

Date: 16th June 2011 | Time: 1.00pm | Venue: Stockton Central Library

Glossary of Terms and Abbreviations used.

CAF	Common Assessment Framework	SARC	Sexual Assault Referral Centre
CESC	Children, Education & Social Care	SCR	Serious Case Review
CTB	Children's Trust Board	SLAC	Safeguarding & Looked After Children
DV	Domestic Violence	SLSCB	Stockton-on-Tees Local Safeguarding Children Board
IMR	Independent Management Review	WTTSC	Working Together To Safeguard Children
RA	Risk Assessment		

1) Attendance at Meeting

Key: MA – Member Attended, RA – Representative Attended, A - Submitted Apologies, NC – No Contact/Attendance

Statutory Members

Representing	Title	Name		Attendance
	LSCB Independent Chair	Colin Morris	CM	MA
Local Authority	Corporate Director of Children, Education & Social Care (CESC)	Jane Humphreys	JH	MA
	Head of School Effectiveness & / Assistant Director (Complex Needs) NTHFT	Lynda Brown	LB	MA
	Head of Housing – Stockton-on-Tees Borough Council	Julie Nixon	JN	A
	Lead Cabinet Member - Children and Young People (Participating Observer)	Cllr Ann McCoy	AMc	MA
Police	Detective Chief Inspector - Cleveland Police (Crime / Child Protection)	Peter McPhillips	PMcP	MA
	Chief Inspector - Cleveland Police (Stockton District - Prevention)	Mick Williams	MW	A
Probation	Director Of Operations	Lucia Saiger	LS	MA
Strategic Health Authority	NE Child & Maternal Health Service Advisor - NHS North East Strategic Health Authority	Sam Crammond	SC	A
Primary Care Trusts	Director of Corporate Affairs, NHS Tees.	Celia Weldon / Beverly Reilly	CW	A
	Head of Children & Young People's Strategy / Assistant Director (Commissioning) Stockton PCT	Peter Seller	PS	MA
NHS & Foundation Trusts	Director of Nursing & Patient Safety - North Tees & Hartlepool Foundation Trust	Sue Smith	SSm	A
	Head of Community Services - North Tees & Hartlepool Foundation Trust (SLSCB Vice Chair)	Linda Watson	LWa	MA
Youth Offending & Connexions Service	Head of Children & Young People's Operational Services	Shaun McLurg	SMcL	MA
CAFCASS	Service Manager	Lynne James	LJ	RA
Prisons	Head of Offender Management	Elaine Hunneyset	EH	MA
Adult Social Service	Head of Adult Social Services	Sean McEneaney	SMcE	MA
Adult Health (Mental Health & Disability)	Lead Senior Nurse for Safeguarding Children	Karen Agar	KAga	RA
Adult Substance Misuse Services	Joint Strategic Commissioner for Drugs, Prison Healthcare and Social Inclusion	Emma Champley	EC	A
Lay Members	Lay Member	Lesley Cooke	LC	MA
	Lay Member	Jo Thornhill	JT	MA
Schools	Head Teacher – Primary Schools	Hazel Ducker	HD	A
	Head Teacher – Secondary Schools	Elizabeth Horne	EH	MA
	Head Teacher - Independent Schools	Alex Taylor	AT	MA

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Other Members, Agencies and Groups

Representing	Title	Name		Attendance
FE colleges	Principal - Riverside College	Sujinder Sangha	SSa	MA
NSPCC	Children's Services Manager - NSPCC	Bernice Gallagher	BG	A
Voluntary sector	Assistant Director of Children's Services - Barnardo's	Sandra Egleton	SE	MA
Others	District Manager - Fire Service	Ian Harrington	IH	A
	Community Safety Partnership	Mike Batty	MB	MA

SLSCB Advisors

Representing	Title	Name		Attendance
Expertise & Advice	Designated Nurse	Alex Giles	AG	MA
Expertise & Advice	Designated Doctor	Kailash Agrawal	KAgr	MA
Business Unit	Business Manager	Pauline Beall	PB	MA

Guests / Speakers

Representing	Title	Name	
Childrens Workforce Training Task Group	Childrens Workforce Development Manager, Chair TTG	Eric Jewitt	EJ
Performance & Quality Task Group	Head of Business Support and Improvement (BuSI), Chair P&Q TG	Simon Willson	SW
Procedures & Practice Task Group	Strategic Manager C&YP, Chair P&P TG	Martin Graham	MG
Lynne James – CAFCASS	Interim Service Manager	Paul Jackson	PJ
Karen Agar - TEWV	Named Doctor	Jane Middleton	JM

SLSCB Staff

Name	Title	Attendance
Lorna Wright	Administrator	✓

No. Agenda Item Action

2 **Serious Case Review – Colin** The minutes for this agenda item has been redacted

2.1 Mike Harrison, Independent Author gave an overview presentation of the Colin case.

MH gave thanks to the SLSCB business unit for their help and support throughout the review. Thanks were also given to the SCR panel for their assistance and an acknowledgement to work given by the IMR Authors.

2.2 PB provided information regarding the sign off process.

The full suite of documents requires sign off by this Board prior to them being submitted to Ofsted for evaluation. The submission date for this review is 21st July 2011.

2.4 CM thanked MH for his presentation.

2.5 **Following considerable discussion The Board agreed to:**

- Make amendments to respective agency documents and return them to the Business unit before 29th June 2011
- Provide a statement detailing the non publication decision to be given to Ofsted with the report submission.
- Access health records for Colin's mother should this be required by Ofsted.
- Seek Legal advice regarding sharing of information with Colin's mother.
- Liaison and involvement of Coroners in the SCR process to be raised at the Regional LSCB Network.
- The Chair writing to the SHA bringing to their attention the HSE guidance regarding out of school activities. (Health and Safety Executive, March 2005. Glenridding Beck Investigation (Drowning of Max Palmer in Glenridding Beck May 2002) - <http://www.hse.gov.uk/services/education/school-trips.htm>)

3 **Minutes of Meeting held on: 17th March 2011**

3.1 Amendment to attendance. SE was in attendance at the meeting.

3.2 The minutes were agreed as a true record.

4 Matters Arising

4.1 PS gave an update on the "Andrew" Management Case Review. A meeting has been held with Andrew who has requested that information from this review is not given or shared with his parents. Andrew has also indicated that he does not require any further information or copies of the reports.

4.2 SS advised that he will provide an update on the pooled budget contribution from Riverside College as soon as possible.

5 Executive Group Feedback

5.1 CM provided feedback from the first Executive Group meeting which was held on 19th May 2011.

The meeting went well and members agreed to monitor the effectiveness of the meeting structure from meeting to meeting, especially to ensure appropriate items go on to the executive agenda thus reducing the likelihood of repetition/duplication at full Board meetings.

The minutes of this meeting were shared with members for information. CM advised that there were a number of key players missing from the first meeting, however the next meeting should be more purposeful with the full group in attendance.

6 SLSCB Constitution.

6.1 PB advised that the Constitution document has been slightly amended by the Executive Group and emailed to all Board members for further comment. There had been one comment received from AT regarding accountability of agencies and this has been addressed, PB has requested new wording from the legal team to address this.

CM thanked PB for her hard work in finalising the Board Constitution.

6.2 The Board agreed to:

- Adopt the SLSCB Constitution,
- Ensure appropriate bodies are provided with copies of the SLSCB Constitution

7 CAF

7.1 SMcL presented the CAF (Common Assessment Framework) report.

The report provided background information on CAF and the current situation with a description of the progress that has been made to date.

SMcL advised that there has been a slight amendment to the CAF procedures and forms which were agreed by the Childrens Trust Board on 29th March 2011. The documents have now been brought to this the LSCB for the same agreement and ownership.

Members discussed in detail the use and process of CAF and how the process of referring into other services has been streamlined.

A progress report will be presented to both the CTB and LSCB in September 2011 which will include an update of the issues with Police and Probation who are "non child focussed" agencies.

PMcP advised that he has met with Liz Abbott, Service Manager - Referral and

Assessment and Kim Staff, Service Manager – Family Support and confirmed that Cleveland Police are happy to adopt the forms and process devised by Stockton Force wide, however this is not currently the process that is followed Tees wide and would therefore welcome the support from the LSCB to progress this.

LS seconded this and advised that there is not an issue for Probation in terms of following Stockton's procedure, however commented that as a "non child focussed" organisation there are other agencies that will come into contact with children before the Probations Service. LS felt that it is these agencies that should be completing the CAF first. AMc commented that the identifying service is the service that should complete the CAF

SMcL thanked both PMcP and LS for their support and confirmed that he will now focus on a Tees wide process.

- 7.2 AG initiated discussions regarding the process of referral when a CAF has not yet been completed considering it important to note that referrals should still be taken and not delayed or refused even when a CAF has not be completed.

SMcL referred to and read from pg 6 of the CAF procedure and felt that this is an adequate response to AG's concerns:-

'For child protection referrals, where agencies have been previously aware of additional needs CAF activity should usually have taken place prior to referral. If however there is no evidence of CAF activity having taken place, this should not delay a referral being accepted by First Contact or the Referral and Assessment Team. If any discussions are required between agencies about whether a CAF should have been undertaken previously these should take place separately from the referral process'

The Board agreed to:

- The amended CAF procedures as attached at Appendix 1.
- The amended CAF1 form as attached at Appendix 2.
- Endorse the development of a standardised referral form for accessing targeted services outside the CAF process.

AG indicated that she could not agree in her capacity as representative for the PCT, however it was noted that the documents were already agreed by representatives of the PCT at the CTB meeting 29.3.11. CM/JH to address this issue with the PCT outside of the Board meeting.

8 2010/2011 Allegations Management (LADO) report

- 8.1 SMcL presented the 2010/2011 Allegations Management (LADO) report to provide information regarding LADO activity in the period 1 April 2010 to 31 March 2011 with regard to Allegations against Staff, Carers and Volunteers.

The Board agreed to:

- Note the information contained with in the 2010 / 2011 Allegations against Staff, Carers and Volunteers Report.
- Confirm that the name and contact details of the Named Senior Officer within their organisations are correct and to update if necessary.

9 Medical Examinations Regarding Sexual Abuse

- 9.1 JH gave a brief reminder of the concerns the Board expressed regarding the temporary arrangements for forensic medical examinations. JH advised that in her opinion there has not been any definite permanent decisions taken to address this.

Members discussed this and felt that there was potentially conflicting information

regarding these arrangements.

The Board agreed to:

- Seek further information from Director of Childrens Service colleagues in terms of their understanding of this. JH
- JH to raise with PCT Executive in order to express the concerns raised at the SLSCB.

10 Multi-Agency Risk Assessment for Young People who present with Sexually Harmful Behaviour

10.1 SMcL presented the Multi-Agency Risk Assessment for Young People who present with Sexually Harmful Behaviour report on behalf of Jayne Parry – Service Manager, Looked After Children.

Following a recommendation from the Safeguarding and Looked After Children (SLAC) inspection held in September 2010 a process for considering models of RA was completed with the preferred model being the AIM Training Programme.

Details of the AIM Training programme were provided for member's information.

SE advised that a similar paper was presented to the South Tees Board some years ago and showed the system to be problematic for two reasons

1. There was a loss of trained staff due to staff turnover.
2. Insufficient AIM assessments were being completed to maintain staff skill levels

SE confirmed that all referrals to Redcar and Middlesbrough are not passed to Bridgeway.

SMcL advised that the service provided by Bridgeway is valued; however inspectors felt that staff were not sufficiently robust in their RA's and they need to be confident in these issues.

JH acknowledged that numbers are increasing around this issue.

The Board Agreed

- To provide staff training requests to Eric Jewitt by 15th July 2011

11 Tees Procedures

PB confirmed that the web address for the online Tees LSCBs Procedures has been e-mailed to members and requested that they have a look at it in its draft form. Further discussions regarding the new system will be required however comments can be sent in at this stage to the Business Unit regarding the site content, accessibility etc. (<http://www.teescpp.org.uk>).

12 Unannounced Childrens Social Care Inspection.

SMcL provided information on the 2 day unannounced inspection of the Contact, Referral and Assessment Service undertaken in May 2011.

The Inspectors recognised that significant progress has been made since the inspection in January 2010. They were satisfied that the actions they set have been responded to appropriately and significant improvements made.

Good practice of encouraging agencies to complete a CAF when making referrals was also acknowledged. JH commented that CESC are still receiving in appropriate referrals into the system and advised that this is also the view of Ofsted.

Overall a very positive inspection.

13 CESC Restructure & Structure of PCT

JH provided a verbal update of the restructuring of Children Education & Social Care services and similarly the proposed changes at NHS Tees.

Structure diagrams were circulated to members for information.

14 Any Other Business

14.1 PB confirmed that the Social Work Chambers have now completed their review of Tees Serious Case Reviews and will be delivering a series of feedback sessions to practitioners in July.

PB advised that it will be made clear in these sessions that the recommendations have not been agreed by any of the Tees LSCBs at the time of the presentations.

14.2 The Chair acknowledged that this was to be Peter Sellers last meeting prior to his retirement and therefore thanked him for his commitment, quality of work and overall contribution to the children safeguarding agenda and wished him well for the future.

Discussion Reports Emailed To Board Members Since The Last Meeting	Last Date to Comment
1 Tees Web Safeguarding / Child Protection Web based Procedures, emailed 8.3.11	
2 Tees Web based Procedures - Documents to be checked, Emailed 11.3.11	
3 Tees Web based Procedures - Documents to be checked, Emailed 14.3.11	
4 Tees Web based Procedures - Documents to be checked, Emailed 28.3.11	
5 Tees Web based Procedures - Documents to be checked, Emailed 04.4.11	

Information Items Emailed To Board Members Since The Last Meeting

- 1 FREE research for all LSCB staff from reconstruct. Emailed 8.3.11
- 2 Report into the views of young people on safeguarding in the secure estate. Emailed 10.3.11
- 3 Neglect Conference 6th May 2011- The Education Centre Norton. Emailed 11.3.11
- 4 CEOP - Safeguarding Alert. Emailed 21.3.11
- 5 Supporting Childminders – An Advisory Resource for Local Safeguarding Children Boards. Emailed 24.3.11
- 6 Drop In Session Learning lessons from Serious Case reviews 9.05.11, 11am at Education Centre. Emailed 28.3.11
- 7 Independent Chairs Network Letter. Emailed 30.3.11
- 8 New web enabled version of the Children’s Homes and Fostering Standards. Emailed 5.4.11
- 9 Invitation - Young Carers Practitioner Guide Launch. Emailed 6.4.11
- 10 S11 of the Children Act Audit Tool for completion. Emailed 11.04.11
- 11 Ofsted Evaluation of SCRs April 2011. Emailed 13.04.11
- 12 SLSCB Multi Agency Safeguarding Children Training Programme 2011 / 2012 Emailed 19.04.11
- 13 Prof Eileen Munro Final Report A child-centered system. Emailed 10.5.11
- 14 Launch Of NSPCC Helpline Mobile Phone Texting Service. Emailed 16.05.11
- 15 CAF Report March 2011 – Emailed 17.5.11
- 16 Learning Together Model - Munro Recommendations, Event on 11.7.11. Emailed 24.5.11

Details of Next Meeting:

Date: 15th September 2011	Time: 1:00 – 4.00pm	Venue: Education Centre, Junction Road.
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