

Work Plan

April 2007 to March 2008

Swindon Local Safeguarding Children Board



Safeguarding Swindon's Children Together



NATIONAL PROBATION SERVICE
for England and Wales



Swindon LSCB - Work Plan April 2007 to March 2008

On the following pages, Swindon LSCB has outlined what it intends to achieve over the next three years, with a detailed work-plan for 2007/08.

The desired outcomes for 2007/08 and the actions required achieve them have been developed from the *Swindon LSCB Key Objectives by Function* (see page 3 in the Swindon LSCB Annual Report 2006/07 and Business Plan 2007/08). They are broken down as follows:

- 1. Policies & procedures function (including training)**
- 2. Communication & awareness raising function**
- 3. Monitoring & evaluation function**
- 4. Function of participating in planning & commissioning**
- 5. Functions relating to child deaths**
- 6. Serious case review function**

Other activities:

7. LSCB Development
8. Participation
9. Licensing & Gambling
10. Underage Sex
11. Young People and Alcohol
12. Children and Young People Who Show Sexually Harmful Behaviour

Note: Within the work plan, items marked CORE TASK will always form a part of LSCB work. They are time limited as discreet pieces of work but there can be no 'end' date.

Outcome What do we intend to achieve?	Action What are we going to do?	By whom Who is going to do it?	Monitoring How will we know what we have achieved?	By When
1 Policies & Procedures Function:				
1.1 Up to date child protection procedures, harmonised across the South West Region, backed up by local protocols and practice guidance, which have been communicated to all relevant staff and are used effectively to inform practice.	1.1a Contribute (through attendance at regional steering group meetings) to the ongoing development of the South West Child Protection Procedures (SWCPP).	Lead: Steph McQuade (Steering Group Representative) Procedures Sub-group, LSCB	Web publication of additional supplementary guidance on the SWCPP website, www.swcpp.org.uk	CORE TASK - within agreed timescales
	1.1b Develop supporting local guidance as necessary to meet identified needs and to supplement the information available in the Regional Procedures.	Lead: Steph McQuade (Procedures Sub Chair) Procedures Sub-group	Web publication of local guidance on the Swindon LSCB website, effectively linked to the Regional Procedures.	CORE TASK - within agreed timescales
	1.1c Publicise new procedures and guidance using the LSCB web pages and e-zine.	Lead: Gina Dennis (LSCB Business Manager)	Staff aware of and using procedures and guidance.	CORE TASK - within agreed timescales
1.2 Implementation of effective local procedures for allegations against staff.	1.2a Adopt procedures developed from <i>Working Together 2006</i> .	Lead: Julie Downey (Head of Safeguarding) LSCB, All Agencies	All agencies signed up to the new procedure as included in the SWCPP.	June 2007
	1.2b Formalise the process by which all LSCB members 'sign up' to procedures for allegations against staff.	Lead: Julie Downey (Head of Safeguarding) LSCB, LSCB Business Mgr, All Agencies	Formal agreement appended to the LSCB's Constitution and signed copies received from all partner agencies.	September 2007

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	1.2c Ensure that all agencies are abiding by the above agreement by establishing and monitoring a report-back process.	Lead: Julie Downey (Head of Safeguarding)	Monitoring in place. Reports received according to an agreed cycle by LSCB.	September 2007 December 2007
1.3 Well-trained staff in both general and specific areas of multi-agency safeguarding and promoting the welfare of children.	1.3a Provide strategic direction for LSCB training programme, ensuring that training needs are identified and met within local and national policy and practice developments.	Lead: Geoff Wood (LSCB Safeguarding Trainer) LSCB, Training Sub-group,	Regular reports to the LSCB, as well as a year-end training report keep the LSCB informed as to take-up of multi-agency training.	CORE TASK Reviewed annually by LSCB
	1.3b Support agencies in taking responsibility for their staff being confident and competent to carry out their responsibilities for safeguarding and promoting children's welfare.	Lead: Geoff Wood (LSCB Safeguarding Trainer) All agencies, LSCB, Training Sub-group	Regular reports to LSCB (as above) to include additional information on single agency training offered and taken up.	CORE TASK Reviewed annually by LSCB
	1.3c Ensure that all training delivered locally is compatible with local procedures, protocols and practice guidance.	Lead: Geoff Wood (LSCB Safeguarding Trainer) LSCB Training Sub-group, Procedures Sub-group	All materials/course content checked against new procedures and practice guidance and amended as necessary.	CORE TASK
	1.3d Establish a process for evaluating and quality assuring the effectiveness of Swindon's training on safeguarding and promoting the welfare of children.	Lead: Geoff Wood (LSCB Safeguarding Trainer) LSCB Training Sub-group	Process agreed & piloted. Report to LSCB. Ongoing schedule agreed.	2007/08 March 2008 March 2008

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	1.3e Promote increased engagement with multi-agency training. This is a defined responsibility for every LSCB member.	Lead: Geoff Wood (LSCB Safeguarding Trainer) All Agencies, LSCB Business Manager	Monitoring and reporting of take-up trends (see 1.3a).	CORE TASK Reviewed annually by LSCB
2 Communication & Awareness Raising Function:				
2.1 Increased awareness within Swindon of the LSCB and the safeguarding agenda.	2.1a Distribute the 2006/07 Annual Report and 2007/08 Business Plan widely through the local community.	Lead: Gina Dennis (LSCB Business Manager) LSCB	Report published and despatched. Report available on LSCB web pages.	August 07 August 07
	2.1b Publicise, develop and keep up to date the LSCB website using it to keep both LSCB members, front-line professionals and the wider community informed about LSCB activities, plans and issues emerging from SCRs, as well as more general safeguarding topics.	Lead: Gina Dennis (LSCB Business Manager) SBC Web Team, LSCB members	Up to date information available. Regular E-zine to LSCB members and others highlighting new information and for onward distribution. Statistics available as to website usage.	Quarterly updates and e-zines Reports to LSCB as agreed.
	2.1c Finalise the LSCB Media Strategy, including clear practice guidelines for media interest in SCRs.	Lead: Jean Pollard, (Media Sub-group Chair) Media Sub-group, Member Agencies' Communications Departments	Strategy agreed.	September 07

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	2.1d Increase media coverage by utilising opportunities to promote the LSCB and safeguarding issues as and when they occur, supported by media guidelines.	Lead: Jean Pollard, (Media Sub-group Chair) Media Sub-group, LSCB Business Manager	Articles published.	CORE TASK (as opportunities arise)
2.2 Increased involvement of the local community in safeguarding children and knowledge about what to do if abuse is suspected.	2.2a Distribute copies of the DfES 'What to do . . .' booklet widely throughout Swindon to Voluntary Agencies and others who work with children, with signposting to the SWCPP.	Lead: Steph McQuade, (Procedures Sub-group Chair) LSCB Business Manager, Procedures Sub-group	Booklet distributed.	August 2007
	2.2b Produce and distribute within the local community a 'Safe Parenting Handbook'.	Lead: Gina Dennis (LSCB Business Manager) LSCB	Handbooks distributed. Handbook available from LSCB website (PDF).	October 07 October 07
2.3 Good working relationships between different professional groups based on trust and a shared understanding.	2.3a Organise regular lunch-time multi-agency practitioner seminars focusing on case issues and topics of interest, including lessons from SCRs.	Lead: Geoff Wood (LSCB Safeguarding Trainer) Training Sub-group, LSCB	Seminars happening regularly and well attended by staff from all agencies.	CORE TASK Programme delivered as part of Yearly Training Programme.
	2.3b Hold annual or six-monthly 'partnership' events to engage front line managers and practitioners, sharing information about new initiatives, good practice and the work of the LSCB.	Lead: Geoff Wood (LSCB Safeguarding Trainer) LSCB, Media Sub-group	Partnership events happening to agreed cycle. Monitoring of attendance and feedback from sessions.	CORE TASK - from Jan 07 onwards

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3 Monitoring & Evaluation Function:				
3.1 Effective evaluation and monitoring of multi-agency safeguarding and promoting the welfare of children in Swindon.	3.1a Evaluate multi-agency working at every opportunity and feed back to the LSCB both learning points and good practice.	Lead: Julie Downey (QA Sub-group Chair) QA Sub-group	QA Sub-group meeting regularly and carrying out an ongoing audit programme, reporting its findings to the LSCB according to the agreed schedule.	CORE TASK To agreed schedule
	3.1b Review cases to ensure the appropriate dissemination and application of multi-agency procedures. (Ref: Joint Inspection Plan)	Lead: Julie Downey (QA Sub-group Chair) QA Sub-group	Review carried out, with report & recommendations to LSCB.	CORE TASK To agreed schedule
3.2 Evaluation by each agency of its own work to safeguard and promote the welfare of children.	3.2a Complete a peer review of agency returns demonstrating their implementation of Section 11 of the Children's Act 2004.	Lead: Jean Pollard (Management Group Chair) LSCB, Management Group, Member Agencies, LSCB Business Manager	Peer review complete. Full report to Management Group. Summary to LSCB	July 2007 August 2007 September 2007
	3.2b Establish an ongoing audit plan across all agencies. (Ref: Joint Inspection Plan)	Lead: Julie Downey (Head of Safeguarding) LSCB, Management Group, Member Agencies, LSCB Business Manager	Plan agreed by LSCB. Reports to LSCB to agreed schedule.	Process in place by March 2008

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4 Function of Participating in Planning & Commissioning:				
4.1 Participation in the planning of Children Services in Swindon.	4.1a Identify any issues covered in the 'Staying Safe' section of the CYPP that need to be incorporated within the LSCB Business Plan.	Lead: Jean Pollard (Director Children & Families) LSCB, identified LSCB CYPP representative	Issues incorporated and action taken as required.	CORE TASK For every CYPP plan
5 Function Relating to Child Deaths:				
5.1 Establish and implement child death review procedures (required by 1 April 2008)	5.1a Develop a proposal to work in partnership with neighbouring LSCBs to establish a local child death review panel and process, ensuring that the population covered will be 500,000+.	Lead: Jean Pollard, (Director Children & Families) LSCB	Proposal presented to and agreed by LSCB.	December 2007
	5.1b With LSCB partners, to agree processes for the review of child deaths based on <i>Working Together To Safeguard Children 2006</i> and the SWCPP.	Lead: Janet King, (Designated Doctor) LSCB	Process guidance documents available.	March 2008
	5.1c Identify a senior person with relevant experience in each partner agency to act as their agency's advisor.	Lead: Janet King, (Designated Doctor) LSCB	List of agency advisors held by LSCB Business Manager and available on website.	December 2007
	5.1d Provide single and multi-agency training to ensure successful implementation of the child death procedures, with access for relevant staff.	Lead: Janet King, (Designated Doctor) LSCB, Training Sub-group, LSCB Safeguarding Trainer	Training carried out. Monitoring and reporting of take up.	From January 2008 March 2008

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	5.1e With LSCB partners, establish a local Child Death Review Panel.	Lead: Janet King, (Designated Doctor) LSCB	Panel in place and reviewing all child deaths.	April 2008
6 Serious Case Review Function				
6.1. Timely and thorough completion of SCRs, using the processes already developed, with increasing emphasis on the quality of information submitted.	6.1a Carry out SCRs as required, collecting data from the agencies involved in the prescribed format and, as far as is possible, within the timescales laid down in <i>Working Together to Safeguard Children 2006</i> .	Lead: Julie Downey (Head of Safeguarding) Serious Case Review Sub-group and Overview Panels, LSCB Chair, LSCB Business Manager, Statutory & Voluntary Sector Organisations	High quality information, correctly submitted and completed in a timely manner for SCRs.	CORE TASK Within agreed timescales
	6.1b Review all SCR action plans, ensuring they are satisfactory and 'fit for purpose'.	Lead: Chairs of Overview Panels Overview Panels	Increasingly high quality action plans.	CORE TASK Within agreed timescales
	6.1c Monitor the implementation of LSCB and agency action plans.	Lead: Julie Downey (Head of Safeguarding) LSCB Management Group and/or SCR Sub-group, LSCB Business Manager	Action plans reviewed to a regular cycle. All actions completed and signed off.	CORE TASK Within agreed timescales
6.2 Establish appropriate and workable arrangements to ensure that we are able to meet the requirement for independent chairing of SCRs.	6.2a Participate in regional and national discussions to clarify how this requirement is to be met.	Lead: Julie Downey (Head of Safeguarding) LSCB Management Group	Clear understanding of how the requirement can be addressed. Arrangements in place that will enable us to access appropriate chairs for SCRs.	September 2007 September 2007

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6.3 Greater awareness of the lessons learned in SCRs, with information reaching staff sooner.	6.3a Invite all staff and services involved with an individual SCR to a multi-agency de-brief session (in addition to single agency debriefing) as soon as possible after publication of the Executive Summary for every SCR. (Ref: Joint Inspection Plan)	Lead: Chairs of Overview Panels Overview Panels	Sessions will have been held for all serious case reviews undertaken.	CORE TASK Within agreed timescales
	6.3b Disseminate lessons learned from SCRs to multi-agency staff through all appropriate routes, including the LSCB web pages and e-zine. (See also Communications)	Lead: Gina Dennis (LSCB Business Manager) LSCB	Information readily available (web pages and newsletter).	CORE TASK Within agreed timescales
	6.3c Continue to develop LSCB Training in response to learning from SCRs.	Lead: Geoff Wood (LSCB Safeguarding Trainer) LSCB, Training Sub-group	New and amended training courses in place, reflecting identified needs.	CORE TASK Within agreed timescales
6.4 Establish a clear working relationship with the Coroner and Courts on SCRs.	6.4a Work with the Coroner and Courts to develop a shared understanding of good practice, with particular reference to the needs of the family and of multi-agency staff involved in the review.	Lead: Hilary Pitts, (LSCB Chair) Julie Downey, Jean Pollard, Andrew Ferguson, Richard Rowland	A process agreed by all parties, with appropriately defined boundaries.	January 08
7	Other Activities: LSCB Development			
7.1 Sufficient funding and staffing (both direct and 'hidden') to fulfil the responsibilities of the LSCB.	7.1a Consolidate work already done to establish a regular funding pattern and formula for agency contributions and move towards formal agreements with partner agencies.	Lead: Hilary Pitts, (LSCB Chair) LSCB Member Agencies, LSCB Business Manager	Formula for future contributions ratified. Formal agreements in place. Funding for 2008/9 in place.	September 07 September 07 December 07

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	7.1b Identify new funding streams (e.g. grant funding for specific LSCB projects) as required.	Lead: Gina Dennis, (LSCB Business Manager) LSCB	Grant(s) received.	07/08 and according to agreed timescales
	7.1c Consider potential additional funding needs for the development of the LSCB and the delivery of its increased agenda.	Lead: Gina Dennis, (LSCB Business Manager) LSCB	Developments for 2008/09 Business Plan included in early budget proposals.	September 07
7.2 Develop effective relationships with other local bodies.	7.2a Identify appropriate link people between the LSCB and MAPPAs, the Children's Trust, the Community Safety Partnership, the Family Courts, the Domestic Homicide Review Panel, DV Forum, Teen Pregnancy Board, etc.	Lead: Gina Dennis, (LSCB Business Manager) LSCB	List of link people available. Children's Trust – Hilary Pitts CSP – Richard Rowland DV Forum – Lin Williams DV Review Panel & MAPPAs – Julie Downey Family Courts - Teen Pregnancy Board -	December 07
8 Other Activities: Participation				
8.1 Improved participation of parents and children in the Child Protection process. (Ref: Social Services <i>Listening and Participation Strategy</i>)	8.1a Fund and oversee the development of an effective advocacy service for parents and children in the Child Protection Process. 3 year contract from 2007 as part of a wider Children's Rights Service. (Ref: <i>Joint Area Review</i>)	Lead: Steph McQuade (Safeguarding & QA Manager) LSCB, Advocacy Working Group	Permanent service in place. Quantitative and qualitative feedback on service take-up	October 07 March 08
	8.1b Develop a Swindon protocol on advice and advocacy for parents and children in the Child Protection process.	Lead: Steph McQuade (Safeguarding & QA Manager) LSCB, Advocacy Working Group	Publication and implementation of protocol.	January 08

Outcome What do we intend to achieve?	Action What are we going to do?	By whom Who is going to do it?	Monitoring How will we know what we have achieved?	By When
	8.1c Develop guidance and training on advocacy for multi-agency staff.	Lead: Steph McQuade (Safeguarding & QA Manager) LSCB, Advocacy Working Group	Guidance and training available.	January 08
9 Other Activities: Licensing & Gambling				
9.1 Raise the awareness within the Licensing Authority and the pub trade of the Safeguarding agenda and roles and responsibilities of the LSCB.	9.1a Contribute to the pub trade newsletter, 'Pub Watch' and licensing forums.	Lead: Julie Downey (Head of Safeguarding) LSCB Management Group	Regular inclusion of safeguarding items.	From September 07
9.2 Strengthen the flow of intelligence between partner agencies in relation to embargos, substance related U18 arrests, under age sales, etc.	9.2a Develop contact meetings between partner agencies and responsible authorities to look at operational matters relating to safeguarding (to include LSCB representative).	Lead: Julie Downey (Head of Safeguarding) LSCB Management Group	Meetings happening to an agreed schedule.	From September 07
10 Other Activities: Under Age Sex				
10.1 Promote the use of Swindon's assessment tool for the identification of the sexual health related needs for under 16's.	10.1a Oversee the validation and quality analysis of the assessment tool by Bristol University.	Lead: Julie Downey (Head of Safeguarding) LSCB Management Group	Validation and quality analysis received.	July 07
	10.1b Publicise the tool at LSCB events and via the LSCB website.	Lead: Gina Dennis, (LSCB Business Manager) LSCB Training Sub-group	Information available on website. Presentation at Partnership Day	August 07 October 07

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	10.1c Develop training around the use of the assessment tool.	Lead: Geoff Wood (LSCB Safeguarding Trainer) Training Sub-group, LSCB	Training available.	January 08
10.2 Provide guidance on under age sex.	Include guidance on <i>Sexually Active Young People</i> within the SWCPP (Supplementary Guidance).	Lead: Steph McQuade, (SWCPP Steering Group Representative) LSCB Business Manager, Procedures Sub-group	Guidance available.	April 07
11 Other Activities: Young People and Alcohol				
11.1 Contribute to reducing the number of young people involved in alcohol misuse (Ref: <i>Joint Area Review</i>)	11.1a Review the needs assessment for young people and alcohol consumption.	Lead: Adina Grace (Asst. Director Commissioning C&YP Services, Swindon PCT) LSCB	Report presented to LSCB	September 2007
	11.1b Develop an LSCB Action Plan regarding young people and alcohol.	Lead: Adina Grace (Asst. Director Commissioning C&YP Services, Swindon PCT) LSCB	Required actions included within 2008/09 LSCB Business Plan	November 2007

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12 Other Activities: Children and Young People Who Show Sexually Harmful Behaviour				
12.1 Complete the implementation of Swindon's strategy for assessing and intervening with children and young people who show sexually harmful behaviour.	12.1a Launch and oversee the full implementation of the strategy.	Lead: Julie Downey (Chair of AIM Working Group) LSCB, all services involved	Strategy piloted Strategy formally launched Information available on LSCB website Review of cases by QA sub group and report to LSCB	June 2007 June 2007 June 2007 February 2008
	12.1b Deliver training to multi-agency staff to support the launch of the strategy as part of the LSCB Training Programme.	Lead: Julie Downey (Chair of AIM Working Group) AIM Working Group, Training Sub-group, LSCB Safeguarding Trainer	Training completed. (Monitoring of take up included in LSCB Training Reports)	April 2007