

# SLOUGH LOCAL SAFEGUARDING CHILDREN BOARD

## BOARD MEETING AGENDA

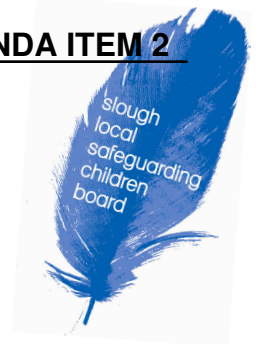
<b>DATE OF MEETING:</b>	Tuesday, 23 November 2010
<b>VENUE:</b>	Connexions, High Street, Slough
<b>TIME:</b>	2.00 - 4.00 pm
<b>Circulation:</b>	All Members of LSCB Board

No	Item	Document/ Resp.	Page	Allocated Time (Mins)
1.	<b>Welcome, Apologies</b>	(ECS)		
2.	<b>Minutes - Board 21 September, 2010 and Executive 4 November, 2010</b>	Minutes (ECS)	1 - 8	5
	Review of Actions/matters arising.			
3.	<b>Final proposals for re-structure of LSCB Board and Executive in 2011</b>	Discussion paper (ECS)	9 - 18	60
	Following incorporation of member's feedback and amendment by the Exec, the LSCB Chair will present a revised draft of the proposals for re-structure of LSCB Board and Executive in 2011. LSCB members are asked to consider the amended paper and approve the final draft.			
4.	<b>Update on LSCB Business Plan</b>	Business Plan (ECS)	19 - 24	10
	Members are asked to review the business plan and approve the current status of the plan. Members are asked to agree the process for reporting against the plan during 2011.			
5.	<b>LSCB Annual Report</b>	Annual Report (ECS)	25 - 52	15
	Members are asked to review, comment and approve the Annual Report for the period March 2009 – October 2011.			
6.	<b>Summary of feedback from sub groups and current status of sub groups. Update on merging Bracknell Forest and Slough sub groups.</b>	Verbal Report (ECS)	53 - 56	10
	Members are asked to agree the process for sub group reporting as proposed in the paper ' <b>re-structure of LSCB Board and Executive in 2011.</b>			
	<b>Update on Learning and Development Activities.</b>	Report Cover sheet (KG)		10

No	Item	Document/ Resp.	Page	Allocated Time (Mins)
7.	Date of next meeting - Meeting dates in 2011	Meeting Schedule (ECS)	57 - 58	5
	Any other Business			5

**Key to Responsibilities on Agenda**

NAME	INITIAL
Elaine Coleridge-Smith	ECS
Robin Crofts	RC
Arif Dar	AD
Kevin Gordon	KG



**SLOUGH LOCAL SAFEGUARDING CHILDREN BOARD – Meeting held at 2.00 pm, on Tuesday, 21 September 2010 at Connexions, High Street, Slough.**

**Present:**

<b>Name</b>	<b>Representing</b>
Alex Bayliss	SBC/BHFT
Elaine Coleridge-Smith	Slough LSCB Independent Chair
Arif Dar	Assistant Director, Children & Families, Education and Children's Services, SBC
Jesal Dhokia	Slough SCVS
Janine Edwards	Home-Start Slough/SCVS
Kate Ford	Thames Valley Police
Juliet Holloway	East Berkshire College
Theresa Jordaan	NHS Berkshire East PCT
Shelley LaRose	YOT
Pat LeRoy	SBC
Peter Morales	Representing CAFCASS
Rekha Brigue-Parker	Senior Probation Officer, Probation Lead
Clair Pyper	Strategic Director of Education & Children's Services, SBC
Azmaer Samuel	TVP
Mary Shannon	LSCB/CT Business Manager, SBC
Elaine Welch	NHS Berkshire East PCT
Louise Watson	BE-CHS NHS BE
John Worgan	Raising Achievement, SBC

**Apologies for Absence :** Alison Brown, Robin Crofts, Chris Etheridge, Bob Garnett, Sophie Wing-King, Rebecca Lacey, Jo Matthews, and Julie Skinner

<b>Item</b>	<b>Main Points/Action Arising</b>	<b>Action By</b>
<b>13. Welcome</b>		
	The Chair welcomed those present.	
<b>14. Minutes of Last meeting held on 13th July, 2010</b>		
	The minutes were approved as a correct record subject to the amendment of minute no. 4 – Pan Berkshire Sub-Group to read:  "Pat LeRoy advised that it was difficult to continually update all members of update to the website and it was proposed that major changes should be brought to the Board and would then be cascaded down".	

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Item	Main Points/Action Arising	Action By
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It was also noted that Elaine Welch did attend the last meeting.

### 15. Child Sex Offender Presentation

Detective Inspector Nick Gleason, Thames Valley Police, outlined a report relating to the Child Sex Offender Review Scheme. The Thames Valley was one of the eighteen forces which had agreed to implement the scheme which had commenced on 1<sup>st</sup> August, 2010. During August twenty five applications had been received (only three in the Slough area) and in September five applications had been received (none in the Slough area). The Board was advised that the Police would share information with SBC immediately an application had been received but existing arrangements also would still stand.

Clair Pyper (CP) felt that it would be useful for people in the Health Authority to find out about the Scheme.

### 16. Supporting Vulnerable Individuals (SVI) Project-reducing violent extremism

Azmaer Samuel (AS), SVI Co-ordinator (Berkshire East BCU), outlined a report providing an overview of the Government's counter terrorist strategy, known as "Contest". The SVI process provided a mechanism for ensuring that individuals identified as vulnerable to violent extremism were referred to and assessed by a Multi-Agency Panel which decided on the most appropriate support. This would complement other multi-agency risk management / public protection / safeguarding processes and the referral system was crucial in identifying vulnerable individuals who required support and intervention to protect them from manipulation by sub verses people / groups. It was highlighted that SVI was known nationally as the "Channel process".

The Multi-Agency Panel was chaired by Robin Crofts (SBC). It was noted that Slough had been highlighted as a priority area for this type of work but it was emphasised that the scheme was not about spying; the Police already had their own methods for receiving information. AS advised the Board that if they had any concern they could contact her directly.

All Members to note

In response to a number of questions AS advised that six referrals had been received to-date in the Slough area and it was important to raise the awareness of referral mechanisms. It was noted that two individuals were referred from schools.

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**17. Annual Report from Heatherwood and Wexham Park Hospitals**

Elaine Coleridge-Smith (ECS) outlined the Heatherwood and Wexham Park Hospitals NHS Foundation Trust Safeguarding Children Annual Report. Elaine Welch discussed various areas of the report and highlighted that a Named Nurse would be in position in October 2010 on a full time basis. The Named Midwife position would continue on a one-day per week basis. A review of all health providers across the health economy of Berkshire East had been undertaken by the Commissioner for Childrens Services for NHS Berkshire East to audit the current positions against the recommendations of the Laming Report, specific to health. It was found that the results of the report were positive except for one area of concern regarding the access and recording of training. The named professional within Heatherwood and Wexham Park Hospitals had been working hard to address this issue and additional sessions had been held throughout the year in Paediatrics and Maternity. The Board noted the achievements in Children Safeguarding and the priorities for 2010/2011 which included the setting up of a formal process for child protection supervision for all staff.

Louise Watson advised that a Paediatric Accident and Emergency Consultant had now been appointed.

**18. Summary of feedback from Sub Groups**

Quality and Performance

Elaine Welch advised that surveys had been received from Quality and Performance members and these would be reviewed at the next meeting.

S11 Audits

ECS advised that schools had been invited to complete a proforma for S11 Audits. Janine Edwards advised that she had not received a form and it was agreed that Elaine Welch would liaise with her on this matter.

Pan Berkshire Policies and Procedures

There was no information to add.

E-Safety

John Worgan advised that he would be organising training for

## Slough Local Safeguarding Children Board - 21.09.10

Item	Main Points/Action Arising	Action By
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social workers.

### Serious Case Review Panel

EC advised that the Panel had reviewed two cases.

### East Berkshire Training

Elaine Welch advised that training had been put together for GPs and this would be rolled out in September, October and November, 2010.

## **19. Proposals for restructure of LSCB Board and Executive in 2011**

ECS tabled a report which had been circulated to Members prior to the meeting. The Board was reminded that Bracknell Forest and Slough LSCBs shared a number of common areas of work and in the previous year both LSCBs had undertaken a review of their way of working. There was frustration over the management of and effectiveness of meetings, the size of agendas, and the pressure placed on some partners to attend numerous board meetings as a result of the LA arrangements for Berkshire. The LSCB Chair and Business Managers had considered ways of improving the efficiency of the LSCBs and Sub-Groups by reducing the number of meetings and reducing the duplication of common work areas.

ECS discussed the key considerations and rationale for possible joint working between the Bracknell Forest and Slough LSCBs. She highlighted that many individuals were members of both those Boards and there were many similarities between the areas.

In the ensuing debate a number of comments were raised as follows:-

- The Royal Borough of Windsor and Maidenhead (RBWM) Board was also part of the Berkshire East area. This meant that some individuals who would attend the Slough and Bracknell Boards would still have to attend meetings in the Royal Borough. Mary Shannon advised that discussions had been held with RBWM who had advised that they did not want to be included in joint arrangements at the present time.
- It was highlighted that the merger of the Slough and Bracknell Board could potentially significantly increase the workload of a sub-group Chair and this could deter future membership.

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Item	Main Points/Action Arising	Action By
	<ul style="list-style-type: none"><li>• The structure within the PCT could change following any reorganisation required following the White Paper.</li><li>• How would future mental health reports be managed in the proposed system?</li><li>• Where would safeguarding services sit within the merged Board?</li><li>• It was highlighted that there would be a need for each board to have its own separate annual report.</li><li>• It was felt that the report only presented positive aspects and failed to highlight negative areas.</li></ul>	
<b>Agreed –</b>	<ul style="list-style-type: none"><li>(a) That Board members would consider the proposal to merge the Boards and email any comments to ECS.</li><li>(b) That a revised paper be submitted to the November meeting.</li></ul>	Elaine Coleridge-Smith
<b>20.</b>	<b>Guidance for LSCB on Ofsted Inspection</b>	
	<p>ECS outlined a report setting out details of the required preparations for the future announced Ofsted Inspection.</p>	
	<p>Arif Dar, discussed the outcome of a recent meeting held with Wokingham BC when the Council had shared the findings of their recent Ofsted inspection. AD highlighted that the key message for partners was to assess where their agencies sat and fulfilled their collective responsibilities. It was also emphasised that it was important to have a designated person who would provide any information required for inspectors and attend interviews etc. It was also highlighted that it was important that the designated person came equipped with information of projects that they had worked on with other agencies to improve outcomes etc.</p>	All Members to note
<b>21.</b>	<b>Any Other Business</b>	
	<p>Rekha Brigue-Parker advised that the Probation Service was currently looking at what services could be provided for women offenders locally. Rose Hallam would contact board Members to establish where agencies could assist one another in this area.</p>	
<b>22.</b>	<b>Date of Next Meeting</b>	
	<p>The next meeting would be held on - Tuesday, 23<sup>rd</sup> November, 2010 - 2.00 to 4.00 pm: Venue-Connexions.</p>	

**Slough Local Safeguarding Children Board - 21.09.10**

<b>Item</b>	<b>Main Points/Action Arising</b>	<b>Action By</b>
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(The meeting opened at 2.05 p.m. and closed at 3.50 p.m.)

**LSCB EXECUTIVE MEETING  
THURSDAY, 4 NOVEMBER 2010 3.00 – 4.00 PM  
COMMITTEE ROOM 1**

**Present:**

Clair Pyper – (DCS) (CP)  
 Pat LeRoy – Reviewing Service Manager (PLR)  
 Elaine Coleridge Smith (Independent Chair) (ECS)  
 Mary Shannon - (Business Manager) (Minutes) (MS)  
 Cllr Natasa Pantelic (Cabinet) (NP)  
 Rebecca Lacey - (East Berkshire PCT) - Director of Children’s and Families Services (RL)  
 Arif Dar – Assistant Director Children and Families (AD)  
 Elaine Welch – Named Nurse for CP in Slough (EW)

**Apologies:**

Richard Humphrey- Area Commander TVP (RH)  
 Kate Ford – Chief Inspector, Deputy LPA Commander slough (KF)  
 John Worgan Chair E-safety sub group SBC (JW)  
 Julie Skinner – Connexions Chair Training Sub Group (JS)

		DATE	WHO
<b>1.</b>	<b>Minutes of meeting of Executive meeting 1 July 2010</b> <b>Minutes of Board meeting 21 September, 2010</b> The minutes of both meetings were taken as read and approved		
<b>1.1.</b>	<b>Matters arising</b> There were no matters arising from the minutes		
<b>2.</b>	<b>Key Items/Reports for Presentation and Discussion</b>		
<b>2.1.</b>	<b>Proposals for re-structuring the LSCB Executive and Board</b>  EC-S took the Executive through the paper for re-structure of the LSCB Executive and Board and explained the rationale behind the proposed change.  Some amendments to wording were agreed to the report. EC-S to incorporate these changes in the final proposals.  Once feedback from the Board is received EC-S is to send a final copy of the report to MS for circulation to the LSCB Board. This is to include Terms of Reference for the Executive group.  The Executive membership was discussed and it was agreed that the following people should be invited to attend the Executive:  Rekha Brigue-Parker – Thames Valley Probation Shelley La Rose – Slough Youth Offending Team Peter Morales - CAF/CASS Louise Watson – Designated Doctor Claire Culpin - Wexham Park Hospital NHS Trust  Elaine Welch advised the Executive that she would be leaving her post in January. The Executive thanked her for her contribution and wished her well in the future.	<b>End Nov</b>  <b>3.12.2010</b>          <b>Dec 2011</b>	<b>EC-S</b>          <b>MS</b>

	RL was asked to look at the possibility of extending the BF Communication and Strategy sub group to incorporate Slough and to report back at the next LSCB Executive	Jan 2011	RL
<b>3.</b>	<b>Items for Discussion</b>		
<b>3.1.</b>	<b>Feedback from unannounced inspection</b>		
	CP gave the Executive feedback from the unannounced inspection and advised that there were no priority areas for actions. The inspection took place on 14/15 October and was around front line services. There were areas for development highlighted and CP is to summarise in a report which will be circulated.	End Nov	CP
	Regarding announced inspection a new framework has been put forward on 28 October. The headlines have been sent out to partners. All partners need to incorporate the new framework in their self-evaluation	End Nov	All
	There is a concern that the LSCB does not fully cover the impact of LAC. This is to be raised at LSCB and it was proposed that a small sub group should be put together to drive this forward. EW advised that there is a need to look at what is happening now prior to further development.	End Dec	EC-S
<b>4.</b>	<b>Agree Agenda items of LSCB Board on 13 July, 2010</b>		
	<b>Agenda Item Request</b>		
	Guidance to LA – Roma victims of trafficking 30.9.10 – Arif Dar		
	It was agreed that this item would not go forward to the Board		
	Proposal for revised group 1 – 3 training programme – Elaine Coleridge-Smith		
	It was agreed that the proposal should be circulated to LSCB Board members	End Nov	MS
<b>6.</b>	<b>Date of next meeting and Executive meeting plans for 2011</b>		
	<b>SLOUGH LSCB EXECUTIVE, Thursdays 2.00-4.00pm</b>		
	<b>Venue to be advised</b>		
	3 February 2011		
	7 April		
	16 June		
	18 August		
	6 October		
	8 December		

**BRACKNELL FOREST & SLOUGH LSCB's**  
**A PROPOSAL TO INTEGRATE ASPECTS OF WORK**

**November 2010**

**FINAL DRAFT VERSION 1**

**BACKGROUND**

A paper 'A PROPOSAL TO INTEGRATE ASPECTS OF WORK' was presented to Bracknell Forest LSCB on 24<sup>th</sup> September 2010 and Slough LSCB 21 September, 2010.

The purpose of the paper was to consider ways of improving the efficiency of the LSCB's and subgroups, reduce the number of meetings and increase the accountability of members. Areas of common work and synergy were discussed and the potential to achieve our aims through integrating some aspects of the LSCB functions across Slough and Bracknell Forest were considered. Both Bracknell Forest and Slough LSCB's approved the draft paper in principle.

Both Bracknell Forest and Slough LSCB noted that the 2 Boards work differently and acknowledged that they will be at different starting points with various pieces of work. In recognition of this a merger of the 2 Boards is not being considered at this point and a phased approach to more integrated working is being proposed.

This paper presents the final proposal taking account of the comments received from Board members.

**THE MODEL IN PRACTICE**  
**LSCB PARTNERSHIP FORUM**

The **LSCB Partnership Forum** will be established by joining the 2 large LSCB Boards. The Partnership Forum will meet 3 times a year. All current Bracknell Forest and Slough Board members will be invited to form the new Partnership Forum and continue as members. The increased size of this membership requires the meeting to take on a different format and a conference style meeting is proposed. The LSCB Partnership Forum will be chaired by the Independent Chair and will be held alternatively in Bracknell Forest and Slough.

The LSCB Partnership Forum will play a key role in scrutinising the work of the Executive Boards and sub groups. Key to the role of the Partnership Forum will be its responsibility to receive updates from the LSCB Executive Boards on the implementation of the Business Plans and delivery of action plans. The Partnership Forum will be expected to analyse, scrutinise and challenge appropriately. Members of the Partnership Forum will be expected to share information from the meetings with members of their organizations (as appropriate), and in turn, to contribute learning from frontline practice in their organization to inform the learning and priorities of the LSCBs. If required the Partnership Forum will commence and / or end with any statutory business required by each of the LSCB's.

The LSCB Partnership Forum will ensure the effectiveness of the LSCB's arrangements for safeguarding and promoting the welfare of children in the Bracknell Forest & Slough by,

- Discussing areas that are brought to the partnerships attention because of excellence or red RAG rating.
- Sharing information and informing all partners on strategic developments;
- Using the Partnership forum to consider national and local initiatives and associated learning. Disseminating information on 'lessons learned';
- Considering joint reports including Annual reports that are relevant to both localities i.e. pan-Berkshire or Berkshire East reports;
- Communicate the safeguarding 'message' effectively and enthusiastically within their own agency and in multi-agency settings
- Participating in a rolling programme of workshops designed to extend members knowledge and understanding of specific issues of relevance to Bracknell Forest and Slough to inform strategic governance and prepare for Announced Inspection.

Partnership Forum members will provide challenge and scrutiny to safeguarding practice across Bracknell Forest & Slough. They will effectively scrutinise and challenge their own agency and raise concerns if necessary.

## **LSCB EXECUTIVE BOARDS**

The **Bracknell Forest and Slough LSCB EXECUTIVE BOARDS** will be required to manage the business of the Boards whilst retaining their focus on both local needs and individual governance arrangements for Bracknell Forest and Slough. The Executive Boards will be required to remain small enough to effectively assume responsibility for:-

- Oversee compliance with the statutory functions required of the LSCBs in Working Together (see Appendix)
- Delivering on the day to day function of the Boards.
- monitoring the Business Plan;
- scrutinising and challenging sub group chairs;
- monitoring SCR and IMR action plans;
- receiving annual reports specific to Bracknell Forest or Slough
- agreeing and managing the Partnership Forum agenda;
- considering the use of shared resources across partner agencies to enable the LSCB to carry out its duties and propose efficiencies
- Identifying issues for further consideration by Partnership Forum

In order to fulfill these functions the membership of the Executive Board will be extended and will include Lay members and lead Elected Members and statutory members. (see Appendices)

Both Bracknell Forest and Slough LSCB Exec will meet 6 times a year under the chairmanship of the Independent Chair.

## **SUB GROUPS**

The sub groups underpin the work of both LSCB's and are formed to address the priority areas agreed in the Business Plans and ensure that the actions agreed in the Business Plans are effectively delivered.

Where appropriate Bracknell Forest and Slough sub groups will be merged. Sub group chairs are requested to submit proposals for any mergers to the Executive Boards for consideration. Examples of sub groups that may benefit from joint working include the Raising Awareness sub group and the Quality and Performance Sub Group / Quality Standards and Case Review sub group.

Sub group Chairs will attend both Slough & Bracknell Forest Executive Board meetings to report on the activity of the sub groups, discuss the implications of the work locally and ensure improved levels of accountability. Regularity of attendance will be determined by the agenda and Executive Board requirements but will be at least bi - annually.

Sub group Chairs will be members of the Partnership Forum and will be expected to attend the Forum regularly.

## **STATUTORY FUNCTIONS**

*Working Together to Safeguard Children* requires that the LSCB performs two core functions, to:

- co-ordinate and ensure the effectiveness of each Agency represented on the LSCB in safeguarding and
- Promote the welfare of children and young people<sup>1</sup>.

In addition, LSCBs are required to:

- *'form a view of the quality of local activity, to challenge organisations as necessary, and to speak with an independent voice.'*<sup>2</sup>
- *'promote high standards of safeguarding work and to foster a culture of continuous improvement. It will also identify and act on identified weaknesses in services.'*<sup>3</sup>

This proposal effectively shifts the accountability for fulfilling LSCB statutory functions as outlined in *Working Together* away from the large Partnership Forum to the smaller LSCB Executive Boards. Under this model the Partnership Forum provides the overarching check and balance for the LSCB.

The statutory functions and responsibility for governance arrangements will be held by Executive Boards.

**See appendix for full details of statutory functions.**

## **GOVERNANCE**

Governance arrangements remain unaffected, the roles and responsibilities of members remains the same.

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<sup>1</sup> *Working Together to Safeguard Children*, Chapter 3.

<sup>2</sup> *Working Together to Safeguard Children*, 2006, p. 83

<sup>3</sup> *Working Together to Safeguard Children*, 2006, p.90

All agencies should continue to recognise the importance of securing effective co-operation by appointing officers and professionals of a sufficiently senior level as representatives to both the Executive Boards and Partnership Forum.

Whilst the LSCB has a role in co-coordinating and ensuring the effectiveness of local individuals and organisations work to safeguard and promote the welfare of children, it is not accountable for their operational work. Each Board partner retains his / her own existing lines of accountability for safeguarding and promoting the welfare of children by their services.

Section 11 of Children Act 2004 places a duty on key individuals and bodies to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. The application of this duty will vary according to the nature of each agency and its functions and remains the same regardless of the organizational structure of the LSCB across Bracknell Forest and Slough.

The work of the LSCB will continue to provide challenge and scrutiny to the work of the Children’s Trust in relation to safeguarding children.

**CONSULTATION PROCESS**

LSCB members are asked to consider the proposal to adopt a collaborative approach to the running of both Bracknell Forest and Slough LSCB’s.

LSCB Chair to lead a discussion at both LSCB Execs in September 2010	Complete
Following approval in principle, the LSCB Chair will present the discussion paper to both LSCB Board meetings in September 2010	Complete
Comments and feedback is requested from LSCB Board members during the period September – October 31st 2010.	Complete
Comments & feedback are incorporated into the model during November 2010.	Complete
<b>Proposal approved in both LSCB Board meetings in November / December 2010.</b>	
<b>New model introduced in January 2011</b>	

Comments on this paper and Board discussions should be forwarded to Elaine Coleridge Smith at [e.cs@dsl.pipex.com](mailto:e.cs@dsl.pipex.com)

## APPENDICES

### STATUTORY FUNCTIONS

The core functions of the LSCB are set out in primary legislation and regulations and are listed below,

- Thresholds, policies and procedures functions
- Communicating and raising awareness functions
- Monitoring and evaluation functions
- Participation in planning and commissioning
- Functions relating to child deaths
- Serious case review function
- Other additional and specific functions

### REPORTS

An analysis of the reports that currently come to both Boards indicate areas of repetition. The following table illustrates those reports that are currently presented to the LSCB in the same form twice (**orange**). The table identifies those reports that have the potential to be merged into a Berkshire East paper for presentation at the Partnership Forum (**green**). Consideration of the presentation of reports has been raised by members as an opportunity to consider ways of supporting more effective use of time by members.

REPORT	EXECUTIVE	PARTNERSHIP FORUM
<b>Decision making items</b>		
SCR / IMR ACTION PLANS & SIGN OFF	Sign off by the Exec.	Update at each meeting.
BF & S LSCB Annual Reports	Annual	Annual - Final approval
LSCB Business Plan	Quarterly to the Exec	Annual
BF&S BUDGET		Annual
<b>Information items</b>		
<b>PAN BERKSHIRE / BERKSHIRE EAST REPORTS</b>		
MAPPA / MARAC		annual
POLICY & PROCEDURES SUB GRP		annual
RAISING AWARENESS SUB GRP		annual
TRAINING SUB GRP		annual
EXEC BOARD DECISIONS		Each meeting
CDOP		annual
PRIVATE FOSTERING	Annual	
LICENSING	locality specific reports here.	Pan-Berkshire or Berkshire East reports to go to the Forum,

<b>BRACKNELL FOREST / SLOUGH LOCALITY SPECIFIC REPORTS</b>		
THEMED PARTNERSHIP UPDATES	Each meeting	
LADO		Annual
QUALITY & CASE REVIEW	6 monthly	
WORKFORCE / SAFER STAFFING	annual	
ANTI BULLYING		
e-safety		
PRIVATE FOSTERING ANNUAL REPORT		Annual
CHILD PROTECTION REPORTS	Exception reports to each exec	
PERFORMANCE REPORTS	Exception reports to each exec	
LICENSING REPORT	Annual	
BROADMOOR HOSP	BF exec board	
DOMESTIC ABUSE REPORT		Annual
<b>Discussion items</b>		
LSCB Sub group chairs	6 monthly or annual reports	
NEW NATIONAL STRATEGY / DEVELOPMENTS		YES
BI-ANNUAL NATIONAL REVIEW OF SCR's		
LOCAL LEARNING		YES
LSCB Exec		report to each meeting to include update against the Business Plans and consideration of 'Red & Amber' areas.
LSCB ANNUAL CONFERENCE		Annual

## FORWARD PLAN for WORKSHOPS

The following topics will be considered in Partnership Forum workshops during 2011 (this is subject to change in response to unforeseen issues that may require urgent consideration)

- Preparing for announced inspections,
- Thresholds,
- Engagement with C&YP and how the LSB can secure input and be influenced by the views of C&YP.
- Transitions,
- Updates on business plan – analysis and discussion around any aspects of plan that are not progressing sufficiently.

SUB GROUP	BRACKNELL FOREST	SLOUGH	JOINT	COMMENTS
LSCB Serious Case Review Panel	Y	Y		
Quality and Performance Sub Group		Y		
Quality Standards and Case Review	Y			
Safer Staffing/Workforce sub-group	Y			
Sexual Exploitation	Y			
E-Safety	Y	Y		
Raising Awareness	Y			
Anti Bullying	Y			
Berkshire LSCB's Policy and Procedures sub-group			Y	
East Berkshire Training sub-group			Y	
Berkshire Child Death Overview Panel (CDOP)			Y	
Berkshire Chairs and Business Managers			Y	

## 2011 MEETING DATES

Provisional dates have been agreed for the Executive Boards as below, however an alternative option would be to hold both EB meetings on the same day, with an overlap period to allow common agenda items to be discussed.

<b>BRACKNELL FOREST EXECUTIVE probably at 10.30am</b>	<b>SLOUGH EXECUTIVE Thursdays 2.00-4.00pm</b>	<b>BF&amp;S PARTNERSHIP FORUM mornings</b>
4 February 2011	3 February 2011	4 March 2011
8 April	7 April	1 July
17 June	16 June	4 November
19 August	18 August	
7 October	6 October	
9 December	8 December	

## CURRENT LSCB & EXEC. MEMBERSHIP – BRACKNELL FOREST & SLOUGH

<b>NAME</b>	<b>PARTNER AGENCY</b>	<b>BRACKNELL FOREST</b>	<b>SLOUGH</b>	<b>GAP</b>
<b>Elaine Coleridge-Smith</b>	<b>(Chairman)</b>	Y	Y	
<b>CI Simon Bowden</b>	Thames Valley Police	Y		
<b>Ford, Kate</b>	Chief Inspector Deputy LPA Commander - Thames Valley Police		Y	
<b>Humphrey, Richard</b>	Chief Inspector, Deputy LPA Commander Slough		Y	
<b>Rekha Brigue-Parker</b>	Senior Probation Officer, TV Probation Service	Y	Y	
<b>Crofts, Robin</b>	Assistant Director, Inclusion		y	
<b>Clare Culpin</b>	Director of Nursing and Midwifery - Wexham Park Hospital NHS Trust		y	
<b>Rebecca Lacey,</b>	Director of Children & Young People, Berks East Community Health Services	y	y	
<b>Chris Etheridge,</b>	Children Young People & Maternity Lead, South Central Strategic Health Authority	Y	Y	
<b>Dhokia, Jesal</b>	Slough CVS Voluntary Representative		y	
<b>Clare Dorning,</b>	Head of Housing Strategy and Needs, Environment, Culture & Communities	Y		
<b>Aves, Neil</b>	Assistant Director Housing		y	
<b>Janet Hughes</b>	Partnership Manager, Connexions Berkshire	Y	Y	
<b>Loftus, Jessi</b>	Connexions Berkshire		y	
<b>Skinner, Julie</b>	Connexions Berkshire		y	
<b>Janette Karklins</b>	Director, Children, Young People & Learning	Y		
<b>Clair Piper</b>	Director of Children's Services - Slough Borough Council		y	
<b>Cllr Natasa Pantelic</b>	Cabinet Commissioner for Education and Children		y	
<b>Peter Morales</b>	CAFCASS	y	y	

<b>Leroy, Pat</b>	Independent Reviewing Service Manager - Slough Borough Council		y	
<b>Penny Reuter,</b>	Chief Officer: Children's Social Care, Children, Young People & Learning	Y		
<b>Arif Dar</b>	Assistant Director, C & F		y	
<b>Karen Roberts,</b>	Head of Youth Offending Services, Children, Young People & Learning	y		
<b>Edwards, Janine</b>	Home-Start Slough.SCVS Trustee		y	
<b>Shannon, Mary</b>	LSCB/CT Business Manager		y	
<b>Andrea King</b>	LSCB Business Manager			
	<b>LAY MEMBERS</b>			<b>GAP</b>
	<b>Schools - Chief officer from BF &amp; S</b>			<b>GAP</b>
<b>ADDITIONAL INVITED MEMBERS</b>				
<b>Carol Bell,</b>	Bracknell & Wokingham Area Manager - Domestic Violence Forum rep	Y		
<b>Wing-King, Sophie</b>	Domestic Abuse coordinator for Berkshire East		y	
<b>Ian Boswell,</b>	Community Safety Manager, Chief Executive's Office	Y		
<b>Simon Broad,</b>	Head of Adult Safeguarding, Adult Social Care & Health	Y		
<b>Karen Frost,</b>	Manager, Early Years, Childcare & Play Team, Children, Young People & Learning	Y		
<b>Carol Frost,</b>	Social Work Department, Broadmoor Hospital	Y		
<b>Alison Koen,</b>	Chair, E-Safety Sub Group,	Y		
<b>Sally Garforth,</b>	Chair, Anti-Bullying Sub Group	Y		
<b>Leah Thompson/Veronica Ably,</b>	Berkshire East Training Sub Group	Y		
<b>Martin Gilman</b>	BFVA	Y		
<b>Jenni Law,</b>	Independent Chair for Child Protection, Children, Young People & Learning			
<b>Mairead Panetta,</b>	Head of Safeguarding, Children, Young People & Learning			
<b>Gloria King,</b>	Children & Families Manager, Children, Young People & Learning			
<b>Dr Catherine Caird,</b>	Named Doctor for Child Protection, Bracknell Locality	Y		
<b>Mansfield Margaret</b>	Heatherwood and Wexham Park Hospitals		y	
<b>Elaine Welch,</b>	Designated Nurse for Child Protection/ Head of Safeguarding, NHS Berkshire East	Y	y	
<b>Dr Louise Watson,</b>	Designated Doctor, East Berks Community Trust	Y	Y	
<b>Dr Minoo Irani,</b>	Consultant Community Paediatrician, East Berks Community Trust	Y	Y	
<b>Fiona Nyquist,</b>	Named Nurse for Child Protection, Bracknell Locality	Y	Y	
<b>Margaret Mansfield,</b>	Named Nurse for Child Protection Commences 4 Oct	Y	y	
<b>Jordaan, Theresa</b>	Named doctor for child protection HNS Berkshire East (PCT)		y	
<b>Keith Grainger,</b>	Head Teacher, Secondary School	Y		
<b>Michael Harris,</b>	Head Teacher, Primary School	Y		
<b>Matthews, Jo</b>	Headteacher - Littledown School		y	
<b>Liz Norris,</b>	Head Teacher - primary	Y		
<b>Helen Huntley</b>	Headteacher		y	
<b>Brian Uzzell,</b>	Head of Student Services, Bracknell &	Y		

	Wokingham College			
<b>Barrett Virginia</b>	Vice Principal Curriculum & Quality, East Berkshire College,		y	
<b>Nicholas, Judeline</b>	Training and Development Manager - Slough Borough Council		y	
<b>Worgan, John</b>	ICT Strategy Manager		y	
<b>Gill Walmsley</b>	Team Leader, CAMHS	Y		
<b>Yeoman, Susanna</b>	Locality Manager- Mental Health		y	
<b>Rumsey, Hazel</b>	Assistant Director of Operations (CAMHS) Berkshire Healthcare NHS Foundation Trust		y	
<b>Wales, Julia</b>	Slough DAAT Manager and Commissioner		y	
<b>Priestman, James</b>	Head of Drugs and Community Safety		y	
<b>Ashe, Gene</b>	Royal Berkshire Fire and Rescue Service		y	
<b>LaRose, Shelley</b>	Slough Youth Offending Team		y	
<b>Anne Haycock,</b>	Joint Legal Team	Y		
	<b>Independent Schools</b>			<b>GAP</b>
	<b>Co-opted experts</b>			

## SLOUGH LSCB Work Plan 2010-11

Version Control  
Controller: Mary Shannon

<u>Version No</u>	<u>Document Reference</u>	<u>Approved</u>	<u>Date</u>	<u>Issued By</u>	<u>Date</u>
1 Draft	LSCB Summary Work Plan 2010 – 31 March 2011	LSCB Executive	1.7.2010	M F Shannon for LSCB Exec	1.7.2010
2 Draft	Updated with sub-group information			M F Shannon for LSCB Exec	9.9.2010

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
<b>1) GOVERNANCE AND ACCOUNTABILITY</b>				
<p>In light of the revised guidance in Working Together to Safeguard Children 2010:</p> <p>1.1 Reviewing the membership and structure of the LSCB;</p> <p>1.2 Reviewing management of the LSCB agenda;</p> <p>1.3 Reviewing roles and responsibilities of LSCB members and LSCB Business Manager;</p> <p>1.4 Clarifying the inter-relationship between the LSCB and Children's Trust i.e. functions, lead responsibilities and shared resources;</p> <p>1.5 Establish a framework and process for measuring the impact of LSCB activity on outcomes for children, young people and families.</p> <p>1.6. Work with the CYP Trust to establish a joint Performance Analysis</p> <p>1.7. Ensure Sub-group in place to analyse safeguarding data returns and produce exception reports for the LSCB.</p> <p>1.8. Sub-group to liaise with Partner Agencies and establish baselines and targets for indicators.</p> <p>1.9. Adhere to new requirements for the LSCB's Annual Report to the CYP Trust</p>		<ol style="list-style-type: none"> <li>1 Review existing LSCB membership in order to revise membership to meet national requirements, this will include extending membership to new members i.e. lay members, lead member for children's services (contributes to 1.1);</li> <li>2 Review the membership of schools to ensure effective representation (contributes to 1.1);</li> <li>3 Revising the Terms of Reference for the LSCB (contributes to 1.1);</li> <li>4 Introduce a new agenda management system and seek feedback from LSCB members (contributes to 1.2);</li> <li>5 Work with the Berkshire East Training sub-group to introduce a LSCB members training programme (contributes to 1.3);</li> <li>6 Establish a framework to qualitatively and quantitatively analyse the impact of LSCB activity on outcomes (contributes to 1.5);</li> <li>7 Conduct a mapping of LSCB, CYP Trust and Vulnerable Adults Board sub-groups and identify:               <ol style="list-style-type: none"> <li>i) opportunities for sharing sub-groups;</li> <li>ii) requirements for new sub-groups;</li> </ol> </li> </ol>	<p><b>November 2010</b></p> <p><b>November 2010</b></p> <p><b>November 2010</b></p> <p><b>January 2010</b></p> <p><b>March 2011</b></p> <p><b>March 2011</b></p> <p><b>December 2010</b></p>	<b>LSCB Exec</b>

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
		<p>iii) an exit strategy for fixed-term sub-groups (contributes to 1.4);</p> <p><b>8</b> Establishing a Protocol between the LSCB and CYP Trust , which formalises roles and responsibilities, clearly identifying areas of joint or separate responsibility (contributes to 1.4); ;</p> <p>Produce an annual report for the CYP Trust that clearly identifies local safeguarding priorities (contributes to 1.9).</p>	<p><b>March 2011</b></p> <p><b>September 2010</b></p>	
<b>2) POLICY AND PROCEDURE</b>				
<p>In light of the revised guidance in Working Together to Safeguard Children 2010:</p> <p>2.1 Contributing to the review, and amendment, of Berkshire's Child Protection Procedures;</p> <p>2.2 develop and agree local multi-agency policies and procedures for safeguarding and promoting the welfare of children in Slough</p>			March 2011	<b>Policies &amp; Procedures Sub-group</b>
<b>3) QUALITY AND PERFORMANCE</b>				
<p>3.1 Participate in the pan-Berkshire consultation on, and review of, the LSCB Comprehensive Dataset and implement changes.</p> <p>3.2 Complete Phase 3 of the Section 11 Audit.</p> <p>3.3 Establish chair and sub-group members</p> <p>3.4. Conduct an audit of partner agencies to see what audits and inspection activity take place within their organisation to ensure the safeguarding of children</p>		<p>MS to link in with LSCB Business Managers</p> <p>Process of Phase 3 Section 11 audits to be confirmed</p> <p>Complete</p> <p>Receive populated audit/.survey pro-forma from all LSCB member agencies</p> <p>Review agency action plans following completion of Audit/Survey pro-forma</p>	<p>March 2011</p> <p>End Oct 2010</p> <p>2.6.2010</p> <p>6.10.2010</p> <p>Jan 2011</p>	<p><b>Mary Shannon</b></p> <p><b>Elaine Coleridge-Smith/Mary Shannon</b></p> <p>Quality &amp; Performance Sub- Group</p> <p><b>Quality &amp; Performance Sub-Group</b></p>

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
<p>In light of the revised guidance in Working Together to Safeguard Children 2010:</p> <p>3.5 Review thresholds for safeguarding services available in Slough for children in need and children in need of protection.</p> <p>3.6 Review the outcomes of Partner Agency case audits and distil partnership learning.</p> <p>3.7 Identify and disseminate changes to policy or practice.</p>		<p>Discuss as an agenda item on 6.10.2010</p> <p>Q &amp; P members bring any completed case audits inclusive of outcomes to the subsequent Q &amp; P meeting for review and how to disseminate learning points to be agreed</p>	<p>March 2011</p> <p>Ongoing</p>	<p><b>Quality &amp; Performance Sub-group</b></p> <p><b>Quality &amp; Performance sub-group</b></p>
<b>4) CHILD DEATHS AND SERIOUS CASE REVIEWS</b>				
<p>4.1 Establish a Serious Case Review (SCR) sub-group and develop a SCR project plan for implementing all local SCR's to define roles, expectations, timelines with milestones</p> <p>4.2 Gather and disseminate national and local learning from SCRs and near misses to the workforce, digest Ofsted Executive Summary reports on SCR's nationally and evaluate learning and actions for Slough,</p> <p>4.3 Review the membership to ensure representation from Adult Services and include the designated doctor</p> <p>4.4. Contribute to the activity of the Child Death Overview Panel (CDOP) and a review of Rapid Response functions by CDOP, and collect and analyse information about all child deaths within Slough</p>		<ul style="list-style-type: none"> <li>- Conduct Serious Case Reviews (where appropriate) and disseminate learning to the Partnership</li> <li>- Monitor implementation of action plans from any Serious Case Reviews</li> <li>- Gather and disseminate learning from local and national cases</li> </ul>	<p>March 2011</p>	<p><b>Serious Case Review Panel</b></p> <p><b>Child Death Overview Panel (CDOP)</b></p>
<b>5) WORKFORCE AND TRAINING</b>				
<p>In light of the revised guidance in Working Together to Safeguard Children 2010:</p> <p>5.1 Review the current safeguarding training programme to identify variations from national guidance and ensure that Slough LSCB is responding to requirements.</p>	<p>High</p>	<p>- Current training reviewed and gaps identified.</p>	<p>Nov 2010</p>	<p><b>Berkshire East Training Sub-Group</b></p>

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
5.2 Design and implement new safeguarding training programmes, where these are required, including developing a refresher training programme for Level 2 Safeguarding	Medium	- New programmes identified and designed - Refresher training standardised	Jan 2011	<b>Children's Workforce Strategy group</b>
5.3 Ensure that increased demand from the workforce for safeguarding training is planned for and managed across Slough.	Medium	- Monitor usage and waiting lists, adapting supply to meet demand.	Ongoing	
5.4 Evaluate, and review the effectiveness of, safeguarding training and its impact on outcomes.	Medium	- Monitor feedback from each session; adapt training as required. Consider spot checking training impact.	Dec 2010 review and ongoing	
5.5 Review the requirements for supervision in national guidance, communicate the requirements to partnership senior managers and produce resources where these are required.				
5.6 Discussion joint commissioning and funding arrangements with Slough CT's				
<b>6) SAFER RECRUITMENT &amp; EMPLOYMENT</b>				
<b>6.1. Complete a Scoping exercise across organisations (including commissioning organisations) to test 'compliance' in Recruitment, Induction/Guidance, Safe working culture and monitoring</b>		<b>Develop audit questionnaire for agreement by LSCB, inc introduction, and subsequent despatch for completion by 'consumers'</b>	<b>July 2010</b>	Safer Recruitment and Employment Sub-Group
<b>6.2. Engage partner groups to ensure full representation among the group</b>		<b>Propose merger with Workforce Development Sub-Group (and Integrated Working SG) which already has strong representation across all 0-19 age groups and sectors / partners</b>	<b>July 2010</b>	
<b>6.3. Identify and engage with – Voluntary Groups, Supplementary Schools and Independent schools</b>		<b>See above.</b>		
<b>7) COMMUNICATION, ENGAGEMENT &amp; RAISING AWARENESS</b>				
7.1 raise awareness within Slough Borough of the need to safeguard and promote the welfare of children, encouraging involvement at all levels within the community.			March 2011	<b>Raising Awareness Sub Group</b>
7.2 develop a protocol to ensure that agencies share a common understanding of how and when action should be taken to protect a child.				
7.3 Develop a Communications Strategy & Protocol				

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
<p>7.4 Oversee and co-ordinate the participation and engagement of children, young people, parents and carers in LSCB activity.</p> <p>7.5 Review the partnership arrangements for involving children, young people, parents and carers in the evaluation of safeguarding services.</p> <p>7.6 web site development</p>				
<b>8) E SAFETY</b>				
<p>8.1 Complete the development of E-Safety resources and disseminate to workforce.</p> <p>8.2 Complete the development of E-Safety training and implement.</p> <p>8.3. Child Protection Processes</p> <p>8.4. Missing Children</p>		<p>E-safety policies and procedures have been distributed to schools – need to monitor implementation and effectiveness</p> <p>Training organised for non-school practitioners who have regular contact with children (Oct 2010)</p> <p>Need for succession planning as funding cuts impact resourcing and personnel of the group</p>	<p>March 2011</p> <p>Oct 2010</p> <p>March 2010</p>	<b>E-Safety Sub-Group</b>
<b>9) PARTICIPATION IN PLANNING &amp; COMMISSIONING</b>				
<p>9.0 Enshrine in discussion with the Children's Trust partners that planning and commissioning of services for children within the local authority area takes account of their responsibility to safeguard and promote children's welfare</p>		<p>Contribute to the C&amp;YPP plan</p> <p>LSCB is actively involved in any developments to amend the Children's Trust Board, in light of current legislative change.</p> <p>LSCB Independent chair continues to sit on the CTB or equivalent Board.</p> <p>Participate in the local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account</p>		

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual



# **Slough Local Safeguarding Children Board**

## **Annual Report 1<sup>st</sup> April 2009 – 31<sup>st</sup> October 2010**

Version Control  
Controller: Mary Shannon

<u>Version No</u>	<u>Document Reference</u>	<u>Approved</u>	<u>Date</u>	<u>Issued By</u>	<u>Date</u>
<u>1 Draft</u>	<u>LSCB Annual Report 1.4.2009 – 31.10.2010</u>			<u>M F Shannon for LSCB Board</u>	<u>23.11.2010</u>

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## 1. CHAIRS REPORT

I have been chairing Slough's Safeguarding Children Board (Slough LSCB) since October 2009, and during this time Slough LSCB has been through a period of significant change.

A review of the structure and membership of the Slough LSCB took place in February 2009 and the early part of the year was taken up with establishing a new governance structure for the Board, reviewing the Constitution and organising the work of the sub-groups, their strategies and work plans. I would like to acknowledge the hard work of the Business Manager in developing the structure of the Board and the dedication of Laura Eades who previously chaired Slough LSCB.

I am pleased to say that the revised structure has resulted in a more strategic LSCB with a wide membership across senior management from both the statutory and voluntary sector. The membership and chairing arrangements of all sub-groups have been reviewed and this has resulted in new Chairs for most sub-groups together with the formation of one new sub-groups Serious Case Review Panel. We did this in order to reflect our increased commitment to the monitoring and reviewing of serious incidents in Slough. I am confident that this puts Slough LSCB in a better place to address safeguarding as a result of our improved way of working together with partner agencies.

This year has also brought many changes nationally – Lord Laming's progress report "The Protection of Children in England"<sup>1</sup> was published, followed by a review of *Working Together to Safeguard Children*<sup>2</sup>, a review of inter-agency training<sup>3</sup> and with the new Coalition Government in place alongside an additional review by Eileen Munro, the next year looks to be another challenging year of great change in our work

In recognition of the challenging political and financial situation Slough LSCB has been considering the potential to work collaboratively with Bracknell Forest LSCB, on selected areas of work.

I would like to thank all those who have worked hard over the past year to put safeguarding and promoting the welfare of children and young people in Slough at the top of our agenda. We look forward to developments in joint working with Bracknell Forest in 2011 and more integration of sub group working as the year progresses.



Elaine Coleridge Smith, November 2010

<sup>1</sup> The Protection of Children in England: A Progress Report, Lord Laming March 2009

<sup>2</sup> Working Together to Safeguard Children 2010 DCSF hereafter WT

<sup>3</sup> Organisation, outcomes and cost of inter-agency training for safeguarding and promoting the welfare of children November 2009

## 2. SLOUGH LSCB CONTEXT

Children's services are delivered across Slough by a range of organisations, which work closely together through the Children's Trust Partnership. Certain of these organisations operate solely within Slough, but the majority serves a wider area

Slough Borough Council is a unitary authority responsible for a number of functions including Children's Social Care services, community safety, and support to local schools. There are five Nursery schools, 28 Primary schools, 11 Secondary schools and three Special schools within Slough, as well as four private schools. Post 16 and higher education is also provided by East Berkshire College and Thames Valley University. Preschool care and learning is provided through maintained schools and the private and voluntary sectors at a range of venues.

At the time of this report Berkshire East Primary Care Trust (PCT) is responsible for commissioning primary care services. The PCT also covers the adjoining local authorities of Windsor and Maidenhead and Bracknell Forest. Berkshire East Community Health Services provide primary care services. Acute Health services are provided by Heatherwood & Wexham Park Hospitals NHS Trust.

Policing in Slough is the responsibility of the Thames Valley Police Force, through the Slough Local Police Area. Slough Youth Offending Team operates exclusively within Slough.

In addition, there are a number of highly effective voluntary sector providers of support and specialist services operating locally, which represent local branches of national bodies down to Slough-specific groups.

Clair – are you happy for me to use this info from the CYPP plan including some of the pictures ( I thought this would be easier as we will have consent for these photos in place)?

The Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board (LSCB). The LSCB is a statutory local partnership that promotes effective partnership working in order to safeguard and promote the welfare of all children in the local area.

Slough LSCB is the key statutory mechanism for agreeing how relevant organisations in Slough co-operate to safeguard and promote the welfare of children, and to ensure the effectiveness of those organisations. .

Since April 2010 there is a requirement that Slough LSCB present an annual report on the effectiveness of safeguarding in Slough to the Children's Trust. This report details the achievements and the progress that has been made within Slough as well as providing an overview of the challenges that lie ahead. Finally, the report makes recommendations to the Children's Trust and its partner agencies.



As outlined in the Chair's Report, there have been many changes and challenges in the past year and these will continue into 2011 with planned re-structure of LSCB operation in conjunction with Bracknell Forest. The work of the LSCB encompasses all the emerging priorities in the Community Strategy:

- **Celebrating Diversity, Enabling inclusion**
- **Adding years to Life and Life to years**
- **Being Safe, Feeling Safe**
- **A Cleaner, Greener place to live, Work and Play**
- **Prosperity for All**

Further information on Slough LSCB can be found at [www.sloughchildrenstrust.org.uk](http://www.sloughchildrenstrust.org.uk)

DRAFT

### 3. SLOUGH KEY PRIORITIES FOR 2009 – 2010

Slough LSCB priorities are influenced by National Policy that places the core objectives of a LSCB in statute and provides the framework for local action in scrutinising the way in which services for children and young people are planned and delivered.



Slough LSCB Business Plan reflects local needs as agreed with the Slough Children's' Trust and published in the Slough Children and Young people plan and ensures that its statutory functions are fulfilled.

The LSCB Business plan was refreshed at the Business Planning Day in April 2010. Key priorities are:

1. Improve the effectiveness of Slough's LSCB functioning by implementing the new arrangements for working with Bracknell Forest LSCB, incorporating lessons learnt from the national stock take of LSCBs and responding to Laming and Working Together
2. Develop further the participation strategy for children and young people and communities and implement this, taking account of current mechanisms for participation in Slough
3. Develop further the communication strategy for raising the awareness of safeguarding in Slough and the work of the LSCB

4. Develop robust systems to audit and quality-assure multi-agency safeguarding processes and practice
5. Improve information, written and electronic, about Slough LSCB and safeguarding for children, parents, those working with children, and for the public.
6. Develop the inter-agency training strategy taking account of the areas identified for development in the review of training
7. Ensure inter-agency guidance regarding safer employment including CRB checking, is in place and widely known
8. Ensure recommendations from the Serious Case Review Panel are undertaken and implemented
9. Audit safeguarding within agencies and provide support/challenge where required to improve these  
  
Improve quality and analysis of data provided to Slough LSCB
10. The working practices of Slough LSCB members have been considered locally with a view to securing effective operation of LSCB functions and ensuring that all member organisations are effectively engaged.

The key priorities of the Business Plan are delivered through the Executive and sub groups established to deliver against the LSCB Business Plan Core functions

(See Appendix 1 for allocation of key tasks to sub groups)



### 3.1. Developing thresholds, policies and procedures

What have we done	Why did we do it	What are the outcomes
<p>Requested that partners reported to the Board on their patterns of referral to CSC for child protection concerns. Request that 'thresholds' were discussed by partners.</p>	<p>The LSCB had been made aware through performance reporting, of the substantial increase in child protection referrals to CSC. This increase was placing considerable pressure on the Referral and assessment team, and CS.</p> <p>Thresholds for referral impact on all partner agencies and it is important that the impact of changes made by one partner on others, is understood and where possible, negotiated.</p>	<p>Revised Social Care thresholds were agreed by all partners.</p> <p>Referral to CSC for child protection slowly returned to a more manageable figure.</p>
<p>Following the selection of a contractor (TriX) to undertake electronic publication of the Berkshire Child Protection Procedures, the Policy and Procedures Sub Group consulted extensively, reviewed and updated the 2006 procedures.</p>	<p>'Working Together' was revised during 2010. In particular Chapter 8 (Serious Case Review) was substantially changed as a result of formal consultation.</p>	<p>On 7<sup>th</sup> September 2009 the revised procedures were published at <a href="http://proceduresonline.com/berks">http://proceduresonline.com/berks</a>.</p> <p>The website is accessible to the public. It is used by professionals, parents and the public. All staff working with children are able to use up to date policies and procedures.</p> <p>The Berkshire Procedures are available electronically, all published versions are obsolete.</p> <p>Use of the procedures in Berkshire is significantly greater than in other LSCBs who have formed consortia to undertake work on their procedures and there have been 64 responses to the 'contact us' form since it was implemented in the manual.</p>
<p><b>RECOMENDATIONS</b></p> <p>TriX have undertaken a significant amount of additional work in helping with the Working Together 2010 revisions. Slough CTB is asked to note and support the continuing benefits of the partnership.</p>		

### 3.2. Communicating and Raising Awareness

What have we done	Why did we do it	What are the outcomes
<p>Reviewed and monitored the use of the LSCB website. A corporate review of websites is being undertaken to make LSCB information more accessible to the public</p>	<p>The LSCB web site is accessed via the Slough Children's Trust site and needs to be more accessible to partners and the public'</p>	<p>The review is currently in progress but suggests scope for rationalisation</p>
<p>Independent chair spoke at the Voluntary sector conference on 'vetting and barring'</p>	<p>The voluntary sector was being asked to become more involved with the delivery of services to children and young people. Legislation around safer employment, and in particular, 'vetting and barring' was causing concern for the sector.</p>	<p>Evaluations demonstrated that the delegates had more understanding of the role of the LSCB, and their own responsibilities with regard to safer recruitment.</p>
<p>Independent Chair attended a specials scrutiny committee for members in January 2010</p>	<p>The scrutiny committee requested an update on the work of the LSCB. This committee provides scrutiny and challenge to the LSCB and is part of the governance arrangements in place to support the 'independence' of the LSCB</p>	<p>Scrutiny committee members were able to question the LSCB independent chair and assure themselves of the effectiveness of the LSCB in Slough.</p>
<p>DCS attended a special health scrutiny committee for members</p>	<p>Members of the Scrutiny Panel and other interested members requested input from health partners on safeguarding in the health service. This meeting was held on 22<sup>nd</sup> April.</p>	
<p>'Cue cards' were developed for professionals and distributed across the partnership</p>	<p>LSCB partners and other professionals did not always have immediate access to contact information available on the web site, and were not always aware of how to contact appropriate people for advice and / or support.</p>	<p>Diary sized 'cue cards' have been produced by the LSCB and distributed to all professionals, providing easy to access phone numbers and guidance.</p>

#### RECOMENDATIONS

It is important that the CTB recognises the statutory function of the LSCB with regard to monitoring and evaluating effectiveness and ensures that sufficient resource is made available to enable the LSCB to fulfil this function.

### 3.3. Monitoring and Evaluation

What have we done	Why did we do it	What are the outcomes
<p>Allocated time at each LSCB meeting to critically consider specific local issues. This has included an in depth analysis of the care and management of Looked after children and missing children in Slough</p>	<p>Performance data indicates an increase in the numbers of children in care across Slough. The LSCB wished to understand this trend and consider the impact on C&amp;YP, staff and resource.</p> <p>The LSCB was aware of the failure to interview children who have run away and was seeking assurance that process were being put in place to fulfil this function</p>	<p>Detailed analysis of children looked after numbers and the reasons for their entry to care. Partner discussion about collective responsibilities for corporate parenting. Work continuing outside the LSCB to find alternatives to care for children not at significant harm and understand impact on all partners resources of the rise in numbers and the complexity of need.</p> <p>Clear system set up to track missing children, reporting quarterly to DfE and through performance information to LSCB.</p>
<p>Requested that partners reported to the Board on their patterns of referral to CSC for child protection concerns. Request that 'thresholds' were discussed by partners.</p>	<p>As discussed under 'thresholds'.</p> <p>High levels of referrals from all partner agencies to Children and Families has resulted in increased demand for social work services. Discussion between all agencies about seeking advice and guidance about safeguarding, while continuing to take responsibility for working with children and their families.</p>	<p>Development of triage system within SBC from August 2010 to take initial contacts and divert enquiries which do not relate to safeguarding. Further work is being carried out through the Children's Trust to engage partners in the triage system.</p> <p>Work with partners on implementation of CAF and lead practitioner roles, to train and equip all agencies to</p>

<p>Reviewed and refreshed the Quality and performance sub group</p>	<p>LSCBs have a responsibility for monitoring and evaluating of the effectiveness of what is done by the all Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve</p>	<p>A new sub group chair has been appointed. TORs have been revised and membership adjusted to ensure correct levels of seniority and continuity.</p>
<p>Section 11 audits are currently being completed</p> <p>An adaptation of the section 11 audit has been used for use by schools</p>	<p>The LSCB is required to have a particular focus on ensuring that those key people and organisations that have a duty under section 11 of the Children Act 2004 or section 175 or 157 of the Education Act 2002 are fulfilling their statutory obligations about safeguarding and promoting the welfare of children.</p>	<p>Audit's are being returned and will be analysed by the quality and performance sub group. Recommendations for further actions will be presented to the LSCB exec. And the 2011 work plan will be adapted to incorporate findings.</p> <p>Schools have guidance and exemplar materials for conducting the audit and presenting to governing bodies.</p>
<p>Received annual reports from relevant partners, scrutinised the reports a questioned presenters as requested further information / work as appropriate.</p> <p>Reports received include</p> <ul style="list-style-type: none"> <li>• Private Fostering</li> <li>• MAPPA / MARAC</li> <li>• CDOP</li> <li>• Heatherwood and Wexham Park Hospital</li> <li>• Domestic Violence</li> </ul>		
<p><b>RECOMENDATIONS</b></p> <p>The Quality Assurance sub group should develop an action plan detailing how Slough LSCB might work to support agencies that had difficulty in attaining the required standards. This work will be ongoing over the coming year.</p> <p>SCTB recognises the statutory function of the LSCB with regard to monitoring and evaluating effectiveness and ensures that sufficient resource is made available to enable the LSCB to fulfil this function.</p>		

### 3.4. Participating in Planning and Commissioning

What have we done?	Why did we do it?	What are the outcomes?
<p>The LSCB has contributed to the implementation of the current C&amp;YP plan and development of the next one by ensuring, in discussion with Children's Trust partners, that planning &amp; commissioning of services for CYP takes account of their safeguarding responsibilities.</p> <p>The LSCB exec has considered the need to develop a more robust approach to the Boards involvement with Planning and Commissioning. The work plan has been amended to reflect this.</p>	<p>LSCB's have a statutory function to participate in local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account (Working Together section 3.4)</p> <p>An essential aspect of forthcoming work of the LSCB must be to ensure that safeguarding practice will be considered fully and implemented effectively during this period of change and financial constraint.</p>	<p>The C&amp;YP Plan has been considered by LSCB members and the refreshed version for 2010-11 has been agreed.</p>

### 3.5. Serious Case review function

What have we done?	Why did we do it?	What are the outcomes?
<p>Reviewed the membership and terms of reference of all LSCB sub groups.</p> <p>Requested the establishment of a SCR standing sub group.</p>	<p>The LSCB did not have a specific group for considering the need to undertake SCR or IMR. It had no mechanism for ensuring that near misses were considered or that local and national learning was embedded in practice.</p> <p>The LSCB has a statutory function to,</p> <p>Undertaking reviews of cases where abuse or neglect of a child is known or suspected, a child has</p>	<p>An SCR standing sub group has been established and has met on 3 occasions.</p> <p>Since December 2009 the sub-group has reviewed two action plans of previously conducted Serious Case Reviews and both action plans have now been completed and closed.</p> <p>It has called was extra-ordinary meeting to review</p>

	died or a child has been seriously harmed, and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.	two serious incidents.  No Serious Case Reviews have been initiated in 2010.
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**RECOMENDATIONS**

There is national concern that some of the amendments to Chapter 8 Working Together 2010 will incur an additional financial burden to LSCBs when conducting SCRs. The CTB is requested to support the LSCB to Identify a process for registering, assessing and commissioning overview report writers in line with regional and national initiatives

**3.6. Functions relating to Child Deaths.**

What have we done?	Why did we do it?	What are the outcomes?
<p>Ensured representation by a Slough LSCB member on the Berkshire wide CDOP (Child Death Overview panel)</p> <p>Received the CDOP annual report from the CDOP Chair and considered the findings as they relate to Slough. A full Annual Report was received by the LSCB from CDOP in July 2010 and can be viewed at <a href="http://www.sloughchildrenstrust.org.uk">www.sloughchildrenstrust.org.uk</a>.</p> <p>Requested, in partnership with the other Berkshire LSCB's an analysis of the position of Rapid Response teams.</p>	<p>The LSCB has a statutory requirement to.</p> <p>Collect and analyse information about the deaths of all children in the area with a view to identifying:</p> <p>i) any matters of concern affecting the safety and welfare of Slough children, including any case giving rise to the need for a Serious Case Review;</p> <p>ii) any general public health or safety concerns arising from deaths of children.</p> <p>And put in place procedures for ensuring that there is a co-ordinated response by the authority, their Board partners and other relevant persons to an unexpected death of a child.</p>	<p>The CDOP has held five meetings in the past year.</p> <p>During the period April 2009 – March 2010 the Panel was notified of a total of 71 deaths and reviewed 58, over half of which occurred in the first year of life.</p> <p>Of those reviewed deaths only 5 were considered to be preventable and the relevant LSCB was informed. Non of these deaths related to Slough children.</p> <p>None of the child deaths considered by CDOP have resulted in a request for a Serious Case review.</p>

### 3.7. Education and Training

What have we done?	Why did we do it?	What are the outcomes?
<p>Slough LSCB is represented on the Berkshire East LSCB Training sub group.</p> <p>Current training has been reviewed, gaps identified and a new programmes identified and designed. Proposals are in place for improved joint working across East Berks</p>	<p>The LSCB is responsible for developing local policies for safeguarding and promoting the welfare of children, in relation to the training of people who work with children or in services affecting the safety and welfare of children.</p> <p>This includes training in relation to the child death review processes and Serious Case Reviews.</p>	<p>Between April 2009 and March 2010 <b>910</b> delegates were trained in CP1 and <b>140</b> were trained at CP2.</p> <p>See Appendix 2 for more detail</p>
<p>Ran a one day safeguarding conference for professionals, including the voluntary sector providers.</p>	<p>The LSCB has a responsibility to communicate with a wide range of professionals, and raise awareness of both local and national of safeguarding issues.</p>	<p>70 delegates attended the conference. Evaluations showed that the day had met the expectations of delegates and that networking had been effective.</p>
<p><b>RECOMENDATIONS</b></p> <p>The Children's Trust Is reminded of its responsibility to ensure that systems are in place to deliver both single-agency and inter-agency training on safeguarding and promoting the welfare of children.</p> <p>Slough CTB is asked to consider, in discussion with the LSCB, which bodies should commission or deliver single and inter-agency training during the coming year</p>		

### 3.8. Safer Recruitment and Workforce Planning

What have we done?	Why did we do it?	What are the outcomes?
<p>Slough LSCB has consulted with the Slough Workforce Planning group to explore ways of incorporating the safeguarding agenda into workforce planning.</p> <p>Merging the Children's Trust Board and LSCB workforce groups was agreed as an appropriate way forward.</p>	<p>LSCBs should ensure that robust quality assurance processes are in place to monitor compliance by relevant agencies within their area with requirements to support safe practices. These processes should include audits of vetting practice and sampling of compliance with checks with Criminal Records Bureau and, once it is introduced, Independent Safeguarding Authority registration</p>	<p>The above sub-group was established late in 2009 and was beginning to operate well but changes to staffing and structure has left the group without a Chair and no future meetings have been planned</p> <p>The first meeting under the new format is due to take place.</p>
<p><b>RECOMENDATIONS</b></p> <p>The Board is asked to support the proposal and work with the LSCB in identifying the best way of managing this key area of work</p>		

### 3. 9. E-SAFETY

What have we done?	Why did we do it?	What are the outcomes?
<p>The e- safety group has mapped e-safety provision across Slough. E-safety policies and procedures have been distributed to schools and training organised for non-school practitioners who have regular contact with children</p>	<p>E-safety has been identified as an area of risk because of its link to grooming for sexual exploitation, bullying and grooming for radical extremism.</p>	
<p><b>RECOMENDATIONS</b></p> <p>Slough Children's Trust receives a report from this sub group identifying gaps in e-safety provision. The Trust should recommend future developments.</p> <p>Future funding and resourcing of this group is unclear. The Children's Trust is asked to advise on a succession plan for the ongoing development of this area of work, given the importance of e-safety in safeguarding</p>		

### 3. 10. LAY MEMBERS

What have we done?	Why did we do it?	What are the outcomes?
<p>Slough LSCB will develop a job specification, job advert and induction programme to help with the appointment and introduction of the lay members.</p> <p>Slough LSCB will develop a lay member's Induction Pack</p>	<p>Working Together 3.74 provides that LSCBs should appoint two lay members.</p>	<p>The purpose of appointing lay members to the Board is to add an additional level of scrutiny and develop better links with the local community.</p>

### 3. 11. MULTI-AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA) AND MULTI-AGENCY RISK ASSESSMENT CONFERENCE (MARAC)

What have we done?	Why did we do it?	What are the outcomes?
<p>Received a MAPPA / MARAC annual report presentation</p> <p>Independent Chair sits on the MAPPA Strategic Management Board</p>	<p>Paragraph 12.16 Working Together 2010 states "Each area has a MAPPA Strategic Management Board (SMB) attended by senior representatives of each the responsible authorities, and duty to co-operate agencies, plus two lay advisers. It is the Strategic Management Board's role to ensure that the MAPPA are working effectively and to establish and maintain working relationships with the Local Safeguarding Children Board."</p>	<p>Slough LSCB members have an increased awareness of work of MAPPA &amp; MARAC and the need for each agency to have a named linked person with MAPPA/MARAC</p>
<p><b>RECOMENDATIONS</b></p> <p>that the Slough LSCB Quality and Performance sub-group considers auditing cases involving MAPPA/MARAC</p>		

## 4. Other information

### 4.1. Financial

All items detailed in this report will be resourced from the current LSCB budget which is made up of partner contributions. With re-structure of partnerships budget contributions are likely to change in 2011 – 2012 and it will be important for the LSCB to plan its budget carefully for the next financial year. (See Appendix 3)



### 4.2. Risk Management

The LSCB started to develop a Risk Register in September, 2010, in order to identify those areas that may impact on the LSCBs ability to fulfil its statutory requirement to,

- a. co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area of the authority; and
- b. ensure the effectiveness of what is done by each such person or body for that purpose.

The key risks associated with the functioning of the LSCB are:

RECOMMENDATION	RISK/THREAT/OPPORTUNITY	MITIGATION(S)
Review budget of LSCB and its allocation	Capacity to support the management of the LSCB	
Organisational risk is included as a standing item at all LSC Board meetings	Capacity of all partners to fulfil their obligation to contribute to the work of the LSCB, its exec and its sub groups	
	Risk that safeguarding practice may fail to be considered fully and implemented effectively during this period of political & organisational change and financial constraint.	

Whilst the LSCB has a role in co-coordinating and ensuring the effectiveness of local individuals and organisations, it is not accountable for their operational work. Each Board partner retains their own existing lines of accountability for safeguarding and promoting the welfare of children by their services, and should hold it's own Risk Register. The LSCB does not have a power to direct other organisations but will scrutinise the level risk across the partner agencies and bring this to the attention of the relevant directors.

## **5. LSCB Priorities, Business Plan, Operation and proposed developments for 2011**

The LSCB completed a review of its Business Plan at the LSCB Business Planning Day in April 2010. The 2010 – 2012 Business Plan provides LSCB members with an overview of the aims and future work of the LSCB and is broken down by sub group responsibility.

The LSCB Executive has overall responsibility for the delivery of the Business Plan and the 'stay safe' agenda. All sub group Chairs are now members of the Executive and report regularly on progress of the work of the sub group. Sub group chairs are responsible for populating the Business Plan.

The frequency of Executive meetings has been increased to two hours every two months to ensure adequate time for important business.

Discussions are taking place with Bracknell Forest to explore how the operation of the Boards could be rationalised across authorities/partners and it is proposed to consult with and make recommendations to the LSCB Executive and Board in November, 2010

Whilst the aims and objectives of the LSCB remain the same for the coming year, a shift in priority to overview, scrutiny & challenge is required. We are, therefore, progressing re-structure and change in operational issues to ensure that the safeguarding needs of CYP are not lost during this period of transitional change/budget restraints.

## **6. Appendices Attached**

LSCB Business Plan - Appendix 1

Education and Training Activity April 09 - March 10 - Appendix 2

LSCB Budget – Appendix 3

### **Background Papers**

The Protection of Children in England: A Progress Report, Lord Laming March 2009

Working Together to Safeguard Children 2010 DCSF

Organisation, outcomes and cost of inter-agency training for safeguarding and promoting the welfare of children November 2009

\_Brandon, M. et al (2009), *Understanding serious case reviews and their impact: a biennial analysis of serious case reviews 2005-07*

Getting it right for children and young people: Overcoming cultural barriers in the NHS so as to meet their needs

[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_11944](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_11944)

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## APPENDIX 1

### SLOUGH LSCB Work Plan 2010-11

Version Control  
Controller: Mary Shannon

<u>Version No</u>	<u>Document Reference</u>	<u>Approved</u>	<u>Date</u>	<u>Issued By</u>	<u>Date</u>
1 Draft	LSCB Summary Work Plan 2010 – 31 March 2011	LSCB Executive	1.7.2010	M F Shannon for LSCB Exec	1.7.2010
2 Draft	Updated with sub-group information			M F Shannon for LSCB Exec	9.9.2010

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
<b>1) GOVERNANCE AND ACCOUNTABILITY</b>				
In light of the revised guidance in Working Together to Safeguard Children 2010:				<b>LSCB Exec</b>
1.1 Reviewing the membership and structure of the LSCB;		<b>1</b> Review existing LSCB membership in order to revise membership to meet national requirements, this will include extending membership to new members i.e. lay members, lead member for children's services (contributes to 1.1);	<b>November 2010</b>	
1.2 Reviewing management of the LSCB agenda;		<b>2</b> Review the membership of schools to ensure effective representation (contributes to 1.1);	<b>November 2010</b>	
1.3 Reviewing roles and responsibilities of LSCB members and LSCB Business Manager;		<b>3</b> Revising the Terms of Reference for the LSCB (contributes to 1.1);	<b>November 2010</b>	
1.4 Clarifying the inter-relationship between the LSCB and Children's Trust i.e. functions, lead responsibilities and shared resources;		<b>4</b> Introduce a new agenda management system and seek feedback from LSCB members (contributes to 1.2);	<b>January 2010</b>	
1.5 Establish a framework and process for measuring the impact of LSCB activity on outcomes for children, young people and families.		<b>5</b> Work with the Berkshire East Training sub-group to introduce a LSCB members training programme (contributes to 1.3);	<b>March 2011</b>	
1.6. Work with the CYP Trust to establish a joint Performance Analysis				
1.7. Ensure Sub-group in place to analyse safeguarding data returns and				

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
<p>produce exception reports for the LSCB.</p> <p>1.8. Sub-group to liaise with Partner Agencies and establish baselines and targets for indicators.</p> <p>1.9. Adhere to new requirements for the LSCB's Annual Report to the CYP Trust</p>		<p><b>6</b> Establish a framework to qualitatively and quantitatively analyse the impact of LSCB activity on outcomes (contributes to 1.5);</p> <p><b>7</b> Conduct a mapping of LSCB, CYP Trust and Vulnerable Adults Board sub-groups and identify:  i) opportunities for sharing sub-groups;  ii) requirements for new sub-groups;  iii) an exit strategy for fixed-term sub-groups (contributes to 1.4);</p> <p><b>8</b> Establishing a Protocol between the LSCB and CYP Trust , which formalises roles and responsibilities, clearly identifying areas of joint or separate responsibility (contributes to 1.4); ;</p> <p>Produce an annual report for the CYP Trust that clearly identifies local safeguarding priorities (contributes to 1.9).</p>	<p><b>March 2011</b></p> <p><b>December 2010</b></p> <p><b>March 2011</b></p> <p><b>September 2010</b></p>	
<b>2) POLICY AND PROCEDURE</b>				
<p>In light of the revised guidance in Working Together to Safeguard Children 2010:</p> <p>2.1 Contributing to the review, and amendment, of Berkshire's Child Protection Procedures;</p> <p>2.2 develop and agree local multi-agency policies and procedures for safeguarding and promoting the welfare of children in Slough</p>			<p>March 2011</p>	<p><b>Policies &amp; Procedures Sub-group</b></p>
<b>3) QUALITY AND PERFORMANCE</b>				

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
3.1 Participate in the pan-Berkshire consultation on, and review of, the LSCB Comprehensive Dataset and implement changes.		MS to link in with LSCB Business Managers	March 2011	<b>Mary Shannon</b>
3.2 Complete Phase 3 of the Section 11 Audit.		Process of Phase 3 Section 11 audits to be confirmed	End Oct 2010	<b>Elaine Coleridge-Smith/Mary Shannon</b>
3.3 Establish chair and sub-group members		Complete	2.6.2010	Quality & Performance Sub- Group
3.4. Conduct an audit of partner agencies to see what audits and inspection activity take place within their organisation to ensure the safeguarding of children		Receive populated audit/.survey pro-forma from all LSCB member agencies Review agency action plans following completion of Audit/Survey pro-forma	6.10.2010 Jan 2011	<b>Quality &amp; Performance Sub-Group</b>
In light of the revised guidance in Working Together to Safeguard Children 2010:				
3.5 Review thresholds for safeguarding services available in Slough for children in need and children in need of protection.		Discuss as an agenda item on 6.10.2010	March 2011	<b>Quality &amp; Performance Sub-group</b>
3.6 Review the outcomes of Partner Agency case audits and distil partnership learning.		Q & P members bring any completed case audits inclusive of outcomes to the subsequent Q & P meeting for review and how to disseminate learning points to be agreed	Ongoing	<b>Quality &amp; Performance sub-group</b>
3.7 Identify and disseminate changes to policy or practice.				
<b>4) CHILD DEATHS AND SERIOUS CASE REVIEWS</b>				
4.1 Establish a Serious Case Review (SCR) sub-group and develop a SCR project plan for implementing all local SCR's to define roles, expectations, timelines with milestones		- Conduct Serious Case Reviews (where appropriate) and disseminate learning to the Partnership - Monitor implementation of action plans from any Serious Case Reviews	March 2011	<b>Serious Case Review Panel</b>

Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
<p>4.2 Gather and disseminate national and local learning from SCRs and near misses to the workforce, digest Ofsted Executive Summary reports on SCR's nationally and evaluate learning and actions for Slough,</p> <p>4.3 Review the membership to ensure representation from Adult Services and include the designated doctor</p> <p>4.4. Contribute to the activity of the Child Death Overview Panel (CDOP) and a review of Rapid Response functions by CDOP, and collect and analyse information about all child deaths within Slough</p>		- Gather and disseminate learning from local and national cases		<b>Child Death Overview Panel (CDOP)</b>
<b>5) WORKFORCE AND TRAINING</b>				
<p>In light of the revised guidance in Working Together to Safeguard Children 2010:</p> <p>5.1 Review the current safeguarding training programme to identify variations from national guidance and ensure that Slough LSCB is responding to requirements.</p> <p>5.2 Design and implement new safeguarding training programmes, where these are required, including developing a refresher training programme for Level 2 Safeguarding</p> <p>5.3 Ensure that increased demand from the workforce for safeguarding training is planned for and managed across Slough.</p> <p>5.4 Evaluate, and review the effectiveness of, safeguarding training and its impact on outcomes.</p> <p>5.5 Review the requirements for supervision in national guidance, communicate the requirements to partnership senior managers and produce resources where these are required.</p> <p>5.6 Discussion joint commissioning and funding arrangements with Slough CT's</p>	<p>High</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>- Current training reviewed and gaps identified.</p> <p>- New programmes identified and designed</p> <p>- Refresher training standardised</p> <p>- Monitor usage and waiting lists, adapting supply to meet demand.</p> <p>- Monitor feedback from each session; adapt training as required. Consider spot checking training impact.</p>	<p>Nov 2010</p> <p>Jan 2011</p> <p>Ongoing</p> <p>Dec 2010 review and ongoing</p>	<p><b>Berkshire East Training Sub-Group</b></p> <p><b>Children's Workforce Strategy group</b></p>
<b>6) SAFER RECRUITMENT &amp; EMPLOYMENT</b>				
<b>6.1. Complete a Scoping exercise across organisations (including</b>		<b>Develop audit questionnaire for agreement by LSCB, inc</b>	<b>July 2010</b>	Safer Recruitment and

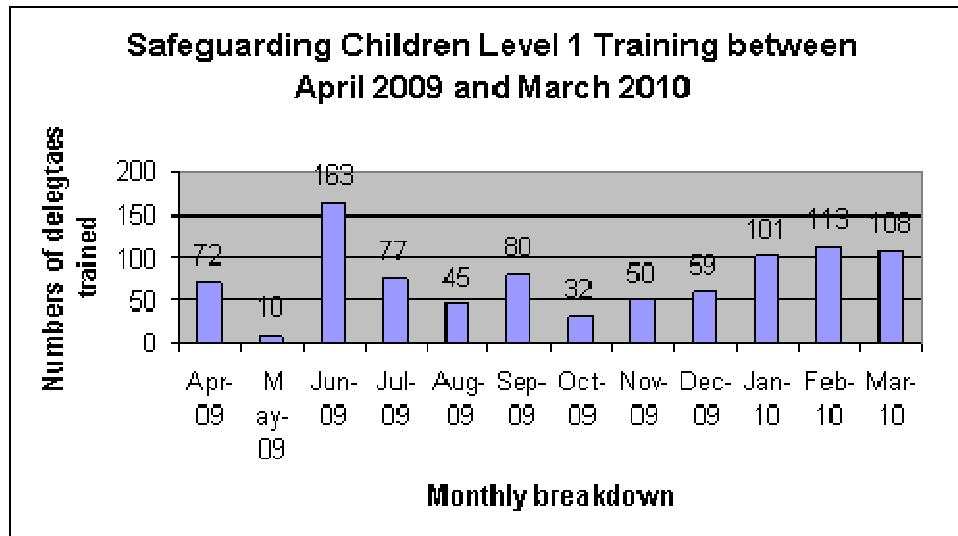
Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
<p>commissioning organisations) to test 'compliance' in Recruitment, Induction/Guidance, Safe working culture and monitoring</p> <p>6.2. Engage partner groups to ensure full representation among the group</p> <p>6.3. Identify and engage with – Voluntary Groups, Supplementary Schools and Independent schools</p>		<p>introduction, and subsequent despatch for completion by 'consumers'</p> <p>Propose merger with Workforce Development Sub-Group (and Integrated Working SG) which already has strong representation across all 0-19 age groups and sectors / partners</p> <p>See above.</p>	July 2010	Employment Sub-Group
<b>7) COMMUNICATION, ENGAGEMENT &amp; RAISING AWARENESS</b>				
<p>7.1 raise awareness within Slough Borough of the need to safeguard and promote the welfare of children, encouraging involvement at all levels within the community.</p> <p>7.2 develop a protocol to ensure that agencies share a common understanding of how and when action should be taken to protect a child.</p> <p>7.3 Develop a Communications Strategy &amp; Protocol</p> <p>7.4 Oversee and co-ordinate the participation and engagement of children, young people, parents and carers in LSCB activity.</p> <p>7.5 Review the partnership arrangements for involving children, young people, parents and carers in the evaluation of safeguarding services.</p> <p>7.6 web site development</p>			March 2011	Raising Awareness Sub Group
<b>8) E SAFETY</b>				
8.1 Complete the development of E-Safety resources and disseminate to workforce.		E-safety policies and procedures have been distributed to schools – need to monitor implementation and	March 2011	E-Safety Sub-Group

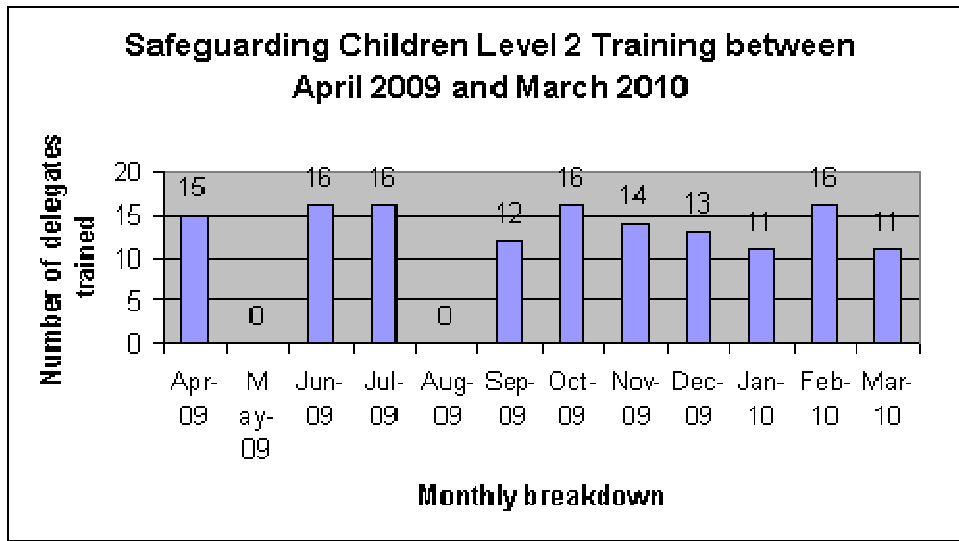
Key Priority Area	Priority Level	Milestones/ Outputs to be achieved	Completion date	Lead Group/ Named Individual
8.2 Complete the development of E-Safety training and implement. 8.3. Child Protection Processes 8.4. Missing Children		effectiveness Training organised for non-school practitioners who have regular contact with children (Oct 2010) Need for succession planning as funding cuts impact resourcing and personnel of the group	Oct 2010 March 2010	
<b>9) PARTICIPATION IN PLANNING &amp; COMMISSIONING</b>				
9.0 Enshrine in discussion with the Children's Trust partners that planning and commissioning of services for children within the local authority area takes account of their responsibility to safeguard and promote children's welfare		Contribute to the C&YPP plan  LSCB is actively involved in any developments to amend the Children's Trust Board, in light of current legislative change.  LSCB Independent chair continues to sit on the CTB or equivalent Board.  Participate in the local planning and commissioning of children's services to ensure that they take safeguarding and promoting the welfare of children into account		

## Appendix 2

### Education and Training Activity April 09 - March 10

Between April 2009 and March 2010 **910** delegates were trained in CP1 and **140** were trained at CP2.






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### Appendix 3 – LSCB Budget 2010 - 2011

Code	LSCB	10-11 Budget	Spend so far	Projection	Variance
0027	Estimated Cost of chair	18,000	13,466	18,000	
	Estimated cost of Consumables	4,400	0	4,440	
0001	Cost of Business Manager basic pay	24,980	13,473	24,980	
0120	Cost of Business Manager NI	1,890	954	1,890	
0125	Cost of Business Manager Super	3,880	2,061	3,880	
0182	Staff Subs/Professional fee		125	125	
0462	Refreshment		54	60	
0946	Publications		0	1,000	
1070	Conferences		1,145	1,145	
1740	Project work	16,000	0	16,000	
1901	Car Allowances		362	500	
1919	Staff Travel Expenses		51	100	
	<b>Total Expenditure</b>	<b>69,150</b>	<b>31,691</b>	<b>72,120</b>	<b>2,970</b>
<b>Income</b>					
3270	BFBC		-1,547	-1,547	
3270	CAFCASS	-191	-1,100	-1,100	*
3270	East Berkshire PCT	-20,000	-20,000	-20,000	*
3270	Connexions		-3,000	-3,000	*
3270	National Probation	-200	-150	-150	*
3270	Thames Valley Police	-2,609	-2,000	-2,000	*
3270	Berkshire PCT	-1,000	-1,000	-1,000	*
	<b>TOTAL Income</b>	<b>-24,000</b>	<b>-28,797</b>	<b>-28,797</b>	<b>-4,797</b>
	<b>Total Budget</b>	<b>45,150</b>	<b>2,894</b>	<b>43,323</b>	<b>-1,827</b>

**LSCB BOARD – REPORT COVER SHEET**

<b>TITLE - Update on Learning and Development Activities</b>		
<b>Date of meeting</b>	16 <sup>th</sup> November 2010	
<b>Item number</b>		
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<b>Organisation</b>	Slough Borough Council	
<b>Introduction</b>		
<p>1. A key function of the LSCB is to ensure the sufficient provision of learning and development opportunities to create and maintain a skilled workforce. This paper is prepared partly in response to</p> <ul style="list-style-type: none"> <li>- the high demands from agencies for Child Protection level 2 courses;</li> <li>- the additional level 1 training required under Ofsted Safeguarding Inspections; and</li> <li>- the revision of the Working together document which states a higher number of staff require the level 2 Safeguarding Children training (group 3).</li> </ul> <p>2. An investigation into training needs was commissioned by I&amp;D on behalf of Berkshire East Training sub groups to collate the demand for current and future requirements. It also looked at each local authorities coordination, commissioning and delivery methods.</p>		
<b>Updates</b>		
<b>Charging</b>		
<p>3. Historically Slough Borough Council has been financially supporting and commissioning both, levels 1 &amp; 2 training for LSCB partners. There has been in kind support received from health and towards the level 2 training.</p> <p>As previously agreed with East Berkshire LSCB's, a levy of £50 per day (a total of £100 for the 2 day programme) was introduced across Berkshire East. However, further reductions in public sector funding are placing additional pressures on services. East Berkshire unitary providers are considering introducing further costs. Slough has also recently lost their training facilities during the cost savings exercise and will now have to source alternative accommodation which will impact on ability to deliver the number of programmes currently provided</p>		

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### **Programme Development**

4. A pilot Level 2 Safeguarding Children (1 day programme) has been commissioned for staff who have been working within the children's workforce for many years and require an update to refresh their knowledge. If successful this will also assist in reducing the numbers required the 2 day programme (level 2) course.
5. LSCB Conference 2011/12 under development – Please can LSCB members make suggestions for areas of interest for the LSCB Conference?
6. Berkshire East Training sub group has suggested introducing a Safeguarding Passport which will allow staff to move between jobs and take their prior learning with them. The aim is also to list different modules under the revised proposal (in point 1) to ensure delegates complete the full course to get the appropriate certification.
7. E-learning CP1 refresher course developed and ready for use shortly. Staff will require authorisation from L&D to log on and access the course.

### **Programme Feedback**

8. Three single agency training event's to brief GP's/nurses at a Level 2 have been delivered and targeted health professionals who were unable to a 2 day programme.  
Approximately 400 professionals attended the briefing. The feedback was generally positive but professionals stated it was rushed and they needed more time to digest the information. The groups were introduced to new initiatives such as E-caf which many professionals did not know existed. It was a good briefing session but did not have the added value of discussion and debate due to lack of time.

### **RECOMMENDATIONS**

1. To introduce a charge of £25 per person for all level 1 courses as well as level 2 from April 2010.
2. Support the increase in the number of courses made available via a blended learning approach. Berkshire East training sub group have developed a paper for all 3 LSCB's to consider the blended learning options in addition to the 2 day programme. See separate paper from Berkshire east LSCB Training sub group. Make a decision on the preferred recommendations suggested by the sub group below. JM to feed decision back.

*The consultation process from the training sub-group has indicated that professional opinion about the proposed options is divided; the group recommends that the LSCB*

*supports commissioning a mixed programme of both proposals one and two, to enable individuals to select training courses that are most responsive to their needs*

*A proposal to use e-learning as one element of the preparatory learning for the event has caused significant debate (see risks in proposals one and two). The Berkshire East training sub-group proposes that where e-learning is available as a training approach, it is:*

- i) offered alongside at least one other, equivalent, preparatory learning options i.e. it is not the only option available to attendees;*
- ii) considered as a follow-up to multi-professional seminars (as well as a precursor to the training), to enable the tool to be able to summarise and assess the extent of multi-professional learning where this is most appropriate.*

<b>ASSOCIATED RISKS</b>	<b>BUDGET IMPLICATIONS</b>
The risk of taking no action will result in staff not equipped in skills to safeguard children. Services unable to continue to financially support training in current climate	See recommendations; Delegates to self fund placements and help alleviate pressures on services to fund training (primarily social care).
<b>C&amp;YP PARTICIPATION / INVOLVEMENT</b>	<b>ANTICIPATED OUTCOME</b>
N/A	Increase in volume of trained staff in line with the revised groups in Working Together 2010 with various flexible training methods/options to reach all target groups
<b>ACTIONS AGREED</b>	

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**PROPOSED LSCB MEETINGS FOR 2011**

**SLOUGH LSCB EXECUTIVE, Thursdays 2.00-4.00pm**

**Venue to be advised**

3 February 2011

7 April

16 June

18 August

6 October

8 December

**JOINT BRACKNELL FOREST AND SLOUGH LSCB MEETINGS, mornings**

**Venue to be advised**

4 March 2011

1 July

4 November

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