West Hertfordshire Hospitals NHS
NHS Trust

***TRUST BOARD MEETING - 21ST MAY 2009***

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| **Title of the Paper:** | **Safeguarding Children Annual Report - 2008/2009** |
| **Agenda Item:** | **71.1/09** |
| **Authors:** | **Gary Etheridge, Director of Nursing and Patient Services & Jo Scott, Named Nurse, Safeguarding Children** |
| **Trust Objective:** | **Strategic Objective 2**<br>Improved Rating with Annual Health Check (Standards for Better Health Core Standard 2 - Healthcare organisations protect children by following National Child Protection Guidelines within their own activities and in their dealings with other organisations). |

**Purpose:**

The Annual Safeguarding Children Report outlines the key areas progressed by the Safeguarding Team during April 2008 - March 2009.

| **Risk Implication for the Trust:** | **Mitigating Actions:** |
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| Failure to safeguard children attending the Trust will put children at risk. | • Hertfordshire Safeguarding Children's Board Policies and Procedures.<br>• Representation on the Hertfordshire Safeguarding Children's Strategic Board and Sub Groups.<br>• Trust wide Training on Safeguarding Children to all staff with patient contact.<br>• Quarterly Safeguarding Children's Audits<br>• Daily review of all acute admissions to the Trust and liaison with inter agency professionals.<br>• Providing support and guidance to all clinicians within the Trust. |

**Level of Assurance that can be given to the Trust Board from the Report:**

Significant

**Links to Key Line of Enquiry (KLOE 1 - 5):**
N/A

**Legal Implications:**
N/A

**Recommendation to the Trust Board:**

Trust Board members are asked to note the content of the Safeguarding Children Annual Report.

West Hertfordshire Hospitals NHS
NHS Trust

# SAFEGUARDING CHILDREN ANNUAL REPORT

## April 2008 - March 2009

# SAFEGUARDING CHILDREN ANNUAL REPORT

## 1. INTRODUCTION

Safeguarding Children is everyone's responsibility and as such the Safeguarding Children's agenda within the Trust has continued to remain high profile during the period of this report.

The 2008-2009 period has seen the tragic death of Baby 'P' and the subsequent report by Lord Laming on the Protection of Children in England.

Additionally, the Health Care Commission (now the Care Quality Commission) reviewed every Trust in the United Kingdom with regards to the arrangements they have in place for Safeguarding Children. This included: Governance and Accountability, Reporting Systems, Partnership Working and the specialist elements of the service that we provide to the local population. The Trust's assessment was submitted to the HCC in March 2009.

Within West Hertfordshire Hospitals NHS Trust we have also seen a change in the provision of service, the opening of a 120 bedded Acute Admissions Unit, closure of the Accident and Emergency Services at Hemel Hempstead (HHGH), the opening of the Urgent Care Centre at HHGH and the Children's Emergency Department at Watford General Hospital, now offering a 24-hour service. The Safeguarding Children's Team continues to provide their expertise and advice to the existing services and newly opened facilities, thereby ensuring that all members of staff recognise Safeguarding Children concerns and manage them safely and effectively.

## 2. SAFEGUARDING CHILDREN LEADS WITHIN THE TRUST

The professionals within the Trust responsible for Safeguarding Children are the 'Named Professionals' in accordance with Department of Health Guidance 'Working Together to Safeguard Children' 1999. These include the Named Doctor - Paediatrician (dedicated two sessions to Safeguarding per week), Named Nurse (0.8 WTE), Child Protection Advisor (1.0 WTE) and Named Midwife (1.0 WTE). The Executive Lead for Safeguarding (Director of Nursing) supports these posts internally and they are also supported externally by Designated Named Professionals. All these staff in turn work closely with the Named Nurses for the local Primary Care Trusts.

Within their roles and working together across the Trust's three Hospital sites, the Named Professionals are responsible for Safeguarding Children by ensuring:

- Safeguarding Children arrangements are in place and understood by all relevant staff.
- Safeguarding Children awareness training for staff occurs.
- All cases where there are Safeguarding Children concerns are co-ordinated by the Team, thereby ensuring that a prompt inter-agency response is made, all children are seen by a Paediatrician, admitted if necessary and discharged safely into the community.
- All staff are aware of the roles of the Named Professionals.
- Guidance and support is available for all Safeguarding Children matters.

The Trust's Named Professionals are offered support and professional guidance from West Hertfordshire's Designated Nurse and Designated Doctor.

The Named Professionals are assisted in their roles by Divisional Safeguarding Children Leads, which have been designated in areas that children are seen across the Trust:

Accident & Emergency Department
Minor Injury Department
Paediatrics
Outpatient Departments
Maternity and Special Care Baby Unit (SCBU)
GUM Clinics
Theatres

The Divisional Leads meet with the Trust's Named Nurse quarterly and their role includes:

- Offering advice, support and guidance to their colleagues in collaboration with the Named Professionals.
- Ensuring procedures and documentation related to Safeguarding Children are updated and accessible to staff.
- Assisting in raising awareness of Safeguarding in all Clinical Areas and maintaining the High Profile within the Trust.

## 3. SAFEGUARDING CHILDREN'S MEETINGS

### 3.1 Meetings

Across Hertfordshire and West Hertfordshire there are many opportunities for the named professionals to meet with their counterparts from Primary Care Trusts (PCTs), Acute Trusts, and other agencies involved in Safeguarding Children, in order to discuss issues and promote best practice in Safeguarding Children and facilitate working together.

These established groups, to which all of the Trust's Named Professionals are invited, are:

- Hertfordshire Health Safeguarding Children Group
- Hertfordshire Named Nurse Group
- West Hertfordshire Safeguarding Children Training Implementation Group (Learning Set)
- Bedfordshire and Hertfordshire Safeguarding Meeting

The majority of these groups meet quarterly and are for health personnel only. The Local Safeguarding Children's Board (LSCB) has under gone a reorganisation and the Trust is now represented on a number of the Local Safeguarding Board Sub Groups. The Director of Nursing also attends the quarterly Hertfordshire Safeguarding Children's Board Meetings.

### 3.1 Hospital Safeguarding Children Steering Group

Within the Trust there is a Hospital Safeguarding Children Steering Group, chaired by the Director of Nursing. The group has a multi agency membership, meets quarterly, and facilitates working together in Safeguarding Children across the Trust. The group discusses national and local reports, implications of these on Safeguarding Children practice across the Trust and reviews recommendations and devises action plans as appropriate. These meetings also review audits carried out within WHHT and their implications to the service we provide. Recommendations of these audits are disseminated throughout the Trust.

An extraordinary Hospital Safeguarding Children's meeting was held in January 2009, in order to consider the Baby 'P' report's findings and implications for WHHT.

## 4. SAFEGUARDING CHILDREN PRACTICE & PROCEDURES

All actions following the Victoria Climbié Report in 2003 continue to be actively progressed and audited by the Named Nurse and Named Midwife, in collaboration with the Named Doctor.

These recommendations are part of the Trust's Safeguarding Children Action Plan which is reviewed six-monthly by the Named Nurse and Director of Nursing, and is available on request from the Trust's Named Nurse.

Safeguarding Children Procedures followed by Trust staff are the 'Hertfordshire Local Safeguarding Children's Board Child Protection Procedures' and can to be found in all areas within the Trust that children attend, as well as being available on the Safeguarding Children site on the Hospital Intranet. These procedures were rewritten in 2006/2007 by the newly formed Hertfordshire Safeguarding Children's Board and became effective on the 1st May 2007.

Safeguarding Children practice and training are also guided by action plans drawn up from recommendations made by the LSCB following Serious Case Reviews carried out across Hertfordshire.

## 5. WEST HERTFORDSHIRE HOSPITALS NHS TRUST - TRAINING STRATEGY

### 5.1 Staff Training Sessions

With children accessing a number of all areas of the Trust Safeguarding Children awareness training is vitally important.

Multi-agency Safeguarding Children training across Hertfordshire consists of places at Stage 1, 2 and 3 on training courses run by the LSCB. The places for all health personnel across West Hertfordshire, Acute and Primary Care Trusts are offered at the beginning of each year. Staff can access other LSCB training, which is specific to areas of interest such as Domestic Violence, Substance Misuse and Mental Health; all of which can be booked via the newly appointed Training Managers within LSCB.

The Named Nurse also offers Safeguarding Children training sessions each month, which is an extension of the training given on the all staff update days and corporate induction.

Within the Hertfordshire Safeguarding Children Training Strategy written by the Designated Nurses for Hertfordshire, basic awareness training on Safeguarding Children has now become the responsibility of each Trust to arrange for their staff.

A robust and comprehensive Trust Safeguarding Children Training Strategy has been developed, which is available on request from the Named Nurse, Safeguarding Children.

All staff within WHHT receive Stage one training on induction. This includes a basic awareness of what to do if they have a concern regarding Safeguarding Children and how to identify abuse and parental indicators.

All staff with regular contact with children (Doctors Midwives, Nurses, and Health Care Assistants) attend yearly mandatory updates at Stage two, which includes a wide range of

topics relating to Safeguarding Children including recent reports, recommendations, legal processes, multi-agency working and assessments of children.

To date over 3500 staff across the Trust have received Safeguarding Children awareness training.

Staff in frontline areas receive more specific training related to their work areas. These areas include Accident and Emergency, Paediatrics, Special Care Baby Unit and Midwifery. To date all staff within these areas has received additional training from the Safeguarding Team on Staff Nurse Development days, Clinical Governance sessions, monthly meetings and lunchtime sessions.

Training is also given to all new frontline Doctors working in Paediatrics, A&E and Maternity on their induction. This occurs three times a year and is also delivered by a rolling training programme via their own specialities.

Staff within the Trust's Maternity Unit have been encouraged to attend 'Basic Awareness Training' which is a three hour session based on Level 1 training with other sessions being run for non-midwifery staff, e.g. HCA's and Receptionists, which includes Domestic Violence, Mental Health issues and Substance Misuse. Other disciplines and Divisions have utilized existing clinical governance days to provide training.

### 5.1 Named Professionals Training

The Named Professionals have access to Child Protection training opportunities. The training is arranged by the Designated Nurses and is provided at Level 3 or 'Working together on particular practice' as dictated in 'Working Together to Safeguard Children' (1999).

The Named Midwife and Named Nurse have attended training arranged via the LSCB Annual Conference and are supported and offered supervision by the Designated Nurse in Hertfordshire.

The Named Midwife and Named Nurse were involved in the introduction of the Common Assessment Framework in 2008, to ensure that every child receives the services that they are entitled to at the earliest opportunity.

## 6. SAFEGUARDING CHILDREN ACTIVITY

### 6.1 Referrals

All referrals to Social Services in Hertfordshire are now made on a universal Health Referral Form that is faxed directly to the Social Services Client Services Desk. This form has been distributed to all Divisional Safeguarding Children Leads and is available in all areas that children attend within the Trust. A copy of each referral is also sent to the Named Nurse/Named Midwife.

Approximately 40-50 referrals are made monthly across the Trust on children and unborn babies with Child Protection or Child/Family in Need concerns. Hertfordshire Children's Schools and Families (CSF) have recently introduced a new Single Referral Form, which is in line with the Introduction of the Common Assessment Framework within Children Schools and Families, thereby ensuring that all children receive support depending on their needs.

Meetings within the Accident & Emergency Department at WGH are held on alternate weeks to review referrals to CSF and to promote good Practice and support staff in decision-making. The Named Nurse and Child Protection Advisor lead these meetings which are attended by A&E staff, Paediatric Liaison Health Visitors, Paediatric Doctors and Social Workers from CSF.

An audit was carried out within Maternity and Acute Paediatrics of referrals to CSF and was presented to the Hospital Safeguarding Children Steering Group and to the WHHT Trust Board in 2008.

Midwives now use an 'Information Sharing' form designed to improve communication between healthcare professionals. Acute Paediatrics and the Special Care Baby Unit now use a Safeguarding Children Form for use in the multi-disciplinary notes to ensure that all staff are aware that there are safeguarding concerns about that patient and the 'Plan in Place'.

### 6.2 Child Protection Case Conferences

The Named Midwife is invited to, and attends, Child Protection Case Conferences on unborn babies when the expectant mother is accessing Maternity Services within the Trust. When a baby is to be removed at birth a Pre birth-planning meeting is held and a plan is drawn up between CSF and Maternity and shared with all areas concerned including SCBU. There is also good liaison with the 'Looked After Care Team' Specialist Nurse on discharge of a baby from SCBU.

The Named Doctor and Named Nurse are now invited to Case Conferences of children with whom they have been involved within the Acute Trust. Consultant Paediatricians are also encouraged to attend Conferences of children under their care.

### 6.3 Serious Case Reviews

Serious Case Reviews, requested by the LSCB are undertaken when a child dies, receives a serious injury, abuse is suspected or there has been multi-agency involvement with the family; the Named Nurse carries out these reviews. Within the time frame of this report there has been one Serious Case Review which is currently being carried out by the Named Nurse.

During winter 2008, the LSCB requested that all Trust's within Hertfordshire undertake a review of all their recent Serious Case Reviews and resultant recommendations. This work was carried out by the Named Nurse in January 2009 and submitted to the LSCB.

### 6.4 Children with a Protection Plan in Place (Child Protection Register)

In the Accident and Emergency Department/Childrens Emergency Department/Urgent Care Centre and the Minor Injuries Unit at St Albans, there is a copy of the children in Hertfordshire that have a Child Protection Plan in Place (previously the Child Protection Register). Currently each child that attends (or has previously attended) the above areas are checked against this list and this is documented in the notes of every child.

If a child attending the Departments is found to have a Child Protection Plan in Place, even when there are no concerns with the presentation around safeguarding children, a referral form is completed and faxed to CSF to advise them of the child's attendance for their records.

The Divisional Safeguarding Children Leads in the above areas are responsible for updating the Register weekly, as new names are added or removed, and destroying the old Register when new updated copies arrive each month.

A copy of the Hillingdon List is now kept within the A&E Department at Watford following the transfer of the MIU at Mount Vernon to Hillingdon - a number of children presenting at the Children's Emergency Department/A&E are from the Hillingdon area and would not be on the Hertfordshire list of Children with a Protection Plan in place.

### 6.5 Audit

A system of regular audit and review of paediatric notes/assessment documentation for all children presenting at A&E, MIU, Day Surgery and Out Patients has been maintained by the Named Nurse as part of the Safeguarding Childrens Action Plan.

These audits have now been extended to SCBU and Maternity and the Named Nurse, Safeguarding Children and Named Midwife now audit specific Laming Recommendations, Actions from Serious Case Reviews and Safeguarding Children Policies.

Audit results are reviewed quarterly at the Hospital Safeguarding Children Steering Group meeting.

## 7. FUTURE SAFEGUARDING CHILDREN DEVELOPMENTS

A number of ongoing/new developments are planned for 2009/10, which include:

- Continue to audit quarterly all referrals made to CSF.
- Continue to actively embed the Safeguarding Children's Training Strategy corporately and locally.
- Implement any recommendations that arise from the recent HCC assessment.
- The Adoption of a joint Safe Discharge Policy by WHHT and the Local PCT.
- Review and implement the recommendations arising from the recent Lord Laming review.

## 8. CONCLUSION

In view of the increasingly raised profile of Safeguarding Children nationally, the Safeguarding Children agenda has continued to be raised and actively progressed Trust wide.

The Safeguarding Children's Team will continue to work towards the goal of ensuring the safe admission and discharge of all children and continue to be committed to safeguard children at the highest level.

**Gary Etheridge**
**Director of Nursing**

**Jo Scott**
**Named Nurse, Safeguarding Children**

**April 2009**