

Sunderland Safeguarding Children Board (SSCB) Business Plan for 2009 - 2012

Priorities (e.g.)	Responsibility	Actions	Outcomes	Measure	Timescale
1. Key Function – Communicating and raising awareness of key safeguarding issues					
1a. Communication					
Implement overarching Sunderland Safeguarding Children Board Communication and Media Strategy	Chair Communication & Workforce Development Sub-group and delegated to Communication and Media Working Group	Strategy in place	<p>SSCB Strategy in place to engage with children, young people, families and the wider community</p> <p>Effective interagency communication in respect of safeguarding children in Sunderland, improving their ability to protect children.</p> <p>Raised awareness across agencies and wider community, ensuring that where children are in need of protection this is recognised and acted upon.</p>	<ul style="list-style-type: none"> • Complaints procedure • Resolution process • Multi agency file audits • Data set to measure increase in referrals 	December 09
		Independent SSCB website operational	<p>SSCB Website widely accessed by professionals and community.</p> <p>Improved participation and information sharing between the SSCB and Young people.</p>	<ul style="list-style-type: none"> • Use of website measured by 'hits' on website • Questionnaire to be included on website to monitor understanding of content and 	December 09

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				awareness of SSCB • Questionnaire to gather information around ethnicity, age etc of users & will identify any gaps of people not accessing site.	
		Identify board members to attend young people's group meetings. Regular communication established between two groups. Evaluate the work undertaken between the SSCB and Children and young people.	Improved engagement of children and young people in the work of the SSCB. Improved awareness of an independent SSCB and its functions	• Evaluation process • Questionnaire via website	March 2010

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		Develop SSCB Logo with young people with support from ICT staff	Raised awareness of SSCB and its functions.	<ul style="list-style-type: none"> Questionnaire via website 	December 2009
		Publish Sunderland Safeguarding Children Board Newsletter on a quarterly basis			December 2009
1b Workforce development					
Raise awareness of outcomes and implement findings of Laming Report: The protection of Children in England A progress report March 2009 and Government's response 2009.	Communication and Workforce Development	Deliver Awareness Raising session(s) re Laming Report and DCSF responses	Targeted audience aware of and implementing recommendations of Laming Report 2009 and DCSF response after April 2010	Training evaluation	Delivered from January and on a quarterly basis until April 2011
		Implement and fully use the purchased online E learning package	Increased number of multi agency staff receiving e-safety training and their knowledge and skills in safeguarding children.	Reports from e-learning system	December 2009
		Formally launch the E Learning package	Licences fully used. High completion and "pass" rate monitoring of agency update and improved knowledge of safeguarding.		March 2012

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	Violent Crime Delivery Group reporting back to the BPG	Review, revise and implement training to elected members	Elected Members fully aware of functions and work of Sunderland Safeguarding Children Board and their safeguarding responsibilities from October 2009 and on an annual basis	Training evaluation	December 2009
		Promote knowledge in agencies and their staff about Domestic Violence and what actions to take to safeguard children and adults	Higher number of children subject to early intervention and prevention.	SSCB Data set	December 2009
		Expand SSCB Training Pool	Increased capacity to deliver SSCB foundation training courses	Ability to run more training courses	March 2010
Support implementation of regional tool to assess and manage cases of neglect and emotional harm	Report and Tool received by Communication and Workforce Development Sub-group Quality Assurance Sub-group	SSCB to endorse tool to assess and manage cases of neglect and emotional harm once approved by North East Regional Safeguarding Network.	Tool in place and implemented by multi-agency staff. Improved ability to recognise neglect and emotional abuse and take effective action.	Data set: increase in referrals, reduction in re-referrals. SSCB Multi agency file audits	December 2010

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Priorities (e.g.)	Responsibility	Actions	Outcomes	Measure	Timescale
		Evaluate effectiveness of tool in Sunderland when implemented	Tool effectively supports multi-agency working with children		
Develop and embed an agreed multi agency approach to Information Sharing	Communication & Workforce Development Sub-group	Undertake mapping exercise to identify existing info sharing protocols locally and audit its implementation	Multi-agency Information Protocol in place to support staff to share information more and within legislation requirements		December 2009

Priorities (e.g.)	Responsibility	Actions	Outcomes	Measure	Timescale
2. Key Function – Developing Policies and Procedures					
2a. National policy and procedure					
SSCB procedures, policies and functions are up to date and in line with national guidance and statutory requirements	Chair of Legal and Procedures sub group	Commission independent social worker to update SSCB procedures in line with new national guidance	Staff working with children and young people in Sunderland satisfy legislative requirements in safeguarding children work SSCB compliance with new legislative requirements	<ul style="list-style-type: none"> Quality Performance Indicators process Multi agency File Audit process 	April 2009
	Business Manager	Project plan to be devised to support the implementation regionally/locally of working together 2009	To identify resources needed and to establish timescales for implementation		January 2010

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	Chair Legal and Procedures	<p>Reporting systems established from the LADO to the SSCB</p> <p>Implement ISA action plan including completion of the VBS readiness tool for LSCBs</p> <p>Task and finish group to be established to evaluate the readiness tool</p>	<p>LADO is fulfilling all statutory requirements</p> <p>Allegation management systems are in place, effective and satisfy legislative requirements</p> <p>Independent Safeguarding Authority (ISA) compliance across agencies</p>	<ul style="list-style-type: none"> • Safer recruitment process • Drop in allegations reporting to SSCB 	<p>September 2009</p> <p>July 2010</p> <p>November 2009</p>
Ensure Safer Recruitment	Local Authority Designated Officer (LADO) and BPG	<p>Devise agreed set of minimum standards for safer recruitment across all partner agencies</p> <p>Consultation undertaken with partner agencies</p> <p>Standards agreed by SSCB</p>	SSCB satisfied agencies are recruiting staff in accordance with statutory requirements	<ul style="list-style-type: none"> • Approving other organisations procedures sub group will evaluate whether organisations have safer recruitment 	April 2006

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Priorities (e.g.)	Responsibility	Actions	Outcomes	Measure	Timescale
		<p>Implemented via SSCB representatives within own agency</p> <p>Standards to be incorporated into section 9 of the S11 tool to evaluate compliance within agencies</p>	<p>Agencies satisfied they are recruiting staff who work with c&ypp safely and to statutory requirements</p>	<p>procedures.</p> <ul style="list-style-type: none"> S11 Analysis Evaluation 	<p>September 2010</p>
<p>Improve systems and information regarding Children Missing from home and care</p>	<p>Chair of Legal and Procedures sub group</p>	<p>Establish lead for the SSCB work around missing children to report to legal and procedures sub group.</p> <p>Working group to be established with multi agency membership</p> <p>Agree an action plan</p>	<p>SSCB use lessons learnt to improve practice to reduce the number of children who go missing.</p> <p>Staff are clear about responsibilities when children go missing</p> <p>SSCB satisfies statutory requirements</p>	<ul style="list-style-type: none"> Data set Increase in referrals 	<p>September 2009</p> <p>September 2009</p> <p>December 2009</p> <p>April 2010</p>

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		<p>based on statutory guidance.</p> <p>Develop systems and database to collect and analyse data on children missing from home and care to satisfy national requirements</p>			
2b. Local policy and procedure					
Ensure appropriate Staff supervision arrangements.	Chair Legal and Procedures sub group	<p>Supervision standards around safeguarding children developed (taking into account national guidance and standards)</p> <p>Undertake consultation with key partners</p> <p>Standards agreed by SSCB</p>	<p>Key partner agencies supervision policies address the need to safeguard children in their work</p> <p>Via supervision process agencies monitor standards are adhered to and incorporated into</p>	<ul style="list-style-type: none"> S11 analysis and evaluation 	<p>June 2010</p> <p>September 2010</p>

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Priorities (e.g.)	Responsibility	Actions	Outcomes	Measure	Timescale
		<p>Implemented via SSCB representatives in key partner agencies</p> <p>Supervision standards to be incorporated into section 3 of the S11 tool to evaluate compliance throughout agencies</p>	<p>safeguarding</p> <p>SSCB satisfied that supervision standards are adhered to</p>		September 2010
Embed use of Hidden Harm Audit Tool and CAF assessment in services for adults with substance misuse difficulties	SSCB Development & Training Officer and Hidden Harm working group	<p>Establish SSCB hidden harm lead</p> <p>Establish Hidden Harm working group</p> <p>Develop a strategy through Hidden Harm working group</p> <p>Identify number of adult substance misuse workers who</p>	<p>Early intervention with families on a multi-agency basis</p> <p>Increase in families supported through Team Around the Child</p> <p>Children are safeguarded when parents are engaged with adult</p>	<ul style="list-style-type: none"> Data set. Increase in CAF referrals from adult services – commissioned services 	<p>September 2009</p> <p>December 2009</p> <p>December 2009</p> <p>January 2010</p>

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		<p>have received CAF training</p> <p>Identify existing use of the Hidden Harm audit tools through mapping exercises</p> <p>Implement hidden harm audit tool through relevant key agencies</p> <p>Deliver multi agency Hidden Harm training</p>	<p>services</p> <p>Adult services staff are supported in safeguarding children when working with parents</p>		<p>April 2010</p> <p>February 2010</p>
Implement and embed an e-safety strategy	SSCB Development & Training Officer and E Safety Working Group Chair	<p>Appoint independent social worker to lead on strategy development</p> <p>Identify key partner leads</p> <p>Establish task and finish group</p>	<p>E-safety strategy in place for City</p> <p>Professionals, community, parents and children are aware of how to be safe when using electronic technology</p>	<ul style="list-style-type: none"> Anti bullying coordinator in post 	<p>March 2011</p> <p>December 2009</p> <p>December 2009</p> <p>December 2009</p>

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	Chair of e safety working group	<p>Develop e-safety strategy and action plan based on BECTA guidelines</p> <p>Consult and approve strategy by the SSCB</p> <p>Multi agency strategy implemented via SSCB representatives within reps own organisations.</p> <p>Working group to support single agency development of own strategy</p> <p>Support delivery of e-safety training to professionals parents/carers and children</p>			<p>February 2010</p> <p>September 2010</p> <p>December 2010</p> <p>May 2010</p>
Implement and	Chair of Legal and	Agree draft destruction	Multi-agency retention of		February 2010

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embed retention policy for SSCB records	Procedures sub group	<p>criteria procedure</p> <p>Criteria to key partner agencies for consultation</p> <p>Agreed by SSCB</p> <p>Implemented throughout partner agencies and publicised through SSCB website and newsletter</p>	records. Ensure records are kept for an appropriate level of time		
Implement and embed SSCB Risk Assessment Screening Tool	Chair of Legal and Procedures sub group	<p>3 month pilot with Safeguarding Leads group in council</p> <p>SSCB Business Manager to evaluate tool via results of pilot and amend as required.</p> <p>Implement across the city</p>	<p>Children are safeguarded when parents are engaged with adult services</p> <p>Adult services staff are supported in safeguarding children when working with parents</p> <p>Impact of tool implementation is evaluated</p>	<ul style="list-style-type: none"> Feedback from safeguarding leads pilot 	<p>December 2009</p> <p>August 2010</p>

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		Undertake questionnaire with key agencies after 6 month implementation period to evaluate tool			
Assessment, Implementation and Monitoring to ensure (AIM 2) model incorporated in practice	Chair Legal & Procedures Sub-group Chair of Communication and Workforce Development	Agree draft AIM 2 procedure Procedure to key partner agencies for consultation Agreed by SSCB Implemented throughout partner agencies and publicise Deliver training to partner agency staff AIM 2 assessment to be included on ICS AIM 2 assessments quality assured by	Improved multi-agency risk assessments of young males who sexually harm Effective intervention of young males over 14 who sexually harm. Model affords protection to Children and Young People by more effective management of young people who sexually harm.	<ul style="list-style-type: none"> • Increase in AIM 2 assessments • Performance information from ICS to demonstrate number of AIM 2 assessments completed 	October 2009 December 2009 September 2010

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		service commissioned to work with children displaying sexually harmful behaviour	AIM 2 procedure evaluated and updated as required		
SSCB Complaints procedure in place	Chair of Legal and Procedures sub group	<p>Identify lessons learned from complaints via information from Complaints Officer</p> <p>Draft complaints procedure</p> <p>Consultation process with SSCB and partner agencies</p> <p>Agree procedure</p> <p>Implement and publicise procedure on SSCB website and newsletter</p> <p>Establish database for</p>	<p>SSCB able to identify and deal with complaints specifically around the SSCB</p> <p>Complaints to inform and improve practice.</p>	<ul style="list-style-type: none"> Increase in the number of complaints 	December 09

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		information in relation to the budget as per government guidance <ul style="list-style-type: none"> • Provide information around vision, values and priorities 			
Following publication of Government guidance relationship between the Children's Trust and the SSCB to be defined	Chair of SSCB Business Planning Group	Implement national guidance on governance to define the relationship between the SSCB and the Children's Trust.	SSCB and Children's Trust are clear about each other's roles and responsibilities as well as governance arrangements. Arrangements and service delivery in relation to safeguarding will be appropriately	SSCB and Children's Trust comply with statutory requirements	January 2010 September 2010

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			evaluated and developed.		
Board receives reports on the impact on safeguarding children of commissioned services	SSCB to add additionally to Children's Trust work BPG to monitor activity of sub-groups	Children's Trust Plans informed by safeguarding considerations and scrutinised to ensure safeguarding arrangements are embedded	Commissioning arrangements and practice appropriately include safeguarding considerations thus furthering the safety of children	Commissioned services and SLA contain clauses regarding safeguarding children	September 2010
Inform and influence commissioning and functioning of services through analysing trends in data	SSCB Chair Quality Assurance Sub-group Chair SSCB Business Manager Relevant Board members	Data agreed and reported upon	Informs targets and priorities for the Children and Young People Plan re safeguarding and the SSBC Business Plan	Children and Young People's needs are prioritised.	December 2009
Engage with the VCS in Sunderland to	Chair of Communication and Workforce	Identify links with "lead" Voluntary Organisation	Safeguarding issues addressed within VCS	SSCB Approving other organisations procedures working	April 2011

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ensure minimum standards of provision	Development Sub-group	Standards developed and implemented	services	group measures compliance. Section 11 tool Service level agreements contain safeguarding children clauses	
Engage with BME in Sunderland to ensure minimum standards of provision	Chair of Communication and Workforce Development Sub-group	Identify links with BME Independent Advisory Group Standards developed and implemented	Safeguarding issues addressed within BME services and communities	BME representation on SSCB training	April 2011
Engage with Faith Groups in Sunderland to ensure minimum standards of provision	Chair of Communication and Workforce Development Sub-group	Identify links with Faith Independent Advisory Group Standards developed and implemented	Safeguarding issues addressed within Faith services	Safeguarding children on IAG agenda Presentation on safeguarding children delivered to IAG by SSCB	April 2011

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4. Key Function – Monitoring and evaluating the effectiveness of the LSCB and of Safeguarding activities across all agencies					
4a. Monitoring and evaluating the effectiveness of the SSCB					
The SSCB receives reports on safeguarding progress from the Children's Trust, Risk and Resilience Board Youth Offending Service on safeguarding issues	Children's Trust Strategic Partnership SSCB YOS Risk and Resilience Board	Establish links by identifying representatives who sit on both the SSCB and identified partnerships. Establish reporting schedule between partnerships	Children's Trust report to SSCB on progress. SSCB to ensure priorities in plan Safeguarding issues identified and addressed to ensure increased safety of children on 6 monthly basis	<ul style="list-style-type: none"> SSCB Board minutes SSCB Annual Report 2009-2010 Multi agency partner inspection findings and grading 	December 2009 December 2009
Assure the key priorities within Staying Safe are being progressed through the Children and Young People Plan	Children's Trust Strategic Partnership SSCB YOS Risk and Resilience Board	Schedule to be established which will include: <ul style="list-style-type: none"> Frequency of checking progress System to do this Recording system to be established Progress will feed 		<ul style="list-style-type: none"> SSCB Board minutes SSCB Annual Report 2009-2010 	January 2010

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		back into CYPP on a 3 yearly cycle of review of the CYPP			
The SSCB reports to the Children's Trust on its activities and the progress made against the Business Plan	Chair of the SSCB	Reporting schedule to be established including: <ul style="list-style-type: none"> • Frequency of reports • Process for comments/feedback • Named officer of SSCB to present reports Reports submitted to the Children's Trust for information and challenge	SSBC work scrutinised by the Children's Trust Clear arrangements for governance and challenge for the SSBC and the Children's Trust	<ul style="list-style-type: none"> • SSCB is compliant with statutory requirements • Children's Trust and SSCB meeting minutes • Multi agency partner inspection findings and grading 	April 2009 July 2010
To have in place an SSCB challenge function	Chair of Business Planning Group Business Planning Group	Develop draft SSCB system to challenge agencies around their safeguarding practice Formalise process	Safeguarding issues identified and addressed to ensure increased safety of children	<ul style="list-style-type: none"> • SSCB challenge procedure implemented Evidence of SSCB 	April 2010

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		<p>board sign up to this</p> <p>Consult with partner agencies</p> <p>System agreed and implemented</p> <p>Reporting mechanism established</p> <p>Reports considered on a 6 monthly basis</p>	Fulfilling statutory responsibility	<p>challenge recorded in SSCB minutes</p> <ul style="list-style-type: none"> Evidence of response to challenge in SSCB minutes Multi agency partner inspection findings and grading 	
SSCB Risk Management action plan in place	SSCB Business Manager	<p>Draft SSCB Risk Management action plan with support from Local Authority Risk Manager</p> <p>Action plan to SSCB for consultation and agreement</p> <p>Action plan implemented and monitored through BPG</p>	<p>Risks to Board identified and managed</p> <p>Monitored on monthly basis and reported to Board on quarterly basis.</p>	<ul style="list-style-type: none"> SSCB satisfies all statutory requirements Multi agency partner inspection findings and grading 	December 2009

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SSCB budget in place	Chair of Business Planning Sub Group All constituent Agencies	SSCB Chair to write to SSCB members and key partners to request financial contributions to the board budget. Collate responses from letters to review budget Outcome of response may lead to a review of risk management action plan.	Establish and monitor financial arrangements linked to business plan and board activity	<ul style="list-style-type: none"> Adequate budget to meet statutory responsibility of board 	December 2009
SSCB data set identified and monitored	Chair of Quality Assurance sub group	SSCB Multi agency data set agreed SSCB reporting system agreed by key partners Data analysed by Performance Information Manager and considered at	SSCB aware data Data set agreed and reported on Analyse trends and use to inform influence Service plans	<ul style="list-style-type: none"> SSCB contributes to commissioning of services for children in Sunderland 	December 2009

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		Quality Assurance sub group Analysis report shared with SSCB on four monthly basis	SSCB members understand needs of children in Sunderland		
To have in place SSCB induction process and definite job roles for SSCB members.	Chair of Sunderland Safeguarding Children Board	Written and agreed role descriptions for all partner agency representatives on the SSCB Induction process to be established for all new SSCB members Draft process to be devised Process for consultation to SSCB Process agreed and Implemented Questionnaire devised	SSCB compliance with Working Together 2006	<ul style="list-style-type: none"> • Improved attendance at sub groups • Sub group meetings are quorate at every meeting • Work progresses in line with Business Plan 	December 2009

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Priorities (e.g.)	Responsibility	Actions	Outcomes	Measure	Timescale
		to obtain feedback on induction process			
Membership compliant with Working Together 2009	Chair of SSCB	SSCB membership reviewed in line with revised working together guidance Director of Children's Services and Cllr Pat Smith to be formally invited as members Two lay people to be identified as members	SSCB membership is compliant with statutory requirements	<ul style="list-style-type: none"> SSCB has appropriate statutory membership SSCB meetings are quorate Business Plan progresses in timescales Multi agency partner inspection findings and grading 	February 2010 July 09 April 2010
To have in place a SSCB Quality Assurance Framework	Chair of Quality Assurance Sub Group	Draft framework to quality assure the statutory functions of the SSCB as stated in Working Together 2006 Framework out for consultation	Multi-agency Quality Assurance Framework in place to assist the Board to satisfy its Key Objectives	<ul style="list-style-type: none"> Statutory function of SSCB is met 	December 2009

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		Framework implemented			
To develop and agree the Safeguarding Strategy	Chair of SSCB Business Manager Business Planning Group	Strategy developed via a working group Consultation process Agreed and implemented	Clear Safeguarding Strategy which will guide the development of services and training	<ul style="list-style-type: none"> SSCB provides strategic lead and contributes to coordination of agency work 	April 2010
Equality and Diversity issues identified and addressed	SSCB Independent chair and chairs of Sub Groups	Equality assessment undertaken around the work of the SSCB and individual sub groups	<p>SSCB is able to identify any potential inequalities or barriers for children and young people.</p> <p>SSCB is compliant with the equality standard for local government</p> <p>Serious Case Review process identifies and addresses any potential barriers to parental involvement</p>	<ul style="list-style-type: none"> Information collected via Questionnaire on website re data collection Information collected via multi agency reports presented at initial Serious Case 	<p>September 2010</p> <p>September 2010</p>

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				Review panel <ul style="list-style-type: none"> Increased parental contributions recorded in overview report written as part of Serious Case Review process 	
4b. Monitoring the effectiveness of safeguarding activity across single and multi agencies					
To have in place quality assurance process for single agency training packs	Quality Assurance Sub-group Communication and Workforce Development Sub-group chair	Draft a tool to quality assure multi agency and single agency training programmes and strategies Tool to SSCB and partner agencies for consultation Tool agreed and implemented Development and Training officer to obtain feedback on	Evaluation tool will measure impact of training on practice Feedback will inform SSCB and agencies of value of the tool. High quality training responsive to needs of multi agency audience.	<ul style="list-style-type: none"> Competency testing Reduction in number of serious case reviews and management reviews Multi agency case file audits Single agency audits 	March 2010

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		<p>use of tool</p> <p>Development and Training Officer to collate results of competency testing</p> <p>Development and Training Officer to use results to improve training packages</p>	<p>Improve knowledge and skills of front line workers.</p> <p>Through audit of quality of referrals, assessments and plans Children & Young People receive improved service from highly skilled and trained workforce</p>		
4c. Evaluating the impact of training across single and multi agencies					
To have in place a quality assurance process for SSCB training	Chair of Quality Assurance	<p>Draft a tool to evaluate impact of SSCB training on multi agency practice</p> <p>Tool to SSCB and partner agencies for consultation</p> <p>Tool agreed and implemented</p>	<p>Evaluation tool will measure impact of SSCB training on practice</p> <p>Feedback will inform SSCB of value of the</p>	<ul style="list-style-type: none"> Competency testing Reduction in number of serious case reviews and management reviews Multi agency file audits 	December 09

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		<p>Development and Training officer to obtain feedback on use of tool</p> <p>Development and Training Officer to collate results of competency testing</p> <p>Group to use results to improve training packages</p>	<p>tool</p> <p>High quality training responsive to needs of multi agency audience</p> <p>Improve knowledge and skills of front line workers</p> <p>Through audit of quality of referrals, assessments and plans C&YP receive improved service from highly skilled and trained workforce</p>	<ul style="list-style-type: none"> • Single agency audits 	
4d. Monitoring and evaluating the effectiveness of audits					
Section 11, implementation of the duties of agencies in relation to safeguarding	Chair Quality Assurance sub group	Support to partners offered via workshops for the completion of S11 tools	S11 tool will measure agency compliance with safeguarding responsibilities	<ul style="list-style-type: none"> • Section 11 tool analysis and evaluation • Board members satisfy 	September 2009

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children		<p>Agencies to complete Section 11 audit tool and return to Business Manager for evaluation</p> <p>Findings from audit included in annual report 2009/2010</p> <p>S11 tool to be updated in light of revised Working Together 2006</p> <p>S11 process undertaken bi annually.</p>	<p>Gaps identified and support offered to ensure compliance</p> <p>Partner agencies are compliant with statutory functions</p> <p>Improved service for safeguarding children offered from partner agencies</p> <p>SSCB monitors agency compliance and receives updates from previous years.</p>	Section 11 requirements	<p>December 2009</p> <p>January 2010</p>
To have in place reporting system from individual agencies around safeguarding audits	Chair of Quality assurance sub group	Undertake mapping exercise to establish which audits are currently undertaken by partner agencies around their	Clear understanding of the quality of agencies safeguarding and its impact on children.	<ul style="list-style-type: none"> • SSCB Annual Report • Partner agency Annual Report • Board challenge to 	April 2010

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		<p>safeguarding activity</p> <p>SSCB to identify which audits they need reports from</p> <p>Establish reporting system from agencies to the SSCB</p> <p>Reports to feed into SSCB challenge process</p>	<p>Partner agency audits used to assess quality of safeguarding children by SSCB</p> <p>SSCB Challenge agencies over Safeguarding Practice</p>	<p>agencies where children are not safeguarded by services</p>	

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5. Key Function – Undertaking Serious Case Reviews						
SSCB compliant with Serious Case Review requirements	Chair of Case Review Sub-group	SSCB to respond to national consultations	Serious Case Review process and procedures compliant with national legislation	Evaluation grading from Ofsted	October 2009	
		Local Serious Case Review Procedures updated in accordance with GONE/Ofsted guidance, when published.			Allow us to be more effective in learning the lessons from serious case reviews through implementation of lessons learned improve outcomes for children. Judged by ofsted gradings	January 2010
		Address new Working Together guidance when issued in December 2009				February 2010
		Review and agree training to support Independent Management Review authors to				

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		complete reports			
Develop and deliver training for Serious Case Review report authors	Business Manager	Business Manager and Chair to attend regional Serious Case Review training. Develop training package and templates. Consult with SSCB Pilot training packs and templates Obtain feedback from previous authors Obtain feedback from authors	Serious Case Review reports are complaint with Ofsted requirements and national guidance	Ofsted evaluation and author feedback	June 2009 May 2009
Develop and deliver lessons learnt sessions from Serious Case Review	Business Manager	Review previous briefing package	Update and deliver sessions. Evaluate sessions Analysis impact	No further Serious Case Review Competency testing	February 2010

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Priorities (e.g.)	Responsibility	Actions	Outcomes	Measure	Timescale
			of lessons on practice		

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Priorities (e.g.)	Responsibility	Action	Outcomes	Measure	Timescale
6. Key Functions – Collating and analysing information about all child deaths					
Raise awareness of Child Death Overview Panel (CDOP) Present annual report to the Board	Child Death Overview Panel Chair Case Review Sub Group Child Death Review Co-ordinator	Information made available on the website Newsletter published Training delivered	Multi agency professionals aware of the work of the CDOP and their safeguarding responsibilities Reduction in preventable deaths	Minutes of SSCB meetings	December 2009
CDOP meets statutory requirements	Chair of Case Review sub group	Training organised via Gateshead training officer re: Warwick University training for local review panel and CDOP members	Agency representatives involved in Child Death Review Process receive specialist training in order to fulfil statutory requirements Reduction in preventable deaths	SSCB is compliant with Child Death Review Process	March 2010
System in place to review neo natal	Chair of Case Review Sub Group	Consolidate current practice through the	Notification system in place Timely receipt, review and	SSCB is compliant with Child Death Review Process	April 2009 December 2009

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deaths		updating of existing child death procedure in respect of neo natal deaths	analysis of neo natal deaths		
Develop approach to disseminating lessons learnt from review of all child deaths	Chair of Case Review Sub Group	<p>Research pilot areas for child death review process</p> <p>Draft approach</p> <p>Circulate to partner agencies for consultation</p> <p>Agreed by SSCB</p> <p>Approach implemented</p> <p>Reviewed</p>	<p>Lessons learnt from reviews of child deaths are identified and disseminated on a regional or sub regional basis.</p> <p>Reduction in preventable deaths</p>	Reduction in preventable deaths	March 2010