

Bournemouth and Poole Local Safeguarding Children Board



The LSCB Compact April 2015 – March 2018

1) Introduction

This document sets out the expectations of those who work with children and young people in Bournemouth and Poole and asks those agencies and organisations to commit to working with the LSCB using ten standards to safeguard children and young people. Leaders in agencies and organisations are asked to review the whole document and to complete the last two pages of the Compact. These pages should then be returned to the LSCB as an agreement to a Compact between their agency / organisation and the LSCB.

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm – depends upon effective joint working between agencies, professionals and volunteers that have different roles and expertise.

The LSCB Compact seeks to enable agencies, professionals and volunteers to understand their vital role in supporting children and young people to be safe, participate, enjoy, achieve and maintain a healthy lifestyle.

The Bournemouth and Poole LSCB will support and challenge agencies, professionals and volunteers with significant access to children so that they can exercise their roles and responsibilities in a manner that keeps themselves, children and young people safe from harm and promotes their wellbeing.

2) Aims Of The LSCB Compact

The overall aims of the LSCB Compact are to ensure agencies and organisations can:

- a) safeguard children by having in place policies, procedures, safe working practices and suitable, trained staff and volunteers;
- b) improve the quality of life and opportunities for all children by working together and in partnership with parents, carers and the community to improve outcomes for children in respect of keeping them safe and promoting their wellbeing

The Bournemouth and Poole LSCB will aim to provide information, support and advice for partner agencies and organisations in order that they can develop and improve their capacity to meet the ten standards outlined in the LSCB Compact.

3) Partners To The LSCB Compact

Partner agencies and organisations will be all those working with children and young people in Bournemouth and Poole including agencies and organisations with significant access to children and young people.

There will be three categories of Partner agency

- a) Statutory members of the Bournemouth and Poole LSCB
- b) Schools (maintained and independent), academies, colleges and early years settings
- c) Charitable, voluntary, community, faith based and business agencies and organisations that are not directly represented on the LSCB yet their aims and objectives relate to achieving best outcomes for children.

A register of all LSCB Compact partner agencies and organisations will be maintained by the Bournemouth and Poole LSCB and, through the identification of designated staff, will be used to

communicate with agencies across Bournemouth and Poole and involve them in the development of strategy and policy.

Each partner agency will have a copy of the LSCB Compact; outlining their responsibilities to the work of the LSCB.

4) Review of the LSCB Compact

This LSCB Compact is adopted until the end of March 2018. It will be reviewed during the planning year 2017-2018 in preparation for the beginning of the planning year April 2018.

Guidance To Support The Ten Standards For All LSCB Compact Partners And Organisations

Standard 1 – Strategic Lead

All partner organisations have a nominated strategic lead person appointed to ensure that their organisation has the following in place:-

- a) Good access for all staff to the Pan-Dorset Multi-Agency Safeguarding Policies and Procedures (these can be found at <http://pandorsetscb.proceduresonline.com/index.htm>) and additional policies and procedures as required which govern their own agency procedures and work in relation to safeguarding and child protection;
- b) Systems to ensure that work is taking place to meet all 10 Standards of the LSCB Compact; and
- c) Clarity about their agency's contribution to the work of the Bournemouth and Poole LSCB in order to:
 - i contribute to, and engage fully and effectively in, the work of the board through membership of the Executive Board or the Working Groups;
 - ii ensure decisions with regard to safeguarding made by the Bournemouth and Poole LSCB are enacted within their own agency;
 - iii ensure strategic issues are brought to the attention of the Bournemouth and Poole LSCB.
 - iv identify a senior colleague with responsibility for the management of allegations made by children and young people against staff
 - v identify a senior colleague to fill the role of E Safety Champion within the organisation and to receive communications from the LSCB on this topic
 - vi identify a senior colleague to fill the role of Prevent Lead within the organisation and to receive communications from the LSCB on this topic
 - vii (in schools and colleges) identify a senior colleague with responsibility for leading on the anti-bullying strategy within the organisation and receive communications from the LSCB on this topic
 - viii Ensure that issues, both nationally and locally, that may impact on children and young people's safety are brought to the attention of the Bournemouth and Poole LSCB. (e.g. new guidance)

Standard 2 – Staff Responsibilities and Competencies

All partner organisations employing staff or volunteers with access to children have statements within Job Descriptions and Person Specifications that detail responsibilities with respect to safeguarding children and promoting their wellbeing.

- a) Partner agencies have clear written recruitment and selection procedures for all personnel that clearly identify and define the key core responsibilities and required competencies to
 - i be able to identify and report child abuse
 - ii be able to identify and refer on children in need or at risk
- b) Personnel in all partner agencies are aware of policies and procedures in relation to the steps to be taken when an initial concern / allegation / disclosure of harm about a child / young person is identified.

Standard 3 – Staff Recruitment and Selection

All partner organisations ensure that all staff or volunteers with access to children are properly selected and vetted, using the “Safer Recruitment” methodology to ensure that inappropriate employees do not gain access to children in their work. At least one person involved in every appointment should have undertaken the “Safer Recruitment” training.

- a) Partner organisations have recruitment and selection procedures for all personnel with access to children and young people including volunteers that include the requirement that all personnel with access to children
 - i) undergo the appropriate level of check with the Disclosure and Barring Service, provide a full employment history, including periods of unemployment and the reasons for these, and proof of qualifications and appropriate professional body membership;
 - ii) provide two references and where appropriate these references should be verbally checked to contribute to the information within them and/or to clarify any issues arising from them;
- b) Partner organisations ensure that those staff responsible for recruitment/advertising receive training to ensure that recruitment complies with “Safer Recruitment” principles.
- c) Employees and volunteers will be made aware of the agency / organisation policies and procedures in relation to safeguarding and child protection and any training needs they have in relation to these will be identified and responded to.
- d) When services for children are contracted out to other organisations, then the respective contracts for such work will need to have relevant clauses in respect of how the safeguarding needs of children and young people will be addressed.

Standard 4 – Staff Induction, Training and Appraisal

All partner organisations ensure that there is an adequate number of sufficiently trained, experienced people in the organisation to work safely and effectively to protect children and promote their wellbeing.

- a) All personnel with direct access to children should, as part of their induction into their role, read and understand:
 - i) the reporting processes and procedures detailed in ‘*What To Do If You Think a Child is Being Abused*’ and the relevant sections of the Pan-Dorset Multi-Agency Safeguarding Policies and Procedures ;
 - ii) the guidance available in relation to information sharing where there is a concern about child abuse;
 - iii) the need for accurate record keeping where there are concerns for the safety and well being of a particular child as described in the guidance ‘*What To Do If You Think a Child is Being Abused*’ and in accordance with their own agency’s procedures; and
 - iv) Safeguarding issues in respect of e-Safety, anti-bullying and Prevent..
- b) All personnel with direct access to children should receive regular accredited training, at least once every three years on
 - i) recognition of signs and symptoms of abuse and neglect
 - ii) child protection issues; and
 - iii) reporting and referral processes.
- c) Personnel with management responsibility will ensure that their annual appraisal processes include a review of each worker’s skills, competencies and knowledge around child protection issues and processes, and that each appraisal will lead to a training plan to fill any gaps identified. As a result, they should be aware of any shortfall between training needs and training received, and be able to demonstrate planned activities to reduce the gap.
- d) All partner agencies to do their utmost to ensure that there is an adequate number of sufficiently trained, experienced people in their organisation to work safely and effectively with and for children.

Standard 5 – Staff Accountability

All partner organisations will have a clear structure to ensure that all personnel understand their place in their organisation and how they receive support and guidance in their work with and for children.

- a) Staff will understand their individual responsibilities for the safety of children as well as their personal accountability through their line management.
- b) All partner organisations have systems in place to enable and support staff to report concerns about a child's welfare to managers and supervisors.
- c) All partner organisations have processes and procedures in place to enable personnel to report, confidentially any concerns they have about another individual's practice or behaviour, and/or organisational practice in relation to children, which may place them at risk of harm.

Standard 6 – Equality of Opportunity

All partner organisations have an Equal Opportunities Policy and personnel understand the implications of the policy in contributing to improved outcomes for all children when working with diversity.

- a) All partner organisations ensure that all personnel are aware of equal opportunities issues in policy and in practice and have the necessary skills and strategies to provide an anti-discriminatory service.
- b) Partners will assess how their work impacts on those with protected characteristics under the Equality Act 2010 and seek to reduce this impact.
- c) Partners will be aware of local demographics to ensure their services are inclusive.
- d) Partners will positively promote diversity.

Standard 7 – Safe Working Practices

All partner organisations have processes and procedures in place to ensure that staff with access to children has knowledge, understanding and training in order to establish and maintain safe working relationships with children.

- a) All partner organisations will ensure that there is written guidance available to all personnel on safe working practices with children and that all personnel are familiar with these. Guidance may include statements on professional boundaries, appropriate physical contact, home visiting, outdoor education, safe physical environments that offer personal space appropriate to the child's age and development etc.
- b) All partner organisations have processes and procedures in place to both assess and manage risk with regard to children. This includes risk to children from access to certain people, physical environments, equipment, and particular activities.
- c) All staff and volunteers with direct access to children should receive regular training on child protection issues.
- d) All partner organisations to have a clear E Safety Policy that is regularly reviewed and updated by the E Safety Champion, according to National and Local Guidance and recommendations. This includes regular and appropriate training and updates for staff.

Standard 8 – Complaints, Whistleblowing and Allegations against Staff

All partner organisations will have in place written procedures for handling complaints, whistleblowing and allegations against staff. The senior officer with responsibility for managing these procedures should have undertaken the “Allegations Management” training.

- a) All partners will be aware of the role of the Local Authority Designated Officer in managing investigation of allegations
- b) All partner organisations will have a nominated person in the organisation trained to handle complaints and allegations against staff with specific regard to complaints or allegations made by or about children.
- c) All partner organisations will have clear written procedures on complaints, whistleblowing and allegations that are regularly reviewed.
- d) All personnel will be made aware of their duties and responsibilities within the procedures.

Standard 9 – Service User Confidentiality and Information Sharing

All partner organisations will keep confidential any information on a child or young person and his or her family that is of a personal and sensitive nature. However, where there is concern about a child’s safety and welfare there will be a clear understanding of what information can be shared within the relevant legal frameworks and information sharing protocols.

- a) All partner organisations will have
 - i written guidance readily available to staff on the keeping of accurate and up to date client records together with a statement about confidentiality and seeking consent from service users on information sharing as appropriate;
 - ii ensure their personnel know and understand what information can be shared under Pan-Dorset Over-arching Information Sharing Policy (available in the Safeguarding procedures) and their duty to share information even without user consent where there are child protection concerns and that their agency will support all such actions taken in good faith; and
 - iii a statement on the security of personal records and will adhere to it.

Standard 10 – Monitoring Compliance

All partner organisations will work closely and effectively with the LSCB through agreed mechanisms to monitor the partner agency’s performance against the standards contained within this agreement. The LSCB Executive Board will have the power to audit individual agency standards.

- a) All partner organisations to make available staff and materials necessary to monitor compliance using audit tool(s) adopted or developed by the Bournemouth and Poole LSCB.

Approved by LSCB Executive Board 30th April 2015.

**Bournemouth and Poole
Local Safeguarding Children Board**



The LSCB Compact

Name of Organisation:	Borough of Poole
Address:	Civic Centre Poole BH15 2RU

The LSCB Compact - Ten Standards

No	Area	Definition
1	Strategic Lead	All partner organisations have a strategic lead person appointed to ensure that their organisation has robust and appropriate safeguarding policies and procedures in place. They will have senior staff who have designated responsibility for: <ul style="list-style-type: none"> • safeguarding children and young people • managing allegations against members of staff made by children, young people and their families • championing E-safety • (In schools and colleges) coordinating anti-bullying measures (These responsibilities may be designated to an individual or to a number of members of staff.)
2	Staff Responsibilities and Competencies	All partner organisations employing staff or volunteers with access to children have statements within Job Descriptions and Person Specifications that detail responsibilities with respect to safeguarding children and promoting their wellbeing.
3	Staff Recruitment and Selection	All partner organisations ensure that all staff or volunteers with access to children are properly selected and vetted, using the “Safer Recruitment” methodology to ensure that inappropriate applicants do not gain access to children in their work. At least one person involved in every appointment should have undertaken the “Safer Recruitment” training.
4	Staff Induction, Training and Appraisal	All partner organisations ensure that there is an adequate number of sufficiently trained, experienced people in the organisation to work safely and effectively to protect children and promote their wellbeing.
5	Staff Accountability	All partner organisations will have a clear accountability structure to ensure that all personnel understand their place in their organisation and how they receive support and guidance in their work with and for children.
6	Equality of Opportunity	All partner organisations have an Equal Opportunities Policy and personnel understand the implications of the policy in contributing to improved outcomes for all children. Partners will strive to deliver services that reduce the impact of inequality.
7	Safe Working Practices	All partner organisations have processes and procedures in place to ensure that staff with access to children have an appropriate level of knowledge, understanding and training in order to establish and maintain safe working practices with children.
8	Complaints, whistleblowing and allegations against staff	All partner organisations will have in place written procedures for handling complaints, whistleblowing and allegations against staff. The senior officer with responsibility for managing these procedures should have undertaken the “Allegations Management” training.

The LSCB Compact - Ten Standards		
No	Area	Definition
9	Client confidentiality and Information Sharing	All partner organisations will keep confidential any information on a child or young person and his or her family that is of a personal and sensitive nature. However, where there is concern about a child's safety and welfare there will be a clear understanding of what information can be shared within the relevant legal frameworks and information sharing protocols.
10	Monitoring Compliance	All partner organisations will work closely and effectively with the LSCB through agreed mechanisms to monitor the partner agency's / organisation's performance against the standards contained within this agreement. The LSCB Executive Board will have the power to audit individual agency standards.

Agreement		
I agree to ensure that the above standards are promoted and worked to within the agency I represent as part of our active participation in the Bournemouth and Poole LSCB.		
The following members of staff are designated with overall responsibility for the following specialist areas		
Responsibility	Name and Position	E-Mail address
Safeguarding Lead	Jan Thurgood, Strategic Director – People	j.thurgood@poole.gov.uk
Allegations management	John McLaughlin, Local Authority Designated Officer	j.mclaughlin@poole.gov.uk
E-Safety Champion	Julie Murphy, Education Safeguarding Advisor and LADO	JulieMurphy@poole.gov.uk
Prevent Lead	Anthi Minhinnick, Community Safety Partnership Manager	a.minhinnick@poole.gov.uk
Anti-bullying lead (schools and colleges only)	n/a	
Signed: 		
Post Held: Interim Chief Executive, Borough of Poole		
Organisation: Borough of Poole		
Date: 13 th May 2015		

Please return this completed document to the LSCB Administrator.

Approved by LSCB Executive Board Wednesday 30 April 2014

To be reviewed during the planning year 2017-2018 in preparation for the beginning of the planning year April 2018.