



BOURNEMOUTH AND POOLE LSCB COMPACT

(This is a revised version developed to reflect the 2009 - 10 Business Plan key objectives - 4.5.1)

BOURNEMOUTH AND POOLE LSCB COMPACT

CONTENTS

Part One

- Background, Context and Overview

Part Two

- Compact Agreement
- The Ten Standards for All Compact Partners
 1. Strategic Lead
 2. Staff Responsibilities and Competencies
 3. Staff Recruitment and Selection
 4. Staff Induction, Training and Appraisal
 5. Staff Accountability
 6. Equality of Opportunity
 7. Safe Working Practices
 8. Complaints and Allegations against Staff
 9. Client Confidentiality and Information Sharing
 10. Monitoring Compliance

Appendix 1

- Guidance in relation to the Ten Standards

Appendix 2

- Relevant documents and references

PART ONE

1. INTRODUCTION

- 1.1 ‘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.’
Working Together to Safeguard Children 2006.
- 1.2 The Compact seeks to enable agencies, professionals and volunteers to understand their vital role in supporting children and young people to be safe, participate, enjoy, achieve and grow.
- 1.3 The Bournemouth and Poole Local Safeguarding Children Board will support and challenge agencies, professionals and volunteers with significant access to children so that they can exercise their roles and responsibilities in a manner that keeps themselves; children and young people safe from harm.

2. AIMS OF THE COMPACT

- 2.1 The overall aims of the Compact are to ensure agencies and organisations can:
 - i. Safeguard children by having in place policies, procedures, safe working practices and suitable trained staff and volunteers;
 - ii. Improve the quality of life and opportunities for all children by working together and in partnership with parents, carers and the community to improve outcomes for children in respect of keeping them safe.
- 2.2 The Bournemouth and Poole Local Safeguarding Children Board will aim to provide information, support and advice for partner agencies and organisations in order that they can develop and improve their capacity to meet the ten standards outlined in the Compact. The Bournemouth & Poole LSCB Communication Strategies set out the processes for communication.

3. PARTNERS TO THE COMPACT

- 3.1 Partner agencies and organisations will be all those working with children and young people in Bournemouth and Poole including agencies with significant access to children and young people.
- 3.2 There will be three categories of Partner agency
 - Statutory members of the Bournemouth and Poole Local Safeguarding Children Board
 - Other board members
 - There are a number of “third sector” voluntary, community and business agencies that are not directly represented on the LSCB yet their aims and objectives relate to achieving good outcomes for children.
- 3.3 A register of all Compact partner agencies and organisations will be maintained by the Bournemouth and Poole Local Safeguarding Children Board and used to communicate with agencies across Bournemouth and Poole and involve them in the development of strategy and policy.
- 3.4 New members to the LSCB will also receive an induction sheet
- 3.5 Each partner agency will have a governance sheet; outlining their responsibilities to the work of the LSCB.

**COMPACT AGREEMENT FOR ALL PARTNERS OF BOURNEMOUTH AND POOLE JOINT
LOCAL SAFEGUARDING CHILDREN'S BOARD (LSCB)**

Name of Organisation:	
Address:	

STAN- DARD	AREA	DEFINITION
1	Strategic Lead	All partner organisations have a strategic lead person appointed to ensure that their organisation have robust and appropriate safeguarding policies and procedures in place.
2	Staff Responsibilities and Competencies	All partner organisations employing staff with access to children have statements within staff Job Descriptions and Person Specifications that recognise responsibilities around safeguarding and improvements in outcomes for children.
3	Staff Recruitment and Selection	All partner organisations ensure that all staff with access to children are properly selected and vetted to ensure inappropriate employees do not gain access to children in their work.
4	Staff Induction, Training and Appraisal	All partner organisations ensure that there are an adequate number of sufficiently trained, experienced people in the organisation to work safely and effectively to protect children and improve outcomes.
5	Staff Accountability	All partner organisations will have a clear accountability structure to ensure that all personnel understand that place in their organisation and how they receive support and guidance in their work with and for children.
6	Equality of Opportunity	All partner organisations have an Equal Opportunities Policy and personnel understand the implications of the policy in contributing to improved outcomes for ALL children when working with diversity.

7	Safe Working Practices	All partner organisations have processes and procedures in place to ensure that staff with access to children have knowledge, understanding and training in order to establish and maintain safe working relationships with children.
8	Complaints and allegations against staff	All partner organisations will have in place written procedures for handling complaints and allegations against staff.
9	Client confidentiality and Information Sharing	All partner organisations will keep confidential any information on a child or young person and his or her family that is of a personal and sensitive nature. However, where there is concern about a child's safety and welfare there will be a clear understanding of what information can be shared within the relevant legal frameworks and information sharing protocols.
10	Monitoring Compliance	All partner organisations will work closely and effectively with the LSCB through agreed mechanisms to monitor the partner agency's performance against the standards contained within this agreement. The Governance Group will have the power to audit individual agency LSCB standards.

I agree to ensure that the above standards are promoted and worked to within the agency I represent as part of our active participation in the Bournemouth and Poole Local Safeguarding Children's Board.

Signed:

Post Held:

Organisation:

Date:

GUIDANCE TO SUPPORT THE TEN STANDARDS FOR ALL COMPACT PARTNERS AND ORGANISATIONS

STANDARD 1 - Strategic Lead

All partner organisations have a nominated strategic lead person appointed to ensure that their organisation has the following in place

- 1.1 Up to date copies of the Inter-agency Child Protection Procedures and additional policies and procedures as required which govern their own agency procedures and work in relation to safeguarding and child protection. Available on www.bournemouth-poole-lscb.org.uk
- 1.2 Systems to ensure that work is taking place to meet all 10 Standards of this Compact.
- 1.3 Commit to working within the Bournemouth and Poole LSCB Governance agreement.
- 1.4 Clarity about their agencies contribution to the work of the Bournemouth and Poole Local Safeguarding Children Board in order to:
 - Contribute and engage fully and effectively to the work of the board through membership of the Steering Group or the Working Groups;
 - Ensure decisions with regard to safeguarding made by the Bournemouth and Poole Local Safeguarding Children Board are enacted within their own agency;
 - Ensure strategic issues are brought to the attention of the Bournemouth and Poole Local Safeguarding Children Board.
 - To identify an E Safety Champion within the organisation to be an associate member of the LSCB E Safety Task Group (Strategy Implementation Group)'
 - Ensure that issues both nationally and locally that may impact on children and young people safety are brought to the attention of the Bournemouth and Poole LSCB. (e.g. new guidance)

STANDARD 2 - Staff Responsibilities and Competencies

All partner organisations employing staff with access to children have statements within staff job descriptions and person specifications that recognise responsibilities around child protection and improvements in outcomes for children.

- 2.1 Partner agencies have clear written recruitment and selection procedures for all personnel that clearly identify and define the key core responsibilities and required competencies to
 - be able to identify and report child abuse
 - be able to identify and refer on children in need or at risk
- 2.2 Staff in all partner agencies is aware of policies and procedures in relation to the steps to be taken when an initial concern/allegation/disclosure of harm about a child/young person is identified.

STANDARD 3 - Staff Recruitment and Selection

All partner organisations ensure that all staff with access to children are properly selected and vetted to ensure inappropriate employees do not gain access to children in their work.

- 3.1 Partner organisations have recruitment and selection procedures for all personnel with access to children and young people including volunteers that include:
- The requirement that all personnel with access to children
 - undergo the appropriate level of check with the Criminal Records Bureau and comply with the Vetting and Barring Scheme which will be operational from October 2009;
 - provide a full employment history, including periods of unemployment and the reasons for these, and proof of qualifications;
 - provide two references and where appropriate these references should be verbally checked to contribute to the information within them and/or to clarify any issues arising from them;
- Additionally: -
- The organisation complies with the Vetting and Barring Scheme, and those staff responsible for recruitment/advertising receive training to ensure that recruitment is Bichard compliant.
- 3.2 Employees will be made aware of the agency/organisation policies and procedures in relation to safeguarding and child protection and any training needs they have in relation to these will be identified and responded to.
- 3.3 When services for children are contracted out to other organisations, then the respective contracts for such work will need to have relevant clauses in respect of how the safeguarding needs of children and young people will be addressed.

STANDARD 4 - Staff Induction, Training and Appraisal

All partner organisations ensure that there is an adequate number of sufficiently trained, experienced people in the organisation to work safely and effectively to protect children and improve outcomes.

- 4.1 All personnel with direct access to children should, as part of their induction into their role, read and understand:
- The reporting processes and procedures detailed in '*What To Do If You Think a Child is Being Abused*' and the local Inter-agency Child Protection Procedures;
 - the guidance available in relation to information sharing where there is a concern about child abuse;
 - the need for accurate record keeping where there are concerns for the safety and well being of a particular child as described in the guidance '*What To Do If You Think a Child is Being Abused*' and in accordance with their own agency's procedures.
 - Safeguarding issues in respect of E-Safety
- 4.2 All personnel with direct access to children should receive regular accredited training on recognition of signs and symptoms of abuse and in relation to child

- protection issues as well as reporting and *referral* processes at least once every three years.
- 4.3 Personnel with management responsibility will ensure that their annual appraisal processes include a review of each worker's skills, competencies and knowledge around child protection issues and processes, and that each appraisal will lead to a training plan to fill any gaps identified. As a result, they should be aware of any shortfall between training needs and training received, and are able to demonstrate planned activities to reduce the gap.
 - 4.4 All partner agencies to do their utmost to ensure that there are an adequate number of sufficiently trained, experienced people in their organisation to work safely and effectively with and for children.

STANDARD 5 - Staff Accountability

All partner organisations will have a clear structure to ensure that all personnel understand their place in their organisation and how they receive support and guidance in their work with and for children.

- 5.1 Staff will understand their individual responsibilities for the safety of children as well as their personal accountability through their line management.
- 5.2 All partner organisations have systems in place to enable and support staff to report concerns about a child's welfare to managers and supervisors.
- 5.3 All partner organisations have processes and procedures in place to enable personnel to confidentially report any concerns they have about another individual's practice or behaviour, and/or organisational practice in relation to children, which may place them at risk of harm.

STANDARD 6 - Equality of Opportunity

All partner agencies have an Equal Opportunities policy and personnel understand the implications of the policy in contributing to improved outcomes for ALL children.

- 6.1 All partner organisations ensure that all personnel are aware of equal opportunities issues in policy and in practice and have the necessary skills and strategies to provide an anti-discriminatory service.

STANDARD 7 - Safe Working Practices

All partner organisations have processes and procedures in place to ensure that staff with access to children has knowledge, understanding and training in order to establish and maintain safe working relationships with children.

- 7.1 All partner organisations will ensure that there is written guidance available to all personnel on safe working practices with children and that all personnel are familiar with these. Guidance may include statements on professional boundaries, appropriate physical contact, home visiting, outdoor education, safe physical environments that offer personal space appropriate to the child's age and development etcetera.

- 7.2 All partner organisations have processes and procedures in place to both assess and manage risk with regard to children. This includes risk to children from access to certain people, physical environments, equipment, and particular activities.
- 7.3 All staff with direct access to children should receive regular training on child protection issues. All partner organisations to have a clear E Safety Policy that is regularly reviewed and updated by the E Safety Champion, according to National and Local Guidance and recommendations. This includes regular and appropriate training and updates for staff.'

STANDARD 8 - Complaints and Allegations against Staff

All partner organisations will have in place written procedures for handling complaints and allegations against staff.

- 8.1 All partner organisations will have a nominated person in the organisation trained to handle complaints and allegations against staff with specific regard to complaints or allegations made by or about children.
- 8.2 All partner organisations will have clear written procedures on complaints and allegations that are regularly reviewed.
- 8.3 All personnel will be made aware of their duties and responsibilities within the procedures.

STANDARD 9 - Service User Confidentiality and Information Sharing

In line with the Data Protection Act 1998 the partner organisation will keep confidential any information on a child or young person and his or her family that is of a personal and sensitive nature. However, where there is concern about a child's welfare, there will be a clear understanding of what information can be shared.

- 9.1 All partner organisations will have
 - written guidance readily available to staff on the keeping of accurate and up to date client records together with a statement about confidentiality
 - ensure their personnel know and understand what information can be shared under Bournemouth and Poole's Joint Information Protocol and their duty to share information even without user consent where there are child protection concerns and that their agency will support all such actions taken in good faith.
 - A statement on the security of personal records and adheres to this.

STANDARD 10 - Monitoring Compliance

The partner organisation will work closely and effectively with the Bournemouth and Poole Local Safeguarding Children Board through agreed mechanisms to monitor the partner agency's performance against the Standards contained within this agreement.

10.1 All partner organisations to make available staff and materials necessary to monitor compliance using audit tool(s) adopted or developed by the Bournemouth and Poole Local Safeguarding Children Board.