

SAFEGUARDING CHILDREN ANNUAL REPORT

DECEMBER 2006 - DECEMBER 2007

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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 be high profile during the period of this report.

The Safeguarding Children's Team continues to increase the awareness of Safeguarding Children to all members of staff so they can recognise concerns and manage them safely and with guidance.

The catalyst for the rise of Safeguarding Children on West Hertfordshire Hospitals NHS Trust's agenda, as within all other agencies involved in Safeguarding Children, was the publication of the Victoria Climbié Inquiry Report in January 2003. The Trust maintains the high standards made by the recommendations from the Climbié Report and ensures that Safeguarding has a high profile in all areas of the Trust.

2. TRUST SAFEGUARDING CHILDREN LEADS

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, Named Nurse, Child Protection Advisor and Named Midwife. The Executive Lead for Safeguarding (Director of Nursing) supports these posts internally and they are also supported externally by Designated Named Professionals.

The Trust has appointed the following staff who are pivotal in driving forward the Safeguarding Children agenda: a Named Midwife (1.0 WTE), Named Doctor (1.0 WTE in Post as a Paediatrician) with dedicated sessions to Safeguarding Children - approx 1 session a week, Named Nurse (0.8 WTE) and Child Protection Advisor (0.8 WTE). 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 coordinated by the Team and ensuring that a prompt inter-agency response is made, and 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, such as offering advice,
- ◆ Guidance and support in all Safeguarding Children matters

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

As West Hertfordshire Hospitals NHS Trust (WHHT) is a large and complex organisation with approximately 4,500 staff, 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 Departments
- ◆ Minor Injuries Department
- ◆ Paediatrics
- ◆ Outpatient Departments
- ◆ Maternity and Special Care Baby Unit (SCBU)
- ◆ GUM Clinics
- ◆ Theatres

This group consists of a14 members who are all senior nursing/midwifery staff; the group is co-ordinated by the Named Nurse and meets quarterly.

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

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 Board is currently under re organisation and the Trust will be represented on some of the Local Safeguarding Board Sub Groups when the re organisation has been finalised.

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.

4. SAFEGUARDING CHILDREN PRACTICE AND PROCEDURES

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

Safeguarding Children Procedures followed by staff across the Trust are the '**Hertfordshire Local Safeguarding Children's Board Child Protection Procedures**' and can be found in all areas within the Trust that children attend. These procedures were re written in 2006/2007 by the newly formed Hertfordshire Safeguarding Children's Board and became effective on 1st May 2007.

The procedures are available on the Hospital Nursing & Midwifery Intranet site in the Safeguarding Children section. A hard copy of the document and a Policies and Procedures booklet were distributed throughout the Trust in early 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. In January 2006, the LSCB produced a Summary of **Recommendations from Serious Case Reviews** carried out in Hertfordshire from 2005-2006; the relevant recommendations from this summary have been used to draw up a detailed action plan which is available on request from the Named Nurse and is updated yearly.

An action plan was drawn up in June 2003 from the recommendations made by Lord Laming in the National Report on the Victoria Climbié Inquiry. This has become the **Climbié Local Action Plan**, (available on request from the Director of Nursing) and as such is used by the Trust to guide Safeguarding Children practice, policy and training. This plan is reviewed and updated twice a year by the Named Nurse and the Director of Nursing and disseminated across the Trust.

Other Action Plans in use around Safeguarding Children following Serious untoward Incidents are also updated twice yearly and are used to guide practice, implement changes and direct training across the Trust.

5. TRUST TRAINING STRATEGY

With children accessing many areas in the Trust, Safeguarding Children awareness training is important for all staff working within these environments.

Multi-Agency Safeguarding Children training across Hertfordshire consists of limited places at Level 2 on a training course run by the Local Safeguarding Children's Board. 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 local PCT Named Nurses have also been offering level 1 training 8-10 times a year; this is a 1-day course and is offered to all health staff across West Hertfordshire. 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. An updated version of this Strategy is available on request from the Director of Nursing.

In acute hospital settings, the release of staff for training can be problematic and in response the training of staff will constitute part of the Trust Induction for new staff and within the mandatory training programme for existing staff. This training has been provided since July 2006.

To date over 1500 staff across the Trust have received basic Safeguarding Children Awareness training via 'All staff Update' sessions which staff attend yearly. These include all clinical staff including Midwives, A&E Nurses, Health Care assistants, General Nursing staff from Surgery and Medicine, Specialist Nurses, Therapists, Bank Staff, Pharmacists and employees throughout all clinical areas

Staff in frontline areas (Accident and Emergency, Paediatrics, Special Care Baby Unit and Midwifery) receive more specific training related to their work areas.

The Named Nurse also offers three-hour sessions of training monthly to all Staff in addition to the Mandatory Training. Training is also given to all new Frontline Doctors working in Paediatrics and A&E on Induction and through their training programme. This occurs three times a year on induction and via 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 Training in Domestic Violence, Mental Health issues and Substance Misuse are being offered on other study days.

Other disciplines and Divisions have utilized existing clinical governance days to provide training.

5.1 Named Professionals Training

The Named Professionals also have access to Safeguarding Children training opportunities.

The training is arranged by the Designated Nurses and is given at Level 3 or 'Working together on particular practice' as dictated in 'Working Together to Safeguard Children' (1999), funded by money from the Workforce Development Confederation.

Sessions attended include:

- ◆ Sexual Abuse
- ◆ Neglect and Emotional Abuse
- ◆ Child Protection Supervision
- ◆ Fabricated Illness
- ◆ Children of parents with Parents with Learning Disabilities

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 will also be 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. This will include Training from our Children, Schools and Families colleagues to give a basic awareness to all frontline staff of the Common Assessment Framework and the way in which it works for children within the acute setting.

6. SAFEGUARDING CHILDREN ACTIVITY

6.1 Referrals

All paediatric ***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.

Meetings within A&E at WGH and HHGH are held 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 with attendance from A&E staff, Paediatric Liaison Health Visitors, Paediatric Doctors and social workersChildrens Schools and Families.

An audit is currently being carried out within Maternity and Acute Paediatrics of referrals to CSF and will be reporting to the Hospital Safeguarding Children Steering Group in Spring 2008. Midwives now use an 'Information Sharing' form designed to improve communication between healthcare professionals. Acute Paediatrics 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 Conferences

The Named Midwife is invited to, and attends, ***Child Protection 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 robust 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 conferences of children with whom they have been involved within the Acute Trust and attend whenever possible. Consultant Paediatricians are also encouraged to attend conferences of children under their care and send a report if unable to attend.

6.3 Serious Case Reviews

Within the time frame of this report there has been one serious case review carried out within the Trust by the Named Nurse. The Named Nurse has also reviewed the recommendations from previous Serious Case Reviews and has implemented appropriate action as required.

6.4 Child Protection Register

In each A&E Department (HHGH & WGH) and the Minor Injuries Unit at St Albans, there is a copy of the Hertfordshire **Child Protection Register**. Currently, each child that attends the Departments is checked against this Register.

If a child attending the Departments is found to be on the Register, even when there are no concerns with the presentation around safeguarding children, a referral form is completed and faxed to Children, Schools and Families to advise them of the child's attendance at the department for their records.

The Divisional Safeguarding Children Leads in the A&E Departments 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 Register 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 Register.

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 Climbié Local Action Plan.

Quarterly audits identify any missing data and results are shared with Divisional Leads for cascade within their own Departments, to improve practice.

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

Documentation Audits are carried out twice a year by the Named Nurse and results reported to all areas audited and to the Hospital Safeguarding Children Steering Group.

Bentley Jennison Ltd carried out an Independent Audit of Safeguarding Children and Vulnerable Adults, in August 2007. It is pleasing to report that no recommendations for Safeguarding Children were made.

7. FUTURE SAFEGUARDING CHILDREN DEVELOPMENTS

A number of developments are planned for 2008, which include:

- ◆ Audit of referrals made to CSF
- ◆ Progression of the NSF for Children, Young People and Maternity Services by the Named Nurse and Named Midwife
- ◆ Training requirements for non-medical staff to be identified and a robust programme based on need to be put in place

- ♦ Production of a Safeguarding Children Training and Resource Manual for all new medical and Nursing Staff
- ♦ Development and implementation of a Safeguarding Children Integrated Care Pathway

8. CONCLUSION

In the last twelve months the Safeguarding Children agenda has continued to be raised and progressed Trust wide.

This raised profile for Safeguarding Children across the Trust should ensure that children in need of support and/or safeguarding from possible abuse or neglect are recognised, referred appropriately and protected from harm.

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