

Plymouth Safeguarding Children Board Business Plan 2011 / 2014 (1 April 2011)



PLYMOUTH SAFEGUARDING CHILDREN BOARD

PARTNER ORGANISATIONS

Plymouth City Council

Devon & Cornwall Constabulary

NHS Plymouth

Plymouth Hospitals NHS Trust

Strategic Health Authority

Devon & Cornwall Probation Trust

Action for Children

NSPCC

Connexions

CAFCASS

City College Plymouth

Church of England Diocesan Board

Roman Catholic Diocese of Plymouth

Naval Personal & Family Service and Royal Marine Welfare

Devon & Somerset Fire & Rescue Service

Plymouth Association of Primary Headteachers

Plymouth Association of Secondary Headteachers

Special School Headteachers' Association of Plymouth

Voluntary and Community Sector

Sentinel Healthcare South West CiC

“The support and protection of children cannot be achieved by a single agency.....Every service has to play its part. All staff must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family”

Lord Laming in the Report following the Public Inquiry into the death of Victoria Climbié.

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I. Introduction from the Chair of the Plymouth Safeguarding Children Board

Chair's Introduction to PSCB Business Plan 2011 / 2012

Welcome to the Business Plan 2011 / 2012 of the Plymouth Safeguarding Children Board.

There have been many national developments in the field of safeguarding over the last 12 months and the forthcoming year is expected to produce even more.

The Munro Report on child protection has already published initial and interim reports and has now published its final report. Many of the recommendations will have significant impact upon individuals and agencies involved in safeguarding children.

This has come at a time of proposed and actual unprecedented change in virtually every agency represented at the PSCB and within other stakeholder groups. It is also combined with considerable financial constraints within these same bodies.

It remains essential, therefore, for the PSCB to remain focused on the key task of safeguarding children during this period of turbulence and to ensure that we all keep the protection of children from harm at the very top of the agenda, whatever else may be occurring.

This Plan helps us to do this and maintains a balance between maintaining business as usual and being able to respond positively to the changing landscape, enabling us to continue to ensure that the highest standards in safeguarding are both maintained and improved upon in our work with children and young people in the City.



Jim Gould
Independent Chair
Plymouth Safeguarding Children Board

2. The Principles of Plymouth Safeguarding Children Board

- ❖ We believe safeguarding children and young people is everyone's responsibility.
- ❖ We will ensure that the duty to safeguard the welfare of our children and young people will come first in all our considerations.
- ❖ We shall ensure services to children, young people and families take account of culture and diversity.
- ❖ We believe parents and carers have the primary responsibility to protect and promote the welfare of the child within their family. Wherever possible, all our work with children and young people will be in partnership with the parent and / or carer to assist them in these responsibilities.
- ❖ Children and young people will be actively involved throughout all the activities that relate to their individual welfare.

3. Plymouth Safeguarding Children Board and the National Context

The Local Safeguarding Children Board has a statutory responsibility to co-ordinate local arrangements to safeguard and promote the welfare of children, and to make sure that they are working properly and well.

Plymouth Safeguarding Children Board (PSCB) brings together each of the main agencies that work with children, young people and families in the City, with the aim of ensuring that we work together to keep children safe.

The statutory agencies who are required to co-operate with the authority in the establishment and operation of the board will have shared responsibility for the effective discharge of its functions.

The agencies set out in section 13(3) of the Children Act 2004 who will be statutory members of the Board are as follows:-

- District Councils in local government areas which have them
- The Chief Officer of Police for any police area falling within the authority
- The Local Probation Board for an area any part of which falls within the authority
- The Youth Offending Service for an area any part of which falls within the authority
- Strategic Health Authorities and Primary Care Trusts for an area any part of which falls within the authority
- NHS Trusts and NHS Foundation Trusts all or most of whose hospitals or establishments and facilities are situated in the authority area
- The Connexions Service providing services in any part of the authority
- CAFCASS (Children and Family Courts Advisory and Support Service)
- The governor or director of any Secure Training Centre in the area of the authority (none in the Plymouth area)
- The governor or director of any prison in the authority area which ordinarily detains children (none in the Plymouth area)

In addition to the statutory agencies identified above, the Plymouth Safeguarding Children Board has secured the involvement of other relevant local agencies in its membership to ensure the fullest possible representation from organisations who provide a service to children and families, or their role in public protection. Membership of the Board will be under continuous review to ensure the most appropriate representation is maintained.

PARTNERS IN PLYMOUTH'S LSCB AND VOTING MEMBERS OF THE FULL BOARD ARE AS FOLLOWS:

Organisation Represented	Name	Role
Independent Chair	Mr J Gould	Independent Chair of the PSCB
Plymouth City Council	Mrs B Lacey	Director of Services for Children and Young People
Plymouth City Council	Ms M MacNeil	Assistant Director of Services for Children and Young People (Children's Social Care)
Devon and Cornwall Police	Mr A Bickley	Chief Superintendent of Police, Plymouth
Devon and Cornwall Probation Trust	Mr M Benden	Assistant Chief Officer, Plymouth / Vice Chair of the PSCB
NHS Plymouth	Mr P O'Sullivan	Director of Joint Commissioning
Plymouth Hospitals NHS Trust	Dr A Mayor	Medical Director & Executive Lead for Children
Strategic Health Authority	Ms A Cox	NSF Lead for Children, Young People & Maternity Services
Connexions	Mrs S Walker	Local Area Manager
CAFCASS	Mrs E Hay	Plymouth Manager
Action for Children	Mr A Lloyd	Assistant Director of Children's Services
NSPCC	Mr G Gurney	Interim Service Manager
City College Plymouth	Mr P Smale	Child Protection Co-ordinator
Church of England Diocesan Board	Ms S Chamberlain	Diocesan Safeguarding Adviser
Roman Catholic Diocese of Plymouth	Mr J Mannix	Director of Department for Foundation
Naval Personal & Family Service and Royal Marines Welfare	Mr G Norman	Area Officer
NHS Plymouth / Plymouth Hospitals NHS Trust	Dr C Adcock	Designated Doctor for Child Protection
NHS Plymouth / Plymouth Hospitals NHS Trust	Ms S Baldwin	Designated Nurse for Child Protection
Devon & Somerset Fire & Rescue	Mr S West	Area Commander – Western Command
Plymouth Association of Primary Headteachers	Mr R Marsh	Headteacher, Stoke Damerel Primary School
Plymouth Association of Secondary Headteachers	Mrs A Hems	Headteacher, Devonport High School for Girls
Special Heads Association of Plymouth	Mrs J Bailey	Senior Teacher, Mount Tamar Special School
Voluntary and Community Sector	Ms P Smith	Greenark Children's Centre Manager
Plymouth City Council	Mrs P Marsden	Assistant Director, Adult Social Care
Sentinel Healthcare South West CiC	Dr A Sant	General Practitioner

Officers in Attendance at Full Board Meetings are as follows:-

Plymouth City Council	Mr S White	PSCB Safeguarding Business Manager
Plymouth City Council	Mrs C Oatway	Head of Service - Performance and Quality
Plymouth City Council	Ms J Howick	Head of Service Children's Social Care
Plymouth City Council	Ms B Shoker	Youth Offending Service Manager
Plymouth City Council	Mrs M Grimley	Safeguarding Manager
Plymouth City Council	Mrs K Todd	Safeguarding Adults Manager
Devon & Cornwall Police	P Northcott	Detective Chief Inspector
Drug & Alcohol Action Team	Mr G Wallace	Plymouth DAAT Manager

Participating Observer at Full Board meetings (non voting capacity):

Plymouth City Council	Councillor Samantha Leaves	Member Portfolio Holder for Children and Young People Services
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For full details of PSCB and sub group structures, see section 6 Structure of the PSCB.

PSCB Core Functions

The Core Functions of an LSCB are further detailed within the Government Guidance “Working Together to Safeguard Children”, Chapter 3, published in March 2010.

A Policies and Procedures function including

Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority.

Developing policy, procedures and practice in the recruitment, selection and training of people involved in working with children and further in the investigation of allegations concerning persons working with children.

Specifically developing procedures in relation to the safety and welfare of children who are privately fostered.

Communicating and raising awareness function

Communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done, and encouraging them to do so.

Monitoring and evaluation function

Monitor and evaluate the effectiveness of what is done by the Local Authority and board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve.

Function of participating in planning and commissioning

Participating in the local planning and commissioning of children’s services to ensure that they take safeguarding and promoting the welfare of children into account.

Serious case review function

Undertaking reviews of cases where a child has died or has been seriously harmed in circumstances where abuse or neglect is known or suspected and advising on lessons that can be learned to all agencies.

Functions relating to child deaths

Collecting and analysing information about the deaths of all children in their area. To collect and analyse information about the deaths in the area with a view to identifying themes and develop any necessary action to ameliorate future risks to children.

Clearly as these core functions become secure there are other activities that the PSCB will give focus to but during 2011 / 2014, we will continue to work to make Plymouth a safer place for children and young people by ensuring a focus on the basic principles of Safeguarding.

4. Priorities and Objectives 2011 / 2014

The core objectives of the PSCB are set out in section 14(1) of the Children Act 2004 as follows:

- ❖ To 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,
- ❖ To ensure the effectiveness of what is done by each such person or body for that purpose.

The PSCB has identified a number of cross cutting priorities which are linked to the objectives in the Plymouth Children & Young People's Plan (C&YPP) 2011 / 2014. It should be noted that the C&YPP priorities reflect a local analysis of need, following consultation with children, young people, their families and communities, on what matters most to them.

The PSCB's Business Priorities for 2011 / 2014 are set out on the following pages. These priorities/objectives link specifically to the Children & Young People's Plan Priority 4: "Provide all children with the best possible start to life".

Each of the 11 priority outcomes identified in the Business Plan have been assigned to a Sub Group of the Board. Each Sub Group Chair has been tasked with developing a detailed Action/Work Plan and corresponding work programme to ensure that the Board's commitment to meet the priority outcomes is achieved within an agreed timeframe.

Progress against the Action/Work Plans from each Sub Group will be submitted to the Full Board in September 2011 for information. Sub Group Chairs will provide written bullet point update reports to each Executive group meeting for ongoing monitoring and review.

At the conclusion of 2011 / 2014, these key priority outcomes will be measured and evaluated, with additions, adjustments and or variations made to the ongoing three year rolling business plan period. In future years, Sub Group Action/Work Plans will be appended to the Annual Sub Group Chair's report, included within the body of the revised Annual Business Plan document.

PLYMOUTH SAFEGUARDING CHILDREN BOARD
SAFEGUARDING PRIORITIES AND OBJECTIVES

2011 / 2014

PRIORITY / OBJECTIVE OUTCOME	FOCUS AREAS FOR SPECIFIC ACTION INCLUDE	RESPONSIBLE PSCB SUB GROUP	LEAD OFFICER	MONITORING OF PROGRESS	
1)	Sustained and improved leadership of safeguarding within the City of Plymouth.	<ul style="list-style-type: none"> • Review and respond to Munro Report recommendations • Review and update PSCB website • Awareness raising • Modern and fit for purpose Board • Effective Partnerships • Risk Management • Establish effective working links with the Children's Trust, LSP/Community Partnerships, Safeguarding Adults Board, Health & Wellbeing Board etc 	Executive	Jim Gould / Simon White	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012
2)	Improved and enhanced safeguarding learning and development opportunities.	<ul style="list-style-type: none"> • Provision of learning events and annual conference • New developments • Promotion and Publicity • Review and Evaluation • Kitemarking single agency training • Embedding learning from serious case reviews in training courses • Promoting equality and diversity in learning • Benchmarking and value for money • Ongoing e-safety 	Learning and Development	Caroline Adcock/ Tony Staunton	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012

PRIORITY / OBJECTIVE OUTCOME		FOCUS AREAS FOR SPECIFIC ACTION INCLUDE	RESPONSIBLE PSCB SUB GROUP	LEAD OFFICER	MONITORING OF PROGRESS
3)	Effective management of Serious Case Reviews.	<ul style="list-style-type: none"> • Review and respond to Munro Report recommendations • Clear written process / procedure • Publicity and promotion • Standard contracts across Peninsula • Communication of the learning • Wide participation • E-learning links 	Serious Case Review	Mairead MacNeil/ Maureen Grimley	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012
4)	Up to date and fit for purpose multi agency policies, procedures and working practices.	<ul style="list-style-type: none"> • Review and respond to Munro Report recommendations • Interpret new legislation and guidance (eg WT2010 - see Thresholds, Policies and Procedures Functions) • Disseminate information • Monitoring effectiveness of policies and procedures • Audit adherence to policies and procedures • Ensure Equality Impact Assessment process in place 	Policy and Procedures	Sue Baldwin/ Maureen Grimley	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012
5)	Effective management of the Child Death Overview Process	<ul style="list-style-type: none"> • Review and respond to Munro Report recommendations • Better communication • Regular reporting to PSCB • Review Peninsula arrangements for 2012-2013 and beyond 	CDOP	Deb Laphorne/ Simon White (Chair Peninsula Contact Monitoring Group)	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full

PRIORITY / OBJECTIVE OUTCOME	FOCUS AREAS FOR SPECIFIC ACTION INCLUDE	RESPONSIBLE PSCB SUB GROUP	LEAD OFFICER	MONITORING OF PROGRESS	
				Board in March 2012	
6)	The highest standards of professional practice are maintained in all agencies working with children in the City of Plymouth	<ul style="list-style-type: none"> • Review and respond to Munro Report recommendations • File audits • Review professional standards • Performance Management and Professional Supervision • Promotion of best practice • Effective partnership working 	Professional Practice	Mairead MacNeil Maureen Grimley	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012
7)	Equality and Diversity continues to be embedded in the work of the PSCB to safeguard and protect the welfare of children.	<ul style="list-style-type: none"> • Establish Equality & Diversity champions in each sub group • Inclusion with training • Equality Impact Assessments being undertaken • Awareness raising • Participation • Monitoring and review • Audit of safeguarding for vulnerable children eg children with disabilities, Asylum Seekers, trafficked children, children from BME background etc 	Executive	Benji Shoker	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012
8)	Safeguarding Assessments are completed on all Licensing and Gambling Applications within 28 days of receipt of documentation.	<ul style="list-style-type: none"> • Clear written process • Monitoring and recording • Regular reporting to PSCB 	Executive	Jim Gould / Simon White	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar)

PRIORITY / OBJECTIVE OUTCOME	FOCUS AREAS FOR SPECIFIC ACTION INCLUDE	RESPONSIBLE PSCB SUB GROUP	LEAD OFFICER	MONITORING OF PROGRESS	
				<ul style="list-style-type: none"> • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012 	
9)	Improved quality assurance and monitoring.	<ul style="list-style-type: none"> • Review and analysis of data sets • Kitemarks • Section 11 Audit • Joint Audit of case files • Self evaluation • Section 175/157 Education Act 2002 Audit • Challenge to the Children's Trust over progress within the Children & Young People's Plan. 	Professional Practice	Mairead MacNeil/ Maureen Grimley	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012
10)	Consistent and secure employment practices are operating in all agencies working with children in the City of Plymouth.	<ul style="list-style-type: none"> • Safer Employment quality standards/ kitemarks • Newsletter • Fact sheets • Safer recruitment • Vetting and barring • Allegations management • Consistency in managing CRB processes 	Safer Employment	Martin Boyce/ Simon White	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012

PRIORITY / OBJECTIVE OUTCOME		FOCUS AREAS FOR SPECIFIC ACTION INCLUDE	RESPONSIBLE PSCB SUB GROUP	LEAD OFFICER	MONITORING OF PROGRESS
11)	Improved channels of communication and promotion of the PSCB.	<ul style="list-style-type: none"> • Review and respond to Munro Report recommendations • Review website design • Newsletter / fact sheets • Media publicity campaigns • Consulting and engaging young people 	Executive	Jim Gould/ Simon White	<ul style="list-style-type: none"> • Bullet point update report at each Executive Group meeting (May, July, Sept, Nov, Jan, Mar) • Progress report to Full Board in September 2011 • Annual report to Full Board in March 2012

5. PSCB Governance and Operational Arrangements

The Independence of the PSCB and its relationship with the Plymouth Children & Young People's Trust

The PSCB and its activities are part of the wider context of Children's Trust arrangements and the work of the PSCB contributes to the overall goal of improving the wellbeing of all children. Within the wider Children's Trust governance arrangements, the role is to ensure the effectiveness of the arrangements made by individual agencies and the collective partnership to safeguard and promote the welfare of children.

The PSCB is not subordinate to, subsumed within, or a sub committee of the Children's Trust so that it does not compromise its independent role in monitoring, scrutinising and quality assuring our safeguarding arrangements within Plymouth. The PSCB will provide the Children's Trust with a report to each Children's Trust Board meeting on safeguarding issues. The Children's Trust will respond to the reports through agreed actions and focus within the Children and Young People's Plan and will, in turn, provide a report to each PSCB Full Board meeting on its work and development to safeguard and protect the welfare of children. The PSCB will challenge the Children's Trust on the effective delivery of the Children and Young People's Plan, to meet the safeguarding requirements, through its monitoring, scrutiny and quality assurance role.

The PSCB and Plymouth Children and Young People's Trust have established a protocol of agreed working arrangements between the two parties in order to provide a framework for effective communication and challenge.

The Chair

It is the responsibility of the Local Authority, after consultation with the Board partners, to appoint a chair.

"The chair where they are not a senior member of the LA will be accountable to the Local Authority, via the Director of Children's Services, for the effectiveness of their work as LSCB chair. The Chair should not be an Elected Member.

The chair will have a crucial role in making certain that the board operates effectively and secures an independent voice for the LSCB." (Reference: Working Together 2010)

Mr Jim Gould, former Director of Adult & Children's Services for the Royal Borough of Windsor & Maidenhead, is Independent Chair to the PSCB. The Vice Chair will be Mark Benden, Assistant Chief Officer, Devon and Cornwall Probation Trust.

Membership

Chapter 3 of Working Together 2010 makes the following recommendations in relationship to Membership

"Members will need to be people with a strategic role in relationship to safeguarding within their organisation.....organisations should designate particular, named people as their PSCB member, so that there is consistency and continuity in the membership of the PSCB."

The membership of the PSCB will:

- ❖ Represent the key statutory and non statutory children and young people's stakeholders
- ❖ Have the authority and resources to meet the aims and objectives of the terms of reference
- ❖ Possess the relevant expertise to deliver the terms of reference
- ❖ Act with integrity and the highest possible professional standards at all times
- ❖ Be responsible for disseminating decisions and actions back to their own organisation and ensuring compliance.
- ❖ Ensure that all member organisations are effectively engaged.

Delegation

In exceptional circumstances, where a Board member's absence is unavoidable, the Board may approve a delegated alternative, provided that the delegated alternative has the full authority to act on behalf of the absent Board member.

Officers in Attendance

The Board has nominated and agreed for a number of individuals with specialist operational / strategic knowledge to attend each Full Board meeting in order to assist and/or advise members on the Board's business.

These officers will attend meetings in a non voting capacity.

Co-optees of the PSCB

The PSCB will, as appropriate, co-opt additional members to meet specific planning requirements and obligations. Such members will be co-opted for the duration of specific and identified business only.

Co-optees, other officers of the Council and Partner agencies may be required to attend meetings of the Board in a non-voting capacity.

Service User Representation

The PSCB will develop processes that encourage the active involvement of Service Users in participation and involvement in planning and performance monitoring within the PSCB.

Review of PSCB

Membership and composition of the PSCB will be reviewed annually, during the final two months of each financial year.

Accountabilities

The Board shall report progress on its objectives to the relevant City Council Scrutiny Committee and the Executive Group of each PSCB member organisation, via the relevant Lead Agency Member, at least six monthly.

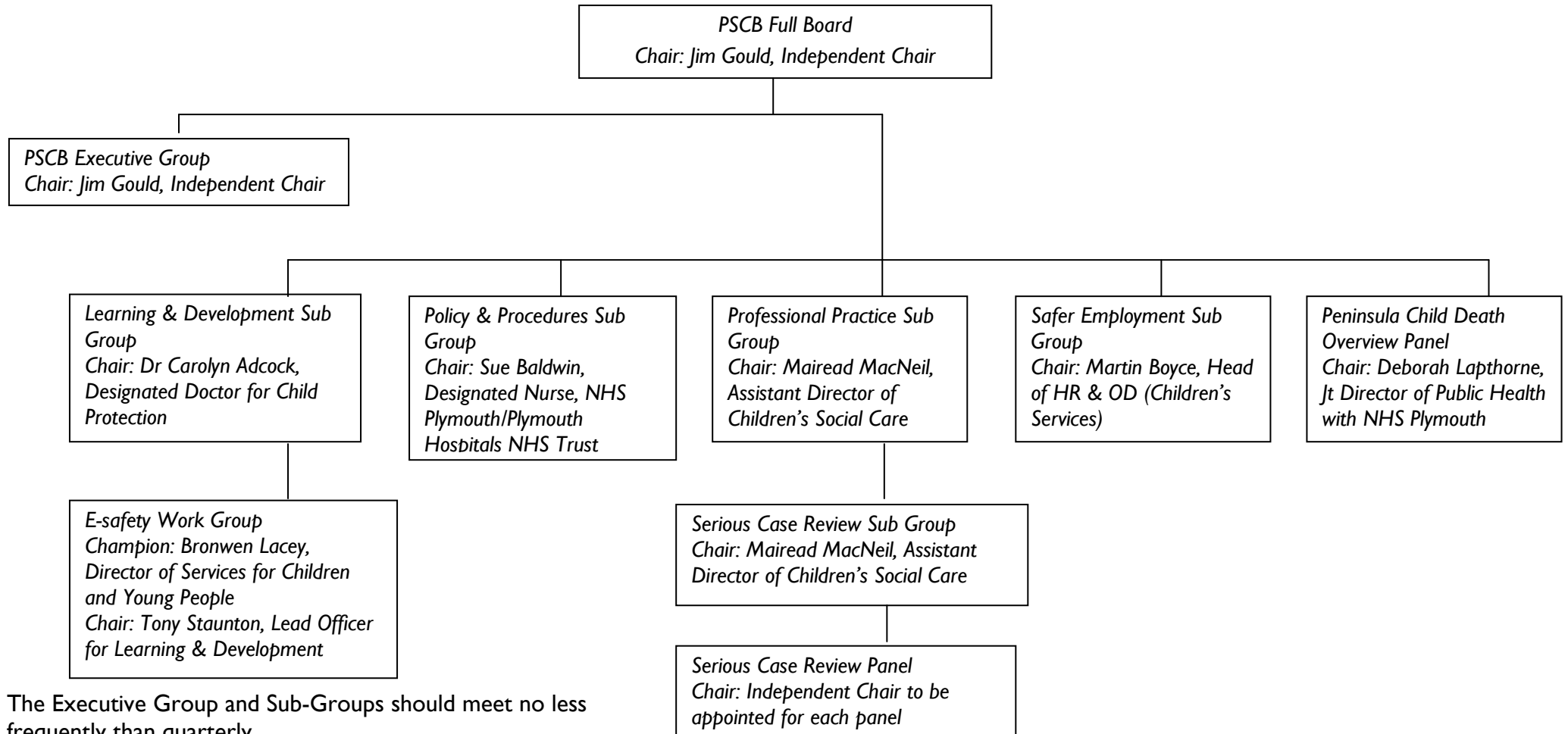
Legal accountability for services provided by the planning framework will remain with the responsible statutory body (ie Plymouth City Council).

Governance and Business Procedures

- ❖ The PSCB will support effective stakeholder involvement, including service providers, by the use of clear decision making protocols and systems for registering dissent.
- ❖ Individual members will declare any conflict of interest, pecuniary and non-pecuniary prior to the commencement of each meeting in addition to completing an annual written declaration.
- ❖ We agree to the usage of an agreed partnership logo and or slogan on papers relating to the business of all committees.
- ❖ We agree that only the Chair or delegated representative represents the PSCB to the media in accordance with the agreed PSCB media protocol.
- ❖ We commit to ensuring that any member of the PSCB who fails to attend at least 50% of meetings will have their membership formally reviewed by the Chair and Vice Chair. Resultant action to be agreed by the PSCB.
- ❖ We appreciate that members may be called upon to subscribe to a partnership response that is not in line with that of their employing/host organisation. Such instances of dissent will be recorded in the minutes and not impede the partnership action.
- ❖ Where a member arranges for a deputy to attend on their behalf this person should possess the relevant expertise to deliver the agenda of the board and understand the contract of engagement terms.
- ❖ Where possible such deputisation should be notified to the chair in advance of the board.
- ❖ Attendance by other non-members is at the invitation of the Chair.
- ❖ The quorum for a meeting of the PSCB Full Board shall be when at least one representative from each of the following primary agencies are in attendance:
 - Local Authority
 - Health
 - Police
- ❖ Decisions will be arrived at by consensus. In exceptional circumstances, if at least three member organisations request it, a vote may be taken. In this case the Chair will take a vote by a show of hands, with each member organisation having one vote. Individuals who represent more than one organisation on the PSCB shall have one voting right for each separate organisation they represent. Decision will be by simple majority. Observers, Officers in Attendance or Co-opted attendees are not eligible to vote. Abstainers will be recorded.
- ❖ Agendas and reports to be considered at meetings will be circulated by the PSCB Safeguarding Business Manager at least five working days before the meeting, in accessible formats.
- ❖ Any documents that may involve the disclosure of exempt or confidential information will be amended prior to public access, with an explanation of the reason(s) for this censorship.
- ❖ Additional/late items will be at the discretion of the Chair.
- ❖ A full record of PSCB meetings (including Sub Group meetings) will be kept by the PSCB Safeguarding Business Manager.
- ❖ Two sets of sub group minutes will be forwarded to the Safeguarding Business Manager by Sub Group Chairs after each meeting. One set should be the full transcript of sub group minutes for central PSCB records (and copied to the Independent Chair) and a second redacted set of minutes, in Part 1 and Part 2 format (per PSCB policy guidance) for uploading to the PSCB website.

6. Structure of the PSCB

The entirety of the PSCB Membership is listed in Section 2. The Full Board will meet quarterly and will be supported by an Executive Group with membership made up of The Independent Chair, Vice Chair, Sub Group Chairs, the Director of Services for Children and Young People, the Safeguarding Manager, Safeguarding Business Manager, the PSCB Equality and Diversity Lead, Police representative and a representative from the Independent/Voluntary Sector.



The Executive Group and Sub-Groups should meet no less frequently than quarterly.

The Serious Case Review Sub Group will be initiated by the Professional Practice Sub Group as and when required.

The Serious Case Review Panel will be convened once a Serious Case Review has been agreed by the Serious Case Review Sub Group.

Task and Finish Groups

The PSCB will commission time-limited task and finish groups, which will be established as and when projects to implement business and other objectives arise.

Membership of these task and finish groups will be invited from the pool of members in the PSCB and their sub groups, to ensure a cross-representation from statutory and non-statutory bodies.

Sub Group / Task and Finish Group Reporting

Each Sub Group / Task and Finish Group will have an agreed constitution and terms of reference. There will be a written bullet point update report, from each Sub Group / Task and Finish Group Chair, to each Executive Group Meeting of the Board.

A full written progress report on actions within the Sub Group / Task and Finish Group will be provided, by each Chair, to the PSCB Full Board in September and a full annual report on the work of the Sub Group / Task and Finish Group during the year will be provided in March each year.

Links to other Groups

In addition to the above groups, the PSCB will request reports from the Plymouth Domestic Abuse Partnership, MAPPA, Local Criminal Justice Board etc, as and when required.

7. Budget and Resources

Financing and Staffing

To function effectively, LSCB's need to be supported by their member organisations with adequate and reliable resources. The core contributions should be provided by the Local Authority, Health and the Police

Section 15 of the Children Act 2004 allows for Statutory Board partners to **make payments** for purposes connected with an LSCB and to:

Provide staff, goods, services, accommodation or other resources for purposes connected with an LSCB.

Final Budget Position 2010 / 2011

The PSCB budget for 2010 / 2011 was set at £230,357. Following closure of accounts, the accrued reserve fund transferred to the 2011 / 2012 budget is £49,414 (£29,966 from 2010 / 2011 and £19,448 from 2009 / 2010). The remaining training income budget of £29,496 will be transferred to the 2011 / 2012 training budget subject to the conditions highlighted below*.

The PSCB has set the 2011 / 2012 budget at £230,357. Member contributions to this budget were agreed as follows:

PSCB Budget 2010/2011

FUNDING SOURCE	CONTRIBUTION	
	%	£
Plymouth City Council	66.75	123,789
Devon & Cornwall Constabulary	8.00	14,836
Devon & Cornwall Probation Trust	3.00	5,564
NHS Plymouth	17.75	32,918
Connexions	2.50	4,636
City College Plymouth	2.00	3,709

FUNDING SOURCE	FIXED MONETARY CONTRIBUTION
	£
Plymouth Hospitals NHS Trust	9,214
CAFCASS	691
Grant Funding	35,000

TOTAL FUNDING	£230,357
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The 2011 - 2012 projected expenditure budget for the PSCB is identified at Appendix 2.

* It has been agreed that any underspend in the 2010 / 2011 budget will be added to the accrued reserve fund and transferred to the 2011 / 2012 budget. Similarly, the underspend in training income to date, will be allocated towards additional training priorities in 2011 / 2012, and beyond, subject to any unexpected general budget pressures identified during the year.

PLYMOUTH SAFEGUARDING CHILDREN BOARD (PSCB)

ANNUAL REPORT OF THE EXECUTIVE GROUP

2010 / 2011

I INTRODUCTION

- 1.1 The Working Together Guidance clearly states that the LSCB may set up a “core group” or “executive group” of LSCB Members to carry out some of the day to day business of the Board by local agreement. The PSCB has established an “Executive Group” to carry out this role.
- 1.2 The aim of this report is to update the PSCB on work undertaken by the Executive Group during the operating year ended 31 March 2010.

2 MEMBERSHIP OF THE EXECUTIVE GROUP

- 2.1 Chair: Jim Gould, Independent Chair
 Vice Chair: Paul O’Sullivan, NHS Plymouth
 Members: Bronwen Lacey, Plymouth City Council
 Mairead MacNeil, Plymouth City Council (Chair of Professional Practice and SCR Sub Group)
 Simon White, Plymouth City Council (Vice Chair of Safer Employment Sub Group)
 Benji Shoker, Plymouth City Council (Lead Champion, Equality and Diversity)
 Martin Boyce, Plymouth City Council (Chair of Safer Employment Sub Group)
 Maureen Grimley, Plymouth City Council (Vice Chair of Policy and Procedures Sub Group)
 Dr Carolyn Adcock, NHS Plymouth / PHNHST (Chair of Learning and Development Sub Group)
 Sue Baldwin, NHS Plymouth / PHNHST (Chair of Policy and Procedures Sub Group)
 Dave Beer / Paul Northcott, Devon and Cornwall Police

3 SCHEDULE OF EXECUTIVE GROUP MEETINGS

3.1

Date	Time	Venue
14.05.10	9.00am - 11.00am	Services for Children and Young People, Windsor House, Tavistock Road, Derriford, Plymouth PL6 5UF
16.07.10	9.00am - 11.00am	Services for Children and Young People, Windsor House, Tavistock Road, Derriford, Plymouth PL6 5UF
10.09.10	9.00am - 11.00am	Services for Children and Young People, Windsor House, Tavistock Road, Derriford, Plymouth PL6 5UF
12.11.10	9.00am - 11.00am	Services for Children and Young People, Windsor House, Tavistock Road, Derriford, Plymouth PL6 5UF

07.01.11	9.00am - 11.00am	Services for Children and Young People, Windsor House, Tavistock Road, Derriford, Plymouth PL6 5UF
04.03.11	9.00am - 11.00am	Services for Children and Young People, Windsor House, Tavistock Road, Derriford, Plymouth PL6 5UF

4 WORK COMPLETED DURING THE YEAR

- 4.1 The establishment of an Executive Group with representation from PSCB Sub Group Chairs has enabled greater collective understanding of workloads and priorities during 2010 / 2011, leading to the sharing of best practice and ideas, avoidance of duplication and more effective working.
- 4.2 During the year the Executive Group has developed a policy and procedure for a Register and Declaration of Interests, a policy decision to adopt the Local Authority Financial Regulations and Standing Orders and criteria for determining Part 2 minutes at all Full Board and Sub Group meetings. The said documents have been presented to the Full Board for ratification in accordance with our agreed procedures.
- 4.3 The Independent Chair of the Board and the Safeguarding Business Manager have met with a representative group of young people on three occasions this year to discuss their views and concerns around safeguarding. The ongoing dialogue with young people has raised awareness of safeguarding in recruitment, identified specific concerns around bullying which are being addressed within the Children and Young People's Plan and is helping the PSCB to review and develop a more child orientated and user friendly website.
- 4.4 The Executive Group has commissioned a number of reports from Sub Groups on behalf of the Full Board this year, with reports either presented to the Board for consideration or currently under development. Reports have covered areas such as: a business case to engage further trainers to support our extensive learning programme; the future of our equality and diversity function and responsibilities; information sharing protocol and a process for case file audits.
- 4.5 Consideration has been given to requests from the Plymouth College of Art and the Local Medical Council (on behalf of GPs) to become members of the PSCB. The Executive Group has made recommendations to the Full Board to invite both the Plymouth College of Art and a GP representative to become Full Board members. The Plymouth College of Art has subsequently decided not to join the Board but a GP representative from Sentinel (the GP consortium) in Plymouth will join the Board in the new year.
- 4.6 During 2010 / 2011, the Executive Group has monitored the PSCB budget, agreeing virements with the Safeguarding Business Manager and seeking Full Board authority to transfer additional funding to the core training budget in 2011 / 2012.
- 4.7 The Executive Group has delegated authority to "sign off" final SCR Overview Author Reports on behalf of the PSCB and during 2010 / 2011, one report was actioned in this way and reported to the Full Board at the next available meeting. The Executive Group is also charged with monitoring lessons learnt and that recommendations from SCRs are being implemented.

- 4.8 The Independent Chair of the PSCB has provided a quarterly report to the Plymouth Children and Young People's Trust on safeguarding, in accordance with our agreed working protocol. These reports have been discussed and agreed by the Executive Group and shared with Full Board colleagues at each Full Board meeting.
- 4.9 The Executive Group completed the statutory PSCB Annual Safeguarding Report to the Plymouth Children and Young People's Trust in late September 2010 following discussion and agreement with the Full Board.
- 4.10 The Safeguarding Manager was commissioned by the Executive Group to review the content of the revised Working Together Guidance 2010 and a presentation was subsequently made to the Full Board during the early part of 2010 / 2011.
- 4.11 The Independent Chair of the PSCB and the Safeguarding Business Manger are meeting regularly with the Independent Chair of the Plymouth Adults Safeguarding Board and Safeguarding Adults Manager to share information and provide a mechanism to agree joint working where appropriate.
- 4.12 The Executive Group agreed a draft working protocol between the PSCB and MAPPA which was ratified by the Full Board during the year.
- 4.13 The Executive Group has commenced a "deep dive" review of red rag rated performance indicators this year in order to further challenge and improve multi agency performance.

5 WORK IN PROGRESS

- 5.1 A partnership agreement is currently under development for submission to the Full Board in June 2011.

6 OUTSTANDING WORK

- 6.1 A Scheme of Delegation will be developed during 2011 / 2012 to provide an addendum to the PSCB Financial Regulations and Standing Orders.
- 6.2 The PSCB Operational Risk Register will be reviewed in June 2011.
- 6.3 A formal working protocol will be agreed between the PSCB and the Plymouth Adults Safeguarding Board during 2011 / 2012.

7 FINAL CONCLUSIONS / COMMENTS

- 7.1 The Executive Group has met on six occasions this year and continues to drive forward the business of the Board. Whilst the Executive Group has delegated authority from the Full Board to agree Final SCR Overview Authors Report for submission to Ofsted, the majority of its development work is submitted to the Full Board for consideration and ratification.

Report produced by: Jim Gould (Independent Chair)
Date: 29 April 2011

PLYMOUTH SAFEGUARDING CHILDREN BOARD

ANNUAL REPORT OF THE LEARNING AND DEVELOPMENT SUB GROUP

2010 / 2011

I INTRODUCTION

I.1 The work of the PSCB L&D Sub-Group includes:

- a) **Monitoring** of, and guidance for all safeguarding and child protection training delivered to agencies working with children and families in Plymouth;
- b) **Quality Assurance** of all safeguarding and child protection training delivered to agencies in Plymouth; and
- c) **Training:** the existence and full accessibility of appropriate and required child protection training as specified by Working Together 2010 and according to the priorities identified by the Plymouth Safeguarding Children Board and the Plymouth Children and Young People's Trust Plan, either by commission, monitoring or direct provision of courses and learning events and resources.
- d) **Conference and Learning Events**
- e) **Research and Development**

I.2. The L&D Sub-group has, in addition, two working groups that report to it:

- a) the Plymouth **Inter-Agency Trainers Group**, as recommended by the national *Promoting Inter-Agency Training Group* (PIAT - a collaborative partnership between Nottingham University, Sheffield University and the NSPCC offering advice to Government). The Plymouth IAT meets quarterly, and is open to all those who deliver training on safeguarding and child protection who have attended the PSC Training for Trainers (UTS) course; and
- b) the PSCB Multi-Agency children's e-Safety strategy group, promoting best practice and training for e-Safety (supported by South West Grid for Learning as recommended by the United Kingdom Council for Child Internet Safety - UKCCIS)

2 MEMBERSHIP OF THE LEARNING & DEVELOPMENT SUB-GROUP

Alyson Edwards	Independent Chair, Social Care, PCC
Amanda Paddison	CAF Manager, Social Care, Plymouth City Council
Annegret Ward	Children's Workforce Development, PCC
Belinda Allis	NHS Plymouth Primary Care Trust
Brian Gould	Senior Education Welfare Officer, PCC
Caroline Kirsopp	Service Manager, Professional Development, PCC
Carolyn Adcock	Designated Doctor, NHS Plymouth
Christopher Agass	Team Manager, Naval Personnel Family Services
Cindy Willcocks	Clinical Team Manager, Children in Care, CAMHS
Fred Jenkins	Connexions / Careers South West
Jenny Bailey	Designated Lead, Special Heads Association
Lynn Squire	Devon & Cornwall Probation Trust (Plymouth)
Maria Hollett	Early Years Safeguarding and Welfare Officer
Mark Beavan	Detective Sergeant, Child Abuse Investigation Unit
Michelle Smith	Named Nurse for Child Protection, PCT
Rebecca Sargent	CAFCASS Plymouth

Ros Clarke
 Sarah Shelley
 Steve Matthews
 Sue Baldwin
 Sue Boase
 Theresa Gleave
 Tony Staunton

Devon & Somerset Fire & Rescue Service
 Named Nurse for Child Protection, PHNT
 Learning & Development, Devon & Cornwall Police
 Designated Nurse Child Protection, NHS Plymouth
 Tor Bridge High School
 Team Manager, Fostering Services, PCC
 Lead Officer Multi Agency Learning & Development

3 SCHEDULE OF LEARNING & DEVELOPMENT SUB-GROUP MEETINGS

Date	Time	Venue
18 May 2010	9:30 - 12:30	Beauchamp Centre, Mount Gould Hospital
15 July 2010	9:30 - 12:30	Beauchamp Centre, Mount Gould Hospital
9 September 2010	9:30 - 12:30	Beauchamp Centre, Mount Gould Hospital
9 November 2010	9:30 - 12:30	Beauchamp Centre, Mount Gould Hospital
13 January 2011	9:30 - 12:30	Beauchamp Centre, Mount Gould Hospital
8 March 2011	9:30 - 12:30	Beauchamp Centre, Mount Gould Hospital

4 WORK COMPLETED DURING THE YEAR

- 4.1. **Programme of Courses:** 12 different courses offering a total of 191 full day training, with a total of 2,540 attendees.
- 4.2. **PSCB Training Policy, including charging policy and income generation strategy:** Established October 2010.
- 4.3. **PSCB Kitemark:** pilot implementation of monitoring and accreditation system for Child Protection trainers and single agency courses in the City.
- 4.4. **Establishment of PSCB Inter-Agency Trainers Group:** including 26 participants from 12 agencies, for quality assurance and co-ordination and evaluation of accurate learning outcomes.
- 4.5. **Establishment of PSCB Training Budget,** with income generation of £55,000 for year end 1.03.2011.
- 4.6. **Safer Internet Day 2011:** multi-agency event held in Plymouth on 08.02.2011.
- 4.7. **PSCB/PCC/SWfGL e-Safety Conference with Tanya Byron:** including 220 pre-school practitioners and managers from under-5's settings 04.2010.
- 4.8. **Publication of second edition of "Safeguarding CyberWorld"** Guide for Practitioners.

5 WORK IN PROGRESS

- 5.1. **Safeguarding Children from Neglect:** Completion and implementation of advanced one-day course, June 2011.
- 5.2. **Safeguarding Children with Disabilities:** Completion and implementation of advanced one-day course, June 2011.

- 5.3. **Introduction to Child Protection Refresher (half-day) course:** Completion and implementation of advanced one-day course, June 2011.
- 5.4. **Update of e-Safety for Child Protection Course:** Completion and implementation of advanced one-day course, June 2011.
- 5.5. **Liaison with South West Inter-Agency Trainers group (SWIAT):** established, with outline brief accepted for development of scheme for linking course learning to practice outcomes via professional supervision.
- 5.6. **Liaison with Plymouth Domestic Abuse Partnership** ensuring DA course provision at advanced and specialist levels, and supporting national Domestic Abuse Awareness Week November 2011.
- 5.7. **Liaison with University of Plymouth** to develop links re key messages for professional development in relation to safeguarding and child protection.
- 5.8. **Continuation of PSCB Multi-agency e-Safety Working Group** under the auspices of the PSCB Learning & Development sub-group, for continuous development of practical e-Safety across all agencies, including adoption of the PSCB Plymouth e-Safety Pledge.
- 5.9. **“e-Safety and the Under-5’s” Research:** commenced in collaboration with Plymouth University, with headline findings published 02.2011. Research Paper to be presented to *EU Kids On-line* Conference 22-24 September 2011. Funding sought.

6 OUTSTANDING WORK

- 6.1. **Safeguarding Children from Neglect:** Completion and implementation of advanced one-day course, June 2011.
- 6.2. **Safeguarding Children with Disabilities:** Completion and implementation of advanced one-day course, June 2011.
- 6.3. **Introduction to Child Protection Refresher (half-day) course:** Completion and implementation of advanced one-day course, June 2011.
- 6.4. **Update of e-Safety for Child Protection Course:** Completion and implementation of advanced one-day course, June 2011.
- 6.5. **Child Sexual Abuse – advanced (one-day) and Specialist (two-day) courses:** suspended, to be re-introduced if lead Police input can be identified.
- 6.6. **Dedicated funding for Domestic Abuse courses** – advanced (one-day) and Specialist (two-day): external funding sought to secure future delivery.
- 6.7. **Standardisation and equalisation of in-kind provision by partner agencies:** for consistent supply of specialist lead practitioners to deliver child protection training courses and modules.
- 6.8. **Evaluation of e-Learning courses:** consideration of the place of e-learning for

single-agency and inter-agency training in relation to child protection, with specific consideration of e-Academy and Hay packages.

- 6.9. PSCB Conference 2011:** Conference date, speakers and venue to be established for October 2011 on the outcomes of the Munro Review and Allen Report for safeguarding children in Plymouth.

7 FINAL CONCLUSIONS/COMMENTS

- 7.1. Core Business:** the PSCB is required to ensure access to suitable training provision of single- and inter-agency training and professional development for child protection by all agencies who have responsibilities towards children, their parents and families. The implementation of the PSCB Training Policy, including the charging policy (s9) has identified the withdrawal of some key local agencies from accessing PSCB training. It is considered that PSCB training is competitively priced and has a strong reputation locally. Agencies should be encouraged to enter into partnership or block-funding arrangements to ensure best value through the PSCB.
- 7.2. Capacity:** the L&D sub-group has expanded in scope, with a broad service being maintained by a small number of committed professionals. The Training Programme has reached capacity, offering a larger number of courses to a frequency matched only by regional and national dedicated private training agencies. The L&D sub-group is also responsible for the monitoring and critical evaluation for compliance of child protection training delivered by other agencies, and for research and development work to ensure currency of core messages including priorities for professional development.
- 7.3. Quality Assurance:** The PSCB administers the delivery of courses by lead specialist professionals involved in current practice in the field, and delivering training to a defined policy of quality assurance for accurate learning outcomes. This in-house provision offers cost-effective monitoring and quality assurance, and value-for-money dedicated training to local agencies, but is now heavily tested by restrictions and rationing of supply of suitable trainers by partner agencies. The cost to agencies of supplying trainers set against the value to agencies of free or low-cost places has been considered by the Board, with recognition of the PSCB Training Service as preferable to commissioning services, with the additional costs associated with the management of quality control.
- 7.4. PSCB Training Programme 2012-15:** a strategic review of the provision of training by the PSCB is required this year, to establish the Training Plan for the next three years. With the development of commissioning, social enterprise and the market, the Board will be required to consider the structures and suitability of maintaining training provision in its current form, for implementation of a revised 3-year plan from April 2012.

Report produced by: Dr Caroline Adcock, Chair
Tony Staunton, Lead Officer

Date: 5 May 2011

Version: 2

PLYMOUTH SAFEGUARDING CHILDREN BOARD

ANNUAL REPORT OF POLICIES AND PROCEDURES SUBGROUP

2010 / 2011

I INTRODUCTION

- 1.1 The core functions of the Local Safeguarding Children Boards are set out in primary legislation and regulations. They include developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention. The Policies and procedures subgroup supports the PSCB with this function.
- 1.2 The subgroup ensures that policies and procedures are developed and available to staff in line with national and local guidance. This work is undertaken in conjunction with the South West Shared Procedures Review Group and other PSCB subgroups.
- 1.3 South West Child Protection procedures continue to be that main point of contact for Policies and Procedures for staff. The Chair and Deputy Chair of the PSCB Policies and Procedures subgroup are members of the South West Shared Procedures Review Group attending quarterly and undertaking work between meetings.

2 MEMBERSHIP OF THE POLICIES AND PROCEDURES SUBGROUP

NAME	ORGANISATION
Sue Baldwin Chair	Plymouth Primary Care Trust
Maureen Grimley Deputy Chair	Plymouth City Council Children Services Dept.
Charlie Pitman	Devon & Cornwall Constabulary
John Tucker	Devon & Cornwall Probation
Phil Smale	City College, Plymouth
Brian Gould	Plymouth City Council Lifelong Learning
Michelle Smith	Plymouth Primary Care Trust
Sarah Shelley	Plymouth Hospitals Trust
Lucy Van- Waterschoot	Probation Service
Pat Smith	Action for Children Community & Voluntary Sector Rep
Shirley Walker	Connections
Richard Marsh	Primary School Rep
Andrew Lloyd	Action for Children
Wendy Brett	Secondary School Rep

4 SCHEDULE OF POLICIES AND PROCEDURES SUBGROUP GROUP MEETINGS

Date	Time	Venue
15 April 2010	9am -11am	Board Room Building I, Derriford Business Park
17 June 2010	9am -11am	Board Room Building I, Derriford Business Park
19 August 2010	9am -11am	Board Room Building I, Derriford Business Park
21 October 2010	9am -11am	Board Room Building I, Derriford Business Park
22 December 2010	9am -11am	Board Room Building I, Derriford Business Park
17 February 2011	9am -11am	Board Room Building I, Derriford Business Park

5 WORK COMPLETED DURING THE YEAR

- 5.1 PSCB policies and procedures reviewed and amended for the website with the aim that local procedures will be kept to the minimum supporting the main procedures being available on the SWCPP pages.
- 5.2 Multi Agency Information Sharing Policy agreed by Full Board and will be available on the PSCB web site June 2011
- 5.3 The SWCPP have a new redesigned format which was launched in December 2010. This has the same content but is now compliant with the Disability Discrimination Act and has an intelligent search feature. Agencies are encouraged to have desk top links to these procedures. The policies and procedures sub group members review all draft SWCPP documents between meetings and prior to ratification by the SWCPP Review Group.
- 5.4 Work updated and completed during 2010 and 2011 in line with Working Together to Safeguard Children 2010 include
- Managing individual cases section
 - Further Guidance on Child Protection
 - Useful resources

6 WORK IN PROGRESS

- 6.1 Third Sector Guide and Template for Child Protection Policies is in draft and should be ratified in the Spring.
- 6.2 Adult mental health and child protection policy will be developed though the spring/summer of 2011.

7 OUTSTANDING WORK

- 7.1 Impact assessment tool is still pending final agreement.

8 FINAL CONCLUSIONS/COMMENTS

- 8.1 Attendance at the subgroup has continued to be poor, following the agreed nomination of representatives in July 2010. Some of the original nominated attendees have not confirmed attendance or have changed positions in their organisation or left and their representation on the group has not been replaced. This has affected the work completed by the group.

Report produced by: *Susan Baldwin*

Date: 12.06.11

PLYMOUTH SAFEGUARDING CHILDREN BOARD

ANNUAL REPORT OF PROFESSIONAL PRACTICE SUB GROUP

2010 / 2011

I INTRODUCTION

- 1.1 The Professional Practice sub group works to ensure the collective identification of good practice and provide opportunities for people who work with children, young people and their families to discuss practice issues and promote effective inter agency working. The sub group also works through a number of task and finish groups and contributes to the quality assurance of the PSCB by undertaking the Section 11 audit and maintaining the Performance Management Framework.

2 MEMBERSHIP OF THE PROFESSIONAL PRACTICE SUB GROUP

- 2.1 Group membership is aimed at those with managerial responsibility within the agencies in Plymouth. Membership can vary according to the work plan.

Mairead MacNeil	Children's Social Care
Paul Northcott	D & C Police Service
Philip Smale	City College
Pam Greenwood	Education
John Fitzsimmons	Naval Personnel and Family Service
Lynn Squire	D & C Probation Trust
Kerri Nason	D & C Probation Trust
Jo Siney	Children with Disabilities service
Sarah Shelley	Plymouth Hospital Trust
Maureen Grimley	Children's Social Care
Caroline Adcock	Plymouth Health community
Shaun Nicolls	Education
Alan Fuller	Educational Psychology Service
Tony Staunton	PSCB
Shirley Walker	Connexions
Siwan Tyack	Connexions
Ian Robbins	Naval Personnel and Family Service
Claire Oatway	PCC
Alan Knott	PCC
Michelle Smith	Plymouth Health community
Elaine Hay	Cafcass
David Pitcher	Cafcass
Jenny Bailey	Education – special schools
Ross Clarke	D & S Fire and Rescue Service
Lesley Price	Voluntary Sector
Tess Thurston	Voluntary Sector
Sara Walker	Health
Joy Howick	Children's Social Care.

3 SCHEDULE OF PROFESSIONAL PRACTICE SUB GROUP MEETINGS

3.1

Date	Time	Venue
20.07.10	1500	Midland House
08.09.10	1500	Midland House
01.12.10	1500	Midland House
10.02.11	1500	Midland House

4 WORK COMPLETED DURING THE YEAR

- 4.1 The subgroup audited the current functions of the Plymouth Safeguarding Children Board to ensure compliance with the new edition of Working Together to Safeguard Children 2010. There is one action arising from the review that has not yet been taken forward, that of multi agency audit.
- 4.2 A Task and Finish group have undertaken an audit of safeguarding children with disabilities and the action plan has been implemented. There will be a full report to the PSCB in July 2011. The review has implications for safeguarding training delivered by the Board and this has been actioned. This work has now progressed with reviewing the transition process for young people to adult care.
- 4.3 The annual Section 11 audit has been undertaken in partnership with the Devon, Cornwall and Isles of Scilly and Torbay Safeguarding Children Board. A report will be presented to the Safeguarding Board in July.
- 4.4 The sub group has reviewed the Quality Assurance framework and this has been accepted by the Board. A dataset is presented to the Board at each full meeting.
- 4.5 The sub group received a report on safeguarding children from the Devon and Somerset Probation Trust.
- 4.6 In partnership with Barnado's the sub group are supporting an exercise to scope the extent of child exploitation in Plymouth. This work is ongoing and a report will be presented to the sub group and the PSCB.
- 4.7 The members of the group had an update on the review of the Vetting and Barring scheme in order that they could take the information back to their agencies.

5 WORK IN PROGRESS

- 5.1 The Task and Finish group will complete the work on safeguarding children with disabilities.
- 5.2 The scoping exercise on the extent, if any, of child sexual exploitation in Plymouth will be completed and presented to the PSCB with recommendations.

6 OUTSTANDING WORK

- 6.1 The group task for the next year is to complete a quality assurance framework for the PSCB.
- 6.2 The sub group will undertake multi agency audits to ensure that multi agency working to safeguard children is effective.
- 6.3 A task and finish group will review government policy on Child Trafficking with a view to identifying any implications for agencies within Plymouth and the PSCB.

6.4 The group will review the Munroe report when it is published in May 2011 and make recommendations to the Board as required.

7 FINAL CONCLUSIONS/COMMENTS

7.1 The commitment of agencies to this work group is evidenced by the membership. The brief has been wide ranging due to the changes in statutory guidance. In the coming two years the sub group will be refocusing on the quality assurance work of the PSCB to ensure that agencies work together to keep children safe and that new initiatives by the government are responded to effectively.

Report produced by: Mairead MacNeil
Assistant Director
Children's Social Care

Date: 26.04.2011

PLYMOUTH SAFEGUARDING CHILDREN BOARD (PSCB)
ANNUAL REPORT OF THE SAFER EMPLOYMENT SUB GROUP

2010 / 2011

I INTRODUCTION

1.1 The aim of this report is to update the PSCB on work undertaken by the Safer Employment Sub Group throughout the past year ending 31 March 2011.

2 MEMBERSHIP OF THE SAFER EMPLOYMENT SUB GROUP

2.1 CHAIR: Martin Boyce, Head of Human Resources, PCC

VICE CHAIR: Simon White, Safeguarding Business Manager, PCC

Ros Clarke, Community Safety Manager, Devon & Somerset Fire Rescue Service

Annie Walker, HR Recruitment Adviser, PCC

Sam Abbott, Director of Human Resources, City College Plymouth

Emma Lloyd, HR Officer, City College, Plymouth

Karen Launder/Kate Meredith, Recruitment Manager, Plymouth Hospitals Trust

Karen Chubb, Area Manager, Connexions Cornwall & Devon

Isobel Ryder, Recruitment & Resourcing Manager, Plymouth Teaching Primary Care Trust

Karen Menis, Headteacher, Plymouth Association of Primary Heads

Richard Wakley, Partnership Manager – Plymouth LDU, Devon & Cornwall Probation Trust

Maria Hollett, Early Years Coordinator, PCC

Mike Saunders, HR Business Partner, CAF/CASS

3 SCHEDULE OF SAFER EMPLOYMENT GROUP MEETINGS

Date	Time	Location
13.05.2010	9.30am – 11.00am	Corporate Room A
09.09.2010	9.30am – 11.00am	Corporate Room B
02.12.2010	9.30am – 11.00am	Corporate Room B
10.02.2011	9.30am – 11.00am	Corporate Room C

4 WORK COMPLETED DURING THE YEAR

4.1 Promoted and raised awareness of the quality standards in all agencies assigned to the Safer Employment Sub Group.

4.2 Provided advice to all agencies working with children on the implications of ISA implementation.

4.3 Developed Principles of Best Practice for assessing suitability to work with children across agencies inc volunteers.

- 4.4 Published the minutes from each Safer Employment meeting on the PSCB website.
- 4.5 Identified assessors to conduct future safer employment quality standard assessments ensuring appropriate coaching is delivered.
- 4.8 'Managing Allegations' process in operation within all appropriate agencies on the PSCB working with children within the City.
- 4.9 Benchmarked against other Safer Employment Sub Groups nationally in 'Good' to 'Outstanding' Councils for best practice.
- 4.10 Reviewed the work of the Safer Employment Sub Group and devised a three year action plan.
- 4.11 Effective sharing of agency best practice and problem solving across the membership.

5 WORK IN PROGRESS

- 5.1 To develop, implement and communicate a safer employment quality standard for schools
- 5.2 To develop best practice principles for an effective Volunteer recruitment process across all agencies.
- 5.3 Re-assessment of the safer employment quality standards for Plymouth City Council.
- 5.4 Further engagement with the Workforce Development Team regarding delivery of safer recruitment training in the wider children's workforce.
- 5.5 Review membership of the sub group in accordance to recommendations from the Board.
- 5.6 To analyse LADO statistics and to consider how these allegations impact on safer employment practices.

Additional actions for this year

- 5.7 Developing and implementing a safer employment self assessment tool for small organisations.
- 5.8 To ensure Warner/Safer recruitment/government inspections requirements are communicated to all agencies and adhered to.
- 5.9 Apply the Safer Employment Quality Standard within other organisations across the city working with children.
- 5.10 Developing and implementing a mechanism to monitor Safer Recruitment training activity across the agencies.
- 5.11 To ensure consistency throughout agencies on the reporting of convictions post employment.

6 OUTSTANDING WORK

- 6.1 None outstanding

7 FINAL CONCLUSIONS/COMMENTS

- 7.1 Robust three year action plan in place with clear responsibilities for the sub group. Key milestones and actions have been achieved for 2010/2011 with some work ongoing.
- 7.2 Focus needs to be on attendance and consistency of members attending from each agency.

Report produced by: Martin Boyce, Chair of Safer Employment Sub Group
(Head of Human Resources, Plymouth City Council).

Date: 4 May 2011

PLYMOUTH SAFEGUARDING CHILDREN BOARD

ANNUAL REPORT OF THE SERIOUS CASE REVIEW SUB GROUP

2010 / 2011

I INTRODUCTION

- 1.1 Regulation 5 of the Local Safeguarding Board regulations places a duty on each Local Safeguarding Children Board to undertake reviews into serious cases. The criteria for conducting such reviews are found in Chapter 8 of "Working Together to Safeguard Children" (2010). The PSCB has a sub group which makes a recommendation to the Chair of the Board about the commissioning of these reviews and sets up a Panel with an Independent Chair to oversee the process. The sub group also appoints an Independent Overview author as required in the statutory guidance. During the review process and on completion of the review, the sub group tracks the implementation of any recommendations arising from the review.
- 1.2. The sub group is accountable to Plymouth Safeguarding Children Board and reports progress on reviews to each meeting.

2 MEMBERSHIP OF THE SERIOUS CASE REVIEW SUB GROUP

Mairead MacNeil	Chair, Assistant Director Children's Social Care
Paul Northcott	Vice Chair, Devon and Cornwall Police
Sue Baldwin	Designated Nurse, Plymouth Health Community
Carolyn Adcock	Designated Doctor, Plymouth Health Community
Alan Fuller	Educational Psychology Service
Maureen Grimley	Children's Social Care
Rebecca Sergent	CAFCASS
Christine Munn	Devon and Cornwall Probation Trust
Ken Anderson	Devon and Somerset Fire and Rescue

3 SCHEDULE OF SERIOUS CASE REVIEW SUB GROUP MEETING.

Date	Time	Venue
20.04.2010	1500	Windsor House.
27.05.2010	1500	Windsor House.
28.07.2010	1500	Windsor House.
28.09.2010	1500	Windsor House.
23.11.2010	1500	Windsor House.
25.01.2011	1500	Windsor House.
22.03.2011	1500	Windsor House.

4 WORK COMPLETED DURING THE YEAR

- 4.1 The SCR into the circumstances of the abuse at Nursery Z was published on the 4 November 2011. The action plan is being progressed. Lessons learnt from this SCR are being rolled out regionally and nationally by presentations at conferences.

- 4.2. A SCR was conducted into the agencies' response to Child A. This has now been completed and submitted to Ofsted in March 2011.
- 4.3. The sub group has conducted multi agency reviews into Child L, Child A(G) and Child W. These have now been completed and feedback given as appropriate.
- 4.4. In collaboration with the SCR sub groups of the Devon Safeguarding Children Board, Cornwall and the Isles of Scilly Safeguarding Children Board and Torbay Safeguarding Children Board, a review of processes and templates has been completed and will be implemented in May 2011.

5 WORK IN PROGRESS

- 5.1. There is one SCR in process – Child E and it is expected this will be submitted to Ofsted in May 2011.
- 5.2. A systemic review into Child S is being completed and a report is due to the sub group in July 2011.
- 5.3. All action plans are monitored at the meetings of the SCR sub group and good progress is being made with the implementation.

6 OUTSTANDING WORK

None.

7 FINAL CONCLUSIONS/COMMENTS

- 7.1. It is anticipated that the Munroe report, due in May 2011, will make amendments to the SCR process. Therefore the PSCB is working in partnership across the Peninsular to learn how to undertake the Social Care Institute of Excellence Model of reviewing cases. This is due to commence in May 2011.

Report produced by:

Mairead MacNeil

Date: 26.04.2011

Plymouth Safeguarding Children Board

Projected Expenditure Budget 2011 / 2012

	£	£
<u>Employee Costs</u>		
Safeguarding Business Manager (35%)	19,838.00	
Safeguarding Assistant (50%)	13,175.00	
Safeguarding Business Administrator (80%)	15,472.00	
Lead Officer for Learning & Development (100%)	49,794.00	
	<hr/>	98,279.00
<u>Engagement of Independent Chair of the PSCB</u>		
Fees for Independent Chair	14,400.00	
Professional Indemnity / Negligence Insurance	1,800.00	
Travel & Subsistence	1,000.00	
	<hr/>	17,200.00
<u>Learning & Development</u>		
Core training budget (increase of 15% from 2010 - 2011)	23,000.00	
	<hr/>	23,000.00
<u>Serious Case Reviews</u>		
SCR Independent Overview Report Author	20,400.00	
Independent Chair of the SCR Panel	10,500.00	
	<hr/>	30,900.00
<u>Child Death Overview Process</u>		
Running cost of Child Death Overview Panel (CDOP) (underspend on grant to be returned to Local Authority)	35,000.00	
	<hr/>	35,000.00
<u>Supplies and Services</u>		
Photocopier rental	100.00	
Hire of premises	1,275.00	
Leasing of computer hardware	400.00	
Printing	500.00	
Photocopying	600.00	
Direct postage costs	300.00	
Travel and subsistence	1,000.00	
Hospitality and refreshments	200.00	
Child witness support scheme	7,800.00	
Annual PSCB conference	6,500.00	
Updating SWCPP multi agency website/handbook	2,500.00	
Stationery	150.00	
Miscellaneous expenses	3,053.00	
	<hr/>	24,378.00
<u>Other Expenses</u>		
Public appointments to the Full Board	1,600.00	
	<hr/>	1,600.00
		<hr/> £230,357.00 <hr/>

PLYMOUTH SAFEGUARDING CHILDREN BOARD TRAINING CALENDAR 2011 / 2014

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH					
1							CPF		CPF		CPA d2	NEA	1				
2		BANK HOLIDAY			CPF					BANK HOLIDAY	NEA		2				
3		ESA						CPF					3				
4	CSAA	SSA		CSA d1									4				
5	CPF	CPF		CSA d2			CPA d2		CSAA	NEA			5				
6	CPA d1			CPF			CPF		CPF	SSA	CPF	HHA	ESA	CPF	6		
7	CPA d2		CPA d1	NEA			CSAA		CPA d1				CPF		7		
8	ESA		CPA d2		CPA d1			NEA	CPA d2				HHS d1		8		
9		DAA	CPF		CPA d2			HHS d1	CPR		CPA d1		HHS d2		9		
10		CPA d1	ESA		CPF	SSA		ESA	HHS d2		CPA d2				10		
11	DAS d1	HHS d1	CPA d2		CSAA		CPF				CPF				11		
12	DAS d2	HHS d2		CPF	HHA	CPR	CPR	SSA		NEA	ESA				12		
13		CPR	CSAA	DAS d1			CPF	HHA			DAA	CPR	DAA		CPF	HHA	13
14	HHA		CPF	DAS d2			CPA d1	CPR	ESA	HHS d1			DAA	CPA d1		14	
15			NEA		DAA	CPA d2		CPF	HHS d2			CPF	SSA	CPA d2		15	
16			SSA		NEA			CPA d1			DIA	CSAA	DIA			16	
17		CPF	HHA	CPR		ESA		DAS d1	CPA d2		CPF	CPR				17	
18	CSAS d1	CPA d1	CPA d1	ESA	CPF		DAS d2	CPR	DAA		CSAS d1					18	
19	CSAS d2	CPA d2		CPA d1	DIA		CPF	DAA			CSAS d2		ESA			19	
20	CPF		DIA	CPA d2		SSA	CSAS d1					HHA	UTA			20	
21			UTA	CPF		CPF	CSAS d2					CPA d1				21	
22	GOOD FRIDAY		CPF	HHA		NEA		SSA				CPA d2	CPF	SSA		22	
23			DAA					CPF	HHA		UTA	UTA	CPR	DAA		23	
24		UTA					DIA	UTA			DAS d1					24	
25	EASTER MONDAY	CPF	CPA d2	CPR			UTA			CHRISTMAS DAY	DAS d2					25	
26				SSA		UTA	CPA d1			BOXING DAY	CPF					26	
27				HHS d1		HHS d1	CPA d2			BANK HOLIDAY				CPF		27	
28			CPA d1	HHS d2		HHS d2								CPA d1		28	
29	BANK HOLIDAY		CPA d2		BANK HOLIDAY	CPF								CPA d2		29	
30		BANK HOLIDAY	CPF													30	
31										CPA d1						31	

- CPF** Understanding Child Protection **CPA** Working Together to Safeguard Children **CPR** Child Protection half day refresher **CSAA** Understanding Child Sexual Abuse
- CSAS** Sexual Abuse - Working Together to Safeguard Children **DAA** Understanding Domestic Abuse **DAS** Domestic Abuse - Working Together to Safeguard Children
- ESA** Understanding E-safety and Child Protection **HHA** Understanding Hidden Harm **HHS** Hidden Harm - Working Together to Safeguard Children
- NEA** Working together to Safeguard Children from Neglect **SSA** Understanding Supervision Skills **UTA** Understanding Training for Child Protection **DIA** Disability Course
- d1** Day 1 of 2 **d2** Day 2 of 2

GLOSSARY OF ACRONYMS

AMA	Allegations Management Adviser
CAFCASS	Children and Family Court Advisory and Support Service
C&YPP	Plymouth Children and Young People's Plan
C&YPSP	Children and Young People's Strategic Partnership
CDOP	Child Death Overview Panel
CSCI	Commission for Social Care Inspection
DAAT	Drug and Alcohol Action Team
DfES	Department for Education and Skills
GOSW	Government Office South West
GP	General Practitioner
JAR	Joint Area Review
LA	Local Authority
LSCB	Local Safeguarding Children Board
NSPCC	National Society for the Prevention of Cruelty to Children
LSP	Local Strategic Plan
PCC	Plymouth City Council
PCT	Primary Care Trust
PHNHST	Plymouth Hospitals NHS Trust
PSCB	Plymouth Safeguarding Children Board
PTPCT	Plymouth Teaching Primary Care Trust
SCR	Serious Case Review
WT2010	Working Together 2010