

DIRECTORATE OF CHILDREN'S SERVICES

MINUTES

Subject: Dudley Safeguarding Children Board
Quality Assurance & Communications Group

Venue: Saltwells EDC
Date: 4th September 2015
Time: 9.30 – 11.30

Attendees	Agency	Apologies	Agency
Jassi Broadmeadow (Chair)	S&R Service	Martine McFadden	S&R Service
Su Vincent	Dudley CCG	Merlin Joseph (Chair)	Peoples Directorate, Children's Services
Nicky Burrows	DCVS	Sally Holmes	West Midlands Police
Sue Haywood	Community Safety	Roger Clayton	Independent Chair
Karen Palk	Lay Advisor	<u>Date of Next Meeting</u> Friday 23 rd October 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		
David Stringfellow	Dudley MBC - CS		

1	<p><u>Minutes and Matters arising from meeting held 1st May 2015-09-04</u></p> <p><i>Page 1 – Action Tracker Review – CDOP Coordinators regional meeting:</i> Mayada AbuAffan confirmed she had drafted a letter which Roger Clayton has signed and sent to NHS England – action completed.</p> <p><i>Page 1 – Action Tracker Review – Audit Activity – Participation audit:</i> reminder was sent out by Roger Clayton – no further audits returned.</p> <p><i>Page 1 – Action Tracker Review – Domestic Abuse Pathway for Teenagers:</i> The Pathway was shared with Jassi Broadmeadow and Helen Ellis. Kat Lafferty is now in the process of updating the Pathway in preparation for being tabled at the DV Forum on 29th September. The Pathway will then go to the Policy, Procedures & Practice Sub before being brought back to the QA & Comms Sub. For information, Sue Haywood advised that a coordinator has been appointed within the Targeted Youth Service who will be coordinating work in relation to the pathway.</p> <p>Actions:</p> <ul style="list-style-type: none"> • DA Strategy and Pathway to be tabled at the next QA&Comms meeting – agenda item for 23rd October • Agenda item DSCB November 13th November <p><i>Page 1 – Memo template for actions not completed within timescales:</i> Information not available in respect of whether this has been completed. Action Martine McFadden.</p> <p><i>Page 2 – Actions re DSCB Business Plan and Monitoring Review:</i> actions completed.</p> <p><i>Page 2 – Performance Information – Data Set:</i> actions completed</p> <p><i>Page 3 – Performance Information – Data Set: Domestic Abuse items:</i> Discussion held at the last Hidden Harm Group. Information will be passed to Matt Smith.</p> <p><i>Page 4 – DSCB Training:</i> Item outstanding, but work is being undertaken around additional capacity into the DSCB unit. The additional capacity will also be looking at the audit and</p>
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	<p>management of SCR's.</p> <p><i>Page 4 – Audit activity:</i> S11 compliance is now 100%. One of the two new posts will be drawing up a report.</p> <p><i>Page 5 – CDOP Annual Report 2013/14 was tabled at the last DSCB and was signed off. The Water Safety Campaign was in place prior to the summer break.</i></p> <p><i>Page 5 – Risk Register – actions completed</i></p> <p><i>Page 5 – Safer Recruitment: Action: Martine McFadden to confirm the paper re DBS checks was circulated.</i></p> <p><i>The minutes were agreed as a true and accurate record.</i></p>
3	<p><u>Performance Information</u></p> <p><i>DSCB Self Assessment & Improvement Tool:</i> The Tool has been developed for Dudley based on the tools for LSCB's commissioned by the Care and Social Services Inspectorate in Wales which is recommended by Ofsted.</p> <p>The tool was approved in principle by the QA & Comms group with a slight amendment:</p> <ul style="list-style-type: none"> • back page (questionnaire) under question 1 “ please provide supporting evidence” to be amended to “Please provide additional commentary” <p>After some discussion on how this can be circulated and completed quickly, it was agreed that Nicki Burrows will be able to arrange a Survey Monkey to be circulated to DSCB and QA & Comms members. Action: Nicki Burrows to liaise with Martine McFadden – link to survey monkey to be e-mailed out to members of the DSCB and QA & Comms group with a timescale for completion.</p> <p><i>Data Set:</i> Matt Smith has organised the Business Plan and how the DSCB can evidence against the priorities and objectives. Action: Jassi Broadmeadow will liaise with Matt Smith re the new Data Set and will circulate electronically for sign off.</p>
4.	<p><u>Multi Agency Safeguarding Hub (MASH)</u></p> <p>An update from Sarah Roach was circulated.</p> <p>The Operations Group is meeting weekly. Dudley is a little later than some in establishing a MASH, but can benefit from learning from others.</p> <p>The Single Point of Contact (SPOC) ensures that all referrals are channelled into one place and are uploaded to the system before being passed to the appropriate professionals to deal with it.</p> <p>It was noted that it is important that the referrer can get through quickly and that feedback should be provided to the referrer in respect of action taken.</p> <p>Sarah Roach has made three recommendations, the first of which is that the DSCB supports the development and implementation of the MASH. However, DSCB has already agreed to a MASH and is having an oversight and scrutiny of progress.</p> <p>There will be a strategic group chaired by Merlin Joseph and an operational group chaired by Stefan Chapleo (Head of Assessment Services) who is leading on the MASH. There will also be sub groups which will lead on specific strands of the work to ensure Dudley has an effective MASH. Each agency is being asked to identify appropriate personnel for the various sub groups – action, all members to nominate appropriate person for sub groups.</p> <p>Sarah's report will be tabled at the next meeting of the DSCB. Agenda item 11th September</p>

5.	<p><u>Communications</u></p> <p>Item deferred other than to comment that the Safer Newsletter is published and circulated quarterly and there is a need to highlight good practice and examples of training being used effectively such as the CSE training offered to hotels, taxi companies and work with the Imams/Mosques. Action: all items for inclusion in the next newsletter to be forwarded to Martine.McFadden@dudley.gov.uk</p> <p>It was noted that Safeguarding alerts are circulated as and when necessary..</p>
6.	<p><u>DSCB Participation Report</u></p> <p>With the exception of two or three members, the Participation Sub has no real consistency in membership.</p> <p>The sub group conducted an audit (to capture the voice of the child) but responses were few. Karen Palk has prepared a report from the ones received.</p> <p>Karen advised there had been universal agreement on the importance of hearing the voice of the child and only one of the audits spoke of involving young people in improving service provision.</p> <p>It was suggested that service providers should have been asked to complete the audits rather than the commissioners of services.</p> <p>Nicki Burrows commented there was some evidence of good practice from front-line practitioners working with children in hearing the voice of the child, but no evidence to support a process for collecting and using the voice of the child to improve service provision. There had been some feedback that the tool had been helpful and demonstrated the journey agencies and organisations need to travel to achieve best practice. Two agencies have indicated that as a result of completing the audit, they are now putting in further work around capturing the voice of the child. Although there had only been a few responses, Nicki was encouraged that people are starting to think this way.</p> <p>There was some concern about duplication of work between the Health & Wellbeing Board, the Children's Alliance and the DSCB with the same people attending several groups. Nicki will therefore use the participation group as a mechanism to feed all the information into the DSCB and to maintain the relationships with the young people, involving them in specific pieces of work as appropriate. The group will engage directly with some children and young people, but asks that all sub groups and agencies of the DSCB provide evidence of the voice of the child. Any pieces of work children and young people have been requested to do such as work around drugs and alcohol use, and anyone who has engaged directly with a child should be able to pass this on for use as evidence that children are being engaged and their voices are being heard.</p> <p>Children and young people are saying they are consulted about things (predominantly in school), but that they have no idea why they are completing surveys etc or what is being done with the information they provide. They are not provided with the outcome and do not receive feedback. Action: Education representation required on Participation Sub to assist in pulling information together about work children and young people are being asked to complete in schools.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Nicki Burrows to look at original membership group and identify gaps. Following this, Jassi Broadmeadow to compose letter to be circulated to DSCB members (prior to meeting on 11th September) requesting representation and providing the date of the next meeting. To be incorporated with the action re E-Safety Group (see below) • Nicki Burrows to review Terms of Reference.

7.	<p><u>E Safety Strategy</u></p> <p>5 documents were circulated to the meeting.</p> <p>The E-Safety Strategy group has been in existence for 10 years. The updated Strategy was tabled at the last Vulnerable Children's Strategic Group and comments made at that meeting have been incorporated. The Quality Assurance & Comms group is being asked to ratify the strategy and to look at the membership of the task group to determine whether it is still appropriate. There is a need to ensure that membership includes people who can make a decision for the area of work they are representing and to take forward some of the actions within the Action Plan which has had the DSCB priorities incorporated into it.</p> <p>Action: Letter from Jassi Broadmeadow re Participation Sub to include request for nominations for this group – representation required particularly from education, LAC children, Children's Social Care, Family solutions, safeguarding and Health & Wellbeing. Strategy approved and Action Plan agreed by QA & Comms. To be tabled at DSCB on Friday 11th September for ratification before inclusion on the DSCB website. Noted that the strategy will be refreshed ready for launch at the Safer Internet Day in 2016.</p>
8.	<p><u>LADO Report</u></p> <p>Item to be deferred until further work carried out on this report.</p> <p>Interim LADO now in post and will be reviewing the processes for collating information and dealing with allegations together with further work on the LADO Report which will contain additional analysis before being tabled at this meeting together with the IRO report.</p>
9.	<p><u>Safeguarding disabled children and young people questionnaire</u></p> <p>Document circulated.</p> <p>All LSCB's have been requested by the National Working Group to circulate to all agencies for completion and return directly back to them. Noted that this issue will need to be included in the DSCB priorities for next year once the new referral mechanism and SPOC have been put into place. The current priority is an overarching one for all children including children with disabilities and learning difficulties.</p> <p>This item will be deferred to the LSCB Business Manager, Josie Collier, who will be working with Martine McFadden and will be joining the DSCB Business Unit w/c 7th September. Completed survey to be forwarded to the QA & Comms group for sign off prior to returning to the National Working Group. Action: Josie Collier</p>
10.	<p><u>Death In Schools guidance</u></p> <p>This guidance was completed by Funbir Jaspal (Child Protection Officer – Education) and Helen Fowler (Child Death Review Coordinator) on behalf of CDOP, Dudley. Mayada wished to express her appreciation on behalf of CDOP for the work done on the guidance which is for schools on what to do when a death happens. It has been tabled at the Policy, Procedures & Practice sub and will be tabled at the next DSCB. Action: agenda item 11th September.</p> <p>Sue Haywood has already commented that although the national contacts are useful, it would also be useful to add local contacts into the document prior to tabling at the DSCB.</p> <p>Sue Vincent has e-mailed one addition to Mayada which is to be included in the basic information "have there been or are there any safeguarding concerns?"</p>
11.	<p><u>Sub Group Reports</u></p> <p><i>Hidden Harm Strategic Group:</i> last met on 9th July and received reports from each of the three sub groups that report in to it. As the structure of the DSCB and its sub groups is under review and there was some question over whether the Hidden Harm group would continue, an event is to be held late September/October for the members of the Domestic Abuse, Substance Misuse and</p>

Parental Mental health groups. The Hidden Harm group has struggled to move work forward and therefore the event will look at priorities and concerns as a joint group.

Serious Case Review Sub group: This group is undertaking a review of the processes and decision making or SCR's. There are currently two Management Reviews under way and one single agency review has been completed. A table top review has been completed and the decision was made on 3rd September that the criteria was met to undertake an SCR in respect of a child who has died (HP). Meetings are currently being held on a monthly basis to ensure there are better links with CDOP.

CDOP: An extraordinary meeting was held on August 6th to discuss the case of a disabled child who died after life support was withdrawn. The child had not met the criteria for an SCR, but there had been a lot of confusion around communication between professionals and agencies. The meeting was attended by the ambulance, fire and police services. It had been agreed there were lessons to be learned from this death as there were events leading to the withdrawal of life support. The discussion will be shared with the SCR sub. Work is ongoing on the Annual report. Clare Acton (Lead Nurse Child Death) is due to go on maternity leave – Mayada has been reassured there will be a replacement person in post.

Policy, Procedures & Practice: The group met in August and reviewed procedures which need to be updated on Tri-Ex. The position has been reached where all the old procedures will be removed from the website and stored elsewhere in case required at a later date, but all of the procedures are now in the Tri-Ex section. As the MASH develops, the procedures will be reviewed and there will be an additional cost from Tri-Ex in the region of £90. All updates around Working Together and national guidance are automatically completed by Tri-Ex at no additional cost.

Workforce Development: Jeremy Sheen (King Edwards VI college) will be observing the next meeting of the group before taking over as chair. He will explore how training can be stabilised as capacity continues to be an issue. Work is ongoing in the West Midlands region led by Roger Clayton, for each of the 7 authorities to dip into. Josie Collier (Interim LSCB Manager) and Jean Pyett (Assistant LSCB Manager) will be looking at the issue around in house training and will table a paper at the next DSCB meeting in November.

Vulnerable Children Strategic Group: The last meeting had an update re the E-safety strategy and the headlines from the CSE audit. The CSE strategy, pathway and FGM strategy were discussed – a Task & Finish Group re FGM needs to be set up with Sally Holmes to lead. Some amendments are required to the CSE strategy which will be circulated virtually for final comment prior to tabling at the next DSCB. It was noted there is no representation from the voluntary sector on this group. **Action: Nicki Burrows to liaise with Sally Holmes (chair)**

2. Board Structure

The new structure for the DSCB was circulated. It is proposed that the DSCB will receive exceptional reporting and will sign off completed work. The Quality Assurance & Communications Group will be renamed the "Safeguarding Executive". The following notes/comments were made:

- Remove the arrows and box with Public, Partnerships and Professional – it is given that the DSCB shares both ways. The Chair of the Quality Assurance Sub will attend the DSCB and it will be their role to communicate with Public, Partnerships and professionals.
- Remove line at top left "DSCB Communication process"
- Agreed makes sense to have Participation and Communication sub as one group as the same people will otherwise attend both.
- Hidden Harm will come under the VCSG with communication between Sue Haywood and Sally Holmes – the DV, Substance misuse and Parental Mental Health groups will continue to meet and will feed in to the VCSG.
- The Quality Assurance sub will be a group in its own right

The proposed membership (names) of the DSCB was read out by Jassi Broadmeadow, the membership of the Safeguarding Executive group is to be reviewed by this group together with Merlin Joseph.

The proposed board structure was discussed and agreed, but the Chief Nurse CCG (name to be advised) to be included and Jassi Broadmeadow, Martine McFadden and Sue Robinson to be included in the support roles.

12.

Any Other Business

CSE Event: Martine McFadden, Helen Ellis and Nicki Burrows have met with the Communications & Public Affairs department to discuss hosting a CSE event for the general public along similar lines to the 'What to Do If' training. Consultation has taken place with voluntary sector colleagues who have expressed the opinion that the public is unlikely to attend a big event and that it may be better (eg) to do 5 township road show events in town centres. Some of the young people consulted stated that they receive a huge amount of information via school and feel it is their parents/carers who need the information, but are doubtful they would attend events. The suggestion from the young people was to produce newsletters including information about CSE, teenage pregnancy etc to be delivered to every house. It was appreciated that from the Mosaic analysis, the most deprived areas do not read literature put through their doors and some thought will need to be given on how to deliver information to these areas. It was also suggested that a smaller event could be included in a larger, popular, event. ***Agreed that the Communications Group needs to set up a Task & Finish Group to explore ways of getting messages out and raising awareness of the various issues with the general public.***

JB/SER
08.09.15