

WSCB Schools, Learning and Education Sub-committee

MINUTES

15th October 2018

Pound Lane Learning Centre, Leamington Spa

Present: Adrian Over, Education Safeguarding Manager (AO)
Ann Seal, Taking Care Scheme Manager (AS)
Carol Hooper, Kineton Playgroup (CH)
Caroline Renton, King's High School (CR)
Chris Malone, Interim Asst Director, Education Services (**Chair**) (CM)
Emma Walker, Int. Early Help Operations Manager (EW)
Jane Key, Warwickshire ICTDS (JK)
Jane Le Poidevin, Paddox Primary School (JLP)
Jo Howell, Polesworth School (JH)
Julie Toal, Warks Consortium of Nursery Schools Governors (JT)
Linda Fenn, Education Safeguarding (**Minutes**) (LF)
Sally Kaminski-Gaze, All Saints Primary School & Nursery (SKG)
Sara Haigh, Early Years Advisory Teacher (SH)

Apologies: Amrita Sharma
Beth Sharpe
Cheryl Jones
Gordon Latham
Hayley Good
Jackie Kerby
Jo Farmbrough
Katherine Skudra
Louise Mohacsi
Matthew Pike
Phyllis Collins
Vanessa Gilbert

Visitor: Emma Gelfs

1. **Introductions and apologies:**

Apologies received – please see above.

2. **Minutes of last meeting (18.6.18) / matters arising:**

- *Self-harm - updated information for schools:* still outstanding. AO suggested that this matter requires a quick resolution as the current information being provided to schools is in need of review and update as soon as possible. CM agreed to follow this up with Helen Kendall in order to get an update and agreed to share that response in these minutes.

Update: CM carried out the above action and the response received from Helen was “EPS LT has had a look at the current self-harm guidelines and reviewed against the plethora of information we hold both for our EPs to use and from other LAs. As our document is quite a bit out of date this could be quite a big project to bring the existing document up to date and into line with

our neighbours but I expect you want a fairly quick "good enough" version. We can do this for £1,000 and have it complete before Christmas. Do let me know if this is what you want and who to liaise with and then I will identify someone to take it forward".

- *Setting up an Egress Account:* still outstanding. To avoid carrying this over to the next meeting, CM requested that CH carries out the test and, if it works, to advise LF in order that a note can be added to these minutes; if the test fails, CH to work with SH on what needs to be done.
- *Safeguarding on agenda at other ABPs, SWEP and Central Heads:* CM confirmed that she had spoken with Sarah Bradwell but was unsure whether this had led to safeguarding being put on the agendas for these groups. We have a robust mechanism of feeding messages from primary heads' consortia but we do not have the same robust mechanism for secondary heads and this would be much welcomed. It was agreed that AO should contact Sarah Bradwell with a view to these groups inviting him to one of their meetings to discuss and talk about this further. It was suggested that safeguarding should definitely be on the ABP agendas due to the fact that this is the biggest group meeting of DSLs in attendance. AO to liaise with Marie Rooney on this matter.
- *Early years audit update (SH):* All funded providers have now completed the audit; this year's audit will go out with a return date before Christmas. The sub-committee wished to record the excellence of achieving a return from every single funded provider despite this involving a great deal of work and time in chasing some providers for their return.
- *Page 6 Early Help meetings:* SKG wished to reiterate her concerns regarding schools being at their capacity in leading Early Help meetings. It appears to be schools that are picking up this responsibility rather than other agencies whose staff have also been trained in initiating Early Help assessments and undertaking Lead Professional responsibilities; but appear to be reluctant to take the lead. SKG suggested that something needs to be done to rectify this situation as it cannot continue.

Discussion:

There are concerns about whether partner agencies understand how schools function, their other responsibilities in addition to Early Help and what is manageable and practicable in a school day. It was identified that the current strategic review in WCC regarding Social Care and early help arrangements may well lead to the expectations of and pressure upon schools increasing further.

EW: The principle of early help is that it is not owned by anyone but simply a concept about intervening early and a shared process for practitioners in all agencies to do that. Strategically, every partner agency needs to take more responsibility for what their staff are doing in terms of initiating Early Help Single Assessments. There is an early help steering group and it was suggested it may be worthwhile looking at the education representative on

that group to ensure that she/he is advocating strongly enough for what education are doing and the problems being experienced in schools.

Views were expressed by members of the sub-committee that the strategic review does not reflect what is stated in the LGA Peer Review and does not take in or reflect the views and reality of what is happening in schools now. It was suggested that there is a lack of wanting to hear and learn about what that reality is for schools at the present time.

EW advised that the strategy does not yet have an action plan and this is needed. It was suggested that this view/comment needed to be feedback by this sub-committee, highlighting the inherent problem that the strategy does not reflect the findings of the Peer Review that schools in Warwickshire are highly engaged in early help work. In fact, the Peer Review was very complimentary about all the hard work undertaken by schools in relation to early help. However, a number of sub-committee members felt that an acknowledgement by WCC of the findings of the Peer Review would not be adequate to cover the issues expressed at this meeting of the sub-committee, which highlighted a much higher level of concern and led to the question of whether those colleagues who are leading the early help review really understand the level, range and volume of issues that schools are dealing with at the moment, in the context of shrinking school budgets which have led to reductions in staffing in many schools.

AO commented that KCSiE was re-issued twice in September. One of the changes was to the flowchart, which now places “pastoral support” alongside early help, where the previous version only referred to early help. AO believes that this is an acknowledgement by DfE that many schools provide children and their families with a great deal of practical and emotional support without that needing to be the subject of a formally recorded ‘Early Help Single Assessment’, i.e. schools provide a lot of early help in the everyday sense of that phrase without it being part of an identified or recorded ‘process’.

AO confirmed that in 2012 schools initiated 52% of all CAFs in Warwickshire. The percentage of Early Help Single Assessments now initiated by schools is 85%.

EW reiterated that the early help strategy does not yet have an action plan and that input from the education sector into the action plan will be absolutely essential. However, who will be asked to have input into the action plan from education is yet to be decided.

CM advised that she has asked colleagues involved in early help for a high level meeting to discuss an overlap between the Early Help strategy and the Education strategy. That meeting is scheduled for mid-November and feedback and comments from the WSCB Education sub-committee as reflected in these minutes will be taken to that meeting. The outcome of that meeting and ongoing discussions will then be brought back to this sub-committee for further discussion.

CM advised that generally LA funding is tight in all areas and savings are required, i.e. not just early help. This may have a further impact on schools and cause additional pressure.

EW to investigate the requirement for there to be robust representation on the development of the Early Help action plan from education professionals. It was noted that the sub-committee was disappointed that Bill Basra did not follow up on his suggestion of attending today's meeting to provide the sub-committee with an update. Papers were circulated to him. CM to write to Bill Basra reflecting this disappointment.

- *Page 8: Revision of Warwickshire SCR template/guidance notes:* AO advised this is still outstanding but will discuss with HG this week.
Heads Up / ESS Bulletins: AO confirmed he will be circulating revised information to schools today; this is being sent out separately from Heads Up as the information is very long and detailed and is not suitable to be sent via Heads Up and needs to be in a separate bulletin. However CM advised there needs to be a cross reference in Heads Up alerting schools to look out for the separate bulletin from AO. AO to speak to Ruth Waterman to join this up.

ACTIONS:

CM: To contact Helen Kendall re updated self-harm information; Helen's response to then be included in these minutes.

CH: To test setting up an Egress account and share the outcome with LF if successful for inclusion with these minutes. CH to speak to SH should this test fail.

AO: To contact Sarah Bradwell with a view to obtaining meeting invitations to SWEP and Central Heads meetings; to also liaise with Marie Rooney regarding attending ABP meetings.

EW: To investigate the requirement for there to be robust representation on the development of the Early Help action plan from education professionals.

CM: To email Bill Basra to outline sub-committee's disappointment that he was unable to attend and provide an update at this meeting.

AO: To contact Ruth Waterman regarding Heads Up / ESS bulletin information cross referencing.

3. Secure electronic communication between schools and other agencies:

Emma Gelfs

This issue became a priority as a result of GDPR. Historically, Head and Admin Welearn accounts are recognised as the secure way of communicating with schools. However, some trusts and academies have implemented their own Email system and no longer use Welearn; and independent schools do not have Welearn accounts.

There is a need to agree what message is given to schools who do not use Welearn as their priority Email address in relation to receiving and sending confidential information about children, their families and staff, particularly in relation to safeguarding issues.

There is also a need for clarity about which Welearn account should be used for communicating all such confidential information. Although communication between all Welearn accounts and Warwickshire.gov.uk accounts are secure, there are issues in relation to WCC and other partner agencies sending confidential information to Admin Welearn accounts because safeguarding information should only be viewed by Designated Safeguarding Leads or, in relation to allegations against staff, the Headteacher.

EG stated that the 'School Contact List' is the list most frequently used in the LA but that generally lists the school's Admin WeLearn account. Headteachers have to give permission to staff to have delegated access to that account but in most schools several staff might have that authorised access and many of those will not be DSLs and should not see confidential safeguarding information relating to named students or staff.

It was suggested that the default Email address for sending confidential information should be the Head's Email address. Individual DSLs attending safeguarding meetings or anticipating receipt of confidential material could advise social workers, minute secretaries etc of their individual WeLearn address and information could then be sent directly to them at that address.

However, it was agreed that confidential information should never be sent to Admin WeLearn account addresses.

Head Teachers in schools will need to be advised and aware that if they have requested that confidential information is sent to their individual WeLearn account, unanticipated correspondence may still be sent to the Head WeLearn account address so they will need to ensure that they check that mailbox on a regular basis as well.

However, EG advised that Admin WeLearn account addresses are currently widely used for sending confidential information out. It was agreed that there is a need therefore to change this practice both within WCC and also when schools send confidential information out.

EG reported that WCC corporate ICT and Schools ICT teams are working closely together. After a lot of work, there are approximately 30 schools remaining for whom there is a need to ascertain the underlying 'backend' of the accounts that schools are using (i.e. where schools are using something other than WeLearn).

EG clarified that school systems that have a Gmail or Office 365 'backend' are secure and Corporate ICT can therefore approve the sending of confidential to those schools, albeit not to Admin accounts. A form of words approved by Guy Darvill (WCC Legal Services) has been agreed for engaging with the remaining 30 schools that do not use WeLearn or have a 'backend' system based on either Gmail or Office 365. It is envisaged that this number will reduce but the plan is to write to all those remaining schools and also independent schools to highlight the steps required to ensure secure exchange of confidential information and therefore compliance with GDPR.

It was suggested that it would be useful if a list could be made available on the Intranet highlighting schools in categories such as “WeLearn users”, “Non WeLearn users but have a secure backend system” and “Not WeLearn users but using Egress” etc; and a search function providing the approved secure Email address for each school. The School Contact List, maintained by Julie Rowbottom’s team, has been updated now and EG suggested this should be the go to place for such information, providing either a WeLearn or secure alternative address for each school.

A query was raised about whether there could be a school Email link on the i.Warwickshire page. It was highlighted that there are a lot of practitioners who sometimes need to get a quick message to a school and such a link would be really helpful. EG advised that Corporate ICT would deal with this but she will look into it but the default address for this link would need be the Head Email address.

It was suggested that Governor services could usefully highlight the need for the whole issue of secure electronic communication of confidential material to be raised and discussed at governors’ meetings.

Agreed actions were therefore to finalise the wording for the 30 schools not using WeLearn and without a secure ‘backend’ system and circulate this to the sub-committee for comments; then circulate the agreed communication to schools and governing bodies via Governor Services, MATs, Heads Up, ESS Bulletins and Early Years. It was agreed that schools should be asked to ensure that their default Email address for the sharing of confidential information should be the Head address and not the Admin address.

ACTIONS:

- **EG/AO:** Finalise wording from Guy Darvill and circulate as discussed above.
- **EG:** Speak to Corporate ICT re: set up of schools Email link on i.Warwickshire page.

4. Keeping Children Safe in Education (KCSiE) 2018 update: AO

DfE published new guidance in May with a revised version containing some quite significant amendments issued on 03.09.18. The amendments are largely in relation to the change from the Safeguarding Board to the new safeguarding partnership. AO has accordingly amended the model schools safeguarding policy to reflect the revised guidance and this will be sent out this week. Other changes relate to GDPR and the Data Protection Act. AO advised he has tried to make it as easy as possible for schools to identify the changes by highlighting the more recent changes in lilac font to distinguish them from the August updates, which are still highlighted in red font.

AO advised he has also circulated an updated version of the Staff Behaviour Policy but this has very few changes, most significantly two paragraphs in Section 7 regarding disqualification. Although staff can no longer be disqualified from providing childcare ‘by association’; staff do still have a duty to tell their employer if anything happens in their private life that may have implications for the safeguarding of children in school. Accordingly, that has now been included

in the Staff Behaviour Policy (also highlighted in lilac font).

Ofsted have also reissued their guidance for inspectors when inspecting safeguarding. That emphasises the importance of always checking the Barred List before allowing an employee to start work in a school, even if a decision is made to allow them to start pending completion of a DBS check.

5. **2018 WSCB schools audit - AO**

AO advised that this year has been similar to last year in that a number (albeit a minority) of schools did not submit their audit return by the deadline, which was 28th September 2018. Last year this resulted in a lot of time consuming chasing on the part of the ESS team between October and December. AO advised that he had tried to anticipate and overcome some of the issues, e.g. writing to outgoing Heads in July highlighting the need to complete their audit submission before leaving the school rather than leave it for their successor; and highlighting several times that all information submitted should relate only to the academic year 2017-18. This year 43 schools had not submitted by the closing date and a chaser Email was sent out to those schools. A few responded swiftly but there remain c 30 schools which have not yet submitted their return. There have also been some queries about whether a hard/paper version of the audit is acceptable. A pdf copy of the audit questions was provided to support schools in collating the required information prior to submitting the requisite online return. The audit must always be completed online in order to facilitate full and accurate data analysis.

AO agreed to advise CM and Hayley Good after half term regarding the number and names of schools still to submit.

AO asked sub-committee members to let him know if they have any suggestions/requests for any particular themes/areas of exploration for inclusion in the 2018-19 audit.

ACTIONS:

AO: Advise CM and HG after October half term regarding the number and names of schools which have still not submitted their audit return.

ALL: Advise AO if there are any suggested themes/areas of exploration for the 2018-19 audit.

6. **WSCB Update**

CM advised that unfortunately the new WSCB Business Manager Amrita Sharma was unable to attend today's meeting but had provided an update for the sub-committee – please see below. Amrita has advised that both she and the new WSCB independent chair Elaine Coleridge-Smith will endeavour to attend the next meeting.

1. There was reference to the findings/learning from a recent Serious Care Review being shared following its presentation to the WSCB meeting in July 2018. Please note the findings of this review have now been delegated to a Task and Finish Group being headed up by John Coleman of Children's Social Care. The sub-committee will scrutinise the details of the review findings and develop a corresponding action plan and key learning messages which will be shared in due course.

2. A new Independent Chair has now been appointed for the Adults and Children's Safeguarding Boards - Elaine Coleridge-Smith. Elaine came into post on 7th September 2018 and will endeavour to attend the next sub-committee meeting.
3. Amrita Sharma, WSAB Business Manager has now been appointed to the role of interim WSCB Business Manager and will be in attendance at future meetings to provide continued input from a WSCB perspective.
4. The findings from the 2017 schools audit will be shared with the newly resurrected WSCB Quality, Performance, Monitoring and Evaluation sub-committee at its forthcoming meeting and any feedback will be brought back to the next meeting.
5. In addition, it may be helpful to know that the Strategic Lead Partners, as defined by Working Together 2018 (LA, Police, Health) are currently working on preparing proposals for the new Children's Safeguarding Partnership and transition arrangements for publication by/before June 2019. Once drafted, the proposals will be shared with the Safeguarding Boards and its sub-committees accordingly.

AO advised that point 5 above needs to be put in Heads Up; the updated Ofsted guidance states that DSLs should understand what the transition arrangements to the new Safeguarding Partnerships are and be able to talk about them. This is difficult as discussions are still in the very early stages; schools will require something in writing in order to show Ofsted inspectors when they are asked questions regarding this. CM to arrange for a form of words to be put into Heads Up to this effect.

Point 1 above: The SCR referred to concerns about cross border issues. The learning flagged up the need to have some form of authority/procedure that can cut across cross-boundary issues re health provision, Police etc when meeting the needs of children with the most complex needs who sometimes move to placements in different areas.

Point 2 above: It was noted that the new chair is the chair for both the adults and children's boards and will need to have a good awareness of schools and education in order to continue with the vast experience and expertise that Cornelia Heaney brought to Children's Services. It was suggested that some further background information on the new chair would be helpful to the sub-committee.

ACTIONS:

- **CM:** To include information regarding point 5 above in Heads Up.

7. Any Other Business:

AS: Recommended the book "Inventing Ourselves – Secret Life of the Teenage Brain" (Professor Sara Jane Blakemore) as a good read for anyone that lives or works with teenagers. It would also be useful reading for teenagers.

SKG: Some time ago SKG and other colleagues attended the launch of a partnership working scheme with the Police at Bedworth Civic Hall – Operation Encompass. SKG asked if there was an update on what is happening with this. AO advised that he has been told by Police colleagues that the problem lies with their ICT system and data sharing. The officer who was leading the development for the Police has now moved into a different role. Sub-committee members highlighted that West Midlands Police have managed to set this up. AO agreed to investigate further regarding the current situation.

AO: Cross-order issues (page 5 of the minutes for the meeting of 18.6.18) – it was thought this discussion originally related to increased problems in referring children into Social Care; and/or getting Early Help and/or CAMHS if the child lives in a different LA from the one the school is in. DSLs are advised that if their school has a number of pupils who live in another LA area to familiarise themselves with the referral and early help arrangements are in that area and the key people to contact. The sub-committee acknowledged the difficulties faced when dealing with cross border issues.

ACTIONS:

AO: To ascertain current situation regarding Operation Encompass and to advise the sub-committee.

8. Date/time of next meetings

(All meetings are at Pound Lane Training Centre, Red Room – 9.30 a.m. to 12.00p.m.):

21st January 2019

30th April 2019

18th June 2019

21st October 2019