

MINUTES

Subject: Dudley Safeguarding Children Board

Venue: Saltwells Education Centre

Date: 13th March, 2015

Time: 9.30 am – 12.30 pm

Attendees	Agency	Apologies	Agency
Roger Clayton	Independent Chair	Myada AbuAffan	Office of Public Health
Anne Harris	DACHS	Andy Proctor	W Mids Ambulance Service
Annette Callear	DCS	Joanne Forbes	DACHS
Helen Ellis	Integrated Youth Service	Karen Palk	Lay Advisor
Jayne Sargeant	Phase Trust	Viv Townsend	Staffs & W Mids Probation
Rachael Doyle	Health & Wellbeing	Michelle King	Secondary Rep
Debora Harkins	Office of Public Health	Julie Winpenny	W Mids Fire Service
Mike Galikowski	Dudley YOS		
Rosie Musson	DWMHT		
Marie Bissell	Primary & Special Rep		
Pauline Sharratt	DCS		
Remley Mann	College Rep		
Angela Young	NHS England		
Pam Smith	Dudley Group NHS Foundation Trust		
Sue Haywood	Community Safety		
Zala Ibrahim	Dudley Group NHS Foundation Trust		
Su Vincent	Dudley CCG		
Nicki Burrows	DCVS		
Chris Johnson	West Midlands Police		
Kate McConnell	Staffs & W Mids CRC		
Angela Whitaker	West Midlands Police		
Tim Crumpton	Cabinet Member CS		
Chris Ballinger	DSC		

NEXT MEETING

Friday 15th May 2015

9:30 am – 12:30pm

At Saltwells EDC

1.	<p><u>Introductions & Apologies</u></p> <p><u>Minutes and Matters Arising from previous meeting</u></p> <p>The minutes were agreed as a true and accurate record</p>
2.	<p><u>Action Tracker Review</u></p> <p>The Action Tracker was updated – please see updated version.</p> <p>Points highlighted: CAMHS Review – Sue Vincent and Rosie Musson are exploring what sort of numbers there are and discussion is ongoing in respect of pooling resources to develop a black-country wide solution to the current difficulties. It was noted that from 1st April, any child deemed to have a mental health problem will not be put into a police cell, but will be taken to A&E – this will result in a greater impact on the paediatric ward which is already averaging 4 CAMHS patients a week. Recognised</p>

	<p>that police cells and the paediatric ward are not appropriate places for young people with mental health issues and that a better service for these young people needs to be developed.</p>
<p>3.</p>	<p><u>Ofsted Preparation</u></p> <p>Risk Register: Draft Risk Register circulated for comment. Items highlighted:</p> <ul style="list-style-type: none"> • The document needs to be scrutinised in the appropriate forum in order for it to be challenged as appropriate. • Discussion required in respect of the format of the document if it is to be published on the website – noted that the full discussion is available through the minutes of the DSCB. • Seen as a positive step forward, open to scrutiny and showing that the risks are known and steps are being taken to address them. Perhaps strategy on the website to show what is being done to reduce the risks. • The Risk Register needs to be actively managed and there has to be a link between the Risk Register and the DSCB Business Plan. • Noted that it is impossible to eliminate all risk <p>Action: Ratified by the DSCB</p> <p>DSCB Alert: circulated. Comments:</p> <ul style="list-style-type: none"> • Some concern about the use of the word “alert” which in Adult Services means referral. • The principle may apply to the public being informed – perhaps the alerts could be posted on the DSCB website. • Some concern about the backward step of resorting to e-mailing information out. • This alert system will run together with the quarterly Safer Newsletter. • As well as “what does good look like”, may be useful to include what bad looks like and what the consequences are. <p>Actions:</p> <ul style="list-style-type: none"> • each organisation requested to submit a distribution list of all relevant people within their organisation who need to be alerted in respect of safeguarding issues – please e-mail to Martine.McFadden@dudley.gov.uk • Agreed as concept – perhaps include link to the DSCB Website with each alert • QA & Communications Group to make decision on what is sent out as an alert <p>Self Assessment for Board Members: Contained within the Induction Pack The forms will be completed by members and submitted to Martine.McFadden@dudley.gov.uk . These will be held confidentially at the Safeguarding & Review Service (business unit for the DSCB).</p> <p>The process is seen as two-way with the Chair or person concerned being able to request a one-to-one meeting. The Chair intends to adopt a flexible approach and will set aside 3 dates in September, October and November for the purpose of one-to-one meetings with members as required.</p> <p>Action: DSCB members to complete and return form by the end of June 2015.</p> <p>C4EO document: The Independent Chairs have published some LSCB Assessment tools and this document is another one which can be used as a guide to develop a matrix and action plan to test the DSCB against other safeguarding boards. Action: to be completed by the Business Unit on behalf of the DSCB.</p> <p>Protocol between Dudley’s Health & Wellbeing Board, DSCB, DSAB and Safe & Sound partnership: document circulated. This was ratified at the last Adult Board and is due to be tabled at the Safe & Sound board on 23rd March. The document charts what work is carried out by each of the partnerships with roles, responsibilities, relationships etc. It is intended to give a clearer picture of who is doing what and will avoid duplication of work.</p> <p>There is an existing protocol between the DSCB and the Children & Young People’s Partnership (CYPP). This relationship is crucial, especially in respect of early help. Action: agreed to add 5th column for CYPP.</p> <p>Once ratified by all 5 boards all views will be incorporated into the document.</p>

<p>4.</p>	<p><u>Board Funding</u> Proposal for Budget Growth 2015/16 document circulated.</p> <p>The budget for the DSCB has limited resources. The introduction from the chair includes four options which are:</p> <ul style="list-style-type: none"> • To do nothing • To agree a budget increase for all the recommended growth areas • To agree a budget increase for some of the recommended growth areas • For agencies to second individuals to cover specific posts. <p>It was pointed out that the Board is unable to do everything it wants with the current resources and the Chair pointed out that the budget can be increased by additional funding, but also by resources, payment in kind or secondments to posts.</p> <p>The Chair highlighted:</p> <ul style="list-style-type: none"> • Funding from partner organisations has not increased for over 5 years • the Police and the local authority have financed the CSE Coordinator for 12 months, but some decision is required on how this can be sustained beyond the 12 months. • The Board administration has traditionally been delivered by the Local Authority • The new CSE Team will require a full-time administrator – should this post and the board administrator be joint-funded by the DSCB? • Two extra days a month for the Independent Chair have been included based on the days worked during the past year. Roger Clayton indicated he would prefer not to have these extra two days if possible. • If the DSCB wishes to look at service delivery in a critical way, a robust process is required to examine the data, audit and inform the Board of what is happening through the QA & Communications Group. The Quality Assurance post was a resource in kind from the local authority, but the funding has now ended. <p>The Quality Assurance Officer role has already been highlighted as a risk for the DSCB which is just putting into place a calendar of audits. The QA & Comms group cannot put in additional effort, time and resource without someone to coordinate the activity. It was noted that all agencies have to have audit activity and multi-agency activity contributes to each agency.</p> <p>It was suggested that the DSCB should look to bidding into funding streams and grants, but it was noted that the DSCB needs ongoing funding and cannot rely on receiving grant funding. There is also the opportunity to pool resources across the region – for example exploring what training other local authorities deliver.</p> <p>Jayne Sargeant pointed out that the voluntary sector has proven itself several times over in terms of CSE. Delivery of work with CSE victims is funded by the way the voluntary organisations fund themselves. This is a real opportunity to do something different in Dudley.</p> <p>Helen Ellis asked board members to also think of other areas which need funding – it is not just the highlighted posts, but also accommodation costs and a database for the CSE team.</p> <p>Some consideration needs to be given to an alliance rather than a partnership which just provides funding. An alliance can provide different resources and services to assist with the work of the DSCB.</p> <p><i>Action: Business Unit to draw up/develop a plan of action with time constraints. It is the view of the DSCB that it should aim as high as possible to meet all of the objectives. The Project Plan will link funding to the Business Plan and to the risk associated to it.</i></p>
<p>5.</p>	<p><u>Board Priorities, Annual Report and Business Plan</u></p> <p>The current Business Plan was drawn up 2 years ago and is now coming to an end. The new priorities need to be agreed and the Business Plan will link to the Annual report. Work will begin on this in April for presentation to the next DSCB in May. It is vital that the S175 and S11 audits are completed because the findings of these will feed in to this activity.</p> <p>The Business Unit will focus on the Business Plan for 15-16 and will include the specifics discussed on 16th January with the young people present. These include keeping children and young people safe from harm in the home, outside the home and online and for young people to</p>

	<p>have access to the right services in the right place at the right time (early help).</p> <p>Action: Business Unit to develop 2015-16 Business Plan to focus on the broad objectives. Jassi Broadmeadow/Martine McFadden</p>
6.	<p><u>DSCB Audit Activity</u></p> <p>Audit Calendar: All previous audits carried out by Sue Caddick are to be tabled at a meeting of the QA & Comms group for sign off. A group will meet outside the QA & Comms to determine the findings and to obtain an understanding of what has been done over the last 12 months with the learning from the audits and how it has been put into practice. Action: findings to be tabled at the next meeting in May.</p> <p>The last meeting of the group set two clear priority areas – CSE and contacts and referrals into Children’s Social Care. The audit of CSE is due to be completed by the end of March.</p> <p>The QA & Comms group looked at three priority areas and decided to draw up a themed audit calendar. This will be developed with further audit activity.</p> <p>CSE was a clear priority and will commence with the MACFA tool (copy enclosed with papers). This will be done single agency followed by a Panel to draw the findings together and provide a detailed report for the next meeting of the DSCB. Action: agenda item May.</p> <p>The second audit was agreed for Contacts and Referrals to Children’s Social Care. Participation and S47 audits will also be explored. Methodology is being discussed and the audit will be completed by the end of May dependent on resources and capacity.</p> <p>S11 and S175: The S175 audit is being completed by schools with a deadline for the end of March. Once completed the findings will be incorporated into the Annual Report. Similarly, the findings of the S11 will also be incorporated – Martine McFadden is currently tracking the completion of the audits.</p> <p>Some organisations such as the Police and Fire Service cover 7 local authorities. Some of the questions will have a commonality across the 7 regions and will be answered on a regional basis. Those questions relevant to Dudley will be answered on a local basis. Action: Chris Ballinger to raise this with the Regional Safeguarding Network.</p> <p>Participation Audit: This was organised with the young people who attended the business planning session. The audit was circulated, but only three responses have been received. Nicki Burrows is concerned that the young people are currently keen and eager to be involved, but may lose interest if the responses are not returned. The Participation Group is continuing to work on Keeping Children Safe and also What is a Safeguarding Board. DSCB members had been requested to forward “selfies” for use by the young people in these documents. Action: DSCB members to respond to Nicki Burrows as soon as possible.</p>
7.	<p><u>Communication Activity</u></p> <p>SafER Newsletter: Any articles should be forwarded to Martine McFadden as soon as possible so that the Newsletter can be circulated by the end of March.</p> <p>Website: Development is ongoing. Some discussion has taken place in respect of a CSE page which will link into the CSE website and to the procedures, assessment tool etc.</p>
8.	<p><u>Signs of Safety</u></p> <p>This item has previously been tabled at the DSCB, but at that stage, the Board had not felt informed enough to form an opinion and remitted the matter to the QA & Comms group. This was reviewed and discussed at the last meeting on 27th February and it was agreed that the best option at this stage was to embed SOS within early help. This will link in with the early help priority for the CYPP and will ensure families receive a service and SW model approach which actually looks at the strengths within the family and what families can do to make a difference within their own lives and home.</p>

The QA & Comms group is proposing a need to consider further training done via a “train the trainer” approach and to look at embedding within Children’s Centres and Family Support Services. Children’s Centres have already undertaken training and there are some key members of staff who use this model very well and are willing to move it forward via a train the trainers package. Clearly, there is a need to determine how this can be achieved via discussions with Viv Hogg who trained at multi-agency level previously. This approach will link in with the Integrated Youth and Early Years services.

The QA & Comms group considered that if this approach can be embedded at the front door and at an early help point, it will be possible to report on the difference it is making. It should also have an impact on the amount of work coming into Children’s Social Care because families will be helped prior to reaching the point where a referral is required.

Several staff in Children’s Services and other partners have already received training and consideration will be given to how SOS can be embedded in the case conference process. The “What to do if” and Intermediate training courses will be used to raise awareness of the approach and will also be used in the Conferences and Core Groups training.

Action: agreed to embed at the front door, followed by an audit to ensure SOS is having an impact. QA & Comms Group to draw up project plan.

9.

CSE

Responses to CSE are coming from a national, regional and local level. An extra meeting of the DSCB was held in December 2014 with a specific focus on this topic.

Two letters had been circulated – one from the Department for Education and another letter from the Department of Health, Home Office, Department for Communities and local Government and the Ministry of Justice. The letter from the four departments is in relation to information sharing and speaks of consideration being given to 5 principles – integrated working (eg co-location), Joint Risk assessments, a victim focused approach, good leadership and clear governance and a frequent review of operations.

The second letter asked the Director of Children’s Services to ensure any risk assessment tools, any response tools being used in respect of assessing safety/potential CSE are rigorously checked. This is to be discussed with the senior leadership team.

An Ofsted agenda item is to equip and change the hearts and minds of communities at the early help stage so that children and young people are prevented from becoming victims in the future. Cllr Crumpton commented that through the past year, a lot of good work has been happening, but the impact on communities is currently not measurable. A meeting has been arranged following today’s DSCB with a purpose of determining how communities can be engaged within Dudley.

Work is required not just in respect of CSE, but also on cultural issues, hot spots in Dudley, worries in terms of housing, jobs etc. There has to be a whole partnership approach in a broader sense.

Chris Johnson feels that Dudley knows what the problems are in Dudley and questioned whether the group is confident and committed to ensuring that as many services and activities are in place to reduce the risk to children and young people as much as possible.

A Pathway and proposal for a CSE Team were circulated to the meeting. These have been tabled and approved at the CYPP and the senior leadership team in Children’s Services prior to being brought to the DSCB. The suggestion is that the team sits in the high level targeted strand of the Targeted Youth Service in Children’s Services. It will be based at Parsons Street together with a number of other youth services to provide linkages and coordination and will be managed by Mike Galikowski.

The staffing listed in the proposal is the minimum required to get the team into being. The current CSE coordinator, Helen Matthews, is in post on a temporary basis with funding finishing at the end of March. An extension is being sought whilst the post is recruited to. The job will be going out to advert within the next week.

	<p>There will be a virtual basis linkage with the 14+ team to link with care leavers and residential homes. The Care Act is mentioned in terms of transition and the Act requires everyone to have a protocol around transition. The pathway for vulnerable young people is not straight forward and therefore liaison has taken place with Adult services to ensure there is adequate support for this group. The Team will work alongside the YPSE Panel but will take over the operational side of the current work leaving the YPSE Panel as the strategic lead collating information and intelligence re perpetrators and locations.</p> <p>The Project group is meeting every two weeks to progress the team – the current target is 1st May. Accommodation will be worked on at the next meeting. Discussion has already started in respect of an appropriate database.</p> <p>The idea of a CSE team is to have a single point of contact so that when professionals are concerned about a child, they can complete the screening tool and send it directly to the team which will be co-located within the single front door when this is in place.</p> <p>The screening tool will be used to assess risk and ensure that the child/young person receives the right support and services.</p> <p>Mike Galikowski pointed out that there needs to be a clear line of accountability as there will be a lot of people wanting to be involved. It will not be possible for the team to function appropriately unless suitable accommodation, staffing and computer systems are available.</p>
10.	<p><u>Hidden in Plain sight</u></p> <p>The DSCB had requested the Domestic Abuse Strategy Group to consider the report Hidden in Plain Sight which is about children and young people in households affected by DV. The group has started to pull figures together for Dudley and work has commenced with partner agencies. There is a need to join with Annette Callear in terms of early help and further work is required to join up the adult perspective with that of children and young people. The report will go back to the next QA & Comms group. It has been suggested that the group maps out the activities already commissioned and then explore gaps and take them to the Commissioner group. Action: agenda item next QA & Comms meeting</p>
11.	<p><u>Sub Groups – Exception Reporting</u></p> <p>Vulnerable Children’s Strategic Group The Strategy still has to be signed off, but the pathway has now been completed and once agreed will be included in the strategy for dissemination and sign off. There was further discussion around the CSE team with a key element in respect of coordination of data from all points.</p> <p>DV in teenage relationships – this work is being led by Kat Lafferty. Sue Haywood is linking in with Helen Ellis around practical support for young people in abusive relationships. The Pathway will be launched when completed as a signpost for practitioners.</p> <p>Hidden Harm: A discussion had taken place at the QA & Comms meeting looking at the work plan for 2015-16 which will be informed by the DSCB priorities. The Hidden Harm sub group is to be timetabled to meet following the meetings that sit under it so that it gets the feedback in.</p> <p>Serious Case Review: The group is awaiting the final report from Birmingham. Sandwell had some issues about transfer of a case and the Lincolnshire SCR is still in progress. Two cases will be going to the QA & Comms group in terms of updates.</p> <p>Workforce Development: there are ongoing issues in respect of how to continue to deliver safeguarding training. Jassi Broadmeadow has met with Vicky Jordan in respect of commissioning arrangements. Action: Jassi Broadmeadow to report back to next Board.</p> <p>Policy, Procedures & Practice: The two main sections of the Safeguarding Board procedures have now been completely updated. One of the most important sections is to finalise the updated procedure on CSE with the relevant tools as soon as possible. Parts C, D and E will now be worked on. Work is ongoing to get a direct link from the Report It page to the TriX procedures.</p> <p>Safer Recruitment: The group has not met since the last board, but disqualification by</p>

	<p>association is currently being explored as it is causing a lot of confusion. The group also needs to look at the paper around DBS checks and whether there remains the requirement for 3-yearly renewal given times of budget constrain. Action: agenda item for future Board meeting.</p>
<p>12.</p>	<p><u>Any Other Business</u></p> <p><i>IOM Guidance:</i> Pathways have been updated in respect of integrated offender management. The CRC is no longer restricted in identifying individuals they are working with around serious harm and can be more responsive to local needs.</p> <p><i>Saville Enquiry:</i> Kate McConnell and Brendan Clifford in Adults met to discuss the concerns and spoke of asking the hospital trust to assure it is on track. Pam Smith confirmed that the Lampard enquiry published 14 recommendations, 13 of which were taken forward by the Secretary of State – the outstanding recommendation is in relation to DBS. Nine of the recommendations were appropriate to the NHS Trust and were already considered in 2012 when the Saville allegations first came to light. Pam assured the meeting that the hospital had made significant progress in terms of organisations putting the recommendations into action. These include developing a policy for managing visitors and celebrities, a review of voluntary service arrangements within the organisation to assure they are fit for purpose. Pam commented that a review of the volunteer policy was carried out in 2012. The policies for recruiting staff, safer recruitment and regular reviews of safeguarding resources and structures have all been reviewed and safeguards are in place in terms of access by patients and visitors to the internet. A draft policy is in place, but this is now much more robust. Staff working with high risk groups are subject to 3-yearly DBS checks, but there is some concern around whether this process is too onerous. Action: Pam Smith to table the refreshed policies at a future meeting of the DSCB.</p> <p><i>Ofsted reports on thematic inspections 2014:</i> Action: Chris Ballinger to circulate report to the DSCB.</p> <p><i>Draft DA Strategy:</i> circulated to DSCB members on 12th March – partners requested to give feedback and comment within one week.</p>

RC/SER
27.03.2015