

H&F Safeguarding Children Board



Welcome Pack

For LSCB Members

'Safeguarding H&F's Children Together'

Developed: November 08
Revised: April 2010

CONTENTS

| | |
|---|-----------|
| H&F Local Safeguarding Children Board (LSCB)..... | 2 |
| Foreword by H&F Local Safeguarding Children Board Chair..... | 3 |
| What is H&F LSCB?..... | 4 |
| H&F LSCB Membership List..... | 5 |
| H&F Structure Chart..... | |
| H&F LSCB Operational Group..... | |
| Safeguarding..... | 6 |
| What is Safeguarding?..... | 6 |
| How Does H&F LSCB Safeguard H&F's Children?..... | 6 |
| Key Safeguarding Documents..... | 7 |
| Working Together..... | 8 |
| Why Work Together?..... | 8 |
| How Can Agencies Work Together?..... | 8 |
| Multi-agency Child Protection Procedures..... | 8 |
| Common Assessment Framework | 8 |
| ContactPoint..... | 10 |
| H&F LSCB training..... | 12 |
| H&F LSCB Web Site..... | 12 |
| Meetings..... | 13 |
| H&F LSCB Meetings (including agenda & papers)..... | 13 |
| LSCB Operational and Executive group meeting dates – Appendix 1 | |
| LSCB Board & Management Group..... | 14 |
| H&F LSCB Member Job Description..... | 14 |
| H&F LSCB Sub-groups terms of reference..... | 16 |
| Appendix 1..... | 17 |
| Glossary..... | 18 |

Accompanying Documents:

H&F LSCB Annual Report
H&F LSCB Business Plan
H&F LSCB Training Programme

Foreword by H&F Local Safeguarding Children Board Chair

Welcome to the Hammersmith and Fulham Local Safeguarding Children Board!



The LSCB has a statutory remit to co-ordinate joint, multi-agency responses to protect and promote the welfare of children. As part of the Every Child Matters agenda, we are expected to plan and deliver services that respond to the whole need of children, young people and their families. The LSCB gives us the opportunity to come together to ensure that our services and policies which are designed to protect children, are properly co-ordinated, and that we are working together in ways that best serve the children of our borough.

I'm pleased to say that, since it was established in 2006, the H&F LSCB has successfully engaged agencies from a wide range of disciplines and sectors to pursue a shared interest in the welfare of children, young people and their families across our borough. The health, social care,

education, voluntary, community and criminal justice sectors are all well represented on our LSCB Operational Group and subgroups and have made very valuable contributions to the work of the Board.

In my role as LSCB chair, I am keen to widen participation and encourage new partner agencies to contribute. I hope this pack provides you with the information and support you will need to contribute effectively to the work of the LSCB. Equally, I hope existing board members will also use this pack as a reference point and reminder of the context in which we are working, as well as our common goals and interests.

I look forward to working with you.

Best wishes,

A handwritten signature in black ink, appearing to read 'Andrew Christie', with a long horizontal flourish extending to the right.

Andrew Christie
Chair of H&F LSCB and Director
of LBHF Children's Services

What is H&F LSCB?

Background

- As part of the government's drive to improve outcomes for children, new legislation (***The Children Act 2004***) was passed in November 2004. This required that every local authority replace their Area Child Protection Committee (ACPC) with a Local Safeguarding Children Board (LSCB) by April 2006.
- The services provided by LSCB are shaped by guidance issued by the Department for Education and Skills, the Department of Health and the Home Office, notably the newly updated ***Working Together to Safeguard Children (2006)***.
- H&F LSCB brings together all the main organisations who work with children and families in H&F, with the aim of ensuring that they work together effectively to keep children safe. It is a multi-agency body that contributes to and operates within the framework established with partner agencies to produce the ***H&F Children and Young People's Plan***.
- H&F Borough Council's Children Services takes lead responsibility for the effective function of the LSCB, whilst all main constituent members are responsible for contributing fully and efficiently to its work.
- The LSCB stands alongside the **H&F Children's Trust Board**. It has a key role in overseeing the '*Staying Safe*' outcome and both reports to and reviews the work of the Children's Trust Board.

Brief History

- The first meeting of the Board was in March 2006.
- H&F LSCB replaced H&F Area Child Protection Committee (ACPC)
- The board is chaired by Andrew Christie, the director of Children's Services in the borough.

What Changed?

Unlike ACPCs, LSCBs are statutory bodies, placing child protection high on everyone's agenda. All agencies have to comply with the duty placed on them by the 2004 Act to "*safeguard and promote the welfare of children*". This means that, for the first time, H&F LSCB has a responsibility to ensure that agencies are fully meeting their statutory obligations effectively and can hold them to account if they are not.

There is also a shift from 'child protection' (protecting children from harm) to a more pro-active 'safeguarding' agenda that seeks to involve the whole community in keeping children safe and promoting their welfare.

H&F LSCB Funding

H&F LSCB will continue to be funded and resourced mainly through Children's Services and PCT. In addition there are other small interagency contributions to the budget. The Budget sits with Commissioning, Performance and Partnership – Children's Services.

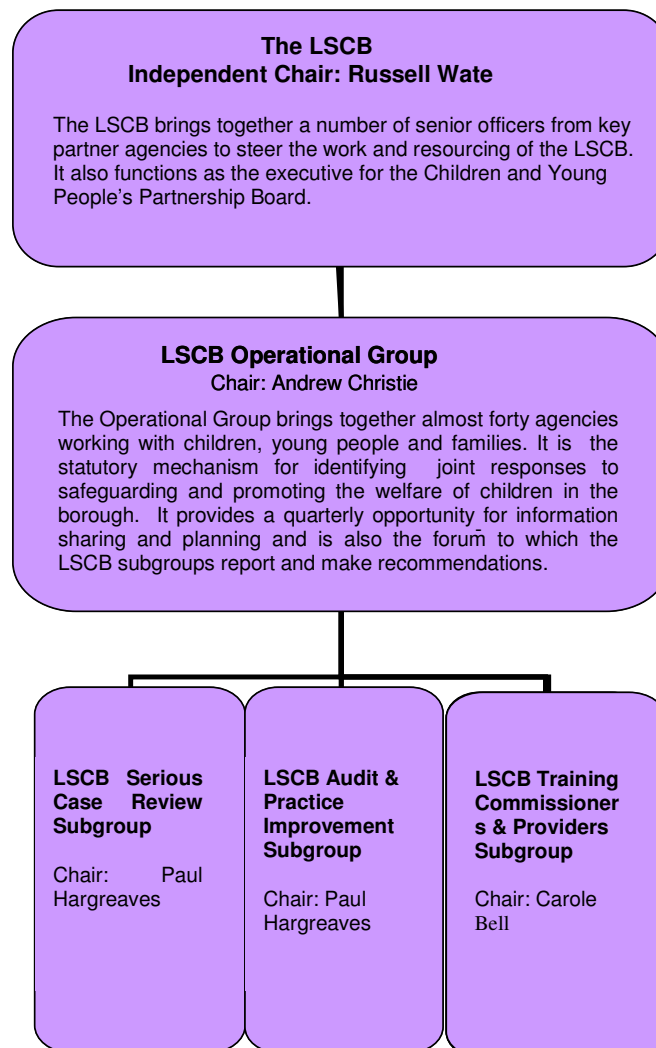
H&F LSCB – Welcome Pack (April 2010)

H&F Membership list of the LSCB Operational Group

To view the contact details of the agencies involved in the LSCB Operational Board, please click on the following link

http://www.lbhf.gov.uk/azofservices/l/72592_LSCB_About_the_LSCB.asp

H&F LSCB Structure Chart:



Safeguarding

What is Safeguarding?

Working Together 2006 states:
Safeguarding and promoting the welfare of children is defined as:

- *protecting children from maltreatment;*
- *preventing impairment of children's health or development; and*
- *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 successfully.

How Does H&F LSCB Safeguard H&F's Children?

H&F LSCB carries out its safeguarding responsibilities

- Through the involvement of a wide range of local agencies in its Board, Management Group and sub-committees to ensure multi-agency co-operation.
- Through shared multi-agency Child Protection Procedures supported by local protocols and practice guidance endorsed by the LSCB.
- By developing and running a multi-agency safeguarding training programme for those whose work involved children and young people.
- Through the effective monitoring of partner agencies' compliance with the Children Act 2004.

Key Safeguarding Documents

The core legislation underpinning the work of the LSCB is the **Children Act 1989** and the **Children Act 2004**, which provide a comprehensive framework for the care and protection of children whilst reflecting the principles of the **Rights of the Child** and the **European Convention on Human Rights**.

The services provided by LSCB are shaped by guidance issued by the Department for Education and Skills, the Department of Health and the Home Office, notably the newly updated **Working Together to Safeguard Children (2006)**.

Local practice is guided by the **London Child Protection Procedures**.

- **Children's Act 1989** HMSO, London, 1989
www.opsi.gov.uk/acts/acts1989/Ukpga_19890041_en_1.htm
- **Children's Act 2004** HMSO, London, 2004
www.hmso.gov.uk/acts/acts2004/20040031.htm
- **Working Together to Safeguard Children 2006** A guide to inter-agency working to safeguard and promote the welfare of children, HM Government 2006
www.everychildmatters.gov.uk/resources-and-practice/IG00060/
- **Every Child Matters: Change for Children** <http://www.everychildmatters.gov.uk/>
- **Safeguarding Children: The second joint Chief Inspectors' Report on Arrangements to Safeguard Children** CSCI, HMICA, The Healthcare Commission, HMIC, HMI Probation, HMI Prisons, HMCPSI, OFSTED, July 2005
- **What To Do If You're Worried A Child Is Being Abused** Department of Health Publications, 2006
- **The Local Safeguarding Children Boards Regulations 2006 (Statutory Instrument 2006 No. 90)**
- **Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004**, Department for Education and Skills, 2005

Working Together

Why Work Together?

Working Together 2006 states:

1.14 Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.

How Can Agencies Work Together?

- Be alert to potential indicators of abuse or neglect.
- Be alert to the risks which individual abusers or potential abusers may pose to children.
- Contribute to any actions agreed by the LSCB as needed to safeguard and promote the welfare of children.
- Take part in reviewing the outcomes for the individual child against specific plans.
- Work co-operatively with parents unless this is inconsistent with ensuring the safety of the child.

Multi-agency Child Protection Procedures

In response to Working Together 2006, H&F is one of a number of areas that came together to develop the new, online **London Child Protection Procedures**. These were launched in January 2007 and can be accessed at www.LondonSCB.gov.uk

The Common Assessment Framework (CAF)

The Common Assessment Framework or CAF is a national initiative which is part of the Every Child Matters agenda. CAF is a multi-agency tool which ensures that practitioners who work with children and young people who have additional needs assess these needs in a consistent way. Children who have CAF assessments will also have an action plan which will usually include support from a number of different agencies. Where this is the case, one of the practitioners involved will act as a "lead professional" co-ordinating the support provided and ensuring cases are reviewed.

CAF assessments can only be carried out with informed consent from a parent or in some cases a young person. The assessments should then only be shared with agencies when the parent has agreed to this except in situations where it is believed a child is at risk of significant harm.

In Hammersmith and Fulham, all the statutory and voluntary agencies who work with children are expected to be aware of CAF and have appropriate members of staff trained to use the process. A number of agencies have agreed to accept a completed CAF as a referral although the prime role of CAF is as an assessment tool. Where practitioners have questions or need support with CAF, there are currently three "Integrated Working Advisers" in post who can be contacted as follows:

| Name | Job Title | Email | Phone Numbers |
|-----------------|--------------------------------------|--|--------------------------------|
| Steve Bywater | CAF Project Manager | Steve.bywater@lbhf.gov.uk | 020 8753 5164 07979 708 413 |
| Samina Siddiqui | Integrated Working Adviser (North) | samina.siddiqui@lbhf.gov.uk | 020 8753 5028 07500 992 554 |
| Valerie Judge | Integrated Working Adviser (Central) | valerie.judge@lbhf.gov.uk | 020 8753 5117 07500 992 543 |
| Ruth Precey | Integrated Working Adviser (South) | ruth.precey@lbhf.gov.uk | 020 8753 5029 07500 992 562 |

In addition, there is a monthly, multi-agency "Family Support Panel" which meets to consider and advise on CAFs which are not meeting a child's needs or where there are disputes between the agencies involved. An online service directory is being developed and should be available to all professionals, parents and young people from spring 2009. This will be of particular value to those carrying out CAF assessments who need to identify services which can meet the needs identified. In addition, ContactPoint has also been developed in the borough. This is a national database of all children in England aged 0-18 and will assist practitioners in identifying other professionals who are working with children they may be concerned about. ContactPoint will also indicate whether or not a child has had a Common Assessment



ContactPoint

will be the quick way to find out who else is working with the same child or young person,

making it easier to deliver more coordinated support.

This basic online directory is a key part of the Every Child Matters programme to improve outcomes for children. Every one who uses it will undergo a special check, done by the Criminal Records Bureau.

Why do we need ContactPoint?

ContactPoint will assist early intervention and prevention. Currently practitioners can spend days trying to find out whom else is working with the same child. They may even duplicate work that another service is already doing. ContactPoint will help practitioners make better use of their time.

What will the benefits be?

Several local authority 'Trailblazers' have been piloting local directories (known as 'indexes'). They showed that this type of tool has some key benefits:

- Reducing time people spend trying to find other practitioners working with the same child
- Rapid finding of children who don't have a GP or attend a school – services for everyone
- If several professionals are working with the same child and family, it helps them to communicate and plan better – which improves the results for children and young people and their families

Why is it a national system?

ContactPoint has to be England-wide to help children who get services from more than one local authority. Many children go to school in one council area and live in another.

What information will be held on ContactPoint?

ContactPoint will only contain the following information:

- Name, address, gender, date of birth and an identifying number for all children in England (up to age 18);
- Name and contact details for:
 - Parents or carers;
 - Educational setting (e.g. school);
 - Primary medical practitioner (e.g. GP practice); and
 - Other services working with the child.

ContactPoint may also show if a practitioner is the lead professional for a child. It will tell users if a practitioner has completed a Common Assessment (CAF).

What about sensitive information?

Parents or young people will have to give explicit consent to record contact details for sensitive services on ContactPoint. Sensitive services are sexual health, mental health and substance abuse. Very few people will have access to this information.

What if an address should be secret?

ContactPoint will be able to hide or shield location data for children at risk. This includes children who have to move due to domestic violence. Children who are going through adoption and will not have contact with their birth family will be shielded.

What if a person needs care from Children's Services after age 18?

Some people may give consent for ContactPoint to keep their record up to age 25. This should help people leaving the care of a local authority or people with learning difficulties.

What will NOT be in ContactPoint?

ContactPoint will NOT contain any case information. This includes social work case notes, assessments, and medical details or exam results.

How will ContactPoint stay up to date?

Wherever possible existing systems will automatically update ContactPoint so that practitioners will not need to enter the same information twice.

Who will have access?

Only people who need ContactPoint as part of their work will get access. They will be working in education, health, social care, youth justice, and voluntary organisations.

All users will need up to date enhanced Criminal Records Bureau disclosures. Users will get training in the safe and secure use of the system and compliance with the Data Protection Act and Human Rights Act.

Users will be able to access ContactPoint through a website, or existing systems or another authorised user. All these methods will be secure. It will not be possible for anyone to access data held by another agency through ContactPoint.

How will you keep ContactPoint secure?

ContactPoint security is the most important part of the system.

Independent experts have checked the plans for ContactPoint and advised how to make it secure. ContactPoint users will need a username, a PIN code, a personal security token and a password. ContactPoint will keep a record of every time someone uses it, including the reason for looking up a child or young person. Anyone misusing ContactPoint will face severe disciplinary and possibly legal action.

Which law created ContactPoint?

Section 12 of the Children Act 2004 provides the legal framework for ContactPoint. The Children Act 2004 Information Database (England)

Regulations 2007 came into force on 1st August 2007

Please see:

www.ecm.gov.uk/contactpoint and
<http://www.lbhf.gov.uk/AZofServices/C/95713>ContactPoint.asp>

or telephone:

Hammersmith and Fulham Children's Services ContactPoint Team: 0208 753 3779 /3724

H&F LSCB Training

H&F LSCB is commissioning a multi-agency training programme.

The distinctive character of inter agency child protection training is a result of a complex web of individual professional and organisational differences and the challenging nature of child protection. Training people together can make a significant contribution to building mutually respectful and trusting relationships, which form the foundation for any partnership working.

The H&F LSCB training programme aims to increase participants in knowledge and skills in the field of child protection in order to provide high-quality services and improve outcomes for children, young people and their families and carers.

Information about the LSCB Training Programme can be found on the LSCB website at www.lbhf.gov.uk/lscb, by following the links to training.

H&F LSCB Web Site

The H&F LSCB website was launched at the LSCB Launch Conference in October 2006. You can find it at www.H&FLscb.org.uk.

The site brings together information for children and young people, information for their families and information for anyone who works with them. It also provides an overview of the responsibilities, structure and work of H&F LSCB.

Features include:

- Signposting pages on safeguarding topics of key interest to families and carers, children and young people, including help-lines
- Information for families and carers about the child protection process, including downloadable copies of leaflets
- A news section, updated at least quarterly, to be used to highlight child protection and safeguarding issues and documents
- Downloadable copies of the Executive Summaries from Serious Case Reviews
- A downloadable copy of the Multi-Agency Child Protection Procedures
- A downloadable copy of the LSCB Annual Review and Business Plan and Workplan (updated throughout the year)
- Interactive information about the LSCB Training Programme, as well as a downloadable copy of the programme and application form
- Safeguarding events listing
- Resource information on safeguarding related topics (links, suggested reading, etc.)
- Allegation list

Membership & Meetings

H&F LSCB Meetings (including agenda & papers) H&F LSCB Meeting Schedule

H&F LSCB Papers

- Agenda and papers are sent to all members by e-mail approximately one week before the meeting (subject to all supporting papers being received in good time by the LSCB Project Officer).
- **Please read all papers prior to the meeting.**
- Please bring a set of papers with you to the meeting.
- We request that you treat all H&F LSCB papers as confidential.

H&F LSCB Member Job Description

DRAFT Job Description for H&F LSCB members

Background:

The main functions of the H&F LSCB are:

- To co-ordinate the work of agencies to safeguard and promote the welfare of children in H&F
- To ensure the effectiveness of agencies working together to safeguard children in H&F

Working Together to Safeguard Children 2006 states:

“3.65 The individual members of LSCBs have a duty as members to contribute to the effective work of the LSCB, for example, in making the LSCBs’ assessment of performance as objective as possible, and in recommending or deciding upon the necessary steps to put right any problems. This should take precedence, if necessary, over their role as a representative of their organisation. Members of each LSCB should have a clear written statement of their roles and responsibilities.”

Main responsibilities of LSCB members:

1. Attend and contribute to meetings of the LSCB regularly and consistently, and participate in subgroup and special working group meetings, as appropriate.
2. Represent the views of their agency / organisation at LSCB meetings or provide a representative view from their profession / discipline / sector.
3. Speak for their agency / organisation with authority.
4. Establish effective systems for being briefed by and providing briefings to their agency or liaison within their profession / discipline / sector about views on safeguarding matters, as specified in S11 (Children Act 2004) and S175 and 157 (Education Act 2002).
5. Work alongside their agency’s Safeguarding Children’s Champion to hold managers within their agency / organisation to account for that agency’s contribution to safeguarding.
6. Consult with relevant staff within their agency / organisation on all pertinent issues, and ensure that these issues are fed back appropriately to the wider LSCB.
7. Disseminate information to relevant staff within their own agency / organisation in an appropriate and timely manner following all LSCB meetings.

H&F LSCB – Welcome Pack (April 2010)

8. Ensure that processes are in place within their own agency / organisation for the implementation of learning points and new policy changes arising out of LSCB work.
9. Ensure the proper development of safeguarding policy both for the LSCB and for their agency / organisation.
10. Participate in / appoint representation to and liaise with one or more of the subgroups, according to role.
11. Produce or ensure the production of reports to and from their agency / organisation, as required. This may include contributing to Serious Case Reviews, assessing training needs and monitoring standards of safeguarding practice within their agency.
12. Raise issues from their agency / organisation by placing them on the appropriate LSCB or subgroup agenda.
13. Comply with and support any LSCB audit undertaken of the effectiveness of LSCB as a body, multi-agency training, and safeguarding practice in the borough.
14. Ensure their agency's / organisation's compliance with the Children Act 2004 and Education Act 2002, including ensuring:
 - that all staff are trained in safeguarding to an appropriate level
 - that their agency / organisation is aware of and complies with updated child protection procedures including effective information sharing
 - that their agency operates safe recruitment procedures
 - that a Safeguarding Children's Champion is appointed for their agency
15. Identify any child protection and safeguarding training needs within their agency and draw these to the attention of the LSCB.
16. Support and help arrange attendance at multi-agency training courses from within their agency.
17. Contribute to or nominate staff who can contribute to the multi-agency training programme, as appropriate.
18. Maintain up-to-date knowledge of safeguarding issues, undertaking personal training as required.

H&F LSCB Sub-groups:

Serious Case Review Sub-group
LSCB Training Commissioners' and Providers' sub-group
Health sub-group
LSCB Audit sub-group

For the details of our sub-groups (terms of reference) please check our website:
[http://www.lbhf.gov.uk/Directory/Health and Social Care/Children and family care/Local Safeguarding Children Board/Subgroups/74699 LSCB subgroups.aspx](http://www.lbhf.gov.uk/Directory/Health_and_Social_Care/Children_and_family_care/Local_Safeguarding_Children_Board/Subgroups/74699_LSCB_subgroups.aspx)

Appendix 1

LSCB Operational Board

| Date | Time | Meeting | Venue |
|--|-------------|------------------------|---------------------|
| 14 th January 2010 | 9:30-12:30 | LSCB Operational Board | Playfair Room, HTH |
| 10 th May 2010 | 9:30-12:30 | LSCB Operational Board | Playfair Room, HTH |
| 22 nd July 2010 | 9:30-12:30 | LSCB Operational Board | Courtyard Room, HTH |
| 11 th November 2010 | 2:00 – 5:00 | LSCB Operational Board | Courtyard Room, HTH |
| 17 th February 2011 | 2:00- 5:00 | LSCB Operational Board | Courtyard Room |
| 12 th May 2011 | 2:00 – 5:00 | LSCB Operational Board | Courtyard Room |
| The LSCB (formerly Executive Board) | | | |
| 11 th March 2010 | 2:00- 5:00 | The LSCB | Courtyard Room, HTH |
| 15 th June 2010 | 2:00- 5:00 | The LSCB | Courtyard Room, HTH |
| 16 th September 2010 | 9:30-12:30 | The LSCB | Courtyard Room, HTH |
| 1 st December 2010 | 2:00- 5:00 | The LSCB | Courtyard Room, HTH |
| 10 th March 2011 | 2:00- 5:00 | The LSCB | Courtyard Room, HTH |
| 16 th June 2011 | 2:00- 5:00 | The LSCB | Courtyard Room, HTH |

GLOSSARY

Abuse and Neglect - are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

CAFCASS - The Children and Family Court Advisory and Support Service (CAFCASS) looks after the interests of children involved in family proceedings. It works with children and their families, and then advises the courts on what it considers to be in the children's best interests. CAFCASS only works in the family courts. Examples of matters that may be taken to family courts are: when parents who are separating or divorcing can't agree on arrangements for their children; an adoption application; when children are subject to an application for care or supervision proceedings by Children's Services. Social workers employed by CAFCASS are appointed as Family Court Advisors (FCAs).

Care Order (CO) – A statutory order made under Section 31(1) of the Children Act, placing the child in the care of the Local Authority. The Local Authority shares parental responsibility with the parent.

Child and Adolescent Mental Health Services (CAMHS) - Specialist multi-disciplinary team to provide assessment and treatment for children and young people with emotional/mental health issues.

Child Protection - Process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect.

Child Protection & Quality Assurance Unit - A team in social services in which principal officers (also known as independent reviewing officers) act as sources of advice and guidance. They also act as independent chairpersons for conferences and statutory reviews.

Child Protection Conference - A formal inter-agency meeting, following an enquiry under section 47 of the Children Act, which decides whether the child is at continuing risk of significant harm and whether the child is to be subject to a child protection plan.

Child Protection LIST - The list which records the children in the local area who are 'at risk' of significant harm, usually subject to a child protection plan.

Child Protection Plan - The aim of the plan is to:- safeguard the children from further harm, promote the child's health and development; provided it is in the best interests of the child, to support the family and wider family members to promote the welfare of the child.

Child Protection Review Conferences - These ensure that children on the child protection register remain monitored and the child protection plan remains valid. The first conference should be held within 3 months of the initial conference. Further reviews should take place within 6 months of each other for as long as the child's name remains on the child protection register.

H&F LSCB – Welcome Pack (April 2010)

Children in Need - Children who are unlikely to reach satisfactory levels of health or development without the provision of services.

Children Act 1989 and 2004 (CA) – Legislation on which the protection of children is based. Includes both public and private law, (family proceedings).

Children Services Department - Integrated department made up of Education and Social Care Services

Common Assessment Framework (CAF) – Development of a national, common process for assessing, and coordinating the needs of children and young people at risk of not meeting their potential. Aims to be a more preventative, effective and multi-agency coordinated process.

Core Assessment - An in-depth assessment which addresses the central or most important aspects of the needs of the child and the capacity of his or her parents or caregivers to respond appropriately to these needs within the wider family and community context. It is to be undertaken where circumstances are complex and should be completed within a maximum of 35 working days.

Core Group - Is made up of the agencies and carers with responsibility for carrying out the child protection plan following a conference. Meets monthly to discuss and monitor progress of the plan.

Department of Children Schools, and Families (DCSF) – Government department now responsible for safeguarding children policies.

Emergency Duty Team (EDT) - A team of social workers who deal with emergencies out of office hours.

Emergency Protection Order (EPO) - A court order under the Children Act 1989, which last for up to 8 days. It gives the applicant parental responsibility.

Hidden Harm – Following a 2003 guidance document, the term 'Hidden Harm' is used with reference to the impact of parental substance misuse on children and young people.

Initial Assessment - Initial Assessments are undertaken where a child and/or their family may have additional needs, which means that the child would be considered to be a child in need, under S17 Children Act 1989. This should be undertaken within a maximum of seven working days of the initial referral, but could be very brief depending on the child's circumstances.

Inter-Agency Working - Agencies, organisations and individuals working together.

Interim Care Order (ICO) – Time limited court order under the CA1989 to be renewed by the court after no more than 8 weeks and then every 4 weeks.

LADO - Local Authority Designated Officer (for allegations against staff). Has the responsibility to oversee allegations against members of staff across all organisations.
Looked After Children (LAC) - Children cared for by the local authority. They may live with foster carers, other family members or in residential care.

H&F LSCB – Welcome Pack (April 2010)

LSCB – is the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children, and for ensuring the effectiveness of what they do.

MAPPA – Multi Agency Public Protection Arrangements. Multi-Agency Public Protection Arrangements support the assessment and management of the most serious sexual and violent offenders.

MARAC - Multi Agency Risk Assessment Conferences. MARACs are multi-agency meetings which focus on the victims of domestic violence where there is a high or very high risk. They aim to provide a co-ordinated response to support the victim and to link into relevant groups (e.g. MAPPA).

Performance Indicators (PIs) – Targets set by government so that local authorities can measure their performance in all aspects of service delivery.

Police Protection Order (PPO) – A 72 hour order taken by the police to protect a child in an emergency, under the Children Act 1989.

Public Law Proceedings - Orders sought by the local authority under the Children Act - for example, a Care Order, Supervision Order, and Emergency Protection Order.

Referral – Term given to information gathered when an enquiry is first made to CYPS about a child or adult and a request is made for services.

Residence Order – Court order, CA1989, regarding where a child should live.

Safeguarding and promoting the welfare of children - The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.

Section 17 - Section 17 of the Children Act 1989 imposes a duty on Children's Services Social Care to safeguard and promote the welfare of children in their area who are in need.

Section 47 Enquiry - Section 47 of the Children Act requires every Children's Services Social Care department to make enquiries about children thought to be at risk, enabling them to decide whether they need to take further action to safeguard and promote the child's welfare.

Serious Case Reviews – An in-depth review of a case following the death or serious life threatening injury of a child, or a child protection issues arises that is likely to be of major public concern. This is conducted on a multi-agency basis on behalf of the LSCB. (Previously known as Part 8 Reviews).

Sexual Abuse (SA) - Abuse against a child or young person which involves forcing or enticing a child/young person to participate in sexual activities. May include non- contact activities e.g. watching pornographic materials.

H&F LSCB – Welcome Pack (April 2010)

Significant Harm - Harm to a child who meets the criteria for an application to court under section 31 of Children Act 1989. Harm means ill-treatment, or impairment of physical or mental health, or physical, intellectual, emotional, social or behavioural development.

Strategy Meeting - Meeting between the social services and police and other relevant agencies to plan an investigation under Section 47. Sometimes this can be a strategy discussion by phone.

Working Together to Safeguard Children - Guidance published by the Department Education and Skills setting out how all agencies and professionals should work together to promote children's welfare and protect them from abuse and neglect.

Youth Offender Service (YOS formally known as YOT) - Provides a range of services for young people who have committed offences or are at risk of committing offences. They are usually multi-disciplinary teams, providing reports for court and activating various orders imposed by the court to help prevent re-offending and protect the public.