

Local Safeguarding Board Policies and Procedures Subgroup

Date: 10th January 2008

<p>Present: Sheilagh Reavey – Executive Nurse, Bedfordshire PCT (Chair) Sally Stocker - Business Manager to LSCB Dr Chandra - Consultant Paediatrician, Bedfordshire PCT Tony Waller - Senior EWO, Beds CC, Children’s Services Mandy Swain - Detective Sergeant, Bedfordshire Police Rachel Caldwell - Educational Psychologist, Beds CC</p> <p>Minutes: Sue Fanthorpe – LSCB Secretary</p>	<p>Apologies: Jenny Lloyd - Review Manager, C&R, Beds CC Rosie Kind - Named Nurse for Safeguarding Children, Bedfordshire PCT. Teresa Parkhouse – Deputy Team Manager, Family Support Linda Bulled, VOC Officer, Voluntary Sector Katherine Peddie - Lead Policy and Planning Manager, Children’s Services, Beds CC Jane Newbury – Quality & Performance Manager, Connexions Helena Hughes - Designated Nurse for Safeguarding Children, Bedfordshire. Elizabeth Akers - Matron for Neonates and Paediatrics, named nurse for safeguarding children, Bedford Hospital NHS Trust</p>
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SR welcomed all to the meeting and has now taken up her position as chair of the group. Apologies noted.

No.	Protocol / Procedure	Development Lead	Progress at review 12 th July. 2007
1.	Medical Examination of Children	Dr Chandra	This is ongoing work – DR C has a meeting set up on the 23rd Jan to talk to both hospitals named doctors to see if the 2 procedures can be amalgamated. An out of hours meeting needs to be set up to discuss out of hours procedures in Jan 08. Dr C to feedback at the next meeting.

2	Policy between Emergency Duty Team and Agencies	Keith Hill Team Manager EDT	SS is still chasing Keith Hill, a final draft to be agreed by Adult services and then signed off by LSCB. Already been out for consultation.
3	Protocol for Parents/Carers with Learning Disabilities	Sally Stocker	SS has sent to Charlie McNally AD for Adult Services and Michael Chapman Policy Officer for Adult Services for them to take to the Adults with disabilities team. SS hoping that this will be ready to be signed off soon.
4	Transfer protocol (between authorities) for Child Protection and Children in Need	Sally Stocker	Amendments being made by Children's Social Care, then will be ready for sign off by this group.
5	Trafficking Children	Sally Stocker	Work being undertaken with Luton LSCB, to date have had 4 meetings to discuss and work is in progress still, at early stages. Needs linking in to Sexually Exploited children.
6	Missing Children / Runaways	Sue Reed	Has been signed off by the Operations Board. SS to place on the LSCB website.

7	Complaints arising from Child Protection Conferences	Sally Stocker	This is not a multi-agency protocol but people need to be aware of it. This has now been signed off by the Operations Board. SS to place on the LSCB website.
8	Allegations against staff	Carol Younger	This has been out for consultation. Minor amendments being made following consultation with the new Allegations Manager and Human Resources for Beds CC, who are going to provide some briefing sessions on this protocol. This needs a critical launch to all agencies.
9.	Information Sharing	Sally Stocker	This has now been signed off by the Operations Board and is on the LSCB website.
10	Protocols for joint working between Police and children's services for undertaking Section 47 enquiries	Sue Ioannou	This has now been signed off by the Operations Board and is on the LSCB website.
11	Private Fostering	Katherine Peddie	This has now been signed off by the Operations Board and is on the LSCB website.
12	Working with uncooperative and violent families	Sally Stocker	Has been signed off by the Operations Board. SS to place on the LSCB website
13	Abuse by children and Young People	Sally Stocker	Draft agreed by PPG, now ready for consultation.
14	Children abused through Prostitution	Sally Stocker	Draft agreed by PPG, now ready for

			consultation
15	Children living with domestic violence	Sally Stocker	Luton LSCB are currently working on a protocol, SS to join their working party to adopt their protocol and also see what other documents are already published. TW/RC has both volunteered to assist with writing up this protocol.
16	Safeguarding Disabled Children	Sally Stocker	A meeting has been arranged for the 31 st January. Doesn't need to be a full protocol could just be some guidance around S47. On draft 3 still needs some work on it which SS is currently doing. Once amendments have been made can go out for consultation.
17	E- safety	Sally Stocker	SS to work with Luton LSCB to develop this protocol.

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No.	Action	Development Lead	Completion Date	Progress at 10 th January 2008
	<p>Work to be commenced awaiting National Drivers to be made available;</p> <ul style="list-style-type: none"> • Recruitment and Supervision (safer employment) • Organised and Multiple Abuse 			Decision made that Sally will ascertain 2 protocols from other LSCB's covering the areas that still need

	<ul style="list-style-type: none"> • Protocol - Female genital mutilation • Protocol - Safeguarding looked after children who are away from home - Sue Ioannou is currently writing a protocol for Children living away from Home, SS to bring to the next meeting for all to look at. 			<p>developing. These documents will be shared with the relevant people and a decision made as to which one Bedfordshire will adopt. Agreed documents to be brought back to the next meeting.</p>
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Review programme of Policies/Protocols and Procedures

Name of document	Date signed off	Date to be reviewed	Date work started	Lead person	Once reviewed date signed off
Allegations against staff	June 2005	June 2006	September 2006	Carol Younger	January 2008
Forced Marriages	February 2006	February 2007	November 2005	Sally Stocker	Small group to review this document. Group to consist of Police, Social Care, Health and Vol Sector. SS to arrange meeting dates.
Information Sharing	June 2005	June 2006	October 2006	Sally Stocker	October 2007
Domestic referrals to Police	October 2006	October 2007	January 2005	Katherine Peddie	This has been reviewed within the Joint S47 Protocol signed off March 2007

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Paediatric Medicals (Bedford)	May 2006	May 2007	March 2006	Dr Chandra	Procedure currently being worked on to amalgamate with Luton procedures.
Dissemination Strategy	Jan 2007	January 2008	June 2006	Ian Angus	
Parents and carers affected by mental health problems	March 2007	March 2008	May 2006	Sally Stocker	March 2007
Young people, parents and carers affected by substance misuse	March 2007	March 2008	May 2006	James Dove	March 2007
Concealed pregnancies	March 2007	March 2008	May 2006	Mary Taylor	March 2007
Sexually active under 18's	March 2007	March 2008	June 2006	Ian Angus	March 2007
Serious Case Review process	March 2007	March 2008	May 2006	Sally Stocker	Needs looking at to link into CDOP procedures.
Luton & South Beds medical	March 2007	September 2007	November 2007	Dr Srivastava	Procedure currently being worked on to amalgamate with Luton procedures.

Other Business

1. Need to organise a small working party to work on Fabricated and Induced Illness Protocol. Needs reps from Police (MS has volunteered), Health and Children's Social Care. Dr C/ SS to see what documents are already published and whether any are suitable to use for Bedfordshire. Luton is also currently working on this and SS to seek where they are at.
2. Protocol/ Practice Guidance for working with children and young people who present sexually harmful behaviour – SS showed all the draft protocol, all happy with title and happy for SS to make amendments and then send out for consultation.

3. SR suggested that there needs to be a set time for future chasing of information/ consultation periods. SS to speak to Laura Eades and will feedback at the next meeting.
4. SR suggested that there needs to be a template for cross-referencing protocols – SS to organise.
5. SR suggested that protocols/ procedures should be reviewed every 2 years or earlier if new national guidance comes out.
6. The need to ask for co-opted new members when working on specific protocols.
7. Need to source the need of all new protocols – who asked for it, why is it needed, etc – Is it a national request, need clear guidance.
8. When new protocols/ policies are signed off and sent out what launch plan is there?
9. TW/RC both suggested that School Child Protection Staff would like the opportunity to have time set aside to look at new policies/ procedures. Currently not given any time set aside to do this. Could school staff be seconded?
10. SR raised issues asking about policies already signed off, have these been launched properly? Are people aware off them? Are they being used? What auditing is currently done? Do we need to do an audit check? SS to take to the next QA Subgroup.
11. Need Terms of Reference for this group.

Next meeting – 20th March 2008 – 2.00pm-4.30pm – 7 Stephenson Court.