

## Cumbria LSCB Safeguarding Policies and Procedures

Briefing Note: October 2014

**FAO:** All LSCB members

LSCB Membership:

*Gill Rigg – LSCB Independent Chair*

*Richard Simpson (vice chair) – Assistant Director, Barnardo's*

*John Macilwraith – Corporate Director, Children's Services, Cumbria County Council*

*Lyn Burns – Assistant Director, Children & Families, Cumbria County Council*

*Fiona Musgrave – Senior Manager, LSCB & Improvement Programme, Children's Services, Cumbria County Council*

*Ian Gopsill – Service Manager, CAF/CASS Cumbria*

*Eleanor Hodgson – Director for Children & Families, Cumbria Clinical Commissioning Group*

*Amanda Boardman – Lead GP, Cumbria Clinical Commissioning Group*

*Louise Mason-Lodge – Designated Nurse for Safeguarding, Cumbria Clinical Commissioning Group*

*Sara Munro – Deputy Director of Nursing, Patient Safety & Leadership, Cumbria Partnership NHS Foundation Trust*

*Sascha Wells – Deputy Director of Midwifery, University Hospitals of Morecambe Bay*

*Cath O'Kane – Nurse Consultant, Paediatrics, North Cumbria University Hospitals*

*Michelle Skeer – Assistant Chief Constable, Cumbria Constabulary*

*Judith Greene – Head Teacher, Secondary Head Teachers Association*

*Claire Render – Head Teacher, Primary Head Teachers Association*

*Wendy Jacobs – Head Teacher, Primary Head Teachers Association*

*Debbie Storr – Director of Policy & Resources, Cumbria District/Borough Councils*

*Sarah Ward – Director of Operations, Cumbria Probation Trust*

*Mike Craven – Assistant Chief Executive, Cumbria & Lancashire Community Rehabilitation Company (CRC)*

*Colin Cox – Director, Public Health, Cumbria County Council*

*Mark Bowman – Chief Executive, Inspira*

*Moira Angel – Executive Director of Nursing/Safeguarding Lead, NHS England*

*Iain McKay – Service Manager, NSPCC*

*Pam Hutton – Chief Office, East Cumbria Family Support*

*Deborah Royston – Senior Manager Targeted Youth Services, Youth Offending Services, Cumbria County Council*

*John Greenwood – Lay Member*

*Jon Rush – Lay Member*

*Anne Burns – Portfolio Holder for Children's Social Care, Elected Member, Cumbria County Council*

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**Cumbria LSCB has undergone a tendering process for a third party supplier of its policies and procedures. At the LSCB Business group meeting in August 2014 there was agreement to award the contract to Tri.x. The LSCB and Tri.x are now working together to develop a web based, multi-agency policy and procedures manual.**

**We are working toward a launch in February 2015.**

**This note explains the reasons for that change and the implications for practitioners in Cumbria.**

## **Why is this happening?**

Since the publication of Working Together 2013, the LSCB Policy and Procedures subgroup role has been to update the current suite of safeguarding procedures (<http://www.cumbrialscb.com/professionals/policies.asp>). An independent review of the LSCB, in July 2014, recognised:

*Work on updating the multi-agency procedures following Working Together 2013 is in hand; in the absence of these the Board has a process to ensure that the most important are reviewed in a timely way and these are overseen by each meeting of the Policy subgroup. The Board will not meet its target of November 2014 and the Board recognises that even when the procedures are in place local links will need to be included and appropriate training/development on the use of the procedures is delivered. There is therefore some way to go before there are up to date procedures in place and these are improving practice.*

The LSCB has recognised this risk and since agreed to tender for a third party provider of policies. After a commissioning process a contract was awarded to Tri.x.

## **What will change?**

In February 2015 the LSCB will launch the new multi-agency Policy and Procedures manual. Policies and Procedures will still be accessed through CumbriaLSCB.com.

Tri.x will redraft our existing procedures in their house style. Visitors to the procedures area of the LSCB website will notice an improved layout and additional facilities.

- Tri.x will manage the Procedures Manual, on behalf of the LSCB. This will ensure that all our procedures comply with the Department for Education's Working Together to Safeguard Children (March 2013) guidance, all relevant applicable law, associated regulations and other applicable good practice guidance.
- The LSCB Procedures Manual will be updated in consultation with LSCB key officers and with the Policy and Procedures subgroup approving such updates prior to uploading to the website.
- Urgent and regular updates to policies will be made by Tri.x.
- The website page hosting the Manual will include features that enable users to register and be alerted of updates to the Manual.
- The website page hosting the Manual will have an improved search facility making it more efficient for practitioners to find procedures.
- 3 months after the launch of the on-line manual, we have asked Tri.x to conduct an on-line survey of registered users of the Manual and/or Partners to determine their satisfaction and experiences. Proposed improvements as a result of this survey may then be made and implemented.
- The website will include functionality that enables people with sight and hearing disabilities to access its content.
- The LSCB will have the facility to monitor and track activity on the Website/Manual (e.g. the most accessed policies).

## Key dates and deadlines

Task	Start	Finish
<b>Scoping meeting with Tri.x</b>	Fri 10/10/14	Fri 10/10/14
Briefing to stakeholders	Tue 21/10/14	Tue 21/10/14
Identify policy leads and arrange meetings/workshops	Tue 21/10/14	Fri 31/10/14
<i>LSCB Policy and Procedures meeting</i>	<i>Tue 28/10/14</i>	<i>Tue 28/10/14</i>
<b>Review and edit period</b>		
Meet with policy leads/workshops to review and localise Tri.x policies (tracking changes). Also, agree any additional policies.	Mon 03/11/14	Fri 14/11/14
<b>Agree edits for Tri.x meeting on 25 November 2014</b>	Mon 17/11/14	Fri 21/11/14
<b>Sign off meeting with Tri.x</b>	Tue 25/11/14	Tue 25/11/14
<b>Handover of material (all edited and new materials from LSCB to Tri.x)</b>	Fri 12/12/14	Fri 12/12/14
Tri.x review of content and creation of web-enabled manual (1 <sup>st</sup> edition)	Mon 15/12/14	Thu 08/01/15
<i>LSCB Policy and Procedures meeting</i>	<i>Tue 16/12/14</i>	<i>Tue 16/12/14</i>
<b>Publication and launch</b>	Wed 11/02/15	Wed 11/02/15
Launch events	Wed 18/02/15	Wed 11/03/15
Tri.x to conduct online satisfaction survey of users	Mon 27/04/15	Mon 25/05/15

## Action

We are seeking cooperation, from partner agencies, to help in the review and editing process. Tri.x has provided the LSCB with draft chapters. These need to be operationalised taking account of local processes/procedures, terminology and developments. We have identified a potential lead for each chapter and Tom Gannon will be contacting them in the next week to request their input. This will involve the review and editing of their chapter.

Please can I ask that you support the LSCB in this process. We will copy in the LSCB member for each chapter lead, in any future communications, so that you know which of your staff are involved.

If you have any queries please contact Tom Gannon in the LSCB Office on 01228 227103.

Lyn Burns

Chair LSCB Policy and Procedures subgroup