



SSCB Business Plan for 2007-2009

(Refreshed and Reviewed April 2008)

BUSINESS PLAN FOR 2007-2009

POLICY & PROCEDURES SUB-GROUP

CHAIR - VONNI GORDON, SSCB MANAGER

CORE FUNCTION 1 – Developing Policies and Procedures for Safeguarding and Promoting the Welfare of Children								
CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Revise the Inter-Agency Child Protection Procedures in light of Working Together, 2006	<ul style="list-style-type: none"> Produce draft revised procedures Consult (3 months) on draft revised procedures Produce final draft following the consultation period 	Vonni Gordon, SSCB Manager Policies & Procedures Sub-Group	October 2006	March 2007	Revised Inter-Agency Safeguarding Procedures available on SSCB web-site	None	2007/8 Admin Budget	Actions complete March 2007
Further develop the Inter-Agency Safeguarding Procedures	<ul style="list-style-type: none"> Identify gaps in available policies/procedure s/practice guidance Scope a SMART work plan to complete further additions required for the Inter-Agency Safeguarding Procedures Support Task-to-Finish groups to complete additions identified as necessary 	Vonni Gordon, SSCB Manager Policies & Procedures Sub-Group	March 2007	March 2007	Paper presented to Policy & Procedures Sub Group March 2007 Work Plan to be produced	Procedural Development will be further informed by pending guidance from DCSF, as and when this becomes available	NA	Action complete March 2007
			March 2007	May 2007			NA	Action complete May 2007
			March 2007	March 2009	Inter-Agency Safeguarding Procedures updated to include all identified gaps Audit tool used at all Policy and		NA	Action ongoing

CORE FUNCTION 1 – Developing Policies and Procedures for Safeguarding and Promoting the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
	<ul style="list-style-type: none"> Devise a strategy and audit tool (to include SMART action plan) for the continuous review of SSCB Inter-Agency Safeguarding Procedures 		June 2007	August 2007	<p>Procedures Sub-Group meetings to enable continuous review of the inter-agency policies and procedures</p> <p>SSCB to receive Annual report for P&P Sub-Group</p>			<p>Ongoing review process on target</p> <p>Received March 2008</p>
Ensure that the children's workforce are informed about policy and procedure developments	<ul style="list-style-type: none"> Inform the Professional Development and Training Sub-Group about policy developments 	Vonni Gordon, SSCB Manager, Policy & Procedures Sub-Group	March 2007	March 2009	Professional Development and Training Sub-Group to provide evidence of members of staff briefed on new policies and procedures and method of briefing used	Developments via the Every Child Matters Website & DCSF/other Government publications.	N/A	Training Report in Annual Report 2007/8
	<ul style="list-style-type: none"> Professional Development and Training Sub-Group to integrate developments into future Training Plans 	Jane Rowbottom, SSCB Training Manager and Professional Development and Training Sub-Group	March 2007	March 2009	SSCB Training Manager to produce annual data re: staff briefed on new policies and procedures and method of briefing	SSCB Training Plan	Training Budget	2007/8 Training Plan & 2008/9 Training Plan produced
	<ul style="list-style-type: none"> Communications and Marketing Sub-Group to devise strategy for 	Sharon Moore, Head of YOS/ Communications and Marketing Sub-Group	March 2007	Sept 2007	Dissemination flow chart and audit tool produced –		Admin Budget	Action outstanding

CORE FUNCTION 1 – Developing Policies and Procedures for Safeguarding and Promoting the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
	dissemination of information to children's workforce				audit tool used for all information disseminated to children's workforce			
Review and Revise SSCB leaflets in light of the revised safeguarding procedures	<ul style="list-style-type: none"> Review of existing leaflets Plan for future leaflets Translation to core local languages 	Vonni Gordon, SSCB Manager/Policies and Procedures Sub-Group	Sept 2007	Sept 2008	Revised leaflets to be available on SSCB website and in local Area Offices	None	Admin Budget	Action complete by Sept 2008
Support the private and voluntary sector to develop appropriate safeguarding policies and procedures	<ul style="list-style-type: none"> Provide standard templates detailing inclusions required in safeguarding policies and safeguarding procedures 	Vonni Gordon, SSCB Manager/Policies and Procedures Sub-Group	January 2008	Dec 2008	Templates to be available on SSCB website	None	NA	2008 Action
Conclude E-Safety Project	<ul style="list-style-type: none"> Continue to forward the original scoping Convene Inter-Agency Conference 	Chris Hilditch, ICT Manager, C&LL/E-Safety Task-to-Finish Group	January 2007	March 2009	<p>Guidance for professionals/ parents and children and young people to be available on SSCB website</p> <p>E-Safety Conference to be attended by multi-agency group</p>	BECTA (2008) Safeguarding Children in a Digital World		<p>Action Plan in Place</p> <p>Action complete</p>

CORE FUNCTION 1 – Developing Policies and Procedures for Safeguarding and Promoting the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Devise 'Model of Thresholds of Intervention' in conjunction with Staffordshire Children's Trust	<ul style="list-style-type: none"> Forward draft model for consultation Finalise model following consultation Devise strategy (including funding implications) for dissemination throughout the children's workforce 	Sally Rowe, Assistant Director for Partnership and Service Development, C&LL/Thresholds Task-to-Finish Group Jane Rowbottom, SSCB Training Manager/ Education and Professional Development Sub-Group	March 2007	June 2007	Thresholds model available on the Children's Trust and SSCB's web-site	C&YP Plan	NA	All actions complete July 2007
			June 2007	July 2007				
			June 2007	July 2007	Training strategy to be presented to SSCB and the Trust Board			
Ensure workforce are informed about pending Government guidance for professionals re: common risks in the home	<ul style="list-style-type: none"> Briefing paper outlining guidance to be produced and disseminated 	SSCB Development Officer	Publication anticipated	March 2009	Briefing Paper Disseminated	DCSF, Stay Safe Action Plan 2008	Admin Budget	New 2008/9 target
Reflect pending DCSF practice guidance for Safeguarding disabled children in Inter-Agency Procedures	<ul style="list-style-type: none"> Lead author and task group to be identified 	Theresa Murray Head of Disability Services, C&LL	March 2008	March 2009	Inter-Agency Practice Guidance to be available on line	DCSF Stay Safe Action Plan 2008	Admin Budget	New 2008/9 target

CORE FUNCTION 1 – Developing Policies and Procedures for Safeguarding and Promoting the Welfare of Children

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			START	END				
Produce joint MAPPA/SSCB guidance as necessary in light of the Govnt review of protection of children from sex offenders	<ul style="list-style-type: none"> Action plan following publication of the review 	Paul Davies Risk Management Co-ordinator, C&LL	Upon publication	March 2009	Action Plan aims fulfilled	DCSF Stay Safe Action Plan	Admin Budget	New 2008/9 target
Inform SSCB of the Govnt Review of Restraint in Juvenile Secure Settings	<ul style="list-style-type: none"> Briefing Paper presented to Board 	Marilyn Welsh, Safeguarding Manager, Werrington YOI Policy & Procedures Sub-Group	March 2008	Sept 2008	Board to record required local actions	DCSF Stay Safe Action Plan	NA	New 2008/9 target
Disseminate learning from the anticipated revision of the 1999 publication, Children's Needs, Parenting Capacity	<ul style="list-style-type: none"> Briefing paper upon publication 	Vonni Gordon SSCB Manager Policy & Procedures Sub-Group	Upon publication	March 2009	Briefing paper widely disseminated	DCSF Stay Safe Action Plan	Admin Budget	New 2008/9 target
Reflect anticipated DCSF Cross Border issues guidance in local procedures	<ul style="list-style-type: none"> Liaison with West Midlands Safeguarding Network to establish regional protocol 	Vonni Gordon SSCB Manager Policy & Procedures Sub-Group	Upon publication	March 2009	Regional Guidance Agreed	DCSF Stay Safe Action Plan	Admin Budget	New 2008/9 target

CORE FUNCTION 1 – Developing Policies and Procedures for Safeguarding and Promoting the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Integrate regional guidance in trafficking into local procedures	<ul style="list-style-type: none"> Liaison with West Midlands Safeguarding Network to establish regional protocol 	Vonni Gordon SSCB Manager Policy & Procedures Sub Group	Feb 2008	March 2009	Regional Guidance agreed	DCSF Stay Safe Action Plan	Admin Budget	New 2008/9 target
Revise local child sexual exploitation guidance upon receipt of revised national guidance	<ul style="list-style-type: none"> Establish local Task-to-Finish group 	SSCB Development Officer Policy & Procedures Sub Group	August 2008	March 2009	Local procedure revised and disseminated		Admin Budget	New 2008/9 target
Produce local forced marriage guidance once statutory guidance received from Govnt	<ul style="list-style-type: none"> Identify local Task-to-Finish group 	Police to be identified Forced marriage Task-to-Finish group	August 2008	March 2009	Forced marriage guidance available on SSCB website	DCSF Stay Safe Action Plan	Admin Budget	New 2008/9 target

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OVERSEEN BY SSCB MANAGER AND VARIOUS SUB-GROUPS AND TASK GROUPS

CORE FUNCTION 2 – Participating in the Planning of Services for Children in the Area of the Local Authority									
CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW	
			START	END					
To ensure that there is co-ordination of key services and plans for the development of services in areas where there is a high incidence of child neglect (clusters of children on CPR under category of neglect and/or emotional harm)	<ul style="list-style-type: none"> Identify areas of high incidence of child neglect Review service availability in areas where child neglect is identified as a core issue 	Vonni Gordon, SSCB Manager/ Planning, Development and Resources Sub-Group	May 2007	July 2007	Report produced to advise the Executive Board of Staffordshire Children's Trust	LAA Children and Young Person's Plan	Admin	Local incidence study provided to DCS May 2008	
			August 2007	October 2007					
	<ul style="list-style-type: none"> Inform local research with data from the NSPCC emotional harm and neglect project which SSCB has supported Production of plan for required future actions 		January 2008	July 2008	Plan produced for consideration by the Executive Board of Staffordshire Children's Trust				Not yet complete
	<ul style="list-style-type: none"> Audit of any agreed final action plan 		April 2008	April 2009	Objectives of Action Plan fulfilled				

CORE FUNCTION 2 – Participating in the Planning of Services for Children in the Area of the Local Authority

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
To inform the revision of the Children and Young Person's Plan	<ul style="list-style-type: none"> SSCB manager to represent the Board on planning for a for the C&YPP 	Vonni Gordon, SSCB Manager, Planning, Development & Resources Sub Group	February 2007	April 2009	SSCB objectives to be integral to the C&YP Plan	Children and Young Person's Plan	NA	Objective achieved 2008 - continue for 2009
Develop an inter-agency procedure reflective of current guidance for meeting the needs of children affected by domestic violence	<ul style="list-style-type: none"> SSCB Manager to establish links with district DV Coordinators DV Coordinators to provide scoping for proposed Task-to-Finish group to SSCB SSCB to establish a short life Task-to-Finish group to progress this project 	Vonni Gordon, SSCB Manager/ Planning, Development and resources Sub-Group to oversee a short life Task-to-Finish group to be chaired by the C&LL Risk Management Co-ordinator	Nov 2006	March 2007	SSCB consider and make recommendations about how to action the proposed Task-to-Finish group	LAA National Delivery Plan for Domestic Violence	Admin	Action complete
			June 2007 Board	June 2007 Board			Admin	Action complete
			July 2007	February 2009				Inter-agency procedures to be in place with audit tool agreed to measure the impact of the strategy on children affected by DV
To reduce the number of missing episodes recorded for local Looked After Children Revise local	<ul style="list-style-type: none"> Establish inter-agency Task-to-Finish group Translate the 'Missing from Care in Staffordshire' 	Sean McGuinness, C&LL, Looked After Children Services Missing Children Task-to-Finish	Sept 2007	February 2009	Robust return interview service in place 50% reduction is missing episodes	Barnardos Commissioned Report - 'Missing from Care in Staffordshire'	Admin	Task-to-Finish group established and ongoing.

CORE FUNCTION 2 – Participating in the Planning of Services for Children in the Area of the Local Authority

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER/SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
procedures in light of anticipated revised Government guidance	recs' to a SMART Action Plan	group						Action Plan agreed
To ensure that all commissioned services take account of the need to safeguard and promote the welfare of children	<ul style="list-style-type: none"> Establish an agreed compact for standards of services in relation to safeguarding children 	Alex Cameron, Partnerships Officer, C+LL	April 2008	March 2009	Compact agreed by all commissioning service in the statutory and voluntary sector	S11 Children Act 2004	Admin	No progress made Lead skill required
To fulfil the role of 'Responsible Authority' for 'matters relating to the protection of children from harm' under Licensing Act 2003 and the Gambling Act, 2006	<ul style="list-style-type: none"> Allocation of 5 admin posts to process applications received 	Sally Rowe, Assistant Director for Partnership & Service Development CLL Carrie Wain, SSCB Development Officer,	April 2007	May 2007	Admin officer in post	Licensing Act 20 & Gambling Act 20 (Check dates with Anne)	EWS Budget	Funding not approved
	<ul style="list-style-type: none"> Guidance for landlords/managers of gambling premises 		May 2007	December 2007	Leaflets produced and distributed			Actions not yet achieved
	<ul style="list-style-type: none"> Develop strategic links between SSCB and local Licensing Forum 		March 2007	Ongoing	SSCB Manager to attend all meetings of the Licensing Forum on behalf of SSCB and C&LL			Action partially undertaken
	<ul style="list-style-type: none"> Allocate project to named worker 		Sept 2007	Ongoing	Additional monies to be available to address staff capacity issues			2008 Budget approves costs of a new Development Officer

BUSINESS PLAN FOR 2007-2009

COMMUNICATION SUB-GROUP

CHAIRS - SHARON MOORE, HEAD OF YOS/JENNY PROCTER, C&LL HEAD OF COMMUNICATIONS

CORE FUNCTION 3 - Communicating the Need to Safeguard and Promote the Welfare of Children								
CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER ALL VIA COMMUNICATIONS SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
To disseminate the work of the Board and appropriate changes in safeguarding policy to member agencies and the children's workforce, including the voluntary and independent sectors	<ul style="list-style-type: none"> Establish robust internal communications mechanisms within all partner organisations as part of a Communication Strategy 	Jenny Procter, Children & Lifelong Learning, Staffordshire County Council/Nicky Carr, Connexions	March 2007	Review Mechanisms March 2009	Awareness of appropriate policy Use of appropriate policy	Partners internal communications plans	Admin	Group now merged with Children's Trust Comms Group and Operational
	<ul style="list-style-type: none"> Establish communications mechanisms with voluntary and independent sectors 	Sharon Moore Youth Offending Service						
To establish communications channels with relevant non-statutory groups (as described in <i>Working Together</i>)	<ul style="list-style-type: none"> Research into relevant non-statutory groups Prepare written strategy for engagement with other groups 	Sharon Moore			Clear links established between relevant non-statutory groups and SSCB Awareness of appropriate policy	NA	Admin	Action not yet complete

CORE FUNCTION 3 - Communicating the Need to Safeguard and Promote the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER ALL VIA COMMUNICATIONS SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
					within groups			
To communicate the work of the Board to the general public in Staffordshire	Develop local media relations plan as part of a Communication Strategy	Jenny Procter/ Nicky Carr	March 2008	Feb 2009	The work of SSCB is regularly communicated to the public and young people of Staffordshire Press coverage			
To raise awareness with the general public of safeguarding issues and promoting the concept that safeguarding is everyone's responsibility	Develop an annual campaign around one particular safeguarding issue as part of a Communication Strategy	Jenny Procter/ Nicky Carr	March 2008	March 2009	The public are aware of safeguarding issues and know what to do if they have a concern about a child	Partners' Communications strategies Children's Trust Communications Action Plan	Admin	Action not yet complete
Ensure SSCB takes account of the views of young people	Include consultation on Safeguarding issues within the Children's Trust engagement strategy	Gill Stanford, Children's Commissioner	March 2008	March 2009	Young people know where to go if they are worried about safeguarding issues Young people's views are regularly provided to SSCB	Children & Young People's Plan	Admin	Action not yet complete

CORE FUNCTION 3 - Communicating the Need to Safeguard and Promote the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER ALL VIA COMMUNICATIONS SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
					membership			
Promote the planned Govnt communication campaign on Children's safety	Briefing Paper to SSCB - Article in Acorn	Jenny Procter	Govnt start date unclear	March 2009	Briefing paper received, article produced	DCSF Stay Safe Action Plan	Admin	New 2008/9 target
Alert the SSCB to the proposed LA Beacon Scheme for recognising partnership working through LSCB's	Briefing Paper to SSCB	Jenny Procter	Govnt start date unclear	March 2009	Briefing paper received	DCSF Stay Safe Action Plan	Admin	New 2008/9 target

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PERFORMANCE MANAGEMENT SUB-GROUP

CHAIR - FIONA RICHARDS, NSPCC

CORE FUNCTION 4 – Monitor the Effectiveness of What is done to Safeguard and Promote the Welfare of Children								
CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER-SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
All named agencies to evidence compliance with their statutory duty to discharge functions with regard to safeguard and promote the welfare of children (s11 Children Act 2004, s175 and s157 Education Act 2002)	<ul style="list-style-type: none"> Self-evaluation audit tool to be produced Agencies to complete self evaluation Agencies to provide evidence of any plans to address gaps re: their s11 duties 	Fiona Richards, Area Manager, NSPCC/ Performance Management sub-groups	May 2007	Dec 2007	Children in Staffordshire via safeguarding via robust agency compliance with the S11 duties within the Children Act 2004	Children and Young Person's Plan LAA	Admin	Action complete audit undertaken and reported to SSCB Dec 2007
SSCB to produce a data set detailing indicators to be audited to assess the effectiveness of local safeguarding arrangements	<ul style="list-style-type: none"> Agree data set complete Agencies to provide core data re: internal performance indicators for safeguarding SSCB to agree data set 	Fiona Richards, Area Manager, NSPCC/ Performance Management Sub-Group	May 2007	Dec 2007	SSCB to fulfil a robust scrutiny role and to influence change where local work to safeguard and promote the welfare of children is ineffective	Govnt PSA targets Statutory Board Members own agency audit strategies	Admin	Template complete Population doc due May 2008

CORE FUNCTION 4 – Monitor the Effectiveness of What is done to Safeguard and Promote the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER-SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
	<ul style="list-style-type: none"> Data set to be piloted 							
Twice annual data set information to be provided to SSCB	<ul style="list-style-type: none"> Agencies to provide info for data set Analysis made of data set Action plan completed arising from analysis 	Fiona Richards, Area Manager, NSPCC/ Performance Management Sub-Group	March 2007	March 2008 and March 2009 (reports and action plans)	Weaknesses in local safeguarding practice to be identified and plans made to address this.	Government PSA targets.		Pilot 2007/8 data set complete Other actions ongoing
Neglect audit 2007/8 Thresholds Audit 2008/9	<ul style="list-style-type: none"> Agreed audit tool - complete audit - 	Vonni Gordon & Claire Makinson	March 2007	March 2008				
Thresholds Audit 2008/9	<ul style="list-style-type: none"> Agree audit tool - complete audit - 	Vonni Gordon and Claire Makinson	March 2008	March 2009				
Data set to be revised to reflect Govnt PSA Targets	<ul style="list-style-type: none"> Identify PSA targets requiring inclusion and method for collation 	Vonni Gordon SSCB Manager Performance Management Sub-Group	Feb 2008	March 2008	PSA targets included in SSCB data set			Action complete March 2008
Receive and respond to anticipated Govnt audit tool re: effective performance of LSCB's	<ul style="list-style-type: none"> Produce Recs for action report. Complete audit 	Fiona Richards NSPCC Performance Management Sub-Group	June 2008	Dec 2008	Audit complete at Board Development and action plan day in place	DCSF Stay Safe Action Plan	Training	New 2008/9 Target
Annual Peer review audit regarding issues of particular local	<ul style="list-style-type: none"> Identify area for peer review audit Scope audit parameters 	Fiona Richards, Area Manager NSPCC/ Performance	March 2007	March 2009	Improved safeguarding practice in specifically	LAA C&YP Plan		Neglect audit complete

CORE FUNCTION 4 – Monitor the Effectiveness of What is done to Safeguard and Promote the Welfare of Children

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER-SUB-GROUP	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
concern	<ul style="list-style-type: none"> Identify personnel to complete audit Report audit findings to SSCB 	Management Sub-Group			identified areas			

BUSINESS PLAN FOR 2007-2009

SERIOUS CASE REVIEW SUB-GROUP

CHAIR - SALLY ROWE, ASSISTANT DIRECTOR, C&LL

CORE FUNCTION 5 – Undertake Serious Case Reviews

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Establish standing SCR Sub-Group	<ul style="list-style-type: none"> Produce terms of reference Receive nominations for membership Appoint Chair 	Vonni Gordon, SSCB Manager SCR Sub-Group	Nov 2006	March 2007	Standing group in place	None	Admin	Action Complete
Monitor Action Plans in relation to any SCR's undertaken	<ul style="list-style-type: none"> Action Plans reviewed at bi-monthly sub-group meetings Audit tool for review of Action Plans to be produced 	Sally Rowe, Assistant Director, Partnership and Planning, C&LL/SCR Sub-Group	Ongoing	Ongoing	Action Plans executed in a timely manner with audit evidence produced and forwarded to SSCB/OFSTED	SCR Action Plans	Admin	Actions complete and ongoing for current SCR action plans
Disseminate Executive Summaries to the children's workforce	<ul style="list-style-type: none"> Communications group have an action re: dissemination plan 	Vonni Gordon, SSCB Manager/SCR Sub-Group	As required	As required	Children's workforce are informed of lessons learnt from SCR's Audit evidence to specify how workforce have been informed about SCR outcomes	None	Admin	Executive summaries x2 widely disseminated & presented during 2007/8 Safeguarding Briefings & Study Day 2008

CORE FUNCTION 5 – Undertake Serious Case Reviews

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Improve standards of SCR report writing	<ul style="list-style-type: none"> Produce detailed guidance for practitioners involved in producing Management Reviews and Chronologies Establish training opportunities for Management report Authors 	Vonni Gordon, SSCB Manager/SCR Sub-Group	May 2007	Sept 2007	SCR's evidence robust Management reviews and SMART Action Plans	None	Admin	Guidance produced
			April 2008	April 2009	Training provided to report authors/ SCR Sub-Group membership		Training	On-line training available face to face training planned for 2008/9
Workforce development is informed by lessons learnt/research from SCR's	<ul style="list-style-type: none"> Identify key learning points from local and national SCR's and CP Inquiry reports 	Sally Rowe Assistant Director, C&LL SCR Sub-Group	Ongoing	Ongoing	Children's workforce fully conversant with local and national lessons learnt from SCR's (audit specific numbers in receipt of written/face-to-face info)		Training	Staff attended 2007/8 Safe-guarding Briefings & Study Day
Children's work force to be aware of learning contained within the Biennial SCR Reports	<ul style="list-style-type: none"> Produce briefing for Safeguarding Briefings Disseminate publications to Brd Members & Heads of Safeguarding Services 	Vonni Gordon SSCB Manager Prof. Dev & Training Sub-Group	March 2008	March 2009	Numbers of staff attending Safeguarding briefings	DCSF Stay Safe Action Plan		New 2008/9 target Action complete March 2008

BUSINESS PLAN FOR 2007-2009

**STAFFORDSHIRE & STOKE ON TRENT LSCB'S
CHILD DEATH REVIEW SUB-GROUP**

CHAIR: SUPERINTENDENT NEIL HEMMINGS, STAFFS POLICE

CORE FUNCTION 6 – Collect and Analyse Data about Child Deaths								
CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Professionals to know how to respond in a co-ordinated manner to unexpected child deaths	<ul style="list-style-type: none"> Continue to promote the SUDI Protocol Extend the SUDI Protocol to include children up to age 18 	Detective Chief Inspector Adrian Walker, Staffordshire Police/Child Death Review Sub-Group	May 2007	January 2008	Protocol in place re: responding to unexpected child deaths	DCSF Child Death Training Materials Ch 7 - Working Together (2006)	Admin & post March 2008 LA Grant	Action complete January 2008 (consultation) April 2008 Final Version
Child Death Review Panel to be in place and functioning for March 2008	<ul style="list-style-type: none"> Establish Task-to-Finish group Detailed action plan, including responsibilities, resource implications, plans for a pilot area to be developed 	Detective Chief Inspector Adrian Walker, Staffordshire Police/Child Death Sub-Group	July 2006	March 2008 and ongoing	Local safeguarding practices to be informed by local knowledge of child deaths within Staffordshire	DCSF Child Death Training Materials Ch 7 - Working Together (2007)	Admin & post March 2008 LA Grant	Group est. met x 5 2007/8 Detailed action plan outcomes achieved 2007/8
Revise local documentation to include Govnt templates published 23/4/2008	<ul style="list-style-type: none"> Revise CDR Panel Operation Procedures 	Vonni Gordon SSCB Manager, Child Death Review Sub-Group	April 2008	May 2008	Local procedures reflect Govnt standards	DCSF Templates Ch 7 - Working Together (2006)	Admin & post March 2008 LA Grant	

CORE FUNCTION 6 – Collect and Analyse Data about Child Deaths

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
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Achieve dedicated hours for Designated Doctor for Unexpected Deaths in Childhood	<ul style="list-style-type: none"> Board to approve options paper prepared by North and South Designated Doctors for CP 	Commissioning Officers, North and South Staffs Health Main Board	Dec 2007	June 2008	Specified dedicated DUDD hours approved	Health Commissioning North and South Staffs	Health Service	Options paper approved by Dec 2007 Board and forwarded to North & South Staffs Health
Increase staff capacity to fulfil statutory requirements of the CDR process	<ul style="list-style-type: none"> Agree funding for admin officer (pt time) 	Chair of SSCB Main Board	Sept 2007	Dec 2007	Funding available via SSCB budget	LA Grant 2008-2011	Admin	Funding agreed for 2008/9. Initial recruitment unsuccessful
Establish best use of LA Grant Monies (2008/11)	<ul style="list-style-type: none"> Asst Directors Stoke & Staffs to agree proposed spend of grant. Proposal to be forwarded to Stoke and Staffs LSCB's 	Sally Rowe Asst Director, C&LL Staffs Ian Young, Head of Safeguarding, Stoke Child Death Review Sub-Group	March 2008 June 2008	April 2008 June 2008	Proposal received/approved by both LSCB's	LA Grant 2008-2011		Proposal agreed April 2008
Establish training strategy once Govnt training materials are received	<ul style="list-style-type: none"> Receive Govnt training resources Plan training strategy Implement training strategy 	Jane Rowbottom SSCB Training Manager Professional Development & Training Sub-Group	Once materials received	Review March 2009	3 tier training available to staff	DCSF Child Death Training Materials Ch 7 - Working Tog. 2006	Training	Govnt Materials published 23/4/2008

CORE FUNCTION 6 – Collect and Analyse Data about Child Deaths

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Reflect any new statutory obligations for CDR processes as legislated for in the Children's Bill	<ul style="list-style-type: none"> Track progress of the current Children's Bill Produce local action plan as necessary 	Vonni Gordon, SSCB Manager Child Death Review Sub-Group	April 2008	Upon Bill receiving Royal Assent	Local procedures reflect any new statutory guidance	Children's Bill 2008	Admin	New 2008/9 target

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PROFESSIONAL DEVELOPMENT & TRAINING SUB-GROUP

CHAIR: JANE ROWBOTTOM, SSCB TRAINING MANAGER

CORE FUNCTION 7 – Lead on Safeguarding Training Issues on Behalf of the Children’s Trust								
CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Develop a training strategy for the children’s workforce in relation to safeguarding and feed this into the local workforce strategy	<ul style="list-style-type: none"> Complete training strategy for Board consideration Feed into the workforce development group 	Jane Rowbottom, SSCB Training Manager/ Professional Training and development Sub-Group	Nov 2006	June 2007	Strategy given to SSCB for consultation and approval	Workforce development plan	Training	Action complete strategy also revised March 2008 Next review March 2009
			July 2007	October 2007	Strategy given to WFDG for information			
Evaluate the effectiveness of the above noted training strategy	<ul style="list-style-type: none"> Develop an audit tool Complete annual audit of the effectiveness of the training strategy 	Jane Rowbottom, SSCB Training Manager/ Professional Training and development Sub-Group	Nov 2007 June 2008 & June 2009	February 2008 August 2008 & August 2009	Annual report to SSCB re: effectiveness of training strategy with suggested actions	Workforce development plan		Action not yet complete
Commission Inter-Agency training on safeguarding	<ul style="list-style-type: none"> Agree training plan Commission training plan Produce an annual training catalogue 	Jane Rowbottom, SSCB Training Manager/ Professional Training and development Sub-Group	Dec 2006	March 2008 & 2009 Ongoing 2007/8	Training delivered according to the plan			Action complete for 2008. Continuing for 2009. Sufficient budget approved Sept 2007
			March 2007 & 2008	March 2007 and 2008	Annual report detailing attendance and evaluations			

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Revise the inter-agency training plan on an annual basis	<ul style="list-style-type: none"> Account for national developments Account for local workforce needs arising Report any financial implications to the Board 	Jane Rowbottom, SSCB Training Manager/ Professional Training and development Sub-Group	At Sub-Group Meetings	Annual Report, March	Safeguarding training is delivered and funded to ensure a workforce well equipped to practice according to established policy and procedures and best practice guidance		Training	Action achieved for 2007/8 and 2008/9 training plans
Commission training for senior managers with a strategic responsibility for safeguarding	<ul style="list-style-type: none"> Training event attended by SSCB/Trust Board members June 2007 	Jane Rowbottom, SSCB Training Manager/ Professional Training and development Sub-Group	January 2007	April 2007	Senior managers are able to articulate and comply with safeguarding responsibilities within their organisations (second S11 audit to seek evidence of outcome)	S11 Children Act 2004	Training	Action fully achieved
Establish clear accountability structure between SSCB and Staffordshire Children’s Trust	<ul style="list-style-type: none"> Provide joint training for SSCB and Staffordshire Children’s Trust re: their inter-relationship 	Jane Rowbottom, SSCB Training Manager/ Professional Training and development Sub-Group	Feb 2007	July 2007	SSCB Members and Staffordshire Children’s Trust Members to attend training provided		Training	Action achieved
Extend the range of training opportunities (re: safeguarding)	<ul style="list-style-type: none"> Enhance the capacity of local training teams to provide additional 	Jane Rowbottom, SSCB Training Manager/ Professional	March 2007	March 2009 and ongoing	Extended safeguarding training programme available			Action complete

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available to the children’s workforce	training in response to local needs <ul style="list-style-type: none"> • Report any financial implications to SSCB • Secure contributions in kind from agencies with a statutory duty to co-operate to enable the development of the local inter-agency training programme – (eg Use of training facilities) 	Training and development Sub-Group						Action complete Action complete
Basic recognition and response CP training to be widely available to the children’s workforce, inc the private and voluntary sectors	<ul style="list-style-type: none"> • Purchase E-learning package 	Jane Rowbottom, SSCB Training Manager/ Professional Training and development Sub-Group	Summer 2006	Go live May 2007 then ongoing	Level 1 CP training opportunities available via SSCB website to all	S11 Children Act 2004	Training	Action complete & ongoing
Deliver messages from the ICI Report on Safeguarding Children via Safeguarding Briefings	<ul style="list-style-type: none"> • Receive JCI Report • Prepare briefing 	Jane Rowbottom SSCB Training Manager/ Professional Training and Dev. Sub-Group	Report anticipated Summer 2008	2009 Briefings	Training delivered	DCSF Stay Safe Action Plan	Training	New target 2008/9

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CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Produce SSCB Induction Packs	<ul style="list-style-type: none"> • Agree required contents • Produce detailed costings • Produce packs 	Jane Rowbottom SSCB Training Manager/ Professional Training and development Sub-Group	June 2008	Dec 2008	Induction Packs available for 2009 onwards	None	Training	New target 2008/9

BUSINESS PLAN FOR 2007-2009

PREVENTION SUB-GROUP

CHAIR - ANDREW WORRALL, ASSISTANT DIRECTOR, C&LL

CORE FUNCTION 8 – Identify Specific Projects Aimed at the Prevention of Maltreatment								
CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
E-safety - Convene Task-to-Finish Group	<ul style="list-style-type: none"> Receive report of 'Task and Finish' Group Develop continuing, Project Plan Develop evaluation methodology 	Chris Hilditch C&LL E-Safety Task-to-Finish Group		Jan 2008	As per Report's Conclusion	BECTA, 2008, Safeguarding Children in a Digital World	Admin	Report received by Board
			Jan 2008	March 2009				Action continuing
			Jan 2008	August 2008				
Safer Recruitment	<ul style="list-style-type: none"> Review report of 'T & F' group. All via Safer-Recruitment Task-to-Finish Group Produce plan for Vetting & Baring procedures Commissioning multi-agency audit tool Complete NCSL schools/Head-teacher training Review implementation of training and schools' compliance register 	Jann Russell			As per report's Conclusion		Admin	Action outstanding
		Jann Russell	Oct 2007	June 2008	Successful implementation of new procedures			Action ongoing
		Paul Davies Risk Management Coordinator, C&LL	Dec 2007	June 2008	Tool disseminated			Action ongoing
		Chris Bowering	Sept 2007	June 2008	100% compliance by schools		NA to SSCB Budget	Training underway
		Paul Davies Risk Management Coordinator, C&LL	April 2008	April 2009	100% compliance by schools			2009 Target

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	<ul style="list-style-type: none"> Roll out NCSL training to key Heads of Safeguarding/HR Managers/Incl Sector targeted audience 	Paul Davies Risk Management Coordinator, C&LL Deputy Chief Executive, Connexions	June 2008	April 2009	Key targeted wider HR and Safeguarding Managers to have received NCSL training		Training	2008/9 Target
Advise on local implementation strategy for CWDC guidance on safer recruitment in the Children's Workforce	<ul style="list-style-type: none"> Receive CWDC guidance. Produce briefing paper/proposed action plan for SSCB 	Jane Rowbottom SSCB Training Manager, Prevention Sub-Group	When guidance received	March 2009	Board agree future strategy	CWDC Guidance	Training	New 2008/9 target
Healthy Schools Standards	<ul style="list-style-type: none"> Implementation according to Staffordshire schedule 	Judy Tideswell, Prevention Sub-Group		Dec 2008	100% schools to achieve standard	Healthy Schools Plan	NA to SSCB Budget	Action ongoing
Behaviour & Bullying	<ul style="list-style-type: none"> Implementation of Behaviour & Attendance Strategy 2007 	Chris Cherry Prevention Sub-Group	As per Strategy (various)		As per strategy	Strategy Document	NA to SSCB Budget	Action ongoing
Children Missing Education	<ul style="list-style-type: none"> Produce and implement Staffordshire Strategy 	Francis Morgan Prevention Sub-Group	March 07 Jan 08	Dec 07 Dec 08	Strategy agreed by LSCB Implementation in first year reviewed.	Education & Inspection Act 2006	NA to SSCB Budget	Action ongoing
Safeguarding in Sport - Convene Task-to-Finish Group	<ul style="list-style-type: none"> Provide scoping to SSCB Convene Task-to-Finish Group 	Ben Hollands, CP Officer for Sports, District Councils Sport Task-to-Finish Group	June 2007	March 2009 for Review	Action Plan outcomes - achieved	NSPCC Safe-guarding in Sports standards	Admin	Action delayed in 2007. Re-started May 2008

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Establish Adult and Children's Social Care Inter-Face Group	<ul style="list-style-type: none"> Establish lead Convene Task-to-Finish Group Approve scoping: eg <ul style="list-style-type: none"> Review substance misuse Procedure Define adult social care Level 1 CP training strategy Produce CP procedures for adult social care. 	Lead to be identified via June 2008 Board meeting	Sept 2008	March 2009	To be established via Scoping	None	NA to SSCB budget	New 2008/9 target

BUSINESS PLAN FOR 2007-2009

OVERSEEN BY CHAIR & BUSINESS MANAGER OF SSCB

CORE FUNCTION 9 – Ongoing Development of SSCB

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
Review long term arrangements for chairing of the Board	<ul style="list-style-type: none"> Options paper prepared for SSCB SSCB to agree future action, including and potential funding arrangements 	Vonni Gordon, SSCB Manager Main Board	March 2007	Sept 2007	Chairing arrangements in place	DCSF 2007 Review of LSCB's	Admin	Funding approved for 2008/9. Contractual requirements established Interviews June 2008
Establish three year budget agreement and internal annual review process	<ul style="list-style-type: none"> Undertake a full budget review 	Chair of SSCB and Planning, Development and Resources Sub-Group	May 2007	October 2007	2008-2011 budget agreed by October 2007		Both	3 year budget 2008-11 approved by Sept 2007 Board meeting
SSCB to be fulfilling all of its core, statutory functions	<ul style="list-style-type: none"> Complete gap analysis Produce Action Plan to address outstanding functions 	Vonni Gordon, SSCB Manager Main Board	July 2007 Dec 2007	Nov 2007 January 2008	2009 audit to evidence full compliance with statutory standards		NA	2008 annual report. Statutory compliance achieved
Development of robust arrangements between SSCB	<ul style="list-style-type: none"> Identify hurdles to engagement Commission joint 	Vonni Gordon, SSCB Manager and Georgina Davis, Staffs	February 2007	Dec 2008 (timescale extended)	Protocol in place explicating clear governance and accountability			Action not achieved. Move forward.

CORE FUNCTION 9 – Ongoing Development of SSCB

CORE AIM	ACTIONS REQUIRED	RESPONSIBLE OFFICER	TIMESCALE		OUTCOME MEASURE	LINKS TO OTHER PLANS	BUDGET	ANNUAL REVIEW
			START	END				
and Staffordshire Children's Trust	training between both memberships	Children's Trust Manager			arrangements between SSCB and Staffordshire CTB			
Develop cross boundary relationships with other LSCB's in the region	<ul style="list-style-type: none"> Identify staff to attend local fora Reports produced on regional issues/activity 	Sally Rowe, Assistance Director, C&LL, Partnership and Service Development	Current	Ongoing	Local safeguarding developments to be informed by and to inform, regional developments	West Midlands Safe-guarding Network Work Plan	Admin	LSCB Chairs Group attended. LSCB Business Managers Group attended. West Mids Safe-guarding Network attended
Develop SSCB website	<ul style="list-style-type: none"> Key personnel to attend training Seek workforce/ children and families views about website development Promote SSCB website within the children's workforce 	Vonni Gordon, SSCB Manager and Jane Rowbottom, SSCB Training Manager, advised via Communications Sub-Group SSCB Development Officer	Summer 2007	Summer 2007	Staff fully trained		Admin	Action complete
			Sept 2008	Dec 2008	Written responses received			2008 action
			Sept 2008	Ongoing				2008 action