

DIRECTORATE OF CHILDREN'S SERVICES

# MINUTES

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

**Venue: Saltwells EDC  
Date: 27<sup>th</sup> February 2015  
Time: 9.30 – 11.30 am**

Attendees	Agency	Apologies	Agency
Jassi Broadmeadow (Chair)	S&R Service	Zala Ibrahim	Dudley Group of Hospitals NHS Foundation Trust
Martine McFadden	S&R Service	Trisha Curran	Dudley CCG
Karen Palk	Lay Advisor	Ian McGuff	CSS
Christine Ballinger	CSS	Anthea Jones	DMBC Communications
Nicky Burrows	DCVS	Roger Clayton	Independent Chair
Su Vincent	Dudley CCG	Jackie Jennings	Safeguarding & Review Service
Myada AbuAffan	Office of Public Health	<b><u>Date of Next Meeting</u></b>  Friday 1 <sup>st</sup> May 2015 9.30 am – 11.30 am Saltwells EDC	
Jenny Skyrme	West Midlands Police		
Donna-Marie McDonald	Regional Staff college		

<b>1</b>	<p><b><u>Introductions and Apologies</u></b></p> <p>Introductions were made and apologies noted.</p> <p><b><u>Minutes and Matters Arising</u></b></p> <p>The minutes were agreed as a true and accurate record.</p>
<b>2.</b>	<p><b><u>Action Tracker Review</u></b></p> <p>Please see updated Action Tracker.</p> <p>It was agreed that any segment turned green at a meeting will be removed from the tracker prior to the next meeting. Original copies will be kept to evidence the actions.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• Training Capacity – agenda item</li> <li>• Health LAC annual report – was presented to the DSCB on 16<sup>th</sup> January</li> <li>• CDOP Regional meetings – this has been escalated via the Regional Safeguarding Network – a letter has been drawn up and sent on behalf of all 14 regions. <b>Action: Sue Vincent to follow up and report back to next meeting of the Quality Assurance &amp; Communications Group.</b></li> <li>• Multi agency case file audit – agenda item</li> <li>• SCR's – Sue Vincent and Chris Ballinger will be finalising the report following today's meeting and will forward it to Roger Clayton.</li> <li>• Audit Activity – agenda item</li> <li>• Data Set – <b>to be added to Action Tracker</b></li> </ul>
<b>3.</b>	<p><b><u>Performance Information</u></b></p> <p>Data Set – Item deferred – unable to obtain up to date information via MIT due to sick leave.</p>

	New reporting format to be developed – <b>Action Jassi Broadmeadow, Martine McFadden, Jackie Lloyd</b>
4.	<p><b><u>Training</u></b></p> <p>Meetings have been held to explore the current training offered by the DSCB with a view to the Regional Staff College assisting with some of the courses. Donna-Marie McDonald has been provided with a list of 11 topics it may be able to provide:</p> <ul style="list-style-type: none"> <li>• “What to do if” and Intermediate Training - these are core mandatory subjects 2-hour courses delivered 20 – 22 times per year.</li> <li>• MAPPA – 3 x ½ days per year</li> <li>• Safer Recruitment – 4 x full days per year</li> <li>• Management of Allegations – 3 x ½ days per year</li> <li>• Recording Skills in Health and Social Care – 3 x full days per year</li> <li>• Learning from SCR’s – 3 – 6 days per year</li> <li>• Self Harm – 3 x ½ days per year</li> <li>• Managing Resistant families – 3 x full days per year</li> <li>• Core Groups and Case Conferences – 4 days per year</li> <li>• Risk assessment – 4 days per year.</li> </ul> <p>The college has a number of constraints - Vicky Jordan is the only person carrying out any in-house training in relation to education establishments. Donna-Marie is likely to have to be commissioned on the social work side. Donna-Marie explained that the college receives no base funding and has to be run as a business to generate funding. The DSCB needs to be clear that any training by the College would need to be commissioned.</p> <p>Jackie Jennings expects all other courses apart from the core mandatory subjects will have to incur a charge per delegate.</p> <p>Based on charges to schools, the college receives £40-£60 per half day per person and £150 - £170 per person per full day. Unless the college is heavily subsidised by the DSCB, it will not be possible to provide any courses without charge.</p> <p>CSE, Trafficking, Domestic Abuse and Teenage Domestic Abuse may be delivered via Conference days rather than training.</p> <p>There are a number of e-learning courses available and this is an option which may need to be explored. DSCB already offers Level 1 via Virtual College. The Research in Practice website membership is funded by Children’s Social Care and partner agencies can be provided with access not just to the on-line training, but also to a raft of materials and resources. A pilot could also be used of the Care Inform on-line training.</p> <p><b>Actions:</b>  <b>Chris Ballinger to send out information to this group in respect of the Research in Practice Website</b>  <b>Jassi Broadmeadow to prepare a paper and table at next meeting of the DSCB on 13<sup>th</sup> March.</b></p>
5.	<b><u>Risk Register</u></b> item deferred. Roger Clayton and Jassi Broadmeadow will be meeting to develop in preparation for the next DSCB meeting.
6.	<p><b><u>DSCB Audit activity</u></b></p> <p>A paper drawn up by Roger Clayton in respect of Multi Agency Case File Audit activity had been circulated to the group.</p> <p>The Quality Assurance &amp; Comms group needs to be assured that the Action Plans from previous audits undertaken by the Quality Assurance Officer have been acted upon. One Action Plan pulled together all of the audits already carried out. <b>Agreed that there will be an extra meeting of this group to go through the action plans from previous audits and if there are any areas outstanding, to carry out a deep dive where there are concerns.</b></p> <p><b>Action: Sue Vincent and Jassi Broadmeadow to complete work on the audit of child protection plans lasting 18months plus.</b></p>

An Audit Calendar for multi-agency audits is to be developed. The findings of all audits should be reported into this group.

Priority areas need to be addressed such as CSE (including missing from home/education and how the missing episodes link into CSE). Findings from the CSE/Missing audit should be discussed via a Panel. The multi-agency MACFA tool is considered good and will be circulated to this group via Sue Vincent.

**Actions:**

- **Sue Vincent to send tool to Sue Robinson for distribution to this group.**
- **Agreed to complete the CSE audit by mid-April 2015.**
- **Methodology – each agency to carry out audit of the same cases – findings to be collated via a Panel chaired by Jenny Skyrme. Panel to meet first week in April and will comprise Jenny Skyrme (Chair), Chris Ballinger, Myada AbuAffan, Sue Vincent and Jayne Sargent.**

The next audit following the CSE audit will be Children's Social Care Contact/referrals. Children's Service cannot cope with the current amount of contacts (12,600) the number of which is continuing to increase at a rate of 8½% on the previous year. From the 12,600, only 3,500 have progressed to a referral. This means that social workers are spending a huge amount of time dealing with contacts and are therefore unable to focus on the key areas of social work tasks. Work is ongoing to implement a single front door system which will incorporate early help to reduce the amount of work going into Children's Social Care.

**Actions:**

- **Agreed that a multi-agency "deep dive" audit of 30 cases which did not progress to referral will be carried out with a timeline for completion of beginning of May.**
- **Agreed not to have Panel for this audit, but each agency to provide a report on each case.**

Following this audit activity, the Quality Assurance & Communications Group will create a calendar of audits for the remainder of the year linked to the priorities of the DSCB. **Action QA & Comms Group,**

**S11 audit,** it was noted that there are still some agencies who have not completed the audit. **Action: DSCB members to be reminded via the next Board meeting to complete S11 if not already done – vital to allow the annual report to be completed.**

In respect of the outcomes from the S11 audits, it was agreed that the Scrutiny Panels held the previous year were cumbersome and intimidating for those presenting their audit given the large size of the panel. **Agreed that all reports will be explored via the next QA & Comms meeting and a decision on which require some challenge/deep dive work.**

**S175 audit** – this should be completed by all schools by the end of March 2015 – findings will be tabled at this group. The schools reference group will also explore the findings and a report will be taken to the DSCB in July.

**Participation audit:** this was sent out to DSCB members with a completion date of 20<sup>th</sup> February, but only 2 have been returned to date. **Action: Martine McFadden to re-circulate with a request to all agencies to complete the elements relevant to their organisation/agency and return to Nicki Burrows by the end of March.**

**CRI Audit:** this resulted from an SCR held in Birmingham where there were specific concerns in respect of safeguarding arrangements at Atlantic House. Ian McGuff wrote requesting assurance that safeguarding arrangements were in place – the findings of the audit will be tabled at the SCR group and a report brought back to this group.

7.

**Communication Strategy**

The Communications Strategy was ratified by the DSCB with a number of changes to make it more user friendly (a recommendation from the Participation Sub Group). Martine McFadden pointed out that the Communications Strategy needs to be owned by everyone, for example the SafER Newsletter. Martine has sent out a number of requests for items to include in the newsletter which is sent out on a quarterly basis. She does not feel it is appropriate to have a single author, but is happy to format and compile the document with input from partner agencies. Items for inclusion should include good practice and events that have occurred. Martine is also happy to compile a

	<p>newsletter for young people. <b>Action: items for newsletter to be forwarded to Martine McFadden. Martine to draft a Newsletter from the items submitted and table at the next QA &amp; Comms meeting for comments prior to tabling at the DSCB for approval to distribute. Suggested items also include</b></p> <ul style="list-style-type: none"> <li>• <b>Links to websites containing SCRs of national interest</b></li> <li>• <b>Barriers to learning on SCRs</b></li> <li>• <b>Links to various resources – eg new national publication or document out for consultation</b></li> </ul> <p><b>Action: Martine McFadden to liaise with Anthea Jones in respect of CSE page on DSCB website with links to Rotherham/Rochdale reports (eg) and also a link to the Regional staff college website</b></p>
8.	<p><b><u>Signs of Safety</u></b></p> <p>A paper was tabled at the last meeting of the DSCB and the QA &amp; Comms group was requested to explore the options given and make a recommendation to the board in respect of how signs of safety can be progressed. Some discussion has already taken place in respect of whether a focus should be on early help, or whether to attempt to embed signs of safety more widely. Training was originally provided across the townships and use of SOS is evident in case work files, conference reports and is embedded in the assessment tool.</p> <p>Signs of Safety was funded through the board and the understanding was that all partners would use the tool. A decision now needs to be made by the DSCB in respect of whether from the learning gained so far, Signs of Safety is used in early help with a view to expanding more widely at a later stage. There needs to be continual training in respect of the tool to ensure all new staff members are conversant with the approach used to analyse the risk in families.</p> <p>It is also important to introduce Signs of Safety thinking via multi-agency training such as the “what to do if” and Conferences and Core Group training courses.</p> <p><b>Action: recommendation to the DSCB is to continue with Signs of Safety to ensure an awareness across partner agencies which will be achieved through multi-agency training and to concentrate over the next 12 months in embedding within early help.</b></p>
9.	<p><b><u>Domestic Abuse Pathway</u></b></p> <p>Sue Haywood pointed out that the first draft had been tabled at the December meeting of the Quality Assurance &amp; Comms meeting. The pathway is still in draft, but should be finalised in the near future. There had been a conversation with Helen Ellis which identified practitioner support which will be incorporated into the pathway. Once finalised, the pathway will be launched. The Project Group is continuing to meet and is focusing on key areas of work. Young people are to be involved (sensitively) in the choice of literature to ensure it meets their needs.</p> <p>The pathway should be finalised prior to the next meeting of the QA &amp; Comms, Sue Haywood advised she would circulate it electronically for agreement and will ensure it is tabled at the Policy, Procedures &amp; Practice Sub Group. <b>Action: Sue Haywood</b></p>
10.	<p><b><u>Hidden in Plain Sight</u></b></p> <p>The CAADA report had been circulated the previous evening. CAADA estimated that approximately 100 children in Dudley are in households where domestic abuse takes place. It was already known that the figures would be higher. The report has been discussed in the Domestic Abuse Strategic Group, but it had been tabled at today’s meeting to involve other partners who are not involved in the strategic group.</p> <p>There are 3 recommendations in the report and discussion is required in respect of how to move them forward. Dudley has only a limited amount of specialist provision and resources...</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Full paper with recommendations to the DSCB will be tabled at the next meeting of May.</b></li> <li>• <b>Sue Haywood to feed back on progress re recommendations to next QA &amp; Comms meeting.</b></li> </ul>

11. **Sub Group Reports**

**Hidden Harm Strategic Group:** Sue Haywood had provided a written report for the group and highlighted the following:

- The terms of reference have been revised as the Gang Prevention Working Group and E-Safety sub groups are now reporting to the Vulnerable Children's Strategic Group.
- There has been some discussion at the Hidden Harm Strategic Group on 20<sup>th</sup> February in respect of the Parental Mental Health Sub-group and the Substance Misuse safeguarding forum merging into one group. There are some concerns in respect of the capacity to progress the work plan by a larger group – this requires further discussion and decision.

**Vulnerable Children's Strategic Group:** The Terms of Reference have now been revised. The last meeting on 25<sup>th</sup> February spent a lot of time talking about CSE and challenged that certain areas of the CSE agenda were not being progressed as quickly as hoped. However, there are now plans in place for a co-located CSE team (potentially be in place by 1<sup>st</sup> May) and Helen Ellis is leading on this project. The team will be located within the Youth Service under Mike Galikowski. The CSE coordinator post is being progressed and the advert should be going out in the near future. Debriefs with the social work team managers in terms of MASE meetings and how these fit in with S47 procedures and the core pathway are nearly completed.

Jenny advised that her concerns were heard and responded to and she feels much more positive about the situation in Dudley. The CSE Strategy will be put onto the website once the pathway is finalised.

**Participation Group:** Nicki Burrows had provided a written report for the group and highlighted the following:

- There remains a need to evidence the voice of the child.
- Young people were ready to review the Participation audits and provide a report for the DSCB, but only two audits were returned – Nicki requested all partners to complete these and return them by the end of March.
- DSCB members have been requested to provide “selfies” for the preparation of the safeguarding board document for children and young people, but none have been received.

**Child Death Overview Panel:** last meeting cancelled due to Myada's sick leave.

**Policy, Procedures & Practice Group**

- A key success is that parts A and B of the Safeguarding Board procedures have now been revised and are on the website. Briefings have been held to launch the new procedures.
- The group is currently exploring the domestic abuse, child substance misuse, safeguarding children in secure estate, self harm and suicide and medical assessment procedures.
- There will be a need to update the CSE procedure in light of new regional guidance.
- The group has provided some feedback to Sue Vincent in respect of the new CCG policy. It has also been identified that there are the sexual health policy is being updated. From a safeguarding point of view, one of the fundamental issues which needs to be explored is the sexual health policies for u13's and transitions advice.
- One of the key issues identified is that because there is currently no Quality Assurance Officer, there is a lack of infrastructure to carry out the work required.
- At a regional level, the PPRC procedures are to be reviewed across the 14 local authorities.

**Action: lack of Quality Assurance officer post to be flagged up as a risk to the DSCB.**

**Serious Case Review Sub:** the group continues to monitor and sign off action plans and some of the work will form part of business in the future rather than a continuing action plan.

- The Sandwell SCR has now been completed and the final report published. A single concern for Dudley was timely notification when children on CP plans move out of borough. This issue is being addressed via the Safeguarding & Review Service.
- Dudley has been contributing to an SCR in Birmingham. The Overview report is not yet finalised but should be available around the end of March.
- The second SCR Panel meeting has taken place in Lincolnshire and the draft overview report has been received and circulated for comment. Chris Ballinger will be meeting with the overview author on 2<sup>nd</sup> March to discuss the final report. Chris wished to share that Dudley had received some complimentary comments on the quality of contributions made to the review.
- The group is currently exploring two cases and is putting comprehensive chronologies together

	<p>to identify learning.</p> <p><b>Workforce Development Group:</b> some dates were set but have not gone ahead. Some further dates are being arranged. Jassi feels it would be appropriate for the Workforce Development and Training sub to merge with an appropriate chair such as someone with an adult learning background (suggested that a college should be approached to provide the Chair).</p> <p><b>Safer Recruitment:</b> A lot of work is being generated around DBS requirements with a wide range of questions and issues being raised from various agencies in respect of who should be DBS checked. A policy is being drawn up which will hopefully address the concerns and issues. It will be tabled at the QA &amp; Comms group and then the DSCB. <b>Agenda item next meeting of the QA &amp; Comms – Rachel Doyle to be invited to attend.</b></p>
12.	<p><b><u>Any Other Business</u></b></p> <p>There was no other business.</p>

JB/SER  
25.03.15