

# WSCB Schools, Learning and Education Sub-committee

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## MINUTES

23<sup>rd</sup> April 2018

Pound Lane Learning Centre, Leamington Spa

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**Present:** Adrian Over, Education Safeguarding Manager (AO)  
Ann Seal, Taking Care Scheme Manager (AS)  
Beverley Dandy, Outwoods Primary School (BD)  
Carol Hooper, Kineton Playgroup (CH)  
Cheryl Jones, Specialist & Targeted Support (CJ)  
Chris Malone, Head of Service, Education & Learning (**Chair**) (CM)  
Cornelia Heaney, WSCB Development Officer (CHB)  
Emma Walker, Int. Early Help Operations Manager (EW)  
Hayley Good, Strategic Lead for Learning & Performance (HG)  
Jackie Kerby, WSCB Interagency Learning & Support Officer (JKB)  
Jane Key, Warwickshire ICTDS (JK)  
Jo Howell, Polesworth School (JH)  
Julie Toal, Warks Consortium of Nursery Schools Governors (JT)  
Katherine Skudra, Warwickshire College Sub-committee (KS)  
Linda Fenn, Education Safeguarding (**Minutes**) (LF)  
Louise Mohacsi, St. Nicholas Primary School (LM)  
Matthew Pike, Macintyre Academies/Special Schools (MP)  
Paul Fellows, Area Manager – STS North & ACE Manager (PF)  
Sally Kaminski-Gaze, All Saints Primary School & Nursery (SKG)  
Sara Haigh, Early Years Advisory Teacher (SH)  
Vanessa Gilbert, Brooke School/Strategic Lead Team Teach (VG)

**Apologies:** Caroline Renton  
Gordon Latham  
Phyllis Collins  
Rachel Booth  
Sarah Ovens

**Visitors:**

### 1. Introductions and Apologies:

Apologies received – please see above.

CM noted the excellent attendance and representation from centres for the meeting and thanks were expressed to all those attending today.

## 2. Minutes of last meeting (15.1.18) / Matters arising:

Page 2 Secure Communication/WeLearn: AO advised a further meeting is planned to discuss secure communication between the LA and the sector; this continues to be a worry/concern for Social Care in terms of the need to ensure that sensitive and confidential information about named children and young people is only read by those education staff who should see it, i.e. Headteachers and Designated Safeguarding Leads.

E mails between WeLearn addresses and WCC addresses are secure. However, e mails containing sensitive/confidential information should only be sent to Head WeLearn or individually named WeLearn addresses, i.e. not Admin addresses.

Some schools do not use WeLearn. It was highlighted that some Early Years settings are not aware they can buy (circa £20 a year) a WeLearn account. This needs to be publicised to raise awareness.

JK advised that some schools have requested that their WeLearn e-mail account details are changed to reflect their school name but this is still technically still a WeLearn account.

AO advised that schools have not yet been written to about the use of WeLearn. Several schools have a non-WeLearn e mail platform, some of which are linked in with academy trusts that they are part of. In order to maintain confidentiality and to comply with GDPR, it is important to ensure that schools choosing not to use a WeLearn account are aware of the importance of providing a mechanism for the secure exchange of protected information, e.g. the use of an encryption mechanism such as Egress. Those schools should also be asked to provide a written declaration that they have safe and secure arrangements.

AO has a meeting planned with Legal Services and Children's Social Care managers to discuss these issues and will share the views expressed by the sub-committee at that meeting. HG advised that non-We-Learn users could easily be checked against the Schools Directory. HG to complete these checks and then pass that information to AO, for AO then to write to the schools, with a request that they provide details of their e mail security arrangements as above. Following on from that meeting, AO and CM to arrange to meet to discuss this matter further.

Page 3 School internet monitoring / subscription list: AO advised this action had been completed and he had received an interesting range of responses although these are still coming in. Non-subscribing schools have advised they have robust arrangements in place. JK advised that a new subscription year for ICTSS started on 01/04/18 so there may be some new school names on the list. All those subscribing from the previous year have renewed. There are 44 schools that do not subscribe, the majority of which are secondary schools. AO agreed to analyse the responses, share with Jane Key and share findings at the next sub-committee meeting for further discussion.

Page 4 WSCB board meetings/attendance: next meeting is on 26<sup>th</sup> April 2018 - HG will attend on behalf of CM. Beth Sharpe will also be attending. The following Board meeting is on the morning of 19<sup>th</sup> July 2018, 10.30 am to 12.30 pm at Shire Hall. KS kindly agreed to attend this meeting.

Page 4 Education Strategy Update: CM advised the consultation closed on the 2<sup>nd</sup> April; now in the process of re-writing the information based on responses. There was very little reference to safeguarding in the responses. CM circulated draft papers to the sub-committee for information. There is a suite of 6 documents available. The draft 'structure' chart shows boards and groups responsible for addressing the priorities that have been identified and developing the action plans; the WSCB Education sub-committee is on the chart. CM confirmed that feedback from the sub-committee has been taken on board in the development of the strategy.

MP noted there was no mention of special schools. CM advised that Chris Marshall had advised it was important that special schools should be incorporated within the information and not seen as a separate group.

AO suggested that the wording of the statement should change to "promoting the **welfare** of learners" rather than well-being. Also "especially in the priorities below" should be removed with it reading "**In all areas of work, safeguarding and promoting the welfare of learners is paramount**". CM will reflect on those comments.

Page 4 FE College safeguarding forum: KS updated the sub-committee - FE colleagues are keen to resurrect the forum and a suitable date is being sought for the first meeting to take place.

Page 5 Warwickshire Safeguarding Children Board (WSCB) leadership - CH advised that Mike Taylor is chairing in the interim. The view has been taken that it is difficult to see how the Adult and Children safeguarding agendas and arrangements could be aligned until the revised Working Together is published and until agreement has been reached about what the new Safeguarding Partnership (replacing the Safeguarding Children Board) will look like. Work has started to recruit an interim chair for the Children's Board on a short-term basis until the new arrangements have been agreed.

#### **ACTIONS:**

- SH – We-Learn/Early Years: information to be circulated across the early years sector to raise awareness that WeLearn accounts can be purchased.
- HG: We-Learn: to check against the Schools Directory for schools that are not using WeLearn and to pass this information to AO.
- AO: WeLearn: to write to those schools not using WeLearn.
- AO: WeLearn: to share the views of the sub-committee at the scheduled meeting with legal Services and Children's Services about secure e mails.
- AO/CM: to meet after that meeting to discuss further.
- AO: schools' internet connection monitoring: to prepare an analysis of the responses received for discussion at the next sub-committee meeting; sub-committee to then discuss and agree further actions.
- Board Meetings: HG and Beth Sharpe to attend meeting 26.4.18; KS to attend meeting 19.7.18.
- Draft Education Strategy: CM to reflect on comments raised by the sub-committee.

**KCSiE:** AO – consultation is now closed. There are concerns in the professional community about some of the proposals and changes of emphasis. Hoping for publication in June/July. LF to put KCSiE on the agenda for next meeting.

**GDPR:** HG advised that after making an offer to schools to provide a GDPR Officer, Legal Services have had over 200 schools subscribe to this, some from outside Warwickshire. SKG advised that the training that Guy Darvill provided was very good and made very interesting. AO advised that Guy Darvill has indicated that GDPR will not make a significant impact upon safeguarding practice in schools and FE Colleges. In relation to parental consent for schools to capture and retain images of children, there will now be a requirement to obtain parents' signatures rather than operating an opt out basis. However, children aged 13 years+ can override their parents' consent, subject to Fraser guidelines – this may be an issue for secondary schools and FE Colleges. AO highlighted that Warwickshire advice as in the 'Taking Images of Children' guidance reflects that parental consent is always required.

**Restraint consultation:** this consultation has now finished. It is not replacing existing guidance on Use of Force but highlights the vulnerability of children with autism and learning difficulties and issues in relation to them being the subject of physical intervention or restraint. VG advised that Team Teach Warwickshire responded to the consultation. It reads very well but VG believes that it should apply to all schools. A lot of the content is already in the Warwickshire guidance on the use of physical intervention and in Team Teach training but there will need to be some slight updates.

The aim is to avoid any school getting into a habit where physical restraint becomes the 'norm' and that staff are aware of and take steps to de-escalate incidents. If schools choose to have alternative training providers, other than Team Teach, they should ensure they have carried out due diligence in checking that the providers are adhering to the recommendations in the guidance.

**Reflective supervision in education – update:** AO advised that a lot of responses have now been received from consortia chairs. There have been discussions in consortia meetings and this has prompted some action. AO is concerned that there seems to be a preference thus far for commissioning counsellors to provide supervision with an emphasis on the need to provide emotional support for DSLs in undertaking safeguarding activity. Whilst recognising the importance of the emotional impact on individuals who are safeguarding leads and providing them with support, competent reflective supervision will provide a balance of emotional support, professional development in safeguarding and robust professional challenge in order to keep children safe.

AO highlighted that reflective supervision was also raised at a recent meeting of the Schools Development Group, a group of Heads representing each area of the county in a WCC consultation about its Transformation agenda, chaired by Bill Basra. AO will be attending the next meeting. It is proposed that the Education Safeguarding Service will commission some supervision skills training

for Heads and DSLs, with costs kept to a minimum, for schools to access as they deem appropriate.

LM advised that the Kenilworth consortium has been using a resource from Birmingham for structuring and recording supervision discussions which have proved very helpful in planning and keeping a structure to meetings. LM agreed to share the template with the sub-committee - it can be adapted to suit individual needs and would be beneficial for use in Warwickshire schools.

**ACTIONS:**

- LM to share the supervision template from Birmingham with the sub-committee in order that AO can circulate to Warwickshire schools

**3. WSCB 2017 schools audit outcomes report and 2018 audit:**

AO is in the process of analysing the 2017 audit and will provide a full report at the next meeting. Some headlines so far are:

- 265 submissions compared to 255 in 2016;
- Only 1 non-respondent – an independent provider;
- Every school has at least 2 DSLs;
- 10 respondents said they do not use green forms; the vast majority of the others are now using the Excel 'green form tracker' spreadsheet;
- Respondents reported making a combined total of 1,331 referrals to MASH during 2016/17 the academic year; 33 reported not making any referrals; 16 did not provide any data/answer this question; 16 advised they had not contacted the MASH for consultation; 49% of the total number of referrals were made by just 36 respondents, 20 of which were secondary schools;
- The total number of Early Help Single Assessments initiated by all respondents was 796; 45 respondents reported initiating no Early Help Single Assessments at all during the year. CHB requested that AO investigates further the correlation of high/low levels of Early Help and high/low levels of referrals;
- 81 respondents advised they had not identified any new challenges in undertaking their safeguarding responsibilities;
- In terms of key developments in safeguarding practice during the year, recording and a greater staff awareness of the need to record safeguarding concerns, staff training, curriculum and induction were the most frequently mentioned.

AO commented that he has spoken to the MASH Operations Manager and recently to the MASH duty team and has asked them to stop advising schools simply to "do early help" or, if they are advising that early help is appropriate, to define exactly what the (early) help needs to be.

It was identified that universal services including schools are having resources cut, i.e. staffing cuts, due to austerity and that it is often not a case of schools not doing early help but not being able to due to limited resources. There was a

discussion about the need for targeted work that is not statutory intervention to be looked at in Warwickshire.

AO advised that the small number of schools identified as not using Green Forms are using alternative methods e.g. CPOMS.

HG advised that Children's Services have requested some training for social workers about exclusions and children missing from education and the kind of advice they should be offering. Briefings have been arranged for Social Care teams. The next stage after that training will be to offer some support on the kind of conversations that would be most helpful for Headteachers.

**ACTIONS:**

- AO to full report to next meeting of the sub-committee in June.
- AO/HG to discuss Early Help Single Assessments.

#### 4. Children without a school place – safeguarding implications

CM raised this issue at the last meeting. There is an increasing number of children in Warwickshire who are missing education. Findings show that this situation relates to an increasing number of different groups.

**Elective Home Education (EHE):** a comprehensive report was discussed at a recent WCC Overview and Scrutiny meeting (link to report to be attached). The theme of the report was that the majority of EHE children are safe. However, there is a small number about whom there are concerns or who are at risk. The national situation remains that LA's do not have a right to monitor home education.

**It was noted that there is currently a Bill regarding EHE going through the House of Lords. The link to the consultation is attached below. Responses are required by 2<sup>nd</sup> July 2018. Partner agencies, providers and schools that have experienced concerns regarding home education are encouraged to complete and submit a response to the consultation with supporting evidence if and where appropriate.**

<https://consult.education.gov.uk/school-frameworks/home-education-call-for-evidence-and-revised-dfe-a/>

Warwickshire currently has 451 home educated children. 125 of those are newly home educated this academic year. There is an increasing trend nationally. Parents have to register their children to be included in the list. A query was raised regarding the process for children that are below school age, e.g. where there are concerns for a child but the parents decide to move away and home educate. Children in cases such as these should be reported as missing. This would also be the advice of Ofsted. SH to follow this up at early years managers meetings to raise awareness of this message.

**Excluded children:** CM advised that exclusion numbers had been increasing in Warwickshire. A project was put in place to address this and the numbers are now decreasing. Work has taken place in the south of the county with Area Behaviour Partnerships etc. and work also continues in the north and east. It was advised that the east is a challenge due to the limited number of secondary schools in that location.

The government is opening another opportunity for free school bids this term including bids for alternative provision free schools and special free schools. Warwickshire will be submitting a bid for 1 or 2 alternative provision free schools, secondary and upper end of primary. Discussions and conversations are ongoing regarding this exciting opportunity.

AS commented that as part of the preventative agenda, there is a need for a training programme to increase trauma/attachment awareness. HG responded that this is part of the education strategy. There is a plan to establish hubs of good practice around the county with primary, secondary and special school colleagues. Teaching schools across the region are all involved. The Education Strategy is about what we can do and stand up for what is right in Warwickshire.

#### **ACTIONS:**

- Link to EHE Overview and Scrutiny report to be attached to the Minutes (CM).
- SH: reporting process for missing children that are below school age – raise awareness of the process at early years managers meetings.
- ALL: partner agencies, providers and schools are encouraged to complete and submit responses to the consultation with supporting evidence if and where appropriate.

#### **5. Early Years Audit Outcomes:**

SH shared and discussed the results of the Early Years audit, based on the same format as the schools audit, which was carried out for the period 2017-2018. The audit was sent out in November 2017, with a return deadline of the end of January 2018. It was sent to all Early Years providers in Warwickshire regardless of whether they receive government funding or not. Submission is compulsory for those who receive funding as part of their Provider Agreement to complete this annually but voluntary for those who do not receive funding.

The audit was sent out as a Google Form link. Some problems were experienced with computer software. Otherwise technically it went well. 11 paper copies were received. E-mail enquiries were received from some funded childminders who were evasive in completing the form and didn't think it applied to them. There were themes of non-compliance – DSL, safer recruitment/employment, looked after children, curriculum, governing/proprietor body, safeguarding activity. Providers had a copy of their responses automatically e-mailed back to them. Some advised they have found this very useful. Some changes will be made for next year's early years audit as a result of this experience.

*Query:* SH advised she is still chasing a response from 44 funded settings. They are in breach of their agreement and therefore should have their funding stopped as they have not provided this information. SH therefore asked the sub-committee for advice on what approach should be taken with these funded provisions. Is the sub-committee happy with a personalised letter being sent out to these settings? What steps should be taken to stop their funding until they provide the information?

*Discussion comments:*

- Non-respondents should be reminded that WSCB has a right to request this information.
- There needs to be consideration of the impact of cutting funding on children.
- Suggestion that the non-respondents are advised that their funding will be cut if they do not provide the information by a certain date e.g. end of academic year.
- Steps need to be taken which will give providers ample time to respond and supply the information before their funding is cut.
- WCC has a statutory duty to provide places for children.
- It would be worth telling non-respondents that their names will be shared with WSCB.
- Write to them with a request for a face to face visit at a convenient time to discuss their barriers to submitting an audit return.
- General concerns regarding WCC's capacity to address this issue.

In summary, the actions agreed by the sub-committee were:

- SH to inform non-respondent funded providers that their names will be shared with WSCB as having failed to provide mandatory information to the board, unless they send their return in by a certain date.
- The sub-committee was concerned about stopping funding at this time, with a preference to use WSCB as an appropriate lever to persuade non-respondents to comply.

**ACTIONS:**

- SH: funded providers to be advised that if they fail to respond to the audit by a certain date, their names will be shared with WSCB

**6. LGA Early Help Review and Transformation agenda:**

WCC commissioned an LGA review of its early help arrangements as a follow up from its recent Ofsted inspection. EW provided an update.

*Review update:* Schools came out favourably in the review. The two LAs that undertook the review were amazed at how much early help and safeguarding activity Warwickshire schools undertake. The focus of the review was targeted on what is not good enough. It links into the LA's Transformation for Children

and Families agenda.

*Transformation:* all areas of the LA are in transformation, the theme being that we need to ensure people are supporting themselves at the lowest level of intervention that can happen as this makes sense financially in terms of empowerment and in term of outcomes.

EW and AO highlighted their awareness and appreciation of the huge amount of early help work that schools do before they contact the Early Help team. EW reported that CHB and she are looking at a dataset within WSCB to understand the early help that happens with families before the LA gets involved. EW is looking at whether there needs to be an additional targeted support step before you reach Child in Need. It would be a level of Child in Need that is not defined as at risk of escalating. Some of those cases will in future be overseen by a social worker but will be managed by a Family Support Worker, so there will be two different offers of Child in Need support in Warwickshire. If a child is Child in Need and their needs are deemed to be at risk of escalating, the case will transfer into the Children's Social Care teams as at present. However, there will be a noticeable change when the case is not deemed at risk of escalation. There will be core groups to review these cases but the social worker overseeing the case but the officer that schools will deal with day to day will be a Family Support Worker.

EW and AO have requested a simple briefing to circulate to partners, outlining this new service offer from the LA. The Family Support Workers who will be working at targeted support level will be the same as those working with Child in Need cases. This development will have a significant impact on the capacity of Family Support Workers to become involved at the current Early Help stage. This has been highlighted to strategic managers as a risk within Warwickshire, i.e. the reduced capacity to prevent children's needs and family's circumstances from escalating due to the lack of resources.

EW has been asked to review the terminology of early help and the early help assessment form. EW suggested that it would be helpful at some point in the future for somebody from the Transformation team to attend this meeting and discuss how the changes are likely to affect schools and other education providers.

HG requested a separate conversation with EW regarding the Safe Education Partnership and the stepped approach

AO highlighted an overlap between the Schools Development Group and the WSCB Education sub-committee in terms of subject matter. There is a need to ensure effective communication between the sub-committee and the SDG, which is facilitated by Bill Basra. CM to alert Bill Basra that although the SDG may be a valid reference group for consulting school representatives about the Transformation agenda, there will come a point where the consultation about both the Transformation agenda and early help will need to incorporate the wider education sector across Warwickshire.

It was agreed that it would be helpful to invite Bill Basra to attend the sub-committee. There is a need to ensure that there is a joined up system. AO raised a concern about the development of new teams and hubs in the LA as part of the transformation agenda with new contact numbers, different managers to escalate concerns to etc. There is a need for clear forethought about how those new arrangements are communicated to partners including schools and colleges and that information needs to be provided in good time and not at the last minute.

LM expressed concerns that information circulated electronically could get lost in busy in-boxes and it would be helpful if this could also be sent via the post to ensure schools receive it physically as well. This will ensure the message and information are picked up and noted. CM agreed to raise this matter with Nigel Minns.

**ACTIONS:**

- CM to speak to Bill Basra regarding Schools Development Group and invite him to attend a meeting of the Education Sub-Committee
- CM to discuss communication issues with Nigel Minns

**7. Information provided for schools about self-harm:**

AS advised that since 2011 a booklet has been distributed at DSL training regarding self-harm. The booklet was originally produced by the Education Psychology service. Stocks are now running low and it needs reviewing and reprinting. Education Psychology has confirmed it is out of date and it needs to be updated /reprinted. AS felt the process of sign posting schools to the various self-harm websites that are now available may actually be sufficient. Education Safeguarding are unable to pay for the reprinting but happy to be a conduit regarding disseminating information. HG advised this could be shared through the Safer Schools Partnership, which is attended by Kate Sahota of Compass, which provides the School Health service. AS to forward the e-mail to HG. LM also requested that if/when this document is updated, could consideration be given for younger audiences, i.e. primary aged children.

**ACTIONS:**

- AS to forward the e-mail from Education Psychology to HG
- HG to take this to the Safer Working Partnership Group (Kate Sahota) for discussion

**8. Updates from schools consortia:**

This item will be placed first on the agenda for the meeting taking place on 18<sup>th</sup> June. CM invited colleagues from schools/colleges to advise on any specific items they would like to discuss at that meeting.

LM: **Cross-border issues** – LM's school is experiencing cross-border difficulties when dealing with Social Care in Coventry, struggling to get information. CH advised that Coventry Safeguarding Children Board has an escalation protocol which can be found in the same place in the shared

safeguarding procedures as Warwickshire's, it sits alongside it and is very similar to Warwickshire's. LM felt that this may be a piece of work for the future.

JH: **ABP in northern area** - JH advised that secondary schools do not have a northern area consortium. Suggestion of using the ABP in the northern area. JH will look into this further and update at the next meeting.

BD: Is joint Chair of the Primary North Warwickshire consortium. BD advised that the only item to report is the use of Birmingham's supervision template as discussed earlier which has been found to be a really useful structure.

AO highlighted the 2018 WSCB schools safeguarding audit. AO advised that the proposed questions will be sent out shortly. AO has tried to keep the questions the same as last year as far as possible. If anyone has any issues or suggestions regarding this matter, please contact AO as soon as possible.

**ACTIONS:**

- LF to put this on the agenda for meeting on 18<sup>th</sup> June
- JH to find out more information regarding ABP in northern area
- ALL – Advise AO if there are any issues or suggestions regarding the 2018 audit

**10. Dates/times of next meetings**

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

18<sup>th</sup> June 2018

15<sup>th</sup> October 2018