



# Solihull Local Safeguarding Children Board

## Business Plan 1<sup>st</sup> April 2010 – 30<sup>th</sup> June 2011

### **Solihull Local Safeguarding Children Board strategic aims for 2010/11 are:-**

1. To promote a whole Partnership approach to safeguarding children and young people
2. To ensure effective and safer services for children and young people
3. To promote Board development; including effective governance
4. To develop the involvement of children, young people and families in the work of the LSCB

### **Appendix 1 details agreed measures of success for each of the above aims.**

- (i) This plan takes into account the requirements of Working Together (2010) Chapter 3 as well as local priorities. The plan is built on the premise that the LSCB functions include co-ordinating the measures that need to be in place in order for agencies to work together to safeguard children and young people, delivering inter-disciplinary safeguarding training as well as responding to all child deaths. The plan also recognises the LSCB as the 'local watchdog' with regard to how effective local arrangements are in terms of keeping children and young people safe from maltreatment and neglect.
- (ii) This plan is the responsibility of all the LSCB members who are equal partners in terms of the delivery of the plan.
- (iii) The plan will be monitored by the LSCB every quarter, progress will be reported annually to the Solihull Partnership Governing Board and be a public document; available via [www.solihull.gov.uk/staysafe](http://www.solihull.gov.uk/staysafe).
- (v) This plan is the over-arching plan for the work that will be conducted by Solihull LSCB in 2010-11. Other plans may exist to support the delivery of actions contained in this plan or in response to a particular need. Any such plans will be regularly monitored by the LSCB.

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1. Solihull Local Safeguarding Children Board has a distinct identity within the Solihull Partnership and effective governance arrangements operate in respect of the LSCB and its sub groups.

ACTION	LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
				Timescale	Action
1.1 Ensure distinct role of Solihull LSCB is reflected in the review of the Solihull Partnership Governance Framework	Safeguarding Children Business Manager and Head of Partnership Commissioning	Sept 2010	Distinct role of Solihull LSCB is reflected in the revised Solihull Partnership Governance Framework		
1.2 Review Solihull LSCB governance arrangements	Solihull LSCB Chairperson and Director of Children's Services	Sept 2010	Governance arrangements are set out in revised Solihull LSCB Terms of Reference		
1.3 Review LSCB Chairing arrangements/recruit Independent Chairperson	Solihull LSCB	Jan 2011	Chairing arrangements that promote effective leadership and compliance with statutory guidance		
1.4 Review relationship between Solihull LSCB and Solihull CYPTB to ensure clarity of roles	Solihull LSCB Chairperson and CYPTB Chairperson	Dec 2010	Protocol which sets out the distinct responsibilities between 2 boards, how they work together and support and challenge each others work.		
1.5 Via relationship with Solihull Partnership, ensure local planning and commissioning takes into account	Chairperson of Partnership Commissioning group/Chairperson of Solihull Partnership	Dec 2010	Reflected in Terms of Reference and minutes of strategic sub groups and local needs assessments		

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safeguarding children and young people	Governing Board				
1.6 Map and review LSCB representation on other strategic bodies	Safeguarding Children Business Manager and Partnership Commissioning Manager	July 2010	Clear system established in respect of individual responsibility to represent LSCB and promote safeguarding of children and young people at other strategic bodies		
1.7 Maintain LSCB Risk register	Safeguarding Children Business Manager and Risk Owners	April 2010 – June 2011	Risk regularly monitored and mitigating action taken as required.		
1.8 Monitor LSCB and sub group attendance	Solihull LSCB Chairperson and Chairpersons of sub groups	April 2010 – June 2011	Record of attendance and any issues re: partner engagement addressed in a timely manner		
1.9 Solihull LSCB is held to account for its work to safeguard children and young people	Safeguarding Children Business Manager	Report presented to Sept 2010 LSCB for approval and to other bodies post LSCB approval	Annual report produced and presented to Solihull Partnership Governing board, Children and Young People's Trust Board, Scrutiny Panel and Youth Council.		
1.10 Promote Chief Officer commitment and ownership of safeguarding in	Solihull LSCB Chairperson and <ul style="list-style-type: none"> <li>• Chief Officer of West Midlands Police</li> </ul>	June 2011	Annual meeting and written record of outcome.		

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<p>organisations with a statutory duty to safeguard children and young people</p>	<ul style="list-style-type: none"> <li>• Chief Executive, West Midlands Probation Service</li> <li>• Head of Youth Offending Service</li> <li>• Chief Executive, Solihull Care Trust</li> <li>• Head of Connexions Service</li> <li>• Chief Executive, Heart of England NHS Foundation Trust</li> <li>• Chief Executive, Birmingham &amp; Solihull Mental Health Trust</li> <li>• Head of Service, CAFCASS</li> <li>• NSPCC</li> <li>• Director of Children's Services and Lead Member SMBC – Vice Chair to also be part of this meeting</li> </ul>				
<p>1.11 Enhance Elected Member knowledge of the work of LSCB/local safeguarding issues</p>	<p>LSCB Chairperson</p>	<p>Sept 2010 (dependant on Full Council meeting)</p>	<p>Present LSCB written submission to Children and Young People's Plan priorities to Full Council</p>		
<p>1.12 Devise and implement a</p>	<p>Solihull LSCB Training</p>	<p>Dec 2010</p>	<p>Solihull Partnership</p>		

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safeguarding training and development programme for Solihull Partnership Governing Board and Elected Members with Scrutiny Responsibility	and Development Officer and Safeguarding Children Business Manager		Governing Board and Elected Members have received a training programme and evaluation forms indicate enhanced capacity to hold LSCB to account.			
1.13 Devise and agree information sharing protocol	Safeguarding Children Business Manager and Solihull LSCB	Sept 2010	Clear framework for sharing information in place which promotes compliance with Data Protection Act 1998			
1.14 Agree statutory annual report template and timing of report	Solihull LSCB	Sept 2010	Report produced in a timely manner to support CYPTB review CYPP			
2. Solihull Local Safeguarding Children Board structure and membership is appropriate and the Board is LSCB adequately resourced to deliver statutory objectives.						
ACTION		LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
					Timescale	Action
2.1	Recruit Training and Development Officer	Safeguarding Children Business Manager	Aug 2010	Capacity to co-ordinate and deliver safeguarding training		
2.2	Devise funding formula for Solihull LSCB budget	Safeguarding Children Business Manager and People Directorate Finance Manager	Sept 2010	Funding formula agreed by Solihull LSCB and endorsed by Solihull Partnership Governing Board.		
2.3	Recruit and induct 2 Lay representatives	Director of People/Director of Children's Services	Sept 2010	Compliance with statutory guidance and increased transparency of the work of		

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			the LSCB			
2.4	Secure representation from education establishments in light of revisions to LSCB regulations	Director of People/Director of Children's Services	July 2010	Compliance with statutory guidance		
2.5	Devise a person specification for LSCB member	Safeguarding Children Business Manager	March 2011	Tool in place to support agencies to review and support and nominate LSCB member		
2.6	Review LSCB Membership and Terms of Reference	LSCB Chairperson and Director of Children's Services	Dec 2010	Promote compliance Working Together 2010		
3. Solihull LSCB ensures the effectiveness of local arrangements to safeguard children and young people.						
ACTION		LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
					Timescale	Action
3.1	Implement LSCB Audit framework including:-  <ul style="list-style-type: none"> <li>• Evaluate Section 11 Children Act 2004 Compliance</li> <li>• Monitor Section 11 Children Act 2004 Actions</li> </ul>	Chairperson of Performance Monitoring sub group and Solihull LSCB Safeguarding Officer  Solihull LSCB Safeguarding Officer  Solihull LSCB Safeguarding Officer	April 2010 – June 2011  Oct 2010  May 2011	LSCB able to ensure the effectiveness of local safeguarding arrangements and also to advise CYPTB on local priorities.  Agencies/settings supported to take any actions required to secure full compliance with statutory guidance		

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<ul style="list-style-type: none"> <li>Evaluate S175/S157 Education Act 2002 compliance</li> </ul>	Solihull LSCB Safeguarding Officer	Oct 2010			
3.2 Conduct an annual review of LSCB effectiveness	Solihull LSCB	March 2011	Self evaluation of LSCB and outcome used to inform future priorities		
3.3 Implement escalation procedures to ensure timely response to key business priorities	Solihull LSCB Chairperson	July 2010	Agencies challenged to prioritise key areas of LSCB Business		
4. Solihull Local Safeguarding Children Board engages children, young people and families and those who work with children and young people in its work and raises awareness of the need to safeguard and promote the welfare of children and young people.					
ACTION	LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
				Timescale	Action
4.1 Support organisations in the 3 <sup>rd</sup> Sector that work with children and young people to implement safeguarding measures	Solihull LSCB Training and Development Officer and 3 <sup>rd</sup> Sector Development Officer	Sept 2010 onwards	Safe Network toolkit/safeguarding measures in place training delivered to 3 <sup>rd</sup> Sector organisations.		
4.2 Devise a communication plan (to include Vetting and Barring Scheme)	SMBC Head of Communications	July 2010	Plan approved by Solihull LSCB and LSCB contributes to strategy.		
4.3 Establish a practitioners forum to promote two way communication	Safeguarding Children Business Manager	Dec 2010	Increased communication with front-line practitioners and LSCB priorities		

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	between front-line staff and Solihull LSCB			identified using the views/experiences of front line practitioners		
4.4	Conduct a 'Safe Sleeping' Campaign	Safeguarding Children Business Manager	April 2010 onwards	Those caring for young children are advised of safe sleeping practices		
4.5	Continue to develop working relationship with Youth Council	Safeguarding Children Business Manager and Youth Involvement and Democracy Co-ordinator	April 2010 – June 2011	The views of the Youth Council are used to influence and challenge the work of the LSCB		
4.6	Produce Solihull LSCB newsletter	Safeguarding Children Business Manger	July 2010 Jan 2011	Solihull LSCB newsletter produced every 6 months.		
4.7	Maintain Solihull LSCB website	Safeguarding Children Business Manager and Solihull LSCB Administrator	April 2010 – June 2011	Website is updated and useful source of information		
4.8	Produce and make publically available a summary of LSCB meetings/development days	Safeguarding Children Business Manager	April 2010 – June 2011	The work of the LSCB is promoted		
4.9	In conjunction with Active Involvement Management Group, explore and agree methods of active involvement of children, young people and their families in the work of	Safeguarding Children Business Manager and Solihull LSCB	April 2010 – June 2011	Increased engagement with children, young people and families		

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the Board					
5. Solihull Local Safeguarding Children Board ensures lessons are learnt and improvements made to local arrangements where a child/young person dies or is seriously harmed and abuse or neglect are a known or suspected factor.					
ACTION	LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
				Timescale	Action
5.1 Effectively conduct serious case reviews and other case reviews as required	Chair of SCR Panel/Case Review Panel	As required	<ul style="list-style-type: none"> <li>Compliance with Working Together (2010)</li> <li>Lessons learnt at a local level</li> </ul>		
5.2 Participate in Government Office, West Midlands pilot of SCIE Model for conducting serious case reviews	Safeguarding Children Business Manager	Sept 2010 onwards	Ensure effectiveness of local safeguarding activity and actively engage front line practitioners in the process.		
5.3 Devise sample contracts for Overview Authors and Independent Chairperson of SCR Panels	Safeguarding Children Business Manager	Sept 2010	Clear expectations of individuals commissioned by LSCB		
5.4 Develop capacity to quality assure IMRs across partner agencies	Solihull LSCB Training and Development Officer	Nov 2010	IMRs produced to promote learning and an effective SCR		
5.5 Identify and consider	Chairs sub group	April 2010 –	Lessons from national		

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lessons arising from case reviews conducted within the West Midlands and nationally		June 2011	enquiries explored including relevance to safeguarding children and young people in Solihull.			
5.6 Monitor IMR recommendations and any multi-agency recommendations that arise from learning lessons from a child death/serious injury	Performance Monitoring sub group and Solihull LSCB Safeguarding Officer	April 2010 – June 2011	Improvements to local safeguarding arrangements made in a timely manner			
<p>6 Solihull LSCB ensures that those who work with children and young people; managers and leaders including Elected Members are:</p> <ul style="list-style-type: none"> <li>trained in how to identify children and young people who are at risk of maltreatment/neglect and work together to safeguard children and young people and</li> <li>Senior Officers and Elected Members are enabled to promote and ensure effective safeguarding.</li> </ul>						
ACTION		LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
					Timescale	Action
6.1	Deliver multi-agency training programme 2010-11 (including induction process for new Board Members)	Solihull LSCB Training and Development Officer	April 2010 – June 2011	Training/development opportunities available to those who work with children		
6.2	Maintain records and produce annual report of take-up of Solihull LSCB training	Solihull LSCB Training Administrator	Every quarter	Data reported to Solihull LSCB every quarter and included in annual report		

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6.3	Develop and implement a system to evaluate the impact of training on practice	Solihull LSCB Training and Development Officer	March 2011	System devised and operational		
6.4	Develop standards regarding the delivery of safeguarding training for use by all agencies/settings	Solihull LSCB Training and Development Officer	Sept 2010	Standards in place and endorsed by Solihull LSCB and Solihull CYPTB		
6.5	Conduct quality assurance activity in respect of safeguarding training	Solihull LSCB Training and Development Officer	March 2011	Informed judgement regarding quality of safeguarding training		
6.6	Ensure development opportunities in place for Solihull LSCB Members	Solihull LSCB Training and Development Officer and Safeguarding Children Business Manager	April 2010, Nov 2010 & April 2011	At least 2 Development Days per business year.		
6.7	Devise LSCB training strategy	Solihull LSCB Training and Development Officer	May 2010	Agreed strategy which sets out training requirements and expectations		
6.8	Conduct a joint Training Needs Analysis with the Children's Workforce Development Team	Solihull LSCB Training and Development Officer and Children's Workforce Development Manager	Nov 2010	Data gathered, analysed and used to inform 2011/12 safeguarding training programme		
6.9	Hold an annual conference to raise awareness of how to safeguard children and	Solihull LSCB Training and Development Officer	Sept 2010	Annual event held		

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young people					
6.10 Produce training brochure 2011/12 in conjunction with Children's Workforce Development Team and Solihull Adult Safeguarding Board	Solihull LSCB Training and Development Officer and Children's Workforce Development Manager	End of March 2010	Single directory of training and development opportunities for those who work with children, young people and families		
7. Solihull LSCB ensures that arrangements are in place to respond to unexpected deaths of children and young people and to identify preventable factors in childhood deaths.					
ACTION	LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
				Timescale	Action
7.1 Solihull LSCB is advised of all childhood deaths and completes core dataset	All agencies	April 2010 – June 2011	All deaths reported within 24 hours and recorded on secure database		
7.2 Arrangements are in place to provide a 'rapid response' to all unexpected childhood deaths	West Midlands Police, Solihull Care Trust, Solihull MBC, Children's Social Care LSCB representative	April 2010 – June 2011	Sufficient resources available from Solihull Care Trust, West Midlands Police and Social Care to respond appropriately.		
7.3 Information is gathered in respect of all childhood deaths using nationally agreed data collection tools	Child Death Panel Manager and all Solihull LSCB Agencies	April 2010 – June 2011	Form B's completed in respect of all children and young people who have died.		
7.4 Preventable risk factors identified in terms of	Child Death Review Panel and Child Death Overview	April 2010 – June 2011	CDOP includes a number of Solihull Professionals and		

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children/young people who die; including neonatal deaths	Panel		meets twice yearly to identify sub regional 'themes'. Annual report to Solihull LSCB		
7.5 Agree a model for engaging parents in the work of Child Death Panel	Safeguarding Officer and Child Death Panel Manager	Nov 2010	Parents informed of child death review processes and able to contribute if they wish		
8. Solihull LSCB provides a framework for agencies to safeguard and promote the welfare of children and young people to work together to do so.					
ACTION	LEAD	TIMESCALE	OUTPUT	PROGRESS TO DATE	
				Timescale	Action
8.1 Update Solihull LSCB Procedures in light of new statutory guidance i.e. Working Together 2010	Chairperson of Practice and Procedures sub group	July 2010	Procedures compliant with statutory guidance		
8.2 Act as a "Responsible Authority" under Licensing Act 2003	Safeguarding Children Business Manager	April 2010 – June 2011	All license applications are reviewed and representations made in respect of protecting children from harm as required		
8.3 Promote the procedure for Managing Allegations against those who work with children and young people	Solihull Local Authority Designated Officer (LADO) and Solihull LSCB Training and Development Officer	April 2010 – June 2011	Organisations who work with children and young people are able to act in accordance with statutory guidance/LSCB Procedures		

# Solihull Local Safeguarding Children Board Business Plan 2010/11

## **Measures of success**

### **Appendix 1**

#### **1. To promote a whole Partnership approach to safeguarding children and young people**

- a) Each strategic group of Solihull Partnership reflects improving outcomes for children and young people in its Terms of Reference
- b) Each strategic group of Solihull Partnership formally considers how to safeguard children and young people e.g. development day
- c) Statutory LSCB annual report sets out what works well and future challenges for safeguarding children and young people in Solihull.

#### **2. To ensure effective and safer services for children and young people**

- a) Statutory agencies demonstrate increase in Section 11 compliance/increase in Third Sector organisations adopting safeguarding measures e.g. Safernetwork.
- b) Increase in multi-agency referrals to LADO
- c) Safe recruitment practice embedded within agencies that work with children and young people.

#### **3. To promote Board development; including effective governance**

- a) Governance model for safeguarding children and young people reflected in Solihull Partnership governance framework.
- b) Protocol between LSCB & Children and Young People's Trust Board.
- c) LSCB Chairperson is independent of constituent agencies.

#### **4. To develop the involvement of children, young people and families in the work of the LSCB**

- a) Involvement of children and young people in the design, delivery and/or evaluation of training
- b) Involvement of children and young people in LSCB audit framework
- c) Increased public awareness about choosing safe activities for children and young people.