

SWINDON LSCB MEETING

11 December 2007 – 1.30 to 4.30 p.m. – Committee Room 1, Civic Offices

Minutes

Present:

Hilary Pitts	Group Director, Children, SBC (Chair)
Mike Ash	Head of Service - Housing Strategy
Bob Basley	Chair of Swindon Anti-Bullying Group (Guest Speaker)
Kathie Bryan	Special Schools Representative
Mark Dean	Head of Safeguarding, Integrated Governance & Nursing Directorate, Avon & Wiltshire Partnership Mental Health NHS Trust (also feeding back to GWA)
Marion Deegan	CI, Wiltshire Constabulary
Gina Dennis	LSCB Business Manager
Julie Downey	Head of Safeguarding, Children Services SBC
Adina Grace	Designated Nurse, Assistant Director, Commissioning Team, PCT
Stephanie Hathaway	Voluntary Sector Representative (Koalas)
Janet King	Designated Doctor, Consultant Paediatrician, S&MNHST
Paul Kohn	Primary School Headteacher (Liden Primary School)
Kevin Leaning	Head of Youth Offending Team
Toni Lloyd	Pharmacy Representative
Claire McConnel	Service Manager Wiltshire, CAF/CASS
Steph McQuade	Procedures Sub-group Chair, Child Protection & Quality Assurance Manager, SBC
Liz Mearns	GP Representative
Robin Mills	Dental Practitioners' Representative
Christine Mister	LSCB Administrator
Howard Morland	CAF/CASS (Guest Speaker)
Trish O'Donnell	Area Children's Services Manager, NSPCC
Jean Pollard	Director C & F, Children's Services, SBC (Chair of Management Group)
Margaret Roberts	Connexions
Sue Rowley	Director of Nursing, S&MNHST
Chris Walton	Secondary School Headteacher (Swindon 14-19 Development Team)
Lynda Wearn	Deputy Director of Public Health, Swindon PCT
Duncan Webster	Colleges Representative (Student Services Manager, Swindon New College)
Erica Whitfield	GOSW (Guest)
Geoff Wood	LSCB Training Officer

Apologies:

Mandy Coles	Early Years Representative
Alison Minch	Assistant Chief Officer (Specialist Services), Probation
Peter Robinson	Services to Children & Young People, Child Protection Lead, SBC
Lin Williams	DV Co-ordinator
David Wilmot	Clinical Effectiveness Manager, Great Western Ambulance Service

Action

1. Apologies and Absences

Apologies were given as above.

2. Minutes of last meeting and Matters Arising

The minutes of the meeting held on 11 September were agreed as accurate.

3. Communications to the Board

No communications were brought to the meeting.

4. Presentation – CAFCASS Changes

Claire McConnel (Service Manager Wiltshire, CAFCASS) and her colleague Howard Morland made a presentation on the new CAFCASS Extended Dispute Resolution system, which provides a more efficient, cost-effective and robust process for handling disputes between parents/carers. New importance is given to the voice of the child, safeguarding checks are run throughout the process and the system tries to avoid protracted cases and the resultant distress to children and families.

The process flow-chart is attached and, if appropriate, will be added to the LSCB website. Claire McConnel will confirm.

CM

5. Strategic Overview

LSCB Business Plan 2008/9 and beyond (papers circulated with agenda)

Board members agreed the priorities identified by the Business Planning Workshop. It is important to recognise that these priorities define the LSCB's financial requirements.

Gina Dennis (LSCB Business Manager) will be developing the Business Plan after Christmas. The Board asked her to ensure links were made to the lower priorities within this plan to ensure that we do not lose sight of these.

GD

6. Finance & Resourcing (papers circulated with agenda)

Gina Dennis presented the LSCB Finance and Funding Report (circulated before the meeting) and Hilary Pitts (LSCB Chair) confirmed that the LAA (Local Area Agreement) meeting had given approval in principle to next year's proposals.

LSCB members are encouraged to apply to the LSCB for support if they wish to attend conferences or training relevant to the Safeguarding agenda – a small amount of funding exists for this purpose. They will be expected to feed back to the LSCB.

All

Although the indicative budget was drawn up by the Business Manager in consultation with the Management Group before the Business Planning Workshop, the Management Group have indicated it is appropriate to our needs for the work identified.

We are still uncertain as to costs resulting from the implementation of Child Death Reviews, though the CEMACH administration costs are likely to be around £4 – 5K.

The 'New Projects' funding has been allocated for 2008/9 to the implementation of the AIM Project (**A**ssessment, **I**ntervention and **M**oving-on Project for children and young people who display sexually harmful behaviours).

There is likely to be significant carry forward because of the delay in setting up the wider Children's Rights Service, which the LSCB has committed to support. Hilary Pitts (LSCB Chair) suggested that this may help to reduce the contributions required.

Action

Erica Whitfield (GOSW) suggested that the salary figure for LSCB posts was higher than in other Unitary authorities in the region and Gina Dennis was asked to follow this up.

GD

There remain some issues in identifying the 13% originally identified as coming from 'Other' organisations (including Connexions, Probation, CAFCASS and the Learning & Skills Council) when the funding formula was agreed with Andrew Ireland (ACPC Chair at the time).

Gina Dennis will follow up the Connexions contribution with Geoff Hogg.

GD

Hilary Pitts will follow up the Probation contribution on a one to one basis with Alison Minch (Assistant Chief Officer - Specialist Services, Probation).

HP

Hilary Pitts will also follow up ongoing funding with the Learning & Skills Council.

HP

Health are currently looking for clarity on who provides LSCB funding and in what proportions. Sue Rowley (Director of Nursing, S&MNHST) is taking this forward and expects an outcome by the end of December.

SR

Hilary Pitts confirmed the Local Authority's commitment to the budget and will seek similar confirmation from the Police at the next LAA meeting.

HP

7. LSCB Business

Nominations

Only half a dozen or so members have returned their nomination forms and the only nomination not for an existing incumbent was for Adina Grace (Designated Nurse, Assistant Director, Commissioning Team, PCT) as Chair of the Training Sub-group.

There is a need for change within the LSCB to benefit its development and to ensure a multi-agency perspective (currently all Chairs are from Children Services, SBC).

Gina Dennis will e-mail all members again to ask for volunteers.

GD

A new group is being formed to take forward work on Safer Recruitment and Allegations, chaired by Adina Grace. We will review whether this should become a permanent sub-group of the LSCB in June when we update our constitution.

Child Death Reviews (CDR)

- Swindon and Wiltshire will be forming a joint CDR Committee and are meeting in January to agree a detailed plan. Although some aspects of the work are mandatory, the group is keen to ensure that systems are concise and the information of value. Janet King (Designated Doctor, Consultant Paediatrician, S&MNHST) and Jean Pollard (Director C & F, Children's Services, SBC) will provide an update in March.

JK/JP

Safer Recruitment (papers circulated with agenda)

The Schools and College representatives confirmed that schools have found this training very helpful and it seems sensible to extend it to other agencies (GWH and YOT have already booked a number of places on courses). It is changing practice, with a lot of work being done.

Erica Whitfield confirmed that, if the headteacher or their representative has been trained in 88% of schools, this is probably the best in the region. The remaining 12% of schools are being chased up through the Education Lead, Peter Robinson.

PR

Less positive is the governor take up (38%). We are looking at running sessions at weekends and in the evening to help those with other work commitments. Allegations also need to be back on governors' training agenda.

PR/GW

Conference and Partnership Events (papers circulated with agenda)

The LSCB supported the proposals for

- A re-run of the last Partnership Event in the Spring
- A further Partnership Event in the Autumn to launch the *See the Adult, See the Child* protocol and raise awareness of the issues (children of parents with mental health problems, learning difficulties or who are substance abusing)
- A Conference on Wednesday 23 April on *Risky Behaviours*

Hilary Pitts flagged that the new document *Safeguarding children who may have been trafficked* (circulated by e-mail to all Board members) should inform presentations on trafficking.

GW

The Management Group and Training Sub-group will take these forward.

The Board asked all LSCB members to apply through the normal channels if they wish to attend courses or LSCB events, as these tend to be oversubscribed.

Engaging Schools

Geoff Wood (Safeguarding Trainer) circulated a report at the meeting providing some statistics on school engagement with safeguarding. Geoff emphasised that the problem was not just with schools but with the amount of time allocated to the Child Protection Lead within Services to Children and Young People.

Steph McQuade (Child Protection & Quality Assurance Manager, SBC) indicated that school attendance at child protection conferences has improved but there remain issues in getting reports to conferences. This is particularly important where no-one is able to attend. When data is available, Jean Pollard will pick this up with the schools representatives on the LSCB and, if necessary, bring the issue back to the Board.

JP, CW, PK, KB

It was noted that schools and governors may have taken up training on safeguarding issues from other providers, so our data is incomplete. We need to try to capture information on all Child Protection training in schools.

Gina Dennis will contact Bridget Sinclair (Governor Support) to ask for copies of the statutory reports made by schools to their governors annually. The Management Group will also invite Bridget to one of their meetings. It is the responsibility of governors to address any deficiencies. There should be one governor who is fully conversant with child protection and safeguarding requirements.

Schools and college representatives will pick these issues up through their professional groups. We also need to promote safeguarding training and awareness through the governors' newsletters.

The Board requested that we collect information on schools and safeguarding as a standard part of our process, with formal regular feedback to the LSCB. Jean Pollard and Hilary Pitts will follow this up.

Geoff Wood felt that the problem was not necessarily with schools but with the amount of time allocated to the Child Protection Lead within Services to Children and Young People.

Action

GD

M Grp

CW, PK, KB,
DW

JP, HP

8. Performance & QA

Business Plan Monitoring (papers circulated with agenda)

The Management Group is pleased that things are progressing well and that there seem to be no major concerns, with just a few milestones slipping.

QA Sub-group Report (papers circulated with agenda)

Julie Downey (Head of Safeguarding, Chair of QA Sub-group) presented her report.

- The group has reverted to monthly meetings, with a 6 monthly report to Management Group
- They are attempting to extend the membership of the group. Some Social Care practitioners have come forward but additional members are needed from other agencies to ensure multi-agency input.
- Administration has been a problem, though this should ease now we have an LSCB Administrator (Christine Mister) in post.
- The group is still working towards a monitoring form that fully meets their needs
- Some schools still have the 'Purple Book' – this should not be on anyone's shelves!
- The lack of reports from schools to conferences means that information is not being shared with families before the conference and information may be missing when schools do not attend. Schools' contributions are invaluable.

If a school has information that they see as 'hearsay' but have concerns, they can contact the QA team and the Independent Reviewing Manager (IRM) who will be chairing a conference will meet with them or discuss their concerns over the 'phone before the conference.

Allegations (papers circulated with agenda)

Steph McQuade presented her report, which reflects the first six months of implementation and data collection. There has been a good level of co-operation generally (particularly from the CPU), though one or two people have not been aware of the process.

The group that is forming to take forward work on Allegations and Safer Recruitment was asked to address recommendations 2 and 3 from the report.

SR & A
Group**Child Protection Statistics (papers circulated with agenda)**

Gina Dennis presented the Child Protection statistics update to September 2007.

Mark Dean (Head of Safeguarding, Integrated Governance & Nursing Directorate, Avon & Wiltshire Partnership Mental Health NHS Trust) queried the role of the Board and whether they should be receiving an analysis of any required actions rather than the data.

Statistical returns to the Board are likely to change as and when the Government identifies clear performance indicators for LSCBs. In the meantime, Gina Dennis is hoping to look at information on areas that are statistically similar (with support from Jo Ash, SBC).

GD

Section 11 – 2008 Audit

Wiltshire and Swindon LSCBs have agreed to a shared process for Section 11 Audit. Gina Dennis and her Wiltshire counterpart, Angie Hael, have been developing common forms and will be inserting the most recent return from agencies into this. Agencies will be asked to update these and self-assess their performance, prior to a review of all returns by a shared panel.

Jean Pollard is in conversation with Sarah Webb (Wiltshire LSCB) as to the timing of the next update. Swindon indicated they would prefer this to be September 2008, whilst Wiltshire was hoping for January 2008.

Jean Pollard has agreed with Sarah Webb that the papers will be sent out in February, to be returned early March for review in late March/early April.

9. Key Project Reports**Serious Case Review Update (papers circulated with agenda)**

Jean Pollard, Mike Ash (Head of Service - Housing Strategy, Chair of the Overview Panel for SCR CP) and Tracy Copperthwaite (Social Worker) attended the inquest on CP. The Coroner asked for evidence of actions taken since CP's death.

CP's family are still being supported through this distressing and difficult time.

The Action Plans from SCRs CP and KB are being kept under review by the Management Group, though most actions are complete. We hope to sign off the KB action plan at the March LSCB.

In general, the length of the inquest process is distressing, and, with an influx of inquests from Iraq, an improvement in timescales is unlikely.

10. Presentation – Anti-bullying Work in Swindon

Bob Basley, Secondary Behaviour and Attendance Consultant and Chair of Swindon Anti-bullying Group, gave a presentation about the work of the Anti-bullying Group (slides attached).

Key points:

- The group is working on a **common definition of bullying** (draft attached) – there is often lack of clarity over the difference between bullying and assault. Without this, it is difficult to monitor bullying.
- However, there is not a universal anti-bullying policy as it has been demonstrated that it is more effective for an organisation to go through the process of developing its own policy.
- The group focuses on providing positive messages around bullying in the press to help defuse irrational levels of fear around bullying – in 2005 there were 5 positive stories in the Adver in Anti-bullying week.
- **Anti-bullying Week** aims to create a climate in which victims feel able to come forward, accessing the support available, and a culture in which bullying is not acceptable. It provides an opportunity for professionals to reach schools through the visitor programme and a number of positive activities (poetry and song-writing competitions, celebration event).
- Swindon and Gloucester are the only authorities in the South West using the **Anti-bullying accreditation scheme**, which asks schools to demonstrate that they meet criteria for accreditation.
- **Cyber bullying** presents new challenges. In particular, there is no escape anywhere, there can be a massive audience (not just bullies and victim) and bullies are finding it easier to maintain anonymity.
- Under the **Pro-social behaviour initiative** developed by the Royal Society of Arts, it is proposed that young people could be engaged in deciding how they should be behaving towards each other.

The LSCB is keen to support the Anti-bullying Group and would like to have its logo on their materials. Any information on cyber bullying that can be passed back to the LSCB would be particularly helpful. The LSCB is happy to provide any support it can through its website and e-zine.

Duncan Webster (Student Services Manager, Swindon New College) volunteered to join the group, both in his New College role and to provide a link to the LSCB. He noted that bullying is the largest single reason for NEET (Young people aged 16-18 **N**ot currently engaged in **E**mployment, **E**ducation or **T**raining) and is also the main area of complaint about work experience.

11. AOB

- Jean Pollard thinks she has seen a Public Service Agreement (PSA) scoping the remit of LSCBs – if so, this should be circulated and brought to the Board for discussion. Erica Whitfield is aware of an audit tool that will be available, though it is currently a work in progress. She will send

JP, EW

Jean what she has.

- Erica Whitfield flagged a national E-safety Conference (free) in February 2008. Details have been circulated to all Board members.
- Chris Walton (Secondary School Headteacher, Swindon 14-19 Development Team) thanked members for their response to his e-mail requesting employer links for the Diploma in Society Health and Development. He needs more offers of demonstrations, mock scenarios, presentations etc.
- Gina Dennis distributed copies of the NSPCC LSCB Newsletter. In future, the NSPCC will send this to members direct.
- Christine Mister passed round the dates for LSCB and Sub-group Meetings in 2008

Accompanying Documents:

- Paper on Schools Engagement
- Anti-bullying slides
- Draft definition of bullying
- Safeguarding Glossary
- CAFCASS Flow Chart for Extended Dispute Resolution (not yet received)

**The next LSCB meeting will be held on:
Tuesday 11 March 2008, at Swindon PCT, North Swindon District Centre,
1.30 – 4.30pm**

*LSCB Management Group meetings will be held on:
Tuesday 4 January 2008, CR4, Civic Offices, 1.30 – 4.30pm
& Tuesday 12 February 2008, Function Room, Civic Offices, 1.30 – 4.30pm*