

Devon Safeguarding Children Board Minutes

Chairman: A J Wooderson

4th December 2009
Passage House Hotel



Alan Wooderson	Chair of the DSCB	
Mike Craddock	Independent Chair Serious Case Reviews	
Mary Graham	Manager	Atkinson Unit
John Davey	Director of Service Delivery	Connexions Cornwall & Devon Ltd
Helen Nicholls	Headteacher of South Brent Primary School	DAPH (Devon Association Primary Headteachers)
Nigel Boulton	Superintendent	Devon and Cornwall Constabulary
John Clements	Detective Superintendent	Devon and Cornwall Constabulary
Anne Proctor	Assistant Chief Officer	Devon and Cornwall Probation Area
Andrea Davis	Councillor	Devon County Council
Brenda Taylor	Councillor	Devon County Council
Rory McCallum	Director of Early Years and Families	Devon County Council Children and Young People's Service
Deborah Booth	Strategic Project Manager for Education Achievement of Children in Care	Devon County Council Children and Young People's Service
Chris Dimmelow	Head of Safeguarding	Devon County Council Children and Young People's Service
Anne Whiteley	Director of Children and Young People's Services	Devon County Council Children and Young People's Service
Maria Kasprzyk	Service Improvement Manager	Devon County Council Children and Young People's Service
Carol Rous	Operations Manager	Devon County Council Children's and Young Peoples Service
Jim Wood	Area Manager for Exeter, East & Mid Devon YOT	Devon County Council Youth Offending Team
Ian Hobb	County Community Strategy Officer - North Devon & Torridge	Devon County Council Chief Executive
John Nixson	Consultant	Devon County Council Children & Young People Service
Simon Holmes	Acting Operations Manager	Devon County Council Children & Young People Services
Dr Kate Gurney	General Practitioner	Local Medical Committee

Miles Hapgood	Assistant Director for Integrated Children's Services	NHS Devon (PCT)
Alison Allen	Named Nurse Safeguarding.	NHS Devon (PCT)
Virginia Pearson	Director of Public Health / Devon Drug and Alcohol Action Team Chair	NHS Devon (PCT)
Charles Holme	Designated Doctor Child Protection Devon	NHS Devon (PCT)
Helen Hyland	Designated Nurse Child Protection	NHS Devon (PCT)
Liz Davenport	Director Operations and Workforce	NHS Devon Partnership Trust
Carolyn Mills	Director of Nursing	North Devon Healthcare NHS Trust
Alison Kearnes	Assistant Director MW NSPCC	NSPCC
Sarah O'Shea	Head of Student Services, Exeter College	Representative for colleges of Further Education
Richard Tomlinson	Named Doctor for Safeguarding	Royal Devon & Exeter Hospital Foundation Trust
Marie-Noelle Orzel	Director of Nursing and Patient Care	Royal Devon & Exeter Hospital Foundation Trust
Jacqui Warne	Head Teacher Ellen Tinkham School	SHAD Special Head teacher Association Devon--vice chair
Heather Parker	Associate Director of Nursing & Midwifery Women's & Children's Diagnostic & Therapies.	South Devon Healthcare NHS Foundation Trust
Mark Goodman	Manager	Voluntary Youth Services
Christina Ashforth	Secretary to LSCB	Devon County Council Children and Young People's Service
Penny Truscott	Temp Secretary of the DSCB	Devon County Council Children and Young People's Service

Apologies

Vicki Heywood	Service Manager	CAFCASS
Mark Juby	Principal of Pilton College Barnstaple	DASH (Devon Association of Secondary Headteachers)
Judith Johnson	Director for Learning and Schools	Devon County Council
Peter Jeffs	Director of Communities	East Devon District Council
Georgie Mackintosh	Safeguarding Adviser	Government Office South West
Kevin Finan	Director of Community Services	Mid Devon District Council
Mandy Cox	Policy Lead CYP Maternity	NHS South West Strategic Health Authority
Liz Childs	Director of Nursing	South Devon Healthcare NHS Foundation Trust

Agenda Item 1	Welcome and Introductions (Observers & New Members) Apologies	Presenter Alan Wooderson
	The chair welcomed everyone to the DSCB meeting, introduced the two new Board members Mary Graham and Jackie Warne, the Observers, Councillor Brenda Taylor, Carol Rous, Ian Hobbs and Simon Holmes and finally detailed the apologies.	

Agenda Item 2	Minutes and completed actions from 11th September 2009	Presenter Alan Wooderson
	Members agreed the minutes of the last meeting. It was noted that the majority of action points are complete with any outstanding items covered on the agenda or are being progressed.	

Agenda Item 2	Matters Arising from the 11th September 2009 Meeting - MAPPA SMB/DSCB Protocol	Presenter Anne Proctor
Discussion	This protocol was discussed at the September Board meeting and has now been approved by other Peninsular SCBs.	
Conclusion	It was agreed that this would be signed off by the Chair on behalf of the DSCB.	
Action point	Action owner	Deadline
Sign protocol on behalf of the Board.	Alan Wooderson	Immediate

Agenda Item 2	Matters Arising from the 11th September 2009 Meeting - Head of Safeguarding	Presenter Rory McCallum
Discussion	RMcC updated the DSCB on the unsuccessful second recruitment process for this vacancy. He proposed an interim solution of two secondment posts, a Performance Improvement/Quality Post and Safeguarding Adviser Post. Both it is suggested should be for 18 months in the first instance. It was noted that both these positions are critical in the delivery of effective working together.	
Conclusion	The Board endorsed this interim solution and asked for clarification of the appointment process.	
Action point	Action owner	Deadline
Progress the agreed proposals and inform partners of the process.	Rory McCallum	Immediate

Agenda Item 2	Matters Arising from the 11th September 2009 Meeting - IDeA follow up proposal	Presenter Anne Whiteley	
Discussion	<p>Anne Whiteley reminded the Board of the previous IDeA Peer Review which was completed prior to the Ofsted inspection and proved very helpful.</p> <p>It was proposed that the IDeA is invited to return to Devon to complete a follow-up to the Peer Review and that they are willing to tailor this follow up to Devon's requirements and it would be at no charge to Devon. The suggested focus for this would be on both the Quality Assurance system and on improving systems to "hear the voice" of vulnerable children and young people.</p>		
Conclusion	The Board agreed to this proposal and Anne Whiteley will progress this with IDeA.		
Action points		Action owner	Deadline
Take forward IDeA follow up		Anne Whiteley	April / May 2010

Agenda Item 3	Strategic Co-ordination a) Development of the DSCB Proposals on Strategic Intelligence, Co-location, Triage Arrangements	Presenters Nigel Boulton / Rory McCallum	
Discussion	<p>An update on the development of a Strategic Intelligence Hub was presented to the Board which detailed the four phases to this new project.</p> <p>Phase 1 The Multi Agency Safeguarding Hub will go live in December/January at Rosemoor Court, Pynes Hill, Exeter. There are no premise cost implications for the hub and all police referrals (121as) will be processed by the hub and where appropriate, action taken.</p> <p>Phase 2 In early 2010, all CYPS referrals in the Exeter area will be enhanced by Police intelligence prior to any agreed action.</p> <p>Phase 3 By Easter 2010 the aim is to extend phase two's operation across Devon and integrate with safeguarding adults. By April 2010, Education will join MASH and talks are currently being held for Health, Probation and voluntary agencies to join MASH in due course.</p> <p>Phase 4 Delivery to focus on the analysis and identification of harm which will generate partnership activity across Devon to reduce harm and in early 2010, the police intend to embed an analyst within MASH to commence this work.</p>		
Conclusion	This project will be phased in by January 2010 and will ultimately be rolled out across Devon. The Chair thanked Nigel Boulton, Rory McCallum, Sam Wenham, and Maria Kasprzyk for their work on this project which is supported in the proposed revisions of Working Together.		
Action points		Action owner	Deadline
Produce briefing documentation to include governance and phasing arrangements and link with the pre-consultation of Working Together for all DSCB partners.		Nigel Boulton / Rory	Immediate

	McCallum	
Report on progress and implementation at the next DSCB meeting,	Nigel Boulton / Rory McCallum	March 2010
Request for presentation to organisations to made through Rory McCallum	All Agencies	Immediate

Agenda Item 3	Strategic Co-ordination b) Pooled Budget / Resource Statement for Safeguarding	Presenter Nicola Allen	
Discussion	<p>Progress on creating a comprehensive resource statement for safeguarding children in Devon is proving difficult to achieve and needs further work and commitment from DSCB members. The Partnership Agreement is still to be drafted for DSCB consideration and will include the budget requirements of the DSCB Safeguarding functions and the partner contributions going forward. The budget monitoring for 2009/10 shows a broadly balanced position and it is anticipated that the agreed agency contributions will remain the same for 2010/11. Any increase in budget contributions would need to be supported by a business case.</p> <p>The Board were asked to consider the following recommendations:-</p> <ul style="list-style-type: none"> To note the lack of progress in establishing the baseline costs of children's safeguarding across Devon and the steps being taken to address this shortcoming. To note the budget monitoring report of the current safeguarding pooled budget for 2009/10 and the year end projections. To agree that the Partnership Agreement governing all aspects of the pooled budget will be ready for presentation at the March 2010 DSCB meeting. 		
Conclusion	The Board accepted the proposed recommendations and the Chair reiterated the need for agencies to respond to Nicola Allen's questions so she can draft the partnership agreement.		
Action point		Action owner	Deadline
Write to partners and incorporate an explanatory note and suggested template for completion regarding spend on safeguarding children.		Alan Wooderson / Nicola Allen	March 2010

Agenda Item 3	Strategic Co-ordination c) National Safeguarding Delivery Unit - Report of immediate projects underway and progress on revisions to Working Together	Presenter Chris Dimmelow	
Discussion	<p>Work is currently being undertaken by the National Safeguarding Development Unit on the revision of Working Together and Chapter 8 Guidance, the National Training Programme and finally the LSCB Funding for Communications.</p> <p>Each LSCB will receive a budget of £12,500 in April 2010 from the DCSF for communications work and the promotion of child safety. This contribution will initially be placed within the DSCB pooled budget prior to the development of a PR and Communication strategy by the Publication, Communication and Communities sub group.</p>		

	<p>It is anticipated that Devon's "Tell us" survey will receive returns from the primary sector only and consequently current systems for collating safeguarding children data requires review and any gaps addressed.</p> <p>The Board were asked to endorse the following recommendations:</p> <ul style="list-style-type: none"> • DSCB Members are asked to consider the pre-consultation document concerning the revision of Working Together and submit views to the Safeguarding Office by 11th December 2009. (Please see item 3d below) • The SCR Sub Group to consider any required revision of the peninsula SCR guidance and templates in light of the revised Chapter 8 Guidance and Ofsted Evaluation Framework. • The Communities and Communication Sub Group produce recommendations for a communication plan concerning child safety following publication of the NSDU toolkit. 	
Conclusion	The Board accepted all recommendations. It was also noted that the revised Chapter 8 of Working Together, when published in December will be effective immediately.	
Action points	Action owner	Deadline
Feedback any comments regarding the Pre-Consultation document to Chris Dimmelow.	DSCB members	11th December
PR and Communication Strategy to be discussed at the next meeting.	Ian Hobbs	March 2010
Bring forward proposals for collecting information on how safe Devon's children feel.	Alan Wooderson / Rachel Henderson / Deborah Booth / Brian Grady	March 2010

Agenda Item 3	Strategic Co-ordination d) Working Together to Safeguard Children – Pre- Consultation Draft	Presenter Alan Wooderson
Discussion	<p>As a consequence of Lord Laming's review of safeguarding arrangements and the Government's response published in March 2009 much emphasis has been placed on the rewriting of significant elements of the current national Working Together guidance. Already there has been a consultation on changes to Chapter 8 (Serious Case Review process), and the publication of draft new National Indicators. On 20th November 2009 the recently created National Safeguarding Delivery Unit published draft proposals for rewriting Working Together that deal with 17 specific recommendations made by Lord Laming and further government proposals on improvements to the role and functions of LSCBs including membership.</p> <p>These all have a fundamental implication for how LSCBs carry out their responsibilities and how Children's Trusts are to be held to account in their new statutory role. As such it requires the DSCB to examine and review all aspects of how it carries out its business and now gives a clear steer on how to complete the refresh of the current DSCB Business Plan. It now looks sensible to completely rewrite the Business Plan for 2010 onwards, reflecting the fundamental changes being brought in by these legislative and regulatory changes rather than update and refresh the current plan.</p>	

	<p>In addition in the consultation on the revisions to Working Together there is also a suggested list of contents for LSCB Annual Reports that will be a requirement to be in place from April 2010 and which Childrens Trusts are required to respond to via the Children and Young People's Plan.</p> <p>The draft consultation document has a number of consultation questions to respond to by December 17th.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • That the DSCB agree to the production of a new DSCB Business Plan covering the period 2010-2013. • That the DSCB agree to the production of its Annual Report, in line with the new statutory expectations and covering as a minimum the contents as described by the NSDU, in May each year starting from May 2010. • That the DSCB ask the Executive to produce a complete analysis of the implications for current safeguarding arrangements in Devon to comply with the proposals being made by the NSDU. • That the DSCB agree to the Chair ensuring a response to the consultation draft is submitted by December 17th based on contributions from DSCB members. • That the DSCB agree an additional Board development day meeting early in 2010 to consider its performance using the DCSF 'Challenge and Improvement' tool to receive the report from the Executive and to agree the changes to policies, processes and working arrangements that will be required to deliver the new Working Together arrangements from April 2010 to agree the content of the DSCB Annual Report and the methodology to be used by the DSCB in making an 'honest assessment' of the safeguarding system across Devon and of each individual agencies safeguarding arrangements so that the report can be published in May 2010. 	
Conclusion	<p>The recommendations were accepted by the Board and who further recognised that a collective statement from the DSCB assuring how they know children are safe in Devon is required.</p> <p>Geoff Evans is currently leading on this work until the Quality Assurance post is filled.</p>	
Action points	Action owner	Deadline
Complete the DSCB response to the consultation on Working Together revisions and return to the DCSF	Chris Dimmelow / Alan Wooderson	17 th December 2009
Organise a development day in February 2010.	Alan Wooderson / Christina Ashforth	By end Feb 2010
Prepare a new DSCB Business Plan 2010-13	Alan Wooderson	April 2010
Prepare an Annual Performance Report for the DSCB to be reported to all partners and the Children's Trust	Alan Wooderson	May 2010
Executive to produce an analysis of the implications for Devon of the NSDU proposed changes to Working Together and report to the DSCB Development Day in Feb 2010.	Rory McCallum	Feb 2010

Agenda Item 3	Strategic Co-ordination e) Report from ADVA Executive – Proposals for governance of the MARAC process	Presenters Nigel Boulton / Chris Dimmelow	
Discussion	<p>Following national guidelines produced by the Home Office the Multi Agency Risk Assessment Conferences (MARAC) have become firmly established as part of the operational response to increasing the safety of high-risk domestic violence victims and are increasingly understood by practitioners across most agencies. Although there is a sound operational system and some oversight of it, the strategic management of the process now needs to be set within the wider safeguarding arena and strategic partnership systems. The primary reasons being:</p> <ul style="list-style-type: none"> • MARACs are now part of our agreed multi-agency response to and management of high risk victims. • There is no existing strategic performance management or oversight of how they operate and no national model or advice upon which to base practice. • Serious Case Reviews have highlighted domestic violence as one of the recurring issues impacting vulnerable children. • The focus of any MARAC has been on adult victim safety yet in a high percentage of cases there are children involved and thus far there has been no attention or risk assessment/management applied to the perpetrators of the above and the risk they pose to children. • Existing mechanisms for safeguarding children do not have a formal linkage nor oversight of MARAC. • There is an increasing acknowledgement and need to co-ordinate all our safeguarding work and to ensure that domestic abuse is encompassed within this. • There are a number of operational issues creating inconsistency across the four Devon MARACs that expose the agencies and systems within the county to risk in terms of consistency of approach. • The management and administration of MARAC has thus far fallen to the Police. As MARACs have become firmly established as a system of risk management and have reached a stage of maturity it is now time to see them on a par with other safeguarding activity and to create a sustainable multi-agency management process. • MARACs have an LAA target associated to them which needs to be strategically performance managed to ensure the outcome set is achieved. <p>Having created MARACs as a good practice model their position as a core aspect of our multi-agency risk management and safeguarding approach means that the gap in strategic management now needs to be filled.</p>		
Conclusion	The Board agreed that a formal agreement on the statutory framework and governance structure is required between MARAC and DSCB and consultations with both the Peninsular and National LSCBS should take place to see if others have a solution that could be applied in Devon. Feedback from these will be considered in the DSCB's final draft agreement for the relationship and governance between MARACs and DSCB.		
Action points		Action owner	Deadline
Contact both peninsular and national LSCBs with reference to the MARAC process.		Alan Wooderson / Alison Kearnes	March 2010
Include MARAC cases in the next multi agency audit.		QAAC Sub Group	April 2010

Agenda Item 3	Strategic Co-ordination f) Performance Management Information Governance and Quality Assurance Arrangements Risk Registers	Presenter Alan Wooderson	
Discussion	<p>In June 2009, the DSCB approved a high level quality framework for its work. Since then the Ofsted Inspection report has been received and consultation is also taking place around developing new national indicators, and a re-writing of Working Together.</p> <p>It is now proposed that a task and finish group is commissioned to develop and implement a multi agency minimum dataset for safeguarding children and additionally proposed, that the governance and quality assurance arrangements for safeguarding children, of all duty to co-operate partners and others, should be made available for scrutiny by the DSCB.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • Establish a task and finish group between December 2009 and March 2010 to develop and deliver an agreed minimum dataset for regular performance reporting to the DSCB. • To have a quality assurance and governance report on children's safeguarding from each of the duty to co-operate partners. • To consider whether the DSCB needs to have in place its own Risk Register. • To consider how in future the DSCB may wish to commission a programme of work from the QAAC sub group to ensure the improvements expected by the DSCB are in place in all places. 		
Conclusion	The Board accepted these recommendations and agreed in principle the proposal of a risk register which will link to the business plan.		
Action points	Action owner	Deadline	
Develop and implement a multi agency minimum dataset for safeguarding children.	Task & Finish Group	March 2010	
QA and governance report to be supplied from each partner to the DSCB.	Christina Ashforth	March 2010	
Risk Register for the DSCB to be developed alongside the new Business Plan.	Alan Wooderson	April 2010	

Agenda Item 4	Ensuring Effectiveness a) Second DSCB Multi Agency Case Audit Report – October 2009	Presenter Maria Kasprzyk	
Discussion	<p>The second multi-agency quality case review report, concerning 12 children subject to child protection plans and audited between 12th - 19th October, was presented to the Board.</p> <p>Whilst there has been some improvement in key elements of safeguarding there remain persistent difficulties in some agencies concerning the minimum expectations of standards surrounding records management, risk assessment processes, the effectiveness of child protection meetings and quality of supervision.</p> <p>The audit identified both multi and single agency recommendations and these are detailed in the report. The multi agency recommendations were outlined for Board consideration.</p>		

	<ul style="list-style-type: none"> All DSCB agencies to record chronologies using the same format and to develop a multi-agency chronology for all children subject to a child protection plan. To develop 'Appreciative Inquiry' model as a standard tool for multi-agency reflective case audit, for individual cases not reaching the threshold for a formal serious case review, but has been identified by the serious case review sub group that learning needs to be identified. Multi-agency Neglect Strategy and training to be made available developing the "Graded Care Profile - a tool for assessing Neglect " to understand how to assess signs and symptoms of neglect, and how effective interventions can be measured to improve children / young people's outcomes. 									
Conclusion	<p>The Board endorsed all recommendations and further agreed the development of a RAG rated action plan detailing deadlines for monitoring and reporting progress.</p> <p>All individual agency recommendations will be communicated to the relevant partner agencies and as previously agreed; the next case audit will examine 8 cases and include MARAC cases.</p>									
Action points	<table border="1"> <thead> <tr> <th></th> <th>Action owner</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Write to the relevant partner agencies regarding the single agency recommendations.</td> <td>QAAC Sub Group</td> <td>End December 2009</td> </tr> <tr> <td>Produce a RAG rated action plan with deadlines for monitoring and reporting.</td> <td>QAAC Sub Group</td> <td>Immediate</td> </tr> </tbody> </table>		Action owner	Deadline	Write to the relevant partner agencies regarding the single agency recommendations.	QAAC Sub Group	End December 2009	Produce a RAG rated action plan with deadlines for monitoring and reporting.	QAAC Sub Group	Immediate
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Agenda Item 4	<p>Ensuring Effectiveness</p> <p>b) Devon Serious Case Reviews – Report from the SCR Sub Group on the Implementation of Recommendations</p> <p>Identification of Common Themes from Devon's SCRs for DSCB consideration and action</p>	Presenter Mike Craddock
Discussion	<p>Progress on the implementing of actions arising from recent serious case reviews was reported to the Board by the independent chair of the SCR sub group (Mike Craddock). The paper identifies four common themes that have emerged from Devon SCRs</p> <ul style="list-style-type: none"> Improvements required in the SCR process within individual agencies including capacity to complete SCR requirements within agreed timescale and agreed quality. Significant implications for multi agency training for operational staff including emerging concerns around the role of male partners/fathers, significance of dv, universal services contributions to risk assessments. Record keeping and inter-agency communication persist as difficulties. Mental health difficulties involving adult carers are not fully appreciated in identifying potential and actual risks to children. <p>It is proposed that the DSCB should ensure that the below recommendations are implemented.</p> <p>Recommendations</p> <ul style="list-style-type: none"> Each agency has sufficient staff available to undertake work in serious case reviews. In any future serious case reviews timescales in action plans are commensurate with identified risks. 	

	<ul style="list-style-type: none"> All agencies have robust arrangements for the dissemination of learning from serious case reviews. Multi-agency training is reviewed to ensure that it encompasses the themes and that all agencies are asked to ensure that training provision is adequate to meet the needs of staff and that staff are facilitated to attend relevant training programmes. Work is undertaken to develop standards for inter-agency communication in child protection work and that staff in all agencies are aware of their responsibilities for accurate and sufficient record keeping and sharing information as necessary. A protocol that governs the interface between adult mental health and child protection is developed, implemented and monitored. All staff, including those in universal services are aware of the risks that may be posed to children by adults with mental health problems. 	
Conclusion	The similarity between the SCR and the multi agency audit recommendations were recognised and these were accepted by Board. It further agreed that a combined RAG rated action plan, incorporating all recommendations, will be produced and circulated.	
Action points	Action owner	Deadline
Combine SCR and multi agency case recommendations and produced a RAG rated action plan.	Mike Craddock / Maria Kasprzyk	Immediate
Report progress to the Board via the Executive.	Mike Craddock	March 2010

Agenda Item 4	Ensuring Effectiveness c) CQC Integrated Inspection of Safeguarding and Looked After Children services in Devon, and subsequent PCT Action Plan	Presenter Virginia Pearson
Discussion	As part of the Ofsted inspection of services in Devon carried out in July 2009, the Care Quality Commission (CQC) scrutinised the NHS commissioning and provision of services. The NHS Devon letter and corresponding action plan were noted as the response to the CQC.	
Conclusion	The Board agreed the inclusion of this set of information in the OFSTED action plan and further proposed that an assurance statement is produced and made available in February 2010, as to the progress in achieving the action plan.	
Action point	Action owner	Deadline
Update report on NHS Devon CQC Action Plan to be supplied to the DSCB.	Virginia Pearson	February 2010

Agenda Item 4	Ensuring Effectiveness d) Analysis of the national programme of Ofsted Announced and Unannounced Inspections of Safeguarding Children and Looked After Children.	Presenter Chris Dimmelow	
Discussion	<p>Under the revised Ofsted inspection arrangements, every Local Authority is be subject to an unannounced inspection, on an annual basis and a summary of the main issues identified by the unannounced Ofsted inspections of Local Authority Children's Services was presented to the Board.</p> <p>Nationally, 50% of the new unannounced inspections have been deemed inadequate by Ofsted and this has triggered a full inspection for some authorities. To date, there are 21 Local Authorities where there are serious issues requiring some form of intervention, both a full and an unannounced inspection was completed earlier this year in Devon and back from these inspections focussed largely on the full inspection only.</p> <p>The Board were asked to consider the following recommendation inline with the new inspection progress:</p> <ul style="list-style-type: none"> The unannounced inspection of Devon's frontline safeguarding arrangements was incorporated into the announced inspection undertaken in July 2009 and the national findings now need to be considered along with the Ofsted report of that inspection and the subsequent Devon Action Plan. It is recommended that this action plan is cross-referenced against these major themes to ensure that they are addressed. 		
Conclusion	The Board agreed the proposed recommendation.		
Action point		Action owner	Deadline
Inclusion of national findings within the Devon Post Ofsted Action Plan as required.		Debbie Pritchard / Rory McCallum	Immediate

Agenda Item 4	Ensuring Effectiveness e) Report on the Outcome of an Audit of Arrangements to Safeguard Children across Devon GP Practices	Presenter Charles Holme	
Discussion	<p>An audit of GP practices was carried out across Devon to determine compliance with child protection policies and procedures and safe recruitment. The audit enabled various concerns to be brought to the attention of GPs especially with regard to practice policies, training, documentation and CRB/ISA checks.</p> <p>The following recommendations have been made and a re-audit will be carried out around April to June 2010.</p> <p>Audit Recommendations</p> <ul style="list-style-type: none"> Child protection policies and systems are up to date and robust, and in line with the locally adapted RCGP toolkit and the South West Child Protection <p>Procedures, including:</p> <ul style="list-style-type: none"> Practice policies which outline what is good practice in terms of information sharing, ensuring that this is consistent with national guidelines. Patient records that have information about other family members where this 		

	<p>information may be of importance to safeguard children.</p> <ul style="list-style-type: none"> - Procedures to ensure allegations of domestic violence are recorded in the notes of the patient making the allegation, the notes of the person against whom the allegation is made - if known and if registered with the practice - and in the notes of their children. - Procedures for following up vulnerable families that miss appointments where there are concerns about the welfare of the children involved and a system for flagging children for whom there are safeguarding concerns <ul style="list-style-type: none"> • Training: all staff are up to date with their CPD safeguarding children requirements. i.e. all staff have level 1 training annually; all GPs and Practice Nurses to have level 2 training every three years (with annual updates) and the lead GP for each practice to have level 3 training every three years (with annual updates). Training should ensure relevant staff are aware of the Common Assessment Framework and use it to assess children they have concerns about. • Clinical Governance arrangements include consideration of safeguarding issues, including: Practice meetings that have a regular agenda item on safeguarding and domestic violence. • The practice is satisfied that it is Section 11 (Children Act 2004) compliant, meeting core standards C2. • Practices should consider the introduction of routine enquiry for early identification of domestic violence and safeguarding to trigger early intervention. • Staff participate in Child Protection case conferences, submitting a written report when they are unable to attend the conference in person, and receive feedback. 	
Conclusion	The Board noted the audit's recommendations and agreed that the re-audit should include a RAG rated action plan from any arising recommendations.	
Action point	Action owner	Deadline
Charles Holme and the Health sub group to oversee the implementation of the action plan and to arrange the re audit in 2010 and report back to the DECB Executive and full DSCB on progress.	Charles Holme	June 2010

Agenda Item 4	Ensuring Effectiveness f) Update on Joint Strategic Needs Assessment project	Presenter Fiona Tolley
Discussion	<p>Progress to date in preparing the first draft of the joint Strategic Needs Assessment was reported and included: the completion of a high level review of the relevant national literature, key contacts made, local data shared and initial findings.</p> <p>The following recommendations will be incorporated into the draft report for the Board's consideration by the end of December.</p> <p>Recommendations</p> <p>Intelligence</p> <ul style="list-style-type: none"> • A time limited task and finish group should be set up to agree common data standards, determine good quality analysis and agree where appropriate the sharing of information to improve intelligence across organisations. NHS Devon Public Health team should lead this work stream – Simon Chant. <p>Building Strategic Relationships</p> <ul style="list-style-type: none"> • The Board should receive a presentation on the 'Think Family' initiative, work streams and how they are to be addressed locally in order to raise awareness of 	

	<p>potential opportunities to improve safeguarding.</p> <p>Accountability Framework and Governance</p> <ul style="list-style-type: none"> • A time limited task and finish group should be convened to determine what suite of indicators should be used and the frequency of reporting. Devon County Council could lead this work stream through the joint commissioning team lead by Brian Grady. <p>Joint Commissioning</p> <ul style="list-style-type: none"> • A facilitated event should be held minimally annually at the start of the commissioning round involving key commissioning personnel from adult and children's services in order to agree joint priorities and the process for implementation. <p>Joint Training</p> <ul style="list-style-type: none"> • The Executive group to review opportunities to share training and development resources across agencies in particular the links between children and adult services that cover domestic violence, substance misuse, mental health and learning disability. <p>Workforce Issues and Supervision</p> <ul style="list-style-type: none"> • These issues could be addressed by a facilitated interagency event. 	
Conclusion	The draft report will be circulated via the DSCB office and the agreed deadline for feedback is the, 8 th January 2010. DSCB members to feedback directly to NHS Devon Fiona Tolley.	
Action point	Action owner	Deadline
Distribute draft report to DSCB members for comment and feedback.	Christina Ashforth	Immediate

Agenda Item 4	<p>Ensuring Effectiveness</p> <p>g) Report from the DSCB Executive to include:-</p> <ul style="list-style-type: none"> - Joint Chief Inspectors Reports – Follow up from September DSCB Report - Singleton Report Update from September DSCB Report - DSCB Business Plan 2008/11 Progress Report 	Presenter Rory McCallum
Discussion	<p>A summary of the recent Executive meeting and progress to date regarding the DSCB Sub Groups was provided to the DSCB. Additionally, RMcC reported on the current status of the RAG rated DSCB business plan and advised that no significant risks currently exist. The Executive also provided an update on Joint Inspectors and Singleton reports respectively, and commented on the overall progress made within independent schools sector.</p> <p>The launch date of the DSCB website was confirmed as the 26th January. This new website will provide the public with all relevant DSCB information and facilitate via a secure system, the sharing of confidential information to all DSCB members. The site will also link with the current Children and Young Peoples website.</p>	

Agenda Item 4	Ensuring Effectiveness h) Update on Missing Children Guidance	Presenters Rory McCallum / Maria Kasprzyk	
Discussion	A verbal update on missing children following new guidance was provided by RMcC and a proposal for a multi agency task and finish group to take this work forward was outlined. This work will link with the Missing Children's forum.		
Conclusion	The proposal was accepted by the Board and a report will be produced for the next Executive meeting in February 2010. The DSCB to receive a report via the Executive in March 2010.		
Action points		Action owner	Deadline
Produce a report for the DSCB via the Executive.		Task & Finish Group	February 2010

Agenda Item 4	Ensuring Effectiveness i) Consultation on proposed new National Indicators and Targets on Children's Safeguarding	Presenter Debbie Ford	
Discussion	Proposed changes to safeguarding performance indicators within the National Indicator Set were outlined and plans for further performance indicator development and coverage of statutory targets, as specified in the current National Safeguarding Delivery Unit consultation exercise was also presented to the DSCB.		
Conclusion	The Board endorsed the report as Devon's formal response.		
Action point		Action owner	Deadline
Submit DSCB response.		Debbie Ford	Immediate

Agenda Item 5	www.ebi	Presenter Alan Wooderson	
Discussion	<p>What went well A better venue. Good quality papers. An improved quantity papers.</p> <p>Even Better If Fronts sheets and papers are merged.</p>		
Action point		Action owner	Deadline
DSCB to produce a report and front sheet template.		Christina Ashforth	March 2010

Agenda Item 6	Date of Next Meeting 19th March 2010 at Exeter Racecourse

ABBREVIATIONS in the minutes

ACPO	Association of Chief Police Officers
ADVA	Against Domestic Violence Action
AP	Action Plan
Becta	British Educational Communications and Technology Agency
CP	Child Protection
CYPS	Children and Young People's Service
DCC	Devon County Council
DCSF	Department of Children Schools and Families
DH	Department of Health
DPT	Devon Partnership Trust
DSCB	Devon Safeguarding Children Board
GOSW	Government Office South West
IMR	Individual Management Reviews
JAR	Joint Agency Review
LAs	Local Authority
LMC	Local Medical Committee
NHS	National Health Service
OR	Overview Report
PCT	Primary Care Trust
PIs	Performance Indicators
RAG	Red, Amber, Green ratings
SCR	Serious Case Review
SHA	Strategic Health Authority
YOT	Youth Offending Team