



**HSCB
Partners**

2014

**Commitments
to
Safeguarding**

Herefordshire
Safeguarding Children Board

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Introduction

Local Safeguarding Children Boards are partnerships of agencies and sectors that work closely with children and their families and have responsibilities to ensure their work effectively safeguards children.

Herefordshire Safeguarding Children Board requires its members to publish their commitments to safeguarding through three documents on an annual basis. These documents are collated here and supplement involvement in the bi-annual section 11 audits which are a statutory requirement.

As appropriate, agencies listed above have provided their:

- 🔗 Safeguarding Mission Statement (incorporating HSCB’s Vision, Mission and Values)
- 🔗 Single Agency Practice Reports
- 🔗 Single Agency Roles and Responsibilities

Herefordshire Council, working in partnership with other agencies through Herefordshire Safeguarding Children Board, is committed the following vision, mission and values of the Board;

Vision Children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

Mission To work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in Herefordshire and keeping them safe from harm.

Values The impact on the well-being and safety of children and young people in Herefordshire will be at the centre of all HSCB activity.

We will learn and be willing to develop, responding to evidence and best practice.

We will work in an open and honest manner with children, young people, their families and with each other.

We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.

We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

The following statement explains how we expect our organisation, people, structure and procedures to contribute to Herefordshire Safeguarding Children Board's vision to ensure children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

OUR EXPECTATIONS FOR SAFEGUARDING CHILDREN

We want every child and young person to grow up happy, healthy and safe, brought up by supportive families and carers and living in caring communities with plenty of opportunities for both learning and other activities.

To achieve this, we want:

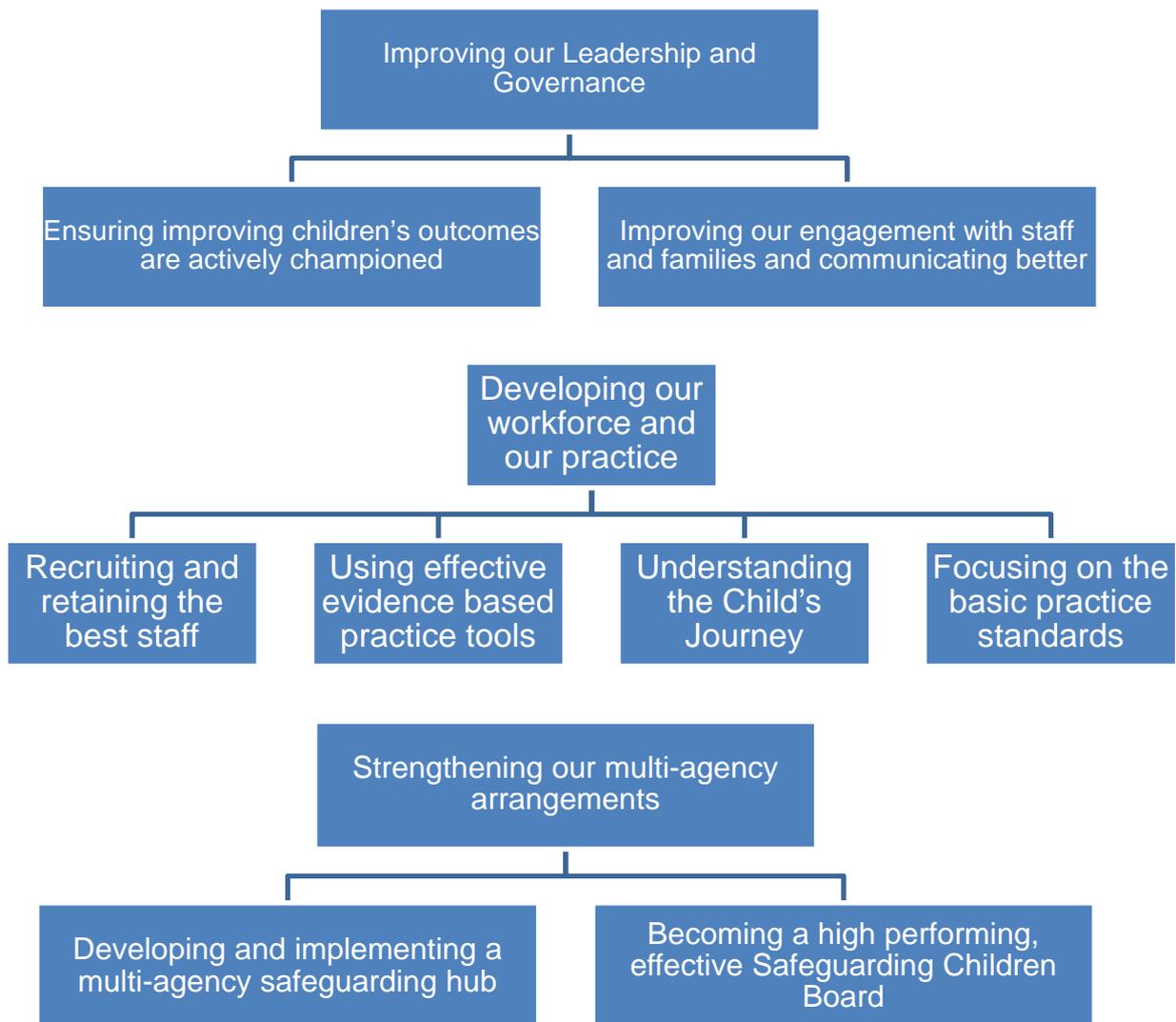
- Every family to take responsibility themselves for protecting their children.
- High quality universal services and thriving communities supporting every child and family so they rarely need extra support
- Parents and carers to be able to get support from integrated early help services and approaches, which respond when concerns first emerge no matter where families access that support from
- Specialised integrated safeguarding services of the highest quality, using the most up to date practice tools, evidence and management information, so the basics are done extraordinarily well and problems are quickly identified and resolved.
- A workforce which is supported, stable, well qualified, talented, confident, creative and highly regarded.

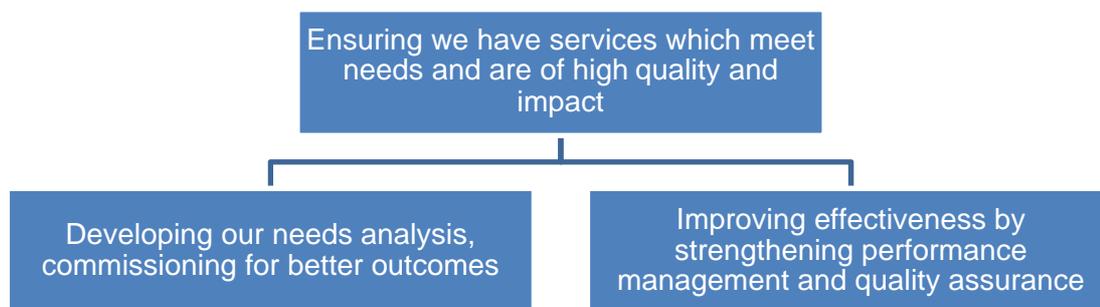
- Views and experiences of children and families at the heart of service development, practice and strategic thinking

What success looks like:

- Children regularly reporting:
 - I know who to talk to and I am listened to
 - I feel I am getting the help I need
 - I am protected from harm
 - I am helped by people who know what they are doing
 - My family are getting the help they need
- Performance and children's outcomes are in the top quartile nationally and in the top three against statistical neighbours. We want to be the best we can be.
- Internal and external judgements scoring consistently against the Ofsted "Good" criteria

To achieve this expectation, we are:





Single Agency Safeguarding Practice Quality Assurance Report 2013-2014



Herefordshire Council

Partners of the Herefordshire Safeguarding Children Board are asked to complete the following report which will, where appropriate, sit alongside their Section 11 return to provide further assurance to the Board with regard to their safeguarding practice.

Please provide commentary on how your agency meets the following expectations. There is an expectation from HSCB that this report will be ratified within each agency's internal governance processes before being presented to HSCB.

1. Organisation/agency's stated aims and objectives in relation to safeguarding (the previously agreed Statement of Expectations which is published on the Board's [About HSCB webpage](#)), where they are recorded and how they are publicised to staff and externally:

The Children's Wellbeing Directorate has a draft document that outlines its 2 Key Objectives. 'Keeping Children Safe' is one of these. These objectives have been shared with schools and other educational providers in presentations.

In order to satisfy Ofsted, each school/setting will have a safeguarding policy which will set out aims and objectives.

2. Safeguarding training delivered to staff. What single agency universal level training is delivered to whom and which staff receive multi-agency targeted training (for an explanation of the levels of training Universal, Targeted and Specialist please see the HSCB's [Training webpage](#)):

Schools are responsible for arranging their own universal training. This is verified as part of the safeguarding checklist which the HSCB have asked the Chair of Governors to sign off. The schools safeguarding checklist is available for download on the [Schools and Colleges page of the HSCB website](#).

All schools have at least one person trained through designated teacher/designated member of staff trained to Group 5 level (most schools have more than one).

A record of those who have attended multi-agency safeguarding training is kept by the HSCB business unit.

Presentations have been made to Head teacher groups and College Principals to enhance their knowledge of what is available through the HSCB website. This included information on the revised structure for safeguarding training.

3. Safeguarding elements within the organisation/agency's plans and where they are recorded:

For LA education services there is a Section 11 Action Plan each time the audit is conducted. This is held and monitored by the Head of Additional Needs.

Further action planning is carried out as a result of the risk analysis carried out within the Safeguarding in Education Report

4. Safeguarding relevant performance management data being regularly recorded and monitored as part of internal organisational/agency performance management:

There is an annual Safeguarding in Education Report presented to the HSCB QA group that covers:

1. Safeguarding Governance (includes Ofsted reports on schools and settings)
2. Safeguarding Training
3. LADO Referrals from Schools and settings
4. Elective Home Education
5. Children Missing in Education
6. Bullying and Racist Incident Reporting
7. Identification and Reporting to Social Care and CAF
8. School Absence
9. Exclusions

Elements 4, 5 and 6 are also reported on quarterly by exception to the HSCB QA sub-group.

5. Internal auditing undertaken to quality assure safeguarding activity within organisation/agency:

Schools and settings have been offered an HSCB School self-evaluation checklist.

LA Education Services have carried out some case file audit work but this needs to be applied consistently to particular areas of work

Schools were included in a comprehensive piece of multi-agency audit work in 2012 and a school Headteacher has been co-opted onto an auditing group by the Head of Safeguarding.

The Multi-agency Safeguarding Hub Education Officer is in a position to monitor and report on the quality of work from schools and settings.

6. Assessment of how effective organisation/agency is in managing safeguarding. Recognised strengths, areas for development and gaps in service delivery. Details of any plans to build on good practice and address areas for development:

Through the Annual Safeguarding in Education Report (see 4. Above)

7. Evidence of compliance with section 10 and 11, Children act 2004:

Section 11 audit conducted by LA services and school self-evaluation checklist has been returned, signed off by the Chair of Governors from 50% of schools. The HSCB needs to decide how to respond to this relatively low rate of response.

8. Case study examples of when child protection and section 11 responsibilities have been demonstrated effectively;

Both Brookfield Special School and Specialist College and Blackmarston Special School have been identified as having robust procedures. An approach to these two schools would provide case studies.

9. How the voice of service users is taken into account in shaping service delivery:

Although schools and settings have regard to the views of children and young people through school councils and in their conversations with individual children and students, these mechanisms are not specific to the area of safeguarding (although have the potential to capture

safeguarding specific information. Similarly, parents' evenings and surveys are regularly used by schools on a range of topics.

Ofsted, as part of their child/parental surveys ask if children feel safe at the school and this is fed back to the school.

Special schools use assistive technology or other forms of communication aid to support those with communication difficulties.

All children and young people who are placed in residential school settings are offered advocacy and this is taken account of in their Annual Review of Statement or when discussed at the Complex Needs Panel. One young person has presented their views about their package of support at the Complex Needs Panel.

Ratified by: Please state the name of the internal governance group that has signed off this statement.

HSCB Board Member Roles and Responsibilities

April 2014

Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	Children's Wellbeing Directorate, Herefordshire Council (Social Care)
Strategic Board Member	Jo Davidson, Director of Children's Wellbeing
Deputy	John Roughton, Head of Safeguarding and Review

Primary Function: The Children Act 1989, updated 2004 and the Children and Families Act 2014 outline the statutory functions of the Local Authority, including Children's Social Care Services. One of its key functions is to safeguard and promote the welfare of children in need of: support services; protection; or accommodation.

Primary Client Group: Children and young people from pre-birth to 25, plus direct work with relevant adults in order promote the safety and welfare of their children.

Geography: Herefordshire county-wide (plus responsibilities for looked after children placed outside of the local authority area).

What legislation, statutory guidance or best practice evidence governs your work: The primary pieces of legislation and statutory guidance include the following, but this is not an exhaustive list:

- Children Act 1989 (updated 2004)
- The Adoption and Children Act 2002
- The Children and Young Persons Act 2008
- The Care Leavers (England) Regulations 2010
- Working Together 2013
- Children and Families Act 2014
- Statutory Guidance setting out the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this: In addition to the core legislative framework and suite of statutory guidance that sits underneath this, services are also provided in line with local multi-agency child protection procedures (LSCB) and internal childcare procedures. Social work is underpinned by theoretical methodology and research that supports and promotes best practice and evidence based intervention.

The lead member and Director roles also have specific responsibilities to ensure partners are cooperating together in addressing a range of outcomes for children, including education, health and care outcomes; and that there is a direct line of sight and accountability for the effectiveness of services for children and multi-agency working. This is supported through the establishment of Children's Trust arrangements which form the basis for the effective governance and championing of children's outcomes.

HSCB Board Member Roles and Responsibilities

April 2014

Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	Herefordshire Council (Education)
Strategic Board Member	Les Knight
Deputy	Steve Laycock

Primary Function:

Children's Well-being Mission: Protecting children and giving them a great start in life

Children's Well-being Key objectives:

- Our safeguarding services will be good
- Education & Health outcomes particularly for vulnerable groups of children & young people will be top quartile performance nationally

Primary Client Group: Children and Young People and their Families. Children 0-19 yrs (25 yrs for LDD)

Geography: County of Herefordshire (and Herefordshire's children placed elsewhere)

What legislation, statutory guidance or best practice evidence governs your work:

Children Act 1989 and 2004, Education Act 1996, SEND Act 2001, Children and Families Act 2014, SEN Code of Practice (2001 to be revised 2014), Race Relations Amendment Act, Code of Practice on Admissions, Education and Inspections Act 2006,

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this: Children Act 1989 and 2004, Children and Families Act 2014, Working together (2013), West Mercia CP procedures, Local Levels of Need Guidance

Herefordshire Clinical Commissioning Group (CCG)

Herefordshire CCG's Ambition for Safeguarding Children

Herefordshire CCG is committed to safeguarding and promoting the welfare of all children and young people in Herefordshire. We acknowledge the importance of working with partner agencies to strive towards all children and young people having happy, safe and healthy childhoods, surrounded by supportive and caring families, carers and communities.

We recognise that safeguarding is everybody's responsibility.

To achieve this we want:

- To commission high quality services which are committed to supporting all children, young people and families in Herefordshire
- Parents and carers who know where to go to get extra support and help when they need it
- Staff who welcome contact from parents, carers and children and who ensure that any requests for help are met with a 'can do' attitude'
- A workforce which is stable, well qualified, competent, confident, creative and well supported
- The views of service users (whether children, young people or adult) to be at the heart of service development, practice and strategic thinking
- To listen and act upon the voice of service users carers

We will know we are successful when:

- Children, young people and families report:
 1. They know who to talk to and feel listened to
 2. They have been treated with respect by all staff
 3. They feel they can get the help they need
 4. Staff involve them in planning for their care
 5. They are treated in safe environments
 6. They are protected from harm
 7. They are supported by capable and competent staff
- Internal and external reviews demonstrate that all agencies are performing well against the assessed criteria

Single Agency Safeguarding Practice Quality Assurance Report 2013-2014



Agency Name Herefordshire CCG

Partners of the Herefordshire Safeguarding Children Board are asked to complete the following report which will, where appropriate, sit alongside their Section 11 return to provide further assurance to the Board with regard to their safeguarding practice.

Please provide commentary on how your agency meets the following expectations. There is an expectation from HSCB that this report will be ratified within each agency's internal governance processes before being presented to HSCB.

- 1. Organisation/agency's stated aims and objectives in relation to safeguarding (the previously agreed Statement of Expectations which is published on the Board's [About HSCB webpage](#)), where they are recorded and how they are publicised to staff and externally:**

On CCG website, available to all staff and service users

- 2. Safeguarding training delivered to staff. What single agency universal level training is delivered to whom and which staff receive multi-agency targeted training (for an explanation of the levels of training Universal, Targeted and Specialist please see the HSCB's [Training webpage](#)):**

Level 1 and 2 is delivered via elearning

All staff have received level 1 training, all clinical staff have received level 2 training.

Safeguarding team have all received level 3 training

Staff training is monitored to ensure it's up to date

- 3. Safeguarding elements within the organisation/agency's plans and where they are recorded:**

Within commissioning intentions and at plan on a page was presented and accepted at Quality, Performance Safety Group which is a sub group of the board.

- 4. Safeguarding relevant performance management data being regularly recorded and monitored as part of internal organisational/agency performance management:**

Yes

Receive regular reports from provider organisations via Clinical Quality Review Forums.

Also regular assurance visits review safeguarding practice in provider organisations.

- 5. Internal auditing undertaken to quality assure safeguarding activity within organisation/agency:**

The CCG has and overview of provider service audits

- 6. Assessment of how effective organisation/agency is in managing safeguarding. Recognised strengths, areas for development and gaps in service delivery. Details of any plans to build on good practice and address areas for development:**

Yes Improvement plan in place which has been agreed at sub group of board and at Improvement Board.

7. Evidence of compliance with section 10 and 11, Children act 2004:

Senior executive lead for safeguarding
Safeguarding in all CCG plans
Regular safeguarding reports to board
Board training for safeguarding

8. Case study examples of when child protection and section 11 responsibilities have been demonstrated effectively;

9. How the voice of service users is taken into account in shaping service delivery:

Urgent care work on transformation captured children's voice with workers going to children centres/schools to understand child's views
A task and finish group has been established to further develop this work specifically for children

Ratified by: David Farnsworth.

Ratified on: 10.12.13

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	CCG
Strategic Board Member	David Farnsworth/Lynne Renton/Neil Fraser
Deputy	Sue Little

Primary Function: Commission NHS services across a wide range of providers ensuring that those services deliver good quality of care. NHS leaders involved in transformation of NHS services. Working in partnership with other agencies and sectors.

Primary Client Group: Don't deliver any services but commission services from cradle to grave.

Geography: Covers Herefordshire and those patients with a Herefordshire GP.

What legislation, statutory guidance or best practice evidence governs your work:

Raft of legislation inc:

Children Act 1989 (24, 24C, 27, 85), Children Act 2004 (s11), Health and Social Care Act 2003 and 2012, MCA Act 2005. NHS Act 2006, The National Health Service (Clinical Commissioning Groups) Regulations 2012 The National Health Service (Clinical Commissioning Groups) Regulations 2012, Public Sector (Social Value) Act 2012, Sections 2 & 3 Autism Act 2009, Section 6 Corporate Manslaughter and Corporate Homicide Act 2007, Sections 9(2) & 9(3) Domestic Violence, Crime and Victims Act 2004 Sections 9(2) & 9(3) , Section 149 Equality Act 2010, Freedom of Information Act 2000 Schedule 1 Part 3, Section 2 Health Act 2009 Health Services & Public Health Act 1968, Human Rights Act 1989, Mental Health Act 1983, National Health Service Commissioning Board and Clinical Commissioning Groups (Responsibilities and Standing Rules) Regulations 2012 To name but a few

Raft of Government guidance regarding the governance necessary to run a CCG:

including Working Together to Safeguard Children and all accompanying guidance, Looked After Children Delivering the health reforms for looked after children and more

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this:

Children Act 1989 and 2004 inc s11, Health and Social Care Act 2003 and 2012, Human Rights Act 1989, Mental Capacity Act 2005, Mental Health Act 1983, Autism Act 2009 (as an example) plus Government Guidance eg: Working Together to Safeguard Children and all supplementary guidance plus

Wye Valley NHS Trust, working in partnership with other agencies is committed to the vision, mission and values of Herefordshire Safeguarding Children Board as below:

Vision Children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

Mission To work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in Herefordshire and keeping them safe from harm.

Values The impact on the well-being and safety of children and young people in Herefordshire will be at the centre of all HSCB activity.

We will learn and be willing to develop, responding to evidence and best practice.

We will work in an open and honest manner with children, young people, their families and with each other.

We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.

We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

Wye Valley NHS Trust Mission and Expectations for Safeguarding Children

Mission

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children and young people, both as service users and visitors to Trust premises. Wye Valley NHS Trust also acknowledges the importance of working with partner agencies to ensure that children have safe, healthy and happy childhoods, with the necessary support which will help them to prepare for adult life. The Trust recognises that safeguarding children is **everybody's business**.

Expectations

Children, Young people and their families receive high quality services, responsive to needs, in a timely and safe manner whether in hospital, the community or within the family home.

All staff working within Wye Valley NHS Trust, should be aware of the need to safeguard and promote the welfare of children, their responsibilities in recognising children who may be at risk of suffering harm or those in need of protection and how to respond to those concerns.

Services that provide predominantly adult focused care must also be aware of the impact that family stress and the needs of parents / carers may have on any children associated with the family.

All Staff attend mandatory safeguarding children training. Training is a priority area for the Trust and this is regularly reviewed to assess progress. Regular reports are made to the Trust Board. The Trust has a robust training strategy in place in line with the RCPCH Guidelines 2010.

The Trust recognises that the safeguarding children agenda is a dynamic process requiring a constant review of practice and policy in relation to the well being of children and young people.

The Trust recognises that safeguarding children work can be emotionally demanding and is committed to providing support and supervision to staff.

The Trust has effective safeguarding children governance arrangements in place led by a designated board level director.

Single Agency Safeguarding Practice Quality Assurance Report

2013-2014

Wye Valley NHS Trust

Partners of the Herefordshire Safeguarding Children Board are asked to complete the following report which will, where appropriate, sit alongside their Section 11 return to provide further assurance to the Board with regard to their safeguarding practice.

Please provide commentary on how your agency meets the following expectations. If you have documented how you meet these through your Section 11 Audit, please identify under which section.

1. Organisation/agency's stated aims and objectives in relation to safeguarding, where they are recorded and how they are publicised to staff and externally.

Please refer to Standards 1 and 2 of WVT Section 11 audit.

The public facing website has a statement in relation to the Trust's safeguarding responsibilities.

"Our expectations For Safeguarding Children" was finalised at the end April 2013 and can be found on the Trust's public facing website ,it has been promoted amongst staff through members of the Trust's Safeguarding Children group and through Team Brief / Trust Talk.

The Trust also has a specific Safeguarding Children intranet set

2. Safeguarding training delivered to staff. What single agency training is delivered to whom and which staff receive multi-agency training:

Please refer to Standard 5 of Section 11 audit.

The Trust has a specific Safeguarding Children Training Strategy which is in accordance with Safeguarding Children and Young people: roles and competences for health care staff

Training up-take is monitored and reported to the Leadership Team quarterly.

Since April 2013 Prevent training has become part of the Induction programme for all new staff and training has also been delivered to targeted staff groups.

3. Safeguarding elements within the organisation/agency's plans and where they are recorded:

Please refer to Standard 4 of Section 11 audit

4. Safeguarding relevant performance management data being regularly recorded and monitored as part of internal organisational/agency performance management:

The Trust has a comprehensive performance management framework which is reported to our commissioners and to HSCB Q & A group on a quarterly basis. It is also reported internally within the organisation through the Quality Committee, WVT Safeguarding Children Group and service unit governance meetings.

5. Internal auditing undertaken to quality assure safeguarding activity within organisation/agency:

The Trust has a comprehensive annual audit plan which is reported internally and to HSCB QA sub-group.

6. Assessment of how effective organisation/agency is in managing safeguarding. Recognised strengths, areas for development and gaps in service delivery. Details of any plans to build on good practice and address areas for development:

Please refer to S 11 audit action plans for all standards.

In September 2013 a health peer reviewer examined Trust services together with other members of the NHS. The assessment of the health peer reviewer was generally positive. An

action plan across the health economy has now been developed and will be reported through the Trust Safeguarding Children Group and the Named and Designated professionals group across the health economy

7. Evidence of compliance with section 10 and 11, Children act 2004:

Please refer to all standards within the Trust's Section 11 audit.

8. Case study examples of when child protection and section 11 responsibilities have been demonstrated effectively;

Evidence of compliance is provided at both strategic and operational levels within the performance framework monitoring.

A sample of specific case studies illustrating effective safeguarding at practitioner level in a variety of circumstances are:

Case A.

This young person has complex disability. She had moved with her family into Herefordshire approximately 6 months ago. Health staff identified a number of unmet needs compounded by her parent's resistance to intervention. Key staff met for an inter-disciplinary safeguarding supervision session and action plan formulated – including identification of a lead professional to facilitate engagement. The lead professional (Community Paediatric Nurse) worked with the young person and her family utilising the CAF processes. The assessment also highlighted social care needs and the family agreed to a referral to children's social care. The CAF contained all necessary information to facilitate completion of initial assessment and the family and young person have now been allocated for to a social worker for a core assessment.

Case B

This lady was pregnant with her first child. Concerns identified for the unborn included domestic abuse, violent partner, substance misuse within the wider family, poor home environment and were compounded by her own poor health during the pregnancy. Effective multi-agency information sharing and working features within the case with effective and appropriate birth plans. Outcome – CPP then LAC at a mother and baby placement with on-going parenting assessment.

Case C

Child placed with adoptive parents to be. Health Visitor identified significant concerns about the potential adopters and the progress in developing their bonding to the young child. Health Visitor supported by LAC health team to escalate concerns to the children's social worker. Outcome – As views supported by children's social care and IRO the adoption process halted and child no longer placed there.

Case D

Detailed Health Visitor referral to children's social care regarding a young child with health problems, experiencing neglectful parenting which exacerbated the health problems and showing behaviours suggesting poor attachment to her carers. Her mother had herself experienced neglectful and abusive parenting. Following the initial assessment the social worker view was to close, however case escalated between ATM FAST and NNSC WVT and strategy meeting agreed. Outcome- progress to core assessment. Case managed at CIN and no/ minimal progress achieved . Case escalated by health visitor to social worker, case now progressed to ICPC and child now subject of CPP.

Case E

October 13. Escalation to the Assistant Director Childrens Services of a case where a child was presenting a risk to himself and others and concerns within Trust staff were that family was at risk of breakdown. Previous referrals by health and education had either been no further action or assessed and closed. Escalation featured these concerns plus questions about the outcomes and quality of assessments and the current case progress. Recent strategy, S47 and ICPC planned with Edge of care services now being provided to support the family.

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	Wye Valley NHS Trust
Strategic Board Member	Michelle Clarke
Deputy	Sally Stucke and Hazel Blankley

Primary Function:

To provide healthcare to Herefordshire/Powys population across acute and community services whether as an inpatient, in the home setting for adults and children, including Health Visiting and School Nursing.

Primary Client Group: Everyone from birth to death.

Geography: Herefordshire and Powys predominantly, not involved in other Safeguarding Boards.

What legislation, statutory guidance or best practice evidence governs your work:

Children Act 1989, Children Act 2004 (s11), Health and Social Care Act 2003 and 2012 and NHS Constitution

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this:

Working together to Safeguard Children

Safeguarding Children and Young People; roles and competencies of healthcare staff (March 2014)

No Secrets: Guidance on Developing and Implementing Multi-agency Policies and Procedures to Protect Vulnerable Adults from Abuse

2gether NHS Foundation Trust



2gether NHS Foundation Trust, working in partnership with other agencies is committed to the vision, mission and values of Herefordshire Safeguarding Children Board as below:

Vision Children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

Mission To work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in Herefordshire and keeping them safe from harm.

Values The impact on the well-being and safety of children and young people in Herefordshire will be at the centre of all HSCB activity.

We will learn and be willing to develop, responding to evidence and best practice.

We will work in an open and honest manner with children, young people, their families and with each other.

We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.

We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

2gether NHS Foundation Trust Mission and Expectations for Safeguarding Children:

Mission 2gether NHS Foundation Trust is committed to safeguarding and promoting the welfare of children and young people who use our services, through our work with their parents and families, and as visitors to Trust premises. Safeguarding is a priority throughout the Trust from Board level down fostering a culture of 'Think Family'. The Trust recognises that safeguarding is everyone's business.

Expectations: Children, young people and their families receive high quality responsive services, in a timely and safe manner, wherever they are seen.

All staff working in 2gether NHS Foundation Trust recognise they have a critical role to play in safeguarding and promoting the welfare of children whether working directly with the child or indirectly through their parents and families.

The 'Think Family' culture within the Trust encourages all staff to recognise the need to share information appropriately with other agencies and professionals recognising that the child's needs are paramount and patient confidentiality is not a barrier to sharing information.

The Trust recognises the need for and provides support and supervision to staff in relation to safeguarding.

All staff attend mandatory safeguarding children training in accordance with the Trust training strategy and in line with the Intercollegiate Document (2010). Reports are regularly made to the Trust Board.

The Trust has effective safeguarding governance arrangements in place led by an Executive Lead at Board level.

The Trust has safer recruitment procedures in place. A responsibility to safeguard children and vulnerable adults is explicit in all job descriptions

Single Agency Safeguarding Practice Quality Assurance Report 2013-2014



²gether NHS Foundation Trust

Partners of the Herefordshire Safeguarding Children Board are asked to complete the following report which will, where appropriate, sit alongside their Section 11 return to provide further assurance to the Board with regard to their safeguarding practice.

Please provide commentary on how your agency meets the following expectations. There is an expectation from HSCB that this report will be ratified within each agency's internal governance processes before being presented to HSCB.

1. Organisation/agency's stated aims and objectives in relation to safeguarding (the previously agreed Statement of Expectations which is published on the Board's [About HSCB webpage](#)), where they are recorded and how they are publicised to staff and externally:

See previously submitted 2GNHSFT "Our expectations for safeguarding children" document & Standard 2 of Section 11 Audit. In brief, Trust Policy, dedicated intranet page, staff communications such as "news in brief" and dedicated monthly safeguarding newsletter.

2. Safeguarding training delivered to staff. What single agency universal level training is delivered to whom and which staff receive multi-agency targeted training (for an explanation of the levels of training Universal, Targeted and Specialist please see the HSCB's [Training webpage](#)):

All staff receive an introduction and signposting to resources on induction. All clinical staff attend level 2 training every 3 years. All team managers, social workers and those staff working directly with children and young people (CAMHS and Early Intervention Team) attend level 3 training every 3 years. A range of additional training such as chairing safeguarding meetings is made available to team members – see recent training needs analysis for details.

3. Safeguarding elements within the organisation/agency's plans and where they are recorded:

Safeguarding elements are reported within the Trusts Quality Report and is linked to Trust business plans. Operationally, safeguarding is an agenda item for all serious incident investigations, HR and service experience team are trained to identify and report any concerns to the Trust Safeguarding Team. Please also see Trusts safeguarding dashboard reports.

4. Safeguarding relevant performance management data being regularly recorded and monitored as part of internal organisational/agency performance management:

The Trust maintains safeguarding performance dashboards which are monitored through Trusts Safeguarding Committee and Governance Committee. The dashboard is submitted quarterly to the HSCB QA subgroup.

5. Internal auditing undertaken to quality assure safeguarding activity within organisation/agency:

Trust annual CPA audit plan includes safeguarding. Plus audits regarding CAMHS participation in Child Protection Conferences, core groups etc. *More info to follow.*

6. Assessment of how effective organisation/agency is in managing safeguarding. Recognised strengths, areas for development and gaps in service delivery. Details of any plans to build on good practice and address areas for development:

Refer to submitted Trust Section 11 Audit action plan

7. Evidence of compliance with section 10 and 11, Children act 2004:

Refer to submitted Trust Section 11

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	2gether NHS Foundation Trust
Strategic Board Member	John Trevains Deputy Director of Nursing (alongside T Jay Executive Director for quality)
Deputy	Trish Jay will attend if J Trevains unable

Primary Function: *Please outline the primary function/objectives of your organisation.*

2gether NHS Foundation Trust (2gether) provides specialist social and mental healthcare services in Gloucestershire and Herefordshire. In Herefordshire the Trust provides Mental Health services in both the community and inpatient facilities for adults and older people. The Trust provides community service to individuals with learning disabilities and also mental health services for children and young people.

Our services include:

- Primary Care Mental Health Team
- Recovery Teams - providing community-based
- mental health service
- Children and Adolescent Mental Health Team
- Specialist teams including Early intervention,
- Assertive Outreach and Crisis Resolution teams,
- Drug and Alcohol services -DASH
- Let's Talk – Improving Access to Psychological
- Therapies
- Adult inpatient care at Stonebow Unit
- Recovery service at Oak House
- Community learning Disabilities team

Our values are summarised as follows:

- Seeing from a service user perspective
- Excelling and Improving
- Responsive
- Valuing and respectful
- Inclusive, open and Honest
- Can do
- Efficient, effective, economic and equitable.

Primary Client Group: *Please outline the characteristics which define those people who you mainly deliver your service to (e.g. everyone, parents, 11-16 year olds, males).*

In short, everyone. We offer mental health care to infant children through to older adults. Our services are non-discriminatory and work across culture, gender and IQ

Geography: *Please outline the area your organisation serves and list the other Safeguarding Children Boards it is involved with.*

The Counties of Herefordshire and Gloucestershire

What legislation, statutory guidance or best practice evidence governs your work: *Please list the main legislation etc that underpins your organisation's work and outline the main requirements of each.*

As per NHS CCG and LAT colleagues the following legislation applies to our work:

Children Act 1989 (24, 24C, 27, 85) Children Act 2004 (s11), Health and Social Care Act 2003 and 2012, MCA Act 2005. NHS Act 2006, The National Health Service (Clinical Commissioning Groups) Regulations 2012 The National Health Service (Clinical Commissioning Groups) regulations 2012, Public Sector (Social value) Act 2012, Sections 2 & 3 Autism Action 2009, Section 6 Corporate Manslaughter and Corporate Homicide Act 2007, Sections 9(2) & 9(3) Domestic Violence, Crime and Victims Act 2004 Sections 9(2) & 9 (3), Section 149 Equality Act 2010, Freedom of Information Act 2000 Schedule 1 Part 3, Section 2 Health Act 2009 Health Services & Public Health Act 1968, Human Rights Act 1989, Mental Health Act 1983, National Health Service Commissioning Board and Clinical Commissioning Groups (Responsibilities and Standing Rules) Regulations 2012.

Please note the above list is not exhaustive

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this: *Please list the main legislation etc that underpins your organisation's safeguarding responsibilities and outline the main requirements.*

- **Safeguarding Vulnerable People in the Reformed NHS Accountability and Assurance Framework published 21 March 2013.**
- **Working together to Safeguard Children**
- **Safeguarding Children and Young people; roles and competencies of healthcare staff (march 2014)**
- **No secrets; Guidance on Developing and Implementing Multi-agency Policies and Procedures to Protect Vulnerable Adults from Abuse.**

Please note the above list is not exhaustive

NHS England Area Team

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	NHS England
Strategic Board Member	Helen Hipkiss, Deputy Director Patient Experience
Deputy	Sue Doheny, Director of Nursing and Quality

Primary Function: *Please outline the primary function/objectives of your organisation.*

NHS England is a new organisation. We were established in 2011 but only took on our full powers in April 2013. Put simply, our role is to invest the £96 billion we receive from the government each year to deliver great outcomes for our patients.

We have been established as an independent organisation, at arms-length from government. Each year the government gives us a mandate¹ setting out its ambitions for the NHS. This details the outcomes that the government wants us to achieve for patients, but gives us the flexibility to determine *how* to deliver the mandate through our own direct commissioning and through Clinical Commissioning Groups. Delivering the mandate is central to our work but we also are determined to go further.

Our vision and purpose flow from the single idea that we exist to ensure **high quality care for all, now and for future generations**. We want everyone to have greater control over their health and wellbeing, supported to live longer, healthier lives by high quality health and care services that are compassionate, inclusive and constantly improving.

Our work is underpinned by the following values:

- We prioritise patients in every decision we take.
- We listen and learn.
- We are evidence-based.
- We are open and transparent.
- We are inclusive.
- We strive for improvement.

Primary Client Group: Everyone

Geography: Arden (Coventry and Warwickshire), Herefordshire and Worcestershire.

What legislation, statutory guidance or best practice evidence governs your work:

Health and Social Care Bill 2012

NICE Guidance

Independent Contractor contracts

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this: *Please list the main legislation etc that*

West Mercia Police

Single Agency Safeguarding Practice Quality

Assurance Report

2012-2013

West Mercia Police

Partners of the Herefordshire Safeguarding Children Board are asked to complete the following report which will, where appropriate, sit alongside their Section 11 return to provide further assurance to the Board with regard to their safeguarding practice.

Please provide commentary on how your agency meets the following expectations. If you have documented how you meet these through your 2012-13 Section 11 Audit, please identify under which section.

- 1. Organisation/agency's stated aims and objectives in relation to safeguarding, where they are recorded and how they are publicised to staff and externally. At the HSCB Development Day on March 4th the Board agreed that all organisations should create an 'Our Expectations for Safeguarding Children' document in line with that produced by the Council:**

West Mercia Police have upgraded policy and procedures (2012) for Investigating allegations of Child Abuse. These are compliant with the National Police Improvement Agency (NPIA) guidelines. The internal intranet site has hyperlink access to each of the four West Mercia Safeguarding Children's Boards web site.

Current policy and procedures identify that all child victims must be dealt with to the same standard as adults and receive the same level of investigation. An internal professional standards department has strategic oversight on individual and organisation issues amounting to reports of an individuals unsatisfactory performance.

West Mercia police databases accurately record all child incidents and recognise repeat victims and children who are more vulnerable than others. The databases are routinely scrutinised for quality, accuracy and proportionality of information held. Daily dynamic tasking introduces a robust supervision structure to identified cases ensuring appropriate safeguarding measures are introduced. Identified Safeguarding issues on a daily basis are shared with appropriate external agencies.

- 2. Safeguarding training delivered to staff. What single agency training is delivered to whom and which staff receive multi-agency training:**

During 2013 Multi Agency training events arranged via Safeguarding boards are to be centrally evaluated, assessed and staff attendance monitored via an identified individual within the central HQ learning & development dept.

Specialist Child Abuse Investigators do receive specialist training and once accredited their nominal identity is now placed on a national data base maintained by the National Police Improvement Agency. A police specific point of contact (SPOC) for the database has been identified.

Since 2007 Safeguarding awareness training has been delivered to all new West Mercia Police Officers and PCSO's during their induction training programme. The training is

delivered by HQ PVP staff and focuses on staff responsibilities about what to do when there are identified concerns about child.

3. Safeguarding elements within the organisation/agency's plans and where they are recorded:

West Mercia Police are currently developing a strategic alliance with Warwickshire police (April 2013), the alliance is to implement new policing methods by September 2013, Protecting Vulnerable People is a key objective within the alliance plan endorsed by Chief Officers and the Police Crime Commissioner (PCC).

The development of a WMP intranet site titled 'Wes, is designed to allow children to talk to the police. Listening to the voice of the child is a key statement that is used when delivering any training regarding safeguarding issues.'

4. Safeguarding relevant performance management data being regularly recorded and monitored as part of internal organisational/agency performance management:

An agreed performance data set is regularly prepared from records held by West Mercia Police and presented and shared at regular intervals to the SCB sub groups. Similar data is also prepared for other SCB's to allow opportunity for performance comparison and agency challenge.

5. Internal auditing undertaken to quality assure safeguarding activity within organisation/agency:

The implemented external referral process has an audit and scrutiny capability. The West Mercia Police electronic recording capability for Child Protection concerns and incidents is secure.

Child Abuse Investigation policy and procedures are subject to internal audit and scrutiny by an internal department outcomes of which are highlighted to Chief Officers.

6. Assessment of how effective organisation/agency is in managing safeguarding. Recognised strengths, areas for development and gaps in service delivery. Details of any plans to build on good practice and address areas for development:

During 2013 West Mercia Police are committed to the delivery of a Multi Agency Safeguarding Hub (MASH) to dynamically share all relevant information held by agencies for the purpose of safeguarding children effectively and efficiently.

7. Evidence of compliance with section 10 and 11, Children act 2004:

Det Supt West Mercia HQ Public Protection is the lead for Safeguarding Children in all five West Mercia territorial Policing Units (TPU) In addition to the strategic alliance with Warwickshire Police. The Herefordshire TPU Commander has responsibility for local delivery of policing to the community. Head of PPU works with TPU Sups to ensure Safeguarding is core business. All working arrangements has oversight from the nominated Chief Officer (Specialist Operations).

8. Case study examples of when child protection and section 11 responsibilities have been demonstrated effectively;

During 2013 West Mercia Police contributed to a Significant Incident Learning Process (SILP) which identified areas of good multi agency working when concerns were appropriately recorded and shared.

9. How the voice of service users is taken into account in shaping service delivery:

Listening to the voice of the child is a key statement that is used when delivering any training regarding safeguarding issues.'

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	West Mercia Police
Strategic Board Member	Steve Cullen
Deputy	Damian Petit

Primary Function: To bring offenders to justice and to protect Vulnerable people

Primary Client Group: Every member of the community in West Mercia and Warwickshire Police areas.

Geography: West Mercia and Warwickshire Police area:

- 🔗 Herefordshire
- 🔗 North Worcestershire
- 🔗 South Worcestershire
- 🔗 Telford and Wrekin
- 🔗 Shropshire
- 🔗 Nuneaton
- 🔗 Rugby
- 🔗 Leamington
- 🔗 Stratford

What legislation, statutory guidance or best practice evidence governs your work:

- 🔗 Police and Criminal evidence Act
- 🔗 aLL FACETS OF CRIMINAL LAW.

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this:

- 🔗 Children Act 1989
- 🔗 Mental capacity Act 2005
- 🔗 Working Together.
- 🔗 HMIC review
- 🔗 SCR/DHR findings
- 🔗 Force Policy and Procedure.
- 🔗 ACPO Guidance
- 🔗 DASH
- 🔗 MARAC
- 🔗 MAPPA

West Mercia Youth Offending Service

West Mercia Youth Offending Service, working in partnership with other agencies through Herefordshire Safeguarding Children Board, is committed the following vision, mission and values of the Board;

Vision Children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

Mission To work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in Herefordshire and keeping them safe from harm.

Values The impact on the well-being and safety of children and young people in Herefordshire will be at the centre of all HSCB activity.

We will learn and be willing to develop, responding to evidence and best practice.

We will work in an open and honest manner with children, young people, their families and with each other.

We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.

We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

The following statement explains how we expect our organisation, people, structure and procedures to contribute to Herefordshire Safeguarding Children Board's vision to ensure children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

OUR EXPECTATIONS FOR SAFEGUARDING CHILDREN

West Mercia is an administrative area currently co-terminus with the Police & Probation services & covering four local authority areas. Its population is 1.2 million, of which 118,500 are aged 10-17. There is a mix of urban & rural communities, with 2 cities, 2 new towns & many market towns.

WMYOS is a commissioning service & seeks to ensure that services are both integrated into local service provision where this will be most efficient & that the right quality is achieved for the young person at the right price.

To this end West Mercia Youth Offending Service:

- understands & commits to the principle that the young people in the youth justice system are children first & foremost & they need to be subject of all relevant safeguarding considerations
- Has an up to date safeguarding policy & procedure that meets the relevant section 11 requirements
- Is clear that it has responsibilities to all Children it may come into contact with, including but not exclusively those in the four local authority areas that we serve
- Will work to assess & reduce risks posed both to & by children
- Is in a unique position to support & supervise some of the most vulnerable children & young people
- Has a clear escalation process in place which will be used as necessary to ensure that children are kept safe
- Is starting to collect monitoring information about the safety of the young people known to the Service

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	West Mercia Youth Offending Service
Strategic Board Member	Phil Kendrick
Deputy	Keith Barham

Primary Function:

Section 37(1) of the Crime & Disorder act 1998 states that it shall be the principal aim of the youth justice system to prevent offending by children and young people. West Mercia YOS seeks to achieve this by assessing young people referred by the police & courts, by diverting young people from the formal system where possible & appropriate, by managing the court orders on young people coming through the local courts & those in custody, both whilst incarcerated & on release.

Primary Client Group: West Mercia YOS works with young people aged 10 to 18 that have come to the notice of the criminal justice system. It also works with the parents or carers of these children and some of the victims of the offences dependant on circumstances.

Geography West Mercia YOS covers the four local authority areas of Herefordshire, Shropshire, Telford & Wrekin and Worcestershire. It is represented on the four LSCBs of these local authority areas.

What legislation, statutory guidance or best practice evidence governs your work: The main legislation that underpins the work of the WMYOS are:

- Crime & Disorder act 1998. This act made major reforms to the Youth Justice system, created the youth justice board, created the responsibility on LA's to ensure that there was a Youth Offending Team in their area, in co-operation with Health, Police & Probation. Created the requirement for there to be local Youth Justice Plan. It also created the framework within which the organisation operates.
- Powers of the Criminal Courts (Sentencing) Act 2000. This introduced referral orders; these are court orders overseen by trained community volunteers and can be used to deliver a restorative justice approach.
- Criminal Justice and Immigration Act 2008. This reformed the sentencing structure introducing the youth rehabilitation order as a single community order with 14 requirements that can be included to meet the seriousness, persistence & risks associated with the particular young persons offending profile & history. It introduced the

scaled approach so that the response & contact level with each young people was in line with the risks that young person is seen to pose following assessment.

- Legal Aid and Sentencing and Punishment of Offenders Act 2012. This introduced a new cautioning system with more scope to divert young people from the criminal justice system & reformed remand legislation so that the criteria to remand children into custody was tighter and introduced remands to LA accommodation for 17 year olds, thus ending an anomaly of children being treated as adults in a single part of the system.
- There is statutory guidance to support all aspects of the work of YOS & also a set of national standards that set out expectations of levels of contact with young people, timescales etc.
- Restorative justice underpins much of the work of the YOS
- YOS treats the young people it works with as children first, not as offenders

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this:

- YOTs have a duty to co-operate with a number of other agencies and bodies in relation to public protection & safeguarding work – for example:
 1. Under section 325 of the Criminal Justice Act 2003: YOTs are one of the named 'duty to co-operate' bodies within MAPPA arrangements.
 2. Under section 10(4) of the Children Act 2004, the YOT is under a duty to co-operate with childrens services in making arrangements to improve the well-being of children in the authority.
 3. Local Safeguarding Children Boards Regulations 2006 (SI 2006/90) state that the YOT is under a duty to co-operate in the establishment and operation of the local LSCB.
- YOS assesses for vulnerability& should a young person be placed in a custodial setting is responsible for ensuring that risks of vulnerability are communicated & understood by the receiving establishment.
- YOS has specific duties under the children act 1989 in relation to looked after children & the specific requirements that can occur in relation to those young people accommodated due to their offending behaviour.
- YOS has it's own agency policy & procedure for safeguarding children which is complimentary to the guidance in place for all four LSCB's within the west mercia area.

West Mercia Probation Trust

Please note that West Mercia Probation Trust was superseded as a member of HSCB by the National Probation Service and West Mercia Community Resolution Company in June 2014.

West Mercia Probation Trust, working in partnership with other agencies through the four Local Safeguarding Children Boards, is committed to the following vision, mission and values of the Boards:

Vision Children and young people in West Mercia grow up in an environment in which their well-being needs are met and they are safe from harm.

Mission To work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in West Mercia and keeping them safe from harm.

Values The impact on the well-being and safety of children and young people in West Mercia will be at the centre of all SCB activity.

We will learn and be willing to develop, responding to evidence and best practice.

We will work in an open and honest manner with parents, children, young people, and with each other.

We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.

We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

How WMPT will deliver our expectations for Safeguarding Children

We want every child and young person to grow up happy, healthy and safe. To achieve this, we want:

- Every offender under supervision of WMPT to be assessed in terms of their potential risk to children and to be expected to take responsibility themselves for protecting children
- WMPT staff to be fully aware of the range of services for children available in their LDU and of thresholds and referral routes to ensure children of offenders are able to access services at all levels of need
- WMPT staff to co-operate fully and share appropriate information with appropriate partner agencies working with children to ensure that all the needs of children of offenders are met
- WMPT staff to co-operate fully and share appropriate information with appropriate partner agencies to ensure that identified risks to children are managed

What success looks like:

- The perspective of the child is understood in every case
- All staff undertake appropriate training for their role in relation to safeguarding.
- Internal audit confirms adherence with all WMPT safeguarding procedures
- Partner agencies are confident in their understanding of the WMPT role and raise issues of concern appropriately
- External scrutiny (Serious Further Offences, Serious Case Reviews, Inspection) does not identify gaps in practice

Single Agency Safeguarding Practice Quality Assurance Report 2013-2014



West Mercia Probation Trust

Partners of the Herefordshire Safeguarding Children Board are asked to complete the following report which will, where appropriate, sit alongside their Section 11 return to provide further assurance to the Board with regard to their safeguarding practice.

Please provide commentary on how your agency meets the following expectations. There is an expectation from HSCB that this report will be ratified within each agency's internal governance processes before being presented to HSCB.

- 1. Organisation/agency's stated aims and objectives in relation to safeguarding** (the previously agreed Statement of Expectations which is published on the Board's [About HSCB webpage](#)), where they are recorded and how they are publicised to staff and externally:

a)Aims and Objectives:

West Mercia Probation Trust, working in partnership with other agencies through the four Local Safeguarding Children Boards, is committed to the following vision, mission and values of the Boards:

Vision Children and young people in West Mercia grow up in an environment in which their well-being needs are met and they are safe from harm.

Mission To work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in West Mercia and keeping them safe from harm.

Values The impact on the well-being and safety of children and young people in West Mercia will be at the centre of all SCB activity.

We will learn and be willing to develop, responding to evidence and best practice.

We will work in an open and honest manner with parents, children, young people, and with each other.

We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.

We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

How WMPT will deliver our expectations for Safeguarding Children

We want every child and young person to grow up happy, healthy and safe. To achieve this, we want:

- Every offender under supervision of WMPT to be assessed in terms of their potential risk to children and to be expected to take responsibility themselves for protecting children

- WMPT staff to be fully aware of the range of services for children available in their LDU and of thresholds and referral routes to ensure children of offenders are able to access services at all levels of need
- WMPT staff to co-operate fully and share appropriate information with appropriate partner agencies working with children to ensure that all the needs of children of offenders are met
- WMPT staff to co-operate fully and share appropriate information with appropriate partner agencies to ensure that identified risks to children are managed

What success looks like:

- The perspective of the child is understood in every case
- All staff undertake appropriate training for their role in relation to safeguarding.
- Internal audit confirms adherence with all WMPT safeguarding procedures
- Partner agencies are confident in their understanding of the WMPT role and raise issues of concern appropriately
- External scrutiny (Serious Further Offences, Serious Case Reviews, Inspection) does not identify gaps in practice.

b) Where aims are recorded and how publicised:

West Mercia Probation Trust website, with link to Herefordshire Safeguarding Children's Board webpage

West Mercia Probation Trust Safeguarding Children Policy and Safeguarding Children Procedures, stored on Trust's shared computer drive for all staff to access as reference and distributed to all staff as part of induction processes.

2. Safeguarding training delivered to staff. What single agency universal level training is delivered to whom and which staff receive multi-agency targeted training (for an explanation of the levels of training Universal, Targeted and Specialist please see the [HSCB's Training webpage](#)):

All staff have received internally delivered training, "Safeguarding in a Probation setting" on the specific safeguarding issues which are most relevant to probation work as well as on Trust Safeguarding procedures.

Offender Managers (at both Probation Officer and Probation Service Officer grade) have received multi-agency "Targeted" training (up to level 2)

3. Safeguarding elements within the organisation/agency's plans and where they are recorded:

A range of plans and procedures include a safeguarding element; for example a Chief Officer Instruction (03: dated December 2012) sets out the expectations of management oversight of Child Protection cases; the Public Protection policy (to be ratified in early 2014) includes significant reference to Safeguarding practice as part of its overall scope. The Trust is also adherent to the "People posing a Risk to Children" procedures set out in the PPRC manual. All Trust procedures are stored on the Trust shared drive to be accessible to all staff. In addition, the national Offender Assessment System (OASys) contains manual guidance on assessment of Child Protection and risk to children issues.

Contracts with external providers, for example, the SHIFT Care Farm, include explicit expectations about Safeguarding knowledge and practice by contracted staff.

4. Safeguarding relevant performance management data being regularly recorded and monitored as part of internal organisational/agency performance management:

The implementation of a new national recording system in August 2013 has necessitated wholesale change to performance management data collection. Action planning remains ongoing to achieve the same level of performance oversight as was possible using the previous recording system. Action plans are to be in place by 20th December; they address re-establishing a system to monitor the addition of both a Child Protection flag and a Risk to Children flag in all relevant cases and to ensure timely management reviews of risk management plans in those cases. Similarly, monitoring of the use and rate of return of standard checks with Children's Social Care needs to be re-established within the same time frame.

5. Internal auditing undertaken to quality assure safeguarding activity within organisation/agency:

A Trust wide review of Safeguarding practice was completed in January 2013 and will be repeated in January 2014.

Quarterly quality assurance reviews are undertaken of a random sample of OASys assessments, involving one assessment by every offender manager; some include child protection and risk to children issues which are reviewed and assured within the overall assessment.

6. Assessment of how effective organisation/agency is in managing safeguarding. Recognised strengths, areas for development and gaps in service delivery. Details of any plans to build on good practice and address areas for development:

The Trust gives priority to Safeguarding practice as part of its overall aim to protect the public. For example, this year, all operational staff have an appraisal objective to demonstrate their involvement in and commitment to Safeguarding; all staff have received the single agency training using materials which have been updated to include the issues identified for development in the Safeguarding audit in January 2013. Managers are able to identify a range of cases in which safeguarding activity has been carried out well and are actively overseeing relevant cases. Action plans based on the findings of the last audit seem likely to have led to closer following of procedure, although definite evidence of that likelihood will only be produced by the next audit. Trust staff have been involved in regular multi-agency information sharing and planning within the MASH context.

Areas for further development seem likely to be increased involvement in referral to early intervention; to date this aspect of Safeguarding work has not been subject to audit and so seems likely to benefit from focus in the future.

At present, the pending changes to the structure of Probation work after March 2014 mean that there are no plans for the development of safeguarding work beyond ensuring that existing systems, procedure and practice are robust as a basis for the new organisations and their operations.

7. Evidence of compliance with section 10 and 11, Children act 2004:

In summary, Senior Management staff from the Trust are involved at all levels of the Safeguarding Board structure and thereby demonstrate commitment to the importance of safeguarding and promoting children's welfare; middle managers are responsible for

proactive oversight of cases in which a risk to children has been identified or Child Protection concerns exist; frameworks for staff responsibility to safeguard children are clearly set out and relevant training is prioritised so that all staff are advised of the inter-agency responsibilities in this type of work and the expectation to play a full part in it. Information sharing processes are well established. All contracted services confirm their commitment to Safeguarding within their service contract and recruitment processes involve vetting and references to ensure safe appointments.

8. Case study examples of when child protection and section 11 responsibilities have been demonstrated effectively;

In the case of A, a female offender subject to a 12 month Community Order for theft, the Offender Manager completed a referral to MASH on the basis of child protection concerns as the result the offender's disclosure of pregnancy; she is involved in a series of relationships which involve domestic abuse and alcohol misuse and has a "looked after" child from a previous relationship. The OM has proactively maintained contact with CSC to ensure that information about relationships and A's circumstances is passed on despite delays in case allocation due to staffing changes within CSC. Because the OM was on leave at the time of the initial strategy meeting, a colleague OM attended the meeting on her behalf and was involved in the decision that the case should proceed to an initial child protection conference. The OM has maintained frequent contact with A, including home visiting in order to gather as much information as possible, as well as to increase motivation to change and to ensure understanding of child protection concerns. This work should inform the plan which is devised within the ICPC. In the case of B, an offender subject to supervision and the Drink Impaired Drivers Programme for an offence of driving with excess alcohol, the OM arranged a home visit to gather information about family dynamics in relation to the offender's alcohol use. Safeguarding procedures require OMs to be alert to the possibility that significant behaviours are impacting children who are not identified as requiring additional services by another other agencies. In this case, the OM found the offender in sole charge of two children, but to be so under the influence of alcohol as to be unable to act responsibility. The OM made arrangements to ensure the children's immediate safety, with a family member who had coincidentally arrived at the address at the same time. She referred the children to CSC for consideration of Child Protection concerns and a series of multi-agency actions followed.

9. How the voice of service users is taken into account in shaping service delivery:

On an individual basis, offenders complete a self-assessment questionnaire at the commencement of supervision and at subsequent key points in the supervision process in order that their view of their situation can be incorporated into sentence planning; offenders also sign up to their own individual objectives in writing, so are identified as participants in shaping service delivery, within certain limits, in their own cases. A suggestion box is located in waiting rooms to allow anonymous input.

At an organisational level, a national and anonymous feedback survey is completed by almost all offenders subject to supervision over a two week period each year; results are used both locally, regionally and nationally to inform service development.

Ratified by: David Chantler, Chief Executive Officer, West Mercia Probation Trust

Ratified on: 19th December 2013

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	West Mercia Probation Trust (until the 31.5.14) National Probation Service w/e from 1.6.14 Community Rehabilitation Company w/e from 1.6.14
Strategic Board Member	Tom Currie, Assistant Chief Officer, Designate Head of the National Probation Service, West Mercia
Deputy	Glyn Holland, Deputy Head of Service, National Probation Service, West Mercia

Primary Function: The primary function of the National Probation Service is to protect the public. Its key roles are to provide assessments to Courts to advise on sentencing options, to formulate risk assessments and to allocate cases to both the Community Rehabilitation Company (low/medium risk of harm) and to the NPS (high risk of harm or MAPPPA eligible cases).

Primary Client Group: Adults 18+ years. However, the NPS has responsibility for Youth Offending Services; in practice these are configured locally via YOTs, and in West Mercia this is overseen by a multi agency strategic board.

Geography: West Mercia wide (as one cluster within the Midlands NPS Division).

What legislation, statutory guidance or best practice evidence governs your work: All relevant legislation appertaining to the rehabilitation of offenders, in particular the Criminal Justice Act 2003, as amended, LASPO 2013 and the introduction of the Offender Rehabilitation Act 2014 which widens the scope for intervention and those subject to licence to under 12 month / short sentences. As a legal entity, the NPS is governed by Act of Parliament, administered from the Ministry of Justice via NOMS (National Offender Management Service) and operates a divisional structure of which there are 6 including Wales (operating to the Welsh Office). West Mercia represents one Cluster within the Midlands Division, stretching across Nottinghamshire, Derbyshire, Leicestershire and Lincolnshire, Staffordshire, West Midlands, and Warwickshire. The latter is aligned to West Mercia for CRC purposes as a commissioning package area, and for the purposes of NPS it follows the same 'foot-print' as the Police strategic force area. Offenders are supervised subject to Community Sentences (Community Orders with a range of specific requirements, including Suspended Sentences) and upon release on licence post custody. It has a duty to enforce Court Orders and

exercise its responsibility for executive recall. Engagement is critical to successful management of any offender, and research evidence indicates this is highly dependent upon the quality of relationship in developing effective desistance to offending, Fergus McNeil, Bonta, Shad Maruna, et al.

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this: From a safeguarding perspective, Working Together (2013) and the frameworks employed within it are instructive to all staff employed by NPS, and this is reinforced through regular training and development. Staff working within the NPS are well placed to identify offenders who pose a risk of harm to children as well as children who may be at heightened risk of involvement in (or exposure to) criminal or anti-social behaviour and of other poor outcomes due to the offending behaviour of their parent/carer(s) eg hidden harm. The drafting of a comprehensive multi agency risk management plan which identifies the risks posed by an offender, and to whom, in what circumstances, based on both dynamic and static (actuarial) factors and the OASys* core assessment tool informs how an offender will be managed to reduce or respond to the risk of harm to others, including in this context to children. In all cases where a child concern has been raised, and escalated to child in need or child protection status, there is a requirement for the Offender Manager to be involved in core groups, strategy meetings and conferences. Clearly what NPS require from partners is effective and timely sharing of information to assist the above processes. In addition to the above core processes, the NPS is responsible for all MAPPA cases, and has a statutory duty to jointly lead this with the Police and Prison Service.

* The Offender Assessment System is a nationally prescribed core assessment tool. First introduced in 2001, it has a very strong evidence base, and its original cohort size was >30,000. It utilises other assessment tools in respect of assessing for risks of Domestic Violence (SARA) and sexual recidivism (Risk Matrix (Revised 20012) Prof David Thornton)

CAFCASS

HSCB Board Member Roles and Responsibilities

April 2014



Purpose: As part of the Board's ongoing work to improve its effectiveness and ensure Board members are well informed to bring appropriate challenge and support to partners, HSCB is requiring all Strategic Board members to complete this proforma which will form the basis of briefings to the development session within HSCB's Strategic Board meeting in April.

Organisation	Cafcass
Strategic Board Member	Vera Boyes
Deputy	Tammy Conn

Primary Function: Cafcass provides a court social work service within a socio-legal framework in public and private law cases. We assess children's needs and write reports or a case analysis to court recommending how a child's welfare can best be promoted and safeguarded, taking account of their ascertainable wishes and feelings (as set out in Welfare Checklists). In our public law work, the practitioner role is to safeguard and promote the welfare of a child throughout a set of public law proceedings, with the responsibility for the child remaining with the local authority throughout. In private law work, nine out of ten separating parents make their own arrangements for the future care of their children, often with the support of family, friends, mediators, solicitors and local voluntary organisations, but without making a court application. When a separating parent makes an application to court, communication will normally have broken down or there will be significant risks in the situation. In these cases Cafcass, working within the parameters of the national Private Law Programme, is usually the only social work agency involved. At times, we are the only check and balance to ensure a child is kept safe; public law cases have more checks and balances. We are also asked to advise on applications such as those where leave of the court is sought to remove a child from the country.

Primary Client Group: The Cafcass client group is all children and their families subject to Family court proceedings.

Geography: Cafcass is a National organisation, Sponsored by the MoJ. Cafcass is split into 17 Service Areas; each lead by Assistant Director or Head of Service. The Cafcass Area of which Herefordshire is part is A10 (Staffordshire, Shropshire, Herefordshire and Worcestershire). The Head of Service is Vera Boyes. A10 has 6 LSCB and 3 LFJB (local Family justice Boards) which require Cafcass attendance.

What legislation, statutory guidance or best practice evidence governs your work:

Safeguarding and promoting the welfare of children is Cafcass' statutory function under Section 12.1 of the Criminal Justice and Court Services Act 2000.

With regard to your work to safeguard children, what legislation, statutory guidance or best practice informs the way you do this: Cafcass is a values-led organisation. The Cafcass Operating Framework (available direct via the Cafcass website) provides full detail and reflects the right of children, as set out in the United Nations Convention on the Rights of the Child (UNCRC), to be heard and represented in judicial proceedings which affect them. A number of practice directions and court rules underpin our statutory

responsibilities. The Welfare Checklist, Family Procedure Rules 2010, Public Law Outline, Private Law Programme and Cafcass Child Protection Policy are important points of reference for us. Our practitioners and managers also need to be aware of and understand all relevant legislation and regulations, such as care planning regulations. They must also keep up to date with relevant case law. Like all public bodies, Cafcass is subject to other legislation which we must comply with but too many to detail here.

West Mercia Women's Aid

West Mercia Women's Aid, working in partnership with other agencies through Herefordshire Safeguarding Children Board, is committed to the following vision, mission and values of the Board:



Vision: Children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

Mission: To work together effectively, as organisations and with children and families, to ensure that local services and arrangements are effective in promoting the well-being of children and young people in Herefordshire and keeping them safe from harm.

Values: The impact on the well-being and safety of children and young people in Herefordshire will be at the centre of all HSCB activity.

We will learn and be willing to develop, responding to evidence and best practice.

We will work in an open and honest manner with children, young people, their families and with each other.

We will address the well-being needs of children and young people at the earliest opportunity and prevent the need for later child protection intervention whenever possible.

We will challenge each other and be ready to receive challenge as we work together in a spirit of mutual respect.

The following statement explains how West Mercia Women's Aid (WMWA) expects our organisation, people, structure and procedures to contribute to Herefordshire Safeguarding Children Board's vision to ensure children and young people in Herefordshire grow up in an environment in which their well-being needs are met and they are safe from harm.

WMWA EXPECTATIONS FOR SAFEGUARDING CHILDREN

We want children and young people to grow up without experiencing the trauma of being exposed to domestic abuse and, where abuse exists, to minimise the detrimental effects so that they can be happy, healthy and safe.

To achieve this, we want:

- Co-ordinated community responses, including public awareness campaigns, that will highlight the unacceptable nature of domestic abuse and violence
- Non-abusive parents and carers to be able to access specialist support, advice and information from domestic abuse service providers as soon as the need is identified and whoever first identifies it.
- Perpetrator programmes, mandatory and voluntary, that succeed in challenging and changing belief systems that support the abuse of power and control.
- Specialist domestic abuse service providers of the highest quality, funded in a sustainable way, who can deliver effective services to maximise the safety and empowerment of victims and their children.
- Staff and volunteers who are well supported, trained and fully committed to deliver their specialist roles.

- The needs of women and children who experience domestic abuse to be at the heart of our strategy and service development and delivery.
- We will know we are succeeding when children are able to say:
 - I have people to talk to who understand what is happening in my family
 - I feel I am getting the help I need to be safe and recover
 - My family are getting the help they need to be safe and recover
 - I feel I can trust the people who are helping us to know what they are doing
- We will know we are succeeding when internal self-assessments and external reviews consistently assess WMWA as delivering best practice in safeguarding children arrangements and services.

To achieve this expectation, we are working to a Strategic Plan, as briefly outlined below:

