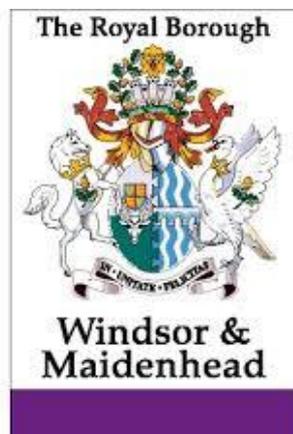




Windsor and Maidenhead
**LOCAL SAFEGUARDING
CHILDREN BOARD**

**Windsor & Maidenhead LSCB Business Plan
April 2016 – March 2018**

Working in partnership with



Introduction

The Windsor and Maidenhead LSCB held a Business Planning and Review Day in February 2016. The two key activities for this session were to review the previous Business Plan, and to identify and explore the options for the next Business Plan.

The overall conclusion of the session was that although the LSCB had made good progress on delivery of the 2014-16 Business Plan, the plan had not always influenced or driven the agenda of the board and its sub groups. Board Members felt there was an opportunity for a new Business Plan to better direct the activities and reporting by its subgroups. The Plan also incorporates remaining actions from the Board's Ofsted Improvement Plan and issues arising from the Challenge Log.

Board members also want to ensure the Business Plan is suitably strategic in focus, and provides a longer term view rather than be reactive and focused on immediate priorities.

Themes

Board members identified four themes to assist the LSCB to ensure that the Business Plan drives the Board's business.

Theme 1 - **Board resilience:** Board members are supported to understand and deliver their roles and responsibilities

Theme 2 - **System Assurance:** The Board is confident that arrangements for safeguarding are effective, well managed and achieving well

Theme 3 – **Challenge:** The Board has identified areas where agencies need to improve their services and/or performance

Theme 4 – **Awareness:** The Board is confident that there is an awareness of the strengths and challenges in the community and agencies are effectively identifying and responding to emerging risks

Delivering the Business Plan

This Business Plan has been developed to provide strategic direction to the activities of the Board, and enable to Board to direct its subgroups, and task groups, to take action as required. Its success is dependent on a robust and timely reporting process, and the Board's confidence to challenge itself, its partners, and the broader agencies across Windsor and Maidenhead until it is assured that arrangements are coordinated and effective.

LSCB Business Plan 2016-18

Theme 1 - Board resilience: Board members understand and deliver their roles and responsibilities				
	Action	Lead	Outcome	Measure
1.1	Induction and LSCB handbook made available for all new Board Members	Business Manager	New Board Members can clearly articulate their function as both an agency representative and a Board Member	<ul style="list-style-type: none"> • Business Manager to maintain a log of activity for all new Board members • Chair to confirm understanding with all new Board Members
1.2	Presenters at LSCB meetings ensure that any papers that are to be shared with Board Members are focused, concise and fit for purpose for the meeting.	Chair	Papers presented to the LSCB are concise and fit for purpose. They identify key issues that the Board needs to consider and highlight “safeguarding implications” of any service change proposals.	<ul style="list-style-type: none"> • Self-evaluation • Board Members’ feedback • Business Unit feedback
1.3	Extend and maintain existing children’s “jargon buster” to include adult safeguarding.	Business Manager	Board Members understand acronyms used in meetings and accompanying documents in order to make decisions.	<ul style="list-style-type: none"> • Board Members’ feedback
1.4	Board members ensure they undertake appropriate training as required to deliver their role, and are active participants in meetings and LSCB projects	Chair	Board members demonstrate commitment to the LSCB, bringing expertise and challenge to meetings and LSCB work.	<ul style="list-style-type: none"> • Attendance records show that agencies are sending the appropriate representative to meetings • Chair evaluation of Board Members
1.5	Board members are held to account regarding lack of attendance at meetings.	Chair	Agencies are appropriately and regularly represented at LSCB meetings	<ul style="list-style-type: none"> • Annual attendance record • Challenge log

Theme 2 - System Assurance: The Board is confident that arrangements for safeguarding are effective, well managed and performing well, and that staff have the skills and knowledge to deliver these arrangements

	Action	Lead	Outcome	Measure
2.1	Outcomes Framework Dashboard is regularly presented to the Board, with signposts to areas of good practice and concern, and proposed action and further activity	Chair of Monitoring & Evaluation Sub Group	The Board is confident in using the Outcomes Framework to understand current cohorts, trends and areas of risk across the local area	<ul style="list-style-type: none"> • Outcomes Framework • Dashboard • Self-assessment
2.2	Undertake a training needs analysis of partner agencies to ensure LSCB multi-agency training provision is evidence-based and fit for purpose	Learning & Development lead	The Board is assured that their training programme meets the requirements of the local workforce across all partners.	<ul style="list-style-type: none"> • Completed TNA • Design of the LSCB Training Programme is evidence-led
2.3	The Board is sighted on the impact LSCB and partner safeguarding training is having on frontline practice	Learning & Development Lead	The Board is assured that commissioned training has a positive impact on frontline practice	<ul style="list-style-type: none"> • LSCB Training reports • Learning and Development and training evaluation reports • Case reviews and audit activity
2.4	Implement the Voice of the Child Task Group Action Plan (2015) and other strategies to ensure safeguarding arrangements are informed by the voice and lived experiences of children and young people	Chair & Lay Member lead	The Board is assured that partner agencies use the voice and lived experience of children and young people to design, deliver and evaluate their services	<ul style="list-style-type: none"> • Single agency safeguarding agency reports • Outcomes Framework Dashboard • VOC Action Plan progress tracker
2.5	Ensure outcome of S175 school safeguarding audit is reported and issues responded to.	Chair	The Board is confident in local school safeguarding arrangements and any issues identified are responded to in an appropriate way. Themes are identified from the audit which require development or improvement.	<ul style="list-style-type: none"> • Feedback from schools • Feedback to LSCB on audit results.

Theme 2 - System Assurance: The Board is confident that arrangements for safeguarding are effective, well managed and performing well, and that staff have the skills and knowledge to deliver these arrangements

2.6	Ensure recommendations from audits are implemented and their impact on practice is measured.	Chair of Monitoring & Evaluation Sub Group	Board is confident that audit recommendations are implemented and practice improved.	<ul style="list-style-type: none"> Regular reporting
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Theme 3 – Challenge: The Board has identified areas where agencies need to improve their services and/or performance, and feels assured that the relevant agencies have taken appropriate action

	Action	Lead	Outcome	Measure
3.1	The LSCB commissions audits and/or case reviews as required to explore priority areas or concerns.	Chair of Monitoring & Evaluation Sub Group	Board agrees an annual audit programme in September of each year. Board members receive audit reports and recommendations on key practice issues that enable them to understand areas for improvement across partner agencies	<ul style="list-style-type: none"> Audit reports and recommendations Board reports that demonstrate how agencies are addressing issues raised in audit reports
3.2	Partner agencies provide evidence that case review recommendations have been embedded into practice.	Chair	Practice is improved from case review recommendations	<ul style="list-style-type: none"> Agency reports Improved data in Outcomes Framework
3.3	The Board is sighted on partner organisations improvement plans following inspections that involve safeguarding concerns and is assured that concerns are addressed.	Chair	Board feels confident that partner organisations are addressing safeguarding concerns raised during inspections.	<ul style="list-style-type: none"> Audit reports Reports to Board
3.4	The Board maintains a Challenge Log that captures how it raises, tracks and resolves concerns about local	Chair	Board members are confident in challenging agencies about their safeguarding arrangements and can	<ul style="list-style-type: none"> Self assessment Challenge log

	safeguarding arrangements		evidence that any concerns have been addressed by the agency	
3.5	The Board promotes and monitors its Escalation Policy	Chair	The Board is confident that staff understand and use the Escalation Policy to address any professional concerns about practice	<ul style="list-style-type: none"> • Escalation Policy • Regular reports regarding the use of the Escalation Policy

Theme 4 – Awareness: The Board is confident that partner and broader agencies are aware of the strengths and challenges in the local community, and that agencies are effectively identifying and responding to risks (including emerging risks)

	Action	Lead	Outcome	Measure
4.1	Ensure that relevant community profiling activities undertaken by partner agencies are shared with the LSCB for information and action	Chair of Prevention Sub Group	LSCB Board Members feel confident that they understand the local community, including its strengths and challenges and use this information appropriately.	<ul style="list-style-type: none"> • Shared agency reports • Self-assessment • Board meeting reports
4.2	Ensure clear information about Private Fostering is developed and shared across agencies.	Chair of Prevention Sub Group	Board is assured that children and young people who are privately fostered are appropriately safeguarded.	<ul style="list-style-type: none"> • Updated private fostering information available
4.3	Update the LSCB cue card and disseminate	Chair of Prevention Sub Group	Updated safeguarding information including contact details is available	<ul style="list-style-type: none"> • Updated cue card is produced.