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**30th Meeting of the Safeguarding Board for Northern Ireland**

**To be held on Wednesday 6th December 2017 from 1.45pm-4.45pm**

**The Chestnut Suite, Lagan Valley Island Centre**

**BT27 4RL**

**PUBLIC MINUTES**

**RECORD OF ATTENDANCE**

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| **Name** | **Title & Organisation** | | **Present** | **Apology** |
| Bernie McNally | Chair Safeguarding Board for Northern Ireland | | 🗸 |  |
| Neil Anderson | National Head of Service for Northern Ireland NSPCC | | 🗸 |  |
| Suzanne Mahon | Acting Assistant Director of Safeguarding Children-WHSCT | | 🗸 |  |
| Dr Martin Cunningham | GP representative | |  | 🗸 |
| Anne Donaghy | Chief Executive Mid and East Antrim Council | |  | 🗸 |
| Liam Hannaway | Chief Executive Newry, Mourne and Down District Council | |  | 🗸 |
| Dr Carolyn Harper | Director of Public Health | | 🗸 |  |
| Mary Hinds | Director of Nursing and AHP’s | | 🗸 |  |
| D/Chief Superintendent Paula Hillman | PSNI | |  | 🗸 |
| Declan McGeown | YJA | |  | 🗸 |
| Paddy Kelly | Director Children’s Law Centre | |  | 🗸 |
| Hugh Hamill | PBNI | | 🗸 |  |
| Pauline Leeson | Chief Executive Children in N. Ireland | |  | 🗸 |
| Pamela Woods | EANI | | 🗸 |  |
| Martin Quinn | HSCB | | 🗸 |  |
| Paul Morgan | Director of Children & Young People’s Services SHSCT | | 🗸 |  |
| Dawn Shaw | National Director NI Action for Children | | 🗸 |  |
| Brendan Whittle | Director of Children’s Services SEHSCT | | 🗸 |  |
| Marie Roulston | Director of Children’s Services NHSCT | | 🗸 |  |
| Lynda Wilson | Director Barnardo’s NI | |  | 🗸 |
| John Growcott | Acting Director of Children’s Social Care BHSCT | | 🗸 |  |
| Una Turbitt | Assistant Director of Public Health Nursing for Children and Young Peoples services | | 🗸 |  |
| Paddy Mooney | Director Include Youth | | 🗸 |  |
| Barbara McDermott | Director Down & Connor Safeguarding | |  | 🗸 |
| Peter Reynolds | Chief Executive -NIGALA | | 🗸 |  |
| Andrew Thomson | Chair of the CMR Panel | |  | 🗸 |
| Yvonne Adair | Independent Safeguarding Panel Chair Southern and South Eastern Areas | | 🗸 |  |
| Brian Hanna | Independent Safeguarding Panel Chair Belfast, Northern and Western Areas | |  | 🗸 |
| **In Attendance** | | | | |
| Lisa McEneaney | | Minute Taker | | |

**Summary of Actions**

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| **Action No.** | **Action:** | **To be completed by:** |
| 1 | Draft Strategic Plan to be sent to DoH. | The Chair |
| 2 | Priority to be added to the Strategic Plan in relation to testing the outcomes for children, their families and developing trauma informed ACEs and Signs of Safety. | Ms McKenzie |
| 3 | Mr Whittle to write to all the agencies to reinforce the importance of the most senior operational leads attending this meeting. | Mr Whittle |
| 4 | Dr Harper to direct her staff member from health intelligence to have conversations with Mr Whittle in relation to the prevalence study. | Dr Harper |
| 5 | Draft business case to be presented to the Child Protection Sub-Group for discussion before it comes to the SBNI. | The Chair |
| 6 | The Chair to write to the SBNI asking for individuals’ commitment in relation to ACEs | The Chair |
| 7 | Mr Quinn to have discussions with the assistant directors in the HSCB and come back to the SBNI with a written recommendation in relation to the assessment tool. | Mr Quinn |
| 8 | An evaluation to be undertaken to review outcomes and changes which have been made to CSE. | TBC |
| 9 | The Chair to write to the DOH in relation to a further evaluation being carried out the outcomes associated with the work that has been carried out since the publication of Marshall and Pinkerton CSE reports | The Chair |
| 10 | Update on the Jay recommendations to be sent to the DoH. | Mr Quinn |
| 11 | Regional Child Protection Policy and Procedures to be implemented on 15th December. | Ms Burke/Ms Roulston |

**Summary of Board Approval**

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| **Action:** |
| The SBNI approved the Public minutes from 20th September |
| Following the agreed amendments the SBNI approved the Draft Strategic Plan |
| The SBNI approved the EITP ‘Working Better Together Professional Development proposal |
| The SBNI approved an evaluation being undertaken in relation to CSE |
| The SBNI approved the update to the Jay recommendations |
| The SBNI approved the Strategy for Raising Awareness and Implementation of the Regional Core Child Protection Policy and Procedures |
| The SBNI agreed for the Disability and Equality Action Plans to go out for consultation. |
| The SBNI approved the enhanced equality SLA |

**Preliminaries: Apologies, Quorum, Conflict of Interest, Complaints**

The Chair welcomed SBNI members to the meeting.

The Chair recorded apologies from Ms McDermott, Mr Hanna, Mr Hannaway, Ms Donaghy, Ms Leeson, Dr Cunningham, D/Chief Superintendent Paula Hillman, Mr McGeown and Ms Kelly. She added that four deputies were attending the meeting, Mr Quinn on behalf of Ms McAndrew (HSCB), Mr Hamill on behalf of Ms Lamont (PBNI), Ms Mahon on behalf of Mr Downey (WHSCT) and Ms Woods on behalf of Dr Mangan (EANI)

**Conflict of Interest**

The Chair asked members to declare any conflicts of interest as and when they arise throughout the meeting.

**Complaints**

No complaints were noted.

**1 30/17P Previous Minutes**

The Chair invited comment on the factual accuracy of the public minutes from the meeting on the 20th September. The minutes were subsequently approved as an accurate record of the meeting.

**2 30/17P Chairs Business**

2.1 The Chair stated that the South Eastern Domestic Violence Partnership held a very successful conference on the 23rd November in Newcastle in the Burrendale hotel.

2.2 The Chair stated that the Department of Infrastructure have approved training on CSE for taxi drivers. The training is not mandatory at present as this would require a change in legislation. The Chair added that CSE training is mandatory for taxi companies who have contracts with HSC organisations.

**3 30/17P Draft Strategic Plan (BM30-12.17P1)**

3.1 The Chair presented the draft Strategic Plan. The plan contains the mission, vision and values which were created following the SBNI Strategic Planning day in October. The chair stated that the Strategic Plan is currently in draft and would go out for consultation where more in depth comments could be made.

3.2 The Chair confirmed that the three Adverse Childhood Experiences (ACEs) that the SBNI would be focused on over the next three years are:

* domestic and sexual violence;
* child and parental mental health;
* Neglect.

3.3 The Chair took members through the draft Strategic Plan document. The Chair explained that a Business Plan would be developed to reflect how the SBNI would deliver its strategic priorities. The Chair asked the SBNI to approve the draft Strategic Plan for consultation.

3.4 The Chair acknowledged that there had been a gap year due to the previous Strategic Plan expiring in March 2017. She said that the agreement was that the previous Strategic and Business Plan would be used during this period whilst this plan was being developed.

3.5 The Chair stated that the draft Strategic Plan would be sent to the DoH once approved by the SBNI for consultation

**Action 1:**

Draft Strategic Plan to be sent to DoH.

**Action by: The Chair**

3.6 Mr Whittle asked what the process was for consultation. The Chair stated that the plan would need to go out for consultation on 10th January to which it will be uploaded to the SBNI website and a process would be developed for consultation.

3.7 Ms Turbitt agreed that the discussion had been reflected in relation to the previous work at the SBNI strategic planning day. She wanted to ensure that children had a voice and said that this was clear in the Strategic Plan. The Chair stated that this could be made stronger if necessary. She added that in light of the aim to involve the Safeguarding Panels more directly in the work of the SBNI, a key function of the Panels is to engage with children and young people. The Chair added that the Safeguarding Panels will provide a detailed input into the SBNI’s Business Plan. She also advised that this is the main way the SBNI will engage with children and young people.

3.8 Mr Morgan suggested that Strategic Priority Two should also detail the work the Safeguarding Panels would be undertaking in relation to engaging with children and young people. The Chair said that the Panels are members of the SBNI and this is work that already is being undertaken.

3.9 Ms Shaw said that the Neglect Sub-Group have created a plan to engage with children and young people and some of this would go out through the Panels.

3.10 The Chair said that details of how the SBNI would engage with children and young people would be explained in the Business Plan. She added that the high level strategic content is contained in the Strategic Plan.

3.11 Dr Harper said that the vision statement notes that ‘all children and young people are seen, heard and protected in order that they grow up in safety, thrive and fulfil their potential’. The detail on how this will be undertaken will be contained in the Business Plan.

3.12 Mr Hamill stated that there is no specific priority in relation to ACEs. The Chair stated that she felt that the priorities lie across all the ACEs. She added that she is happy to look into this before it goes out for consultation.

3.13 Mr Whittle stated that it would be helpful to add a priority on testing the outcomes for children, their families and developing trauma informed ACEs and Signs of Safety.

**Action 2:**

Priority to be added to the Strategic Plan in relation to testing the outcomes for children, their families and developing trauma informed ACEs and Signs of Safety.

**Action by: The Chair**

3.14 Following the agreed amendments the SBNI approved the Strategic Plan.

**4 30/17 EITP ‘Working Better Together Professional Development’ (BM30-12.17P2)**

4.1 The Chair presented the EITP Working Better Together proposal. This proposal was submitted to the DoH and was presented to EITP Programme Board. The Chair confirmed that the proposal outlines that the SBNI can undertake this project and that it links in with the strategic priorities.

4.2 The Chair advised that the EITP Programme Board have now given approval to move forward with this. She stated that the next step is to prepare an outline business case as to how this money will be spent and present this to the Programme board for permission to spend. A further more detailed business case detailing costs and detailing how the work will be carried out will then be presented to both the SBNI and the EITP Programme board in due course.

4.3 In relation to the development of a new regional identification and assessment framework tool to be used in the diagnosis and identification of ACEs, Ms Turbitt asked how this new tool would be used over and above UNOCINI or used to revise UNOCINI. Mr Quinn stated that UNOCINI is the broad framework and this new tool will be another assessment that will assist the framework.

4.4 Dr Harper stressed that staff have identified how challenging and workload-heavy the current assessment is. She stated that agencies are very good at assessing, identifying and screening but not so good at putting the money into the services for the people who are identified in the screening to bring these services up to the level required. She added that agencies also need to be clear and simplify the different types of services. She stated we need to train, identify and respond.

4.5 The Chair stated that the professional training is a subset of the early intervention prevention programme.

4.6 Dr Harper commented that the training should state clearly what the assessment tool is.

4.7 Mr Whittle reported that following the Child Protection Sub-Group meeting (which took place this morning), it was identified that a training needs analysis (TNA) needs to be developed to incorporate training for senior leaders within the host organisations.

4.8 Mr Whittle asked who will be carrying out the work for this project. As discussed at the Child Protection Sub-Group this morning a project plan, communications plan, training needs analysis and a business case all need to be developed.

4.9 The Chair outlined that there is non-recurrent funding from unfilled posts and she hoped to recruit a third professional officer to lead on this project at an 8B grade. She stated that the professional officer would work on the business case for a three month period to establish how we would deliver on this. The Chair stated that the expectation is that the EITP Programme Board will approve this for work commencing in April 2018.

4.10 Ms Hinds stated that to recruit someone in such short timeline would be ambitious. The Chair responded that she hoped to recruit into this post through an expression of interest.

4.11 The Chair explained that she is hoping to appoint someone at the beginning of January. She further added that it may be possible that one of the professional officers step into this role and their role is back filled.

4.12 Mr Whittle stated that a conversation had taken place this morning in relation to the prevalence studies that had already taken place; these were in relation to adults. He added that this is available off the shelf for adults. Mr Whittle further noted that if there is going to be a bench mark against Wales, the Welsh prevalence study related to adults.

4.13 Mr Whittle reported that following this morning’s meeting of the Child Protection Sub-Group, it had not been attended by the most senior leads as per the membership outlined in the Terms of Reference (ToR). Referring back to Recommendation Eight from Professor Jay’s review, Mr Whittle highlighted that the Child Protection Sub-Group should be attended by the most senior leads for the HSC Trusts, PSNI, Youth Justice, Education, HSCB, PHA and PBNI.

4.14 Mr Morgan also stated that was the issue this morning at the child protection sub group was that the correct people were not present.

4.15 The Chair stated that the most senior leaders should be at the table to take this work forward.

4.16 Ms Woods asked why Education had not been involved in the group from the outset. Mr Whittle stated that Dr Mangan is a member of the group however has not attended these meetings. Ms Woods asked whether Dr Mangan realised what the purpose of the Sub-Group was. Mr Morgan stated that Dr Mangan had received the ToR and that officers of the EA needed to have internal discussions about who would attend this group.

4.17 Ms Woods asked Mr Whittle to write to all the agencies to reinforce the importance of the most senior operational leads attending the Child Protection Sub-Group.

**Action 3:**

Mr Whittle to write to all the agencies to reinforce the importance of the most senior operational leads attending this meeting

**Action by: Mr Whittle**

4.18 Dr Harper stated that it is important not to forget about doctors when the training is being developed e.g GPs, physiatrists and paediatricians. She added that colleagues from Health Intelligence have had follow-up conversations with Professor Bellis in relation to the design of the prevalence study. A follow up conversation will take place with Mr Whittle.

**Action 4:**

Dr Harper to direct her staff member from health intelligence to have conversations with Mr Whittle

**Action by: Dr Harper**

4.19 The Chair commented that her belief is that this should be project managed with a programme board and with project teams. She noted that the business case will outline each step in the process. The Chair further stated that she will attend the EITP programme board and update them from the SBNI and one of the staff will attend the EITP project implementation team. This will be written into the business case.

4.20 Dr Harper stated that the 8B post will also require a supporting project team to complete this work. She asked whether the 8B would be doing the prevalence study and the training. The Chair confirmed that the details of how this project is to be taken forward will be brought to the SBNI as part of the business case.

4.21 The Chair stressed that the SBNI need to make the decision as to what the project will look like. Mr Whittle observed that it may be helpful for the draft business case to go to the Child Protection Sub-Group for discussion before it comes to the SBNI.

**Action 5**

Draft business case to be presented to the Child Protection Sub-Group for discussion before it comes to the SBNI.

**Action by: The Chair**

4.22 Ms Roulston asked whether the SBNI have the full commitment of all members who are signed up to this. She commented that the reality in terms of how this works in practice is different.

4.23 The Chair stated that the SBNI central staff group support the work of the SBNI Board. They are not an organisation in their own right. The SBNI have had an away day in October to which all member agencies signed up to ACEs. She added that all the member agencies were around the table when these decisions were being made.

4.24 Ms Turbitt stated that following the conference on 13th November she sensed that there was full commitment from member agencies and that they were signed up to this.

4.25 Mr Morgan asked the Chair to write to member agencies asking for commitment the SBNI are signed up to ACEs.

**Action 6**

The Chair to write to the SBNI asking for individual’s commitment in relation to ACEs

**Action by: The Chair**

4.26 The Chair presented the JD for the additional professional officer and asked the SBNI members if they were happy to recruit an additional professional officer to undertake this work. The SBNI approved the recruitment of this officer.

4.27 The SBNI approved the EITP ‘Working Better Together Professional Development proposal.

**5 30/17P Finance (BM30-12.17P3)**

5.1 The Chair presented the finance report to the SBNI. She stated that the SBNI’s allocation letter had been received from the DoH and the SBNI have received a 5% reduction.

5.2 The Chair further noted that the cost codes have been analysed to ensure that spend was broken down to ensure monies had been allocated to the correct activities relating to the SBNI’s business objectives.

5.3 The Chair acknowledged that currently it looks like the SBNI are underspent however she assured members that these monies have been allocated to particular activities.

**6 30/17P Standardised Assessment Tool for Neglect (BM30-12.17P4)**

6.1 Ms Shaw emphasised that a significant piece of work had been ongoing in the Neglect Sub-Group with the aim to identify an appropriate Assessment Tool for Neglect in Northern Ireland. She stated that a survey was done amongst members initially, completion of an annotated bibliography by QUB to support an analysis of the tools in use and a review of the NICE/SCIE Best Practice Guidance on Neglect published in September 2017 . Ms Shaw acknowledged that the findings from this work concluded that there is no one assessment tool for Neglect.

6.2 Ms Shaw explained that the NICE/SCIE guidelines promote a child-centred approach to interviewing and assessing a situation of potential neglect but do not provide a specific tool. The QUB research states that no one tool exists but references approaches which are based on the Graded Care Profile (GCP). Feedback from Board Members confirmed that the tool most specifically used is the GCP model or a tool based on or adapted from the GCP.

6.3 Ms Shaw added that she has written to Ms Hinds and Ms McAndrew to establish a commissioning perspective to this work. She stated that whichever tool is agreed will be aligned with ACEs and Signs of Safety.

6.4 Mr Hamill asked when will this tool used and how is it utilised. Ms Shaw explained that the tool will be used slightly differently for different professions. She added that health visitors will use the Graded Care Profile to help them grasp evidence.

6.5 The Chair said that criteria needed to be set for the requirements and then this would go out to tender.

6.6 It was decided that Mr Quinn would have a conversation with the assistant directors in the HSCB and will come back with a written recommendation in relation to the assessment tools.

**Action 7**

Mr Quinn to have discussions with the assistant directors in the HSCB and come back to the SBNI with a written recommendation in relation to the assessment tool

**Action by: Mr Quinn**

6.7 Mr Quinn explained that there needs to be one assessment tool.

6.8 The Chair stated that there may be opportunity to build into the ACEs a training programme that relates to the assessment tool.

**7 30/17P CSE Audit Report (BM30-12.17P5A & BM30-12.17P5B)**

7.1 The Chair stated that following the Thematic Review report, one of Professor Pinkerton’s recommendations was to undertake an audit in relation to CSE in the year following the publication of the Thematic Review. The PSNI and HSCB undertook an audit. In terms of the publication of the audit it was problematic.

7.2 The Chair acknowledged that the audit was subsequently sent to the DoH as they commissioned the original Thematic Review. The DoH had some concerns about the scope of the audits and if it covered everything it was expected to cover. The Chair stated that there may be an opportunity in the future to undertake an evaluation to identify improvements which have been made to the system considering there has been significant work completed in relation to CSE e.g the CSE Sub-Group and the implementation of the Marshall recommendations.

7.3 The Chair stated that there should be an evaluation on the outcomes and changes which have been made in relation to CSE.

**Action 8**

An evaluation to be commissioned to review outcomes and changes which have been made to CSE.

**Action by: The Chair**

7.4 Mr Anderson asked what such an evaluation might look like. He commented that he hoped that it would not be an onerous piece of work for the member agencies. Mr Anderson asked that the DoH can only ask for CSE data that the agencies hold.

7.5 The Chair noted that the DoH require evidence that things have improved in relation to CSE. She stated that a piece of work is required to agree what data is required and how it is going to be gathered going forward.

7.6 Mr Morgan stated that given the Marshall report is three years old the system and practices had moved on since these recommendations were created.

7.7 The Chair advised that the audit was problematic, and this was the reason an overview report was produced. She noted that the DoH felt that the ToR was incorrect. She also observed that she felt that a more helpful piece of evaluation work could be completed rather than undertaking another audit.

7.8 The SBNI approved an evaluation to be undertaken in relation to CSE.

7.9 The Chair indicated that she would write to the DOH in relation to a further evaluation being carried out the outcomes associated with the work that has been carried out since the publication of Marshall and Pinkerton CSE reports

**Action 9**

The Chair to write to the DOH in relation to a further evaluation being carried out the outcomes associated with the work that has been carried out since the publication of Marshall and Pinkerton CSE reports **Action by: The Chair**

**8 30/17P Update on the Jay recommendations (BM30-12.17P6)**

8.1 The Chair presented the update on the Jay recommendations. She advised members she had been at the DoH for a meeting recently and confirmed the DoH was happy with progress made on the Jay recommendations.

8.2 The SBNI approved the Update on the Jay recommendations

**Action 10**

Update on the Jay recommendations to be sent to the DoH.

**Action by: The Chair**

**9 30/17PStrategy for Raising Awareness and Implementation of Core Policy and Procedures BM30-12.17P7**

9.1 The Chair stated that the policy and procedures were launched on 28th November in the Templeton Hotel.

9.2 The Chair presented the paper in relation to raising awareness and implementation of the Regional Core Policy and Procedures.

9.3 Ms Roulston said that the priority is to get the online policy and procedures up and running because to date the online system had not been working correctly.

9.4 Ms Adair asked when the best time would be to arrange the events for the local launch of the policy and procedures. Ms Roulston stated that the Northern Panel had the date of the 18th December.

9.5 Ms Adair stated that she felt that February would be the best time. Ms Mahon said that conversations need to be held with staff in relation to withdrawing the current policy and procedures and using the updated procedures. There is always the worry that staff will refer to the existing policy and procedures.

9.6 The Chair indicated that member organisations had been written to with information on the implementation date and asking that the ACPC core policies and procedures be withdrawn.

9.7 The Chair said that the implementation date for the Regional Core Child Protection Policy and Procedures had been moved to 15th December.

9.8 The SBNI approved the Strategy for Raising Awareness and Implementation of the Core Policy and Procedures

**Action 11**

Regional Child Protection Policy and Procedures to be implemented on 15th December

**Action by: The Chair**

**10 30/17P Draft Equality and Disability Action Plans (BM30-12.17P8)**

10.1 The Chair presented the Equality and Disability Action Plans for approval to go to consultation.

10.2 The SBNI approved the Disability and Equality Action Plans for consultation.

**11 30/17P Equality- enhanced SLA (BM30-12.17P9)**

11.1 The Chair presented the enhanced SLA to the SBNI and explained the costs associated.

11.2 The SBNI approved the enhanced SLA.

11.3 The Chair wished members a Happy Christmas and advised that the next meeting of the SBNI was 21st February 2018 at the Chestnut Suite Lagan Valley island Centre.

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| **Signed by Chair:** |  | **Date:22.02.17** |