

SUNDERLAND SAFEGUARDING CHILDREN BOARD

Business Plan for 2008-9

During the early part of this year the LSCB are revising both the structure and operating arrangements of the Local Safeguarding Children Board (LSCB) and its subgroups.

To support this change process we have referred to:

- The DCSF Review of LSCB' (March 2007)
- Safeguards Review Survey of Chairs of LSCBs (December 2007)
- The OPM Good Practice Studies of Effective LSCBs (March 2008)
- IDEA Peer Review consultation and reporting (April 2008)

In addition the LSCB has devoted time to discussing and agreeing future arrangements taking into account existing and new statutory requirements.

A revised structure has now been agreed and this will replace existing arrangements from 1st July 2008.

From the work undertaken to date it is clear that a number of areas will need to be prioritised by the LSCB over the coming year:

- Consolidation of new arrangements and planning for further development
- Development of a robust quality assurance framework
- Consideration of a three to five year Safeguarding Strategy including a Workforce Development and Training Strategy
- A review of the outcomes of Serious Case Reviews undertaken since December 2004 to establish any themes, process improvements, impact on policy and procedures and further improvements to be made.
- Development of a Business Planning Cycle based on a model identifying priorities over three years with annual review.

The Board programme for 2008-9 is set out in six Action Plans for

- The Safeguarding Board
- The Business Planning Group
- Four Sub Groups of the SSCB

These each set out strategic objectives and key tasks for each group incorporating national requirements and locally identified priority areas.

LSCB and SUB GROUP Action Plans

Local Safeguarding Children Board Action Plan 2008 – 2009

Lead: Chair of the LSCB

| Sunderland Safeguarding Children Board Action Plan 2008 – 2009 | | | | |
|---|---|------------|------------|--------------------------------------|
| Key Tasks | Responsible Officer / Organisation | Timescale | | Links with CYPP Strategic priorities |
| | | Start | End | |
| Ensure full compliance with all statutory requirements as set out in Working Together 2006. | Chair | April 2008 | March 2009 | |
| Ensure effective coordination of agency provision regarding safeguarding and promoting the welfare of children. | Chair and Business Planning Group (BPG) | April 2008 | March 2009 | |
| Agree mechanism for ensuring key agencies cooperate to safeguard children and have in place systems for monitoring effectiveness of their work. | QA Safeguarding Officer(until appointment of Business Manager) | April 2008 | Sept 2008 | |
| Develop robust links with the Safer Sunderland Partnership and Safeguarding Adults Partnership | QA Safeguarding Officer(until appointment of Business Manager) | April 2008 | | |
| Agree and review mechanisms to ensure robust accountability and scrutiny for safeguarding children in Sunderland | Chair | April 2008 | | |
| Establish regular reporting systems to the Sunderland Safeguarding Children Board against outcomes in the Business Plan | QA Safeguarding Officer(until appointment of Business Manager) | April 2008 | | |
| Establish and review independent chair arrangements | Director of Children's Services | April 2008 | March 2009 | |
| Develop and embed an agreed multi agency approach to Information Sharing | Business Support Unit Manager | | | |

Business Planning Sub Group Action Plan 2008 – 2009

Lead: Chair of LSCB

| SSCB Business Planning Sub-Group Action Plan 2008 – 2009 | | | | |
|--|---|------------------|-------------------------------|---|
| Strategic Objective: 'To coordinate and monitor the progress of the work of all SSCB sub groups including any tasks allocated to other partnerships and agencies and to ensure work supports the SSCB business plan.' | | | | |
| Key Tasks | Responsible Officer / Organisation | Timescale | | Links with CYPP Strategic priorities |
| | | Start | End | |
| Review of Business Planning Group Terms of Reference | Business Unit Manager | | March 2009 | |
| Establish revised budget requirement to ensure funding is adequate, fair and sufficient to meet LSCB objectives and priorities | Chair | | Sept 2008 | |
| Produce outcome focussed SSCB Annual Report 2008-09 and Business Plan 2009 - 2012 | Chair & Business Unit Manager | Dec 2008 | March 2009 | |
| Undertake agreed scrutiny functions regarding Safeguarding Business Plan on twice yearly basis | Business Planning Group | April 2008 | March 2009 | |
| Develop an agreed set of minimum standards for recruitment and supervision across all key partners . Ensure they are adhered to | Business Planning Group | Sept 2008 | Jan 2009 | |
| | QA | Jan 2009 | March 2009 | |
| Develop the role of the LADO | Business Planning Group | October 2008 | March 2009 | |
| Signing the Information protocol | Business Planning Group | October 2008 | March 2009 | |
| Ensure voice of child / young person is at the heart of the safeguarding system, through development of child centred policies and ensuring an evidence based, outcome focused approach to evaluation of the safeguarding systems. | Business Planning Group | April 2008 | July 2008 and review annually | |

Quality Assurance Sub Group Action Plan 2008 – 2009
Lead: Chair Designated Nurse Child Protection (TPCT)

| SSCB Performance Management and Quality Assurance Sub- Group Action Plan 2008 – 2009 | | | | |
|--|---|-----------------------|------------------------|---|
| Strategic Objective: To monitor and evaluate the quality of the actions taken by the LSCB partners to safeguard and promote the welfare of children and advise all partners of actions required to improve and promote best practice within their organisations | | | | |
| Key Tasks | Responsible Officer / Organisation | Timescale | | Links with CYPP Strategic priorities |
| | | Start | End | |
| Assure the quality of multi agency file audits in accordance with revised audit tool and schedule | Chair Quality Assurance Group | April 2008 | March 2009 | |
| Review Section 11 self assessment process to include new statutory duties | Chair SSCB Business Manager | April 2008 | June 2009 | |
| Assure the key priorities within Staying Safe are being progressed through the Children and Young People Plan on twice yearly basis | Business Planning Group | Sept 2008 | March 2009 | |
| Quality Assure both single and multi agency training packs and assure training strategies are being adhered to. | Chair and QA | Sept 2008 | March 2009 | |
| Implement system to evaluate impact of LSCB training on multi agency practice | Training Subgroup & QA Chair | Sept 2008 | March 2009 | |
| Develop an agreed multi-agency safeguarding proforma data set and strengthen monitoring process | Chair QA | Sept 2008 | March 2009 | |
| Develop and implement a Quality Assurance Framework for SSCB with support from the IDeA team/City of York Council | Business Planning Group/ QA Chair | Sept 2008 Jan 2009 | Jan 2009 April 2009 | |
| Review strategic approach to sexual exploitation of children through child prostitution (including trafficking) | Business Planning Group | Sept 2008 | March 2009 | |

Legal and Procedures Sub Group Action Plan 2008 – 2009
Lead: Chair, Head of Safeguarding

| Legal and Procedures Sub- Group Action Plan 2008 – 2009 | | | | |
|---|---|------------------|------------|---|
| Strategic Objective: 'Ensure effective and efficient safeguarding procedures that are regularly reviewed in consultation with partner agencies and incorporate all recent national guidance' | | | | |
| Key Tasks | Responsible Officer / Organisation | Timescale | | Links with CYPP Strategic priorities |
| | | Start | End | |
| Through links with Risk and Resilience partnership ensure arrangements are in place to support young parents with mental health issues. | Simone Common | Sept 2008 | March 2009 | |
| Ensure guidance in place re Safeguarding Children in Home Education. | Judith Elliott | Sept 2008 | March 2009 | |
| Embed use of Hidden Harm Audit Tool and pre CAF assessment in services for adults with substance misuse difficulties. | SSCB Training & Development Officer | Sept 2008 | March 2009 | |
| Have in place robust scrutiny arrangements for Licensing and Gambling applications. | Janet Newton | April 2008 | March 2009 | |
| Establish arrangements to review SSCB procedures yearly and review need for SSCB procedures summary document. | Legal and Procedures sub group | July 2008 | March 2009 | |
| Develop and implement a SSCB E Safety strategy and support single agencies to develop and implement their own strategy that is compatible with the SSCB E safety strategy | Lynne Thomas | July 2008 | | |
| Developing SSCB Complaints procedure | Chair Legal & Procedures | Sept 2008 | March 2009 | |
| Outcome of work on Destruction criteria and the Risk Assessment Screening Tool required. | Chair Legal & Procedures | Sept 2008 | March 2009 | |

Communications and Workforce Development Sub-Group Action Plan 2008 – 2009

Lead: Chair Head of Division, Student Support

| SSCB Communications and Information Sub-group Action Plan 2008 – 2009 | | | | |
|---|---|------------------|-------------------------------|---|
| Strategic Objective: To ensure the communication of the need to safeguard and promote the welfare of children and young people | | | | |
| Key Tasks | Responsible Officer / Organisation | Timescale | | Links with CYPP Strategic priorities |
| | | Start | End | |
| Ensure all agencies are made aware of how to contribute to safeguarding children and young people | Chair of Communication & workforce Development Sub-group | April 2008 | End of March 2009 | |
| Develop, implement and review the SSCB communication and media strategy. | Chair of Communication & Workforce Development Sub-group | Sept 2008 | Dec 2008 and review annually | |
| Ensure community, including children and young people, know how and who to contact if they are concerned about the safety or welfare of a child / young person. | Chair of Communication and Workforce Development Sub-group. | April 2008 | July 2008 and review annually | |
| Develop an Independent SSCB website | Chair of Communication & Workforce Development Sub-group | Sept 208 | March 2009 | |

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|---|--|-----------|------------|--|
| Develop and deliver training on the work of SSCB and corporate Safeguarding responsibilities to all elected members | Chair of Communication & Workforce Development Sub-group | Sept 2008 | Jan 2009 | |
| Develop and implement a charging policy for non-attendance at SSCB training | Chair of Communication & Workforce Development Sub-group | Sept 2008 | March 2009 | |
| Explore the market for E Learning Safeguarding children training package | Chair of Communication & Workforce Development Sub-group | Sept 2008 | March 2009 | |
| | | | | |
| ,Raise awareness of and review Domestic Violence Information Sharing Protocol | Chair of Communication & Workforce Development Sub-group | Dec 2008 | March 2009 | |
| Assure progress has been | Training & | April | Nov 2009 | |

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| made of development of tools regarding emotional harm and neglect | Development Officer | 2008 | | |
| Ensure all partners are meeting progress in the implementation of all requirements of ISA | SSCB Business Unit Manager/ Training & Development Officer | Sept 2008 | March 2009 | |
| Ensure AIM 2 model incorporated in practice and training delivered | Paula Telford Kaleidoscope NSPCC | Sept 2008 | March 2009 | |

Case Review Sub Group Action Plan 2008 – 2009
Lead: Chair DCI Public Protection

| SSCB Case Review Sub-Group Action Plan 2008 – 2009 | | | | |
|--|--|------------------|-----------------|---|
| Strategic Objective: To ensure that all child deaths and death or injuries to a child that satisfy the criteria for undertaking a serious case review are reviewed, lessons are learnt and changes are implemented to reduce the harm to children and ensure that the children of Sunderland are 5.1.6appropriately safeguarded and their welfare is promoted | | | | |
| Key Tasks | Responsible Officer / Organisation | Timescale | | Links with CYPP Strategic priorities |
| | | Start | End | |
| Review Serious Case Review Procedures and Guidance in context of national developments | Chair Case Review | Sept 2008 | March 2009 | |
| Evidence learning and improved outcomes for children from lessons learnt locally and nationally | Chair Quality and Assurance | Sept 2008 | March 2009 | |
| Meet national requirements in participating in South of Tyne and Wear Child Death Overview Panel. | Chair Case Review | April 2008 | April 2009 | |
| Fulfil all requirements of local Child Death Review Process. | Chair Case Review | April 2008 | April 2009 | |
| To ensure training re the Child Death Review Process is delivered. | Chair Communications and Workforce Development | Sept 2008 | March 2009 | |
| Develop approach to disseminating lessons learnt from review of all child deaths | Chair Business Planning Group | Sept 2008 | Review Jan 2009 | |
| Develop training programme for authors of Serious Case Review reports. | Chair Communications & Workforce Development | | May 2008 | |
| Incorporate ongoing lessons to be learnt training in SSCB Training Programme | Chair Communications & Workforce Development | Sept 2008 | Jan 2009 | |
| Meet national requirements for co-ordinating and undertaking SCRs | Chair Case Review | April 2008 | March 2009 | |