to review and plan service development for the next twelve months.	Practice Leader – PF&SD, Commissioning Support Services, Social Workers & their line managers.	PF file pre Ser Tea
3.	Plan and Execute a Warwickshire wide Publicity and Promotion campaign for General Public, Young People, Parents, Carers and Professionals (in line with national or regional plans for 'private fostering week' or promotion of Private Fostering). Target specialist provision such as Language schools/ education admissions/ youth services/housing/Health including GP surgeries.	Promote awareness of Private Fostering and increase notifications in Warwickshire.	Practice Leader – PF&SD, Partner Agencies, Press Office, Local Media	Pro be vari WA nev
4.	Take an active & lead role in Planning and Preparation on any future Ofsted's Private Fostering and other inspections.	Ensure Private fostering requirements are met.	Practice Leader – PF&SD & others	Evi pre insp

Facts and Figures

1. **The DfE** completed a consultation with Local Authorities in 2013-2014 and are in the process of considering what information requires collating in order to better understand and inform decision making in relation to Private Fostering and Safeguarding activity.
2. Currently there are no changes required in data sets for 2014 to 2015. This would also include consideration as to whether any changes are required to the Children (Private Arrangement for Fostering) Regulations 2005.
3. The figures reported in the DfE Statistical First Release are believed to be an underestimate of the total number of children in private fostering arrangements. This is because there is doubt over whether all parents, carers and other relevant third parties currently report the existence of these arrangements to their LA.
4. It is not clear whether the changes in the number of reported arrangements seen is due to changes in activity in private fostering or changes in the reporting of such arrangements. Therefore, some caution should be exercised in the use of the figures.

5. Notifications of Private Fostering Arrangements in England: Year end 31 March 2014.

Warwickshire compliance rates are in 10. Summary of Warwickshire Private Fostering return below)

- | | |
|--------------|---|
| 1,610 | Children reported as being cared for and accommodated in private fostering arrangements in England at 31 March 2014. This is an increase of 7% compared with the previous year. The numbers have fluctuated between 1,250 and 1,650 over the past 8 years but overall are generally quite stable. |
| 2,880 | New arrangements reported to have started during the 2014 financial year, an increase of 15% on the previous year. Overall this has been steadily increasing over the past 8 years from 1,420 in 2007 to 2,880 in 2014. |
| 2,750 | Arrangements were reported to have ended, an increase of 6% compared with the previous year. This has been steadily increasing over the past 8 years from 1,040 in 2007 to 2,750 in 2014. |
| 80% | Of cases where action was taken following a notification of a private fostering arrangement, had action taken within 7 working days, compared with 72% the previous year. This is the highest proportion in the last 8 years. |
| 38% | Of children reported to be in private fostering arrangements were born in the UK. This proportion has been declining since 2008 and in 2013 for the first time the majority of children in new arrangements were born overseas, this has continued in 2014. |

6. Notifications and Arrangements

- Notifications are increasing
- ..so are new arrangements
- Arrangements at 31 March have fluctuated in the past 5 years
- Most are aged 10 to 15

7. Characteristics of Children in Private Fostering Arrangement

- Increase in those aged 16+
- 38% born in the UK
- The numbers from overseas continues to increase.

**Report to the Warwickshire Safeguarding Children
Board
23rd October 2014**

Private Fostering Annual Report

Summary:

This report outlines the Private fostering activity that has taken place between 01 April 2013 and 31st March 2014 in Warwickshire, gives information on the number of arrangements recorded (with qualifying data) and indicates what activity is taking place or needs to take place for continued improvements.

Recommendations:

1. Warwickshire Safeguarding Children Board note the content of this report.
2. Warwickshire Safeguarding Children Board members to take action in their individual agencies and the board to challenge and support members to improve the identification of arrangements.
3. Warwickshire Safeguarding Board includes information about Private Fostering in relevant training to raise awareness and increase Notifications of Private Fostering Arrangements within Warwickshire.

1. Introduction:

- 1.1 The National Minimum Standards for Private Fostering require that the Local Authority provides a written report each year for consideration by the Director of Children's Services and the Local Safeguarding Children Board on how it satisfies itself that the welfare of privately fostered children in its area is satisfactorily safeguarded and promoted, including how it co-operates with other agencies in this connection.
- 1.2 This annual report provides an overview of Private Fostering activity during the year 2013/14 and is based on the requirements set out in the National Minimum Standards for Private Fostering. It also outlines the planned developments for 2014/15.

**Report to the Warwickshire Safeguarding Children
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WSCB Safer Recruitment and Employment Policy

Summary: This policy, a requirement of Working Together, has been developed to enable WSCB partner agencies to evaluate their recruitment and selection policies and procedures in order to:

1. reflect the agency's commitment to safeguarding children and young people
2. seek to deter unsuitable people from seeking employment or opportunities to volunteer to work with children and young people; reject applications from unsuitable people; prevent unsuitable candidates from being appointed; prevent abuse and neglect of children by staff and volunteers; identify any incidents of abuse and neglect by staff and volunteers; and respond to concerns in accordance with WSCB and agency procedures.

The policy is entitled 'Safer Recruitment and Employment' in order to highlight the importance of continued vigilance after an employee or volunteer has been appointed. Recruitment cannot and must not be the end of the matter.

A key principle of the policy is the importance of not relying on any one process in the recruitment and employment cycle in order to safeguard children.

Partner agencies are particularly asked to note that in line with the principle that safeguarding is everybody's responsibility, the job description and person specification for every post and volunteer role that involves work or contact with children and young people must contain an explicit description of the post/role holder's responsibilities in relation to safeguarding children and young people.

Recommendations:

1. That WSCB approves the proposed policy.
2. That constituent agencies share the policy with Human Resources teams and ensure that their recruitment and selection practices reflect the policy.

SAFER RECRUITMENT AND EMPLOYMENT

Introduction

1. This policy applies to all WSCB partner agencies that employ staff and/or recruit volunteers to work with or provide services to children and young people in Warwickshire. It is designed to support recruiting managers and human resources professionals in partner agencies to make their recruitment practices and processes safer for children.
2. All partner agencies should adopt a consistent and thorough process of safer recruitment in order to ensure that people who are unsuitable to work with children and young people are prevented from doing so. That process should include all individuals who may not have direct contact with children but who, because of their presence and familiarity in certain settings, will still be seen as safe and trustworthy.
3. The principles of safer recruitment should be included in the terms of any contract drawn up between a WSCB partner agency and contractors or agencies that provide services for children and young people for whom the organisation is responsible. The organisation should monitor compliance with the contract, which should also include a requirement that the provider will not sub-contract to any personnel who have not been recruited subject to a safer recruitment process.
4. This policy is entitled 'Safer Recruitment and Employment' in order to highlight the importance of continued vigilance after an employee or volunteer has been appointed. Recruitment cannot and must not be the end of the matter. Although childcare settings are safe environments for the great majority of children and the vast majority of people who work with children have children's safety and welfare at heart, organisations need to promote a culture of ongoing vigilance in order to avoid complacency.
5. Two fundamental principles of effective Safer Recruitment and Employment are therefore that organisations should not rely on one process in order to safeguard the children for whom they provide services; and that effective safeguarding requires robust policies for the management and supervision of staff after the recruitment phase. A comprehensive and systematic approach must therefore include policies and practices designed to:
 - **Deter** unsuitable people from seeking employment or opportunities to volunteer to work with children and young people
 - **Reject** applications from unsuitable people
 - **Prevent** abuse and neglect of children by staff and volunteers

**Report to the Warwickshire Safeguarding Children
Board
23rd October 2014**

**Guidance on the use of Force, use of Quiet Rooms
and use of Low Arousal Areas.**

Summary:

This suite of guidance covers three areas of practice.

The first, on the use of force, replaces guidance on the use of restraint previously issued by WSCB, and will have wide applicability across the children's workforce.

The other two have particular application in school and education settings, and as WSCB guidance would be applicable to all such settings, not just those under the direct control of the County Council.

Recommendations:

- 1. WSCB agrees to adopt these guidance documents and include them in the inter-agency procedures.**
- 2. Partner agencies will review their own related guidance and procedures against these and ensure they are consistent with them.**

Enquiries:

Pat Tate, Service Manager, Vulnerable Learners:
pattate@warwickshire.gov.uk

**Report to the Warwickshire Safeguarding Children
Board**

23rd October 2014

Building financial resilience for Serious Case Reviews

Summary:

The board previously had discussions around options to ensure there was sufficient resilience to meet the costs of Serious Case Reviews. The change in emphasis in Working Together 2013 has led to more reviews being undertaken and this is likely to continue. Regional networking strongly suggests this is a pattern being seen in many areas.

The previous discussion considered:

1. Pay as you go, agencies being asked to contribute as the need arose.
2. A straight percentage increase in contribution to the LSCB
3. Build internal capacity.

The discussions highlighted a number of issues for and against each and a fourth option was suggested, that being a separate contribution made in advance of need and held separately to be used only for reviews.

This paper explores the new option further.

Recommendations:

That the board agrees

- 1. To build financial resilience exclusively for review work**
- 2. The amount initially required for the fund**
- 3. The proportion to be contributed by each agency**
- 4. The mechanism for keeping a viable fund**
- 5. That this starts from the next financial year 2015/16**

1. The number of serious case reviews is likely to continue to increase in line with the recent experience of this LSCB and others in the region and indeed nationally. This was discussed in the previous paper.
2. The previous discussion moved towards this option suggested by a member and is a model used for DHR funding.

**Report to the Warwickshire Safeguarding Children
Board
23rd October 2014**

Local Case Review Daniel Pelka

Summary:

WSCB Special Cases, in co-operation with the Safer Warwickshire Partnership Board, commissioned a review of the period of time that Daniel Pelka's family lived in Warwickshire.

This was undertaken by Brian Boxall and Jane Wonnacott, who were commissioned by Coventry LSCB to undertake the deeper analysis requested by the DfE

The review in essence examines Domestic Abuse responses in Warwickshire, and the intersection of domestic abuse with safeguarding children, because this is how the additional needs of the family presented at the time.

The password for the electronic file is in the email with these papers.

Recommendations:

- 1. WSCB endorses the recommendations of the report.**
- 2. A working group should be set up made up of members of WSCB and Safer Warwickshire Partnership Board to take forward the recommendations.**
- 3. The report shall be shared with Coventry LSCB in order that both LSCBs can respond to the findings in relation to working across the border between Warwickshire and Coventry.**

Enquiries:

Richard Long, chair, Special Cases:
richard.long@warwickshire.pnn.police.uk

**Report to the Warwickshire Safeguarding Children
Board**

23rd October 2014

**Child Sexual Exploitation (CSE):
Developments in Warwickshire and Review of
Warwickshire's position following the Jay Report on
CSE in Rotherham.**

Summary:

This paper summarizes developments within Warwickshire with regard to service provision for children and young people who are potential/victims of child sexual exploitation (CSE).

It also outlines the findings of a review of Warwickshire's position against the recommendations of the Jay Report resulting from the inquiry into CSE in Rotherham.

Recommendations:

The Board:

- note the developments to date,
- note the findings of the review of Warwickshire against the Jay Report
- consider the potential for funding a 'Parents Against Child Exploitation' model within Warwickshire.

1. Development of CSE provision within Warwickshire.

- 1.1 The WSCB Sub-Committee for CSE has been working on improving services to prevent CSE and support victims since 2013 and the CSE procedures were published that year and launched at the WSCB Conference in December; with CSE the focus of the day.
- 1.2 Since that time a focus on raising awareness to children, young people, families and communities has been undertaken and a training programme for professionals has been underway with additional online training made available to all professionals, regardless of agency, through the county council learning and development platform WilMa.
- 1.3 Following a scoping exercise supported by the WCC Observatory a report was provided to the Board in May this year on the level of known and suspected CSE within Warwickshire. The report highlighted the fact that despite awareness raising and training some agencies were

**Report to the Warwickshire Safeguarding Children
Board**

23rd October 2014

WSCB Audit of statutory safeguarding functions.

Summary:

This report provides an update on the audit of statutory safeguarding functions being undertaken by the Performance, Monitoring and Evaluation sub-committee.

Recommendations:

WSCB notes the progress of the audit, and notes the time commitment required from members of the Performance, Monitoring and Evaluation sub-committee to complete the task.

Introduction.

WSCB last conducted an audit of statutory safeguarding functions, including those set out in s.11 of the Children Act 2004, sections 175 and 157 the Education Act 2002 and s.40 of the Child Care Act 2006, in 2011. The Performance, Monitoring and Evaluation sub-committee is undertaking a full audit this year on behalf of WSCB.

Audit Methodology

There has been significant change in the structures and organisation of LSCB partner agencies since 2011. Furthermore, the revised Working Together, and the Ofsted inspection framework make clearer the expectation that LSCBs should seek information to understand safeguarding activity in the area, and so it was decided that a comprehensive audit needed to be undertaken on this occasion, in order to inform future quality assurance activity.

A self-assessment tool was developed, based on the tool being used in Coventry, which is in turn similar to tools being used widely across the country. This sets out the range of actions required of organisations, asks for evidence of compliance, and invites a score of green (all in place) amber (some improvement or development required) or red (urgent action required)

Key Task 1		
Objective	Stage	Action
In accordance with Working Together 2013 and other relevant guidance and best practice, oversee the undertaking and completion of Local/Serious Case Reviews (LCR/SCR) to identify learning and implement improvements	1	COMMISSION: Identify a suitable methodology and an appropriate experienced Lead Reviewer. Scope and commission review.
	2	REVIEW: Facilitate, coordinate and contribute to relevant stages
	3	DRAFT FINDINGS: Receive and consider draft findings and receive feedback to Independent Reviewer, identifying and commissioning additional/remedial work as may be required.
	4	FINDINGS: Finalise and prepare initial findings and recommendations
	5	INITIAL REPORT: Report initial findings and recommendations to WSCB for consideration.
	6	RESPOND: Develop WSCB responses to findings and recommendations
	7	SHARE: Consider opportunities to share initial learning internally and with relevant partner agencies
	8	TRANSLATE: Facilitate and coordinate additional WSCB activities to address recommendations and translate them into Improvement/Action Plans
	9	FINAL REPORT: Present draft Final Report and Improvement/Action Plans to WSCB
	10	PUBLISH: Identify internal and external publication/communication requirements and action accordingly
	11	IMPLEMENT: Monitor implementation of Improvement/Action Plans and action accordingly
	12	CLOSURE: Present completed Plans to WSCB for final sign-off and final publication/communication requirements.



WSCB Child Sexual Exploitation Sub Group - Action Plan

1. Early identification of child sexual exploitation.

	Action	Lead	Timescale	Output
1.1	Completion of CSE awareness training by all agencies' staff and volunteers, and review of the completion undertaken by each agency.	CSE Sub-committee	31.12.14	Annual report to WSCB on percentage of staff completing the online training for each agency,
1.2	Review of training plans (including induction) to ensure all agencies include identification of CSE and how to respond in their induction training for new staff.	CSE Sub-committee	31.12.14	Annual report to WSCB that all induction training plans incorporate identification of CSE and responsibilities of the role in reporting and/or responding to CSE.
1.3	Review by all agencies of safeguarding materials used to ensure they include CSE	CSE Sub-committee	31.12.14	Findings to be reported in the report to WSCB.

Objective	Measurable Objectives	Action Plan	Per
<p>Key Task 1: Ensure Housing/Children's Services Protocol for households containing vulnerable children and Protocol on homeless 16/17 year olds are actively followed within each District Authority</p>	<ul style="list-style-type: none"> ▪ Both Protocols adhered to within each District Authority 	<ul style="list-style-type: none"> ▪ Refresher Training delivered to all relevant teams as appropriate 	<p>5 Dis Coun Com repre conju resp Hous</p>
<p>Key Task 2: Ensure Independent Contractors engaged by District/Borough Council's operate in accordance with safeguarding requirement and are monitored for compliance.</p>	<ul style="list-style-type: none"> ▪ Independent Contractors comply with safeguarding requirements 	<ul style="list-style-type: none"> ▪ Contractual commitment to comply with Council's statutory responsibilities to be introduced for all relevant new contracts ▪ Reporting arrangements and Council lines of responsibility to be formally discussed at all relevant contract set-up meetings ▪ Appropriate employment checks identified for each contract ▪ Standard agenda item for 	<p>5 Dis Coun Com repre</p>

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Performance Monitoring and Evaluation – September 2014.

Medium Term Objectives	Measurable Objectives	Action Plan
<p>Key Task 1: Produce the 2014/15 Annual Report of WSCB in accordance with “Working Together” guidance.</p>	<p>Annual Report for 2015 produced.</p>	<ul style="list-style-type: none"> ▪ Annual Report compiled in accordance with “Working Together” guidance including an assessment of the effectiveness of local safeguarding arrangements and an assessment of the effectiveness and efficiency of early help services. ▪ Report presented to WSCB for approval. ▪ Shared with Children’s Trust Board, Chief Executive and WCC Council Leader, the Local Police and Crime Commissioner and Chair of Health and Wellbeing Board. ▪ To include an assessment of the effectiveness and efficiency of early help services.
<p>Key Task 2. Support the preparation for and inspection of safeguarding in relation to WSCB.</p>	<p>WSCB members are clear about their roles and responsibilities in relation to the inspection and are able to contribute to the process.</p>	<ul style="list-style-type: none"> ▪ WSCB members are identified to take forward the preparation for the inspection ▪ Outcome of the inspection is shared with WSCB ▪ Action plan is formulated ▪ Any areas for action by WSCB are worked upon
<p>Key Task 3: Complete s.11 audit of compliance and provide feedback to agencies on proposed action plans: monitor implementation of these.</p>	<p>Section 11 audit completed and findings shared with WSCB and Children’s Trust Executive Board.</p>	<ul style="list-style-type: none"> ▪ Template developed and circulated to partner agencies for completion. ▪ Findings collated and reported to Boards. ▪ Appropriate action plans developed and implemented. ▪ Voluntary and Independent Sectors

WSCB SUBCOMMITTEE: STRATEGY AND COMMUNICATION – WORK PROGRAMME 2014-2015

Medium Term Objectives	Measurable Objectives	Action Plan	Person Responsible
KEY TASK 1			
<ul style="list-style-type: none"> Organise the 2014 Annual Conference on Child Sexual Exploitation. 	<ul style="list-style-type: none"> For members and associate members provide a Conference on important issues in Child Protection. 	<ul style="list-style-type: none"> Organise and deliver event. 	<ul style="list-style-type: none"> Chair of Subcommittee WSCB Development Manager.
KEY TASK 2			
<ul style="list-style-type: none"> Ensure implementation of strategic implications of government guidance on forced marriage and honour based violence. 	<ul style="list-style-type: none"> Appropriate strategic and practice development measures in place. 	<ul style="list-style-type: none"> Maintain contact with working group established to implement guidance on forced marriage and honour-based violence. Receive updates on progress. 	<ul style="list-style-type: none"> Warwickshire Group on Forced Marriage and Honour Based Violence Subcommittee Members.

WSCB – Systems and Procedures Sub Committee – Workplan 2014 -2015 – Update October

Workstream	Actions	Lead	Timescale	Progress
WSCB procedures	To review the procedures and incorporate guidance on new and emerging issues in line with Working Together. To improve the quality of and access to the procedures	Phase 1. Legal Services to identify personnel to identify models of best practice.	Phase 1 September 14. Phase 2 April 2015	Scoping complete current p but web presenta improved differenti procedur Staffing a support r
Recruitment and supervision of staff who work with children and young people in line with Working Together requirements	To produce a broad policy and principles for all agencies who work with children and young people covering safer recruitment and employment practices and the requirements for staff supervision	Education Safeguarding Manager / LADO	First draft by 30.8.2014	Comple To be pr on 23.10
Staff Supervision policies	To develop a model for describing staff supervisory requirements according to role and levels of responsibilities	Education Safeguarding Manager/WSCB Development Manager	January 2015	New
Bruising to non mobile babies	Practice guidance that informs the investigation and assessment of injuries to non mobile babies practice	Health Lead	September 14	First draft Amendm be prese 29.1.15
Core group	To review and enhance the	IRO Manager,	September	Comple

WSCB Schools, Learning & Education Sub-Committee

Work Plan April 2014 – July 2015

<u>KEY TASK</u>	<u>MEASURABLE OBJECTIVE</u>	<u>ACTION PLAN</u>
<p>1. Annual Review and update of model safeguarding policies for use in education settings.</p>	<p>Procedures and guidelines updated and circulated</p>	<p>Review and amend. For example</p> <ul style="list-style-type: none"> • New government guidance • Special case reviews • Ofsted Annual reports • Government enquiries • Guidance on Physical Intervention, Quiet Rooms and Low Arousal Rooms <p>Review and amend to reflect Keeping Children Safe in Education (DfE 2014)</p>
<p>2. New Technologies and their potential impact on the safeguarding of children in education.</p>	<p>Ensure new technology safeguards and guidelines are in place within education</p>	<ul style="list-style-type: none"> • Awareness raising within Education Safeguarding training • Learning from casework (including Cyber-Bullying) • Disseminate good practice in this area • Work in partnership with WCC ICT Support Services to keep abreast of new development resources and training available to schools • Develop 'Images of Children' guidance for adoption by WSCB agencies. • Promote awareness and use of WCC e safety Facebook page 'Staying Safe Online' • Minutes of eSafety forum to be circulated to members of Schools, Learning & Education Committee

**WSCB Health Subcommittee Work plan
2012 - 2015
07.07.14**

Key Tasks	Measurable Objectives	Action Plan
<p>1. Ensure the safeguarding children agenda continues to be delivered across the Warwickshire Health Economy following restructuring of clinical commissioning</p>	<ul style="list-style-type: none"> a) Safeguarding policies are in place for the CCGs b) Appropriate safeguarding professionals will be in place across the health economy, with clear job plans and relevant SLAs <ul style="list-style-type: none"> i. Designated professionals within the CCGs ii. Named professionals within provider organisations iii. Safeguarding leads for GP practices and other independent practitioners 	<p>Draw up safeguarding policy for the CCGs; Safeguarding policy ratified by CCG</p> <p>Review and revise job plans for designated professionals Ensure appropriate SLAs/contracts in place for designated professionals</p> <p>Each provider organisation to provide health subcommittee details of their safeguarding professionals, and assurance that job plans adequately reflect the role and the time and other support required.</p> <p>Compile a list of safeguarding leads for GP practices</p>



WSCB Child Sexual Exploitation Sub Group – 2013-14 A

1. Improve early intervention of child sexual exploitation

There is a need to:

- raise awareness amongst all professionals in all services both in the statutory and voluntary identifying and responding to child sexual exploitation,
- raise awareness amongst parents, carers and the public regarding the risks of child sexual exploitation, refer concerns and access support quickly,
- provide information and raise awareness of the risk of sexual exploitation with children and young people.

Action	Lead	Timescale	Output	Progress to date
1.1 Undertake an initial awareness raising across the safeguarding workforce about factors that may increase vulnerability to child sexual exploitation, as well as signs that it is occurring.	CSE Sub-committee	End of May 2013	<ul style="list-style-type: none"> • Communication plan within each safeguarding agency. • Resources produced. • Resources distributed. 	<p>New training plan includes basic awareness for CSE.</p> <p>Members provided link to 'Say Something' for staff.</p>



WSCB Child Sexual Exploitation Sub Group - Action Plan

1. Early identification of child sexual exploitation.

	Action	Lead	Timescale	Output
1.1	Completion of CSE awareness training by all agencies' staff and volunteers, and review of the completion undertaken by each agency.	CSE Sub-committee	31.12.14	Annual report to WSCB on percentage of staff completing the online training for each agency,
1.2	Review of training plans (including induction) to ensure all agencies include identification of CSE and how to respond in their induction training for new staff.	CSE Sub-committee	31.12.14	Annual report to WSCB that all induction training plans incorporate identification of CSE and responsibilities of the role in reporting and/or responding to CSE.
1.3	Review by all agencies of safeguarding materials used to ensure they include CSE	CSE Sub-committee	31.12.14	Findings to be reported in the report to WSCB.

Medium Term Objectives	Measurable Objective	Action Plan	Person Responsible	Completion Date	Update March 2015
Key Task 1					
To meet the expanding national and local safeguarding Agenda and the training needs of the local Workforce	An expanded and effective WSCB Interagency Training Programme that has been shaped by dovetailing National Drivers and Local Need	Produce and distribute an annual WSCB multi-agency training directory that meets the identified Workforce training needs.	WSCB Interagency Learning & Improvement Officer (R Boswell)	April 15	
	Plan and deliver across Warwickshire a locality based Multi-agency training programme convened evenly over each 12 month period consisting of:		Training pool	March 16	
	3 workshops of Domestic Abuse and harm to children Awareness training	Removed temporarily	Kate Burns & Sam Craven	removed temporarily for 2015	
	• 2 workshops on Child Protection and Domestic Abuse per year. There is now a substantial emphasis on forced marriage and honour violence.		R Boswell & K Burns	March 16	
	• 2 Workshops on Emotional Abuse: Identification and Case Management per year		R Boswell, V Hill & M Eccleston	March 16	
Medium Term Objectives					
Measurable Objective					
Action Plan					
Person Responsible					
Completion Date					
Update March 2015					
Cont... To meet the expanding national and local safeguarding Agenda and the training needs of the local Workforce	• 3 Workshops on Working Together to Update on Safeguarding Children: Improving interagency Communication per year		R Boswell	March 16	
	• 3 workshops (2 day) Core group working and Child Protection Planning		R Boswell, V Hill & M Eccleston	March 16	
	• Dartington Research Materials to be developed for training programme and shared across Multi-agency training sessions where appropriate. Evidence of shift in focus from multi agencies towards viewing child protection planning as an ongoing process.	COMPLETED & ONGOING AS PART OF 2015/16	R Boswell & M Eccleston	March 16	
	• Level 1 Child Protection Awareness sessions		Training pool & Single agencies	April 16	Training strategy emphasises single agency need to develop in-house resources.
Medium Term Objectives					
Measurable Objective					
Action Plan					
Person Responsible					
Completion Date					
Update March 2015					
	To link up with the Task and Finish Work Group and to look at developing either a discreet training package around Child Sexual Exploitation or seeing if it would fit better within a current training package. This would also lend itself to include Trafficked Children.	To be removed from plan	WSCB Interagency Learning & Improvement Officer (R Boswell)	COMPLETED	To be removed from plan
	Annual evaluation of the core training programme. Review and amend training programmes as appropriate:		WSCB Interagency Learning & Improvement Officer (R Boswell)	Review of training programmes will be carried out at least quarterly	Annual report completed for WSCB annual report. Key trends identified and strategies to be developed to address. Training strategy review to be completed by November 2014.
	Consider how best to respond to additional training needs that arise through the Training Sub Committee meetings-			At every Sub Committee meeting	Successful workshop booked for 23rd October - Effective Child Protection Planning
	To communicate and embed the reviewed Thresholds document across multi-agencies.	To ensure all agencies are aware of the revisions made and the implementation of the Thresholds for services document and where to access this.	WSCB Interagency Learning & Improvement Officer (R Boswell)		Referred to as part of all current training packages and will also be included in new Referrals training programme.
Medium Term Objectives					
Measurable Objective					
Action Plan					
Person Responsible					
Completion Date					
Update March 2015					
	To actively promote the Escalation Process		Training pool	At every training session	Addressed through all training sessions. This will also be incorporated into Referral making and taking programme as a key element.
Medium Term Objectives					
Measurable Objective					
Action Plan					
Person Responsible					
Completion Date					
Update March 2015					
Key Task 2					
To Identify Resources to meet the Expanding Safeguarding Training Agenda	A clear picture of WSCB training budget capacity to meet core training needs and to meet any additional training needs	Produce an annual training budget scoping report for consideration by Training Sub Committee	WSCB Interagency Learning & Improvement Officer (R Boswell)	April 2015	Under review with WSCB Development Manager
		Annual consideration of income by Training Sub Committee from WSCB charging policy	Training Sub Committee	April 2015	
Medium Term Objectives					
Measurable Objective					
Action Plan					
Person Responsible					
Completion Date					
Update March 2015					
Key Task 3					
To increase the training capacity of the Training Sub Committee	To develop, maintain and support the WSCB Interagency Pool of Accredited Trainers to deliver monthly sessions of Child protection awareness sessions, targeting practitioners from agencies who do not have the capacity to deliver this level of training 'in house'.	Annual review and evaluation of the training delivered by the training pool – including number of sessions delivered by each trainer	Training Sub Committee	January 14	S. 11 audit identified a number of gaps in training. Strategy to address these issues and identify resolution in conjunction with Board partners.