

## KIRKLEES SAFEGUARDING CHILDREN BOARD BUSINESS PLAN 2007 – 2010

### OBJECTIVE 1 Strengthen and develop the partnership approach to safeguard and promote the welfare of children.

	Key Action	Link Strategy	Work Required	Lead Group/ Person	Time Scale	Status R/A/G	Progress/Completed
1.1	Agree key strategic links for KSCB.	WT	Develop formal structures and communication routes with both Children and Adult Local Public Service Boards (LPSBs).	Business Planning Group Chair	June 2008	G	COMPLETED Key strategic links have been agreed and put in place. Effective arrangements now put in place through shared membership of on both the KSCB and the LPSB.
1.2	Identify issues relating to vulnerable parents.	WT	Introduce Themed Work streams on Domestic Abuse, Substance Misuse and Mental Health.	Board Manager	May 2008	G	COMPLETED
1.3	Agree a mechanism by which KSCB can influence and monitor the prevention agenda.	WT SS-APA	KSCB scrutinise and comment on stay safe outcome of Children & Young People Plan to ensure appropriate prevention strategies.	Board Manager LPSB/KSCB	August 2008 ongoing	G	COMPLETED Report on Stay Safe Outcome presented to the Board every 6 months

1.4	Formalise strategic links with Multi Agency Public Protection Arrangements (MAPPA).	WT SS-APA	There is a joint agency approach to the management of sex offenders in the community, including the maintenance of a risk register, multi-agency public protection arrangements, and registration with the police.	Board Manager Probation Rep	May 2008	G	COMPLETED A joint agency approach to the management of sex offenders in the community, including the maintenance of a risk register, multi-agency public protection arrangements, and registration with the police is now in place.
1.5	The KSCB is adequately resourced to ensure it operates effectively.	WT	Review current budget arrangements in light of additional responsibilities and membership.	Business Planning Group	Sept 2008 ongoing	G	COMPLETED A budget has been set and agreed for 3 years 2010-2013
1.6	Ensure that the needs of children of substance misusing parents are identified early and that they are supported.	DPFC WT AS	Establish links between Safeguarding Children Board and adult treatment services.  Implementation of the recommendations within Hidden Harm are reported to the Board.	Board Manager  DAT	May 2008  Revised Nov 2009	G  G	COMPLETED Appropriate membership on substance misuse WS  The Kirklees review of Hidden Harm was presented to KSCB in September 2009. The Think Family Strategy Group take responsibility for monitoring the action plan.

			Ensure appropriate joint working protocols and practices are in place.	Substance misuse WS	Revised Feb 2010	G	
1.7	Ensure that the needs of children affected by domestic violence are identified early and that they are supported.	WT DVS	Establish links between Safeguarding Children Board and Safer Stronger Communities.	Board Manager	May 2008	G	COMPLETED Appropriate membership on Domestic Violence WS
			Ensure appropriate joint working protocols and practices are in place.	Domestic Violence WS	Revised Feb 2010	G	Joint protocol regarding notifications and referrals has been implemented
1.8	Ensure that the needs of children of parents who have a mental illness are identified early and that they are supported.	WT	Establish links between Safeguarding Children Board and Adult Services.	Board Manager	May 2008	G	COMPLETED Appropriate membership on Mental Health WS
			Ensure appropriate joint working protocols and practices are in place.	Mental Health WS	Revised Feb 2010		
1.9	Promoting safeguarding within the voluntary sector		Development of the VCS Work Stream	Voluntary WS	July 2008	G	COMPLETED
			Promotion of use of Safe and Sound Guidelines for community groups		January 2009	G	COMPLETED
			Cascade safeguarding information to VCS partners through training and		March 2009	G	COMPLETED 1 day event – awareness

			information sharing events				raising event 3 ½ day events
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**OBJECTIVE 2 The incidence of child abuse and neglect is minimised**

	Key Action	Link Strategy	Work Required	Lead Group/ Person	Time Scale	Status R/A/G	Progress/Completed
2.1	The contribution of each service to preventative support is clearly identified and understood.	WT SS-APA	Receive reports from LPSB outlining multi agency contribution to preventative support.	LPSB	Revised Nov 2009	G	COMPLETED Formal link between LPSB and LSCB established as well as work on the Children and Young People Plan.
2.2	Private foster carers are identified, monitored and supported.	WT SS-APA	Annual report to the Board.	Safeguarding & Specialist Provision	April 2009	G	COMPLETED An Annual Report has been produced and submitted to the Kirklees Safeguarding Children Board. A mechanism is in place for this to continue.
2.3	Agreed referral, assessment, planning and review arrangements are consistently applied.	WT SS-APA NSF 5	Threshold criteria for making and responding to safeguarding referrals are clear.	Safeguarding & Specialist Provision	April 2009	G	COMPLETED Significant progress achieved, "Indicators of Need" document has to be presented to the Board. Also a protocol 'CAF Interface' describing

			Threshold criteria for making and responding to safeguarding referrals are widely understood.	Training & Development & Communic'n WS	July 2009	G	the relationship between CAF, Children in Need and Child Protection processes.
2.4	Inter-agency policies and procedures are comprehensive and up-to-date, and they reflect regulatory requirements.	WT SS-APA NSF5	Inter-agency policies and procedures are regularly reviewed and any concerns addressed.	Safeguarding Coordinator W Yorks Procedures Group	July 2008	G	COMPLETED  The regional procedures working group, who meet every two months, currently update any new procedures or amendments to the manual.

**OBJECTIVE 3** Monitor and evaluate the effectiveness of what is done by the Local Authority and Safeguarding Children Board partners,

	Key Action	Link Strategy	Work Required	Lead Group/ Person	Time Scale	Status R/A/G	Progress/Completed
3.1	All KSCB partners submit regular management information based on self evaluation and performance indicators from partners own quality regimes relating to their responsibilities to safeguard children.	WT	Agree with partners the information, timing and mechanisms necessary for the KSCB to fulfil this function.	Evaluation and Effectiveness WS	Revised Feb 2010	G	COMPLETED The WS has all data pertaining to the PSA13 Delivery Agreement indicator 1, 2, 3 and 4. All this data is currently being scrutinised.  The KSCB has agreed a data set that includes information from the Police and Health.

3.2	KSCB partners fulfil their S11 requirements.	WT	KSCB develop an audit tool for use within partner agencies.	Evaluation and Effectiveness WS	Nov 2008	G	COMPLETED
			KSCB undertake yearly audits.		April 2009	G	COMPLETED
3.2a	Review of S11 requirements within the VCS		Provide information to VCS partners about Section 11 requirements	Voluntary WS	Nov 2008	G	COMPLETED
			Introduce the KSCB audit tool to VCS Partners/WS	Voluntary WS	Revised Nov 2009	G	Audit has been piloted within the voluntary sector. This will be rolled out in the future.
3.3	The KSCB audit management information to evaluate partners' performance and identify areas for improvement to contribute to the KSCB Business Plan.	WT	KSCB produce a yearly report based on evaluation of all agencies management information.	Evaluation and Effectiveness WS	April 2009	G	ONGOING The WS has presented data to the KSCB regarding performance and the E&E WS has challenged some agencies. More work is required in this area.
3.4	Evaluate multi-agency working identifying the quality of practice and	WT SS-APA	Develop an audit tool.	Evaluation and Effectiveness WS	Nov 2008	G	COMPLETED

	lessons to be learned in terms of both inter-agency and multi-disciplinary practice.		Perform joint audit of cases	Working Together WS	Jan 2009	G	COMPLETED
3.5	Inter-agency policies and procedures are consistently implemented.		Perform joint audit of cases looking at the involvement of the different agencies and procedural compliance.	Working Together and Themed WS	Oct 2008	G	COMPLETED As a result of SCRs and agencies have mechanisms in place to audit procedural compliance

**OBJECTIVE 4 Communicating the need to safeguard and promote the welfare of children.**

	Key Action	Link Strategy	Work Required	Lead Group/ Person	Time Scale	Status R/A/G	Progress/Completed
4.1	Develop a communication strategy to ensure the work of the KSCB is cascaded and understood.	WT	Produce Communication Strategy  Produce KSCB Newsletter bi-annually  Develop a means to feed into other relevant publications eg ChYPS Matters etc.	Communic'n WS	Nov 2008   Nov 2009	G	COMPLETED The Communication and Participation Strategy was approved by the full KSCB in November 2008.  A Newsletter is produced and distributed in March and Sept each year.  Channels for communication within partner agencies and wider media for promoting KSCB work have been identified.

4.2	To raise awareness in the wider community, among statutory and independent agencies, including employers, about safeguarding and promoting the welfare of children.	JCIR	Develop and launch website. Continually update website.	Communic'n WS	May 2008	G	COMPLETED Website launched May 2008. The site is regularly reviewed and updated.
4.3	Contributing to a public campaign relating to safeguarding children.		Produce information leaflets and establish appropriate mechanisms to cascade.	Communic'n WS	Nov 2009	G	COMPLETED 'Keeping Children Safe' leaflets and posters developed and distributed July 2009 to children's centres, libraries, sports centres, GP surgeries and health centres. 'Are you concerned' advert placed in Community Sport publication 2009 & 2010.
4.4	Raise awareness of safeguarding issues and vulnerable parents.	SCRs	Themed WS to establish appropriate information and mechanisms to promote safeguarding messages.	Themed WS and Communic'n WS	Jan 2010	G	COMPLETED Leaflets and posters as above. Monthly networking events held, some of which focus on issues relating to factors affecting parenting ability, ie domestic violence, mental health, learning disabilities.

4.5	Listening to and consulting children and young people.	WT SS-APA	Develop a strategy to ensure children and young people contribute to the development of the website and tie this in with the wider Participation Strategy of the Local Public Service Board.	Communic'n WS	July 2009	G	COMPLETED There is an Agreed Communication and Participation Strategy.
			Make aspects of the existing website more accessible for the use of children, young people and families.		July 2009	G	COMPLETED Consultation with young people has taken place to establish appropriate communication channels which may not rely on the website.
4.6	Develop an E-safety Strategy and plan.	DCFS	Establish an E-safety Working Group. Appoint an E-safety Officer.	Board Manager	May 2008	G	COMPLETED An e-safety working group has been established and is chaired by the e-safety officer.
			Implement strategy and guidance in line with BECTA guidance.	E-safety Working Group	June 2009	G	COMPLETED An e-safety strategy has been produced which is in line with BECTA guidance.

**OBJECTIVE 5** Review and investigate all child deaths in Kirklees

	Key Action	Link Strategy	Work Required	Lead Group/ Person	Time Scale	Status R/A/G	Progress/Completed
5.1	Undertake reviews in relation to all child deaths.	WT	Establish a Child Death Review Panel.	KSCB	April 2008	G	COMPLETED
		WT	Collect and analyse information about each death to identify any matters of concern affecting the safety and welfare of children.	Child Death Review Panel	April 2008	G	COMPLETED All standard national data collection forms are used to gather information pertaining to a child.
5.2	Ensure a coordinated response to an unexpected death of a child.	WT	Put in place procedures and processes to ensure a co-ordinated response to an unexpected death.	Child Death Review Panel	April 2008	G	COMPLETED The SUDIC (sudden unexpected death in children) is in place.

5.3	Serious Case Reviews (SCRs) are undertaken in line with national requirements and their findings inform service planning, practice and management.	WT DSFS	Develop guidelines for undertaking SCRs.	Serious Case Review WS	Aug 2008	G	COMPLETED Template produced and training delivered June 2008. IMR Authors receive training prior to undertaking IMRs.
		WT	Ensure action Plans are appropriate to recommendations and receive evidence to support implementation.	SCR WS		G	COMPLETED Role of SCR WS is to monitor action plans/evidence.
			Provide opportunities to learn from SCRs.		Feb 2009	G	COMPLETED SCR training plan in place.

**OBJECTIVE 6. Develop the skills and knowledge of workers in relation to safeguarding children.**

	Key Action	Link Strategy	Work Required	Lead Group/ Person	Time Scale	Status R/A/G	Progress/Completed
6.1	Deliver the core objectives of the Training Strategy.	WT	Action plan devised and implemented deliver Training Strategy.	Learning & Development WS. LDO	Aug 2008	G	COMPLETED & ONGOING The strategy has been discussed by WS & LDO have been leading on implementing as part of

			Provide an annual report to the Board.		April 2009	G	the annual training programme. Due to be revised in March 2011.  COMPLETED Annual report in progress, with timescale linked to training programme
6.2	Identify inter-agency child protection training and learning needs of professionals within member agencies.	WT	Undertake an audit of agencies training needs relating to safeguarding children.	LDO	Revised Aug 2009	G	COMPLETED Undertaken in Dec 2009. Recommendations are monitored and included in annual training plan.
		WT	Identify agencies and groups give support and advice relating to the need for single agency training and the levels required for staff within that organisation.	Learning & Development WS	Aug 2008	G	This is being addressed as part of 6.7 below.
			Make links with the Workforce Development Group to ensure that safeguarding issues are addressed.	LDO	May 2008	G	COMPLETED WDG chair is now a member of L&D WS + chair of L&D WS is a member of WD group.

6.3	The training programme developed should be in accordance with local needs, priorities, national standards and legislation.	CYPP	Develop an annual training plan and programme to meet these needs.	LDO		G	COMPLETED
6.4	Evaluate training to ensure that identified objectives are an integral part of all training and development activities.	WT	To develop a system of evaluation and monitoring.	Learning & Development WS. LDO	Jan 2009	G	COMPLETED Evaluations of specific courses are reported to WS. Plan to mirror ChYPS tiered model of evaluation
6.5	Evaluate the impact of training on individual and service development.			Learning & Development WS	Nov 2009	G	COMPLETE & ONGOING Evaluation forms have been re-designed, a project plan is in place for analysis of the impact of training.
6.6	Determine the budget to undertake the training plan.			LDO	July 2009	G	COMPLETED
6.7	Ensure partner agency delivery and responsibility regarding the		Establish a training panel and training pool.	Learning & Development WS	Nov 2008	G	COMPLETED

	development and delivery of a comprehensive training programme.		Set up and run a support network for new and existing trainers.	LDO	Revised Sept 2009	G	COMPLETED Training pool established and support provided by LDOs
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