

Bradford Safeguarding Children Board Work Plan 2010-11

Each year, the BSCB adopts an annual work plan that sets out how progress will be made to achieve its primary objectives set out in the BSBC Strategic Plan. The Annual Work Plan for 2010-11 is set out below:

Colour coding has been used to highlight the current status of actions.

Colour Coding Key

Risks / will not be achieved by deadline

On track / part on track to be achieved by deadline

Achieved / completed

Priorities	Link Strategy / Legislation	Work Required / Actions	Lead Group / Person	Intended Outcome	How will success be measured / evidenced?	Date for completion of action	Progress / Completed
1) Agree processes for the Implementation of revised Working Together (2010) requirements	Working Together to safeguard children (2010)		BSCB Chair / BSCB Manager All agencies	To ensure compliancy with regulations and new requirements in Working Together	Audit of changes in regulations	March 2011 April 2011	To be discussed at July Board meeting
2) Revisit governance and membership of the BSCB Sub-Groups to ensure compliance with Working Together (2010)	Working Together (2010)	To be considered at BSCB Away Day in May 2010	BSCB All Agencies	To ensure compliancy with regulations and new requirements in Working Together	Better attendance and representation at Sub-Groups	May 2010	Governance arrangements were revisited at Board Away Day in May 2010. These to be discussed further at Business Planning Group (August 2010). Recruitment of Lay Members to be discussed at July 2010 Board Meeting.

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3) Complete a Section 11, Children Act 2004 Audit to ensure compliance across all agencies	Working Together (2010)	Create amended section 11 audit tool.	PMAE Sub-Group	To ensure compliancy with regulations and new requirements in Working Together		June 2010	Section 11 Audit Tool has been developed by PMAE Sub-Group.
		BSCB to agree amended section 11 audit tool. BSCB to set timeframes for completion	BSCB			July 2010	The tool was presented to the Board in July 2010 where it was agreed
		Audit be completed	BSCB/ All agencies			September 2010	To be completed by September 2010
4) Develop a comprehensive communication strategy	Working Together (2010)	BSCB to decide terms of reference for developing a communications strategy	BSCB Manager All agencies	Clear, concise communications strategy for all BSCB activities	Clear and concise guidance regarding publications of Serious Case Reviews Audit of communication activity of Board	July 2010 November 2010	
5) Secure the participation of children and young people within safeguarding processes, to consult with young people regarding the work of BSCB, to work with children and young people to identify their priority safeguarding concerns.	Children's Membership Plan	Establish protocols to ensure participation of children and young people in safeguarding procedures	BSCB Manager PMAE Sub-Group	Children and Young People's voices are head and they are consulted in safeguarding matters	Better outcomes for children and young people and their families evidenced by increase in participation, and consultation statistics.	Report to Board November 2010	Audit safeguarding processes March 2011 (to link with Annual Plan)
	Children in Care Council	Consultation via established children and young people's forums	BCSB				

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6) Ensure that allegations management procedures within each agency are operating effectively.		Review inter-agency allegations management procedures and revise as necessary. Provide inter-agency training on the management of allegations.	BSCB LADO All agencies	BSCB and all agencies have effective arrangements for the management of allegations against staff, carers and volunteers. This will result in the improved safety of children	Increase in number of referrals from all agencies More staff trained – raised awareness	September 2010 November 2010	
Serious Case Review Sub-Group							
7) Embed learning from serious case reviews and ensure that action plans are carried out	Working Together (2010)	Identify and collate common themes from SCR Action Plans Audit evidence of Actions Plans	SCR Sub-Group / PMAE Sub-Group	Learning from serious case reviews will improve the safety of children in the Bradford District.	Themes identified and matrix produced for SCR Sub-Group Audit	April 2010 May – June 2010	Completed As at July 2010 almost completed evidence for identified SCR action plans
8) Agree processes for the implementation of Working Together Chapter 8 to take account of Bradford processes and procedures	Working Together (2010)	Task group to be formed to agree processes	BSBC SCR Sub-Group	Learning from serious case reviews will improve the safety of children in the Bradford District. A more rigorous serious case review process which is able to respond to individual's situations and circumstances.	Current SCR undertaken adhering to WT requirements	April 2010	Completed March/April 2010
9) Establish an agreed protocol and process for managing the new SCR	Working Together (2010)	Task group to be formed to agree processes	BSCB SCR Sub-Group	Learning from serious case reviews will improve the safety of	New agreed processes followed in	April – June 2010	Completed

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IMR requirements, this includes an agreed position with all organisations and agencies regarding the interviewing of staff and the involvement of families, and how this is recorded.				children in the Bradford District. A more rigorous serious case review process which is able to respond to individual's situations and circumstances.	conducting current SCR		
Performance Management, Audit and Evaluation (PMAE) Sub-Group							
10) Expand current multi-agency audit arrangements to include more agencies		Invite agencies to become part of audit – raised at BSCB Board meeting	PMAE Sub-Group BSCB	Learning from audits will improve the safety of children in the Bradford District.	More agencies taking part	On-going	Safeguarding Designated Nurse now part of audit group. Challenge Panels are multi-agency looking at conferencing and review practice (May – July 2010)
11) Refresh Safeguarding Needs Analysis	Children and Young People's Plan / Needs Analysis	Expand data and analysis to include a wider range of information from partner agencies	PMAE Sub-Group	Learning from audits/research will improve the safety of children in the Bradford District.	Safeguarding Needs Analysis incorporated into district wide Needs Analysis	September 2010	
12) Implement the recommendations from Professor David Thorpe's regional research.		Develop Action Plan	PMAE Sub-Group	Learning from audits/research will improve the safety of children in the Bradford District.	Report back progress to Board	July 2010 November 2010	Audit work completed on 300 cases
Training Sub-Group							
13) Respond positively to issues identified in Working Together	Working Together (2010)	Training Sub-Group to consider issues identified	Training Sub-Group	BSCB will deliver, commission and promote effective	Considered in Sub-Group meeting	April 2010	Completed Feb 2010

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Chapter 4: Training, development and supervision for inter-agency working		Evaluate current training to see if matches WT requirements		training in safeguarding and welfare promotion for all staff and volunteers who work with children and families	Audits and reviewing effectiveness of training courses Section 11 Audit to include multi-agency training	September 2010	
14) Continue to develop and provide training, support and mentoring for IMR authors.	Working Together (2010)		Training Sub-Group	BSCB will deliver, commission and promote effective training in safeguarding and welfare promotion for all staff and volunteers who work with children and families		On-going	
15) Extend knowledge and understanding of neglect	Working Together: (2010) Chapter 4		Training Sub-Group Professional Practice Sub-Group	BSCB will deliver, commission and promote effective training in safeguarding and welfare promotion for all staff and volunteers who work with children and families		November 2010	
Professional Practice Sub-Group							
16) Develop the new Domestic Violence/Abuse procedures			Professional Practice Sub-Group	To maintain, review and update local inter agency child protection guidelines and procedures for intervention to safeguard and protect children.		November 2010	

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17) Develop Children's Social Care standardised Referral form			Professional Practice Sub-Group	Clear, concise referral form will improve referral process	Feedback and evaluation from users	September 2010	
18) Develop standardised Child Protection Plan pro forma			Professional Practice Sub-Group	Better quality outcome focussed Plans with clear targets/services.	Audit of plans	September 2010	
19) Implement recommendations from NCRC/NSPCC research		Professional Practice Sub-Group to consider all recommendations Develop Action Plan	Professional Practice Sub-Group	Learning from audits/research will improve the safety of children in the Bradford District.	Review and audit of actions Report back progress to Board	April – June 2010 April – June 2010 September 2010 November 2010	
Child Sexual Exploitation (CSE) Sub-Group							
20) Reform MAACSE meetings		Task group to be formed to look at development of MAACSE	CSE Sub-Group	Better information sharing and improved processes in place to safeguard and protect children		July 2010	Completed
21) Clarify CSE champions role		Task group to be formed to look at champions' network. Identify a Champions Network coordinator	CSE Sub-Group	Better processes in place to safeguard and protect children CSE Champions providing consultation and advice to colleagues		July 2010 November 2010	

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Anti-Bullying Sub-Group							
22) Revision of Anti-bullying Strategy		To be a main agenda item at Sub-Group Developmental Day Board agree revised strategy	Anti-Bullying Sub-Group BSCB	Clear, concise, outcomes focused strategy in place to protect children		July 2010 November 2010	
23) Research on cyber bullying (which is increasingly a concern at primary school level) and bullying of pupils with special educational needs in mainstream schools.			Anti-Bullying Sub-Group	Learning from audits/research will improve the safety of children in the Bradford District.		September 2010	
24) Connections to be made with Youth Offending Team and anti-social behaviour through peer project run through Localities.			Anti-Bullying Sub-Group	Better processes in place to safeguard and protect children		July 2010	
25) Anti-Bullying Practitioners Group to be resurrected and stronger focus on obtaining data around recording incidents of bullying		Resurrect group Consider DCSF guidance on monitoring of bullying incidents In schools Analysis of Health and Lifestyle survey	Anti-Bullying Sub-Group	Improved information sharing and better processes in place to safeguard and protect children	Agenda item at Sub-Group meeting (March 2010)	May 2010 March 2010	Completed Done

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Childhood Injury Prevention (CHIP) Sub-Group

26) Childhood Injury Prevention (CHIP) Sub-Group to consider its connections with the Child Death Overview Panel.	Working Together (2010)	CHIP Co-ordinator to attend CDOP when children killed due to accidents are being reviewed CDOP members to be offered bespoke training from the CHIP Sub-group regarding accident prevention activities.	CDOP CHIP Co-ordinator CHIP Sub-Group	Improved information sharing and better processes in place to safeguard and protect children		April 2010	On-going
27) Continue exploring future funding arrangements regarding Childhood Injury Prevention			CHIP Sub-Group	Activities and resources are in place to help children stay safe		September 2010	
28) Development of research into children subject of Child protection plans / Looked after Children involved in accidents			CHIP Sub-Group	Learning from audits/research will improve the safety of children in the Bradford District. – particularly those identified as most vulnerable		September 2010	
29) Present to the Board an overview report of Childhood Injury Prevention activities for 2009/10			CHIP Sub-Group	Reviewing progress of delivering against priorities	Report presented to Board	July 2010	Done

Safeguarding Disabled Children & Young People Sub-Group

30) Review actions arising from serious case reviews involving disabled children		Safeguarding Disabled Children to complete any Sub-Group actions from identified serious	Safeguarding Disabled Children & Young People Sub-Group	Better outcomes for children and young people	Completed	September	
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		case review	SCR / PMAE Sub-groups		actions audited	2010	
31) Work with PMAE sub-group to establish regular data sharing on numbers of disabled children		Performance Officer to be invited to Sub-Group Agree processes for sharing data	Safeguarding Disabled Children & Young People Sub-Group / PMAE Sub-Group	Better sharing of information for disabled children		April 2010	Completed March 2010
32) Complete co-ordination of Sex and Relationships Education audit and NSPCC campaign.			Safeguarding Disabled Children & Young People Sub-Group	Learning from audits/research will improve the safety of children in the Bradford District. – particularly those identified as most vulnerable	Findings from research presented to Board	May 2010	Completed
Hidden Harm Sub-Group							
33) Ensure that the Hidden Harm sub-group Action Plan is linked to the Needs Analysis. This will have implications for the multi-agency care planning document.		Sub-group to consider findings of Needs Analysis	Hidden Harm Sub-Group			July 2010	Needs analysis cross referenced with HH action plan
34) Ensure substance misuse awareness is included in generic training.			Hidden Harm Sub-Group	Raising awareness	Audit of training Report back progress to Board	September 2010 November 2010	Requested info from training dept.
35) Improve collection and monitoring of data from substance misuse treatment services in respect of safeguarding			Hidden Harm Sub-Group	Better sharing of information resulting in identification of vulnerable children		July 2010	Commissioners to agree data sets and reporting mechanism

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Child Death Overview Panel (CDOP)							
36) To ensure families are aware of the activities of the CDOP		The regional leaflet to be customised for use in Bradford	CDOP	Increased awareness of the role of CDOP for families		April 2010	
37) The CDOP to establish better processes with agencies to ensure the data provided to the Panel for Review, from all agencies is of good quality and provides the right information with the circumstances being discussed.		CDOP Coordinator to review processes and systems and report back to the Panel	CDOP	Better sharing of information		April 2010	