



# **Warrington Safeguarding Children Board**

## **Sub-group Work Plans 2010-11**

[To be read in conjunction with WSCB Risk Log]



Warrington Safeguarding Children Board : <b>SUB-GROUP WORK PLAN 2010-11</b>					
<b>Sub-group:</b>	<b>Executive Group</b>				
<b>Chair</b>	<b>Kath O'Dwyer</b>				
<b>Anticipated State:</b>	<ul style="list-style-type: none"> <li>• Leadership of inter-agency work to safeguarding children and protect their welfare is established.</li> <li>• Appropriate challenge and scrutiny agencies' work is in place</li> <li>• Engagement with relevant strategic partnerships is focused and effective</li> </ul>				
<b>Key Outputs (Products)</b>	<b>Joint Communications Strategy (with CYPT) Annual Report</b>				
Ref to WSCB Plan <sup>1</sup>	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4
1:1	Keep membership and attendance under active review	✓	✓	✓	✓
[IP]	Recruit Lay Members				
1:2	Current and future year budget is managed and planned			✓	
1:4	Recruitment to Core Team is completed [IP]	✓			
1:5	Links to key strategic partnerships are established as routine <ul style="list-style-type: none"> <li>• WSCB Chair and Executive Director report to CEx annually [IP]</li> <li>1. Report formally to LSP and relevant Thematic Groups [IP]</li> <li>2. Appropriate representation to CYPT is maintained [IP]</li> </ul>	✓	✓	✓	✓
1:6	Review and monitor progress against WSCB Strategic Plan and CYPP	✓	✓	✓	✓
2:5	Engage with appropriate regional and sub-regional networks	✓	✓	✓	✓
3:1 5:4	Produce Annual Report and ensure its influence on the CYPP		✓		
4:1	Influence commissioning priorities within CYPP [IP]	✓	✓	✓	✓
5:2	Host annual conference to promote good practice [IP]				
5:3	Contribute to joint development sessions with the CYPT [IP]	✓			
[IP]	Oversee Joint Communications Strategy with CYPT				
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

<sup>1</sup> [IP] – activity carried forward from WSCB Improvement Plan 2009-10

## Warrington Safeguarding Children Board : **SUB-GROUP WORK PLAN 2010-11**

<b>Sub-group:</b>	<b>Child Death Overview Panel</b>				
<b>Chair</b>	<b>Rita Robertson (NHS Warrington PCT)</b>				
<b>Anticipated State:</b>	<ul style="list-style-type: none"> <li>▪ Warrington is fully compliant with requirements of Ch 7 of 'Working Together to Safeguard Children' (2010)</li> <li>▪ Lessons learned are shared promptly</li> <li>▪ The review of each death is completed within 3 months of first consideration by CDOP</li> <li>▪ Parents/families are appropriately engaged with the CDOP process</li> <li>▪ The definition of 'preventable' is applied consistently</li> </ul>				
<b>Key Outputs (Products)</b>	<b>Annual Report on Child Deaths in Warrington 2010</b> <b>A formal protocol for overseeing all child deaths in Warrington</b>				
Ref to WSCB Plan	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr3	Qtr 4
1:1	1. Membership and attendance of the CDOP is kept under regular review	✓	✓	✓	✓
2:5	2. Business Manager attends NW CDOP steering group	✓	✓	✓	✓
2:5	3. Chair and members engage with pan-Cheshire CDOP working	✓	✓	✓	✓
3:5	4. Comply with revision to Ch7 Working Together	✓			
3:5	5. Secure revision to SUDIC Protocol in line with Working Together		✓		
4:1	6. Formal protocol to govern work of CDOP is agreed to include: <ul style="list-style-type: none"> <li>a. Timeliness of CDOP process</li> <li>b. Definition of 'preventable' and its local application</li> <li>c. Engagement with parents</li> </ul>		✓		
1:1	7. Administrative function, and links with CMACE are kept under review	✓	✓	✓	✓
1:1	8. Qtly reports to WSCB are completed	✓	✓	✓	✓
3:1	9. Annual report on Child Deaths in Warrington 2010 is completed				✓
1:1	10. Sub-group contribution to WSCB wider work as appropriate	✓	✓	✓	✓
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

## Warrington Safeguarding Children Board : **SUB-GROUP WORK PLAN 2010-11**

<b>Sub-group:</b>	<b>Monitoring Performance and Evaluation Sub-group</b>				
<b>Chair</b>	<b>Gareth Jones</b>				
<b>Anticipated State:</b>	The Monitoring Performance and Evaluation Sub-group will: <ul style="list-style-type: none"> <li>• Work in partnership, to challenge the knowledge and understanding of safeguarding activities amongst partner agencies</li> <li>• Influence policy and practice as a result of needs analysis ensuring children are safe and fulfilled</li> </ul>				
<b>Key Outputs (Products)</b>	<b>WSCB Performance Monitoring Framework</b>				
Ref to WSCB Plan <sup>2</sup>	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr3	Qtr 4
1:1	Keep membership and attendance under active review	✓	✓	✓	✓
2:5	Engage with appropriate regional and sub-regional networks	✓	✓	✓	✓
3:5	Implement relevant revisions to Working Together		✓		
3:7	Develop skills/processes to monitor and evaluate performance		✓		
4:3	Receive and analyse quarterly monitoring reports (Data set)	✓	✓	✓	✓
	• Establish baseline dataset and present to next CYPT [IP]	✓			
	• Oversee appointment of QA/PM post [IP]	✓			
	• Establish routine for agencies to submit necessary data [IP]	✓			
	• Establish mechanisms for qtlly report to WSCB [IP]	✓			
	• Establish formal mechanisms for raising commissioning priorities with CYPT [IP]		✓		
4:5	Contribute to the Joint Strategic Needs Assessment	✓	✓	✓	✓
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

<sup>2 2</sup> [IP] – activity carried forward from WSCB Improvement Plan 2009-10

Warrington Safeguarding Children Board : <b>SUB-GROUP WORK PLAN 2010-11</b>					
<b>Sub-group:</b>	<b>Policy and Practice Sub-group</b>				
<b>Chair</b>	<b>Pinaki Ghoshal</b>				
<b>Anticipated State:</b>	<ul style="list-style-type: none"> <li>• Effective inter-agency policies are in place and disseminated to frontline practitioners</li> <li>• There is a common understanding of service thresholds.</li> <li>• Agencies contribute to the development of appropriate inter-agency policies.</li> </ul>				
<b>Key Outputs (Products)</b>	<b>Police and Practice Framework Management Guidance Notes [with T&amp;D Sub-group]</b>				
Ref to WSCB Plan <sup>3</sup>	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr3	Qtr 4
1:1	Keep membership and attendance under active review	✓	✓	✓	✓
2:1	Review all policies viz revised 'Working Together' pan-Cheshire [IP]		✓		
2:2	Publicise policies via 'Multi-Agency Guidance Notes'		✓		
2:4	Establish routine review of policies as part of QA Framework		✓		
2:5	Engage with appropriate regional and sub-regional networks	✓	✓	✓	✓
3:5	Implement relevant revisions to 'Working Together'		✓		
4:6	Identify all potentially 'vulnerable' groups and ensure policy is in place to support appropriate service delivery	✓			
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

<sup>3</sup> [IP] – activity carried forward from WSCB Improvement Plan 2009-10

## Warrington Safeguarding Children Board : **SUB-GROUP WORK PLAN 2010-11**

<b>Sub-group:</b>	<b>Quality Assurance Sub-group</b>				
<b>Chair</b>	<b>Gill Rigg</b>				
<b>Anticipated State:</b>	<ul style="list-style-type: none"> <li>▪ Inter-agency case work is routinely audited</li> <li>▪ All partner agencies are subject to annual Section 11 audit</li> <li>▪ Improvement/action plans are monitored and subject to QA processes</li> <li>▪ 'Lessons Learned' for audits are shared and practice improved</li> </ul>				
<b>Key Outputs (Products)</b>	<b>Quality Assurance Framework</b>				
Ref to WSCB Plan <sup>4</sup>	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4
1:1	Membership and attendance at the QA group is kept under review	✓	✓	✓	✓
1:6	Sub-group complies with WSCB monitoring procedures	✓	✓	✓	✓
2:4	Working with P&P sub-group, establish routine review of inter-agency policies		✓	✓	✓
2:5	Draw on national, regional and sub-regional practice to support quality assurance activities	✓	✓	✓	✓
2:6	Scrutinise inter-agency service thresholds across the partners	✓	✓	✓	✓
3:2	Conduct the Section 11 Audit	✓			
3:2	Oversee/QA improvement plans following Section 11		✓	✓	✓
3:3	Establish routine process of inter-agency case file audits	✓	✓	✓	✓
3:4	Devise a comprehensive QA Framework <ul style="list-style-type: none"> <li>• Establish routine case-file audits [IP]</li> <li>• Oversee Section 11 Audit and report to WSCB [IP]</li> <li>• Establish performance measures for Independent Chair [IP]</li> </ul>	✓	✓	✓	✓
3:5	Address revision from Working Together relevant to sub-group		✓		
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

<sup>4</sup> [IP] – activity carried forward from WSCB Improvement Plan 2009-10

## Warrington Safeguarding Children Board : **SUB-GROUP WORK PLAN 2010-11**

<b>Sub-group:</b>	<b>Serious Case Review Commissioning Group</b>				
<b>Chair</b>	<b>Andy Smith</b>				
<b>Anticipated State:</b>	<ul style="list-style-type: none"> <li>• The Sub-group is able to offer informed advice to the Independent Chair when a SCR is to be considered</li> <li>• WSCB can respond promptly to any Serious Case Review in Warrington</li> <li>• Learning from SCR is disseminated appropriately</li> </ul>				
<b>Key Outputs (Products)</b>	<b>Serious Case Review Guidance</b> <b>IMR Templates</b>				
Ref to WSCB Plan	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr3	Qtr 4
1:1	Keep membership and attendance under active review	✓	✓	✓	✓
2:5	Engage with appropriate regional and sub-regional networks	✓	✓	✓	✓
3:5	Implement relevant elements of revision to 'Working Together'	✓			
4:2	SCR Guidance and IMR templates maintained and reviewed	✓	✓	✓	✓
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

Warrington Safeguarding Children Board : <b>SUB-GROUP WORK PLAN 2010-11</b>					
<b>Sub-group:</b>	<b>Training and Development</b>				
<b>Chair</b>	<b>Sue Fullerton [Interim]</b>				
<b>Anticipated State:</b>	<ul style="list-style-type: none"> <li>The workforce is skilled and knowledgeable about inter-agency safeguarding</li> <li>Training and Development Strategy compliments single agency training</li> <li>WSCB is promoted to children and young people, their families and practitioners</li> </ul>				
<b>Key Outputs (Products)</b>	<b>WSCB Training and Development Strategy</b>				
Ref to WSCB Plan <sup>5</sup>	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr3	Qtr 4
1:1	Keep membership and attendance under active review	✓	✓	✓	✓
1:3	Members Induction Programme established and routinely available	✓			
1:7 5:1 [IP]	Active promotion of the work of the WSCB and engagement with frontline staff is prioritised via enhanced use of the website ie training programme / policy information/ e-Newsletter all published via website	✓	✓	✓	✓
2:2	Establish of 'Multi-agency Guidance Notes' and delivery routinely	✓	✓	✓	✓
2:3 5:7 3.6	Develop and implement an 'Inter-agency Training and Development Strategy' to include <ul style="list-style-type: none"> <li>An inter-agency training needs analysis</li> <li>Comprehensive inter-agency training programme, appropriately monitored for quality, performance and impact</li> <li>Clear contribution to elements of the common core skills for the children's workforce.</li> <li>A development programme WSCB members</li> <li>Clarity of WSCB role auditing single agency training</li> <li>Raise awareness of WSCB with practitioners, CYP and the public, i</li> <li>Appropriate use of website to raise awareness [IP]</li> </ul>	✓			
2:5	Engage with appropriate regional and sub-regional networks	✓	✓	✓	✓
3:5	Ensure revision to Working Together is reflected in all WSCB courses	✓			
3:5	Contribute to work to make policy changes necessitated by revision to 'Working Together' via Policy and Practice Sub-group	✓			
3:5 5:2	Promote wider understanding of implementation of Working Together – including an Annual Conference for Practitioners		✓		
4:4	Contribute performance monitoring information as required	✓	✓	✓	✓
5:5	Clarify appropriate links with Communications Strategy [IP]	✓			
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

<sup>5</sup> [IP] – activity carried forward from WSCB Improvement Plan 2009-10



## Warrington Safeguarding Children Board : **SUB-GROUP WORK PLAN 2010-11**

<b>Sub-group:</b>	<b>Training and Development</b>				
<b>Chair</b>	<b>Sue Fullerton [Interim]</b>				
<b>Anticipated State:</b>	<ul style="list-style-type: none"> <li>• The workforce is skilled and knowledgeable about inter-agency safeguarding matters</li> <li>• The WSCB Training and Development Strategy compliments single agency training and workforce development opportunities</li> <li>• The work of the WSCB is promoted to children and young people, their families and practitioners</li> </ul>				
<b>Key Outputs (Products)</b>	<b>WSCB Training and Development Strategy</b>				
Ref to WSCB Plan <sup>6</sup>	Actions Planned 2010-11 (Summary)	Deliver by			
		Qtr 1	Qtr 2	Qtr3	Qtr 4
1:1	Keep membership and attendance under active review	✓	✓	✓	✓
1:3	Members Induction Programme established and routinely available	✓			
1:7 5:1 [IP]	Active promotion of the work of the WSCB and engagement with frontline staff is prioritised via enhanced use of the website ie training programme / policy information/ e-Newsletter all published via website	✓	✓	✓	✓
2:2	Establish of 'Multi-agency Guidance Notes' and delivery routinely	✓	✓	✓	✓
2:3 5:7 3.6	Develop and implement an 'Inter-agency Training and Development Strategy' to include <ul style="list-style-type: none"> <li>▪ An inter-agency training needs analysis</li> <li>▪ Comprehensive inter-agency training programme, appropriately monitored for quality, performance and impact</li> <li>▪ Clear contribution to elements of the common core skills for the children's workforce.</li> <li>▪ A development programme WSCB members</li> <li>▪ Clarity of WSCB role auditing single agency training</li> <li>▪ Raise awareness of WSCB with practitioners, CYP and the public, i</li> <li>▪ Appropriate use of website to raise awareness [IP]</li> </ul>	✓			
2:5	Engage with appropriate regional and sub-regional networks	✓	✓	✓	✓
3:5	Ensure revision to Working Together is reflected in all WSCB courses	✓			
3:5	Contribute to work to make policy changes necessitated by revision to 'Working Together' via Policy and Practice Sub-group	✓			
3:5 5:2	Promote wider understanding of implementation of Working Together – including an Annual Conference for Practitioners		✓		
4:4	Contribute performance monitoring information as required	✓	✓	✓	✓
5:5	Clarify appropriate links with Communications Strategy [IP]	✓			
	Other appropriate actions as required by agreed Terms of Reference	✓	✓	✓	✓

