



Minutes of Herefordshire Safeguarding Children Board

Monday 10 July 9.30am to 12.30pm
Herefordshire Police Station, Bath Street, Hereford

Present:		
Sally Halls	SH	Independent Chair, Herefordshire Safeguarding Children Board
Chris Baird	CB	Interim Director of Children's Wellbeing Services, Herefordshire Council
Sian Bailey	SB	Headteacher, Blackmarston School - Special Schools representative
Alison Curson	AC	Deputy Director of Nursing, 2gether NHS Trust
Jocelyn Anderson	JA	Chief Executive Officer, WMRSASC representing HVOSS
Dr Sally Stucke	SS	Designated Doctor, Herefordshire CCG
Lynne Renton	LR	Acting Director of Nursing, Herefordshire CCG
Adam Scott	AS	Assistant Director, Safeguarding and Family Support, Herefordshire Council
Councillor J Lester	JL	Lead Member, Children's Wellbeing (participant observer)
Debra Baldwin	DB	Director of Personnel and Senior Designated Safeguarding Person, Herefordshire and Ludlow College - FE Colleges representative
Keith Barham	KB	Deputy Head of Service, West Mercia Youth Justice Service
Jon Roberts	JR	T/Detective Chief Inspector, West Mercia Police (representing Sue Thomas)
Hazel French	HF	Named Nurse Safeguarding Children, Wye Valley NHS Trust (representing Lucy Flanagan)
In attendance:		
Steve Eccleston	SE	Manager, Safeguarding Boards Business Unit
Lisa Beavan	LB	Learning & Development Officer, Safeguarding Boards Business Unit
Ed Hughes	EH	Business Support Coordinator, Safeguarding Boards Business Unit
Lindsey McLean	LM	IM&T Project Manager, Wye Valley NHS Trust (attended for item)
Cath Thomas	CT	Head of Service, Safeguarding and Review, HC (attended for item)
Paul Rooney	PR	LADO, HC (attended for item)
Ben Straker	BS	Manager, Social Inclusion and Equality (attended for item)
Apologies:		
Tim Knapp	TK	Headteacher, Whitecross School, Secondary schools representative
Richard Hibbs	RH	Lay member, HSCB
Mandy Appleby	MA	Head of Safeguarding and Principal Social Worker, HC (representing HSAB)
Heidi Henderson	HH	Service Manager, CAFCASS
Lucy Flanagan	LF	Director of Nursing, Wye Valley NHS Trust
Sue Coleman	SC	Chief Executive, West Mercia Women's Aid
George Branch	GB	Assistant Chief Officer, Warwickshire & West Mercia CRC
Sue Thomas	ST	Superintendent, Local Policing Commander for Herefordshire, West Mercia Police
David Cookson	DC	Deputy Head of Service, National Probation Service

1.	Introduction	
	<p>The Chair welcomed all to the meeting and introductions were made. It was noted that Tom Currie (National Probation Service) was retiring soon and will therefore no longer be attending HSCB. The Chair on behalf of the Board thanked him for his contribution to safeguarding in Herefordshire over the last few years.</p> <p>It was agreed that the running order of the agenda would be changed to enable LM to present the Child Protection Information Sharing (CP-IS) update report first before leaving the meeting.</p>	
2.	Child Protection Information Sharing (CP-IS) update	
2.1	<p>LM presented a brief introduction to the Child Protection Information Sharing (CP-IS) project, which helps the NHS give a higher level of protection to children who present in unscheduled health care settings</p> <p>These settings include:</p> <ul style="list-style-type: none"> • emergency departments • walk-in centres • minor injury units • GP out of hours services • ambulance services • maternity • paediatric wards. <p>Appropriate healthcare staff working in these areas will be able to identify if a child is subject to a child protection plan or is looked after by a local authority.</p> <p>A request was made to set up a task & finish group as a subsidiary of the Board, to look at the issue further, and this was agreed.</p> <p>The task & finish group will comprise Herefordshire Council, Wye Valley NHS Trust, Herefordshire CCG, out of hours services and GP representatives if possible.</p> <p>AS noted that he will be attending a regional Assistant Directors' meeting this Friday to discuss this issue, as well as to get feedback from other areas that are already further down the path towards implementation, including comparing timeframes.</p> <p>Action – LR to request representation for the CP-IS task & finish group from Herefordshire Council, Wye Valley NHS Trust, Herefordshire CCG, Out of Hours contractors and GPs.</p>	LR
3.	Minutes of last meeting, matters arising and action log	
	<p><u>Minutes of the last meeting</u></p> <p>The minutes of the last meeting on 25.04.17 were approved as an accurate record.</p> <p><u>Matters arising from the minutes</u></p> <p>None</p> <p><u>Action Log</u></p> <p>See below for actions that are still outstanding. All other actions were closed /</p>	

3.1	<p>completed and removed from the main log.</p> <p><u>Outstanding Actions</u></p> <p>Action No. 60 (17/10/2016) Ref. 4.2 Early Help (Perpetrator Programme review)</p> <p>Closed – Herefordshire Housing has now provided detailed information on all individuals who completed the programme, although numbers involved were small when taken as a proportion of the overall numbers of cases.</p> <p>It was noted that a new perpetrator programme is being developed after a successful funding bid to the Police & Crime Commissioner OPCC. The PCC is keen to commission a service of this type. The National Probation Service (NPS) and Community Rehabilitation Company (CRC) will be involved in the new programme.</p> <p>The DVA task group is taking this forward, across West Mercia.</p> <p>Action No. 68 (25/01/2017) Ref. 6.1 Addaction Assurance Report - Review how many Addaction service users have children, and feed back to the Board via the business unit.</p> <p>Completed – Business Unit has received figures.</p> <p>Action: SH to write to public health to ask how they seek assurance from Addaction that children living with substance users are safeguarded</p> <p>Action No. 69 (25/01/2017) Ref. 7.1 CSE Strategic Group - Criminal Justice agencies (YJS/CRC/NPS) to discuss arrangements for representation on the CSE Strategic group.</p> <p>Ongoing – David Cookson to follow up on behalf of NPS and confirm arrangements for representation on the CSE strategic subgroup.</p>	SH
4.	Serious safeguarding incidents	
	<p>JA again raised the issue of ‘peer on peer’ abuse, amongst school pupils and suggested that there are schools in Herefordshire where no risk assessment takes place.</p> <p>SB highlighted the shortage of Herefordshire foster placements for children with autism or a learning disability, and questioned whether such a shortage meant that children are sometimes being kept in the family home, and therefore at risk longer than they should be.</p> <p>AS responded by saying that professionals were aware of the shortage, but if such a case arose, then a placement would be purchased externally, so there is no safeguarding risk.</p> <p>SH drew attention to the recent publication of An Abuse of Faith, the independent report by Dame Moira Gibb into the Church of England’s handling of the Bishop Peter Ball case. Ball was convicted in 2015 of misconduct in public office and indecent assaults against teenagers and young men.</p> <p>As a follow up, it was agreed that the report would be added to the HSCB</p>	

4.1	<p>website.</p> <p>Action: Request assurance for the Board regarding the response to the Gibb Review by the Diocese.</p>	Business Manager
5.	Neglect	
5a.	Neglect focus group results	
5.1	<p>LR presented the report, which summarised the outcomes of a focus group held with a multi-agency group of professionals, which used a number of assurance questions to ascertain staff perceptions of Herefordshire's response to child neglect.</p> <p>The report demonstrated some strongly held differences of opinion between agencies that included unrealistic expectations of what specialist services such as social workers and CAMHS can achieve.</p> <p>It was noted that there was a lack of understanding evident from agencies about legislative requirements and legal processes that require input from all agencies.</p> <p>Some positive feedback on the day was that the group felt that the neglect strategy was a useful document, which is evidence that the HSCB gets things done.</p> <p>Particular issues concerning the resolution of professional differences, and also information sharing, were discussed at some length.</p> <p>Overall, it was recognised that there is a need to embed understanding of thresholds, and ensure consent to information sharing is discussed at as early a stage as possible.</p> <p>It was agreed that the report should be shared with the Early Help Implementation Group, for their consideration and action.</p> <p><u>Professional disagreements</u></p> <p>It was evident that some staff were not following the correct procedures when dealing with professional disagreements (formerly known as escalations). AC reported that this ties in with examples that she is aware of where such processes are not always followed correctly.</p> <p>Members discussed that this is a wider problem for professionals, thinking that they have escalated their professional disagreements correctly, when in fact they have not.</p> <p>Board members were reminded that they have a collective responsibility to ensure that processes for dealing with professional disagreements are understood and acted upon appropriately. This needs to be embedded within agencies, and monitored on an ongoing basis.</p> <p>HF, as HSCB Policy & Procedures Sub Group Chair stated that there appears to be no standardised procedure throughout the West Midlands area. The issue needs to be reviewed and refreshed.</p> <p>It was agreed that the issue will be discussed at the next Neglect Task and Finish Group meeting, with a view to possibly adding it into the Neglect Implementation Plan, and that it will be included in the training sessions for the GCP2 trainers.</p> <p>Business unit to share the Neglect focus group results report with the members of the Early Help Implementation Group.</p> <p>Action- Policy and Procedures, and Case Review subgroups to review the current procedure for 'resolving professional differences'</p>	HF

	<p>(escalation) and determine whether the procedure needs revision. If so, to agree how this will be achieved (which could include it being incorporated in the neglect implementation plan).</p> <p><u>Information Sharing</u></p> <p>It was noted that there are to be new data sharing arrangements in place from April 2018, which will impact the way agencies work together. Members felt that the Board needs further information on this.</p> <p>Business Unit to request that Anthony Sawyer (Herefordshire Council Information access and records manager) attends either October or January HSCB meeting to give a presentation on the new data sharing arrangements.</p>	
5b.	<p>Neglect Implementation Plan</p>	
	<p>HF gave an update on the establishment of the Neglect Task & Finish group, which has replaced the HSCB Policy & Procedures sub group for a fixed period in order to drive the Board's focus on neglect</p> <p>The T&F group had its first meeting on 4 July, where the terms of reference were agreed and the Neglect Implementation Plan was updated. It was noted that the Implementation Plan is a short term one, aimed at achieving rapid progress in raising awareness, improving consistency of recognition and response, and improving outcomes for children.</p> <p><u>Graded Care Profile 2 (GCP2)</u></p> <p>Members discussed the updated implementation plan, which was agreed, and the proposals for Graded Care Profile 2 (GCP2) training.</p> <p>It was proposed that HSCB approves commissioning of the NSPCC to train 20 GCP2 trainers, out of HSCB reserves, and this was agreed.</p> <p>It was also agreed that the contract with NSPCC could be signed by either HSCB or Herefordshire Council, whichever body was felt to be most appropriate.</p> <p>It was discussed that there is a real risk of getting sufficient numbers of trainers released to train. There must be ownership from Board members for their agencies.</p> <p>It was also pointed out that for members that represent a range of organisations, such as HVOSS or schools, getting 'buy in' could prove to be more difficult, as members cannot speak for all of those organisations.</p> <p>Members discussed the proposed composition of the 20 GCP2 trainers, and it was agreed that they would take these figures back to individual agencies for double checking, as well as nominating practitioners to fill the 20 places.</p> <p><u>Neglect Implementation Plan / GCP2 Launch</u></p> <p>GCP2 will be launched in Autumn 2017 (the exact date will depend on how soon training can be completed).</p> <p>It is planned that there will be a Neglect Conference in Spring 2018.</p> <p><u>Demonstrating impact of Neglect Implementation Plan / GCP2</u></p> <p>The peer review taking place in September was welcomed as potentially providing a useful baseline for subsequent improvement activity.</p> <p><u>6 months after completion of GCP2 training:</u></p> <ul style="list-style-type: none"> ○ An audit will be carried out by Q and A subgroup,. 	

	<ul style="list-style-type: none"> ○ Report on Neglect scorecard ○ Staff awareness and perception ○ Service user feedback <p>A report on progress was requested from the subgroup for October HSCB.</p>	
6.	Scrutiny / Assurance	
6a.	LADO Annual Report	
	<p>The report was welcomed by the Board.</p> <p>PR and CT discussed the highlights of the LADO annual report, and the following points were noted:</p> <ul style="list-style-type: none"> ▪ An increase in referrals from a range of agencies ▪ Improved awareness of the LADO and reporting requirements ▪ Improved performance in the timeliness of outcomes ▪ A broad range of referring agencies, including some who have not previously made contact with the LADO. <p>The report also highlights:</p> <ul style="list-style-type: none"> ▪ A reducing and relatively low number of reports from the health sector ▪ A lack of response from NPS to the offer from the LADO of staff training ▪ A high ratio of substantiated allegations (although small numbers) from voluntary organisations <p>The West Midlands Regional Local Authority Designated Officer (LADO) Network designed a self-assessment framework to assist each LADO in evaluating the effectiveness of arrangements in their area for managing allegations against people who work with children. The self-assessment using this framework in Herefordshire has led to a number of actions required to achieve expected standards of best practice, three of which require action by the Board and partner agencies:</p> <ol style="list-style-type: none"> 1) Partner agencies to be requested to evaluate and report on the promotion of safer working practices, the availability and promotion of whistle blowing policies and the compliance of recruitment practices with safer recruitment guidance. 2) Partner agencies to be requested to provide an up to date list of designated managers who have responsibility for liaison with the LADO and provide ongoing updates as required. 3) Partner agencies to establish and commit to a 6 monthly forum where LADO issues and themes can be identified and addressed. <p>These actions were noted and agreed. The LADO will initiate actions 1 and 3); the business unit will initiate action 2).</p> <p>The report contained six recommendations for the Board which were noted and agreed. (additional activity shown in bold below)</p> <ol style="list-style-type: none"> 1. Board members are asked to promote knowledge of the LADO criteria and process for making a referral within their agencies through distribution of the LADO Quick Guide. Business Unit to check that LADO Quick Guide is on HSCB website 	

	<p>2. Board members are reminded that their staff need to be aware of the importance of the timely progression of individual cases and the need to ensure that the LADO is kept updated about actions taken by the employer. PR to compose a letter to be sent out from the Business Unit</p> <p>3. Board members are asked to ensure that their staff are aware of the LADO contact details as follows: lado@herefordshire.gcsx.gov.uk, 01432 260680 These are available on the HSCB website.</p> <p>4. Board members are asked to consider how to most effectively promote awareness of the LADO role, for example, through multi-agency training co-ordinated through the Board's training provision, and to ensure that relevant staff attend. Business Unit to check that LADO is included in the 1 day Working Together training.</p> <p>5. The lack of referrals from or in relation to the Probation Service and Health may need specific consideration. LR to circulate information across primary care (GPs / Dentists etc)</p> <p>6. Board members are asked to consider the actions resulting from the regional self-assessment exercise (noted above).</p> <p>PR was thanked for his report.</p>	
6b.	Education Assurance Report	
	<p>BS presented the Education Assurance report, which consisted of an overview report following the recent section 175 audit, together with 2 accompanying papers about children missing from education, and elective home education.</p> <p>The report contained six recommendations for the board: (additional activity shown in bold below)</p> <ol style="list-style-type: none"> Herefordshire Council Children's Wellbeing Directorate should issue a new S175/157 audit, reflective of updates in KCSiE 2016, during September 2017 and with a mandatory completion date of 31 October 2017. This was AGREED. Future requests should be sent directly to Designated Safeguarding Leads rather than administration contacts, and should be sent at the start of December. A report of this audit will be presented by the Education Service to HSCB in January 2018. Ownership of the new S175/157 audit should transfer from HSCB to the Children's Wellbeing Directorate. This was AGREED. An action-planning template should be incorporated to accompany completed checklists. This was AGREED 	

	<p>4. Herefordshire Council should establish a list of all independent educational establishments, including residential provision, located in Herefordshire and issue these private providers with the S175/157 checklist and ensure that these are completed.</p> <p>This was AGREED.</p> <p>5. In the absence of a response within the timeframe requested by Herefordshire Council, HSCB should use its powers under section 14B of the Children Act 2004.(HSCB can require a school or college to supply information in order to perform its functions; this must be complied with.)</p> <p>This is already within the authority of the Council, as a Board partner.</p> <p>6. There should be robust moderation, by the Local Authority, of the self-evaluations of maintained schools and academies.</p> <p>This was AGREED.</p> <p>BS was thanked for this report, which was welcomed by the Board.</p>	
7.	Delivering the HSCB Business Plan:	
7a.	Executive report	
	<p>SE presented the Executive Report to the Board, with updates on the following:</p> <ul style="list-style-type: none"> - Board priorities - Areas of risk - Reports from Sub Groups - HSCB Effectiveness <p>The report contained five recommendations for the board as follows:</p> <ol style="list-style-type: none"> 1. It is recommended that the Board support the payment for the introduction of Graded Care Profile 2 from Board reserves, as neglect has been identified as the main priority for 2017/18. The cost is £4,600 for training delivery plus £1,000 for the licence, and the Board currently has approximately £32,000 in reserves. Agreed 2. The Board is asked to review the childhood neglect implementation plan and make a decision as to whether it is approved. If not, the Board is asked to provide specific feedback as to further requirements and/or amendments. Agreed 3. The Board is asked to decide whether it supports the proposal that the Board's CSE & Missing subgroup widens its remit to lead on delivery against the new Herefordshire Community Safety Partnership priority for 2017 – 2020 of reducing sexual crime against children. Not Agreed 4. The Board is asked to consider the proposed changes to the CSE & Missing subgroup terms of reference in light of the new Community Safety Partnership priority of reducing sexual crimes against children, and support those changes or provide specific feedback as to further requirements and/or amendments, prior to these terms of reference being returned to the CSE & Missing subgroup for their meeting on 19 July 2017. Not Agreed 	

7.1	<p>5. That all Board members make a firm commitment to supporting the development of the Board's response to childhood neglect through the nomination of appropriate practitioners from across the partnership to be trained as trainers in the delivery of the use of the GCP2 tool, then to support them to then deliver that training. Agreed</p> <p>The reason given for recommendations 3 and 4 not to be approved was that agencies have a statutory requirement to work with Child Sexual Exploitation (CSE), but this is not necessarily the case for sexual offences against children. This means there is a need to understand the data fully before the Board can decide how best to deal with the issue and widening the scope of the already busy CSE group could be detrimental to the progress of the CSE Delivery Plan.</p> <p>Action (Business Unit) Recommission Police report on sexual offences against children, for completion by and discussion at September Executive meeting and October Board meetings (HSCB and CSP).</p> <p>SE briefly presented the combined reporting cycle / forward plan and it was agreed that this will be uploaded to the HSCB website along with the minutes of this meeting.</p> <p>In relation to priority 2 (CSE and missing), the Board noted that there have consistently been problems with the lack of availability of police data. This is not acceptable, and will be escalated formally by the Chair.</p>	Business Unit
7b.	Appointing of Vice Chair of HSCB	
	The issue of a Vice Chair for the board was discussed. LR informed members that Herefordshire CCG are currently recruiting a Chief Nurse, and it is anticipated that the post holder will take on the Vice Chair of HSCB as part of their role.	
7c.	Revised HSCB Constitution	
	SE gave a brief update on the revisions to the HSCB constitution to clarify aspects of decision making in relation to regional and cross border matters, and budget, and the document was noted.	
7d.	HSCB Annual Report (draft)	
	SE gave an update on the progress of the HSCB Annual Report and the document was noted. The data has not yet been finalised and therefore there are gaps left to insert this information within the draft. As a follow up, it was agreed that the draft report would be added to the HSCB secure site. Members were asked to send any feedback/comments to SE.	
7e.	HSCB Business Plan (draft)	
	SE gave a brief update on the HSCB Business Plan for 2017-19 and the document was approved. It was noted that the Business Plan acts as the framework for sub group work plans.	

8.	Quality Assurance (QA) Sub Group Audit reports	
8a.	JTAI (DA) readiness report and audit report	
8.1	<p>LR presented the revised JTAI DA reports, consisting of a readiness report, and a report on audit outcomes.</p> <p>Members discussed the readiness report and its conclusion that ‘should an inspection take place the results from this audit show that agencies responded well to the constraints set by the JTAI timescales, invoking contingency arrangements where necessary.’ It was noted that this bodes well for future inspections such as JTAI Neglect.</p> <p>The JTAI audit report was then discussed and the following key findings were noted:</p> <ul style="list-style-type: none"> ○ The audit saw good attendance and input from front line staff. ○ Some high quality direct work was evident. ○ There were many instances of timely and well attended statutory child protection meetings. ○ There were many instances of proactive work Information sharing ○ Input from a voluntary agency was a good support for children and families ○ Most perpetrators within the audited cohort were historically known to the Youth Justice System. <p>A number of areas for improvement were also identified. These included:</p> <ul style="list-style-type: none"> ○ The need for systematic and positive engagement with males, including work with perpetrators of domestic abuse. ○ The need for systematic engagement with specialist services where adults has issues with drug and/or alcohol abuse. ○ A lack of engagement with adult mental health services. ○ Some agencies are less reliable in sharing information promptly. ○ Examples where poor supervision or staff turnover may have hampered case progression. ○ A lack of clarity was evident about why parenting assessments were being commissioned. <p>The QA subgroup had proposed a number of recommendations to provide the basis for an action plan as follows:</p> <ol style="list-style-type: none"> 1. HSCB to work with CSP to draw up and promote guidance re the interface between safeguarding plans and MARAC 2. The HSCB training subgroup to review their training to take account of this audit 3. HSCB to review the commissioning of parenting assessments 4. This audit to be shared with YJS re work undertaken with young people in their cohort about safe relationships <p>These recommendations were accepted.</p> <p><u>Next steps were agreed as follows:</u></p> <p>The business unit would work with the relevant subgroups to complete and implement the action plan</p> <p>- The findings of the audit would be shared in the following ways:</p> <ul style="list-style-type: none"> ○ Creation of ‘7 minute learning’ sheet (LB) 	Business Unit

	<ul style="list-style-type: none"> ○ Inclusion in practitioner forum (AC) ○ Inclusion in Safeguarding Boards newsletter (LB) 	
8b.	Early Help audit report	
	It was agreed to carry this report forward to the next meeting, which will focus on the Early help priority. It was noted that many issues have already been picked up and progressed.	
9.	Any other business	
	<p>(a) CSP 3 year CS Strategy – information item The recommendations within this paper were as follows:</p> <ol style="list-style-type: none"> 1. That the HSCB’s CSE and Missing subgroup accept the lead responsibility for reducing sexual crimes against children in Herefordshire, and that the terms of reference for this group are amended accordingly. This was not agreed. 2. HCSP will report quarterly to the HSCB Executive group on the progress and impact of the DVA Delivery Group. This was agreed. 3. The HCSP will provide an annual assurance report to HSCB Board on the impact of DVA work, the annual MARAC report and any specific quality assurance activity involving domestic violence and children. This was welcomed. 4. The HCSP will provide an annual report to HSCB Board. This was welcomed. 5. The HSCB’s CSE & Missing subgroup provide a quarterly assurance report to the CSP with details of activity and progress in relation to reducing sexual offending against children. This was not agreed. See 1. Above. <p>(b) West Midlands Regional Section 11– information item Proposals for a regional approach were welcomed.</p> <p>(c) Learner Voice in Herefordshire Colleges</p> <p>DB presented the ‘Learner Voice in Herefordshire Colleges’ paper which was noted as a very useful insight into the voice of the child / voice of the learner in Herefordshire.</p> <p>DB noted that if requested it would be possible to include questions from the board in future, and this was welcomed.</p> <p>Members discussed which other agencies might be able to provide feedback from service users at future board meetings, and KB agreed to provide feedback from young people involved with the Youth Justice Service at the Board meeting in October.</p>	KB
	<p>Meeting closed at 12.40</p> <p>Date of future Board meetings: 09 October 2017 and 15 January 2018</p> <p>9.30am to 12.30pm Bromyard and Sutton Rooms Plough Lane Offices</p>	