

CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE'S SERVICES

Venue: Bailey House

Date: Wednesday, 20 January 2010

Time: 8.45 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for Absence.
4. Minutes of the previous meetings held on 16th December, 2009 and on 12th January, 2010 (copies attached) (Pages 1 - 4)
5. Minutes of a meeting of the Children's Board held on 9th December, 2009 (copy attached) (Pages 5 - 12)
6. Children and Young People's Services - Revenue Budget Monitoring Report 2009/2010 (copy attached) (Pages 13 - 20)

Joanne Robertson, report author

7. Safe and Well Practice Guidance: Integrated working with children and young people with additional or complex needs (report attached) (Pages 21 - 69)

Catherine Hall, report author

8. H.M. Government Response to the Lord Laming Report - the Next Stage (report attached) (Pages 70 - 78)

Catherine Hall, report author

9. Children and Young People's Services - Improvement Plan Update (report attached) (Pages 79 - 92)

Joyce Thacker, report author

10. European Structural Funds (ESF) 2007-2013 - 16 to 19 NEETs Respond Fund (report attached) (Pages 93 - 99)

Anthony Evans, report author

11. ABLE Rotherham Project (report attached) (Pages 100 - 103)

Catharine Kinsella, report author

12. Minutes of a meeting of the Building Schools for the Future Project Board held on 8th December, 2009 (copy attached) (Pages 104 - 106)

13. EXCLUSION OF THE PRESS AND PUBLIC

The following items are likely to be considered in the absence of the press and public as being exempt under those paragraphs, indicated below, of Part 1 of Schedule 12A to the Local Government Act 1972, as amended.

14. Construction of New Junior and Infant School at Swinton Queen Primary School (report attached) (Pages 107 - 110)

Bill Clark, report author

(Exempt under Paragraph 3 of the Act – information relating to the financial or business affairs of any particular person (including the Council))

15. Proposed Offer of Contract to Groundwork Dearne Valley (report attached) (Pages 111 - 120)

Alan Jevons and Peter Rennie, report authors

(Exempt under Paragraph 3 of the Act – information relating to the financial or business affairs of any particular person (including the Council))

16. Purchase of performance and activity monitoring software (eStart) for Phase 3 Children's Centres (report attached) (Pages 121 - 123)

Aileen Chambers, report author

(Exempt under Paragraph 3 of the Act – information relating to the financial or business affairs of any particular person (including the Council))

17. Education Catering Services - Budget Monitoring Report April to November 2009 (report attached) (Pages 124 - 131)

Ron Parry, report author

(Exempt under Paragraph 3 of the Act – information relating to the financial or business affairs of any particular person (including the Council))

18. Secondary School Lifestyle Survey 2009 (Borough Wide) (report attached) (Pages 132 - 154)

Ruth Bastin, report author

(Exempt under Paragraph 2 of the Act – information which is likely to reveal the identity of an individual)

**Date of Next Meeting:-
Wednesday, 10 February 2010**

**Membership:-
Cabinet Member:- Councillor S. Wright
Councillors Havenhand, Senior Advisor, Currie and Tweed, Advisors**

**CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE'S SERVICES
16th December, 2009**

Present:- Councillor S. Wright (in the Chair) and Councillor Currie.

Apologies for absence were received from Councillors Havenhand and Tweed.

D96. MINUTES OF PREVIOUS MEETINGS HELD ON 2ND DECEMBER, 2009 AND ON 8TH DECEMBER, 2009

Resolved:- That the minutes of the previous meetings held on 2nd December, 2009 and on 8th December, 2009, be approved as correct records.

D97. PROPOSAL TO MERGE THE THRYBERGH RAINBOW CHILDREN'S CENTRE AND THE DALTON WILLOW TREE CHILDREN'S CENTRE

Consideration was given to a report presented by the Early Years and Childcare Strategy Manager, stating that a review had been undertaken of the Children's Centre programme, which had highlighted a number of Centres with small reach areas based on servicing very particular communities. The review had been undertaken in the context of the Apprenticeships, Skills, Children and Learning Act 2009, which had received Royal Assent on 12th November, 2009.

The report described a proposal to merge the Thrybergh Rainbow Children's Centre and the Dalton Willow Tree Children's Centre to form one main Children's Centre with a satellite base. Thrybergh was proposed as the main Centre, with Dalton as a satellite. The proposal would reduce the total number of designated Children's Centres in Rotherham from 23 to 22. The proposals would help to ensure the longer term financial sustainability of Children's Centre provision across the Borough.

Resolved:- (1) That the report be received and its contents noted.

(2) That the Thrybergh Rainbow Children's Centre shall merge with the Dalton Willow Tree Children's Centre.

(3) That the Thrybergh Rainbow Children's Centre shall be established as the main centre for that area, with the Dalton Willow Tree Centre continuing as a satellite base.

D98. CHILDREN AND YOUNG PEOPLE'S PLAN 2007 TO 2010 - PROGRESS UPDATE

Further to Minute No. 159 of the meeting of the Cabinet Member and Advisers for Children and Young People's Services held on 8th April, 2009, consideration was given to a report presented by the Director of Resources, Planning and Performance and by the Policy, Planning and Research Manager, summarising progress against the commitments

within the Children and Young People's Plan 2007-2010. It was noted that quarterly progress reports are collated for each commitment outlined in the Children and Young People's Plan 2007-2010.

The previous progress reports (October 2008 and April 2009) showed that significant progress had been achieved across the Children and Young People's Service and with the Authority's partners in relation to the commitments agreed within the Children and Young People's Plan. The latest update (October 2009, covering the period April to September, 2009) shows that this progress is continuing.

Members discussed the progress of the Children and Young People's Plan commitments, which were reported using Red, Amber, Green notation to indicate the status of individual commitments. It was noted that consultation was currently taking place in preparation for the publication of a new Children and Young People's Plan during the Summer, 2010.

Resolved:- That the report be received and its contents noted.

D99. CHILDREN AND YOUNG PEOPLE'S SERVICES IMPROVEMENT PLAN

Further to Minute No. D78 of the meeting of the Cabinet Member and Advisers for Children and Young People's Services held on 18th November, 2009, consideration was given to a report presented by the Director of Resources, Planning and Performance concerning the Children and Young People's Services' Improvement Plan summary. Members noted that detailed regular monitoring takes place against a number of actions across several themes. There was also reference to the role of the Improvement Panel, chaired by the Council's Chief Executive.

Members also considered the highlight report for November, 2009. This report detailed the items achieved during that month and the items planned for the period December and January. Risks and Issues of concerns were also illustrated.

Resolved:- (1) That the report be received and its contents noted.

(2) That the progress being made with the Children and Young People's Services' Improvement Plan, as now reported, be noted.

D100. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 as amended (information relating to an individual).

D101. LOCAL GOVERNMENT OMBUDSMAN DECISION - MRS. S

Consideration was given to a report presented by the Complaints Manager outlining the findings and decisions of the Local Government Ombudsman (LGO) on a complaint made by Mrs S. The report included details of the way in which the complaint had been progressed through the Children and Young People's Services' Directorate.

Resolved:- (1) That the report be received and its contents noted.

(2) That the findings and decisions of the Local Government Ombudsman, as contained in the report now submitted, be accepted.

CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE'S SERVICES
Tuesday, 12th January, 2010

Present:- Councillor S. Wright (in the Chair); and Councillor Littleboy.

Apologies for absence were received from Councillors Currie, Havenhand and Tweed.

D1. APPOINTMENT OF LEA SCHOOL GOVERNORS

Pursuant to Minute No. C50 of January 2000, consideration was given to nominations received to fill Local Authority vacancies on school governing bodies.

Resolved:- That, with the effective date of appointment as shown, the following appointments be made to school governing bodies, subject to satisfactory checks being undertaken:-

New Appointments

Brinsworth Manor Infant	Mr. C. A. (Tony) Marvin	12.01.2010
Wath Saint Pius X High	Mr. Malcolm Dainty	12.01.2010

Re-appointments

East Dene Junior and Infant	Mr. Raymond Griffiths MBE	24.01.2010
Harthill Primary	Mr. David Hall	03.03.2010
Laughton Junior and Infant	Mr. James W. Horsfield	24.01.2010
Kelford Special School	Mrs. Caroline Filby	24.01.2010
Newman Special School	Mr. Stuart Bowes	24.01.2010

**CHILDREN'S BOARD
WEDNESDAY, 9TH DECEMBER, 2009**

Present:- Councillor Shaun Wright (in the Chair); Dr. Russell Brynes, Andy Buck, Alan Hazell, Martin Kimber, Ann Lawrence, Joyce Thacker, Richard Tweed, Patricia Ward and Janet Wheatley.

Lynn Burns and Julie Westwood attended in respect of specific agenda items.

35. MINUTES OF THE PREVIOUS MEETING OF THE CHILDREN'S BOARD HELD ON 16TH SEPTEMBER, 2009

The minutes of the previous meeting of the Children's Board, held on 16th September, 2009, were approved as a correct record.

36. MATTERS ARISING

With regard to Minute No. 25 (Safeguarding Children Board Year End Report), it was noted that the Safeguarding Children Board members were continuing the review of the functioning of that Board.

37. ISSUES AND CONCERNS

The Children's Board noted that the South Yorkshire Police 'Operation Central' had resulted in eight persons being remanded to the Crown Court on charges involving the sexual exploitation of young women in the Borough area. The Children's Board placed on record its appreciation of the work of the South Yorkshire Police and partner agencies for the conduct of this sensitive investigation.

38. CHILDREN AND YOUNG PEOPLE'S BOARD - REVISED TERMS OF REFERENCE

Further to Minute No. 182 of the meeting of the Children's Board held on 18th February, 2009, consideration was given to a report presented by the Strategic Director of Children and Young People's Services concerning the proposed revised terms of reference for the Children's Board.

It was clarified that the Apprenticeships, Skills, Children and Learning Act 2009 had received Royal Assent on 12th November, 2009.

It was noted that:-

(a) the NHS Rotherham member was an independently appointed person; and

(b) minutes of meetings of the Children's Board would in future be reported to meetings of the Board of NHS Rotherham.

Agreed:- (1) That the report be received and its contents noted.

(2) That the updated and revised terms of reference of the Children's Board, as now amended, be approved.

(3) That the terms of reference be reviewed in the light of any legislative changes arising from the Apprenticeships, Skills, Children and Learning Act 2009.

39. ECM CONTINUUM OF NEED

Consideration was given to a report presented by the Strategic Director of Children and Young people's Services stating that the current 'Safe and Well' Protocol and guidance, which was produced in December 2006, was currently being revised into one single document. This document is key to the contact and referral process as it sets out levels of need and guidance on thresholds. One aspect of the revision is the updating of the 'Continuum of Need' which is to be made available for practitioners and managers across all agencies in advance of the completion of the revision. This will be useful to all agencies as a reminder of need and thresholds and will be endorsed by respective Children's Board members for their own agencies. The Every Child Matters (ECM) Continuum diagram was appended to the report submitted.

Discussion took place on the content and style of the Every Child Matters Continuum of Need diagram and it was agreed that the diagram would be amended and re-submitted to the next meeting of the Children's Board.

Agreed:- That the report be received and its contents noted.

40. CHILDREN'S BOARD SEMINAR - FOLLOW UP ACTIONS

Consideration was given to a report presented by the Director of Resources, Planning and Performance stating that on 16th July 2009, the members of the Children's Board attended a seminar with Directors from the Borough Council, NHS Rotherham and Rotherham Community Health Service. The seminar was facilitated by Children First and three key themes were considered:-

- [a] the vision for Rotherham Children and Young people's Services;
- [b] the review action plan and governance arrangements; and
- [c] leadership and performance management.

The report described the key outputs from the seminar and included an action plan showing follow up activity.

Agreed:- (1) That the report be received and its contents and the progress being made be noted.

(2) That members of the Children's Board instigate the necessary actions

within their respective organisations.

41. PERFORMANCE INDICATORS: CHILDREN AND YOUNG PEOPLE'S SERVICES PERFORMANCE INDICATOR REPORT - 2009/10

Consideration was given to a report presented by the Director of Resources, Planning and Performance outlining the performance of the Children and Young People's Services' Directorate at the end of the second quarter 2009/10 (September 2009). The report and accompanying appendices provided analysis against targets, direction of travel against previous performance and where possible comparisons with statistical neighbour and national data.

The Children's Board discussed alternative ways of presenting and reporting performance data and statistics in the future.

Agreed:- (1) That the report and accompanying assessment and table be received and their contents noted.

(2) That the arrangements for the performance clinics, as detailed in the report now submitted, be noted.

42. FINANCIAL MANAGEMENT OF CHILDREN'S TRUSTS

Consideration was given to a report presented by the Director of Resources, Planning and Performance stating that legislation, contained in the Apprenticeships, Skills, Children and Learning Act 2009, introduced statutory requirements for Children's Trust Boards. The report highlighted the main implications and proposals to self-assess against these future requirements. It was noted that the Audit Commission had designed a self-assessment tool for Children's Trusts.

Four key features of Children's Trusts are identified in Every Child Matters.

Strategic (2) - Inter-agency governance;
- Integrated Strategy (Children and Young People's Plan);

Executive (1) - Managing integrated processes;

Operational (1) - Integrated frontline service delivery.

Children's Board members acknowledged the importance of concentrating upon statutory requirements and the core priorities of each partner agency and concluded that the self-assessment ought to be undertaken within the overall context of those priorities.

Reference was also made to the revision and updating of the Children and Young People's Plan, which would take place during the early months of 2010.

Agreed:- (1) That the report be received and its contents noted.

(2) That the use of the proposed self-assessment be endorsed, as now discussed and the outcome reported to a future meeting of the Children's Board.

43. OVERARCHING INFORMATION SHARING PROTOCOL

Consideration was given to a report presented by the Director of Resources, Planning and Performance concerning the Rotherham Overarching Information Sharing Protocol which provides a framework that promotes and enables partner organisations in Rotherham, specifically those working with children, young people and their families to use best practice, processes and decision making when sharing information. The protocol places the service user and their families at the centre of how their information is processed in line with their rights to privacy and confidentiality, whilst promoting welfare and safeguarding through appropriate sharing of information.

The protocol was originally approved by the Children's Board on 21st November, 2007 (Minute No. 90 refers) and had now been revised and updated to take account of recent legislation, best practice guidance and widening participation from partner organisations and specifically:-

- the latest HM Government Information Sharing Guidance;
- DCSF Every Child Matters statement on Information Sharing;
- Lord Laming recommendations on Information Sharing in Children's Trusts;
- the widening participants to the protocol (eg: Safer Rotherham Partnership).

Resolved:- (1) That the report be received.

(2) That the update version of the Rotherham Overarching Information Sharing Protocol, as now submitted, be approved.

44. CHILDREN AND YOUNG PEOPLE'S SERVICES IMPROVEMENT PLAN 2009 - OCTOBER HIGHLIGHT REPORT

Further to Minute No. 24 of the meeting of the Children's Board held on 16th September, 2009, consideration was given to a report presented by the Strategic Director of Children and Young People's Services concerning the Children and Young People's Services' Improvement Plan summary. The Board noted that detailed regular monitoring takes place against a number of actions across several themes.

The report stated that the full improvement plan has been formatted to ensure accuracy in tracking the achievements made in the monitoring period and the calculation of actions completed.

The Children's Board also considered the highlight report for October, 2009. This report detailed the items achieved during that month, overdue items and the items planned for the forthcoming month. Risks and Issues of concerns were also illustrated.

The Strategic Director also reported on the recently announced outcome of the Corporate Area Assessment and of the OFSTED inspection, insofar as they affected Children and Young People's Services. The importance of the support of partner agencies was acknowledged.

Discussion took place on the role and function of the Children and Young People's Services' Improvement Panel, which had recently been established under the Chairmanship of the Borough Council's Chief Executive. It was noted that the Children and Young People's Services Directorate had now introduced best practice (after discussion with other local authorities) in terms of performance monitoring and review (the Salford model). It was agreed that, at future meetings of the Children's Board, members should receive the most up-to-date performance reports, ie: those reports considered by the Improvement Panel.

Agreed:- (1) That the report be received and its contents noted.

(2) That the progress being made with the Children and Young People's Services' Improvement Plan, as now reported, be noted.

45. GOVERNMENT'S RESPONSE TO LORD LAMING

Further to Minute No. 26 of the meeting of the Children's Board held on 16th September, 2009, consideration was given to a report presented by the Strategic Director of Children and Young People's Services stating that the member agencies of the Rotherham Safeguarding Children Board had considered all of Lord Laming's recommendations alongside the Government's response. The action plan attached to the report followed on from agencies' self assessment and is a composite update of Rotherham's response to Lord Laming's recommendations. On 27th October 2009, the Safeguarding Children Board Manager, in conjunction with the Safeguarding Children Operational Manager, Police and Neighbourhood and Adult Services, co-ordinated and reviewed progress against each of the actions identified within the action plan. Members considered the detail of the refreshed action plan. In order to focus agencies' workload, all recommendations which had achieved a green status had been removed. All recommendations which are amber and/or red have been allocated to a service or agency to progress. It was proposed that Rotherham Safeguarding Children Board continue to monitor the action plan until the end of the financial year, at which point any outstanding issues would be highlighted to the appropriate agency or fora to proceed.

Agreed:- (1) That the report be received and its contents noted.

(2) That the Children's Board shall continue to monitor the action plan until the end of the financial year (31st March, 2010), at which point any outstanding issues would be highlighted to the appropriate agency to proceed.

46. CUSTODY FOR UNDER 18 YEAR OLDS

Consideration was given to a report presented by the Strategic Director of Children and Young People's Services concerning the increased use of custody for under eighteens in Rotherham. The report sought to identify any changes in sentencing practice and, to achieve this, custodial sentences for the period April 2005 to September 2009 had been analysed by gender, number of previous disposals, seriousness of offence (gravity score) and for the past two and a half years, offence type by offence types.

The analysis of these figures had highlighted various issues and indicated that although the use of short custodial sentences is now more prevalent than it was in 2005/06, the average number of previous disposals has increased. Although the concerns expressed in 2007 about the number of custodial sentences imposed for offences of violence and Public Order Act offences remain, a broader range of offences are currently attracting custody.

Agreed:- (1) That the report be received and its contents noted.

(2) That the Youth Offending Service continues to monitor and put in place measures to reduce the use of custody.

47. TEENAGE PREGNANCY STRATEGY

Further to Minute No. 127 of the meeting of the Children's Board held on 16th July, 2008, the Children's Board considered the contents of a letter, dated 20 November 2009 and signed jointly by Dawn Primarolo, M.P., Minister for Children, Young People and Families and by Gillian Merron, M.P. Minister for Public Health, concerning the reporting of progress with the Rotherham Teenage Pregnancy Strategy.

The letter stated that the Ministers were pleased to see progress on the following priority issues identified in previous feedback:-

- : review of the Teenage Pregnancy Partnership Board and structure;
- : targeted interventions with at risk young people;
- : a systematic approach to comprehensive contraception provision.

The Ministers also welcomed the outcome of the further review of the Teenage Pregnancy Partnership Board and governance arrangements, with a senior strategic commissioning group and an operational group replacing the existing model. In addition, they were encouraged by the

neighbourhood renewal funded pilot project, targeting vulnerable young people in Maltby, being introduced in two other electoral wards in Rotherham, with the recruitment of additional workers and by the developments of comprehensive contraception provision.

Agreed:- (1) That the contents of the letter be noted.

(2) That the progress of the Teenage Pregnancy Strategy continue to be reported to future meetings of the Children's Board.

48. JOINT PROCEDURES FOR CASE WORK SUPERVISION - REVIEW OF PROCEDURES

Further to Minute No. 153 of the meeting of the Children's Board held on 10th December, 2008, consideration was given to a report presented by the Strategic Director of Children and Young People's Services providing an update of progress with case work supervision following the implementation, during April 2009, of a jointly produced Case Work Supervision Procedure. The new procedure built on existing supervision arrangements for social care staff and was intended to complement existing Child Protection and Clinical Supervision Procedures used within health services. The procedure was created to support team managers working within a unified management arrangement to confidently supervise front line staff from a variety of backgrounds (ie: social care, education and health) in the management of cases of concern requiring enhanced services.

Agreed:- (1) That the report be received and its contents noted.

(2) That the progress with the implementation of the Case Work Supervision Procedure across Children and Young People's Services from April 2009 be noted.

(3) That appropriate amendments to the procedure, reflecting the need to proceed with single agency case work supervision, be supported and the further work required to embed the procedure fully be noted.

49. MINUTES OF A MEETING OF THE SAFEGUARDING BOARD HELD ON 11TH SEPTEMBER, 2009

Key issues and concerns from the minutes of the meeting of the Rotherham Safeguarding Children Board, held on 11th September, 2009, were discussed.

50. DATE AND TIME OF NEXT MEETING

Agreed:- (1) That the next meeting of the Children's Board be held on Wednesday, 6th January, 2010, commencing at 5.00 p.m.

(2) That further consideration be given to the starting time of meetings of

the Children's Board.

1.	Meeting:	Children and Young People's Services Cabinet Member and Advisers
2.	Date:	Wednesday 20 th January 2010
3.	Title:	Revenue Budget Monitoring Report as at 30th November 2009
4.	Directorate:	Children and Young People's Services

5. Summary

This report provides details of expenditure, income and the net budget position for the Children and Young People's Service compared to the profiled budgets for the period ending on 30th November 2009 and the projected year end outturn position for 2009/10.

Currently the Directorate is forecasting an overspend of £4.084m.

6. Recommendations

Members are asked to note:

The current forecast outturn position for the Directorate based on actual costs and income to 30th November 2009 and forecast costs and income to 31st March 2010.

7. Proposals and Details

7.1.1 Strategic Management and Support Services and Management Costs – Forecast overspend £382k (offset by BSF capitalisation £688k)

These budgets are insufficient to meet current costs relating to CYPS staffing and central support costs relating to the need to maintain performance in locality teams and business support.

Changes to accounting regulations, now confirmed, require PFI and similar capital schemes, e.g. Building Schools for the Future, to be brought onto the Council's balance sheet as an asset. This change has enabled the Council to charge development costs incurred in the course of creating such an asset to a capital budget. This has released £688k revenue funding to offset Strategic Management budget pressures and contribute £306k to mitigate the overall forecast pressure on the Children and Young People budget in the current year.

7.1.2 Access to Education – Forecast overspend £81k

£58k of this forecast overspend relates to the provision of transport for looked after children due to the increase in numbers. The remainder is additional staff costs resulting from non-achievement of the vacancy factor.

7.1.3 Youth and Community – Forecast overspend £8k

The current forecast overspend is as a result of a projected under-recovery of income from the Outdoor Education Service of £69K which will be offset by forecast underspends within the Youth Service. As part of setting the budget for 2009/10 the income budgets for the Outdoor Education Service were increased, requiring the facilities to operate on a self financing basis but this has proved difficult to achieve in the current economic climate.

7.1.4 Commissioning and Social Work – Forecast overspend £1.731m

The forecast overspend on commissioning and social work is attributable to Section 17 payments (Prevention of Children Entering Care), Section 23 payments (expenses relating to Looked After Children), legal fees, Residence orders, Direct payments & special guardianship allowances, interpretation and agency costs:

Section 17

The number of children in need cases at the start of the financial year was 1,768, this is now 1,678. This was budgeted at £50 per child giving a total budget of £97K. This budget is forecast to be 96% overspent with a current forecast of £190K. Additionally there is a projected spend of £61k on payments to women and their children with no recourse to public funds. Previously these costs were paid from the Section 17 budget, but currently form part of the overspend.

Section 23

The number of looked after children at the end of March 2009 was 407. This was budgeted at £81 per child giving a total budget of £33K. This budget is forecast to be 309% overspent with a current forecast of £135K. The number of out of authority placements results in higher travel costs for contact arrangements.

Interpretation Costs

This forecast overspend of £60k is a result of the increased EU migrant population and family assessments and care proceedings being communicated effectively. Failure to have accurate translation in child protection would leave children vulnerable and would lead to significantly increased court and legal costs as we have to present a fully prepared case.

Legal Fees

The increase in Looked After Children numbers this year has resulted in an increase in legal activity which is currently being projected at £254K overspend. This has been reduced by the agreement to appoint an additional solicitor instead of paying external fees.

Residence Order, Special Guardianship & Direct Payment Allowances

The forecast overspend of £243K is due to an increase in new allowances over and above projected numbers.

Agency

Due to the high level of care proceedings being undertaken by locality social work teams there has been a need to employ agency staff in order to ensure contact hours with clients are maintained. This includes costs for the additional administrative and Family Support Workers in response to the Contact and Referral Assessment inspection undertaken in August. The vacancy rate for fieldwork (locality and children's disability) at Team Manager level is currently at 41.2% (7 FTE) and Social Workers is 37.2% (30.7 FTE). (+£376k). Vacancy level for Locality Managers is 30.4%. Further detail on agency spend is included in 7.1.7

There are also forecast overspends of £542k on recruitment, premises, transport, supplies & services and non achievement of the vacancy factor.

7.1.5 Children Looked After – Forecast overspend £1.961m

The forecast overspend in this area of £2.981m has been offset by re-distribution of £1.320m of forecast underspends and additional grant funding from Special Education Provision (£304k), Specific Grant Support (£235k), Non Schools DSG (£30k), Student Support/Pensions (£35k), Delegated Services (£410k) and BSF Capitalisation (£306k).

The number of children in residential out of authority placements is 23. The budgeted number of 14 placements were set at a unit cost of £2,984 a week. The current unit cost of £3,552 per week and the 9 placements above budget has resulted in an additional cost of £1.167 m.(+53.6% above budget).

The number of children in Independent foster care is 98. The budgeted number of 77 placements were set at a unit cost of £446 a week. The current unit cost of £902 per week and the 21 placements above budget has resulted in an additional cost of £2.281m (+127.5% above budget). The forecast overspend in this area has been partially offset by anticipated savings in in-house fostering allowance costs (-£645k).

Plans continue to be progressed to recruit additional in-house foster carers. 15 new foster carers have been approved up to November (a net increase of 4 carers for the year to date). By March a net increase of 14 foster carers (35 approvals and 21 de-registrations) is expected. The current financial forecast reflects the assumptions about services to be provided by the new foster carers.

The number of looked after children requiring placements has risen from 345 at the end of March 2008 to 407 at the end of March 2009. As at the end of November this number is 397, an increase of 52 (15%) since the end of March 2008.

Retainers

During 2009/10 a number of court proceedings have resulted in the Judge directing CYPS to confirm that a placement has been secured for the children prior to the conclusion of the proceedings. Given the limited in-house provision this has led to an increasing number of retainers being paid to independent foster agencies and residential care providers. £8,425 has been paid to date to retain placements for 9 children, with only one of the placements actually taken up. A further £9,969 has been committed for a placement due to start after Christmas making the total cost of retainers £18,394.

Residential retainers £12k, projected spend £3.345m - equates to 0.36% of spend

Fostering retainers £7k, projected spend £4.080m - equates to 0.17% of spend.

Potential Reduction in forecast position

A potential reduction of £111k has been identified but is subject to the outcome of court proceedings and the availability of more suitable placements becoming available.

Other Children Looked After Services £478k

Other forecast overspends in this area include Residential Homes £407k mainly due to agency cover for residential social worker shortages and the Fostering Team £89k which is offset by £18k forecast savings across the service.

7.1.6 Other Children & Families Services – Forecast overspend £303K

There has been an increase in adoption activity resulting in additional costs of £407k. To date 16 children have been adopted with a further 31 placed with their prospective adopters. In addition, adoptive families are being sought for 51 children for who have a SHOBPA decision (i.e. should be placed for adoption approved). It is anticipated that 30 children will be adopted by 31 March 2010. This has been partially offset by underspends on the Supporting People budget (-£72k) and contributions from partners (-£32k)

7.1.7 Agency Savings

Members, through the Value for Money Review Panel, have requested that regular updates are provided on Agency spend within budget monitoring reports. The following table shows an analysis of Agency spend in 2009/10 to the end of November for the Directorate.

		2009/10								
	2008/09 Outturn	April	May	June	July	Aug	Sept	Oct	Nov	8 month cumulative
£'000	742	67	35	91	77	96	140	145	191	842

These costs are due to high sickness levels, the increase in Looked After Children Numbers and in response to the Contact Referral Inspection

7.1.8 The Directorate will make every effort to ensure continued strict budget management and monitoring is maintained to try to reduce the forecast outturn position. In addition to tight vacancy management the Directorate has implemented a moratorium on uncommitted, non-essential, non-pay expenditure.

7.1.9 Details of the revenue budget position for the Children and Young People's Directorate for the monitoring period ending on 30th November are shown in Appendix A attached.

7.1.10 A simplified version of Appendix A is included at Appendix B.

8 Finance

The financial issues are discussed in section 7 above and included in Appendix A and B.

9 Risks and Uncertainties

Principal risks and uncertainties relate to the needs led budgets for looked after children.

The number of looked after children has increased since last year and we would hope that this growth will not continue.

The recruitment of in house foster and adoptive carers remains a challenge and we must always ensure a high quality of placements. 15 new foster carers have been recruited up to November and it is expected that an additional 21 will be approved by the end of March.

A Resource Panel is in place which is reviewing 4 children's placements per week. The initial reviews are focussing on those placed in In-house residential placements with a view to considering the needs of the children and their care plans to determine the possibility of moving children currently in out of authority placements in to In-House provision. To date 6 residential and 12 fostering placements have ended as a result of the reviews.

Our decisions to place children with independent fostering agencies and in residential out of authority establishments will always be in the context of the best interests of our children. The budget need can only be an estimate given its volatile nature. For example, one out of authority residential placement can cost up to £250,000 per annum.

Legal costs will also remain at a high level. If children assessed as being in need of protective care are not made subject to Interim Care Orders, and subsequently Care Orders, the local authority is leaving children potentially at risk of significant harm.

10 Policy and Performance Agenda Implications

The delivery of the Council's Revenue Budget within the revised limits determined by Council in March 2009 is vital in achieving the objectives of the Council's Policy agenda. Financial performance is a key element within the assessment of the council's overall performance.

11 Background Papers and Consultation

- Report to Cabinet on 25 February 2009 –Proposed Revenue Budget and Council Tax for 2009/10.
- The Council's Medium Term Financial Strategy (MTFS) 2008 - 2011.

This report has been discussed with the Strategic Director of Children and Young People's Service and the Strategic Director of Finance.

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Financial Services

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CHILDREN AND YOUNG PEOPLE'S SERVICES																		
EXPENDITURE/INCOME TO DATE (As at 30 November 2009)										NET PROJECTED OUT-TURN								
Last Reported Projected Variance	Service Division	Expenditure			Income			Net			Annual Budget	Projected Out-turn	Current projected year end Variance Over (+)/ Under (-) spend	Current Financial RAG Status	Financial Impact of Management Action	Revised Projected Year end Variance Over(+)/Under(-) spend	Revised Financial RAG Status	* Note
		Profiled Budget	Actual Spending	Variance (Over (+) / Under (-) Spend)	Profiled Budget	Actual Income	Variance (Over (+) / Under (-) Recovered)	Profiled Budget	Actual Spend	Variance (Over (+) / Under (-) Spend)								
£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
0	Individual Schools Budget - Dedicated Schools Grant	127,015	127,015	0	(117,743)	(117,743)	0	9,272	9,272	0	0	0	0	Green				
0	Non-Schools - Dedicated Schools Grant	10,745	10,925	180	(3,625)	(3,498)	127	7,120	7,427	307	285	255	(30)	Green	30	0	Green	1
467	Strategic Management	3,481	3,102	(379)	(466)	(432)	34	3,015	2,670	(345)	5,352	5,001	(351)	Amber	351	0	Green	2
0	School Effectiveness	1,217	1,232	15	(458)	(303)	155	759	929	170	1,126	1,126	0	Green		0		
74	Access to Education	2,529	2,028	(501)	(117)	(95)	22	2,412	1,933	(479)	3,587	3,668	81	Amber	0	81	Amber	3
0	Special Education Provision	2,927	3,486	559	(1,818)	(1,805)	13	1,109	1,681	572	1,577	1,273	(304)	Green	304	0	Green	4
40	Specific Grant Support	7,893	7,719	(174)	(6,278)	(6,148)	130	1,615	1,571	(44)	25	(210)	(235)	Green	235	0	Green	5
69	Youth & Community	5,957	5,997	40	(3,245)	(3,159)	86	2,712	2,838	126	2,760	2,768	8	Amber		8	Green	6
0	Student Support / Pensions	3,681	3,555	(126)	(1,397)	(1,284)	113	2,284	2,271	(13)	1,670	1,635	(35)	Green	35	0	Green	7
0	Delegated Services	6,592	6,638	46	(6,321)	(6,446)	(125)	271	192	(79)	(23)	(433)	(410)	Green	410	0		8
1,275	Commissioning & Social Work	5,678	6,352	674	(338)	(390)	(52)	5,340	5,962	622	7,802	9,533	1,731	Red		1,731	Red	9
2,514	Children Looked After	7,193	9,294	2,101	(504)	(140)	364	6,689	9,154	2,465	10,105	13,386	3,281	Red	(1,320)	1,961	Red	10
0	Family Support Services	4	0	(4)	(3)	(3)	0	1	(3)	(4)	0	0	0	Green		0		
0	Youth Justice	610	638	28	(57)	(314)	(257)	553	324	(229)	596	596	0	Green		0		
0	Other Children & Families Services	1,776	1,643	(133)	(7)	(21)	(14)	1,769	1,622	(147)	2,637	2,940	303	Amber		303	Amber	11
59	Support Services & Management Costs	446	510	64	(49)	(45)	4	397	465	68	571	616	45	Amber	(45)	0	Amber	12
0	Asylum Seekers	0	0	0	0	0	0	0	0	0	0	0	0	Green		0		
0	Children & Families Grant	1,345	1,325	(20)	(978)	(943)	35	367	382	15	0	0	0	Green		0		
4,498	Total for Service	189,089	191,459	2,370	(143,404)	(142,769)	635	45,685	48,690	3,005	38,070	42,154	4,084		0	4,084		

Reason for Variance(s), Actions Proposed and Intended Impact on Performance

NOTES Reasons for Variance(s) and Proposed Actions

Reasons for Variance	
1	Additional income generation from Maltby Academy
2	Overspend on central support charges & not being able to meet the Vacancy Factor offset by Capitalisation of Building Schools for the Future funding
3	Overspend on transport costs for Looked After Children - needs led & unmet vacancy factors
4	Reduced requirement for Complex Needs placements
5	Underspend/redistribution of Grants
6	Under recovery of income on Outdoor Education venues offset by underspends within the Youth service
7	Underspend on Pensions
8	Increase in Income Targets on traded services
9	Overspend on Legal costs, staffing, agency, VPN costs & Section 17 & 23 spend - needs led
10	Overspend on Out of Authority Fostering and Residential placements - needs led
11	Supporting People reduced contribution confirmed but offset by an increase in adoption activity
12	Increased accommodation costs & not being able to meet the vacancy factor
Proposed Actions to Address Variance	
1	Forecast underspend to be used to cover overspend elsewhere
2	Forecast underspend to be used to cover overspend elsewhere
3	Spend to be continuously reviewed to try to reduce overspend
4	Forecast underspend to be used to cover overspend elsewhere
5	Forecast underspend to be used to cover overspend elsewhere
6	Spend to be continuously reviewed to try to reduce overspend
7	Forecast underspend to be used to cover overspend elsewhere
8	Additional Income to be used to offset overspends elsewhere
9	Spend to be continuously reviewed to try to reduce overspend
10	Forecast overspend to be partially covered by underspend elsewhere & plans are in place to review all placements and increase foster care recruitment
11	Spend to be continuously reviewed to try to reduce overspend
12	Spend to be continuously reviewed to try to reduce overspend

Performance

There is no adverse impact on Performance Indicators as a result of the forecast underspend on these grants.
 There is no adverse impact on Performance Indicators as a result of the forecast underspend on these grants.
 There is no adverse impact on Performance Indicators as a result of the forecast underspend on these grants.
 There is no adverse impact on Performance Indicators as a result of the forecast underspend in this area.
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 There is no adverse impact on Performance Indicators as a result of the forecast overspend in this area.
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 There is no adverse impact on Performance Indicators as a result of the forecast overspend in this area.
 There is no adverse impact on Performance Indicators as a result of the forecast overspend in this area.
 The related Performance Indicator is NI 62 - Stability of Placements of looked after children. The Directorate will
 There is no adverse impact on Performance Indicators as a result of the forecast underspend in this area.
 There is no adverse impact on Performance Indicators as a result of the forecast overspend in this area.

**ROTHERHAM MBC
REVENUE BUDGET MONITORING**

CHILDREN AND YOUNG PEOPLE'S SERVICES									
EXPENDITURE/INCOME TO DATE (As at 30 Nov 2009)		NET PROJECTED OUT-TURN							
Last Reported Projected Variance £000	Service Division	Annual Budget £000	Projected Out-turn £000	Current projected year end Variance Over (+)/ Under (-) spend £000	Current Financial RAG Status	Financial Impact of Management Action £000	Revised Projected Year end Variance Over(+)/Under(-) spend £000	Revised Financial RAG Status	* Note
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74	Access to Education	3,587	3,668	81	Amber	0	81	Amber	3
0	Special Education Provision	1,577	1,273	(304)	Green	304	0	Green	4
40	Specific Grant Support	25	(210)	(235)	Green	235	0	Green	5
69	Youth & Community	2,760	2,768	8	Amber		8	Green	6
0	Student Support / Pensions	1,670	1,635	(35)	Green	35	0	Green	7
0	Delegated Services	(23)	(433)	(410)	Green	410	0		8
1,275	Commissioning & Social Work	7,802	9,533	1,731	Red		1,731	Red	9
2,514	Children Looked After	10,105	13,386	3,281	Red	(1,320)	1,961	Red	10
0	Family Support Services	0	0	0	Green		0		
0	Youth Justice	596	596	0	Green		0		
0	Other Children & Families Services	2,637	2,940	303	Amber		303	Amber	11
59	Support Services & Management Costs	571	616	45	Amber	(45)	0	Amber	12
0	Asylum Seekers	0	0	0	Green		0		
0	Children & Families Grant	0	0	0	Green		0		
4,498	Total for Service	38,070	42,154	4,084		0	4,084		

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1	Meeting:	Children and Young People’s Service’s Cabinet Member and Advisers
2	Date:	Wednesday 20th January, 2010
3	Title:	Safe and Well Practice Guidance: Integrated working with children and young people with additional or complex needs
4	Directorate:	Children and Young People’s Services

5. Summary

The Safe and Well Practice Guidance has been revised and now combines the two previous Safe and Well documents: the protocol and the practice guidance (2006).

From birth, all children become involved with a variety of different voluntary and statutory agencies, particularly in relation to their health, day care and educational development. A range of workers from universal services including midwives, health visitors, general practitioners, nursery staff, teachers and voluntary sector workers, all have a role in promoting their welfare. Universal services are available to all children and families and are accessed without the need for a referral. Most children and young people make progress through contact with these universal services, without requiring additional support. However, some children and young people have additional or complex needs and these are most likely to be identified by workers in universal services.

Once additional needs are identified, the worker has a responsibility to assess which level of intervention, assessment and service provision is required and to liaise with other services and agencies as appropriate, in order to improve the outcomes for them. The Safe and Well document provides support and guidance to all staff across all agencies and ensures that children in Rotherham receive transparent, timely and appropriate services.

Consultation, in producing this document, has included Rotherham Safeguarding Children Board, Policy and Procedure Sub Group members; CYPS Policy Manager and colleagues; CYPS Locality Service Managers; RSCB training manager and colleagues.

6 Recommendations

That the Cabinet Member for Children and Young People's Services endorses the plan to amalgamate the two documents and agrees the following recommendations:-

- (i) Supports a robust dissemination programme to ensure that all agencies in Rotherham are aware of the Safe and Well protocol**
- (ii) Ensures that a dynamic training programme is delivered to assure RSCB and the RMBC that children in Rotherham are protected from harm.**

7 Proposals and Details

In order to achieve good outcomes for all children and young people in Rotherham throughout the continuum of need, from universal service provision to complex child protection, it is essential that agencies work together effectively. Working together effectively requires an integrated approach. In order to facilitate this, Rotherham Safeguarding Children Board (RSCB) has developed this practice guidance, it provides information and guidance about integrated working and details the procedures that should be followed.

Agencies, in Rotherham, also recognise that early intervention is at the heart of an effective approach to ensuring that children in the borough meet their full potential. The promotion of health and wellbeing alongside the prevention of abuse, neglect and/or maltreatment of children and young people is at the centre of all agencies work with families. Child care workers in Rotherham believe that every child matters therefore they required a framework that provides them with shared values and transparent thresholds as part of a continuum of services. These guidelines provide that opportunity and framework to share this vision and work together effectively.

The provision of integrated children's services is a recommendation from recent national child abuse cases (Laming 2009), and enables more effective delivery of finite resources within each agency in Rotherham. However, it must be acknowledged that the primary rationale for this guideline is that it places greater emphasis on the need to prevent harm to children by supporting parents, carers and other significant people in the child's life. It places family support and child protection services on the same continuum ensuring that families and workers work effectively toward common goals, expectations and better outcomes for the child.

The scope of the guidance therefore is for all staff across all agencies, organisations and professional groups whose work brings them into contact with children or young people, either in a paid or voluntary capacity.

This is a revision of the Safe and Well Protocol and Practice Guidance published in 2006. This revision was undertaken for two reasons. Firstly to highlight early intervention for children and young people and secondly to make the document more concise and user friendly.

The other main changes in this version are:

- a) All the explanatory text about the child protection process and Children and Young People Services (CYPS) Social Care assessments has been removed. This has been replaced with reference throughout the document, to the Rotherham Safeguarding Children Board Procedures and Practice Guidance
- b) There is more emphasis on the Common Assessment Framework (CAF), and inclusion of a pre-CAF.

8 **Finance**

To date, the Government has not released any specific ring fenced grants or additional budgets for implementation of post Laming recommendations (2009), which include additional consideration to be given to early intervention work, as indicated in the Safe and Well protocol. Capacity for the CYPS with regard to the additional training, implementation and administrative time required is an issue that requires further consideration.

9 **Risks and Uncertainties**

CYPS will need to disseminate the Safe and Well Protocol and assess the training requirements of each agency (including the third sector). Assessing training requirements may well demonstrate some gaps in service provision and quality of some services. The risks associated with identifying gaps has the potential to be significant; conversely the risk of not knowing where gaps exist is potentially much more significant as failure to address issues could result in children's needs being unmet.

10 **Policy and Performance Agenda Implications**

The introduction of the Comprehensive Area Assessment has introduced new inspection arrangements for Safeguarding. The framework and grade descriptors for these Inspections were published by Ofsted at the end of May 2009.

On the 4th and 5th of August 2009, CYPS received an unannounced inspection of its Contact, Referral and Assessment service. Ofsted made a number of recommendations for immediate action and these will be reflected in future Action Plans. Further Ofsted inspections are anticipated for Looked After Children's Services and Safeguarding Services. Failure to address the issues identified within the action plan could trigger an earlier, full Safeguarding inspection which in turn would impact on the CYPS contribution to the Comprehensive Area Assessment (CAA).intervention..

11 **Background Papers and Consultation**

- The Protection of Children in England: Action Plan (May 2009).
- Comprehensive Area Assessment: Annual Rating of Council Children's Services for 2009 (May 2009).
- Ofsted annual unannounced inspection of Contact, Referral and Assessment arrangements within Rotherham Children's Services, dated 12th August 2009.
- Children Act 2004

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SAFE AND WELL PRACTICE GUIDANCE:

INTEGRATED WORKING
WITH
CHILDREN AND YOUNG PEOPLE
WITH
ADDITIONAL OR COMPLEX
NEEDS

JANUARY 2010



Title of Protocol	Safe and Well Practice Guidance: Integrated working with children and young people with additional or complex needs	
Application	All RSCB partner agencies	
Date of initial ratification	2006	
Ratified by Rotherham Safeguarding Children Board	December 2009	
Date of next review	December 2011	
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1.0 INTRODUCTION

1.1 To achieve good outcomes for all children and young people in Rotherham, at every level of need, it is essential that agencies work together using an approach known as 'integrated working'. In order to facilitate this, Rotherham Safeguarding Children Board (RSCB) has produced this practice guidance. It provides information about integrated working and details the procedures that should be followed if staff have concerns that a child or young person has additional or complex needs.

1.2 With early intervention being at the heart of this approach, it is vital that workers act promptly and in conjunction with other relevant agencies, to intervene effectively and improve the outcomes for the child or young person. The provision of integrated services places great emphasis on the need to prevent harm to children by supporting parents / carers. It places family support services and child protection services on a continuum which is reflected in this practice guidance.

Scope of the guidance

1.3 This guidance is for staff in all agencies, organisations and professional groups whose work brings them into contact with children or young people, either in a paid or voluntary capacity. This is a revision of the Safe and Well Protocol and Practice Guidance written in 2006, which have now been combined into this one document.

Aims of the guidance

1.4 The aims of this guidance are to:

- **safeguard and promote the welfare of children / young people in Rotherham**
- **improve outcomes for children / young people**
- **ensure that there is understanding of integrated working practice and a shared terminology and practice between workers and agencies**
- **ensure that there is consistency and agreement in practice across all local agencies in their approach to working with children / young people with additional and complex needs**
- **develop collaborative processes and procedures in order to strengthen responses to children / young people with additional needs, including: the Common Assessment Framework (CAF), consultation and referral; information sharing; recording; and inter-agency meetings for children in need**
- **work in partnership with parents / carers, recognising that wherever possible children / young people are best cared for in their own families and communities.**

Purpose of the guidance

1.5 The purpose of the guidance is to:

- explain key definitions and concepts of safeguarding and child protection
- outline the theory and practice of integrated working
- outline the Continuum of Need and the multi-agency process for dealing with identified needs and / or shared concerns about a child / young person which do not amount to significant harm
- define the specific purposes for which agencies have agreed threshold levels and share information to meet their responsibilities to protect and safeguard children in need, and to promote their welfare
- set out the responsibilities of agencies to implement internal arrangements to meet the requirements of the model
- promote public trust, through transparency and accountability of approach, in the management and handling of personal information
- support individual and organisational legal compliance, to ensure best management practice.

Principles

1.6 The following principles should be applied at all times when working with all children, young people and their families:

- services provided should be flexible, easily accessed and should be of good quality
- facilities should be made available to address the special physical and emotional needs of children / young people
- each agency should have coherent procedures to respond to the initial contact, referral and assessment processes, which involve families in deciding how their needs will be best met
- plans and reviews of children / young people's needs should be carried out in accordance with regulation and guidance, and should include objectives and record of steps taken to achieve these
- the communication needs of all children / young people and their families should be met when they have contact with any agency. Information about available services should always be provided in ways which they can understand
- all agencies should have non-discriminatory service delivery, recruitment and employment practices, which underpin a commitment to equal opportunities
- all agencies should have clear and comprehensive policies and procedures for provision of services
- workers should not be afraid to ask for help or to accept assistance

- assumptions should not be made about how a particular family works or receives support.

Legal context

1.7 Integrated working is outlined in the statutory guidance supporting Section 10 (inter-agency co-operation) and Section 11 (safeguarding and promoting the welfare of children) of the Children Act 2004. Integrated working is key to ensuring good outcomes for children and young people with additional or complex needs. Appendix 3 provides further information about relevant legislation for this guidance.

Policy context

1.8 As noted below in section 2.3, the Every Child Matters¹ agenda is central to the concept of integrated working. Other key national policies include: Youth Matters² which sets out steps to improve the outcomes for 13 to 19 year olds; and the Children's Plan³. Appendix 3 provides further information relating to national guidance.

2.0 KEY DEFINITIONS AND CONCEPTS OF SAFEGUARDING AND CHILD PROTECTION

2.1 As laid down in the Children Act 1989, a child is anyone who has not yet reached their 18th birthday.

Safeguarding children

2.2 Safeguarding and promoting the welfare of children is defined as:

- *'protecting children from maltreatment*
- *preventing impairment of children's health or development*
- *ensuring that children are growing up in circumstances consistent with the provision of safe and effective care*

and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully⁴.

2.3 Safeguarding refers to all children and young people whatever their background or circumstances. Under Section 11 of the Children Act 2004, all agencies have a duty to safeguard and promote the welfare of children.

¹ *Every Child Matters: Change for Children* (HM Government, 2004)

² *Youth Matters: Next Steps* (DCSF, 2006)

³ *The Children's Plan* (DCSF, 2007)

⁴ *Working Together to Safeguard Children* (HMSO, 2006).

Under the Every Child Matters⁵ agenda, there are five outcomes that are key to children and young people's wellbeing. These are:

- stay safe
- be healthy
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing.

2.4 If children / young people are denied the opportunity and support they need to achieve these outcomes, they are at increased risk not only of a deprived childhood, but also of disadvantage and social exclusion in later life as an adult.

Child protection

2.5 Child protection is a part of safeguarding and promoting welfare. It is the activity that is undertaken to protect specific children / young people who are suffering, or are at risk of suffering, significant harm.

Significant harm

2.6 Some children are in need because they are suffering, or likely to suffer, significant harm. The Children Act 1989 introduced the concept of 'significant harm' as the threshold that justifies compulsory intervention in family life, in the best interests of children. It gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

The Children Act 1989 as amended by the Adoption and Children Act 2002:

- 'harm' means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;
- 'development' means physical, intellectual, emotional, social or behavioural development;
- 'health' means physical or mental health; and
- 'ill-treatment' includes sexual abuse and forms of ill-

2.7 All agencies and individuals should proactively safeguard and promote the welfare of children. This should, therefore, reduce the need to take action to protect children / young people from harm. If a worker is concerned

⁵ *Every Child Matters: Change for Children* (HM Government, 2004)

that a child / young person is at risk, or is suffering significant harm, action should be taken as specified in South Yorkshire Child Protection Procedures⁶.

This practice guidance solely relates to working with children / young people in Rotherham who have additional or complex needs, not those who are suffering, or likely to suffer significant harm.

Children in need

2.8 Children / young people who are defined as being ‘in need’, under s17 of the Children Act 1989, are those who are vulnerable to such a level that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services (s17(10) of the Children Act 1989). All children / young people with a disability are automatically considered as children in need.

2.9 Factors that must be taken into account in deciding whether a child / young person is ‘in need’ under the Children Act 1989 are:

- **what will happen to a child/ young person’s health or development without the provision of services, and**
- **the likely effect the services will have on the child’s standard of health and development.**

2.10 All local authorities have a duty to safeguard and promote the welfare of children in need.

Special circumstances for consideration

2.11 Many families may be under stress, but nonetheless manage to bring up their children in a warm, loving and supportive environment in which their children’s needs are met and they are safe from harm. In undertaking assessments professionals should be aware that sources of stress within families may however, have a negative impact on a child / young person’s health, development and well being, or because they affect the capacity of parents to respond to their child’s needs. Sources of stress may include the following:

- **social exclusion**
- **low income / poverty**
- **domestic violence**
- **the mental ill health of a parent / carer**
- **children / young people with complex care needs**

⁶ South Yorkshire Child Protection Procedures (RSCB, 2007)

- **young carers / teenage parents**
- **parental or young person's substance misuse**
- **homelessness or housing issues including Traveller children, mobile children, asylum seekers and children of migrant workers.**

2.12 Recent research findings have sometimes associated links between perpetrators of child, elderly and animal abuse⁷.

Children in special circumstances

2.13 There are a number of children and young people who require a high level of co-operation between staff in different agencies but who may be 'invisible' to the system, or their needs are not fully recognised. These are children in need and include:

- **mobile children, young people and families**
- **children living away from home (in foster care, residential homes, private fostering, in-patient health settings, residential schools, prisons, young offenders institutions and secure units)**
- **children/ young people who are leaving care**
- **young carers.**

2.14 If you think you are working with a child / young person, or with the family of a child / young person, who you think may have additional needs, you should complete a Common Assessment Framework (CAF) (see Section 7.0).

2.15 For further advice or information please contact Rotherham Safeguarding Children Unit on 01709 823 906.

3.0 INTEGRATED WORKING

3.1 There are a number of key areas of integrated working⁸. These include:

- **Information sharing, which is at the heart of integrated working. Improving outcomes for children and young people with additional or complex needs is dependent on workers sharing information with each other, in a lawful manner, and with the child / young person and their family when appropriate.**
- **The Common Assessment Framework (CAF) processes and documentation, which should be used by all agencies working with children / young people with additional needs. It supports practitioners to assess those needs earlier and more effectively, and to promote collaboration and information sharing. The CAF is a shared**

⁷ *Understanding the Links*, NSPCC, 2005

⁸ *Integrated Working Explained* Children's Workforce Development Council, 2008

- assessment tool, used across agencies which can help practitioners develop a shared understanding of a child's needs, so that they can be met more effectively.**
- **The lead worker / professional role is a crucial element, coordinating the actions identified in the assessment process. It provides a single point of contact for children with additional needs, who are supported by more than one practitioner. They are responsible for ensuring a coherent package of services, where there is more than one agency involved.**
 - **Multi-agency working, including the Team around the Child (TAC). This includes sharing information, holding timely meetings and reviews, working within legislation and to agreed practice guidance, and working effectively together with the family to improve the outcomes for the child / young person.**
 - **Leadership and management⁴. This includes providing effective support and supervision to staff working with children / young people and families, ensuring their safety and personal development, including training, and making timely decisions in relation to case management.**

Aims of integrated working

3.2 There are a number of common aims to integrated working, including:

- **to promote early intervention to assist children, young people and families**
- **to identify children / young people who have additional or complex needs and are therefore vulnerable to poor outcomes, or who are Children in Need (Children Act 1989) or, suffering or are at risk of significant harm and / or family breakdown**
- **to share information and complete holistic assessments**
- **to plan and deliver services in response to need at the earliest opportunity**
- **to provide services to improve outcomes for children**
- **to review and measure outcomes for children**
- **to promote integrated working through consistent, co-ordinated and thorough approaches to receiving requests for support for children and families across agencies**
- **to establish a common language to describe children's development and circumstances**
- **to identify levels of need through the consistent application of jointly agreed indicators of resilience, needs and risk, and eligibility criteria**

⁴ *Integrated Working Explained* Children's Workforce Development Council, 2008

- to work in partnership with children and families in the assessment process
- to avoid repeat interviewing of children and families and duplication in assessment processes
- to have a confident workforce, trained and supported to delivery high quality services to children and young people in Rotherham
- to standardise, streamline and ensure a high quality of record keeping
- to use technology to assist practitioners to work effectively and deliver timely assessment and plans.

Assessing and meeting the needs of children, young people and their families in Rotherham

3.3 Any agency can receive a referral for a family, and can also identify need. It is jointly agreed that the agency will offer a service, undertake a CAF and involve other agencies as appropriate, or, where necessary, signpost or refer a child / young person or their family on to the statutory agencies.

3.4 It is important to address identified need through early intervention at the lowest level, wherever possible. The aim is to prevent crises, to avoid entrenched situations, and high level services being inappropriately introduced to the detriment of children / young people and their families.

Rotherham has a local directory of services to assist families, and workers in statutory and voluntary agencies, to identify the most appropriate services to meet their needs. It is available via the Internet at <http://rotherham.childrensservicedirectory.org.uk/>.

3.5 An important principle of integrated working is that a request for involvement of a number of services for a child / young person or family does not mean a transfer of responsibility; it involves shared responsibility and joined up services.

3.6 All CAFs, which indicate low level needs and the requirement for a package of services, will be coordinated by a jointly agreed named lead worker / professional (see Section 7.15).

3.7 The progress of common assessment work for individual children / young people will be monitored through each agency's line management and supervision arrangements. An agency's overall participation in integrated working framework will be monitored by Rotherham Safeguarding Children Board, through its auditing process.

3.8 Rotherham is developing Multi-Agency Assessment Panels in each of the 14 learning communities. Their functions will include:

- enabling agencies to clarify issues around joint assessment and working
- working collaboratively on the sharing and development of new resources
- maintaining a strategic overview of local services for vulnerable children and young people, and children in need and ensuring their accessibility
- planning future joint working, as the integration agenda becomes firmly embedded.

Case Recording

3.9 All agencies working with children and young people should ensure that case recording is an integral part of case management. Each partner agency will have its individual case recording arrangements, which will be either a local or national system. Timely case recording is an essential part of case work, and should be supervised by line managers. Case records can also be monitored by Rotherham Safeguarding Children Board as part of the auditing process.

4.0 CONSENT AND INFORMATION SHARING

4.1 Sharing information is essential to ensure early intervention helps children, young people and their families who need additional services, to achieve positive outcomes. It is also vital in order to safeguard and promote the welfare of children / young people. Agencies should be committed to protecting the privacy of children, young people and families and to maintain the highest standards of security and good data management.

4.2 Clear policies and good working relationships, based on professional respect and trust, diminishes organisational and cultural obstacles between partners. This also enables an open and positive approach to information sharing.

4.3 Workers should always seek consent to share information from parents / carers, and the child or young person when appropriate. Practitioners in universal, targeted and specialist services, including multi-agency services, should proactively inform children, young people and families, when they first engage with the service, about their service's policy on how information will be shared, and seek their consent. The approach to information sharing should be explained openly and honestly. Where this is done, young people and families will be aware of how their information may be shared, and experience shows that most will give consent. Consent and all information sharing decisions should always be recorded in case records.

Sharing information where there are concerns of significant harm

4.4 It is critical that all practitioners working with children, young people and their families are in no doubt that where they have reasonable cause to suspect that a child or young person may at risk of suffering significant harm, they should always refer their concerns to CYPS Social Care Services or the police.

4.5 Whilst you should always seek to discuss any concerns with the child, young person and their family and, wherever possible seek their agreement to making such a referral, this should only be done when discussion and agreement-seeking will not place a child / young person at increased risk of significant harm or lead to interference with any potential investigation.

The child / young person's interests must be the overriding consideration in making any such decisions. Consent and information sharing decisions should always be recorded in case records. For further information refer to Section 3 of South Yorkshire Child Protection procedures 2007

When to not seek consent

4.6 There will be some circumstances where you should not seek consent, for example where to do so would:

- place a child / young person at increased risk if significant harm
- place an adult at risk of serious harm
- prejudice the prevention or detection of serious crime
- lead to unjustified delay in making enquiries about allegations of significant harm
- there is a statutory duty or court order to share information
- the public interest justifies disclosing confidential information without consent

4.7 Advice should be sought from your line manager, or your organisation's safeguarding lead officer, when a decision to share information without consent is being considered.

Whose consent should be sought?

4.8 A young person aged 16 and 17, or a child under 16 who has the capacity to understand and make their own decisions, may give (or refuse) consent to information about them being shared.

4.9 In most circumstances, a young person aged 12 or over will be able to give consent without referral to their parents or carers, if they are competent to do so. Those under 16 should always be encouraged to involve their parent or carer, unless to do so would place them at risk of harm. Careful consideration should be given to seeking the consent of children / young people with disabilities and assumptions that they cannot give consent should not be made.

4.10 Agencies and staff promoting children / young people's well being and safeguarding them from harm depend crucially upon effective information sharing, collaboration and understanding between agencies. Systems for effective multi-agency working are supported by procedural guidance, training and liaison. (See Rotherham Safeguarding Children Board's website for further information www.rscb.org.uk.)

4.11 Additional guidance and protocols on confidentiality, consent and information sharing, and the legal and statutory duties are available to support and facilitate appropriate information sharing for all agencies that provide services to children, young people and their families in Rotherham. For further information see Overarching Information Sharing Protocol (December 2009)

5.0 THE EVERY CHILD MATTERS CONTINUUM, LEVELS OF NEED AND THRESHOLDS

5.1 From birth, all children become involved with a variety of different voluntary and statutory agencies in the community, particularly in relation to their health, day care and educational development. A range of workers in such universal services include midwives, health visitors, general practitioners, nursery staff, teachers and voluntary sector workers, who all have a role in safeguarding and promoting their welfare. Universal services are available to all children and families and can be accessed without the need for referral. Most children / young people will make progress through contact with these universal services, without requiring additional support.

5.2 Some children / young people, however, will have additional or complex needs, and these are most likely to be identified by workers in universal services. If you identify such a child / young person, you have a responsibility to assess which level of intervention / service is required and to liaise with other services as appropriate, in order to improve the outcomes for that child / young person.

5.3 Table 1 provides information about threshold levels, with corresponding actions that should be taken in relation to children and young people with additional needs and children in need. It is a useful

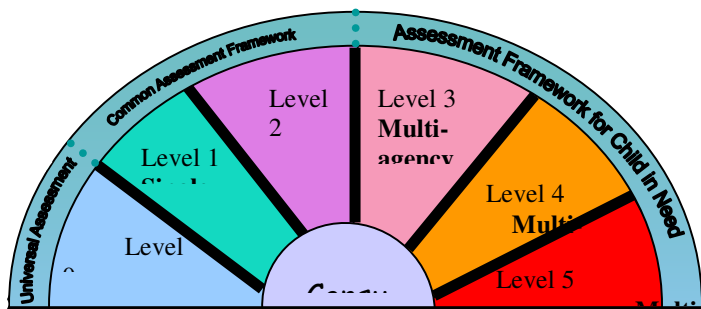
guide to assist in determining where a child / young person may be in the Every Child Matters Continuum (Diagram 1, page 16). Together, the table and diagram outline the different levels of need, the required response and the appropriate form of meeting to promote multi-agency working. The table also portrays the circumstances where a lead worker may be chosen from a range of agencies involved, and those in which CYPS Social Care will lead the process.

5.4 The levels are accessed according to need, and not necessarily sequential. If there is considered to be any risk to the life of the child / young person or a likelihood of serious immediate harm, a referral should be made directly to CYPS Social Care.

Table 1: Levels of need: risk, action and agencies involved

No.	Level of Need	Risk	Action required	Agencies involved
0	Universal services	Child / young person making good progress in family and in receipt of universal services	Continue with universal services	Universal services
1	Child / young person with additional needs	Has additional needs, requires short term assistance from single agency who identifies need	Undertake a CAF with the child / young person and family. If possible, meet the need from within own agency or access service from appropriate agency	Involves multi-agency liaison but may be a single agency response
2	Child / young person with additional needs	Needs not met / concerns persist. Therefore requires multi-agency common assessment and plan for services coordinated by lead worker	If CAF shows multiple needs and the family would benefit from assistance from a number of agencies in addition to your own to meet these needs - identify appropriate agency, seek consultation and / or request the involvement or services from other agency / organisation	Multi-agency response
3	Child / young person in need of protective or alternative care – complex needs	Has complex needs requiring multi-agency plan coordinated by statutory services	If CAF indicates the need for a multi-agency agency response, call a Child in Need Meeting, from which an Action Plan to meet the needs of the child / young person will be drawn up, and a review process established	Multi-agency response co-ordinated by CYPS Social Care, but lead worker may be from other agency
4	Child / young person) in need – at risk of significant harm or family breakdown	Potentially at risk of significant harm or family breakdown	Children / young people whose health or development is being impaired or with high risk of impairment AND who do not have access to appropriate services, OR are not benefiting from help being provided, refer to CYPS Social Care who will co-ordinate an Initial and / or Core Assessment	Multi-agency response, led by CYPS Social Care
5	Child / young person in need of protection or arrangements for care	In need of statutory involvement due to significant harm and / or family breakdown	Contact CYPS Social Care who will undertake an Initial and/ or Core Assessment and Section 47 Child Protection enquiry to assess the level of need for protection	Multi-agency response, led by CYPS Social Care via Child Protection or Looked After Procedures

Diagram 1: The Every Child Matters Continuum



- Ensure fast track referral when serious injury / allegation

These threshold levels are for guidance only. It should be noted that 'Thresholds have no statutory basis and are not part of the *Framework for the Assessment of Children in Need and their*

Indicators of Resilience, Need and Risk

5.5 Appendix 1 provides information about different sources of resilience for children / young people and their families at level 0 (those only requiring universal services).

5.6 Appendix 2 provides information about levels of need (1 - 5) and risk, and is based on the domains used in the Common Assessment Framework⁹. It is a tool that should be used by all workers in Rotherham, to assist in deciding whether a child / young person is in need of additional support, or in need of protection, and to identify an appropriate level of response to additional needs and / or concerns identified. The levels indicated are not absolute thresholds. They are a guide to assist discussion, assessment and appropriate intervention (see Diagram 2: The Every Child Matters Continuum).

5.7 For children / young people at Level 1, if it is clear what that need is, the Rotherham Service Directory should be accessed to find an appropriate service to meet the need <http://rotherham.childrensservicedirectory.org.uk/>.

5.8 When the initiating agency identifies multiple needs beyond those of Level 1, it will:

- **consult with, or seek services from, another agency**
- **consider initiating a Common Assessment Meeting, and forming a Team around the Child (TAC)**
- **chair, minute and review the outcomes of the meeting**
- **ensure all involved agencies, and the family, receive copies of the meeting record, including any agreed multi-agency action plan.**

5.9 The worker who identifies the concerns and undertakes the CAF will coordinate the first Common Assessment Meeting. At that meeting the decision will be taken as to who will be the lead professional / worker.

5.10 Children / young people identified at levels 3, 4 and 5 meet the threshold for CYPS Social Care Service involvement. Any professional identifying risk factors at these levels must refer directly and immediately to the CYPS Social Care Service. The outcome may be an Initial Assessment, a Core Assessment, provisional services or a child protection investigation under Section 47 of the Children Act 1989.

⁹ *The Common Assessment Framework for children and young people: A guide for practitioners*, CWDC, 2009

5.11 CYPS Social Care Service will work in partnership with voluntary and other statutory agencies to produce Initial and Core Assessments, for the smaller numbers of children / young people who need to be safeguarded because they have complex needs, are at risk of significant harm or family breakdown.

6.0 UNDERTAKING ASSESSMENTS

A common framework for responding to needs

6.1 Children and young people who require additional services to fulfil their potential, or who are Children in Need (Children Act 1989) are the concern and responsibility of all agencies and workers in Rotherham who work with children, young people and their families. Early identification of difficulties and real improvements in outcomes for these children / young people will be facilitated by close collaboration between all individual workers and agencies, both at a strategic and practice level. Each agency delivers different elements of service to meet a wide variety of needs.

6.2 There are two different but similar frameworks used by professionals for assessing children and young people with additional needs. These are the Assessment Framework for Children in Need and their Families (see section 6.9) and the Common Assessment Framework (see section 10).

6.3 When workers identify a child who may have additional needs, they should consider undertaking a CAF and meet the need(s) within their service, and / or consult and liaise with other appropriate agencies. When workers identify a child who is in need of statutory involvement due to being at risk of serious harm, they should consult and / or make a request to CYPS Social Care Services for intervention¹⁰.

Principles Underpinning Assessments

6.4 All assessments will be child focused and the views of the child / young person will be included.

6.5 The informed consent of a person with parental responsibility will be sought, unless to do so places a child / young person at risk of significant harm. The CAF is voluntary and cannot take place unless the child / young person and / or their parent / carer agree to it. Where refusal by a parent / carer to give consent places them at risk of significant harm, the case should be reported to CYPS Social Care Services and the fact of refusal should be recorded.

6.6 An assessment should identify a lead worker / professional as coordinator. In child protection cases, this will be the key worker from CYPS Social Care.

6.7 Appropriate services will be provided through, and following, the assessment.

¹⁰ South Yorkshire Child Protection Procedures, RSCB, 2007

6.8 Assessments will take clear account of the age, cultural, racial, religious and linguistic needs of the child / young person and their family. It will also consider any gender, identity or disability needs of the child / young person and their family.

If child protection issues are revealed during the assessment, the child must be immediately referred to CYPS Social Care Services. Parental consent should be obtained unless to do so would put the child at risk of significant harm.

The Assessment Framework for Children in Need and their Families

6.9 The Assessment Framework for Children in Need and their Families¹¹ introduced a systematic approach for gathering and analysing information about all children, young people and their families who may be in need, and can effectively distinguish between different levels of vulnerability.

6.10 The Assessment Framework is used by CYPS Social Care and also is the basis of the Common Assessment Framework (CAF). It is symbolised by the following triangle which sets out the dimensions of the 3 domains:



7.0 THE COMMON ASSESSMENT FRAMEWORK (CAF)

7.1 Multi-agency assessment requires an additional set of knowledge and skills to that required for working within a single agency or independently. It requires that all workers understand and appreciate the roles and responsibilities of others, working in contexts

¹¹ The Assessment Framework for Children in Need and their Families, Department of Health, 2000

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different to their own and also the specific areas of knowledge that different agencies may bring to a holistic assessment.

7.2 A CAF can be undertaken at any time you are worried about a child or young person's progress towards the five ECM priority outcomes without additional services (See section 7.0).

7.3 The CAF process has been designed to help practitioners assess needs at an early stage and then work with the child or young person, their family and other practitioners and agencies to meet them. As such, it is designed for use when:

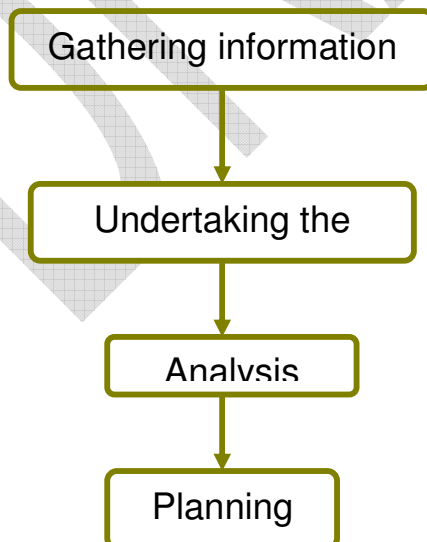
- you are worried about how well a child or young person is progressing
- a child or young person or their parent/ carer raises a concern with you
- the child or young person's needs are unclear, or broader than your service can address.

7.4 If you have concerns about more than one child or young person in the same family, you should undertake a common assessment for each one of them.

7.5 You should first check to see which other agencies are working with the child or young person and whether a CAF has already been done (contact Rotherham Safeguarding Children Operational Unit (01709 823 906).

The full agreement and involvement of children, young people and parents is an essential component of undertaking a CAF (see Section 7.0 for more

7.6 The worker identifying the child / young person may have additional needs is responsible for:



7.7 If the plan requires the involvement of other services, the person who undertook the CAF is responsible for coordinating the first multi-agency meeting, the Team around the Child (TAC).

The CAF process

7.8 If you are not sure whether or not a CAF is required, you can complete the Pre-CAF checklist (see Appendix 2). This helps you to focus on the five outcomes of the Every Child Matters agenda (see section 2.3). Using the Pre-CAF will enable you to consider whether the child or young person is:

- **healthy**
- **safe from harm**
- **learning and developing**
- **having a positive impact on others, and is**
- **free from the negative impact of poverty(ibid).**

7.9 If the answer to any of these is no and additional services may be required, then you should complete a full CAF.

7.10 The decision to undertake a CAF should be made with the parent / carer and the child or young person. A young person is aged 16 or over, or a child who is under 16 and has the capacity to understand and make their own decisions, may give or refuse consent for the assessment to take place.

7.11 Equalities issues should always be considered such as language, other communication needs, cultural and / or physical or learning disability factors prior to undertaking the assessment.

7.12 The CAF is a four step process:

- 1) Identify needs early: possibly through using a Pre-CAF (see Appendix 2)**
- 2) Assess those needs: gather and analyse information on strengths and needs using the CAF**
- 3) Deliver integrated services: determine, plan and deliver interventions to meet identified needs. Form a TAC and agree a lead professional**
- 4) Review progress: review the action and delivery plan. Identify further actions where necessary and support child / young person's transitions.**

Reviewing progress

7.13 The CAF and the CAF delivery plan should be monitored and reviewed regularly to identify any further actions that are needed to support the progress of the child or young person. This will be carried out by the TAC (see section 7.15).

7.14 At the review at Step 4 there may be three possible outcomes:

- a) Circumstances and needs change: therefore you need to return to step 2 and re assess needs and strengths**

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- b) Needs are not met: **you need to return to step 3 and deliver integrated services**
- c) Or needs are met: **you can close involvement. Child or young person's needs will now be met by universal services.**

The team around the child (TAC) and the lead professional / worker

7.15 Where a multi-agency response is required, a TAC is formed to bring together workers from relevant agencies, which will work together to co-ordinate and deliver services to meet the needs identified during the CAF process. It is important that the child or young person and their parents / carers, are included as part of the TAC as appropriate.

7.15 The first TAC will agree who will be the lead professional / worker. This is not necessarily the person who undertook the CAF. The lead professional acts as the main point of contact for the child or young person and their family, and co-ordinates delivery of integrated services.

7.16 The Common Assessment and delivery plan should be regularly reviewed by the TAC to monitor progress toward agreed outcomes. The review should identify any unmet or additional needs for the child / young person and monitor transition between universal, targeted and specialist services. In the case of multi-agency responses, this will involve further multi-agency meetings and liaison between the members.

7.17 If the TAC identifies that the CAF delivery plan is not improving the outcomes for the child / young person or there are any other concerns regarding the level of need, or that they are at risk of significant harm.

8.0 REFERRING CONCERNS ABOUT A CHILD OR YOUNG PERSON

8.1 If you are concerned at any time that a child or young person is at risk of suffering significant harm, you should refer to the South Yorkshire Child Protection Procedures, 2007.

8.2 For all new cases workers from partner agencies should make a referral to CYPS Social Care Access and Assessment Team, within office hours (01709 823 987) or to the Out of Hours Service outside of office hours (01709 364 689).

8.3 If the child / young person is not currently an open case to the department, the CYPS Social Care Access and Assessment Team will initially determine whether CYPS Social Care is the right resource. If not, they will signpost the referrer to other services as appropriate.

8.4 For all cases that have already been referred to CYPS Social Care / allocated a Social Worker, and there is cause for further concern please contact the relevant area team (see below)

CYPS Social Care Teams:

Wentworth North	Swinton Brookfield, The Brookfield Centre, Lime Grove, Swinton, S64 8TQ	Tel: 01709 334 455 Fax: 01709 580 283
Wentworth Valley	Maltby Leisure & Services Centre, Braithwell Road, Maltby, S66 8LE	Tel: 01709 254 333 Fax: 01709 790 164
Wentworth South	St. Mary's Centre, New Street, Rawmarsh, S62 5AF	Tel: 01709 336 375 Fax: 01709 710 420
Rother Valley South	Macalloy Ltd, Caxton Way, Dinnington, S25 3QE	Tel: 01709 335 055 Fax: 01909 569 675
Rother Valley West	Macalloy Ltd, Caxton Way, Dinnington, S25 3QE	Tel: 01709 335 022 Fax: 01909 569 675
Rotherham South	The Place, Clifton Campus, Coleridge Road, S65 1LW	Tel: 01709 334905 Fax: 01709 821 598
Rotherham North	Psalters Lane Centre Kimberworth Road., S61 1HE	Tel: 01709 336 439 Fax: 01709 559 768

9.0 CONSULTATION

9.1 Workers and agencies should consult with each other when determining a course of action for children and young people with additional needs. Consultation is a sharing of information between professionals, following joint protocols / procedures on consent and information sharing, in order to gain the perspectives of another professional. It is not a referral to another agency, unless that is explicitly agreed during the consultation. Consultations would initially follow own agency line management procedures and then, where necessary, through to external agency liaison.

9.2 Consultation provides an opportunity for those working with a child / young person and family to access additional knowledge and expertise from suitably qualified and experienced staff from a range of agencies in order to explore a concern, and decide how best to respond to it. An awareness and appreciation of the roles of others is essential for effective collaboration.

Consultation Recording Practice

9.3 Consultation must be recorded when professional advice has been given about how to intervene with family members. This should be the responsibility of both the person requesting the consultation and the person providing the consultation, in line with own agency procedures and guidance. For informal advice/signposting, a brief note only on each agency's record is sufficient.

9.4 It is the responsibility of workers requesting consultation to inform families of the outcome and of any actions to follow, and to ensure that the record of the

consultation recommendations is accurate, and there is no confusion about the actions agreed.

10.0 RESOLVING DIFFERENCES OF OPINION OR JUDGEMENT

10.1 Disagreements could arise in a number of areas of multi-agency working, but in assessment work are most likely to arise around:

- thresholds
- roles and responsibilities
- the need for action
- communication.

10.2 Problem resolution is an integral part of multi-agency cooperation and joint working to safeguard children / young people. While often a positive sign of developing thinking within a dynamic process, it can be reflected in a lack of clarity in procedures, approaches or progress.

10.3 Professional disagreement is only dysfunctional if it is not resolved in a constructive and timely fashion.

Principles of resolving professional differences

10.4 The following principles apply when resolving professional differences:

- The safety and well being of individual children / young people is the paramount considerations in any professional disagreement. Professional disputes obscuring focus on the child / young person must be avoided.
- Effective working together depends on an open approach and honest relationships between agencies.
- Effective working together depends on resolving disagreements to the satisfaction of workers and agencies; and a belief in genuine partnership.
- Professional disputes are reduced by clarity about roles and responsibilities, and airing and sharing problems
- The aim should be to resolve difficulties at practitioner/ fieldworker level between agencies as simply and quickly as possible.
- Attempts at problem resolution may leave one worker / agency believing that the child / young person remains at risk of significant harm. This person / agency has responsibility for communicating such concerns through line management and / or the Operational Safeguarding Manager, Rotherham Safeguarding Children Board.

Process of resolving professional differences

10.5 The following stages are likely to be involved:

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- a) recognition that there is a disagreement over a significant issue which impacts on the safety and welfare of a child / young person
- b) identification of the problem, and
- c) clarification about the disagreement in light of what need to be achieved.

10.6 These three stages could involve consulting a colleague, to clarify thinking. The following should be considered when undergoing a process of resolving professional differences:

- initial attempts to resolve the problem should normally be between the people who disagree, unless the child / young person is at immediate risk
- it should be recognised that differences in status and / or experience may affect the confidence of some workers in pursuing this without support
- if unresolved, the problem will be referred to the worker's own line manager or advisor, who will discuss with their equivalent colleague in the other agency
- if the problem remains unresolved, the line manager will refer up the line management structure
- if the problem remains unresolved, consideration will be given to referring the matter to the Rotherham Safeguarding Manager who will offer mediation
- a clear record should be kept at all stages, by all parties. In particular, this must include written confirmation between the parties about an agreed outcome of the disagreement and how any outstanding issues will be pursued

Resolving different views about a referral

10.7 Every effort should be made for all agencies to work in the best interest of the child / young person. However, in situations where one worker does not agree to accept a particular request for involvement / service, the following process should take place:

- the receiving agency should give clear reason/s, in writing, why the request for a service will not be accepted
- the referring agency will write contemporaneous notes on the child / young person's file regarding the reason/s for refusal by the receiving agency.

10.8 If there is disagreement regarding the referral being accepted, then the referring agency will continue to hold the case and co-ordinate a CIN Meeting to agree a multi agency action plan and identify the most appropriate agency(ies) to which to refer the case.

10.9 However, if the case is of a Child Protection nature, then RSCB / South Yorkshire Child Protection Procedures (2007) will be followed.

10.10 When the matter is resolved, any general principles should be identified and referred to the agency's representative on Rotherham Safeguarding Children for

consideration by the appropriate sub-committee, to inform future learning. Resolution should be promoted via amendment to protocol and procedures, where applicable.

10.11 It may also be helpful for individuals to debrief following some disputes in order to promote continuing good working relationships.

11.0 EQUALITY AND DIVERSITY

11.1 As stated in the Guidance to The Children Act (Department of Health, 2000) 'since discrimination of all kinds is an everyday reality in many children's lives, every effort must be made to ensure that agencies responses do not reflect or reinforce that experience and, indeed, should counteract it.'

11.2 Different research findings have consistently found that disabled children / young people and families from minority ethnic groups receive a poorer service than those who do not come from these groups. Other diversity issues should also be considered for the child / young person and the parents / carers, including age, gender, lesbian / gay or transgender, and any other factors including single parenthood, low income, and homelessness etc.

11.3 Minority ethnic families, and families with disabled children may face personal and institutional discrimination. Such issues compound other problems of parenting.

Principles of equality and diversity

11.4 The following principles of equality and diversity should apply:

- a) All children / young people have a right to grow up safe from harm
- b) All children / young people can potentially be subject to abuse and neglect, regardless of their age, gender, race, culture, physical or learning disabilities, sexual identity or sexual orientation.
- c) The assessment process should maintain a focus on the needs of the individual child / young person.
- d) The presence of equalities issues, as outlined above neither explains nor condones acts of omission or commission which place a child / young person at risk of significant harm.
- e) Professionals should guard against myths and stereotypes – both positive and negative of children / young people and / or their families with equalities issues.
- f) Anxiety about being accused of racist, or other discriminatory practice should not prevent the necessary action being taken to safeguard a child / young person.

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- g) Abuse to a child / young person may be disguised by a disability. Therefore workers need to be aware of issues related to disabilities when undertaking assessments (see Safeguarding Disabled Children, RSCB, 2008).**
- h) Workers should be sensitive to differing family patterns and lifestyles, and to child rearing patterns that vary across different groups.**
- i) Workers should be aware of social factors that serve to discriminate against different groups of families.**
- j) Working in a diverse society requires workers and organisations to be committed to equality in meeting the needs of all children / young people and families.**
- k) Workers need to understand the effects of harassment, discrimination and institutional discrimination, as well as cultural misunderstanding or misinterpretations.**

12.0 TRAINING

For queries about any aspect of multi-agency training, but particularly regarding this Safe and Well guidance, the Common Assessment Framework, the role of the Lead Professional and the Team around the Child, contact Rotherham Safeguarding Children Board on (01709) 382 121 ex 4022..

Appendix 1: Protective and Risk Factors

Sources of Strength / Protective Factors for Children, Young People & their Families which build up resilience (Level 0 – universal services)

Child's Developmental needs	Parenting Capacity	Family & Environmental Factors
<p>Education / Identity</p> <ul style="list-style-type: none"> • Experiences of success/ achievement • Progressing cognitive development • Access to books/toys/stimulation as appropriate • Acquired a range of skills/ interests • Good attendance at school • Enjoys & participates in learning experiences • Planned progression beyond statutory education • Positive sense of self • Demonstrates feelings of belonging & acceptance <p>Health</p> <ul style="list-style-type: none"> • Registered with a GP & dentist • Physically healthy • Developmental checks/ immunisations up to date • Adequate & nutritious diet • Regular dental & optical care • Developmental milestones met – physical, cognitive & emotional • Speech & language development met • Appropriate heights & weights 	<p>Basic Care</p> <ul style="list-style-type: none"> • Provide for child's physical needs e.g. food, drink, appropriate clothing, medical & dental care • Appropriate links with nursery/ school provision <p>Ensuring Safety</p> <ul style="list-style-type: none"> • Protection from danger or significant harm in the home or elsewhere <p>Emotional Warmth</p> <ul style="list-style-type: none"> • Shows warm regard, praise & encouragement <p>Stability</p> <ul style="list-style-type: none"> • Ensures that secure attachments are not disrupted <p>Stimulation</p> <ul style="list-style-type: none"> • Facilitates cognitive development through interaction & play • Enables child to experience success 	<p>Family history & Functioning</p> <ul style="list-style-type: none"> • Good relationships within family, including when parents are separated • Few significant changes in composition <p>Wider Family</p> <ul style="list-style-type: none"> • Sense of a larger familial network & good friendships outside of the family unit <p>Family's Social integration</p> <ul style="list-style-type: none"> • Family feels integrated into the community • Good social & friendship networks exist <p>Employment</p> <ul style="list-style-type: none"> • Parents are able to manage the working or unemployment arrangements & do not perceive them as unduly stressful <p>Income</p> <ul style="list-style-type: none"> • Reasonable income over time, with resources used appropriately to meet individual needs <p>Housing</p> <ul style="list-style-type: none"> • Accommodation has the basic amenities and appropriate facilities

<ul style="list-style-type: none"> • Access to appropriate advice & information • Good state of mental health • No substance misuse <p>Emotional & Behavioural Development</p> <ul style="list-style-type: none"> • Good quality early attachments • Able to express empathy • Able to adapt to change • Demonstrate appropriate responses in feelings & actions <p>Family & Social Relationships</p> <ul style="list-style-type: none"> • Stable & affectionate relationships with caregivers • Good relationships with siblings • Positive relationships with peers <p>Identity</p> <ul style="list-style-type: none"> • Positive sense of self & abilities • Demonstrate feelings of belongingness & acceptance • Ability to express needs <p>Self-care skills</p> <ul style="list-style-type: none"> • Growing levels of competencies in practical & emotional skills, such as feeding, dressing & independent living skills <p>Social presentation</p> <ul style="list-style-type: none"> • Appropriate dress for different settings • Good level of personal hygiene • Confident in social situations & discriminating between 'safe' & 'unsafe' contacts 	<p>Guidance & Boundaries</p> <ul style="list-style-type: none"> • Provides guidance so that child can develop an appropriate internal model of values & conscience 	<p>Community resources</p> <ul style="list-style-type: none"> • Good universal services in neighbourhood
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Indicators of Risk (Levels 1-5. for further information please see Table 1, page 15

Level 1: Child with Additional Needs - Single agency response, multi-agency liaison

Child's Developmental needs	Parenting Capacity	Family & Environmental Factors
<p>Education / Identity</p> <ul style="list-style-type: none"> • Little evidence of play stimulation • Lack of awareness of, and access to, safe play • Occasional unauthorised absence • Poor punctuality – parents often late to collect. • Some insecurities around identity expressed – low self-esteem; thought not to be reaching his/her potential • Not always engaging with learning • Lacks confidence. • Poor concentration. • Low motivation. • Requires additional support at school. <p>Health / Self-care skills</p> <ul style="list-style-type: none"> • Baby in special care for over 48 hours after birth • Low birth weight / pre-term • Baby cries constantly • Multiple birth • Short term illness or hospitalisation • Susceptible to minor health problems • Impaired self-care skills e.g. poor self hygiene • Disability limits self-care 	<p>Basic Care / Stability / Ensuring Safety</p> <ul style="list-style-type: none"> • Inappropriate anxiety regarding child/young person's health • No ante-natal care • Concealing pregnancy • Difficulties in pregnancy and/or labour • Taking prescribed medication for medical condition(s) that could impair parenting ability • Unsupported parent • Parent less than 19 years old • Previous child death • Other recent death or bereavement • Poor home / school links <p>Emotional Warmth</p> <ul style="list-style-type: none"> • Parents show lack of warmth • Inconsistent responses to child / young person by parent(s) <p>Guidance & Boundaries/ Stimulation</p> <ul style="list-style-type: none"> • Child / young person not often 	<p>Family history & Functioning / Wider Family</p> <ul style="list-style-type: none"> • Parent, sibling or family involved in criminal activity • Family crisis where family not coping • Sibling with disability or significant health problem <p>Housing/ Income / Employment</p> <ul style="list-style-type: none"> • Low income / poor budgeting limiting a child/ young person's life chances • Home insufficiently heated in winter <p>Family's Social integration / Community resources</p> <ul style="list-style-type: none"> • Adequate universal resources but family may have access issues

<ul style="list-style-type: none"> • Child often hungry <p>Emotional & Behavioural Development / Family & Social Relationships / Social presentation</p> <ul style="list-style-type: none"> • Living in family with relationship difficulties • Play or social interaction is impaired • Poor concentration • Difficulties with peer relationships • Can be overfriendly or withdrawn with strangers • Difficulty managing change in routine • Some evidence of inappropriate responses or action • Suffers or perpetrates bullying, discrimination or harassment • Disruptive behaviour • Early sexual experience • Teenage pregnancy (16-18) where family support uncertain • Occasional experimenting with drugs / substances • Privately fostered (following clearance checks & requiring welfare visits only) • Subject of separation/ contact disputes 	<p>exposed to new experiences; spends considerable time alone e.g. watching television</p> <ul style="list-style-type: none"> • Lack of consistent boundaries & guidance 	
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Level 2: Child with additional needs - Multi-Agency Response

Child's Developmental needs	Parenting Capacity	Family & Environmental Factors
<p>Education / Identity</p> <ul style="list-style-type: none"> • Underachieving, learning difficulties • Low self esteem • Not achieving potential • Requires additional support for learning in more than one aspect e.g. language / behaviour / emotional learning • Fixed term exclusion • History of long term poor attendance at school • Special educational needs at School Action plus or early years Action plus • Child / young person with Education Supervision Order • Not in education, employment or training (16-18) • Limited leisure or social activities • Absence which requires Education Welfare Service intervention • Unsettled placement post 16 • Limited leisure or social activities. • Lack of parental involvement in play / leisure <p>Health/ Self-care skills</p> <ul style="list-style-type: none"> • Chronic or serious illness • Onset of enuresis (bed-wetting)/ encopresis (soiling) • Frequent accidents 	<p>Basic Care / Ensuring Safety</p> <ul style="list-style-type: none"> • Delay in seeking health care for child / young person • Post-natal depression • Significant language/ communication difficulties • Failure to sign on with GP • Failure to make application for school place • Failure to attend health appointments • Difficulties with managing child's sleeping, feeding or crying • Basic care not adequately addressed <p>Stability / Emotional Warmth</p> <ul style="list-style-type: none"> • Marital / relationship difficulties that impinge on the child/young person (including contact disputes) • Anxiety / low self-esteem • Sense of helplessness <p>Guidance & Boundaries/ Stimulation</p> <ul style="list-style-type: none"> • Condoned absence from school 	<p>Family history & Functioning / Wider Family</p> <ul style="list-style-type: none"> • Family history of parenting difficulties • Stress / conflict in family relationships • Acrimonious divorce / separation • Criminal activity or offending behaviour in family affecting child / young person's welfare <p>Housing/ Income/ Employment</p> <ul style="list-style-type: none"> • Housing problems – frequent moves – temporary accommodation • Living on benefits • Parents find it difficult to obtain employment due to poor basic skills • Financial difficulties • Overcrowded home causing family stress <p>Family's Social integration / Community resources</p> <ul style="list-style-type: none"> • Poor family or community support systems • Persistent harassment from neighbours • Poor social contacts • Seeking asylum • Deprived neighbourhood – resources such as schools, clinics & play areas inaccessible • Lured into truanting with peers

<ul style="list-style-type: none"> • Frequent illnesses • Frequent experimentation with drugs / substances • Mild level of disability • Developmental delay – slow in reaching milestones • Poor diet • Poor growth • Significantly over / underweight • Eating problems • Poor hygiene / cleanliness • Inadequate dental care • Child & Adolescent Mental Health issues – conduct disorder, ADHD, autism • Vulnerable to mental health problems – parent has illness • Early sexual activity <p>Emotional & Behavioural Development / Family & Social Relationships / Social Presentation</p> <ul style="list-style-type: none"> • Failed or violent parental relationship • Caring responsibilities that may affect own development / young carer • Privately fostered (not known to C&YPS) • Sexualised behaviour • Bereavement or other significant loss, where child is being affected • Child finds change very difficult • Hostile, aggressive • Anxious, insecure 	<ul style="list-style-type: none"> • Learning not encouraged / supported 	
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<ul style="list-style-type: none">• Unresponsive, withdrawn• Disruptive or victimised behaviour continues or worsens• Behavioural problems / emotional difficulties may affect development e.g. minor offending, low level substance misuse, disruptive behaviour, challenging boundaries above the norm, lacking self control.• Bullying• Lack of positive role models• Peers involved in challenging behaviours• Offending behaviour resulting in court appearance or ASBOs		
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DRAFT

Level 3 Child in Need - Complex needs identified - Multi-agency response – co-ordinated by CYPS Social Care

Child's Developmental needs	Parenting Capacity	Family & Environmental Factors
<p>Education / Identity</p> <ul style="list-style-type: none"> • Poor attendance requiring enforcement action • Profound & multiple learning difficulties • Special educational needs Assessment considered • 5 or more fixed term exclusions in a year • Few leisure or social activities • Low self esteem impacting on aspects of school life • Regular support required in school. • Poor parental relationships • Poor home school relationships • Few leisure activities • Local Parenting Contracts applicable, parenting course suggested <p>Health / Self Care Skills</p> <ul style="list-style-type: none"> • Terminal illness • Significant physical/learning disabilities – reliant on others • Inadequate diet • Occasional self harm • Substance misuse potentially damaging to health & development • Multiple A&E attendances causing concern • Severe development delay 	<p>Basic Care / Ensuring Safety</p> <ul style="list-style-type: none"> • Substance & / or alcohol misuse affecting parenting • Supported in the community by substance misuse team • Criminal or anti-social behaviour affecting parenting • Unable to meet special needs without support services • Physically sick or disabled, affecting parenting • Expects child / young person to take over caring responsibilities (for self / siblings) • Recent experience of serious loss or trauma affecting parenting ability • Mental illness affecting parenting • Clothing often dirty or ill-fitting <p>Stability / Emotional Warmth</p> <ul style="list-style-type: none"> • Concerns about parenting of a child / young person who is, or has been, looked after or is at risk of becoming looked after • Requesting young person be accommodated 	<p>Family history & Functioning / Wider Family</p> <ul style="list-style-type: none"> • Instances of domestic violence <p>Family's Social integration/ Community resources</p> <ul style="list-style-type: none"> • Concern expressed by others <p>Housing/ Income/ Employment</p> <ul style="list-style-type: none"> • Unhygienic housing • Disconnection of utilities • Broken windows unattended to • House visibly damp • Homeless / accommodation at risk • Family constantly moving – while concerns need attention / monitoring • Chronic debt problems due to mismanagement of own income • Parents experience stress due to unemployment or 'overworking' • Chronic unemployment that has severely affected parents' own identities

<ul style="list-style-type: none"> • Weight gain of infant a cause for concern - below 25th centile • Older child takes little responsibility for self care <p>Emotional & Behavioural Development / Family & Social Relationships / Social Presentation</p> <ul style="list-style-type: none"> • Poor attachment to main carer • Readily attaches self to strangers • Limited understanding of how actions impact on others • Sexually activity (aged over 14) • Early teenage pregnancy (under 16) or fathering of a child • Involved in criminal activities • Warned for offending behaviour • Socially isolated • Experiences persistent discrimination • Behaviour becoming challenging • Young person living independently & not coping • Young person not entitled to benefits with no means of support • Removed from List of Children with a Child Protection Plan within last 12mths • In care with stable placement: needs monitoring • Returned home after period of accommodation (within last 6 mths) 	<ul style="list-style-type: none"> • Significant parenting difficulties with stability & emotional warmth • Leaving child inconsistently with multiple carers <p>Guidance & Boundaries / Stimulation</p> <ul style="list-style-type: none"> • Chaotic, inconsistent, insecure parenting • Indifferent, intolerant, critical, rejecting • Significant parenting difficulties with stimulation, boundaries • Physical care or supervision of the child / young person inadequate or erratic • No constructive leisure time or guided play • Lack of response to child / young person's underachievement at school • Child / young person deliberately kept out of school 	
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Level 4: Child in Need - potentially at risk of significant harm / family breakdown - multi-agency response – led by CYPS Social Care

Child's Developmental Needs	Parenting Capacity	Family & Environmental Factors
<p>Education / Identity</p> <ul style="list-style-type: none"> • Poor attendance - totally disengaged • Education Supervision Order • Risk of permanent exclusion • Child / young person with statement of special educational needs not attending school • Experiencing persistent, damaging discrimination • Low self-esteem in range of situations • Exhibiting behaviour which causes distress to self and or others • May require alternative curriculum / personalised learning • Requires increased levels of intervention to achieve • Acceptable Behaviour Contract applicable <p>Health/ Self-Care Skills</p> <ul style="list-style-type: none"> • Physical and /or learning disability requiring constant supervision • Suspicious non-accidental injury – especially for non-mobile child / young person • Persistent self-harm 	<p>Basic Care / Ensuring Safety</p> <ul style="list-style-type: none"> • Parent not engaging with professionals • Failure to seek appropriate health care affecting child / young person's development • Allegation of serious suspicion of serious injury, abuse or neglect • Inability to manage severe challenging behaviour without support – resulting in high risk of family breakdown • Suspected fabricated or induced illness • Instability & violence in the home • Previous child removed into care • Unable to restrict access to child of a person posing a risk to children <p>Stability/ Emotional Warmth</p> <ul style="list-style-type: none"> • Child / young person beyond parental control • Child / young person 	<p>Family history & Functioning / Wider Family</p> <ul style="list-style-type: none"> • Child / young person has been identified as child / young person in need but parent/ carer has refused support • Significant parental discord & persistent domestic violence • Destructive or unhelpful involvement from extended family • Family involved in criminal activity; parent or sibling has received custodial sentence <p>Family's Social integration/ Community resources</p> <ul style="list-style-type: none"> • Poor quality services with long-term difficulties in accessing target populations <p>Housing/ Income/ Employment</p> <ul style="list-style-type: none"> • Homeless & not eligible for temporary housing • Family not entitled to benefits with no means of support • Hygiene of home environment places child / young person at risk

<ul style="list-style-type: none"> • Persistent substance abuse • Non-organic failure to thrive • At risk of female genital mutilation • At risk of sexual exploitation • Frequent illness with no medical explanation • Frequent attendance at A& E/ GP with injuries • Refusal of recommended medical treatment • Refusal of treatment leading to significant harm • Child has internalised discrimination and behaviour reflects poor self-image • No self--confidence <p>Emotional & Behavioural Development / Family & Social Relationships/ Social Presentation</p> <ul style="list-style-type: none"> • Missing from home on a regular basis • Poor peer relationships • In care with placement breakdown • Severe challenging behaviour • Sexually active (under 14) • Suffers from periods of depression • Professional concerns – but difficulty in accessing child / young person • Unaccompanied refugee / asylum seeker • Additional significant caring responsibilities affecting development • Isolated from peers • Evident fear of others • Persistent offending • At risk of forced marriage 	<p>threatened with rejection from home</p> <ul style="list-style-type: none"> • Parents inconsistent, highly critical or apathetic towards child / young person • Requests young child be accommodated <p>Guidance & Boundaries / Stimulation</p> <ul style="list-style-type: none"> • Child left at home alone or with young carers 	
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Level 5: Child in Need of Protection or Arrangements for Care - Multi-agency response led by CYPS Social Care

Child's Developmental needs	Parenting Capacity	Family & Environmental Factors
<p>Education / Identity</p> <ul style="list-style-type: none"> • Child not registered at school – has School Attendance Order • High risk of or actual permanent exclusion • Institute legal proceedings for non-school attendance • Exhibiting behaviour which cause harm to self and or others • Child requires small group or individual tuition to progress learning • Extremely limited achievement • No engagement with Not in Education, Employment or Training (NEET) service • Anti Social Behaviour Act Parenting Order applicable <p>Health / Self-care skills</p> <ul style="list-style-type: none"> • Evidence of significant harm or neglect • Injuries not consistent with explanation • Life threatening self-harm or attempted suicide • Disclosure of abuse from child / young person • No contact with health or dental services • Involve in sexual exploitation / trafficking • Extreme risk taking behaviour 	<p>Basic Care / Ensuring Safety</p> <ul style="list-style-type: none"> • Basic care is frequently inconsistent / supervision is inadequate • Severe substance misuse involvement affecting ability to function on daily basis • Unable to meet child / young person's physical or emotional needs • Disclosure from parent of abuse to child / young person • Significantly harms child / young person • Child / young person rejected from home • Escalating or serious domestic violence • Evidence of fabricated or induced illness • Child / young person subject of parental delusions which imply risk • Does not provide food or adequate diet, warmth or other basics • Level of supervision inadequate <p>Stability / Emotional Warmth</p>	<p>Family History & Functioning / Wider Family</p> <ul style="list-style-type: none"> • Person who presents a risk to children in, or known to, household • (High risk of) family breakdown and risk of young person being removed / remaining outside the family • Unsafe home environment • Family home used for drug taking, prostitution, illegal activities • Family characterised by conflict <p>Family's Social integration</p> <ul style="list-style-type: none"> • Family chronically socially excluded • High levels of conflict with neighbours <p>Housing / Income / Employment</p> <ul style="list-style-type: none"> • Extreme poverty / deprivation • Accommodation dangerous or seriously impairing health • Homelessness • Drugs or drugs equipment left within reach of child • Lack of adequate food, warmth or clothing <p>Community resources</p> <ul style="list-style-type: none"> • Isolated from, or unwilling to accept community services

<ul style="list-style-type: none"> • Child’s appearance reflects neglect • Child’s appearance impaired by substance misuse &/or other high risk behaviours <p>Emotional & Behavioural Development / Family & Social Relationships / Social Presentation</p> <ul style="list-style-type: none"> • Cannot maintain relationships with peers • Abusing other children • Young sex offender • Serious or persistent offending behaviour likely to lead to custody / remand in secure unit / prison • Missing from home for long periods • Has Child Protection Plan • Unable to connect cause or effect of own actions • Child abandoned / rejected by parents • Child left in the care of people who may or do present a significant risk to the child 	<ul style="list-style-type: none"> • Unable to protect child / young person from harm • Severe emotional abuse of child / young person (rejection/ verbal abuse) causing severe distress to child / young person • Parent’s emotional experiences negatively impact on their ability to meet child’s needs <p>Guidance & Boundaries / Stimulation</p> <ul style="list-style-type: none"> • Inability to judge dangerous or risky situations 	
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Appendix 2: Pre-CAF checklist

Every Child Matters Change for Children	Common Assessment Framework for children and young people
Pre-assessment checklist	
Identifying details (for unborn baby, infant, child or young person; include contact name for parent / carer)	
Name:	Contact name:
Date of birth or expected date of delivery:	Contact tel. no:
Address:	
Checklist (record evidence and comments below, where appropriate)	
Does the unborn baby, infant, child or young person appear to be:	
<u>Healthy?</u>	Yes / No / Not sure
Comment:	
Safe from harm?	Yes / No / Not sure
Comment:	
Learning and developing?	Yes / No / Not sure
Comment:	
Having a positive impact on others?	Yes / No / Not sure

Comment:

Free from the negative impact of poverty? **Yes / No / Not sure**

Comment:

If you answered 'No' to any of the previous questions: **what additional services are needed for the unborn baby, infant, child or young person or their parent(s), carer(s) or families?**

Can you provide the additional services needed? Yes / No

If you answered 'no' or 'not sure' to any of the previous questions or it is not clear what support is needed, **would an assessment under the Common Assessment Framework help?**

Yes / No

If you answered 'yes' to the previous question, **who will do this assessment?**

I will []

Another practitioner will []

Name of practitioner / agency

Date form completed

Signed:

Appendix 3: Legislation and Guidance

The following are relevant legislation and publications in relation to integrated working with children and young people and their families.

National Guidance, Legislation, Policy

- The Children Act 1989
- The Children Act 2004
- Education Act 1996
- Criminal Justice and Court Services Act 2000
- Crime and Disorder Act 1998 (Section 115)
- Mental Health Act 1983
- Learning and Skills Act 2000
- Human Rights Act 1998
- Freedom of Information Act 2000
- Data Protection Act 1998
- Computer Misuse Act 1990
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Access to Health Records Act 1990
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995/2004
- Special Education Needs and Disability Act 2001
- EU Directives on Race 2000(2000/43/EC)
- Working Together to Safeguard Children 1999
- The Laming Enquiry 2002-03
- Every Child Matters: Next Steps
- Framework for the Assessment of Children in Need and their Families, Department of Health, 2000
- Common Law Duty of Confidentiality
- Support from the Start 2004
- (National Service Framework for Children, Young People and Maternity Services - October 2004 - DfES/DOH)
- The UN Convention on the Rights of the Child
- Special Education Needs (SEN) Code of Practice
- What to do if you are Worried A Child is Being Abused
- The Common Assessment Guidance for Managers / Practitioners (CWDC, 2009)

Local Guidance and Procedures

- Rotherham Common Assessment Framework; Practitioners Toolkit
- South Yorks./ RSCB Child Protection Procedures 2007
- Rotherham's Overarching Information Sharing Protocol Children & Young People's 2009

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	Wednesday 20TH January 2010
3.	Title:	Government’s Response to Lord Laming Report; The Next Stage.
4	Directorate:	Children and Young People’s Services

5. Summary

On 12th March, 2009, Lord Laming’s report, ‘The Protection of Children in England: A Progress Report’, was published. The Government published an immediate response in which it accepted all of Lord Laming’s recommendations.

Rotherham Safeguarding Children Board and Rotherham Metropolitan Borough Council’s Children and Young People’s Services completed an initial assessment of the borough’s position with regard to the recommendations, and a report outlining the findings was presented to Rotherham Borough Council members on 15th July 2009 and the Children and Young People’s Board on 16th September 2009. Lead members requested regular updates to track progress across the borough; an update was supplied on 30th October 2009. A report outlining the findings was presented to Rotherham Safeguarding Children Board (RSCB) on 11th September 2009 and 4th December 2009. Members present felt that the focus should be self assessment, with the Safeguarding Children Board remit being that of quality assurance.

RSCB members from Social Care, Health, Police and Neighbourhood and Adult Services met on 27th October 2009 and again on 21st December 2009 to consider the report and update it accordingly. It has been agreed by Rotherham Safeguarding Children Board and Rotherham Metropolitan Borough Council to monitor the action plan until the end of the financial year, at which point any outstanding actions would be highlighted to the appropriate agency or fora to proceed. Members agreed an effective way forward is for partner agencies in Rotherham to undertake a robust Section 11, Children Act 2004 annually. These self assessments will be collated by the Safeguarding Board and utilised to demonstrate compliance with safeguarding children and young people.

The attached action plan focuses on the RAG areas that are amber and/or red and is based on assessment of Rotherham’s current position. The RSCB members have also made suggestions as to which group or agency that needs to take forward the remaining issues.

6. Recommendations

That members endorse the plan and support partner agencies with their self assessment of compliance with Section 11, Children Act 2004.

That members support the proposal that the Safeguarding Children Board via the Practice Standards Sub Group quality assure all Section 11 self assessment processes.

7. Proposals and Details

Member agencies of Rotherham Safeguarding Children Board have considered all of Lord Laming's recommendations alongside the government's response. The Action Plan attached follows on from agencies' self assessment and is a composite update of Rotherham's response to Laming Recommendations. On 27th October 2009 and the 21st December 2009, a Task and Finish group consisting of the Safeguarding Children Board Manager, the Safeguarding Children Operational Manager, Police and Neighbourhood and Adult Services, co-ordinated and reviewed progress against each of the actions identified within the Action Plan.

The refreshed Action Plan is attached. In order to focus agencies' workload, all Recommendations that had achieved a Green status have been removed. All Recommendations that are Amber and/or Red have been allocated to a service or agency to progress. It is proposed that RSCB continue to monitor the Action Plan until the end of the financial year, at which point any outstanding issues would be highlighted to the appropriate agency or fora to proceed.

At Rotherham Safeguarding Children Board it was discussed and agreed that Recommendation 11 highlights the need for the Local Authority Chief Executives and Council Leaders to play a critical role. They are tasked to satisfy themselves that agencies are safeguarding and promoting the welfare of children and that clear responsibilities have been assigned within the local authority and among partners for improving services and outcomes. The Task and Finish Group explored the possibility of utilising Section 11, Children Act 2004, which clearly states the expectations on agencies to promote the welfare of children within their area. Therefore the group proposed that Section 11, Children Act 2004, audits are undertaken routinely and that the data supplied is quality assured by RSCB. This proposal was agreed at the December Safeguarding Children Board.

The need for a robust Section 11 audit by agencies is also highlighted in Recommendation 34. This highlights the need for high quality supervision focused on case planning, constructive challenge and professional development. Effective supervision is known to be the cornerstone of good practice and this is an area that has been highlighted in recent serious case reviews as being a deficit. Therefore this recommendation must remain on the RSCB agenda.

The proposed self assessment tool and scoring system provides evidence that agencies have identified areas requiring targeted intervention. It gives agencies the opportunity to demonstrate in a robust manner their intended outcomes to improve safeguarding, and can offer a measure of assurance that agencies in Rotherham have taken their responsibility to children and young people seriously. Progress against their statutory duties can then be monitored and reported to RSCB and Local Strategic Partnership, thus providing evidence to satisfy Chief Executives' and Council Leaders' responsibilities identified in Recommendation 11.

8. Finance

To date, the Government has not released any specific ring-fenced grants or additional budgets for implementation of the Laming recommendations. Capacity for the Safeguarding Children Board with regard to the additional administrative time required is an issue that requires consideration.

If the proposal for a robust annual self assessment of Section 11 is rolled out there is a need to commission a bespoke data base. This will enable statutory agencies' Chief Executives and Council Leaders to access relevant safeguarding data as required by their Inspectorates.

9. Risk and Uncertainties

The Safeguarding Children Board via one of its sub groups will assess and monitor each agency's self assessment. This will provide evidence and assurance that agencies in Rotherham have a robust quality assurance framework. See Appendix 1 and 2 for the self assessment tool. The risks associated with non compliance of Section 11 and evidence to justify the same has the potential to be significant, as failure to address the issues identified are likely to render agency practice unsafe.

10. Policy and Performance Agenda Implications

The introduction of the Comprehensive Area Assessment has introduced new inspection arrangements for Safeguarding. The framework and grade descriptors for these Inspections were published by Ofsted at the end of May 2009.

On 4th and 5th August 2009, CYPS received an unannounced inspection of its Contact, Referral and Assessment (CRA) Service. Ofsted made a number of recommendations for immediate action and these are reflected in relevant Action Plans. Further Ofsted inspections are anticipated for Looked After Children's Services and Safeguarding Services. Failure to address the issues identified within the Action Plan would render the service unsafe and would trigger a full Safeguarding inspection which in turn would impact on the CYPS Comprehensive Area Assessment (CAA), the Council's CAA and could lead to external intervention. Failure to comply with Section 11 will impact significantly upon Safeguarding Children.

11. Background and Consultation

- The Protection of Children in England: Action Plan (May 2009).
- Comprehensive Area Assessment: Annual Rating of Council Children's Services for 2009 (May 2009).
- Ofsted annual unannounced inspection of Contact, Referral and Assessment arrangements within Rotherham Children's Services, dated 12th August 2009.
- Children Act 2004

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The Protection of Children In Rotherham A Multi Agency Action Plan August 2009

**This Composite Action Plan is written following The Protection of Children in England:
A Progress Report, Lord Laming March 2009**

Key to Progress of Actions

GREEN = The task completed and appropriate evidence produced.

AMBER = Plans are progressing to timescale.

RED = Work has yet to be/planned/started/progressed.

History

In November 2008 the Government asked Lord Laming to prepare an urgent independent report of progress on safeguarding arrangements nationally. Lord Laming's report "The Protection of Children in England: A Progress Report", was published on 12th March 2009. The Government welcomed the report and accepted all the recommendations.

Rationale

Lord Laming reported that whilst *Every Child Matters (2004)* and *Working Together to Safeguard Children (2006)* provide a sound framework for professionals to protect children and promote their welfare, it was clear that the need to protect children from significant harm and neglect is even more challenging. He reported the need for a step change in the arrangements to safeguard children from harm; he also felt that it is essential that action is now taken so that as far as humanly possible, children at risk of harm are properly protected. In addition to accepting Lord Laming's recommendations, the Government plan to:

- Set up a cross-Government national safeguarding delivery unit to support and challenge every local authority (LA) and children's trust in the country.
- Strengthen independence and quality of serious case reviews - the unit will monitor implementation to ensure both that lessons are learned and that public executive summaries are full and comprehensive
- Produce legislation to ensure that every LA has a statutory Children Trust Board to improve the outcomes for children and young people
- Compel the Chief Executive and Council Leaders to confirm annually that local arrangements comply with the law.
- Provide a new leadership programme for Directors of Children Services and an accelerated programme for those with the greatest potential to become children's service leaders.

Rotherham Safeguarding Children Board have compiled an Action Plan as the beginning of a process to provide agencies and RSCB Members with a structure to demonstrate their current position, future work and anticipated outcomes. This self assessment tool will provide a base line from which future work can be coordinated. The collation of agencies' responses will provide Cabinet Members with a transparent audit of services for Children and Young People in Rotherham

For additional Information, please go to:-

<http://www.publications.parliament.uk/pa/cm200809/cmhansrd/cm090312/debtext/90312-0007.htm#09031256000005>

<http://www.official-documents.gov.uk/document/hc0809/hc03/0330/0330.asp>

<http://www.official-documents.gov.uk/document/hc0809/hc03/0330/0330.pdf>

Government's Response to Laming Action Plan				
Recommendation 12:				
<p>The wider public also has an important role to play, as keeping children safe is everyone's responsibility. It is right that Children's Trust Boards should actively seek the views of the local community and consult children, young people and their families when drawing up Children and Young People's Plans. We believe Local Safeguarding Children Boards' arrangements should be opened up to wider public scrutiny through the appointment of two lay members drawn from the local community to the LSCB and have brought forward an amendment to the Apprenticeships, Skills, Children and Learning Bill to require this. This will support stronger public engagement in, and understanding of, children's safety issues. The voice and experiences of young people should also strongly inform the LSCB's work.</p>				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>Safeguarding Board Manager, Chair of LSCB and Director of Children's Services to develop a position statement.</p> <p>Serious Case Reviews in the area now consider the voice of the family during the review process.</p> <p>The voice and experience of children and young people is heard through a variety of means including their attendance and contribution to the E safety Sub Group.</p> <p>Consideration is being given to the appointment of 2 lay members. The Interim Safeguarding Children Board Manager has been in discussion with the Safeguarding Children Government Officer Adviser to discuss Rotherham's position with regard to the 2 lay members. To date, no LSCB in Yorkshire and Humber have instigated this piece of work.</p> <p>RSCB, December 2009, it was agreed that the Strategic Director for Children and Young People services and the independent Chair RSCB to consider the appointment of 2 Lay members.</p>	<p>Strategic Director, Children and Young People's Services</p> <p>Safeguarding Board Manager</p>	14.8.09 Amber	27.10.09 Amber	22.12.09 Amber
Recommendation 16:				
<p>The Children's Workforce Development Council will shortly be issuing updated guidance on the Common Assessment Framework and has developed a range of web-based material to help local authorities and their Children's Trust partners to implement CAF as part of the development of integrated working locally.</p>				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>The Director, CYPS Community Services will oversee the development of CAF working with a seconded multi-agency management team. The work will be concluded in January 2010. Locality Manager agency lead to progress.</p>	<p>Director, CYPS Community Services</p>	14.8.09 Amber	27.10.09 Amber	
Recommendation 17:				
<p>The Police plan an important part in child safety. Working with the Association of Chief Police Officers, the Association of Police Authorities and the National Police</p>				

Government's Response to Laming Action Plan				
Improvement Agency, the Home Office will be developing a new Strategic Framework for delivering Protective Services that will, for the first time, provide a clear structure for driving the delivery of all protective services – those services which are not so visible to the public but are crucial to ensuring that local communities are protected from a wide range of potential threats, such as organised crime or major crime. Child Protection will be one of the first priorities for implementation of the new Framework, making clear that, nationally, the Police Service, including every Police force, must ensure that they have the right arrangements and the right levels of resource in place locally to protect children and young people from abuse.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
Awaiting further guidance from the National Police Improvement Agency. Police given the lead. The latest stance from ACPO is that further work is ongoing with CWDC with a view to identifying certain roles within the police service who will engage with the CAF process, the likelihood being that officers working within specialist roles, e.g. schools officers, Missing from Home officers, domestic violence coordinators etc will be trained in CAF in a limited way. As yet no definitive guidance has been published.	Peter Horner	14.8.09 Amber	27.10.09 Amber	21.12.09 Amber
Recommendation 21: The Task Force will report fully to the Government in October and we are committed to bringing forward a comprehensive programme of reform for the profession at that time. Lord Laming's report, however, painted a picture of the pressures in the system which reinforces the need for immediate action. The Government is, therefore, announcing today measures we will take to reform the Integrated Children's System and a new Social Work Transformation Fund, which will support immediate improvements and support.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information. Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement. A backlog of un-associated documents was identified and work is underway to clear this; target mid January A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, and Scrutiny etc. A lead practitioner has been identified to take forward this area.	Director, Safeguarding and Corporate Parenting Director, Resources, Planning and Performance	27.8.09 Red	27.10.09 Amber	22-12-09 Amber
Recommendation 22: The Social Work Task Force says that effective record-keeping is an essential part of good social work; that in the 21st century this requires an effective IT approach; and that the ICS undoubtedly has the potential to deliver this. However, the Task Force also highlights a number of current problems with the local implementation of ICS				

Government's Response to Laming Action Plan				
systems and says these have been exacerbated by overly prescriptive national requirements. The intense frustration with ICS that the Task Force has found among many frontline workers is, it explains, the unfortunate result.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information.</p> <p>Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement.</p> <p>A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc.</p>	<p>Director, Safeguarding and Corporate Parenting</p> <p>Director, Resources, Planning and Performance</p>	27.8.09 Red	27.10.09 Amber	<p>22-12-09</p> <p>Amber</p>
<p>Recommendation 23:</p> <p>The Task Force makes a series of recommendations which, it believes, will rapidly have a positive impact on how frontline workers experience ICS. The Task Force says its proposed changes will enhance the positive elements of the system by making it more flexible and by supporting its record-keeping capacity, while stripping out other, unnecessary features.</p>				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information.</p> <p>Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement.</p> <p>The major work in ICS recently has concerned the modifications proposed in respect of the Core Assessment form. One of the central problems of ICS was the duplication of similar information needed to be captured for separate purposes. This was most commonly seen in respect of the Core Assessment. The same information was required to populate the Initial Child Protection Conference Report form (ICPC) form and the social workers report for LAC reviews. The ICS working group has produce a new form that can be used for Initial Child Protection Conferences, first LAC reviews and Children in Need planning meetings. We believe that these changes will produce major benefits to social workers and to the organisation generally. The changes proposed have involved accessing the Core Assessment templates of approximately 6 Local Authorities and extracting what we believe to be the best aspects of their forms plus innovations of our own. We are now</p>	<p>Director, Safeguarding and Corporate Parenting</p> <p>Director, Resources, Planning and Performance</p>	27.8.09 Red	27.10.09 Amber	<p>22-12-09</p> <p>Amber</p>

Government's Response to Laming Action Plan				
<p>moving on to reviewing all our ICS exemplars.</p> <p>Secondly we have produced new Business Process Maps for all our children's processes and these will be ready early January. This work has been driven by Lynn Turner (Business Process Analyst) and linked with a group chaired by Tim Littlewood from the Chief Executive's Office who has brought together people from Neighbourhood and Adult Services and RBT in order that we can develop best practice in children's services.</p>				
<p>Recommendation 34:</p> <p>The Department for Children, Schools and Families should revise Working Together to Safeguard Children to set out the elements of high quality supervision focused on case planning, constructive challenge and professional development.</p>				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>A robust joint casework supervision policy was introduced from April 2009. The review of the policy has identified inconsistencies across front line services. Additional audit work in this area has been commissioned and led by the Director, Resources, Planning and Performance. Working Together re-write is anticipated in early 2010.</p> <p>A Section 11 audit offers the opportunity to monitor compliance with this crucial practice across all agencies.</p> <p>A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc.</p> <p>Working Together has been delayed nationally until Jan 2010.</p> <p>CYPS Learning and Development Manager has recently undertaken an audit of supervision across the borough.</p>	<p>Locality Managers Director, Safeguarding and Corporate Parenting</p>	<p>20.8.09 Amber</p>	<p>27.10.09 Amber</p>	<p>21.12.09 Amber</p>

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Cabinet Member and Advisers
2.	Date:	Wednesday 20th January, 2010
3.	Title:	Improvement Plan Update
4.	Directorate:	Children and Young People’s Services

5. Summary:

This is the progress report that was discussed at the 14th December Improvement Panel. It will be revised to incorporate the additional areas identified in the DCSF Notice to Improve and also to follow the Every Child Matters Outcomes.

6. Recommendations:

- **That the progress report be noted.**
- **That regular updates be brought to Cabinet Member for Children and Young People’s Services for monitoring.**

7. Proposals and Details:

This is the progress report that was discussed at the 14th December Improvement Panel. It will be revised to incorporate the additional areas identified in the DCSF Notice to Improve and also to follow the Every Child Matters Outcomes. The DCSF Notice to Improve is attached.

8. Finance:

The DCSF have indicated they will provide an additional £100k maximum to support the work to the Improvement Panel. Additional resource will be sought from the Yorkshire and Humber RIEP funding.

9. Risks and Uncertainties:

If we do not meet the targets set in the Notice to Improve we will remain in intervention for a longer period. It is important we not only come out of intervention but also increase the profile of inspected services which are good or better. Currently this stands at 55.4% and needs to be at 65% or more.

10. Policy and Performance Agenda Implications:

Improving the Children and Young People's Services rating is critical for children, young people and families across the borough. It is also crucial in improving the overall CAA rating for the borough.

11. Background Papers and Consultation:

Report to Cabinet Member 18th November, 2009 and 16th December, 2009.

Contact Name : Joyce Thacker,
Strategic Director,
Children and Young People's Services.
Tel. 82 2677
Email: joyce.thacker@rotherham.gov.uk



Rt Hon Dawn Primarolo MP

Minister of State for Children, Young People and Families.

Sanctuary Buildings Great Smith Street Westminster London SW1P 3BT
tel: 0870 0012345 dcsf.ministers@dcsf.gsi.gov.uk

Councillor Roger Stone
Leader of the Council
Rotherham Metropolitan Borough Council
The Town Hall
Moorgate Street
Rotherham
S60 2TH

16 December 2009

Dear Roger,

Subsequent to our meeting on 26 November, I advised you in my letter of 2 December that I was minded to issue Rotherham with an Improvement Notice.

A draft was subsequently shared with your officers and I am grateful for the co-operation afforded to my officials to agree the content. I now enclose the final signed Improvement Notice. As is standard practice, this will be published on the Department for Communities and Local Government's website.

My officials at the DCSF and Government Office for Yorkshire and the Humber will closely monitor progress against actions contained in the Improvement Notice and report directly to me at set intervals. They will write to the Council shortly on this matter. I will consider whether any further intervention action is required at those points. As you know the use of statutory powers of direction remain an option but I know that you and your officers are concentrating your efforts on making necessary improvements and I look forward to hearing of your progress.

I have also considered and agreed to your request for extra support to secure rapid improvements and have asked my officials to work with you on ensuring this support is put in place.

I am copying this letter to those who attended the meeting – Councillor Shaun Wright (Lead Member for Children's Services), Martin Kimber (Chief Executive), Matt Gladstone (Assistant Chief Executive) and Joyce Thacker (Director of Children's Services). I am also copying to the Members of Parliament for the area.

*Yours ever,
Dawn*

DAWN PRIMAROLO



department for
children, schools and families

Improvement Notice

To:

Name ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Address The Town Hall, The Crofts, Moorgate Street, Rotherham, South Yorkshire
S60 2TH

This Improvement Notice is being issued due to poor performance/decline in:

Children's services

on the basis of evidence provided by/contained in:

Ofsted's annual assessment 2009, which judged Rotherham's children's services to be "performing poorly".

The following measure(s) are needed for you to comply with this Improvement Notice:

The Council must:

- By March 2010, demonstrate that the necessary structures, processes and corporate support are in place to deliver on the requirements outlined below

Demonstrate clear evidence of improvement in outcomes, evidenced by:

- improvements in the following performance indicators:
 - NI 68 – increase the percentage of referrals to children's social care that go on to initial assessment to 65% by end of March 2010, to 68% by end of October 2010 and to 70% by end of March 2011
 - NI 59 - increase the percentage of initial assessments for children's social care carried out within 7 working days of referral to 80% by end of March 2010, to 85% by end of October 2010 and to 87% by end of March 2011.
 - NI 60 - increase the percentage of core assessments for children's social care carried out within 35 working days of their commencement to 80% by end of March 2010, to 84% by end of October 2010 and to 87% by end of March 2011
- Reduce social worker vacancies from 37.2% (as at 3.12.09) to 20% by October 2010, 10% by March 2011.

- Reduce social work team leader vacancies from 33% (as at 3.12.09) to 16% by October 2010, 8% by March 2011.
- The council is expected to demonstrate overall improvements in LAA indicators relating to children's services and statutory attainment targets through the period of this Improvement Notice
- By the end of January 2010 the council should submit a plan to the DCSF which addresses performance across primary schools with a particular focus on addressing the performance of schools below the floor. The council is expected to implement this plan, as agreed with DCSF and National Strategies, to bring about demonstrable and sustained improvement in primary school standards throughout the term of the Improvement Notice.
- We expect the council to provide independent evidence at the review stages in March 2010 and March 2011 and on an ongoing basis to GOYH that in meeting the timescales for initial and core assessments, the quality of assessments is being monitored closely and is improving consistently. This will include quality assuring the recording of the work to ensure that assessments are of a consistently high standard.
- Robust evidence of both quantitative outcomes and qualitative processes should be provided to GOYH on a monthly basis to report on progress. In addition the council should engage in monthly performance review meetings with DCSF and GOYH

Build capacity and capability to deliver and sustain improvements by:

Ensuring robust leadership and implementation of an effective change programme covering all staff and elected members with a clear focus on improving outcomes for children, particularly in relation to safeguarding:

- Appoint the Director of Children and Learners at GOYH as a member of the Improvement Panel and ensure that the Panel, chaired by the Chief Executive, provides effective challenge, and drives swift and sustainable progress through overseeing a robust action plan
- Rigorously monitor a robust action plan for delivering improvements across children and young people's services, looking in particular at areas of weaknesses highlighted in Ofsted inspections, the Children First review and the 2009 Comprehensive Area Assessment.
- Monitor improvement in children's social care, by establishing a rigorous performance management system which delivers regular monitoring, scrutiny and quality assurance of social care performance
- Increase capacity at all levels within children's social care, in particular by ensuring that there is an effective Senior Management Team responsible for social care and by reducing social worker vacancy rates at all levels.

- Review social workers' responsibilities to ensure that responsibilities are clearly and tightly defined so that no staff carry too wide a range of work. This will need to involve consideration of whether a restructure of children's social care services is necessary
- Develop a comprehensive programme of training, mentoring and continuous professional development for all social care staff so that they have the skills to complete high quality and timely assessments

Developing services and front-line practice:

- Establish and implement an effective policy on the auditing of assessment and referrals so as to ensure managerial involvement in quality assurance.
- Ensure information systems are up to date and accurate and that staff have the capacity and administrative support necessary to input data in a timely fashion
- Implement the council's supervision policy so that all social workers receive supervision in line with the council's policy.
- Embed use of the CAF in practice across children's services so that it is effectively used to inform early intervention.
- Demonstrate improvements in staff satisfaction and in the satisfaction of children and families with the services they receive through the term of the Improvement Notice.

Working with others:

- Establish clear and agreed processes with partners in the Children's Trust and LSCB for contact and referral so that contacts and referrals go to the appropriate team and are dealt with quickly
- Continue to work with National Strategies and National Challenge to improve attainment in all schools and across all Key Stages

Improvement against the above measures will be assessed as follows:

An interim review in March 2010, further review in October 2010, final review March 2011.

by:

The Department for Children, Schools, and Families, who will, on the basis of measurable progress towards the targets outlined above, advise Ministers on any necessary follow-up action.

Failure to comply with this Improvement Notice by the assessment date may lead to:

The Secretary of State for Children, Schools and Families using statutory powers of intervention (s497A Education Act 1996) to direct the Council to enter into an appropriate arrangement to secure the necessary and rapid improvements required in children's services.

Signed: Dawn Andrews Date: 16/12/09

Performance Measures

Date of update 12th January 2010

Objective	Key Actions	Measures			Lead	Status	RAG	Performance Commentary	Lead Workstream(s)
		Baseline	Current performance	Targets					
Staying Safe - Performance									
	NI 68 - Increase the % of referrals of children in need to children's social care going onto initial assessment in line with the current statistical neighbour average/top band performance (mid range is good performance)	57.6% (2008/09) (2270/3940)	57.91% (1413/2440) (9.12.09)	65% March 2010 68% October 2010 70% March 2011	Lyn Burns	Not on target but improved from baseline		All performance indicators are subject to data cleansing and quality assurance processes to ensure that the currency and accuracy of underlying data is improved. These are being challenged on a weekly basis and audits are being undertaken to identify opportunities to remove ineffective processes and to improve performance. NI 68 Initial assessments are being closely monitored as part of the work on NFAs as reducing inappropriate referrals and improving the completion will lead to improved performance.	Social Work
Improvement Notice	NI 59 - Increase the % of initial assessments for children's social care carried out within 7 working days of referral from the 2008/09 baseline in line with current statistical neighbour average/top band performance (high is good performance)	77.8% (2008/09) (1767/2270)	73.96% (1045/1413) (9.12.09)	80% March 2010 85% October 2010 87% March 2011	Lyn Burns	Not on target and worse than baseline		NI 59 and NI 60 - the allocation of additional administrative staff has cleared the bulk of the unassociated document backlog and will not only speed up the input of documents and robustness of the indicators but also has allowed Social Workers to spend less time on administrative duties which is impacting on their ability to meet the timescales for assessments completion. Work is being undertaken by locality managers to rationalise key documents for initial and core assessments to avoid duplication and streamline the process of finalising / signing them off.	Social Work
Improvement Notice	NI 60 - Increase the % of core assessments for children's social care carried out within 35 working days of their commencement from the 2008/09 baseline in line with the current statistical neighbour average/top band performance (high is good performance)	84.9% (2008/09) (276/325)	73.02% (157/215) (9.12.09)	80% March 2010 84% October 2010 87% March 2011	Lyn Burns	Not on target and worse than baseline			Social Work
LAA 2008-2011 Being Healthy; Enjoying and Achieving; Achieving Economic Wellbeing; Making A Positive Contribution - Performance									
Overall improvements in LAA indicators relating to children's services and statutory attainment targets through the period of this Improvement Notice	Overall improvement to be made against all CYP related LAA measures	Baseline for measures is the agreed position when the LAA refresh was finished in March 2009	70% Improved from baseline as at Q2 2009/10	>65% improved from baseline March 2011	Rotherham MBC / LSP Partners	Improvement rate is currently above target		The improvement rate is positive but there needs to be improved performance in relation to the LAA targets. The economic downturn has had a significant impact on performance against individual Nis in the LAA which will be picked up in the LAA refresh process for which will determine the final year targets for 2010/11	Performance and all Workstreams

Operational Targets

Objective	Key Actions	Measures	Targets	Target Date	Lead	Completion Status Y/N	RAG	Performance Commentary	Lead Workstream(s)
		Baseline	Targets						
1. Staying Safe - Social Work Practice and Process									
Establish and implement an effective policy on the auditing of assessment and referrals so as to ensure managerial involvement in quality assurance	Implement an improved quality assurance framework for assessments and referrals	Each Team Manager audits 3 files per month as per guidance. Locality Managers to audit 3 files per month and 5 NFA Audits	100% compliance with the policy	Ongoing	Lyn Burns	N	Orange	The previous monitoring system was not adequate. A new system has been put in place which provides weekly monitoring and reporting on a locality by locality basis.	Social Work
	Conduct a review on all NFA cases to quality assure the high level of 'no further action' decisions being taken	NFA Contacts and Referrals 1.4.2009 to 9.12.2009 33.18% Total Contacts 11.12% Total Referrals	10% reduction in overall contact and referrals which result in NFA by March 2010	November 2009	Lyn Burns	Y	Green	Review completed and report discussed at SCPMT. The outcomes of the review are being fed into the review of fieldwork staffing and responsibilities and improved contact and referral processing. NFA Contacts and Referrals 1.4.2009 to 9.12.2009 Total Contacts = 9892 of which 3282 were NFA = 33.18% Total Referrals = 2411 of which 268 NFA = 11.12% Note that of the 9892 contacts 436 have no outcome recorded = 436/9892 = 4.41% A qualified Social Worker has been allocated to work directly with the Access team to filter out Contacts / Referrals that don't meet threshold criteria to avoid them being passed to localities; awareness raising with partners about the application of thresholds and protocol; joint working with the police on domestic violence related referrals, business processes are being reviewed to improve processing, a bid for LAA performance reward grant has been made to improve contact and referral processing	Social Work
	Conduct Business Process re-engineering exercise on current practices in relation to Assessments and Referrals in line with best practice to enhance performance	Practices in relation to Assessments and Referrals in need of review	Business process Re-engineering process completed	January 2010	John Dunn, RBT / Rebecca Wragg	N	Green	Discussed ownership with JW, LB and Lyn Turner to agree approach and involvement, workshops w/c 14/12. A practice audit is being undertaken on contact and referral handling and timelines. This has started in the Maltby and Swinton localities and will be undertaken in each locality to ensure a comprehensive view of current practice and the application of key thresholds is obtained. Any identified process improvements will be implemented as soon as they are identified.	ICT
Embed use of the CAF in practice across children's services so that it is effectively used to inform early intervention	Improve quality and completion levels of CAFs	Between January 2006 and July 2009 there have been 976 CAFs completed in Rotherham.	Target for CAFs to be completed per year to be set in conjunction with partners	January 2010	Simon Perry / Sarah Whittle	N	Red	The Common Assessment Framework (CAF) went live in Rotherham on 03.09.07. At that time there were 22 CAF trainers who delivered training to 1135 practitioners and completed 540 briefing sessions. Further CAF training is to be undertaken with partners led by the Safeguarding Manager in conjunction with the Early intervention Workstream. Ongoing future training delivery to be incorporated in TRL development activity within Learning Communities. A specific CAF worker has been appointed and the Safe and wellbeing protocol guidance has been updated and endorsed by The Policy and Procedure group and will be submitted to the CYP Board on the 3rd February for final approval. This will then be launched on the 6th April as part of the LSP early intervention improvement programme.	Early Intervention
	Update Multi Agency Safe & Well Protocol and Practice Guidance	Original Safe and Well Protocol launched in 2006.	Update of Protocol Competed	January 2010	Lyn Burns/ Simon Perry	N	Green	The Protocol has been updated and was endorsed by the RSCB Policy and Procedure Group on 13th November 2009. Continuum of Need Chart ratified by CYP Board on 9th December and issued to all staff/partner agencies.	Social Work
	High profile re-launch to ensure consistency in Thresholds for intervention across all agencies.	Original Safe and Well Protocol launched in 2006.	Protocol updated and relaunched	January 2010	Lyn Burns/ Simon Perry	N	Green	There will be a high profile launch of the protocol in April 2010 to address inconsistencies in application of thresholds.	Social Work

Operational Targets

Objective	Key Actions	Measures		Target Date	Lead	Completion Status Y/N	RAG	Performance Commentary	Lead Workstream(s)
		Baseline	Targets						
1. Staying Safe - Social Work Practice and Process									
Monitor improvement in children's social care, by establishing a rigorous performance management system which delivers regular monitoring, scrutiny and quality assurance of social care performance	Ensure that all children's homes are compliant with regulatory requirements	1 - St Edmunds	No inadequate children's homes	December 2009	Lyn Burns	N		1 home is currently inadequate an improvement plan agreed with Ofsted on the 26-11-2009 is in place which is being closely monitored. The issue around the number of agency staff having to be used is being addressed by enhancing the level of permanent staff with the appropriate qualifications and the introduction of an additional social worker to monitor compliance and support improvement.	Social Work
	Introduce monthly safeguarding report card to CYP Directorate Leadership Team, Corporate Management Team, Safeguarding Board and Children and Young People's Board.	Safeguarding focused performance scorecard required	12 reports per year	November 2009	Julie Westwood	Y		The Safeguarding report card has been approved and adopted by the Improvement Panel, CYP Board and Locality Teams.	Performance
	Conduct a self assessment using the Safeguarding Inspection Criteria to identify any areas for development prior to inspection	Initial work started	Assessment completed and approved	November 2009	Lyn Burns / All Managers / Performance and Quality	N		Initial Self Assessment completed which will be validated and updated on a monthly basis.	Social Work
	Improve quality of serious case reviews to ensure all judged adequate or better	Two of Four judged inadequate	All future SCRs to be rated good or better	Ongoing	Catherine Hall	N		An improved operational framework has been implemented taking account lessons learned and best practice. As part of the implementation plan IMR training has been undertaken by 60 plus staff. All outstanding recommendations from previous SCRs are tracked in a monitoring plan and risk assessments of SCRs currently awaiting judgements have all been risk assessed.	Social Work
	Ensure that all actions from recommendations from SCRs are implemented and that evidence is provided to ensure robust audit trail.	Baseline 37 Actions	Number of recommendations in red status = 0.	January 2010	Joyce Thacker Catherine Hall Phil Morris	N		QA discussed with GOYH 5.11.09. P&Q Panel established to review completion of recommendations and audit evidence. Additional audit resource offered from NHSR.	Social Work
	Permanent Safeguarding Manager to be in post	1 individual working 2 days a week conducting safeguarding manager duties	Safeguarding Manager in post	February 2010	Joyce Thacker	N		Post went out to advert w/c 14.12.09 with a closing date of 29th January. Interviews are scheduled for February.	Workforce
	Conduct robust quality assurance checks on information systems to ensure that contacts, referrals and the status of investigations, assessments and plans are up to date	Quality assurance and audits require improved performance framework	% of monthly supervision checks conducted - 100% Number and % of adequate data quality checks conducted - 100%	Ongoing	Lyn Burns	N		A single QA/Audit Framework has been implemented which will cover all aspects of this action. The first report on the QA outcomes will be presented to the next improvement panel.	Social Work
Review social workers' responsibilities to ensure that responsibilities are clearly and tightly defined so that no staff carry too wide a range of work. This will need to involve consideration of whether a restructure of children's social care services is necessary	Undertake Fieldwork Review and implement improved operational structure	The remaining priority action to be addressed	Fully reviewed social care infrastructure in place	Feb 2010	Lyn Burns	N		Interim director appointed and family finding previously undertaken by locality social workers is now undertaken by the Adoption Team. Additional administrative staff have been allocated to localities to reduce the amount of administrative duties that social workers were previously responsible for performing. The terms of reference for the fieldwork review were agreed and the last Fieldwork review meeting was held on the 8th January 2010	Social Work / Workforce

Operational Targets

Objective	Key Actions	Measures		Target Date	Lead	Status	RAG	Performance Commentary	Lead Workstream(s)
		Baseline	Targets						
2. Enjoying and Achieving - Practice and Process									
Improve Performance across primary schools with a particular focus on addressing the performance of schools below the floor targets	Submit a plan to the DCSF which addresses performance across primary schools with a particular focus on addressing the performance of schools below the floor targets	Existing plan in need of review	Plan Agreed With DCSF	End of January 2010	David Light	N		David Light is currently producing an update based on the performance across primary schools plan.	Enjoying and Achieving
	Implement this plan, as agreed with DCSF and National Strategies, to bring about demonstrable and sustained improvement in primary school standards throughout the term of the Improvement Notice.	13 Primary schools below floor targets	Primary schools below floor targets target to be agreed upon plan submission to DCSF	March 2010 October 2010 March 2011	David Light	N			Enjoying and Achieving

Objective	Key Actions	Measures		Target Date	Lead	Status	RAG	Performance Commentary	Lead Workstream(s)
		Baseline	Targets						
3. Leadership and Management / Capacity Building / Support									
Build capacity and capability to deliver and sustain improvement	Obtain external funding from Regional Improvement Efficiency Programme/DCSF including sector led expertise as required	No funding agreed	Funding obtained and apportioned	December 2009	Matthew Gladstone	Y		£400K agreed for Yorkshire and Humber work. Currently being allocated to priority improvement actions. DCSF allocated £100,000 to support improvement	Finance
Develop a comprehensive programme of training, mentoring and continuous professional development for all social care staff so that they have the skills to complete high quality and timely assessments	Director of Children's Services holds monthly 1:1 challenge meetings with each Service Director covering all aspects of performance	Monthly supervisions currently in place	12 challenge meetings per year per director	December 2009	Joyce Thacker	Y		Monthly supervisions and PDRs use Transformational Skills competencies. Audit of files and report presented 19.11.09 to DLT.	Workforce
	Improve induction process for CYPS	Induction process for CYPS inconsistent	Induction process for CYPS consistently adhered to and monitored	January 2010	Lyn Burns/ Warren Carratt	N		Performance management training around NI is being authored by Deb Johnson/Tim Littlewood. WC in talks with finance and HR about budget management and PDR/supervision training being piloted and then adapted as induction programme, along with performance management training. Supervision guidance being launched for whole of CYPS.	Workforce
	Ensure that accountabilities for each individual are being reinforced through consistently applied PDR's to ensure staff have a satisfactory Performance Plan.	62%	90%	January 2010	Julie Westwood/ Warren Carratt	Y		The Current position based on the plans audited so far is that 81% have been completed which is nearly a 20% improvement. There is further work to do in relation to supervision and to link performance plans to the refreshed CYP single plan but we are on track to achieve the target. A report will be presented to the improvement panel on the 15.1.2010	Workforce / Performance
Demonstrate improvements in staff satisfaction and in the satisfaction of children and families with the services they receive through the term of the Improvement Notice	Improve outcomes of CYPS satisfaction surveys	Employee Opinion Survey TBC LAC reviews TBC Audit Commission in Schools Survey TBC Social Worker Survey TBC	Employee Opinion Survey TBC LAC reviews TBC Audit Commission in Schools Survey TBC Social Worker Survey TBC	March 2010 Oct 2010 and March 2011	Julie Westwood/ Warren Carratt	N/A	N/A	Baseline and targets currently being set.	Workforce and all Workstreams

Operational Targets

Objective	Key Actions	Measures Baseline	Targets	Target Date	Lead	Status	RAG	Performance Commentary	Lead Workstream(s)
4. Performance Management									
Improve Annual Children's Service Scores Profile to Performing well by 2011 through implementation of all outstanding recommendations and improvement of inspection scores to good or better	Continually assess the position in relation to all outstanding external inspection recommendations including all those listed in CAA Blocks A and B	Performing Poorly	90% of recommendations met in original timescale 12 reports per year	Quarterly	Julie Westwood	Y		Recommendations from key high risk inspections being input. Visits undertaken to Early Years and SES to examine recording systems already deployed. These have been found to be satisfactory. There will be on site visits to validate the implementation of recommendations and the state of readiness in terms of achieving a positive outcome in the next inspection.	Performance
	Introduce robust monthly monitoring arrangements to ensure implementation of all outstanding inspection recommendations from all inspections in original timescales	Inspection recommendations from key inspections are being monitored but reports need to include all inspected services	90% of recommendations met in original timescale 12 reports per year	Quarterly	Julie Westwood	N		All inspection recommendations (with the exception of schools and childminders which have an established monitoring system) are being entered into the reconfigured CYP inspections monitoring database. Monitoring reports will be presented quarterly to each Improvement Panel Meeting.	Social Work / Performance
	Conduct a minimum of 2 mock unannounced inspections, in line with the Ofsted criteria per quarter	0	Minimum of 2 mock inspections per quarter to have been conducted	Quarterly	Julie Westwood/Lyn Burns	N		To commence in January 2010.	Social Work / Performance
	Improve CYP Performance Profile rating for Block A by increasing % of inspected services rated "good or better"	Performing Poorly (bottom band for both PRU and Children's Homes) 54.9%	Performing Well (65% - 79% categorised as outstanding or good)	Quarterly	Julie Westwood	N		Discussed with SES regarding harder test on schools. This is of concern and a report will present the issues and suggested solutions. 55.4% profile as at 3.12.09 Report due 28th January 2010.	Performance
	Improve CYP Performance Profile rating for Block B by: Ensuring majority of inspected scores are rated "good or better" for safeguarding LAC and SCRs	Fostering - Satisfactory SCRs 2/4 judged inadequate	Fostering - Good All future SCRs rated adequate or better	Quarterly	Julie Westwood	N		Fostering satisfactory. Safeguarding self-assessment workshop held 6.11.09 and document in production with gap analysis.	Performance
	Improve CYP Performance Profile rating for Block C by improving NI performance	Not In line with or better than statistical neighbours and the national position	In line with or better than statistical neighbours and the national position	Quarterly	Julie Westwood	N		Improvement plans are in place for NIs and where targets are not being met performance clinics are held to identify areas where further improvement can be made. An analysis of the rate of improvement against each NI block will be presented to the Improvement Panel on the 15.1.2010.	Performance
	Ensure quarterly reporting on the Children's Services Performance Profile on their release clearly outlining areas of risk and potential impact	Report on Quarter 2 profile prepared	4 reports per year and improvement in each service block	Quarterly	Julie Westwood	N		Risks will be incorporated in more detail from Q3. Ofsted still not published Q3 performance profile.	Performance
	Implement all the recommendations arising from the Children's First review undertaken using the DCSF Improvement Framework	67% when Improvement Notice Made	100% of recommendations implemented	March 2010	Julie Westwood	N		Reports on progress will be presented quarterly to each Improvement Panel meeting and future actions are being incorporated in the refresh of the CYP Single Plan. Update end of January 2010	Performance
Ensure that the Panel, chaired by the Chief Executive, provides effective challenge, and drives swift and sustainable progress through overseeing a robust action plan	Appoint the Director of Children and Learners at GOYH as a member of the Improvement Panel	N/A	Director of Children and learners at GOYH to attend CYP Improvement Panel meetings	December 2009	Joyce Thacker	Y		Director of Children and Learners at GOYH attended panel meeting 14th December 2009	Performance

Objective	Key Actions	Measures Baseline	Targets	Target Date	Lead	Status	RAG	Performance Commentary	Lead Workstream(s)
6. Finance									
Strengthen financial management arrangements to ensure they are fit for purpose and financial targets 09/10 are met	Tackle the existing overspend in Directorate (particularly Social Care)	£4.5m overspend	Corporate Variance on target 2% +/-	March 2010	Joyce Thacker	N		Savings identified to bring underspend under £4M. Potential savings of £1M are currently being evaluated.	Finance

	Address the under funding issues in Social Care and School Effectiveness Service	In 2008/09 the gap was £8.3m. In 2008/09 had narrowed to £6.8m.	Close the gap against statistical neighbours average spend for CYP Services	March 2010	Joyce Thacker	N		Schools Forum agreed to £400K from April 2010 for School Effectiveness. VFM Panel considering Social Care under funding and the investment proposal for CYP as a whole will be considered by Cabinet/CMT in January.	Finance
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Operational Targets

Objective	Key Actions	Measures Baseline	Targets	Target Date	Lead	Status	RAG	Performance Commentary	Lead Workstream(s)
7. Recruitment and Retention									
Increase the capacity of social carers to ensure effective services to safeguard vulnerable children	Reduce the vacancy rate of qualified social workers from the December 2009 baseline to meet the improvement notice target	37.2% 16th December 2009	20% vacancy rate by October 2010 10% vacancy rate by March 2011	October 2010	Lyn Burns	N		Vacancy level of 37.2% (30.7/82.5) Locality Fieldworkers and Children's Disability. A directorate Performance Clinic is to be held in January to identify additional actions that can be taken to reduce vacancy levels.	Social Care / Workforce
	Reduce the vacancy rate of team managers from the December 2009 baseline to meet the improvement notice target	33% 16th December 2009	16% vacancy rate by October 2010 8% vacancy rate by March 2011	October 2010	Lyn Burns	N		Vacancy level of 33% (5/15) Locality and Children's Disability	Social Care / Workforce
	Recruit 30 new Foster Carers	126 (January 2009)	156	March 2010	Lyn Burns	N		Projected net gain of 15 by 31-3-10 (36 new and 21 leavers). Analysis of reasons for leaving an lessons provided in January to updated quarterly.	Social Care / Workforce
	Reduce the over reliance on agency staff	2009/10 spend to date = £494,737.55 (6 months)	Target to be determined	October 2010	Lyn Burns	N		Use of agency staff report to Cabinet/CMT on 8.12.09. Regular position updates being provided for Strategic Director	Workforce / Finance
	Increase the number of additional administrative staff within the Directorate to free up time of social workers and assess impact to inform future budgets	7.9 FTE additional admin staff transferred into the Directorate to provide support and 7 admin agency staff.	Impact Assessment completed	December 2009	Julie Westwood	Y		7 additional Agency administrative staff have been allocated. Staff from other directorates have been allocated to supplement locality resources (4 EDS, 3 CEX, 4 CYPs - equating to 7.9 FTEs. The additional resource has had a positive impact and the budgetary impact of continuing with this additional resource on a permanent is contained in the business case for the VFM review. In terms of staff development this has also been a positive process and 2 EDS staff have now been appointed to CYP on a permanent basis.	Workforce / Finance

Objective	Key Actions	Measures Baseline	Targets	Target Date	Lead	Status	RAG	Performance Commentary	Lead Workstream(s)
8. ICT									
Improve information systems to enable social workers/managers to process and access assessments and plans and transfer of case information on vulnerable children in a timely, accurate manner.	Increase email 'in box' capacity for managers	Inspectors recommendation	Resolve Issues raised	November 2009	Julie Westwood	Y		Capacity was affected by the large size of performance reports being emailed which resulted in Social Workers email storage level being exceeded . Reports are now placed on an ePortal for managers and Social Workers to access which means that 'in box' capacity is now adequate.	Performance / ICT
	Revise and accelerate the implementation of the corporate agile working programme for social work staff	Social Work teams in a later phase of the council's agile working programme - Worksmart.	Prioritise Social Work teams in the Worksmart programme. 106 Laptops and VPN tokens to be issued	January 2009	RBT	Y		106 individuals identified, 47 have been issued with laptops and VPN tokens as at 07/12. The ICT workstream and Locality Managers are working together to ensure the remaining 59 individuals are issued with laptops and VPN tokens. The use of voice recognition software is being piloted to assess if this will reduce the time social workers have to spend on typing up case notes and speed up the input process of documents into social care recoding systems.	ICT

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Children and Young People’s Services Cabinet Member and Advisers
2.	Date:	20th January 2010
3.	Title:	European Structural Funds (ESF) 2007-2013 16-19 NEETs Fund Manager
4.	Directorate:	Children and Young People’s Services

5. Summary

The Children and Young People’s Scrutiny Panel on 4th July 2008 considered a report on the establishment of a commissioning process, to manage, deliver and procure a range of innovative provision for young people not in education, employment or training (NEET) from £1.5m of European Social Funds (ESF) 16-19 NEET Response Fund from September 2008 to March 2010.

A Commissioning Strategy was subsequently produced and agreed by 14-19 partners to take this work forward based upon establishing a Commissioning Framework of Suppliers. Following the Cabinet Member and Advisers for Children and Young People’s Service report, dated 31st October 2008, the Framework was endorsed. Two further reports have been provided to Cabinet Members (on 11th February 2009 and 1st July 2009) setting out ESF 16-19 NEETs Response Fund progress.

Cabinet Members requested that they be kept informed of progress in delivering the ESF 16-19 NEETs Response Fund on a six-monthly basis and this is the third progress report for Cabinet Members detailing management and delivery of the Fund up to 30th November 2009.

6. Recommendations

- **That the information is received**
 - **That further progress reports are received on a six-monthly basis.**
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7. Proposals and Details

Although the Learning and Skills Council (LSC) had agreed in principle to RMBC's business case to access £500k residual ESF monies, errors and delays at the LSC has resulted in the business case not being endorsed. As a result, RMBC is required to re-issue its business case before March 2010. The business case will focus on the priorities set out in Rotherham's 16-19 Statement of Need of mainstream funded provision, namely Apprenticeships, Foundation Learning and Learners with Learning Difficulties and Disabilities (LDD).

The LSC has agreed to extend the duration of Rotherham's ESF 16-19 NEETs Response Fund from 31st March 2010 to 31st December 2010 to align Rotherham's contract with the other three South Yorkshire contracts and in recognition that the original tender, funding and targets were meant to be delivered over a two-year period.

The 14-19 Team is confident that the LSC contract will be met within the above timescale, as a re-profile has been submitted to the LSC and endorsed. Good progress is being made in delivering the outcomes of the contract against profile, as follows (see annex 1 for individual project details and performance):

- 295 (+6% variance) young people have engaged in learning through the ESF NEETs Response Fund.
- 124 (+27% variance) young people have progressed into mainstream education, employment, or training (EET), as a result of their ESF provision.
- Broadening Rotherham's provider base is progressing well with 14 projects across 10 organisations being commissioned to deliver 487 learning places. Three of these projects have been sustained into mainstream funding and delivery – Rotherham College of Art & Technology's (RCAT) Choices project; Dearne Valley College's (DVC) Raft project and Titan's Sports Leadership project.
- As a result, excellent breadth of provision tailored to the needs of young people NEET is being delivered, including projects aimed at teenage parents, young offenders, long-term unemployed young people living in community NEET hotspots of Rawmarsh, Dalton and Eastwood, young women with severe emotional needs, etc.
- At least an additional 107 learning places are planned through ESF 16-19 NEETs Response Fund in 2010.
- The Response Fund continues to make a significant contribution to reducing the number of young people NEET in Rotherham, which is a key Local Area Agreement target, which was 7.9% as of 30th November 2009.

The ESF 16-19 NEETs Response Fund has been successful in engaging the Third Sector, as plans to utilise the expertise of voluntary and community groups to identify young people, who are currently NEET, in receipt of their services are nearing finalisation. Independent Local Solutions will receive grant funding from the Response Fund to engage 15 young people NEET who are difficult to reach from the Children, Young People and Families Voluntary/Community Consortium and offer them a range of placement and learning opportunities delivered by the Consortium.

The ESF 16-19 NEETs Response Fund has been less successful in the following areas of delivery:

- Failure to commission specific provision targeted directly to the needs of young people with LDD, despite two commissioning rounds that only resulted in two tenders being submitted both of which were rejected as they were unrealistic, did not demonstrate the extent and need to be addressed and did not represent value for money. As a result, the Response Fund is being targeted at fast-tracking the Learning Community model being driven forward as part of Transforming Rotherham Learning agenda by working with Oakwood Learning Community to utilise existing Special School expertise at The Bridge and Newman School to offer post-16 provision.
- Proposals to develop and fund pre-apprenticeship provision through the Response Fund to help build apprenticeship capacity in 'not-for-profit' organisations on the Commissioning Framework are on hold based upon advice from the LSC pending future Central Government announcements on apprenticeships early in 2010.
- Although an independent learner satisfaction survey was commissioned in spring 2009, which demonstrated high levels of learner satisfaction with their teaching and learning on ESF provision, the Response Fund has been unsuccessful in engaging other agencies to identify and test ways of gathering the views of young people NEET. As a result, discussions are underway with Prospects (Rotherham's new Connexions delivery agent) to take this work forward.
- There have been significant delays in producing a Quality Assurance Toolkit to support providers to comply with ESF-LSC audit requirements and Ofsted Common Inspection Framework (CIF) requirements due to a lack of clarity on these requirements from the LSC, changes in the CIF in summer 2009 and lack of designated resource within RMBC. However, all projects are fully aware of their contract and compliance requirements, as RMBC's External Funding Team performance manages and monitors projects to a very high standard. As a result, RMBC received a 100% successful audit in September 2009 from the ESF-LSC Auditors. A key area for improvement that has been identified as part of RMBC's Self Assessment Report to Ofsted will be to publish and improve quality assurance arrangements with ESF projects from January 2010.

8. Finance

16-19 NEET Co-ordinated Response Manager funding is allocated £1.5m for financial year 2008/09 and 2009/10. A further £0.5m will be available if the outputs included in the initial contract are achieved.

Unlike the previous Objective 1 Programme this funding is 'co-financed' by the LSC and the Local Authority will not be required to identify match funding.

9. Risks and Uncertainties

Details of main risks affecting project	Likelihood of risk/threat	Consequence of risk/threat	Steps to be undertaken to minimise and mitigate risk
Failure to achieve the initial contract outputs	Low	As contract holder RMBC could be subject to the removal or repayment of grant funding if contracted providers do not meet the financial rules, regulations and audit requirements of the EU Commission	Ongoing performance management of the contracts will be managed by the CYPS External Funding Team. Any areas of concern will be identified and support mechanism put in place, where possible, to ensure that contractors meet their contractual obligations. Failure to achieve, will result in contracts/funding being withdrawn and further contracts commissioned to ensure that all outputs are met.
Failure of commissioned providers to meet the financial rules and regulation of EU commission	Medium	As contract holder RMBC could be subject to the removal or repayment of grant funding if contracted providers do not meet the eligibility criteria and financial rules, regulations and audit requirements of the EU Commission.	The Commissioning and ongoing performance management of the external contracts will managed by the CYPS External Funding team. This team have been responsible for the management for the current ESF Objective 1 Programme and have extensive experience of management and auditing of external contracts.

10. Policy and Performance Agenda Implications

The Rotherham Local Area Agreement identifies the reduction in the % of NEETs to 7.1% by 2010 as one its key performance measures.

CYPS Single Plan also identifies the need to develop the quantity, quality and scope of provision for the target group as an ongoing priority.

The following key strategic documents provide more specific detail:

Rotherham Widening Participation (NEETs) Strategy September 2006-10 Page 12-14: "Ensure accurate tracking and data sharing; enhance preventative measures and early interventions; develop appropriate learning and training provision 14-19; support transition and re-engagement; ensure young people's involvement and view influence the development of the Information Advice and Guidance (IAG) offer and the commissioning and review of provision at all stages."

Rotherham Rotherham 14-19 Learning Plan 2007-2013: “Increase the proportion of 17 year olds participating in education and training; reduce the proportion of 16-18 year olds who are NEET; increase the number of young people completing an Apprenticeship; increase the percentage of young people who progress to Higher Education particularly from more vulnerable and under-represented groups; ensure that post 16 learning option meet the needs of all young people, including young people who have learning difficulties and/or disabilities and those who have offended; ensure the validity and reliability of data; increase the percentage of young people achieving L3 by 19.”

11. Background Papers and Consultation

- 16-19 NEETs Fund Manager Cabinet Report 31st October 2008
- 16-19 NEETs Fund Manager Scrutiny Report 4th July 2008
- 16-19 NEETs Fund Manager Cabinet Report 25th June 2008
- 16-19 NEETs Fund Manager Cabinet Report 15th April 2008

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Children and Young People's Services

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Annex 1:

ESF Project Details and Performance

Fourteen projects have been commissioned and achieving the following outcomes:

a) Commissioning Round 1 (August 08) – ‘Access to Level 2’ targeting young people NEET at just below, level 2 requiring minimum intervention on to short-term projects, resulted in three projects:

- DVC – RAFT project (October 08-June 09) to engage 12 young people in FE taster course for 16-hours per week over 12-weeks located at DVC campus (13 young people engaged through two cohorts (6 in October 08-January 09 and 7 in February–June 09) 10 progressions and 3 leavers to NEET). Successfully complete and now sustained through mainstream funding.
- Phoenix – GOALS project (October 08–March 09) to engage 68 young people on employability skills and work placement programme for 16 hours per week over a 16 weeks programme on roll-on/roll-off basis located on Rotherham High Street (67 young people engaged 15 progressions and 52 leavers to NEET) – Unsuccessfully completed with no exit strategy.
- RCAT – Choices project (September 08–June 09) to engage 65 young people on a FE taster course for 16 hours per week over 16 weeks located at various RCAT town centre venues and Rother Valley Campus through two cohorts (76 young people engaged (50 and 26, respectively) 46 progressions and 30 leavers to NEET). Successfully complete and now sustained through mainstream funding.

b) Commissioning Round 2 (December 08) – ‘Learn & Work’ targeting young people NEET assessed by Connexions as amber/green or P2/P3 needing support, qualifications and experience to support progression into work-based learning, resulted in three projects:

- Morthyng – Learn to Earn project (May 09-March 10) to engage 60 young people on a roll-on/roll-off basis who have completed and achieved E2E, but have not secured a positive progression (23 young people engaged, 6 progressions, 1 leaver to NEET and 16 in learning). Currently recruiting.
- Groundwork Dearne Valley project (February-September 09) to engage 12 young people in Horticulture L1 and key skills with a two-week non ESF taster built in at the start to manage engagement (13 young people engaged, 8 progression and 5 leavers to NEET). Project extended to recruit a further 24 young people Dec 09 to Aug10. Recruiting commenced in November 09 for January 2010 start
- Titans project (May-July 09 & October 09-January 10) to engage 24 young people in two cohorts of 12 on a 12-week motivational project in sports and coaching to aid progression into Entry2Employment and Further Education (17 young people engaged, 8 progressions, 4 leavers to NEET and 5 in learning). No longer recruiting as project now sustained as an Entry2Employment placement provided.

c) Commissioning Round 3 (February 09) – Vulnerable Young People (VYP) targeting young people NEET assessed by Connexions as red/P1 /or in one of the following vulnerable young people categories (NEET for 6-months or more, LDD, teenage parents, carers, care leavers, black or minority ethnic and young offenders – this will involve working with Targeted Support Service) requiring intensive, flexible and bespoke support to progress into either education, employment or training, or Personal Development Opportunities, resulted in five projects:

- Rathbone – Provide It project (May-December 09) to engage 18 young people referred through Youth Offending Service to 10-week programme for 16-hours per week to deliver basic literacy and Numeracy and personal development opportunities. The project will operate roll-on/roll-off provision with a maximum of 6 young people at any

time. The project will engage more than this number to achieve these targets, but will manage this by delivering 2-week non-ESF funded taster to assess need and risk of breaching orders (14 young people engaged, 4 progressions, 2 leavers to NEET and 8 in learning) – currently recruiting through YOS and contract likely to be extended in Jan 2010.

- RCAT – ‘Take A Chance’ project (April-December 09) to engage 30 young people in a community NEET hotspot – 18 in Eastwood and 12 in Dalton – providing a 12-week on to a Further Education taster course in the community hotspot of Rawmarsh (7 young people engaged and in learning) – No longer recruiting,
- DVC – Raft in the Community project – (October-December 09) to engage 10 young people on to a 12-week programme, escalating hours from 8-per week to 16-per week on to a FE taster course in Rawmarsh (7 young people engaged and currently in learning). No longer recruiting, but a second cohort planned for January 2010.
- Endeavour – ‘Solutions’ project (July 09-January 10) to engage 22 young on a roll-on/off basis on to a 16 week, 16 hours per week programme of supportive work placements aimed a building confidence and motivation, delivering Entry Level qualifications and developing personalisation skills programme to prepare young people to progress into further learning to break down negative perceptions of learning and support young people transition (16 young people engaged and in learning) – Currently recruiting and project likely to be extended in January 2010.
- South Yorkshire Women’s Development Trust DIY Diva project (October-December 09) to engage 12 young women with emotional, intensive support needs (e.g. homeless, teenage parents, women’s refuge, etc) in a women only environment, using practical DIY activity as a confidence builder, motivation and to build functional skills on an over 10-week, 12-hours per week course (8 young women engaged) – No longer recruiting and unlikely to continue beyond January 2010.

d) Commissioning Round 4 (March 09) – ‘Learn & Work2’ specification to target young people seeking level 2 opportunities who have been assessed by Connexions as amber/green or P2/P3, resulted in two projects:

- Morthyng – Springboard project – (May–December 09) targeting 85 young people into pre-E2E provision as a progression pathway to level 2 opportunities (29 young people engaged, 22 progressions, 2 leavers to NEET and 5 in learning). Currently recruiting and contract will be extended..
- Rathbone – Foundation Learning Programme – negotiations on-going to deliver against successful tender in 2010 once capacity and location issues have been resolved.

e) Commissioning Round 5 (January 2009) – to target young people with LDD and teenage parents/parents to be, resulted in one project being commissioned:

- Barnardos Parents Project (October 2009 – August 2010) to engage 23 teenage parents in two cohorts on to a 10-week, 16 hours a week programme focussing on personal development, life-skills and enhancing qualifications. A full wrap around support service will be put in place to assist engagement, retention and transition (Project indicates that first cohort of 10 young people is full). Currently recruiting.

f) Commissioning Round 6 (August 2009) – Access Towards Level 2 specification to target young people at/just below L2 assessed by Connexions as Amber/Green and/or P2/P3 into short-term interventions, resulting in one project being commissioned:

- DVC – Stepping Stones Project (Nov 09-Apr 10) to engage 20 young people on to a 16 week, 16-hours per week Further Education programme to prepare young people for Level 2 progression by developing literacy and Numeracy ICT and functional skills culminating in a RARPA Level 2 Progress Record – Project likely to start March 2010.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member and Advisers for Children and Young People's Services
2.	Date:	Wednesday 20th January 2010
3.	Title:	ABLE Rotherham
4.	Directorate:	Children and Young People's Services

5. Summary

Following the report to Cabinet on 17th December 2008, this report informs Cabinet about the proposed changes in the development of the ABLE Project.

The ABLE Rotherham project was intended to offer training placements for pupils within: the Foundation learning tier, the new diplomas and links to many other qualifications. It would have offered young people access to qualifications in the specialist areas, of aquaculture and aquaponics (aquaponics is the cultivation of plants and aquatic animals in a re-circulating environment) that would place them in an excellent position with regards to future employment in these emerging industries.

The proposed site for the project was at Ickles Lock, Templeborough.

6. Recommendations

It is recommended that:

- **The proposal to develop the Ickles Lock site - Templeborough, for ABLE Rotherham, will not be progressed.**
 - **That alternative options be explored that are financially sustainable**
 - **That Members receive a further report updating the progress early in 2010.**
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7. Proposals and Details

In December 2008 the Cabinet Member and Advisers for Children and Young People's Services approved the development of ABLE Rotherham on a proposed site at Ickles Lock, Templeborough.

Over the past 12 months a detailed business plan has been developed which has modelled the revenue funding required to sustain ABLE Rotherham on the site at Ickles Lock, Templeborough.

Capital and Revenue funding have been secured through the DCSF Back on Track grant. In addition a £30,000 bid has also been approved through 14-16 ESF Fund Response Manager. However, all these grants are time limited and end on 31st March 2011. No further revenue has been identified to sustain the project beyond March 2011, other than current funding from Children and Young People's Services (CYPS) and this would be insufficient to run the project. This situation has occurred despite application for a number of grants and requests to other agencies (the ABLE project in Wakefield is supported by significant, on-going funding from the Health Authority).

The financial modelling for the Rotherham ABLE highlighted significant gaps in revenue funding from the initial delivery of the project. The consequence of this would be that the capital element of the project could be developed but then the scheme would not generate sufficient income for the on-going running costs. Given the financial difficulties being faced in CYPS it is not possible, nor would it be appropriate, to identify any additional funding to bridge the funding gap.

The unfortunate conclusion to be drawn from this financial modelling is that implementing ABLE Rotherham, at the proposed Ickles Lock site, would put the Local Authority at significant financial risk.

Consequently, it is proposed to withdraw from the original proposal and seek alternative opportunities to develop as much of the ABLE project on another site(s) in a way that is financially sustainable. This alternative provision would be developed to offer alternative curriculum provision for young people in Rotherham.

This proposal has been discussed with those Members who sit on the ABLE Steering Group. Whilst it is with some regret that the Ickles Lock proposal is no longer thought to be economically viable, they were in agreement with the recommendations given in section 6.

8. Finance

Through the detailed development of a business plan it has been identified that the following revenue funding will be required in order to sustain the provision.

Financial Year	Revenue Funding required as per business plan budget	Back on Track Revenue Grant	14-16 ESF Revenue Grant	Balance of funding required to sustain the provision
2010/11	£192,982	£42,500	£30,000	£120,482
2011/12	£197,807			£197,807
2012/13	£202,752			£202,752

The main source of income for the project within the first 3 years of operation would be from the educational provision offer, charging schools for the placement of each young person. Whilst the provision would be accessible to all it was anticipated that schools and the Education Of Those Outside School (EOTAS) would be the main customers within the early stages of delivery.

Based upon an average daily rate of similar provisions, the project would need to charge £42 per young person, per day, in order to be competitive. In order for the project to break-even recruitment would need to be at the levels identified below.

Financial Year	Balance of funding required to sustain the provision	No. of days provision @ £42 per day	OR	No. of	OR	No. of
				young people accessing provision 1 day per week		young people accessing provision 5 days per week
2010/11	£120,482	2,869		74		15
2011/12	£197,807	4,710		121		25
2012/13	£202,752	4,828		124		25

Please note these figures are based upon term time only provision (38 weeks).

In the current financial climate it is unlikely that school budgets would be able to support the provision to the levels outlined above i.e.

1 pupil accessing full time provision would cost £7,980 per year.

1 pupil accessing one day per week provision would cost £1,596 per year.

9. Risks and Uncertainties

Details of main risks affecting project	Likelihood of risk/threat	Consequence of risk/threat	Steps to be undertaken to minimise and mitigate risk
Insufficient revenue funding to support the sustainability of the project	High	Impact on Local Authority budgets	Integrate ABLE Rotherham into the schools sustainability programme.

ABLE Rotherham developments will cease	Low	Reduced opportunities for young people to access Aquaponics and Aquaculture	As above
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10. Policy and Performance Agenda Implications

Linking ABLE Rotherham to existing provision through mobile units and schools sustainability programme will ensure it continues to contribute to Rotherham's Community Strategy and impact on LAA targets e.g. NEETs.

11. Background Papers and Consultation

Cabinet Report 17th December 2008
 ABLE Project Project Steering Group minutes

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**BUILDING SCHOOLS FOR THE FUTURE
PROJECT BOARD
Tuesday, 8th December, 2009**

Present:-

Councillor Shaun Wright	Cabinet Member for Children and Young People's Services (in the Chair)
Councillor Ann Russell	Chair of the Children and Young People's Scrutiny Panel
Councillor Gerald Smith	Cabinet Member for Economic Development, Planning and Transportation
Andrew Bedford	Strategic Director of Finance
Joyce Thacker	Strategic Director of Children and Young People's Services
Graham Sinclair	Programme Director, Building Schools for the Future
Robert Holsey	BSF Project Manager
Kevin Crotty	Partnerships for Schools

Apologies for Absence:-

Philip Marshall	BSF Strategic Educational Adviser
Ian Smith	Director of Asset Management

1. Minutes of the Previous Meeting

Agreed:- that the minutes of the eleventh meeting of the Building Schools for the Future Project Board, held on Tuesday, 10th November, 2009, be approved as a correct record.

2. Outline Business Case (Transforming Rotherham Learning)

The Programme Director, Building Schools for the Future, presented a report relating to the outline table of contents of the Outline Business Case for Strategy for Change Part 2. The report included details of:-

- Executive Summary
- Corporate Vision, Strategic Overview and Key Estate Priorities
- The Projects
- Value for Money
- Affordability
- Readiness to Deliver
- Leading and Managing Change

It was noted that the Programme Director, Building Schools for the Future had met with the Cabinet Member for Economic Development, Planning and Transportation and the Director of Asset Management, to progress the school building design issues.

Agreed:- That the information be noted.

3. Partnerships for Schools – Supplementary Clarification of Outline Business Case Guidance

The Project Board considered the report from Partnerships Schools which had been produced to provide clarification of the requirements in the Building Schools for the Future Outline Business Case (OBC) guidance in a number of areas where experience indicated that there was scope for misinterpretation which may lead to OBC approval being delayed or refused.

The following topics were included in the report:-

- a. Commitment Letters
- b. Approvals to be provided
- c. Academy Requirements
- d. Procurement Review Requirements

The document was intended to assist Programme Directors in supporting projects through the development of fully compliant OBCs and should be used as a supplement to existing guidance on the production of the OBC.

The Project Board discussed:-

- (i) projected revenue and capital costs and whether any funding gap may necessitate additional contributions being required from the budgets of the seven new schools in Strategy for Change Part 2, as far ahead as the 2013/2014 financial year;
- (ii) the cost of facilities management;
- (iii) the requirements and contents of the Section 151 letter;
- (iv) the ICT element of Building Schools for the Future and the establishment of the virtual learning environment, utilising the learning portal;
- (v) TUPE arrangements for transfer of employees.

Agreed:- (1) That the information be noted.

(2) That a report about the capital and revenue funding, now discussed, be submitted to the next meeting of the BSF Project Board, to be held on Tuesday, 5th January, 2010.

(3) That the Outline Business Case be submitted to Elected Members, for approval, on 20th January, 2010.

4. Local Planning Authority Approvals

The Project Board noted that planning briefs were being prepared in respect of the new school buildings at Aston Comprehensive School and at the Maltby Academy. Approval of the planning briefs was expected to be obtained from the Council, as Local Planning Authority, at the meeting of the Planning Board to be held on Thursday, 14th January, 2010.

5. Gateway Review

The Project Board was informed that the Gateway Review was a process of a peer review, by other local authorities, of this Council's Building Schools for the Future project. Project Board members would be involved in the review, which would take place from 12th to 14th January, 2010. There would be an assessment of the project's value for money and the result of the review may indicate areas for further development.

6. Sorrell Event – Tuesday, 19th January, 2010

Reference was made to the arrangements for the Sorrell event, which would take place at Wingfield Comprehensive School on Tuesday, 19th January, 2010, at 5.30 pm. At this event, the group of pupils who had prepared the 'pupil brief' for Building Schools for the Future, as part of the John Sorrell design process with pupils of Phase 1 schools, would be presenting their work. The pupils' parents would also be in attendance. Project Board members were invited to attend the Sorrell Event.

7. Date and Time of Next Meeting

Agreed:- That the next meeting of the BSF Project Board take place at the Bailey Suite, Rotherham on Tuesday, 5th January, 2010, commencing at 3.30 p.m.

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