

Master ID

Version

Document Name

Type

Author(s)

Date adopted

Review Date

Responsibility for Review

Approved by:

# OXFORDSHIRE PCT CHILD PROTECTION POLICY

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## **1. Introduction**

This policy has been developed to enable Oxfordshire PCT staff to access clear guidance relating to their responsibility to safeguard Children and Young People.

## **2. Policy Statement**

Oxfordshire Primary Care Trust is committed to promoting the welfare of children and to protecting them from the risks of harm. A child is defined as a person under the age of 18 years.

All children whatever their religious or cultural background, must receive the same care and safeguards with regard to abuse and neglect.

The PCT has recognition of its responsibilities for ensuring staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

The PCT recognises its responsibility to ensure that safe working systems are in place for staff working with children and families and staff working with adults who have children in their care. The PCT accepts that child protection is a challenging and complex area of work; difficult judgements have to be made and staff may "get it wrong". The PCT will ensure that any learning from such cases will be managed in a supportive and constructive way.

The PCT will ensure it has arrangements in place to provide coordinated and integrated services for children.

This policy should be read in conjunction with other PCT policies and Oxfordshire Safeguarding Children's Board interagency procedures and guidelines relating to safeguarding children.

### **2.1 Independent Contractors**

The PCT strongly advises Independent Contractors, such as GPs, dentists, optometrists, community pharmacists and their staff to adhere to this policy and should work according to Working Together 2006 and Oxfordshire Procedures 2007.

## **3. Accountability and Responsibility**

Overall accountability for safeguarding children within Oxfordshire PCT lies with the PCT Board in accordance with the Children Act 2004 (s.11) and Standard 5 of the National Service Framework for Children (DOH 2004). This responsibility in Oxfordshire PCT is delegated to the Director of Community Health Oxfordshire (CHO ) for all CHO services and to Catherine Mountford, Director of Planning and System Reform, on behalf of the Commissioning function of the PCT.

All health professionals working directly with children should ensure that safeguarding and promoting their welfare forms an integral part of the care they offer. Other health professionals who come into contact with children, parents or carers in the course of their work also need to be aware of the responsibility to safeguard and promote the welfare of children and young people. This is important even when the health professionals do not work directly with a child, but may be seeing a parent, carer or other significant adult.

### **3.1 Designated Nurse and Designated Doctor**

These professionals have a strategic and professional lead on all aspects of health service contribution to child protection.

### **3.2 Named Nurse**

This professional has a lead role in promoting professional practice and to provide advice, expertise and support to fellow professionals.

### **3.3 Named Doctor**

This professional has a lead role in providing advice and support for staff within Primary Care.

### **3.4 PCT Board Responsibilities**

The board to be aware of PCT duties and responsibilities as described in Working Together 2006.

To ensure representation at strategic and operational level on Oxfordshire Safeguarding Children's Board (OSCB).

To ensure the PCT contributes adequate resources to facilitate the functioning of Oxfordshire Safeguarding Children's Board.

The Board agrees and monitor the PCTs contribution to the Children & Young People's Plan with updates to the Board every 12 months. This will encompass all five outcomes from Every Child Matters with a particular emphasis on the health contribution to "Be Healthy" and "Stay Safe".

The Board will work with agencies to develop joint strategies, planning and commissioning and where possible integrated services.

The PCT should ensure that all health providers from whom it commissions services have policies to safeguard and promote the welfare of children and young people.

The Board will receive an annual report of child protection matters.

The Board will contribute to Joint Area Reviews and Annual Performance Assessment.

The Board will ensure that policies involving children are implemented through quality assurance / monitoring systems.

The Board will ensure procedures are in place to ensure the safe recruitment of staff.

The Board will ensure all allegations of abuse against staff are dealt with through the Complaints / Incident Reporting / Whistle Blowing Policy and receive regular reports.

The Board will ensure that safeguarding and promoting the welfare of children is integral to clinical governance and audit arrangements.

The Boards will ensure staff promote the rights of children as detailed in the United Nations Convention on the Rights of the Child (1989).

To ensure all new employees receive an introduction to safeguarding children as part of their Corporate Induction.

### **3.5 Individual Practitioner Responsibilities**

To be familiar with Oxfordshire Child Protection Procedures 2007, Working Together to Safeguard Children 2006 and What To Do If Guidance (DOH 2003) and know how to access these.

To know who to contact if they need to discuss concerns about a child's welfare (See Appendix 4).

To work in partnership with other agencies to safeguard children.

Contact a Named or Designated professional if unsatisfied with an agency response.

To follow Oxfordshire Child Protection Procedures 2007, Working Together to Safeguard Children 2006 and What To Do If Guidance when there are child protection concerns. Child protection referrals to Children, Young People & Families Care may be made by telephone in the first instance and must be followed up in writing within 48 hours. A copy of the referral must be retained in the records and / or scanned on to the medical records. If a Common Assessment Framework (CAF) documentation has been completed, this should be included as part of the referral.

The referrer retains responsibility until feedback is obtained from Children, Young People & Families. It is the responsibility of the referrer to record the outcome.

Attendance at Child Protection Case Conferences and Family Support Conferences is essential. In addition a report using the Case Conference Report Guidelines should be submitted to the Independent Chair of the Conference. If unable to attend a conference another health representative should be identified. If this is not possible the Named Nurse or Line Manager must be informed.

Practitioners must document when they have discussed specific cases with the Named / Designated professional in the clinical record. If there are specific actions these should also be documented.

Record keeping must comply with individual Professional Codes of Conduct and PCT Record Keeping and Documentation Policies.

Practitioners will ensure the safe movement of patient records in line with PCT Record Keeping guidelines.

Practitioners should follow the Oxfordshire Safeguarding Children Board Information Sharing Protocol – recognising that confidentiality in child protection will be governed by the need to safeguard the child.

Practitioners must attend child protection training which is commensurate to their role.

Practitioners must know how to access child protection supervision.

## **4. Legal Issues**

The PCT has a statutory duty to co-operate with the Local Authority to safeguard and protect children.

PCT employees must contact the Named Nurse if they receive a request for any legal reports or statements relating to children or families. This includes requests from Children and Family Court Advisory Support Service and private law cases.

## **5. Training**

Oxfordshire PCT will have in place a Child Protection Training Strategy to ensure clinicians have a common core of skills, knowledge and competencies appropriate to their needs. The training will reflect national legislation and local guidance. (See Appendix 1).

Personal Development Reviews must include reference to child protection training and supervision for all staff working with children and young people.

## **6. Supervision**

All PCT staff will have access to Child Protection Supervision from a Child Protection Named Nurse in line with the Child Protection Supervision Strategy 2006. (See Appendix 2).

## **7. Risk Management Strategies**

The Named Nurses will offer a review of the case management of families where there are safeguarding concerns with Health Visitor, School Health Nurse and Community Children's Nurse Teams on an annual basis.

The Named Nurse will undertake safeguarding audits as required.

Child protection incidents / near misses to be included as part of the critical incident reporting system. The Named Nurse must be informed of these by Line Manager. For serious untoward incidents follow guidance as outlined in the Serious Incident Reporting Policy

The critical incidents monitoring process should include those relating to safeguarding.

Incidents will be monitored through the CHO Clinical Quality and Governance group. Learning from incidents will be shared with practitioners to develop service delivery.

The Designated professional for child protection will report to CHO Clinical Quality and Governance and to the PCT Integrated Quality and Clinical Standards group.

## **8. Serious Case Reviews (Part 8 Inquiries) & Sudden Unexpected Death of an Infant. R**

Serious Case Reviews will be reported through the PCT incident reporting system to ensure the PCT investigation is aligned to the Serious Case Review process.

Staff will cooperate with all Serious Case Reviews and investigations into the Sudden Unexpected Death of an Infant (SUDI) and the death of a young person in custody.

Staff will co-operate when an Individual Management Review is undertaken.

# Oxfordshire PCT Safeguarding Children Training Strategy 2006 - 2007

## **1. Introduction**

All health care agencies have a duty under the Children Act 2004 to make arrangements to safeguard and promote the welfare of children and young people.

Oxfordshire PCT is committed to promoting the welfare of children and to protecting them from the risks of harm. The PCT recognise that to do this, a comprehensive strategy is required to ensure that appropriate and sufficient training is available to all staff working with children and families.

The PCT strongly advise Independent Contractors, such as GPs, dentists, optometrists, community pharmacists and their staff to adhere to this strategy and ensure that partners and staff are appropriately trained.

This training strategy has been devised in line with Safeguarding Children and Young People – roles and competences for health Care Staff (RCPCH 2006) and in recognition of Standard 5 of the National Service Framework for Children, Young People and Maternity Services and the Common Core of Skills and Knowledge for the Children's workforce (DfES 2005)

## **2. Accountability and Responsibility**

All staff have access to child protection training as specified in the training strategy and according to their needs identified through appraisal and Professional Development Reviews.

The Chief Executive has overall accountability for child protection training within the organisation.

The Lead Director for Children's Services is the senior manager responsible for ensuring that all staff are adhering to this strategy, and any related policies, and for exception reporting on progress to the PCT Boards. This includes ensuring staff working in adult services are aware of this policy.

Service and Line Managers are responsible for ensuring that all staff have appropriate appraisal and Professional Development Reviews and that identified needs around Safeguarding Children are addressed.

The Named Professionals for Child Protection are responsible for the planning, implementation and audit of the training strategy.

The Named Nurses will liaise with designated professionals about assessment and priorities for training.

The Named Nurses will ensure that the Trust has in accordance with national policy an appropriate training strategy for safeguarding children.

## **3. Training Needs**

- The PCT will ensure that training is provided for practitioners working with children and families to equip them with skills appropriate to their needs.
- The PCT through the named and designated professionals, is committed to supporting the NSPCC / OSCB training project for multi-agency training.
- All new staff will receive an introduction to child protection when attending the corporate induction sessions.
- Contact information for the designated and named child protection professionals and other key agencies and the 'What to Do if...' flowchart will be included in the induction pack for all new PCT staff.

- For all non clinical staff and staff working in adult services training is available as detailed in the training framework.
- For staff, including independent contractors who have regular contact with or work predominantly with children, training is available through PCT multi disciplinary safeguarding children sessions as detailed in the training framework.
- Extended training is available through access to free Oxfordshire Safeguarding Children Board / NSPCC training courses. On-going training will be available to facilitate continuing professional development in child protection via PCT workshops seminars, local and national conferences.
- Named and designated professionals will undertake on going learning and participate in specialist professional support groups or peer group support networks at local and national level.
- Training will be advertised in PCT Bulletins and the Learning Directory.

**SAFEGUARDING CHILDREN TRAINING FRAMEWORK – for PCT employed staff**

TRAINING COURSE	FREQUENCY	STAFF	KNOWLEDGE
<b>Corporate Induction programme</b>	Within 6 months of starting employment	All PCT staff clinical and non clinical	<ul style="list-style-type: none"> <li>• Raise awareness about the importance of safeguarding children</li> <li>• Know who to contact if concerned about a child or young person</li> <li>• Know how to access training and support</li> </ul>
<b>Level One PCT multidisciplinary Safeguarding Children training</b>	Minimum 3 yearly  ½ day course	All non clinical staff. All staff working in adult services in the PCT e.g. receptionists, District nurses	<ul style="list-style-type: none"> <li>• Range of child abuse</li> <li>• Local policies and procedures</li> <li>• What to do if they have concerns</li> <li>• Understand the importance of information sharing</li> <li>• What to do if they experience barriers to referring a child /family</li> </ul>
<b>Level Two PCT Multidisciplinary Safeguarding Children training.</b>	Minimum 3 yearly ½ day course	All staff who have regular contact with children  For example Health visitors School health nurses. Therapists. Practice nurses	As above Plus <ul style="list-style-type: none"> <li>• Understanding of which groups of children are at risk</li> <li>• Know who to inform, seek advice and how to contact them</li> <li>• Know how to share information</li> <li>• Know how to record.</li> <li>• Professional roles and boundaries</li> <li>• Understand next steps in child protection</li> </ul>

Extended training	Frequency	Staff	Knowledge
<p><b>Available through:</b></p> <p><b>Oxfordshire Safeguarding Children’s Board / NSPCC Multidisciplinary / Inter-agency training programme.</b></p> <p><b><u><a href="http://www.oscb.org.uk">www.oscb.org.uk</a></u></b></p> <ul style="list-style-type: none"> <li>• <b>PCT seminars and workshops</b></li> <li>• <b>National and local conferences</b></li> </ul>	<p>Annual update or equivalent training in line with a professional development plan</p>	<p>All staff who work predominantly with parents children and young people.</p>	<ul style="list-style-type: none"> <li>• Aware of implications of recent legislation</li> <li>• Understand multi agency frameworks and child protection assessment processes including common assessment framework</li> <li>• Understand Child protection investigation and the basics of forensics</li> <li>• Aware of local safeguarding board</li> <li>• How to access the child index register</li> <li>• Aware of resources that may be available within health and other agencies</li> <li>• Aware of how own beliefs, experiences and attitudes might influence professional involvement in child protection work</li> <li>• Know what to do to where there is insufficient response from other organisations or agencies.</li> </ul>

Specialist Roles Training	Frequency	Staff	Knowledge
<p><b>Available Through :</b></p> <ul style="list-style-type: none"> <li>• <b>Oxfordshire Safeguarding Children Board / NSPCC Multidisciplinary/ Inter-agency training programme.</b></li> <li>• <b>National and local conferences</b></li> </ul>	<p>2.5 – 3 days per year Continuous Professional development</p>	<p>For example Child protection named professionals.</p> <p>Staff who have a particular responsibility for safeguarding and promoting children’s welfare, working within an interagency context.</p>	<p>As above plus</p> <ul style="list-style-type: none"> <li>• Awareness of latest guidance /best practice</li> <li>• Awareness of latest research perspectives and implications for practice</li> <li>• Advanced understanding of child care law, consent and confidentiality.</li> <li>• Good understanding of forensic procedures</li> </ul>

#### **4. Monitoring and Review**

- PCT training sessions will be evaluated individually by attendees.
- Attendance lists will be kept by the Named professionals for Child Protection and forwarded to the PCT training team.
- Information will be requested from the NSPCC to monitor attendance at OSCB training courses and to audit outcomes.
- Non-attendance will be followed up and addressed by line managers.

#### **5. References**

Safeguarding Children and Young People – roles and competences for Health Care Staff. RCPCH, April 2006

National Service Framework for Children, Young People and Maternity Services. Department of Health 2004

Common Core of Skills and Knowledge for the Children's Workforce. DfES, December 2004

# CHILD PROTECTION SUPERVISION STRATEGY

In accordance with Standard 5 of the NSF for Children, Young People and Maternity Services 2004 and Working Together to Safeguard Children 2006, Oxfordshire PCTS recognise their responsibility to ensure supervision for staff where there are concerns about harm to a child or young person.

## **1. Principles of Child Protection Clinical Supervision**

All staff will have access to child protection supervision.

Child Protection Supervision is supplementary to clinical supervision.

Effective supervision is important to promote good standards of practice and to support individual staff members.

Supervision will help ensure practice is soundly based and consistent with OSCB and PCT procedures.

It should ensure that practitioners fully understand their roles and responsibilities.

It should help identify the training and development needs of practitioners.

## **2. PCT arrangements for all staff.**

An individual practitioner may request child protection supervision with the Named Nurse at any time.

An individual practitioner or staff group may be offered additional child protection supervision at the request of a line manager.

The Named Nurse will target groups for supervision where there are a high number of vulnerable families.

Staff groups may request group child protection supervision.

## **References**

National Services Framework for Children Young People and Maternity Services. Core Standard 5, Department of Health 2004; (see markers of good practice No 6 and Sections 11.1, 11.2, 14.1.

Working Together to Safeguard Children HM Government 2006; Section 5.160 Effective support and supervision.

<p style="text-align: center;"><b>POLICIES AND GUIDELINES RELATING TO SAFEGUARDING CHILDREN IN OXFORDSHIRE</b></p>
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**1. PCT Policies and guidelines**

- Oxfordshire Court Report Policy and Guidelines 2005
- Oxfordshire PCTs Case Conference Report Guidelines 2006
- Record Keeping / Documentation Policy (Refer to local existing PCT policy).

**2. Interagency Procedures / guidelines**

- Oxfordshire Child Protection Procedures 2002
- Working Together to Safeguard Children, HM Government 2006
- What To Do If Worried A Child Is Being Abused
- Framework for the Assessment of Children in Need and their Families 2000
- ACPC Information Sharing Protocol 2005
- Mr. Justice Mumby`s Ruling, November 2002 – Howard League v. HM Prison Service

## USEFUL REFERENCES AND WEB SITES

Every Child Matters: Change for Children, DfES, 2004. Includes information on: Common Assessment Framework. Lead Professional. Information sharing	Sets out the national framework for local change programmes to build services around the needs of children and young people to maximise opportunity and minimise risk. The document sets out what action needs to be taken locally and how Govt will work with and support Local Authorities and their partners. <a href="http://www.everychildmatters.gov.uk">http://www.everychildmatters.gov.uk</a>
National ACPC Website	<a href="http://www.doh.gov.uk/acpc/local.htm">www.doh.gov.uk/acpc/local.htm</a>
Oxford Safeguarding Children's Board (OSCB) Includes Oxfordshire safeguarding policies such as Information Sharing protocol.	<a href="http://www.oscb.gov.uk">www.oscb.gov.uk</a>
Working Together To Safeguard Children, HM Government, 2006	<a href="http://www.everychildmatters.gov.uk/strategy/guidance/">www.everychildmatters.gov.uk/strategy/guidance/</a> Contains further references and internet links. (appendix 6)
The Children Act, 1989, HMSO, London	<a href="http://www.ntas.org.uk/childrenact.htm">www.ntas.org.uk/childrenact.htm</a>
The Children Act, 2004, HMSO, London	The government's formal response to the Victoria Climbié Inquiry and provides the legal underpinning for Every Child Matters: Change for Children. <a href="http://www.dfes.gov.uk/publications/childrenactreport/">http://www.dfes.gov.uk/publications/childrenactreport/</a> The Children Act itself: <a href="http://www.hmso.gov.uk/acts/acts2004/20040031.htm">http://www.hmso.gov.uk/acts/acts2004/20040031.htm</a>
Common Assessment Framework, DfES, 2006	<a href="http://www.everychildmatters.gov.uk/deliveringservices/caf">www.everychildmatters.gov.uk/deliveringservices/caf</a>
Oxfordshire Child Protection Procedures 2002	<a href="http://www.oscb.gov.uk">www.oscb.gov.uk</a>
Nursing and Midwifery Council	<a href="http://www.nmc-uk.org.uk">www.nmc-uk.org.uk</a>
General Medical Council	<a href="http://www.gmc-uk.org">http://www.gmc-uk.org</a>
What to do if you are worried a child is being abused. Department of Health, 2003	<a href="http://www.dh.gov.uk/publications/PolicyAndGuidanceArticle/fe/en">www.dh.gov.uk/publications/PolicyAndGuidanceArticle/fe/en</a>
The Victoria Climbié Enquiry	<a href="http://www.victoria-climbie.org.uk">www.victoria-climbie.org.uk</a>
NHS Code of Confidentiality, Dept of Health, 2003	<a href="http://www.doh.gov.uk/ipu/confiden">www.doh.gov.uk/ipu/confiden</a>
National Service Framework for Children, Young People and Maternity Services. Dept of Health 2004	<a href="http://www.dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/ChildrenServices/fs/en">http://www.dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/ChildrenServices/fs/en</a>
The United Nations Convention on the rights of the Child.	<a href="http://www.unicef.org/crc">http://www.unicef.org/crc</a>
Framework for the Inspection of	<a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a>

## KEY CONTACTS: PROTECTION AND SAFEGUARDING CHILDREN

<b>Named Nurse: Catherine Carter (Central)</b>	East Oxford Health Centre Manzil Way , Oxford OX4 1XD <b>Tel: 01865 265010    Mobile: 07900 212470</b> <b>Email: <a href="mailto:catherine.carter@oxfordshirepct.nhs.uk">catherine.carter@oxfordshirepct.nhs.uk</a></b>
<b>Named Nurse: Jill Phipps (North )</b>	East Oxford Health Centre Manzil Way , Oxford OX4 1XD <b>Tel: 01865 265013    Mobile: 07791529962</b> <b>Email: <a href="mailto:jill.phipps@oxfordshirepct.nhs.uk">jill.phipps@oxfordshirepct.nhs.uk</a></b>
<b>6.1.1 <u>Named Nurse: Kate Riddle (South)</u></b>	East Oxford Health Centre Manzil Way , Oxford OX4 1XD <b>Tel: 01865 265019    Mobile: 07899988612</b> <b>Email: <a href="mailto:catherine.riddle@oxfordshirepct.nhs.uk">catherine.riddle@oxfordshirepct.nhs.uk</a></b>
<b>Designated Nurse: Jane Bell</b>	<b>Tel: 01865 336794    Mobile: 07775 760798</b>
<b>Designated Doctor: Helen Van Oss</b>	<b>Tel: 01993 811452</b>

### Oxfordshire Children Young People & Families

*(Previously known as Social Services)*

6.2 Oxford City Assessment Team: i.e. new referrals:	Tel: 01865 815489
Banbury Assessment Team i.e. new referrals:	Tel: 01295 756517
Abingdon Assessment Team i.e. new referrals:	Tel: 01235 549297/298
<b>Out of hours (after 4.30 pm)</b>	<b>08008334086</b>

### Police: Domestic Abuse

<b>Domestic Violence Unit – City</b>	<b>Tel: 01865 335165</b>
<b>Domestic Violence Unit – South</b>	<b>Tel: 01865 335165</b>
<b>Domestic Violence Unit – North &amp; West</b>	<b>Tel: 01295 754625/26 or 754548</b>

**Women`s Aid: refuge applications: Tel: 01865 336080**

**Multiagency Child Protection Training** is provided by NSPCC & Oxfordshire Safeguarding Children's Board  
Training Project [www.OSCB.org.uk](http://www.OSCB.org.uk)