MEETING OF ROTHERHAM SAFEGUARDING CHILDREN BOARD
Friday 19th March 2010, 10.00am – 12.30pm, Rockingham Professional Development Centre

PRESENT

Chair:
Alan Hazell  Independent Chair, Rotherham Safeguarding Children Board

Members:
Deborah Wildgoose  Deputy Director of Nursing, Rotherham Doncaster and South Humber Mental Health NHS Foundation Trust (RDASH)
Pete Horner  Public Protection Unit Manager, South Yorkshire Police
Jackie Bird  Chief of Quality & Standards / Chief Nurse, Rotherham NHS Foundation Trust
Simon Perry  Director of Community Services
Adele Jones  Service Manager, CAFCASS
Joyce Thacker  Strategic Director, Children and Young People’s Services
Maryann Barton  Service Manager, Action For Children
Yvonne Weakley  Associate Director, Children & Young People’s Services, Rotherham Community Health Services
Maryke Turvey  Head of Rotherham Delivery Unit, South Yorkshire Probation Trust

Representatives:
Sam Newton (representing Shona McFarlane)  Safeguarding Adults Manager, Neighbourhoods and Adult Services

Advisors / in attendance to present reports:
Catherine Hall  Interim Safeguarding Children Board Manager
Karen Potts  Service Manager – Business Development, Children and Young People’s Services
Annie Redmond  Operational Safeguarding Children Unit Manager
Ruth Bastin  Policy Planning and Research Manager, Children and Young People’s Services
Zafar Saleem  Community Engagement Cohesion Manager, RMBC
Phil Morris  Assistant Safeguarding Children Board Manager
Deborah Johnson  Performance Manager, Children and Young People’s Services
Sue Wilson  Performance and Quality Manager, Children and Young People’s Services
Simon Palmer  Public Protection Unit Inspector, South Yorkshire Police
Apologies and introductions were recorded as above.

2. Minutes from 4th December 2009 and matters arising

Yvonne Weakley clarified that her job title is now Associate Director, Children & Young People’s Services, Rotherham Community Health Services.

It was clarified that Carol Boote’s job title is ‘Named Nurse’ as opposed to ‘Specialist Nurse’.

Page 6, second heading - it was noted that the Working Together to Safeguard Children 2010 consultation document does not contain guidance on lay membership – it is understood that this will follow in due course.

Page 6, fourth heading – the current Vice Chair of Rotherham Local Safeguarding Children Board, Tracey Wrench, will now be away on secondment until September 2010 and not returning in April 2010 as previously anticipated. Alan Hazell requested that anyone interested in filling the position of Vice Chair during Ms Wrench’s absence contact him
**Agenda Item:** outside of the meeting.

Page 6, last paragraph – Joyce Thacker had spoken with Jackie Lincoln from Government Office, who confirmed that work was still required on the Child X action plan before it could be signed off.

Page 8, second paragraph – Simon Perry confirmed that the Safe and Well guidance was to be launched on 22 April 2010, along with the Prevention Strategy and Continuum of Need Framework. Invitations to the launch would be sent out shortly.

Page 9, first paragraph of agenda item 4 – Annie Redmond confirmed that the 2000 people who had received training included health and education staff.

Page 9, agenda item 5 – Maryann Barton explained that no date had yet been booked for the safeguarding event as she is currently awaiting details of the speaker’s availability. It was anticipated that the event would take place towards the end of May.

Page 12, fifth paragraph – Annie Redmond clarified that one staff member in every school had attended safer recruitment training. The aim is for this to increase to at least three staff members per school.

Page 14, third paragraph, last sentence – re whether Voluntary Sector guidance is in line with Rotherham Local Safeguarding Children Board guidance – this had not yet been addressed but was currently in progress.

Page 14, agenda item 12 re the population of the safeguarding self assessment on a monthly basis – Joyce Thacker confirmed that this was now being done and added that whilst RMBC knows itself well in terms of self assessment, it is not always up to date with what other agencies have been doing.

3. **Conference attendance, quoracy and distribution of conference decisions and recommendations and full conference minutes (Annie Redmond)**

Key decisions and recommendations of child protection conferences are turned around within 24 hours, whilst 28 working days is the target turnaround time for full conference minutes. This is the Operational Safeguarding Children Unit’s own target rather than one recommended by Working Together to Safeguard Children 2010.

Annie Redmond noted a dramatic improvement, with the addition of two new minute takers alleviating the work pressures of existing staff.

Concern was expressed that meetings had had to be adjourned due to individual agency reports not being submitted. It was emphasised that
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attendance and reports are fundamental to child protection conferences and that if someone is unable to attend, they should send a well briefed colleague in their place.

4. eSafety sub committee update report (Sue Wilson)

Sue Wilson explained that the eSafety group had been established in September 2007.

Becta, the government agency leading the national drive to ensure the effective and innovative use of technology throughout learning, is leading on e-safety agenda for LSCBs.

The eSafety sub committee update report demonstrates progress and good practice in the following key areas:

- Policies, Procedures and Practice
- Infrastructure and Technology
- Education, Training and Information – it was noted that there are capacity issues around training, with current reliance on the goodwill of practitioners rather than formal arrangements being in place.
- Standards and Inspections – this was acknowledged as a weak area, with monitoring and reporting systems requiring particular attention. Sue Wilson has already spoken to Sheffield Council regarding good practice in this area.
- Consultation with young people – this is a particularly strong area, with young people being regularly involved in eSafety meetings.
- Internet Access for Looked After Children

In addition to the above, the report included a table listing specific areas of good practice by eSafety group members.

It was noted that City Learning Centre at Rawmarsh has done some very good work in relation to eSafety.

An Acceptable Usage Policy (AUP) has been developed by the eSafety group as standard guidance for schools. This policy, along with the development of a new piece of Becta accredited software, will enable a more relaxed filtering system that which is currently in place via RGFL (Rotherham Grid For Learning). The current situation is that looked after children in residential units are subject to the same RGFL filtering system as schools, whereas fostered children are not and therefore have more internet freedom. Proposed solutions include supervised internet access for those looked after children in residential units. With regard to children who are taught at home, it was clarified that they should still sign up to the AUP. Risk management was recommended as the preferred approach, as opposed to the imposition of restrictive filtering systems.

Sue Wilson is currently undertaking a post graduate dissertation on
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internet access for looked after children, and would be happy to share her findings with Rotherham Local Safeguarding Children Board.

5. **Follow up from RLSCB Development Day on 22\textsuperscript{nd} February 2010, including the revised RLSCB constitution for agreement (Catherine Hall)**

The Rotherham Local Safeguarding Children Board Constitution would require finalising in accordance with the recently published Working Together to Safeguard Children 2010. A number of outstanding issues were raised by the Chair for clarification, and are reflected in the final version attached to these minutes. Decisions included changing the Communications and Publicity Special Interest Group to Sub Group, some adjustments to proposed membership, agreement on voting by those members present where a vote was required, and clarification re CRB clearance for members (see below).

Key issues to come from the Development Day itself had included training and CRB checks. Appendix 3 to the report showed the proposed mapping tool that would capture information from Board members relating to these areas. With regard to CRB checks, it was agreed that all Board members should have a valid CRB check, renewed every three years, and in addition should sign an annual statement for the Board to verify that there has been no change in their circumstances.

The new sub group chairs had met on 17 March 2010 to discuss their revised terms of reference and meeting/reporting patterns. The Chair recommended that every Board member should sit on at least one sub group.

It was confirmed that, with the agreed amendments, the new RLSCB constitution would become operative from 1 April 2010.

The following were confirmed as Chairs of the revised RLSCB Sub Groups:

- Learning and Development: Gani Martins
- Serious Case Review Sub Group (panels for individual cases to have an independent chair): Pete Horner
- Policy and Procedure: Joyce Thacker
- Performance and Quality Assurance: Jackie Bird
- Child Death Overview Panel: John Radford
- Communications and Publicity: Maryann Barton
- Exploitation: Simon Perry
6. Revised Working Together to Safeguard Children consultation and the revised chapter 8

Thanks were given to the group that had met to discuss the consultation document. The revised Working Together to Safeguard Children 2010 document has now been published and copies are available from the DCSF website.

7. Arrangements to safeguard and promote the welfare of children, section 11, Children Act 2004, update on audit and compliance (Phil Morris)

Agencies have a statutory duty to complete section 11 self assessment audits in accordance with the Children Act 2004. Agencies were strongly recommended to keep a record of their own supporting evidence.

It was clarified that agencies should score themselves, and that where they were scoring less than 120 points, help and support would be offered. It was acknowledged that where agencies were unable to allocate a score because a particular area was not relevant to their service, this would affect the overall score, and appropriate adjustment would be required.

It was noted that a progress review would prove useful to show where scores had changed as progress had been made.

8. Management of allegations report (Annie Redmond)

The Operational Safeguarding Children Unit remains oversubscribed for Strategy Meetings. Despite this, Rotherham is still tighter on timescales than many other local authorities, with meetings being convened within five days. This was highlighted as an area of good practice by the Chair. Administrative support is now in place to arrange meetings, though there is still an issue around minute taking.

An additional two new conference chairs will take a lead on sexual exploitation issues.

Allegations against childminders and education staff account for the largest percentage of allegations against professionals.

9. Multi agency training report (Annie Redmond)

Emphasis from inspections on outcomes means an even greater need to measure the impact of training by checking participants’ level of understanding before and after the course. A further review should then follow after three months to monitor the impact.
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Annie Redmond is currently putting together a diary of training dates, and confirmed that the training programme would be sent out on 1 April 2010.

The use of the recently completed section 11 self assessment audits was suggested as a basis to identify training gaps.

10. Update on looked after children regulated services’ progress following inspection (Lyn Burns)

In the absence of Lyn Burns, Joyce Thacker and Simon Perry confirmed on her behalf that the service is monitored regularly through robust action plans.

An amendment was noted to section 7 of the report – the second sentence should read: “Fostering, Adoption and all six (as opposed to four) children’s homes are registered independently and are subject to separate inspections.”

Simon Perry clarified the two main reasons why children remain with the service longer than the rules recommend:

1. They have nowhere more appropriate to move on to; &
2. They come into the service in a state of crisis and it would therefore be a risk to their wellbeing to disrupt them further by removing support.

Whilst it was acknowledged that children should not remain with the service longer than the rules recommend, Children and Young People’s Services’ stance is that the main priority is the welfare of the children. This decision is the responsibility of the local authority alone.

11. Budget report (Karen Potts)

Karen Potts circulated hard copies of the RLSCB budget 2010/11 along with a document showing comparison of indicative budget from the finance report with recommendations from a finance meeting on 16 March. This latter document showed the changes to funding arrangements to reflect the cost of additional administrative support for the Board. The increased cost of the replacement of the part time Audit and Development Officer post with the full time Assistant Safeguarding Children Board Manager post is also reflected.

The Chair reminded the Board that it has responsibility to ensure that its sub groups have sufficient administrative support.

In terms of the cost to agencies of work required for serious case reviews, it was noted that as agency involvement varies from one case to another, cases should be considered individually.
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Some agencies still had not submitted their budget contributions for 2008/09. The Chair stated that this was unacceptable, and that the Chief Executives for those agencies responsible should be made aware of the situation.

RLSCB agreed that the end of year over/under spend could be carried forward.

RLSCB agreed the proposed budget.

12. Serious case review update report (Phil Morris)

Phil Morris explained that two cases were missing from the report:

1. A case which had been referred to the Serious Case Review Panel but the decision had been not to undertake a serious case review.
2. A Doncaster case for which Rotherham NHS Foundation Trust had written an IMR, and which had subsequently been evaluated by Ofsted as ‘good’.

It was noted that evidence was still required for some actions marked as ‘green’ on serious case review action plans.

Phil Morris was to meet with Suzanne King from Government Office in mid April to discuss two of the outstanding action plans, and that any outstanding evidence therefore needed to be identified in advance and sent in to the Strategic Safeguarding Children Unit.

Overall progress on Rotherham’s serious case review process is currently allocated ‘amber’ status. However, it was noted that this rating is affected by the fact that Rotherham is still awaiting Ofsted’s evaluation of the Child W serious case review.

The Chair had decided Operation Central did not meet the criteria for a serious case review, but that a Lessons Learned Review would be a valuable exercise in respect of this case.

Two Safeguarding Officers have recently attended IMR training and the course handbook was recommended as useful guidance to support Rotherham’s current IMR template.

13. Safeguarding children performance update (Deborah Johnson)

Deborah Johnson explained that the purpose of the new Performance Book was to present performance information in a more concise format, with hyper links to further information. Data on Safeguarding Children key
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performance indicators is included.

The Performance Book is produced on a monthly basis and is published on the secure portal. It will shortly become available in the safeguarding children section of the portal for RLSCB members to access.

The importance of regular performance reporting to RLSCB was reiterated.


Ruth Bastin confirmed that a draft of this plan was now available for circulation to RLSCB members for comment.

The key areas of the plan, referred to as ‘The Four Big Things’ are:

- Safeguarding
- Prevention and Early Intervention
- Tackling Inequality
- Transforming Rotherham Learning

These overarch Rotherham’s eight priorities:

1. Obesity
2. Looked After Children
3. Attainment and literacy development in primary schools
4. Domestic abuse
5. The 14 – 19 offer
6. Post 16 options for young people with learning difficulties and disabilities
7. Giving babies a healthy start
8. Understanding and responding to the needs of migrant communities

This new model is more concise than the previous one and was developed following a consultation process.

RLSCB was invited to submit any comments regarding the plan by 1 April, with a view to the plan being published in June/July 2010. It was agreed that information from individual Board members should be directed to Catherine Hall, whilst responses on behalf of individual agencies / organisations as a whole should be directed to Jenny Lingrell.

15. Policy updates (Joyce Thacker)

The following policies were agreed by RLSCB:

- Safeguarding Children and Young People from Forced Marriage
- Safeguarding Children and Young People from Honour Based
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Violence
- Safeguarding Children and Young People Involved in Organised or Multiple Abuse and other Complex Investigations
- Managing People Who Pose a Risk (PPR) to Children and Young People
- Safeguarding Children and Young People from Sexual Exploitation

16. Ofsted LAC and Safeguarding inspection (Joyce Thacker)

Whilst an inspection was expected before the end of May, nothing had yet been confirmed - Ofsted would provide ten days’ notice.

In preparation for an anticipated inspection, Rotherham needs to ensure that its systems and processes were up to date.

17. Report on IRO service (Annie Redmond)

RLSCB agreed the process proposed in the report, and requested a further update report to RLSCB on 11 June 2010.

18. Safeguarding children procedures business case for TriX product and services (Phil Morris)

TriX-Childcare is a leading provider of procedures manuals to LSCBs and Children’s Trusts and has established itself as providing timely and quality procedures that are user friendly and easy to navigate. There are many LSCBs that already use the Tri.X product and services.

It was agreed that RLSCB would absorb the cost of the service offered by TriX – this would be more cost effective than the current process.

19. Any other business

No other business was reported.

20. Proposed dates of future meetings

- Friday 11 June 2010
- Friday 10 September 2010
- Friday 3 December 2010
- Friday 4 March 2011
- Friday 10 June 2011

21. Future agenda items

- Update on IRO service report – key messages (Annie

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### Agenda Item: Redmond

<table>
<thead>
<tr>
<th>Action</th>
<th>Person responsible</th>
<th>Action completed / Progress update</th>
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<tbody>
<tr>
<td>Confirmation of date of safeguarding event.</td>
<td>Maryann Barton</td>
<td>Booked for Wednesday 23rd June at Carlton Park Hotel, Rotherham. Invitation email from Maryann Barton circulated to RLSCB members by Sonya Chambers on 01.04.10.</td>
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<tr>
<td>Appropriate editing of CDOP report prior to publication.</td>
<td>John Radford</td>
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<tr>
<td>Joyce Thacker requested evidence from agencies in support of self assessments.</td>
<td>All partner agencies of RLSCB</td>
<td>Sonya Chambers emailed message on behalf of Lyn Burns on 26.03.10 re: safeguarding self assessment to all RLSCB members. Feedback to be sent to Jillian Dimbleby.</td>
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<td>Jackie Bird to ensure that Rotherham NHS Foundation Trust staff are aware of the importance of agency representation with a report at child protection conference, and that where attendance is not possible, a well briefed colleague should represent the agency instead.</td>
<td>Jackie Bird</td>
<td>✓</td>
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<td>Sonya Chambers to update the RLSCB constitution in accordance with amendments agreed at today's meeting.</td>
<td>Sonya Chambers</td>
<td>✓</td>
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<td>Sub Group chairs to send up to date versions of their terms of reference to Sonya Chambers by 28 May for circulation to RLSCB before its next meeting.</td>
<td>Sub Group Chairs  Sonya Chambers</td>
<td>Sonya Chambers emailed Sub Group chairs on 22.03.10 with relevant information (inc. letter from Alan Hazell) for feedback by 28th May 2010.</td>
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<td>meeting on 11 June 2010,</td>
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<td>Sonya Chambers to circulate an updated record of s11 audits and action plans submitted by agencies with the RLSCB minutes.</td>
<td>Sonya Chambers</td>
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<td>Karen Potts to send letter to RLSCB’s partner agencies clarifying what the funding requirements are and to write to the Chief Executives of any agency that still has not submitted its 2008/09 budget contribution.</td>
<td>Karen Potts</td>
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<td>Alan Hazell to send the information regarding administrative support for RLSCB and its sub groups to Sonya Chambers for circulation to Board members.</td>
<td>Alan Hazell, Sonya Chambers</td>
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<tr>
<td>Jenny Lingrell to send the draft <em>Children and young people’s plan 2010 – 2013 – consultation and emerging priorities</em> to Sonya Chambers for distribution to RLSCB members for comments back by 1 April 2010.</td>
<td>Jenny Lingrell, Sonya Chambers</td>
<td>✔️ Sonya Chambers circulated original email from Jenny Lingrell to RLSCB members on 25.03.10 and sent reminder email on 31.03.10 as no responses had been received.</td>
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