

Board of Directors' Safeguarding Declaration

'Lincolnshire Partnership Foundation Trust's Board of Directors takes their responsibility for safeguarding very seriously. The Trust is therefore making a declaration of compliance with the following aspects of good Safeguarding Children practice:

- *The foundation trust meets the statutory requirement with regard to the carrying out of Criminal Records Bureau checks.*
- *Child protection policies and systems are up to date and robust, including a process for following up children who miss outpatient appointments and a system for flagging children for who there are safeguarding concerns.*
- *All new staff have undertaken and are up to date with safeguarding training at level 1, and this training is available for all eligible staff. In addition, a review of other training arrangements should be completed within 6 months, taking account of emerging messages from the national review of safeguarding training.*
- *Designated and/or named professionals are clear about their roles and have sufficient time and support to undertake them.*
- *There is a Board level Executive Director lead for safeguarding, the Board reviews safeguarding across the organisation at least once a year and has robust audit programmes to assure it that safeguarding systems and processes are working.*

The Board has received an action plan regarding these areas, and is assured that LPFT adheres to good practice, and that appropriate arrangements are in place. If any further information is required, please contact the Director of Nursing and Strategy at Trust Headquarters. The full safeguarding Children and Adults annual report and action plan is available via the following link www.lpft.nhs.uk

LINCOLNSHIRE PARTNERSHIP NHS FOUNDATION TRUST

FRONT SHEET

Report to:	Board of Directors
Date of meeting:	23 rd July 2009
Section:	Quality & Risk
Report Title:	Safeguarding Steering Group Annual Report and Action Plan 2009 / 2010
Report By:	Liz Bainbridge
Job Title:	Consultant Nurse Safeguarding
Lead Officer:	Kay Darby
Job Title:	Director of Nursing and Strategy
Recommendation:	To receive the Annual report, and to approve the work plan for 2009/10

Purpose of Report:

To update Board on developments within the Safeguarding arena, and outline priorities for 2009/10.

EXECUTIVE SUMMARY:

Summary of key matters covered by the report and key risks to the organisation:

- Recruitment of Consultant Nurse for Safeguarding
- Development & role of LPFT Safeguarding Steering Group
- Development of Trust Strategy & Action Plan- main areas for development
- Safeguarding budget required for training, communication and development of clinical systems, LSCB & LSAB

Risks to LPFT

- Risk of non-adherence to statutory safeguarding requirements and recommendations
- Healthcare Commission audit may demonstrate poor safeguarding performance within LPFT, with an attendant risk to reputation of LPFT.
- There is one ongoing SCR, which may carry an operational and reputational risk for LPFT.

<p>Relationship with Healthcare Standards:</p> <p>Domain: 1</p> <p>Standard: C2</p>	<p>Assurance for Assurance Framework:</p> <p>Positive assurance <input type="checkbox"/></p> <p>Neutral assurance <input type="checkbox"/></p> <p>Negative assurance <input type="checkbox"/></p> <p>Not Applicable <input checked="" type="checkbox"/></p> <p>Added to Risk Register? <input type="checkbox"/></p>
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Summary of Financial and Business Plan Implications:

Possible financial implications for Safeguarding Training, Communication Strategy & Clinical Integration. Contribution to LSCB for Board and Training.

Confirmed:.....(Director of Finance & Compliance)

Summary of Legal Implications:

Statutory obligation to comply with Safeguarding policy.

Confirmed:.....(Director of Finance & Compliance)

Summary of Equality Impact Assessment

No EIA issues identified

Confirmed: (Chief Executive)

Safeguarding Steering Group Annual Report 2009/10

Developments 2008/09

In November 2009 a Consultant Nurse for Safeguarding was appointed to LPFT. The development of this post has provided a Named Nurse who is responsible for providing specialist advice and support to all health & social care professionals on any issue relating to safeguarding children, children in need & looked after children & young people. The Named Nurse is responsible for linking with the wider safeguarding children's network to share information and provides specialist advice in respect of services and information provided by LPFT.

In addition this role was developed to provide a strategic lead, clinical expertise and an advisory function for safeguarding across both children and adults services when advice is required on safeguarding and domestic abuse matters. Following exploration of the needs of LPFT staff and service users, its partner organisations and the statutory and recommended requirements placed upon LPFT; a Safeguarding Steering Group has been developed and a strategy and action plan is in the process of being devised.

Safeguarding Steering Group

This steering group will replace the previous LPFT Children's Steering Group. Its members include a senior representatives from each division, LPFT's Named Doctor, Risk Manager and representatives from Communications and Human Resources as required. It is chaired by the Consultant Nurse for safeguarding.

The group has 4 main functions;

- 1) To raise issues within LPFT or that impact on safeguarding within LPFT from a clinical and organisational perspective- leading to timely exploration & resolution of issues raised, and recognition of areas of positive growth, development and good practice.
- 2) To feedback to frontline staff developments and recommendations relating to safeguarding.
- 3) To develop, monitor and ensure timely compliance with LPFT's strategy and action plan. This will include representation from the Local Authority (adult safeguarding), Lincolnshire Health (safeguarding children) and a Non-executive Board Member or Governor to provide effective scrutiny for LPFT of its commitment and effectiveness to Safeguarding.
- 4) To oversee SCR recommendations and action plans.

LPFT Strategy & Action Plan

The safeguarding action plan is designed to be proactive, moving LPFT's safeguarding strategy from reacting to media events, Serious Case Reviews and national safeguarding recommendations to being proactive, ensuring that safeguarding is everyone's business and at the heart of LPFT as an organisation. Therefore when the Government set the National Targets later this year (Government Response to Laming 2009), LPFT will be readily able to evidence attainment of these targets.

This action plan will be piloted within LPFT using Microsoft's Sharepoint facility. The Sharepoint facility is under 3 headings - Safeguarding Children, Safeguarding Adults and Domestic Abuse. There is an internal webpage for all LPFT staff and volunteers to access information, advice and forms relevant to each heading. Under each heading is an action plan/task manager which is able to produce Key Performance Indicators (KPIs) for LPFT. These KPIs will be updated regularly and have the evidence to demonstrate their achievement attached to each KPI, thus ensuring immediate information is available for audit and inspection. Examples of these task managers are available from the Consultant Nurse.

Below are the main actions within LPFT's Safeguarding Strategy. The following headings are the current KPIs. These are included in the Work plan at the end of this document.

Audit

There are key audits for Children and Adult safeguarding. These audits will be uploaded to the Sharepoint Task Manager and tasks allocated to areas which have a responsibility as identified within the audit.

Section 11

Working Together 2006 identifies, as a key function of a Local Safeguarding Children Board, that they must "monitor and evaluate what is done by the Local Authority and board partners individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve"; and, that they should "have a particular focus on ensuring that those key people and organisations that have a duty under Section 11 of the Children Act 2004 ... are fulfilling their statutory obligations about safeguarding and promoting the welfare of children".

This audit tool is designed to monitor and evaluate compliance of the Local Authority and partner agencies with their specific and general duties in respect of safeguarding as defined in Section 11 of the Children Act 2004. It identifies generic standards that derive from "Section 11 responsibilities", and which apply in broad terms to the Local Authority and all LSCB Partner agencies. Limited modifications will be appropriate to suit the particular circumstances of individual organisations.

The Section 11 Audit on Children's Safeguarding was completed in December 2008. LPFT passed this audit. In June 2009 a 6 monthly review of recommended actions was sent to the Local Authority as evidence of LPFT's development on recommended actions by the auditors. The 2008 audit was only done on Child and Family Services & Volunteers. The next audit, in December 2011 will have to be across the whole organisation. The Director of Operational Services has asked that the Consultant Nurse for safeguarding presents this at the Operational Services meeting.

Healthcare Commission Audit

Following the Joint Area Review of Haringey by Ofsted, Healthcare Commission (HCC) and HM Inspectorate of Constabulary (Nov 2008) the HCC sent out an audit to all NHS organisations. LPFT completed and returned this in March 2009 and a response is expected by end of July 2009. LPFT had potential areas of weakness within this audit, all of which are addressed within the above action plan. The Care Quality Commission are now performing face to face audits on organisations and are planning on short notice visits. It is therefore essential that LPFT have a system in place for evidencing safeguarding practice via a live process.

Strategic Health Authority Audit

The SHA audit is currently on hold awaiting developments within the national safeguarding agenda.

Training

Training on all safeguarding within LPFT is of concern. Lincolnshire Health have agreed to fund 2 temporary (1-year) posts with training as their main remit.

Safeguarding Children

Training is potentially the main area of weakness within LPFT's HCC audit. There is now an action plan for developing children's safeguarding training as advised by the Safeguarding Children and Young People: Roles and Competences for Health Care Staff Intercollegiate Document (April 2006). Financial resources are required to develop this training and to provide 'Train the Trainers' sessions for LPFT staff to deliver some of the in-house training.

Mandatory training is now provided to LPFT staff and volunteers at Induction. E-learning is now available via the LSCB for all LPFT staff. There are specific recommendations for all staff including Board Members and Governors following the Haringey reports on Baby P.

LPFT are in discussions with LSCB about providing training on a range of topics relating to LPFT's areas of expertise, in line with LPFT's commitment to inter agency working. It is unclear what level of financial commitment is required from LPFT for the LSCB training provision; currently there is a contribution from 'Health' which is paid by Lincolnshire Health. The LSCB have requested a substantial increase in this funding and for the overall LSCB funding from 2010. This will have financial implications for LPFT.

Safeguarding Adults

The Local Safeguarding Adults Board (LSAB) have a clear training strategy. LPFT are signed up to this and e-learning has been developed which LPFT staff will be able to access from July 2009. There is a need to develop in-house training for which there is a financial implication for LPFT.

Domestic Abuse

There is a need for staff to have training on domestic abuse and Multi-Agency Risk Assessment Conferencing (MARAC). This is a national initiative with which LPFT are slowly becoming involved. There is a financial implication for this training.

The Consultant Nurse will work with the new Head of Workforce and Training Department on these issues, as well as continuing to liaise with other agencies.

Communication & Awareness

This action plan is under development with LPFT's Communications Dept.

The Consultant Nurse for Safeguarding has provided sessions on safeguarding for many LPFT teams across all divisions and recently completed a series of Safeguarding Roadshows for Specialist Services. The Director of Operational Services has requested that these sessions are delivered to all services in September & October 2009.

There is a plan in place to feedback to staff on good safeguarding practice and changes in practice as a result of Serious Case Reviews via The Word.

Policy & Procedures

LPFT's Safeguarding Policies require review and revision. The policies are complex and not easy for clinicians to locate or follow. For example there are 3 Safeguarding Adult Policies – the multi-agency one is 85 pages long. The main areas of this action plan will be;

- 1) To relocate all safeguarding policies under the title of safeguarding
- 2) To review and update all safeguarding policies
- 3) Where there is a Multi-agency Policy – to produce an LPFT procedure and not have 2 duplicate policies
- 4) To involve clinicians and relevant areas in development of policies (e.g. children visiting ward policy to include Acute, Rehab, Forensic, Older Adults & CAFS in review)

Clinical Integration

Currently safeguarding is monitored via LPFT's risk systems. For safeguarding to be at the heart of LPFT, it needs to sit with all staff and volunteers. Therefore working with the MARACIS team and each service on their Care Pathways this action plan intends to;

- 1) Introduce & develop safeguarding in to clinical practice & processes
- 2) Reduce safeguarding paperwork and bureaucracy
- 3) Reduce reliance on LPFT risk processes for safeguarding
- 4) Provide a seamless and workable integration of safeguarding and existing clinical procedures
- 5) Keep responsibility for safeguarding within divisions (there may be some resource issues for services such as Primary Care & Psychological Services)

There will be a financial cost of about £2000 for amendments to MARACIS.

Supervision

Supervision is an influential factor in staffs' recognition, reporting and personal development around safeguarding. This action plan will include;

- 1) Access to specialist safeguarding children supervision
- 2) Revision of LPFT policy to include standard question on safeguarding at all managerial supervision sessions
- 3) Update on training in relation to safeguarding

Human Resources

This action plan has been developed in line with Human Resources. Major developments are from section 11 audit recommendations, and these are;

- 1) Introduction of Vetting & Barring Scheme / transfer from CRB process – starts 2010
- 2) Safer recruitment training
- 3) Volunteer issues on safeguarding
- 4) Reporting and investigation of allegations about staff &/or volunteers

Alerting & Recording

There have been historical problems with reporting safeguarding concerns to the Local Authority's teams. The Consultant Nurse for Safeguarding has worked across the agencies to attempt to address these. This action plan will include;

- 1) Review of referral processes to Social Care
- 2) Procedural guidance on resolution of disagreement within safeguarding across agencies (LPFT have requested that the LSCB take lead on this)
- 3) Simple flowchart/procedural guidance for all staff on reporting
- 4) Advice on reporting disclosures of historical abuse (LPFT have asked LSCB to be involved in the development of this procedure)
- 5) Record keeping issues on safeguarding
- 6) Information sharing guidance
- 7) Involvement in review of information sharing and record keeping policies

Serious Case Reviews

Serious Case Reviews are held via LSCB, LSAB and MARAC Board. This section of the task manager enables action plans specific to LPFT, or generally to all agencies to be uploaded and shared across the organisation. Currently the Consultant Nurse for Safeguarding sits on the SCR sub groups and has to feedback on developments and provide evidence of LPFT's progress on actions.

There are several ongoing action plans and this new process will collate all of LPFT's agreed actions, decide on best way of progressing them via the Safeguarding Steering Group and evidence progress and completion. This can then be fed back in a concise and timely manner to the relevant Board.

Since being in post the Deputy General Manager of CAFS has collated many of the actions that LPFT have signed up to and provided evidence for the LSCB SCR sub group.

This process can also be utilised for any internal investigations that involve safeguarding.

There is one open SCR through the LSCB, and this may carry operational and reputational risks for LPFT.

SAFEGUARDING WORK PROGRAMME 2009/2010

June 09

Area of Work	Objectives	Work plan	Lead	Performance 2009/10
Safeguarding Steering Group	To review the existing Safeguarding Children Steering Group, and have a revised group that manages both the Safeguarding Children and Adults Agendas.	<ul style="list-style-type: none"> • Revise membership of group • Revise Terms of Reference • Set dates of meeting for 2009/10 	Consultant Nurse for Safeguarding	
Audit	To fully take part in the three expected Audits in the year (Care Quality Commission/Section 11/SHA), and to learn form the findings of these.	<ul style="list-style-type: none"> • Consultant Nurse to co-ordinate Audit response • Lessons learned and resultant action plans to be managed through the Steering Group. 	Consultant Nurse for Safeguarding	
Training	<p>To address the issue of induction training</p> <p>To address the issue of mandatory training</p> <p>To ensure that training is appropriate and timely</p> <p>To review the training provision with regard to vulnerable adults, and domestic violence</p> <p>To identify LPFTs contribution</p>	<ul style="list-style-type: none"> • Work with PCT on extra resources as part of CQUIN scheme • Continue to review induction training • Liaise with LSCB trainers re contribution and courses. • Work with vulnerable adults board on Safeguarding Adult training, and domestic abuse training • Review e-learning 	Consultant Nurse for Safeguarding	

Area of Work	Objectives	Work plan	Lead	Performance 2009/10
	to wider training budgets.	packages on an annual basis.		
Communication & Awareness	Communication and awareness pathways need to be strengthened throughout the Trust	<ul style="list-style-type: none"> • Liaise with Communications Department on raising profile • Regular briefings through the Word • Road shows to be rolled out to all services. 	Consultant Nurse for Safeguarding	
Policy & Procedures	To review and revise LPFT's Safeguarding Policies	<ul style="list-style-type: none"> • Relocate all safeguarding policies under the title of safeguarding • Review and update all safeguarding policies • Where there is a Multi-agency Policy – to produce an LPFT procedure and not have 2 duplicate policies • Involve clinicians and relevant areas in development of policies (e.g. children visiting ward policy to include Acute, Rehab, Forensic, Older Adults & CAFS in review) 	Consultant Nurse for Safeguarding	
Clinical Integration	To integrate Safeguarding within the Clinical MARACIS	<ul style="list-style-type: none"> • Introduce & develop safeguarding in to clinical 	Consultant Nurse for Safeguarding	

Area of Work	Objectives	Work plan	Lead	Performance 2009/10
	system	practice & processes <ul style="list-style-type: none"> • Reduce safeguarding paperwork and bureaucracy • Reduce reliance on LPFT risk processes for safeguarding • Provide a seamless and workable integration of safeguarding and existing clinical procedures • Keep responsibility for safeguarding within divisions. 		
Supervision	To strengthen the supervisory aspects of Safeguarding	<ul style="list-style-type: none"> • Ensure access to specialist safeguarding children supervision • Revise of LPFT policy to include standard question on safeguarding at all managerial supervision sessions • Update training in relation to safeguarding 	Consultant Nurse for Safeguarding	
Human Resources	To ensure that HR processes are in line with Section 11 recommendations.	<ul style="list-style-type: none"> • Introduce Vetting & Barring Scheme / transfer from CRB process – starts 2010 • Attend safer recruitment training 	Consultant Nurse for Safeguarding	

Area of Work	Objectives	Work plan	Lead	Performance 2009/10
		<ul style="list-style-type: none"> • Address volunteer issues on safeguarding • Review Reporting and investigation of allegations about staff &/or volunteers 		
Alerting & Recording	To address the historical problems in reporting to Local Authority settings	<ul style="list-style-type: none"> • Review of referral processes to Social Care • Procedural guidance on resolution of disagreement within safeguarding across agencies • Simple flowchart/procedural guidance for all staff on reporting • Advice on reporting disclosures of historical abuse • Record keeping issues on safeguarding • Information sharing guidance • Involvement in review of information sharing and record keeping policies 	Consultant Nurse for Safeguarding	
Serious Case Reviews	To ensure that Serious Case Reviews are contributed to in a timely fashion, and that	<ul style="list-style-type: none"> • Steering Group to manage SCR process • Recommendation to be 	Consultant Nurse for Safeguarding	

Area of Work	Objectives	Work plan	Lead	Performance 2009/10
	lessons and recommendations are acted upon.	collated into action plan, and managed through steering group <ul style="list-style-type: none"> • LPFT to continue to attend SCR sub-group 		