

CALDERDALE SAFEGUARDING CHILDREN BOARD

Practitioners Tools and Guidance

June 2017

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Calderdale Safeguarding Children Board (CSCB) Practitioners Tools and Guidance

In response to learning from a number of Serious Case Reviews where a child has died or been seriously injured as a result of abuse or neglect in Calderdale; and the actions arising from the findings of multi-agency audits, the CSCB has produced a range of tools and guidance to assist practitioners in their day to day work with children and families.

This summary highlights the rationale for the guidance or tool, provides a direct link to the relevant document and explains how the specific tool or guidance can be used to enhance practice. In general, tools should be used at the start of an assessment/intervention to provide a baseline measure; they can be used as supporting evidence for referrals; and as part of re-assessment/reviews, to measure change, inform decisions and actions.

Source	Title of Document and Link	Rationale	Suggested Use
Self-Assessment Neglect Audit	‘A Day in the Life...’ Making sense of the child’s lived experience	It is important to understand what life is like for children on a daily basis, at weekends, holidays and when different people care for them; and how the behaviours, attitude and parenting style of the adult contribute to risks or unmet needs.	This is a practical tool that can be used with children and parents to gather relevant information to inform assessment and works well with the Neglect toolkit.
SCR Child D SCR Child P	Assessment of Neglect Toolkit	This tool was produced in recognition of the difficulties experienced by practitioners in assessing and working with neglect and updated in 2016.	The tool should be used whenever there are concerns about any type of neglect . It should be used in conjunction with the Risk Indicator tool to inform the Single Assessment and subsequent interventions.
SCR Child K	Calderdale Practitioner’s Multi-Agency Risk Indicator Tool	Concern that practitioners should consider risks to children at all levels of the continuum of need. The tool assists organisation of evidence about the child’s circumstances and features of a family and their family circumstances that indicate potential risk to the child.	Analysis of the information collected leads to clearer child centred assessment, interventions and decision making . Will support referrals to EI panel and MAST.
Self-Assessment Neglect Audit	Child Development Tool	Knowledge of child development is essential for all workers who come into contact with children and for their managers. It is a crucial component in family support and child protection and in assessment and planning interventions. Recognition of these different stages and of what constitutes normal development is crucial to understanding what is going on in the abused and neglected child’s life, the likely impact of any harm, and how it might manifest through disordered development or behaviour.	This tool provides a guide to a child’s expected developmental progress and makes reference to the potential effects of poor care, abuse or neglect. It should be used in conjunction with other tools when writing assessments and plans and when requesting a service at any level of the Continuum of Need

	Continuum of Need and Response – to be updated	This is the ‘Threshold Document’ agreed by Calderdale Safeguarding Children Board and required by Working Together 2015.	The purpose of this document is to establish a common language and definition across all levels of the continuum. It provides information on the different levels and give examples of children and young people’s needs
SCR Child K	Every Baby Matters Leaflets for Parents	Often parents/carers lack understanding about the dangers of some common practices for unborn babies and infants such as smoking, dangerous substances, co-sleeping and that support and advice is available on these health issues as well as housing, travel, affordable finance etc.	‘Every Baby Matters’ leaflets are aimed at new and prospective parents and provide a range of preventative advice and parenting tips to keep baby safe and where to go for help. The leaflets are available in different languages.
SCR Child D SCR Child K	Guidance for referrals between Adult Services and Children’s Services	SCR’s highlighted the lack of understanding of parents’ vulnerabilities, in particular their Learning Disabilities and any implications this may have had for their children.	The guidance incorporates flowcharts to assist practitioners to direct referrals to the right agency . By identifying and responding to the needs of the family as a whole, this guidance supports early intervention work that can make a real positive difference to the outcomes for children and their families. A pre-assessment checklist is available to gauge whether or not an adult may have a learning difficulty and to support a referral to Gateway to Care for further assessment.
SCR Child J	Helping Children and Young People to Stay Safe on-line: E-safety guidance	When online, children and young people can learn new things, get help with homework, express themselves creatively and connect with friends and family. However, there are also risks.	This protocol has been produced to guide practitioners and volunteers, foster carers and residential staff caring for children and young people, to promote the e-safety of children and young people they are supporting.
SCR K MARPS ¹	Information Sharing Guidance for Practitioners	Failure to record, share, understand the significance of information and take appropriate action in relation to known or suspected abuse or neglect has been highlighted in a number of SCR’s. Often it is only when information from a number of sources has been shared that it becomes clear that a child is at risk of, or is suffering, harm.	This guide explains: <ul style="list-style-type: none"> • Agencies responsibilities under the Children Act 1989 • Seven ‘Golden Rules’ for Information Sharing • Sharing information where there are concerns about Significant Harm (Tier 5) • Sharing information where the child is a Child in Need (Tier 4) • Information sharing in specific circumstances: <ul style="list-style-type: none"> - Across borders - Children moving out of Calderdale who are supported at Level

¹ MARPS (Multi-Agency Reflective Practice Sessions)- The CSCB Multi-Agency Safeguarding Training programme includes opportunities for practitioners to present and reflect on a case via MARPS. Learning from the session is shared with the CSCB Learning and Improvement and/or Quality Assurance sub groups for a response as necessary.

			<p>2 or 3 of the Continuum of Need</p> <ul style="list-style-type: none"> - Child Sexual Exploitation • Professionals Meetings
SCR Child D SCR Child K	Multi-Agency Chronologies	<p>In one of the SCR's, no professional, working with the family, was privy to all of the background information. Background information that did exist was of a general nature and of poor quality; it lacked clarity and evidence.</p> <p>Most SCR's highlight that children and young people are most effectively safeguarded if professionals work together and share information. Single factors in themselves can often be perceived to be relatively harmless. However, if they multiply and compound one another the consequences can be serious, on occasions, devastating.</p>	<p>This guidance explains:</p> <p>What a chronology is; why they are important; what to include; what is 'significant'; when and how to make best use of them; how to compile a multi-agency chronology and provides a template.</p> <p>Single agency chronologies should be brought together as soon as the need to provide a multi-agency response is identified e.g. referral to Early Intervention panel or referral to Children's Social Care. The chronology can be used to support referrals and as part of a review of progress for the child.</p>
SCR Child J Multi-Agency Audit	Multi-Agency Group Agreement and Expectations of members of all Multi-Agency Meetings	<p>Initially produced to support Child Protection core group meetings, it was recognised that the principles for multi-agency meetings are the same at all levels of the continuum of need.</p>	<p>This tool can be used by any member of a multi-agency meeting to:</p> <p>Clarify the roles, responsibilities and expectations of members</p> <p>Set out practical arrangements for the meeting and to agree what should happen if arrangements do not go according to plan;</p> <p>Ensure discussions focus on the needs of/risks to the child.</p> <p>The tool is particularly helpful to promote partnership working.</p>
Multi-Agency Audit	Multi-Agency Meetings Good Practice Guide	<p>Following a series of audits of multi-agency Child Protection and Child in Need plans, a number of features were identified for improvement relating to membership of multi-agency groups, the focus of discussion, responses to the voice of the child.</p>	<p>This Good Practice Guide covers any multi-agency meeting that does not already have an agreed formal structure.</p> <p>It provides links to useful documents, prompts to consider when preparing for a multi-agency meeting, how to promote successful multi-agency meetings with a view to securing better outcomes for children and young people.</p>
SCR J SCR M SCR P	Multi-Agency Professionals Meetings: Guidance for Practitioners (Updated March 2017)	<p>There are occasions when it is not appropriate to involve children, young people or parents/carers in multi-agency meetings, for example, where there is disguised compliance, hostility and resistance, uncertainty, controversy or inter-agency disagreement. Professional only meetings may be helpful where there are particularly complex family concerns, with extensive professionals/networks.</p>	<p>Professionals meetings provide an opportunity for professionals involved with a family to come together not only to share information, but also to help determine the direction of a case and the plan for a child. Professionals Meetings will facilitate quality assurance of the case and lead to staff being able to challenge families. They can be useful at every level of the Continuum of Need.</p>

SCR Child K	Resolving Multi-Agency Professional Disagreements	<p>When working with practitioners from other agencies there will at times be differences of opinion with regards to how to respond to an identified concern about a child, young person or family. Disagreements can be a sign of developing thinking, and the value of exchanging ideas from different perspectives should not be under-estimated. However, disagreements may disadvantage the child or family involved if they are not resolved constructively and in a timely manner.</p>	<p>This document provides a clear process to ensure that all professionals involved in multi-agency work understand the steps they should take when a practitioner or an agency is considered not to be acting in the best interests of the child, young person or family.</p> <p>For example, when a request for service is refused; when a service is withdrawn; outcomes of assessments; roles and responsibilities of workers; information sharing and communication.</p>
<p>Multi-Agency Audit</p>	<p>Multi-Agency Supervision Framework</p>	<p>Supervision – whether provided 1:1 or by group reflective discussions provides an opportunity to supportively challenge whether a worker is clearly identifying risks and progression, or not, against children’s plans. In neglect cases, where there is a risk of becoming desensitised to a family’s particular circumstances, supervision provides an independent challenge to keep the focus on the child and the adequacy of parenting over time.</p>	<p>The framework provides principles and standards and a range of models to assist agencies to develop their own approach to safeguarding supervision. Reflective supervision helps practitioners to understand complex relationships and should support them to act decisively.</p>
	Sexually Harmful Behaviour: Initial Identification and Assessment Tool for Professionals	<p>The previous guidance for responding to children and young people who display sexually harmful behaviour was not being followed and was not fully connected to West Yorkshire procedures.</p>	<p>The tool is designed to assist the identification and assessment of children and young people who display sexually harmful behaviour (SHB). It is for use by all agencies working with children and young people and supports professional judgement as to the level of risk (to the child and others) by separating out unacceptable, but developmentally appropriate behaviour from SHB. Appropriate responses are included for each level.</p>
<p>SCR Child K Multi-Agency Audit</p>	SMART plan standards	<p>Plans that do not focus on the child’s developmental needs or risks to the child’s health and safety and the outcomes required, are more likely to list actions which, by themselves do allow for an assessment of progress in terms of improving life for the child. These plans are more likely to focus on the needs of the adult.</p>	<p>The checklist can be used when any plan is being constructed to ensure the focus is on the child and all the other relevant features are in place; and to review a plan that has been created by someone else.</p>
Learning Lessons Review Child P	Stepped Approach for Working with Non-Engaging Families and Formal Letter	<p>Children and young people who disappear from view may be at risk of severe or life-threatening harm from neglect. To be safe, children need to be seen and importantly, to be known.</p>	<p>This pathway should be used when families with children and young people are failing to engage with services leading to professional concern about unknown or emerging risk.</p>

SCR Child D SCR Child K	Thresholds Tool	Professionals do not always have a clear or shared understanding of thresholds and how this informs risk assessment, decision making and planning.	Following assessment and discussion, this tool is designed to identify the most appropriate referral route or to escalate or step down by estimating: What's the worst that could happen in terms of severity of harm or impact on the child and likelihood or probability of the abuse/neglect continuing or happening again?
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Relevant CSCB Multi-Agency Safeguarding Training Courses

CSCB Training Course	Specific CSCB training courses where the tool is explored
Disguised Compliance	Calderdale Practitioner's Multi-Agency Risk Indicator Tool; Multi-Agency Chronologies Stepped Approach for Working with Non-Engaging Families and Formal Letter;
Introduction to Safeguarding Supervision: Using the Multi-Agency Supervision Framework;	Multi-Agency Supervision Framework
MA Contribution to CP Assessment and Planning (Using the Strengthening Families Approach);	Calderdale Practitioner's Multi-Agency Risk Indicator Tool; Information Sharing Guidance for Practitioners; Multi-Agency Group Agreement and Expectations of members of all Multi-Agency Meetings Multi-Agency Meetings Good Practice Guide; Multi-Agency Professionals Meetings: Guidance for Practitioners (Updated March 2017); Resolving Multi-Agency Professional Disagreements SMART plan standards;
Multi-agency SMART Planning in Practice: Practitioners Workshops;	SMART plan standards
Multi-agency SMART Planning in Practice: Practitioners Workshops;	Child Development Tool
Practitioners Tools and Good Practice	This practical workshop provides opportunities for practitioners to consider how to use a number of these tools to best effect and to enhance practice
Safeguarding Children and Young People in Calderdale: Identifying and Responding to Risks and Unmet Needs;	Thresholds Tool
Safeguarding Children and Young People in Calderdale: Identifying and	Child Development Tool;

Responding to Risks and Unmet Needs;	Information Sharing Guidance for Practitioners; Multi-Agency Meetings Good Practice Guide Resolving Multi-Agency Professional Disagreements
Supporting Young People to Stay Safe On-Line	Helping Children and Young People to Stay Safe on-line: E-safety guidance
The Role and Responsibilities of the Designated Safeguarding Lead	Multi-Agency Supervision Framework
Toxic Trio: Children's Needs Compromised by Parenting;	'A Day in the Life...': Making sense of the child's lived experience; Calderdale Practitioner's Multi-Agency Risk Indicator Tool; Child Development Tool; Guidance for referrals between Adult Services and Children's Services;
Working with Neglect and Highly Resistant Families;	'A Day in the Life...': Making sense of the child's lived experience; Assessment of Neglect Toolkit; Calderdale Practitioner's Multi-Agency Risk Indicator Tool; Multi-Agency Chronologies Stepped Approach for Working with Non-Engaging Families and Formal Letter; Thresholds Tool
Working with Young People who Sexually Harm	Sexually Harmful Behaviour: Initial Identification and Assessment Tool for Professionals
Writing and Contributing to Multi-Agency Chronologies	Multi-Agency Chronologies