

DIRECTORATE OF CHILDREN'S SERVICES

MINUTES

**Subject: Dudley Safeguarding Children Board
Quality Assurance & Communications Group**

**Venue: Saltwells EDC
Date: 1st May 2015
Time: 10.00 – 12.00**

Attendees	Agency	Apologies	Agency
Merlin Joseph (Chair)	Peoples Directorate, Children's Services	Nicky Burrows	DCVS
Sarah Booth	West Midlands Police	Sue Haywood	Community Safety
Christine Ballinger	CSS	Angela Young	NHS England
Rachael Doyle	DMBC Health & Wellbeing	Karen Palk	Lay Advisor
Su Vincent	Dudley CCG		
Jassi Broadmeadow	S&R Service		
Jodie Colbourne	Schools rep		
Martine McFadden	S&R Service	<u>Date of Next Meeting</u> Friday 1 st May 2015 9.30 am – 11.30 am Saltwells EDC	
Mayada Abu Affan	Office of Public Health		
Zala Ibrahim	Dudley Group of Hospitals NHS Foundation Trust		
Anthea Jones	DMBC Communications		
Matthew Smith	CSS		

1	<p><u>Action Tracker Review</u></p> <p>Please see updated Action Tracker.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • <i>CDOP Coordinators regional meeting</i> – Su Vincent has raised this issue at the NHS West Midlands Safeguarding Board. NHS England is currently undergoing a restructuring process and the new safeguarding lead will be Helen Hipkiss. Helen is not yet in post, but the intention is for the CDOP Coordinators group to be re-established. The West Midlands CDOP Chairs meeting is also raising this as an issue. Action: letter to be sent to NHS England from the Independent Chair of the DSCB to register the concerns and request for the group to be re-established. • <i>SCRs – decision on SCR or IMR:</i> Roger Clayton has agreed that one will be a local root cause analysis and local management review and the other a local SILP • <i>Audit Activity – Participation Audit:</i> Only six responses received to date. The next participation sub group is scheduled for July and will involve the young people to review the audit responses. Action: this was an activity requested by the young people concerned with the Participation sub group. Agreed this is not an adequate response. Action: Further reminder to be sent out by Roger Clayton • <i>Domestic Abuse Pathway for Teenagers:</i> The draft Pathway was tabled at the September 2014 meeting of the DSCB, was amended and tabled again in January when further amendments were requested. The DSCB asked for the Pathway to be tabled at the QA & Comms group via the PPP Sub. Action: Pathway to be tabled at the next meeting of the PPP Sub on 9th June. • Action: Memo template to be created to escalate items which have not been actioned within timescales
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<p>2 and 9.</p>	<p><u>DSCB Business Plan and Monitoring Review</u></p> <p>The 2015-16 Business Plan is currently being drafted. The key priorities for the board for 2013-15 are listed in the appendices. Martine McFadden is working through these to identify areas where Dudley is doing well and where there is still work required. The document will be circulated to Chairs of the sub groups for them to add to and include their comments, but evidence will be required for anything added. It is intended that the 2013-15 Business Plan will then be closed down by drawing up the new 2015-16 Business Plan with cross reference to the self assessment tool.</p> <p>A new self-assessment tool (Welsh version) is proposed for 2015-16. This tool gives better self-assurance from all partner agencies. The QA & Comms Group supports the use of this tool and recommends it is used for the next LSCB self assessment of progress.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Proposed new self-assessment tool to be tabled at May meeting of DSCB for ratification. • Safeguarding sub-group chairs to populate their evidence on the Business Plan & Work programme 2013-2015 and return to Martine McFadden to bring closure to this document. Agreed that a ½ day exercise with the sub group chairs will be arranged after the May meeting of the DSCB to achieve this. From this activity, some work will be carried out to work out the objectives for 2015-16 to sit under the 3 priorities created in liaison with young people from the Participation Group and agreed by the DSCB. • Prior to the half-day workshop, an agenda planning meeting will be arranged which will be attended by Merlin Joseph, Jassi Broadmeadow, Chris Ballinger, Mayada Abu Affan (or Angela Morse), Sue Vincent, Sally Holmes and Jodie Colbourne – to be arranged by Martine McFadden.
<p>3.</p>	<p><u>Performance Information – Data set</u></p> <p>Merlin Joseph explained that the Performance Data Set is a way of effectively reviewing how the DSCB is progressing. Matt Smith had been asked to attend the meeting as he will be coordinating the gathering of data. Action: all agencies requested to notify Matt Smith (Matthew.Smith@dudley.gov.uk) re the contact person in their information department.</p> <p>The Dataset tabled today was originally created to link to the six priorities contained in the 2013-15 Business Plan & Work Programme. The DMBC Children’s Services Management Information Team links in with various agencies to obtain the information required.</p> <p>Instead of discussing the data contained in the year end provisional Dataset, it was suggested that this group should review the information it contains, determine whether the information is still relevant and to make a decision on what a new version should contain.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • The rate of conceptions per 10,000 females aged 15-17 should include younger children. Mayada Abu Affan is able to provide more up to date figures for teenage pregnancy and can breakdown the figures to include u15’s. Noted that Dudley’s figures are the 2nd best in the West Midlands and are reducing based on the figures for the 2010 and 2011 West Midlands and England trend. However, Dudley is still higher than its comparators. Lead for this item will be the Office of Public Health. Action: Mayada to forward the information re u18 pregnancies to Matt Smith. • The link person for homeless households is James Gray. Helen Ellis can also provide information re engagement of young people via Youth Services. • The wording on page 2 item 3 should be changed to the number of people who potentially pose a risk to children – this information should be removed from the Dataset and added to the Annual report. • Matt Smith advised there are some data dashboards being circulated regionally which he will forward to this group for comment. Action Matt Smith • The information re CP Plans by category (1st item top of page 5) should be changed to a pie chart • Some thought needs to be given it the 4th and 5th item on page 5 re visits to children subject to a CP Plan to determine whether this can be condensed into one item. • Page 6, under 1st item should be another item re visiting LAC children • Page 6, item of incidents where police have attended children’s home – suggestion this should include return interview figures.

- Safeguarding and Child Protection should be separated into the main information and some softer data around participation. This will ensure that everyone understands their responsibilities around safeguarding.
- Item on Page 8 re Adult Services staff who have undertaken basic cp training – remove
- Page 8 - % of children whose views contributed to their latest CP Conference – needs to be developed further. The Participation Sub Group should own the dataset around this information.
- Pages 8 & 9 and Appendix 1 on page 12 - CAF activity needs to be in its own dataset
- Page 9 – Number of cases audited on inter-agency basis – should be a separate report to the DSCB
- Page 9 – CSE victims – information needs to include data re MASE meetings and should be a separate dataset held by the CSE Team
- Page 9 – Domestic Abuse items – defer to Hidden Harm Sub Group
- Page 10 – First 2 items – should perhaps sit under CYPP
- should perhaps sit with the Parental Mental Health sub group chaired by Annette Callear
- Page 10 – last 3 items – to be reviewed
- Page 11 – all three items to be reviewed

General comments:

- Some thought to be given to safeguarding around children injured due to accidents including RTA's, fire, drowning etc and whether figures are available for this. Noted that Accident Prevention used to report into the CYPP, but has not done so for some time. Reports will come into the DSCB from the CYPP and respond where there is a worry or concern.
- LAC information should be expanded
- Some of the data is information rather than an indicator – perhaps restructure the report so that it is an information report at a universal level which will give a warning if things are beginning to go wrong. A broader level of safeguarding information might be better.
- Noted that the Dataset includes information going back several financial years and i was questioned whether this is really necessary. Commented that trends are important to determine how things are going and help to benchmark against neighbours, but agreed that if there is a particular issue, the data will be available elsewhere to pull into a report.

4. **Communications**

SafER Newsletter: The new look SafER Newsletters has been redesigned to include several articles on one page. Readers can simply click on a link to be taken to the website and read the article in full. This will be sent out to partners with a brief introduction from Roger Clayton.

Actions:

anyone with additional articles should send them through to Martine McFadden or Anthea Jones – martine.mcfadden@dudley.gov.uk or anthea.jones@dudley.gov.uk
Anthea Jones to circulate the newsletter to the Quality Assurance & Communications Group for comment prior to sending out to all staff.

Questions and Answers:

Q: Is there any way of capturing people's views in order to get a dialogue going with front-line workers which can be fed into the DSCB? A: A reference group may be a way of achieving this or a survey monkey.

Q: Is there a printable version of the newsletter? A: Yes

Q: The articles need to be eye-catching and make people want to read them, will there be pictures? A: Yes

Q: How will people know there is a newsletter available to read? A: a Safeguarding alert will go out via e-mail with a link to the newsletter.

CSE page on DSCB website: This has now been set up and the intention is to launch the site at the DSCB on 15th May or 10th July. The site still needs to be populated. The following points were noted:

- The screening tool, risk assessment, initial referral mechanism will be on the website for professionals to access.
- The Council Plan has an objective to roll out a programme of CSE awareness, not just for professionals to also the general public. Dudley is planning zero tolerance.
- The Health & Wellbeing section is running CSE briefings which will be mandatory for all services they commission.
- The Department of Health is running raising awareness training, but sexual health practitioners

	<p>will need to attend DSCB training.</p> <ul style="list-style-type: none"> • The CSE will have coordination of training and it is important to ensure there is a consistent approach to CSE. • Concerns expressed that all training needs to be delivered via accredited trainers from the DSCB.
5.	<p><u>DSCB Training – document prepared by Jackie Jennings circulated to the meeting</u></p> <p>The original document has been updated to provide additional detail about the model of safeguarding board training. There have been challenges in delivering training for some time.</p> <ul style="list-style-type: none"> • the total amount of contributions from partners is £15,550 with additional income generated for non-attendance. • It was noted that the figures do not include the contribution to training from the CCG. • Recognised that multi-agency training is important for networking as well as learning. • Suggested there is a need to adhere to core training but perhaps some themed training each year. • The Local Authority is developing a Management of allegations policy and training in management of allegations should form part of any discussions and subsequent recommendations to the DSCB. <p>Action: further and more in-depth discussion to take place and report drawn up for DSCB.</p>
6.	<p><u>DSCB Audit Activity</u></p> <p>CSE audit: Panel members have been selected from this group and the names of 5 young people known to be involved in CSE in varying risk levels. Each agency from the group will arrange for a manager to audit the cases and present their findings at the Panel which is scheduled to meet towards the end of May. Sally Holmes will be chairing the Panel and each of the Panel members will take a lead on a particular child and pull a report together from all of the partner agency who have submitted information.</p> <p>Contacts & Referrals: the next audit after CSE will be to look at 30 contacts that have come in over the past six months and have not gone on to a referral. The contacts will be reviewed in terms of decision making.</p> <p>S47 investigations: this has yet to be mapped out, but will form the basis of the next audit following contacts and referrals.</p> <p>S11 and S175 audit tools: 50% of partners have now completed the S11 audit which has gone onto the Risk Register for the Board as a significant risk. There is some concern that the two deadlines of end of January and end of March 2015 have been missed and as a result is delaying the finalisation of the Annual report. It was noted that all agencies and schools (who should complete the S175 audit tool) need to reassure themselves about safeguarding arrangements within their agency/school setting.</p> <p>It was noted that there have been some difficulties for schools in relation to the S175 and recognised that further work is required to improve the tool. However, all schools who have not completed the tool to be asked to complete as best they can.</p> <p>Action:</p> <ul style="list-style-type: none"> • letter to be drafted out by Roger Clayton advising those who have not completed the S11 audit that if it is not completed within a certain timeframe, the matter will be escalated to their Chief Executive. • Similar letter to go to the 49 (out of 109) schools who have not completed the S175 <p>Audit activity: The DSCB is drawing up a calendar of audits, but resources to complete multi-agency and internal audits remain an issue. Merlin Joseph intends to speak with Tony Oakman about the risk to the DSCB if resources are not available.</p> <p>Previous audit activity: Su Vincent and Jassi Broadmeadow have gone through the audits carried out by Sue Caddick (Quality Assurance Officer) to ensure that all actions have been acted upon. Where there is evidence that an issue has been resolved or is in the process of being resolved, the RAG rating has been amended to green. Eg – a new CP Plan template to be devised – this has been completed, but not yet rolled out.</p>

7.	<p><u>CDOP Annual Report</u></p> <p>The 2013/14 report was circulated and contains information from national, regional and local sources. There has been some discussion and review of still-birth figures which include factors of parental mental health, smoking etc. Data in respect of this is presented on page 13 of the report which also contains the conclusions drawn from the review. Learning from child death is listed on page 14.</p> <p>The group continues to oversee the Action Plan which includes Water Safety campaign, safe sleeping, asthma, infant mortality and accidental ingestion of substances.</p> <p>Rachael Doyle advised that the water safety campaign needs to be reviewed and in place in plenty of time for the summer holidays.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Mayada Abu Affan and Rachael Doyle to liaise re water safety campaign which should commence around May/June 2015. Paper re the campaign to be tabled at the next DSCB on 15th May. • CDOP Annual report to be tabled at a future meeting of the DSCB for sign off.
8.	<p><u>Risk Register</u></p> <p>Draft Risk Register circulated to the QA & Comms Group which needs to ratify the document prior to submission to the DSCB on 15th May.</p> <p>Actions:</p> <ul style="list-style-type: none"> • comments to Martine.Mcfadden@dudley.gov.uk • Agenda item DSCB 15th May 2015
10.	<p><u>DSCB Constitution Document</u></p> <p>Document circulated – action – comments to Martine.Mcfadden@dudley.gov.uk</p>
11.	<p><u>Safer Recruitment</u></p> <p><i>Highlights:</i></p> <ul style="list-style-type: none"> • A number of questions have been raised in respect of DBS checks and the new guidance out for schools. A lot of schools are DBS checking people who do not need checks under the guidance which is unlawful. • DBS checks are currently carried out on a 3-yearly basis. This is being reviewed in light of changing budget constraints and one of the proposals is for the 3-yearly checks to be replaced with an annual self-disclosure statement completed by employees. A form for this has already been devised by Rachael Doyle and Rachael Jones and this will save the local authority and other agencies a significant amount of money. Anecdotal evidence shows that 3-yearly renewals do not bring up any new offences and arrangements already in place are that police should automatically refer new concerns to the LADO for resolution via a POT meeting. • Risks are considered minimal under the proposed self-statement. <p>Merlin Joseph does not feel it is appropriate for this group to make a decision without having the opportunity to see the paper and to have further discussion both within this group and with Tony Oakman. Action: Paper to be circulated – Martine McFadden</p>
12.	<p><u>Any Other Business</u></p> <p>There was no other business.</p>

MJ/SER
11.05.2015