

## **DEVON LOCAL SAFEGUARDING CHILDREN'S BOARD**

### **Minutes of the Meeting held on Friday 7th July 2006 at Follaton House**

#### **Present**

Anne Whiteley, Director of Children & Young People's Services (attended for part only)

Chris Dimmelow, Children's Safeguarding Manager, Devon Children & Young People's Services

Deborah Booth, Group Manager, Inclusion, Children & Young People's Services

Juliet Hammacott, Acting P.E.W.O.

Ann Wilson, Learning and Development Advisor, Human Resources Directorate

Mary Mitchell, Assistant Chief Officer, Devon & Cornwall Probation Service

Laura Hubbard-Fielder, Named Nurse, Child Protection

Alison Allen, Child & Family Protection Advisor, North Devon PCT

Derek Moore, Assistant Director, NCH (afternoon attendance)

John Davey, Director of Service Delivery, Connexions (afternoon attendance)

Claire Mitchell, Nurse Consultant, Safeguarding Children, RD&E NSH Trust

Jane Richards, Portfolio Holder, Devon Local Medical Committee

Ann Morecraft, Designated Manager, Child Protection

Bob Brown, Devon & Cornwall Police

Kath Crompton, Director of Mid Devon PCT

Helen Hyland, Designated Nurse, North & East/South & West Devon Health Community

Christine Reilly, South Hams & West Devon PCT

Mr Peter Adey, Directorate Manager, RD&E

Peter Hancock, Director, Mid Devon District Council

John Rom, South / West Strategic Health Authority

Martin Gladwin, CAF/CASS

Alison Lewis-Smith, North Devon PCT

Georgie Macintosh, Allegations Management Advisor

Steve Swani, Devon & Cornwall Police (

Gillian Wall, Administrator / Minute Taker

#### **Others invited / Apologies / Copy of minutes to:**

Dr Corinne Hayes, RD&E, NHS Trust

Beverley Dubash, S.E.W.O.

Janet Phipps, North Devon NHS Trust

Carole Town, Clinical Psychologist, JACAT & CAMHS Devon

Alison Kearnes, ACSM, NSPCC Devon, Dorset & Cornwall

Peter Jeffs, Community Director, EDDC for District Councils

Martin Spragg, Youth Offending Service Manager

Madeline Jackson, Senior Crown Prosecutor, Crown Prosecution Service

Janet Phipps, North Devon NHS Trust

Karen Grimshaw, South Hams & West Devon PCT

Elizabeth Smith, East Devon PCT

Adrian Childs, Devon Partnership Trust

John Shaw, Joint Agency Manager, CSN

Miles Hapgood, Exeter PCT

---

Tony Sweeney, Assistant County Solicitor, Devon County Council  
Dr Charles Holme, Designated Doctor, South & West Devon Health Community  
John Clements, Crime Manager, Devon & Cornwall Police  
Christine Ellison, EWS Child Employment

---

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received.

Chris Dimmelow enquired about PCT representation and Kath Crompton confirmed that to date there had been no formal arrangements agreed. She added, however, that this would be discussed and clarified.

## **2. MINUTES OF LAST MEETING**

### Accuracy:

Page 6, Para 4; correct spelling, stabbed.

### Matters Arising:

Page 2, Last para; The meeting heard that the Strategic Health Authority meeting had already taken place end June 2006, and NHS South West had now taken over.

Page 3, Individual Board Member's Responsibilities: Chris Dimmelow advised that very few signed copies were received from agencies.

The meeting heard that there continued to be concerns amongst some agencies, regarding the content, and it was felt difficult to annotate without changing the meaning of the text. Peter Adey raised the issues of branding the paperwork, and also noted that he had additional concerns re: some of the content. Chris Dimmelow responded that the detail re: content had been aired extensively at the last few meetings, and a compromise reached in terms of annotating documents to suit the different agency configurations. He added that the document in circulation was still in its draft format, and if required, could be amended so that in extreme cases individual documents could be produced to reflect different governance arrangements

Page 3, Budget Proposals: Chris Dimmelow advised that following a meeting with the Business Support Manager, the budget proposals were discussed and the outcome was that there would be no changes made to the proposed budget, aside from re-allocating some of the business support hours from areas where concerns were expressed, and transferring them to other areas eg. the LSCB's new licensing responsibility under the new Gaming Act.

### **ACTION:**

- **CHRIS DIMMELOW TO CHASE UP RE: INVOICE TO PROBATION.**

Bob Brown advised that the finance issue had been resolved internally.

### **ACTION:**

- **BOB BROWN TO SEND DETAILS TO CHRIS DIMMELOW SO THAT AN INVOICE CAN BE RAISED.**

Page 4, 'Tell Us' Survey: The meeting heard that some work had already been undertaken by David Sullivan.

**ACTION:**

- **CHRIS DIMMELOW TO FOLLOW UP WITH DAVID SULLIVAN RE: THE INITIAL ANALYSIS.**

Page 5, E-Learning Package: Ann Wilson advised that the first demonstration took place on 1<sup>st</sup> June, with good attendance, including representation from Plymouth and Torbay. Feedback was that the package was very user-friendly with very simple and clear instructions. A meeting to discuss the content of the 8 modules also took place that week, and the draft content was circulated to committee members for their feedback by end of June. The comments were very positive and it was felt that the whole package would work extremely well. Next stage was to have a face to face meeting in early August to discuss the practicalities of setup and a pilot scheme.

John Rom raised the issue of health's involvement, and asked if consideration could be given to integrating the electronic staff records.

**ACTION:**

- **ANN WILSON TO INVESTIGATE HEALTH'S INVOLVEMENT FURTHER**
- **JOHN ROM TO OVERSEE THE NEXT DRAFT AND PROVIDE FEEDBACK WITHIN THE TIGHT TIMEFRAME. JOHN AND ANN TO LIAISE.**

Page 5, College of Training: The meeting heard that Miles Hapgood had been contacted re: final numbers so that a budget could be formulated. However, his response was that the process had been extended by a month, and therefore no feedback would be received until the end of July.

Page 5, SARCS – Site Development: Bob Brown advised that he and Miles Hapgood had visited the Newcastle and Durham sites, and although there were some issues which emerged, they were very close to completion. Bid due in end August 2006.

Page 6, Report re: 2 Serious Case Reviews: Chris Dimmelow advised that a Part 8 Review was agreed for cases SL and KB. He stated that letters and Terms of Reference had been distributed to relevant agencies, and a date set for end August re: receipt of all management reports.

Chris Dimmelow noted that these were extremely complex cases and advised of deliberations re: how to get comments /feedback from courts and judges, as both were subject to judicial oversight. SL applied for an Emergency Protection Order on the basis of historical concerns about her siblings, but the Order was not made and she was subject to a Supervision Order instead. With KB there were concerns around adoption and CAFCASS was asked to provide a report in advance of the Adoption Order, but the Order was still made.

Juliet Hammacott stated that she had not yet received her paperwork for the two new Serious Case Reviews.

**ACTION:**

- **CHRIS DIMMELOW TO FOLLOW UP BEFORE THE SCHOOL HOLIDAYS.**

The issue of compiling overview reports was discussed, and it was noted that whilst historically this was undertaken by the sub committee members, under the new guidance, LSCB or directly involved agencies should not be responsible for the compilation of these reports. This therefore indicated that some of the members who were not normally directly involved eg. District Councils and CAF/CASS, would bear the responsibility for undertaking most of the serious case reviews. The only other options for consideration were a) to commission independent reviewers, however, this had major financial implications or b) to work from a reciprocal agreement with colleagues in Plymouth and Torbay, although that too had timing implications given that Plymouth had such a large number of reviews.

The meeting discussed the options of independent compilers and how this was likely to impact on the end result ie. lack of local knowledge, competence & capacity, and it was agreed that serious discussion was required to address the issues raised, whilst still complying with the national guidance.

**ACTION:**

- **SERIOUS CASE REVIEW TO DISCUSS AT NEXT MEETING (18<sup>TH</sup> JULY 2006) AND FEED BACK TO BOARD MEMBERS.**

The meeting also discussed ways in which to simplify the production of management / overview reports, and it was agreed that a template should be issued, in accordance with the national guidance, to ensure that all agencies were using the correct format.

**ACTION:**

- **SERIOUS CASE REVIEW SUB COMMITTEE TO DEVELOP A TEMPLATE FOR THE MANAGEMENT AND OVERVIEW REPORTS.**

Page 6, Children Missing in Education: Deborah Booth advised that she had taken the proposal to the Children's Trust Scrutiny Task Group, and stated that they were very interested, although extremely concerned with the large number of children involved.

**ACTION:**

- **DEBORAH BOOTH TO REPORT BACK TO THE SCRUTINY TASK GROUP WITH AN UPDATE IN THE AUTUMN.**
- **JULIET HAMMACOTT TO FOLLOW UP WITH BEVERLY DUBASH RE: DATA SHARING WITHOUT CONSENT.**

Page 8, MAPPA training: Anne Morecroft advised that she did not have an update as MAPPA had not yet convened.

**ACTION:**

- **ANN MORECRAFT TO REPORT BACK TO MAPPA AND POINT OUT THAT THE LSCB SHOULD HAVE THE BASIC TRAINING.**

Ann Wilson advised that Level 1 training for Child Protection had been completed.

**The minutes were approved and signed off as a true record.**

### **3. REPORT FROM THE TRAINING SUB COMMITTEE**

Ann Wilson presented the minutes from the training sub committee.

Peter Hancock advised that District Councils had had an away day on 29<sup>th</sup> June re: assessing their priorities under the Children's Action. As a result District Councils were required to work up an action plan, and it was suggested that those actions could feed into the training sub committee.

#### **ACTION:**

- **ANN WILSON AND PETER HANCOCK TO DISCUSS FURTHER.**

The meeting heard that Alison Kearnes had circulated a request from NSPCC for the LSCB to be involved in piloting training materials in relation to substance misuse. Ann Wilson stated that having reviewed the broad outline of the package, and passing on to Chris Dimmelow and Anne Whiteley, all were in favour of LSCB supporting the proposal.

The Board agreed.

#### **ACTION:**

- **ANN WILSON TO PURSUE LSCB'S INVOLVEMENT FURTHER**

### **4. REPORT FROM THE HEALTH SUB COMMITTEE GROUP**

Anne Morecroft advised that the meeting had not taken place as yet.

The meeting heard that following the Bridge Consultancy session re: compiling management reports, and the need for smarter recommendations within that process. Charles Holme, Helen Hyland and Jane Richards co-ordinated a single agency pilot programme. It was noted that this was in the final stages of fine tuning and could soon be rolled out to managers. It was agreed that this would also include the earlier discussion re: the provision of a template.

### **5. REPORT FROM THE SERIOUS CASE REVIEW SUB COMMITTEE**

Bob Brown presented the Executive Summary of the independent review undertaken in respect of events surrounding Childminder H. He advised that both he and Charles Holme were proposing to meet with the children's parents to discuss the content of the report, and give them some closure. He therefore needed the Chief Executives of the organisations involved, to provide their agreement to the recommendation that this follow up discussion should take place with parents.

He noted that two other areas outstanding were the civil proceedings, which were currently being addressed, as well as the issue of trying to deregister the child minder, and how that needed to be managed through OFSTED. Chris Dimmelow proposed that the summary be shared with OFSTED for presentation before their Appeals Panel. The Board agreed.

The meeting continued to discuss the recommendations from the Executive Summary, and it was agreed that if these were formally accepted, it was extremely important that an Action Plan be drafted, which would then be monitored by the LSCB, through the Case Review Committee, to ensure that the recommendations were implemented.

Mr Peter Adey raised concerns regarding the LSCB representing different agencies in delivering the executive summary to parents, particularly from the point of view of representing agencies who may be implicated. This was discussed briefly, and Chris Dimmelow advised that there was currently no national guidance in this respect. The legal implications were discussed and it was agreed that a further meeting was required, to include a representative from the agencies implicated in the report, to have a full debate and discussion. It was also recommended that legal advice be sought, and Anne Whiteley noted that these were significant issues being raised, and would need to be reflected in the overall Business Plan.

**ACTION:**

- **CHRIS DIMMELOW TO ORGANISE A MEETING TO DISCUSS THESE ISSUES FURTHER.**
- **CHRIS DIMMELOW TO TAKE THE EXECUTIVE SUMMARY TO OFSTED WITH A VIEW TO DEREGISTERING THE CHILDMINDER.**
- **LEGAL ADVISE TO BE TAKEN**

**6. REPORT FROM THE EDUCATOIN SUB COMMITTEE GROUP**

Juliet Hammacott presented the minutes from the Education Sub Committee Group.

**7. RECRUITMENT CHECKS IN SCHOOL**

The meeting discussed the issue of record storage in respect of the safeguarding audit, and Anne Whiteley noted that this was a very contentious issue from CYPS's point of view, and that there was no national guidance to support them.

Georgie Macintosh advised of guidance which was due out for consultation end June, but noted that it was education vs. multi-agency focussed. Deborah Booth asked if the guidance was just geared towards schools and colleges, and if so, highlighted the need for the other educational settings to be considered.

**ACTION:**

- **TO BE AN AGENDA ITEM AT THE NEXT MEETING**
- **GEORGIE MACINTOSH TO ALERT LSCB WHEN GUIDANCE IS AVAILABLE.**
- **IN THE MEANTIME, AGENCIES TO REPORT BACK RE: HOW THEY MANAGE THE STORAGE OF INFORMATION.**
- **JULIET HAMMACOTT TO KEEP ANNIE WHITELEY BRIEFED RE: CRB CHECKS.**

## **8. MANAGING ALLEGATIONS AGAINST CHILDREN AND YOUNG PEOPLE'S WORKFORCE**

Ms Georgie Macintosh presented an overview of the role of Allegations Management Advisors. New national requirements applying to all organisations across Children's Workforce.

The key areas of discussion included:

- the link between this work and the work being undertaken by the national clinical assessment authority re: doctors working with children.
- the ever increasing responsibility of the board, and the lack of funding to support these additional duties, and as a consequence, the difficulty in prioritising a lot of these tasks.
- resource implications and timings
- the wider implications re: good practice and the support being requested by agencies re: investigatory and disciplinary policies.
- the role of the Local Authority's Designated Officer and the significant disciplinary and human resource implications for Children's Services. Operation 7 and the changing roles of strategy meeting Chairs in terms of oversight and monitoring.
- the need for a working 'tool kit' to help formulate an action plan for implementation.

Georgie Macintosh concluded that the timescales for monitoring and reporting were pending guidance from DfES re: what their expectations will be. Guidance to be fully implemented by 1<sup>st</sup> October 2006.

### **ACTION:**

- **GEORGIE TO FORWARD THE STANDARDS DOCUMENT TO CHRIS DIMMELOW BEFORE THE PENINSULA LSCB MEETING ON 5<sup>TH</sup> SEPTEMBER.**
- **GEORGIE TO ATTEND MEETING. CHRIS DIMMELOW TO PASS ON MEETING DETAILS TO HER.**
- **GEORGIE TO REPORT BACK TO CHRIS DIMMELOW RE: HOW TO TAKE THIS FORWARD IN A PRACTICAL WAY.**
- **AUDIT TO BE UNDERTAKEN IN TERMS OF POLICIES AND PROCEDURES, AND WHAT IS IN PLACE AGAINST THE CURRENT WORKING TOGETHER VS. THE NEW WORKING TOGETHER. AUDIT TO BE COMPLETED AND SENT TO CHRIS DIMMELOW BY END AUGUST 2006. ACTION: ALL AGENCIES**
- **LETTER FROM LSCB CHAIR TO ALL CHIEF EXECUTIVES TO OUTLINE NEW REQUIREMENTS**

## **9. LICENSING REVIEW**

Chris Dimmelow advised of the first licensing review which was to be undertaken on an establishment in Exeter following two separate warnings to the landlady in respect of serving alcohol to young people under the age of 18 years. Given the LSCB's responsibility under the new Licensing Act, Devon & Cornwall Police had asked the board members to support their review on the basis of citing child safeguarding concerns, and also advised of the possible need to submit evidence of concern if

required to do so.

The Board agreed.

**ACTION:**

- **CHRIS DIMMELOW TO MAKE ENQUIRIES RE: PROCEDURES FROM HERE AND REPORT BACK TO THE DISTRICT COUNCILS.**

**10. CAFCASS SAFEGUARDING FRAMEWORK**

Martin Gladwin presented the CAFCASS report and advised that this was to replace the existing CAFCASS Child Protection Procedures and Policies. He noted that it didn't impact or alter child protection responsibilities, but pulled together CAFCASS overall safeguarding framework.

Martin Gladwin invited board member's comments by 7<sup>th</sup> August 2006.

**ACTION:**

- **MEETING TO BE CONVENED TO DISCUSS THE FRAMEWORK IN MORE DETAIL AND ALLOW MEMBERS TO FEED BACK THEIR COMMENTS.**
- **REPRESENTATIVES TO ATTEND THE MEETING, AND OTHER MEMBERS TO FEED THEIR COMMENTS THROUGH THE REPRESENTATIVES.**
- **MARTIN GLADWIN TO THEN COLLATE COMMENTS AND REPORT BACK TO NATIONAL OFFICE.**

**11. BUSINESS PLAN**

Chris Dimmelow presented the proposed Business Plan and advised that it captured the main requirements as set out in Chapter 3, and the main requirements of the Devon Children & Young People's Plan.

Members were asked to note their responsibility as they've been allocated and to highlight any concerns they may have. Chris Dimmelow stressed that the plan laid out clear responsibilities in terms of agencies leading that piece of work, and making sure that feedback was received in terms of monitoring and evaluation.

**ACTION**

- **BOARD MEMBERS TO PROVIDE THEIR RESPONSE TO CHRIS DIMMELOW BY END JULY 2006.**
- **RE: COMMUNICATION WITH CHILDREN & YOUNG PEOPLE: NCB PARTICIPATION STRATEGY TO BE PRESENTED AT THE NEXT MEETING.**

**12. PRIVATE FOSTERING**

Chris Dimmelow advised that under the new requirements set out in Chapter 3, the LSCB had a responsibility to ensure that appropriate arrangements were in place in respect of identification and approval of private fostering arrangements. He advised that the LSCB had appointed two Fostering Officers to undertake the necessary assessments, as well as a Publicity and Promotions Officer to advertise and promote

throughout the area.

In terms of the assessment framework, whilst a very complex and detailed Form F was initially developed, due to the lack of timing and resources, a more streamlined model was later developed. Chris stated that having seen the revised documentation, and following discussion, it was unanimously agreed that this would more than adequately cover all issues with the same outcome as the original 'Rolls Royce' model. He noted that in the event of a very complex case, the Form F would be utilised.

The Board agreed.

Chris Dimmelow presented a draft letter to the Minister from the British Association of Adoption and Fostering, and noted that this was very timely in terms of where the LSCB's responsibility starts and finishes.

The British Association of Adoption and Fostering were seeking consultation comments.

**ACTION:**

- **BOARD MEMBERS TO FEED THEIR COMMENTS TO CHRIS DIMMELOW BY W/E 14<sup>TH</sup> JULY 2006.**

**13. DEVON FIRE AND RESCUE SERVICE**

Peter Smith presented an overview of the Fire and Rescue Service to provide a better understanding of their interaction with children & young people, and therefore identify how their work relates to the LSCB. He noted that from various case studies, there appeared to be a link between fire setting and abuse / domestic violence within the home, stating that this was often seen as a cry for help.

Peter Smith presented a number of case studies whereby the Fire & Rescue Services have come across children who may be at risk of significant harm. In some cases referrals were made to Children & Young People's Services, and it was hoped that the fire service would be part of that overall process and final conclusion.

Other areas of the Fire and Rescue Service included:

- Programme of home fire safety visits, whereby the service visits the homes of 15,000 vulnerable people across Devon.
- The Juvenile Programme and Youth Inclusion Programme, which offers support to young people in the criminal justice world involved in arson, joyriding, ASBOs etc.
- Links with the Atkinson Unit and specialist work undertaken with those young people

Areas of discussion included:

- Children missing in education and how a system could be developed so that Fire & Rescue Service identify those children at home during school hours and report back to the Education Authority.
- The provision of information which provides facts and figures of the number of fires which include domestic violence, children left alone etc.

- The use of Amethyst and how this could help provide a collective view re: clusters of problems.
- The need for better communication between CYPS and the Fire and Rescue Service to identify child protection issues within a particular home, and ensure that fire fighters are more observant when entering a home.
- The need to overcome cultural barriers so that information can be shared effectively between Police, CYPS and the Fire and Rescue Service.
- The Child Index and how that could facilitate the initial overview of which agencies are involved with a particular family / child.
- Information sharing on a routine basis to ensure that there is no infringement of privacy and the Caldicott Principle.

**ACTION:**

- **PETER SMITH TO ATTEND THE NEXT COUPLE OF LSCB BOARD MEETINGS TO GET A FEEL FOR THE AGENDA AND MAKE A DECISION RE: ONGOING INVOLVEMENT.**
- **PETER SMITH TO ATTEND THE NEXT EDUCATION SUB COMMITTEE GROUP.**
- **REPRESENTATIVE FROM FIRE AND RESCUE SERVICE TO ATTEND THE NEXT MEETING IN MIDDLEMOOR.**
- **REPRESENTATIVE FROM LSCB TO BE FORMALLY INVITED TO THE NEXT AMATHYST MEETING.**

**14. A.O.B.**

Anne Whiteley advised that the County Council asked the Scrutiny Committee of the County Council to scrutinise Devon's safeguarding board in respect of current arrangements for establishing the LSCB, to ensure that it was fulfilling its responsibilities appropriately. As a result members of the group were invited to attend and observe the next few board meetings. It was also noted that Chris Dimmelow was due to appear before the Scrutiny Group to present what had been done so far in terms of establishing the group.

**ACTION:**

- **CHRIS DIMMELOW TO MAKE IT VERY CLEAR THAT IN LINE WITH CURRENT GUIDANCE, THE COUNCIL REPRESENTATIVES SHOULD NOT BE ACTIVE PARTICIPANTS IN THE DECISIONS OF THE BOARD.**

Education: Deborah Booth advised that the Executive of the County Council approved the motion for the Government to close the loop hole into home based education.

Venue: Chris Dimmelow acknowledged that Follaton House was an unsuitable venue for future LSCB Board Meetings, and asked that all members give consideration to alternative venues.

**ACTION:**

- **BOARD MEMBERS TO CONSIDER OTHER SUITABLE VENUES**

