

Report to: Overview & Scrutiny Children & Young People's Panel

Date: 11th August 08 11th September 08

Subject: Wigan Safeguarding Children Board (WSCB) - minutes of the meeting held on 25th February 08, 21st April 08 and 2nd June 08.

Report of: Director of Children & Young People's Services

Contact officer: Nick Hudson 01942 486000
e-mail: n.hudson@wigan.gov.uk

Purpose / summary: To bring to Members attention the minutes of the WSCB.

Alternative options considered and reason for selecting the one recommended: Not applicable

Recommendation / decision: That Members note the content of the minutes of the WSCB on 25th February 08, 21st April 08 and 2nd June 08.

Key Decision: This report does not involve a key decision.

Risks / Implications:

Financial:	None
Staffing:	None
Policy:	None
Equal Opportunities - Has a Diversity Impact Assessment been conducted?	
Wards affected:	All

Property Implications – Does the proposal involve a reduction, addition or change to the Council's asset base or its occupation?

No

If yes, have the property implications been agreed with the Corporate Property Officer?

Does this proposal have significant implications for the Council and the local

population?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Does this proposal involve a new policy or procedure or significant changes to an existing policy or procedure?

A diversity impact assessment is not necessary at this stage, however, equality and diversity implications have been considered when producing this report.

Has the Service Director - Borough Solicitor confirmed that the recommendations within this report are lawful and comply with the Council's Constitution? **No**

Has the Executive Director Business Support Services confirmed that any expenditure referred to within this report is consistent with the Council's budget? **No**

Are any of the recommendations within this report contrary to the Policy Framework of the Council? **No**

* delete which applicable

For Cabinet reports only :

Categorisation of the report:			
Discussion leading to a decision		Discussion	
Monitoring		Decision	
Sharing for corporate understanding		Information	

Tracking/Process:

	Consultation	Ward Members	Partners
Panel	Overview & Scrutiny	Cabinet	Council
11/09/08	11/08/08		

There are no Background Papers to this Report within the meaning of Section 100D of the Local Government Act 1972.

Proper Officer Deborah Brownlee

Date 29th July 2008



WIGAN SAFEGUARDING CHILDREN BOARD

25 FEBRUARY 2008

Present:

Representatives of Wigan MBC

Mr N Hudson (Chairman)	Director of Children and Young People's Services (CYPS)
Ms S Astbury	Acting Assistant Director, CYPS
Mr S Atkinson	Group Manager, Quality Assurance, CYPS
Ms S Bond	Youth Offending Team Manager, CYPS
Ms E Dann	Acting Strategic Manager, Connexions CYPS
Mrs C Ellison	Wigan Safeguarding Children Board Business Manager
Mrs K Nelson	Assistant Director, Social Care and Inclusion
Ms L Sutton	Assistant Director, Adult Services
Mrs K Tonks	Clerk to the Board

Representatives of other agencies

Dr E Abbas	Designated Doctor, Wrightington, Wigan and Leigh National Health Service Trust (WWL)
Ms A M Arnold	Head of Safeguards, HM YOI Hindley
Ms J Ely	Group Manager, Wigan and Leigh Housing
Mr P Turner	Consultant in Public Health, ALW PCT
Ms J Hyde	Chair Primary Heads, Ince Church of England Primary School
Ms H Mackenzie	Secondary Head, Shevington High School
Superintendent P Mclver	Greater Manchester Police
Mr S Oliver	5 Boroughs Partnership
Mr W Piotrowski	Family Court Advisor, CAF/CASS, Bolton
Ms R Walkden	Assistant Chief Officer, Wigan & Leigh CVS
Ms D Waterworth	WWL, Acting Named Nurse Child Protection
Ms C Woodford	WWL, Named Nurse Child Protection
Ms S Woolmore	National Society for the Prevention of Cruelty to Children

Observer

Councillor B Wilson	Cabinet Champion, Children and Young People's Services
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129 Apologies for absence: Apologies for absence were submitted by Ms A Burt, Designated Nurse, Child Protection and Vulnerable Children, ALW PCT, Mr M Hubbard, CAF/CASS, Mr A Roberts, Probation Service, Ms H Fenton, 5 Boroughs Partnership, Ms J Barton, Wigan and Leigh Housing, Mr D Roberts, Legal and Property Services Department Representative.

130 Minutes: 19 November 2007: The minutes of the meeting held on 19 November 2007 were approved as a correct record.

131 Matters arising from the minutes of the meeting held on 30 July 2007:

Minute 84:

Mr Atkinson reported that new processes had been drafted regarding notification of all child deaths.

132 Matters arising from the minutes of the meeting held on 19 November 2007:

Minute 115 (a) (3):

The Board was informed that no additional management action was required with regard to the analysis of data into child deaths.

Minute 115 (d):

The Board was informed that the new training officer had been appointed.

Minute 119:

Mr Atkinson reported that the response to Ofsted TELLUS2 Survey would be resolved in the near future.

Minute 121:

Mr Atkinson reported that there had been considerable demand for printed copies of the new Wigan Safeguarding Children Board (WSCB) child protection procedures. He also reported that a letter had been sent out to the workforce agency-wide and that promotional materials had been designed for users of the website.

Minute 127:

Mrs Nelson reported that the enquiry from a Member of Parliament had been resolved.

132 Subgroup meetings feedback:

(a) Child death overview subgroup

Mr Atkinson reported on the last meeting of the subgroup which had been held on 28 January 2008 (the minutes were distributed at the meeting).

Mr Atkinson also reported on an options paper: 'Child Death Review Processes, Working together to Safeguard Children (2006) Rapid Response requirements'. The options paper considered the requirements of Chapter 7 and the position within Wigan regarding readiness to comply with the rapid response to unexpected deaths element of it. Four potential models for Greater Manchester were put forward for consideration.

Resolved: The Board:

- accepts the minutes of the meeting held on 28 January 2008; and
- agrees to support model 4 as an interim measure and to reconsider this decision at a future meeting.

(b) Evaluating and effectiveness subgroup

Mrs Nelson reported favourably on the safeguarding children in education school audit video conference link with Wiltshire County Council which discussed the safeguarding audit that had been carried in schools in Wiltshire.

Resolved: The Board accepts the minutes of the meetings held on 5 December 2007 and 30 January 2008.

(c) Policy and procedures subgroup

Mrs Nelson reported that this subgroup had now been re-established and thanked the subgroup members for their considerable support.

Resolved: The Board accepts the minutes of the meetings held on 18 December 2007 and 15 January 2008.

(d) Training and communications subgroup

Mr Atkinson reported on further investigation on item 4 of the minutes of the meeting held on 8 November 2007 regarding commissioned trainers. The criticism had been considered as unfair and the providers had since been re-commissioned.

Resolved: The Board accepts the minutes of the meetings held on 8 November and 13 December 2007, and 23 January 2008.

133 Cases/issues that meet Multi Agency Public Protection Arrangements criteria: No report was made to the Board.

ACTION

134 Introduction of business manager:

On behalf of the Board, the Chairman introduced and warmly welcomed Chris Ellison, the new WSCB Business Manager. Discussion took place regarding comparisons with arrangements made by other safeguarding boards locally.

135 WSCB business plan

Mrs Nelson put forward a recommendation to the Board that the WSCB business plan, which still had a year to run, be renewed in order to synchronise with CYPS plans. She explained the synergy leading to her recommendation and outlined the advantages to the WSCB.

Resolved: The Board:

- agrees in principle to bring forward the publication of the new business plan, and
- agrees to hold a development day on 21 April 2008 in place of the scheduled board meeting.

All

136 Funding for WSCB:

Discussion took place regarding insufficient funding for the WSCB.

Resolved: The Business Manager is requested to provide a financial report to the next meeting.

CE

137 Death in custody 2005:

Ms Arnold reported on the serious case review of Case H.

138 Safeguarding children who may be trafficked:

Superintendent Mclver reported on the guidance from HM Government regarding the safeguarding of children who may be trafficked. Mr Atkinson responded that this was being considered by the Pan Manchester Safeguarding Children Board.

139 Review of looked after children who are reported as going missing:

Superintendent Mclver reported that the Greater Manchester Police had carried out a review of looked after children who were reported as going missing and that a protocol had been drawn up. He thanked CYPS for their support.

140 Wigan Police and the five strands of Every Child Matters:

Superintendent Mclver reported that GM Police had formed a safeguarding children board led by the Assistant Chief Constable. GM Police would be sharing information on community safety with partners concerned with youth support services.

PMcl/SB

ACTION

141 Samaritans' policy:

Ms Arnold expressed the concerns that HMYOI Hindley had with regard to the Samaritans' policy on confidentiality in their communications with children at risk from harming themselves or others in prison. She outlined the actions which had been taken at HMYOI Hindley. General discussion took place and members of the Board unanimously shared the concerns of HMYOI Hindley.

Resolved: The Board requests the Chairman of the WSCB to contact the local Samaritans organisation to express the Board's serious concerns regarding their confidentiality policy.

NH

142 Pan Greater Manchester Safeguarding Children Board

(PMSCB): Mr Atkinson informed the Board on the PMSCB and its draft terms of reference. The purpose of the PMSCB was to ensure that, wherever possible, the delivery of safeguarding children across the ten local authority areas was consistent, continued the improvement of practices, and that all partner agencies benefitted from the commonality of approach and economies of scale.

143 WSCB website progress/promotion: Mr Atkinson reported on the website progress.

144 Children missing education: Mrs Nelson reported on the Children missing education policy and procedures which informed local authority officers, schools, governing bodies and other involved agencies about the policy and procedures to be followed in order to prevent children going missing from education. Discussion took place regarding pupils being entered and removed from school rolls.

Resolved: The Board endorses the report as now amended.

KN

145 The Children are Unbeatable Alliance: This item was deferred until the next meeting.

NH

146 Draft calendar of meetings 2008/09:

Resolved: The Board agrees the draft programme of dates and times of meetings for 2008/09 now submitted.

147 Any other business:

(a) Information item - Notification of person who has been identified as presenting a risk or potential risk to children:

Discussion took place regarding the sharing of information from other authorities and whether the WSCB was the appropriate body to deal with this issue.

Resolved: The Board requests that Ms Walkden share this information with the voluntary services and that the Business Manager investigate this issue with Government Office North West.

RW/CE

(b) Review of Prison Service and Criminal Justice Board:

Ms Arnold informed the Board of the review being undertaken by the Prison Service and Criminal Justice Board and its possible implications. The outcome would be known in April 2008.

(c) Information item - Improving parenting; the why and the how:

Dr Abbas distributed copies of a newspaper article from Arch Dis Child February 2008 Vol 93 No 2.

Serious case review:

Mrs Nelson informed the Board that a serious case review was being undertaken.

148 Date and time of next meeting:

The next meeting would be a development day to be held on Monday 21 April 2008.

There were no further items.

CHAIR

Meeting started: 2.00 pm

Meeting ended: 4.15 pm



WIGAN SAFEGUARDING CHILDREN BOARD

EXTRAORDINARY MEETING

21 APRIL 2008

Present:

Representatives of Wigan MBC

Mr N Hudson (Chairman)	Director of Children and Young People's Services (CYPS)
Ms S Astbury	Acting Assistant Director Connexions
Mr S Atkinson	Group Manager, Quality Assurance, CYPS
Mrs C Ellison	Business Development Manager, Wigan Safeguarding Children Board (WSCB)
Ms D Glynn	WSCB Training Officer
Mrs K Nelson	Assistant Director, Social Care and Inclusion
Ms L Sutton	Assistant Director, Adult Services
Mrs K Tonks	Clerk to the Board

Representatives of other agencies

Dr E Abbas	Designated Doctor, Wrightington, Wigan and Leigh National Health Service Trust (WWL)
Ms A M Arnold Chief Inspector	Head of Safeguards, HMPYOI Hindley
A Baddeley	Greater Manchester Police
Mrs A Burt	Designated Nurse Child Protection ALWPCT
Ms H Fenton	5 Boroughs Partnership
Mr R Hill	Governor, HMPYOI Hindley
Mr P Turner	Consultant in Public Health, ALWPCT
Ms J Hyde	Chair Primary Heads, Ince Church of England Primary School
Superintendent P Mclver	Greater Manchester Police
Ms R Walkden	Assistant Chief Officer, Wigan & Leigh CVS
Ms D Waterworth	WWL, Acting Named Nurse Child Protection
Ms C Woodford	WWL, Named Nurse Child Protection
Ms S Woolmore	National Society for the Prevention of Cruelty to Children

148 Apologies: Apologies for absence were submitted by Ms S Bond (Youth Offending Team), Ms E Dann (Connexions), Ms J Barton (Wigan and Leigh Housing), Ms H MacKenzie (Shevington High School), Mr D Robert (Legal Representative), Mr A Roberts (National Probation Service), and Councillor B Wilson, Cabinet Champion CYPS.

ACTION

ACTION

149 Local Authority Designated Officer (LADO)/Senior Manager

Progress: Mrs Ellison reported to the Board on the problems she had experienced since starting her new position as Business Manager/LADO as follows:

- lack of amenities associated with being located at the Wigan Investment Centre as there was currently no office space available at Hindley Business Centre; and
- lack of administrative support .

She updated the Board on the progress which had been made towards recruiting a part time administrative officer. Mrs Ellison reported that she would undertake a risk assessment on her post for submission to the Board.

CE

An e-mail had been sent out prior to the meeting regarding the LADO core function, informing the Board of the plan to establish a steering group of key managers and asking for nominations from agencies. The steering group would form part of the virtual multi agency team in the management of allegation. The request that organisations nominate a senior manager contact would be circulated again following the meeting as not all the partnership agencies had responded. Each partner agency would need a named senior officer and a senior manager who would need to attend the training which was planned for May and June. The Business Development Manager's job description had also been circulated prior to the meeting.

CE/All

Mrs Ellison introduced Dawn Glynn, the newly appointed part time Training Officer, to the Board. Ms Glynn was presently on a three-day a week temporary contract and Mrs Ellison requested that the Board consider employing her on a full time basis due to the workload.

The Board considered a report on training and development (distributed at the meeting). Ms Glynn reported that there was a lot out outstanding work from the previous year due to the post being vacant since July 2007. She highlighted the impact of posts not being filled; gave a brief summary of training delivered for WSCB for the finance year 2007/09; identified core areas for development and reviewed the current training situation.

Resolved: The Board:

- agrees to the production of a training brochure;
- agrees to consider a report on training that examines managerial areas at the next meeting of the Board; and
- agrees a leaflet would be produced in order to raise awareness of the LADO and giving contact details.

KN/CE/
Tony Dann

ACTION

150 Interim Rapid Response Procedure for unexpected death of a child: The Board considered a flow chart (distributed at the meeting) describing the interim rapid response procedure for the unexpected death of a child (minute 132 refers).

Resolved: The Board:

- notes the interim rapid response procedure for unexpected death of a child; and
- agrees to reconsider this procedure at a future meeting.

151 Discussion/Decision regarding Business Plan/Priorities:

The Board discussed the new Business Plan (Minute 135 refers). Team leaders informed the Board of the priorities for the Business Plan which had been identified during activities during the Development Day and included representatives who were not Board Members (held prior to the extraordinary meeting).

Organisations represented by the Board were asked to consider contributing towards the production of the business plan. A contribution of £3000 was pledged by HMYOI Hindley. The Board discussed the need to find extra resources for the WSCB future funding.

All

RH

Mrs Nelson informed the Board that a serious case review was underway and that the WSCB budget would fund the review.

Resolved: The Board:-

- agrees to commission an organisation to produce the new business plan;
- agrees to consider a scoping document for the Business Plan which includes an estimate of the cost at the next meeting of the board;
- agrees that the sub group chairs meet beforehand to consider a specification/action plan.

KN

KN

KN/Sub
Group
Chairs

151 Date and time of next meeting: The next meeting will be held on Monday 2 June 2008 at 2.00 pm at Progress House.

CHAIR



WIGAN SAFEGUARDING CHILDREN BOARD

2 JUNE 2008

Present:

Representatives of Wigan MBC

Mr N Hudson (Chairman)	Director of Children and Young People's Services (CYPS)
Ms S Astbury	Assistant Director, Connexions, CYPS
Ms J Barton	Director of Housing Needs, Wigan and Leigh Housing
Ms S Bond	Youth Offending Team CYPS
Ms E Dann	Acting Strategy Manager, Connexions, CYPS
Mrs C Ellison	Business Manager Wigan Safeguarding Children Board (WSCB)
Ms K Haskayne	Youth Offending Team CYPS
Mrs K Nelson	Assistant Director CYPS
Mrs K Tonks	Clerk to the Board

Representatives of other agencies

Ms F Allen	Senior Probation Officer, Greater Manchester Police Authority
Dr E Abbas	Designated Doctor, Wrightington, Wigan and Leigh National Health Service Trust (WWL)
Ms A M Arnold	Head of Safeguards, Her Majesty's Prison Youth Offenders Institute (HYPYOI), Hindley
Chief Inspector A Baddeley	Greater Manchester Police (GMP)
Mrs A Burt	Designated Nurse Child Protection, Ashton Leigh and Wigan Primary Care Trust (ALWPCT)
Ms H Fenton	Director, 5 Boroughs Partnership
Mr R Hill	Governor, HMPYOI Hindley
Ms J Hyde	Chair Primary Heads, Ince Church of England Primary School
Mr P Turner	Consultant in Public Health, ALWPCT
Ms R Walkden	Assistant Chief Officer, Wigan & Leigh Council for Voluntary Services
Ms S Woolmore	Local Safeguarding Children Board Adviser, National Society for the Prevention of Cruelty to Children

1 Apologies: Apologies for absence were submitted from Mr S Atkinson, (Group Manager, Quality Assurance, CYPS), Ms L Sutton (Assistant Director, Adult Services), Ms M O'Farrell (CAFCASS), Superintendent P McIver (GMP), Ms H MacKenzie (Shevington High School), Mr D Robert, (Legal Representative),

ACTION

ACTION

and Mr A Roberts (National Probation Service).

2 Minutes: The minutes of the meetings held on 25 February and 21 April 2008 were approved as correct records.

3 Matters arising:

Samaritans' policy (Minute 141):

Resolved: The Board agrees to consider the Samaritans' policy at the next meeting of the Board.

Chairman

4 Presentation on the child death process: The Board received a presentation from Dr Abbas on the child death process and sudden unexpected deaths in childhood. Dr Abbas distributed an information sheet from the Department for Children, Schools and Families on 'Taking action to prevent childhood deaths'. Discussion took place regarding joint training courses with Salford, Bolton and Wigan.

Resolved: The Board:

- notes the presentation now submitted and thanks Dr Abbas for the presentation;
- agrees to consider the presentation, the documents provided by Dr Abbas and to give feedback to Mrs Nelson on whether to re-consider the child death process at a future meeting; and
- agrees that the Business Manager updates the Board on joint training courses at the next meeting.

All

C Ellison

5 Subgroup meetings feedback:

(a) Child death overview subgroup: No minutes were available.

S Atkinson

(b) Evaluating effectiveness subgroup: The Board considered the minutes of the Evaluating effectiveness subgroups held on 30 January and 29 April 2008. Mrs Nelson reported on proposals for the new structure of the Board following priorities identified at the development day on 21 April 2008. A diagram of the proposed structure was included in the minutes of the meeting dated 29 April and Members of the Board were invited to express their views if they so wished. Discussion took place regarding the proposed new subgroups.

Resolved: The Board accepts the minutes of the meetings held on 30 January and 29 April 2008.

(c) Policy and procedures subgroup: The Board considered the minutes of the Policy and procedures subgroups held on 15 January, 12 March and 9 April 2008. Mrs Nelson reported on item 4 of the subgroup minutes dated 12 March with regard to the ratification of gambling licence application forms on behalf of the WSCB.

Mrs Nelson reported that the subgroup meeting scheduled for 7 May had not taken place and that no comments had been received from Board Members on the minutes of 29 April which detailed the recommendations from the development day held on 21 April 2008.

ACTION

Resolved: The Board:

- accepts the minutes of the meetings held on 15 January, 12 March and 9 April 2008;
- agrees that a formal process for the ratification of licensing applications be introduced; and
- endorses and supports the Interim Rapid Response Procedure.

K Nelson/
C Ellison

(d) Training and communications subgroup: The Board considered the minutes of the Training and communications subgroups held on 4 March and 24 April 2008. Ms Burt reported on her concern regarding the lack of safeguarding training staff and requested urgent support from Board Members for members of their staff to join the training pool.

All

Resolved: The Board accepts the minutes of the meetings of the held on 4 March and 24 April 2008.

6 Cases/Issues that meeting MAPPA criteria: Ms Allen reported that currently there were 6 level 3 cases and 6 level 2 cases and of these 4 presented a risk of harm to children.

Resolved: The Board notes the report now submitted.

7 WSCB business plan: Mrs Nelson reported that no meeting had yet been held to discuss the new business plan for the next three years. The meeting had been scheduled and progress would be reported to the Board in July.

K Nelson

Resolved: The Board notes the report now submitted.

8 Updates from Business Manager:

(a) Local Authority Designated Officer (LADO): Mrs Ellison reported that she was currently managing 28 cases although 4 of these were historical. She had been raising awareness and people were now beginning to contact her. An administrative officer had been recruited and would start work on 3 June. Mrs Ellison requested that the Board identify senior officers for the virtual team.

All

Resolved: The Board notes the report now submitted.

(b) 'Children and young people have their say': Mrs Ellison informed the Board that young people would be actively involved in speaking to other young people, using the questionnaire compiled by consultants, to obtain their views on how safe they feel in Wigan and Leigh. The interviews would take place on the streets.

Resolved: The Board endorses the business plan 'Children and

young people have their say' and the questionnaire, as now amended.

ACTION

(c) E-safety strategy: Mrs Ellison reported on the forensic software pilot scheme project being used in schools. The working group had recommended that schools install forensic software to fulfill their safeguarding responsibilities.

Resolved: The Board endorses the forensic software pilot and requests the Chairman to write to individual schools that have not yet adopted an appropriate software product.

Chairman

(d) WSCB budget: Mrs Ellison reported that the budget was not yet available.

Resolved: The Board agrees to consider the budget at the next meeting.

9 Children involved in Thai (Kick) boxing: This item had been sent to the Board for information. Mrs Nelson informed the Board of a recent documentary highlighting the involvement of young children in this activity. The Board expressed concern.

Resolved: The Board agrees to investigate Thai boxing in Wigan and to reconsider it at a future meeting.

C Ellison/
R Walkden

10 Serious case review: Mrs Nelson updated the Board on the serious case review currently taking place.

Resolved: The Board agrees to send a copy of the full overview report to each Board Member and that this report plus the action plan will be discussed at the next meeting.

K Nelson

11 Private fostering: Mrs Nelson reported that following awareness raising, enquiries about private fostering had significantly increased.

Resolved: The Board agrees to receive ongoing reports with respect to private fostering.

K Nelson

12 Review of prison services: Governor Hill reported that the decision on the review of the Prison Services would be taken on 26 June and that he would inform Board Members of the outcome of the review at the next meeting.

Resolved: The Board agrees to discuss this at the next meeting.

R Hill

13 The Children are Unbeatable Alliance:

Resolved: The Board agrees to defer this item until the next meeting.

Chairman

ACTION

14 Potential safeguarding issues in relation to children in asylum, refugee and migrant households: Ms Barton reported her concern to ensure that the safeguarding procedures be robust and informed. The issue would be considered by the Policies and procedures subgroup in liaison with the Council's Refugee forum.

J Barton

Resolved: The Board notes the report now submitted.

15 Any other business: Ms Hyde asked a question regarding policies and procedures for children who were tutored at home. Mrs Nelson replied that appropriate procedures were in place for the children and that there were presently 20 children at key stage 4 being tutored at home.

16 Date of next meeting:

The next meeting of the Board will be held on 28 July 2008 at 2.00 pm at Progress House.

CHAIRMAN