



Hounslow Safeguarding Children Partnership Meeting
Monday 9th January 2023
10.00am – 12.00pm
Virtually, via MS Teams

Attendees		
Name	Agency	Designation
Hannah Miller	HSCP	Independent Advisor
Steven Forbes	HSCP	Executive Director of Children's & Adults' Services
Adriana Thomas	HSCP	HSCP Interim Business Manager
Martin Forshaw	London Borough of Hounslow	Interim Assistant Director – Children's Safeguarding & Specialist Services
Elizna Visser	London Borough of Hounslow	Head of Safeguarding & Quality Assurance
Phil Hopkins	London Borough of Hounslow	Head of Adolescent Services
Vicki Taylor	London Borough of Hounslow	Interim Assistant Director Education & Skills
Sandra Weir	London Borough of Hounslow	Children Missing Education Officer – School Organisation and Access to Education
Sarah Paltenghi	London Borough of Hounslow	LADO Safeguarding & Quality Assurance
Andrea Edwards	ICB	Designated Nurse Safeguarding Children
Siobhan Appleton	ICB	Interim Assistant Director for Safeguarding
Stephanie Hancock	HRCH	Deputy Named Nurse Safeguarding Children HRCH
Kumal Rajpaul	HRCH	Interim Director of Nursing & Non Medical Professionals
Thomas Webster	West London NHS Trust	Named Nurse Safeguarding Children
Sharon Brookes	Police	Detective Superintendent
Permjit Chadha	Community Safety	Head of Service
Kamm Grewal	Springwell School	Headteacher (Nominated Primary School Rep)
Ian Berryman	Woodbridge Park Education Service	Headteacher (Nominated Special Schools Rep)
Michael Michaelides	West Thames College	Executive Director Resources & Student Experience
Christopher Davidson	London Fire Brigade	
Apologies		
Kelly O'Neill	London Borough of Hounslow	Director Public Health
Sarah Garrod	London Borough of Hounslow	Administration Business Partner FR – Corporate Governance
Taruna Rampersad	ARC	Service Manager
Parminder Sahota	West London NHS Trust	Director of Safeguarding Children and Adults
Dr Nirmala Sellathurai	ICB	Designated Doctor Safeguarding Children
Amanda Lowes	London Borough of Hounslow	Assistant Director: Homelessness, Independence and Preventative Services
Clare McKenzie	London Borough of Hounslow	Children's Commissioning Manager, Public Health
Annita Cornish	London Borough of Hounslow	Interim Assistant Director Special Educational Needs and Disability

Councillor Lily Bath	Education and Children's Services	Councillor
Sarah Green	Chelsea & Westminster Hospital	Consultant Midwife for Public Health and Safeguarding
Niamh Murrell	National Probation Service	Senior Probation Officer
Josephine Daly	Oak Heights School	Independent School Rep
Janet Johnson	HSCP	Learning & Development Manager
Claire Smith	London Borough of Hounslow	Assistant Director for Children's Commissioning
Sonia Mall	London Borough of Hounslow	Executive Business Partner FR – Corporate Governance
Erin O'Toole	London Borough of Hounslow	Safeguarding Review & Quality Assurance Team Manager
Natasha Hofmans	London Borough of Hounslow	Independent Review Officer – Children's & Adults Services
Graeme Baker	West Thames College	Head of Quality & Standards
Marta Gajewska-Kopczyk	West Thames College	
Victoria Eadie	Tudor Park Education	CEO (Nominated Secondary School Rep)
Natasha Wilson	Feltham YOI	Governor
Katie Stone	Feltham YOI	Head of Safeguards
Adam Kerr	National Probation Service	Head of Service Delivery – Hounslow, Kingston and Richmond
Clea Barry	CAFCASS	Service Manager
Peter Clark	London Fire Brigade	

1) Introductions & Apologies

Partnership members introduced themselves to the meeting. Apologies were noted.

2) Minutes of the last meeting & matters arising

The minutes of the last meeting were discussed. All members agreed there were no changes or amendments to be made. The action log was updated.

3) Action Log

Adriana Thomas relayed that there were no open actions on the action log.

AGENDA (Part A)

4) HSCP Annual Report 2021/22

The Chair reported that a variety of comments were received and Adriana amended the text accordingly. She enquired if all Partners were happy with the report

Sharon Brookes highlighted Outcome 7 regarding the funding arrangements as she felt the wording did not accurately reflect the Police position as it suggests all Partners have agreed to an equitable and proportionate level of funding, which she did not think they had agreed to and they were not able to commit to, and offered to send Adriana an example of how to amend and reword the report, with the approval of The Chair.

The Chair has drafted a letter to Rob Hurd, CEO at the ICS, about funding from Health, which is currently with Steven Forbes to review and approve.

Permjit Chadha noted that she unsure as to what was meant on Page 5 when it refers to the Community Safety Partnership Board.

The Chair stated that it reflects that The Board has not receive any specific assurance reports on the issues highlighted to evidence that children are not being placed at risk of harm and that appropriate prevention strategies are in place. It does not mean that works are not happening, rather that The Board has not seen evidence of assurance and it would therefore need to be added to the forward plan in order to provide that assurance.

Elizna Visser informed the group that the comments in the grid contained in the report were pulled from the Assurance Statement which has been discussed at the Executive Partnership Board. When comments were received she explained to Adriana that she was not comfortable to change the specific comment in the report but suggested adding an additional sentence from the Police to explain the position, if what is contained is not sufficient. However, following Sharon's earlier comments, at the next Executive Partnership Board meeting they will amend that grid and that outcome to reflect what Sharon will be sending to Adriana.

The Chair conveyed that this year's Assurance Statement reads much more positively than last years and the things that the Partnership have been involved with have really moved forward in the last year and positive progress has been made. She hoped that the next multi-agency audit will show great improvement around Neglect, where a huge amount of work has been done. She noted the need for the reports from the Community Safety Partnership Board, plus how the government funded support for the Family Hubs will deliver the required outcomes. Although there cannot be full assurance on every single aspect, she felt there was sufficient assurance to be comfortable in the position that she leaves the Partnership in.

Action: Sharon to send Adriana a reworded paragraph to accurately reflect the Police position on funding arrangements.

Action: Community Safety to be added to the forward plan to provide assurance reports.

5) Children Missing Education Report 2021/22

Sandra Weir presented the Children Missing Education (CME) Annual Report, which included examples of some cases dealt with throughout the year. Key points were:

- If a child is declared a leaver on the School Admissions Leavers Return and there is missing information, they are passed to CME by School Admissions to follow up.
- Schools have improved over the past year and most ensure they provide an address and School details to School Admissions when a child is declared a leaver, resulting in fewer cases passed to CME to follow up.
- Access to the Clear Springs Data Portal has proved very helpful in ensuring applications are received for every Asylum Seeking Child accommodated in Hounslow hotels. It is also useful to check if a family has moved out, although their destination is not recorded.
- A 6-weekly Network Meeting is held for 2 hotels helps to identify any issues with Education and Health, and from those meetings they have instigated the Leaving Form for hotels to capture a forwarding address when a family leaves. This idea has been passed on to other hotels.
- Supporting families seeking asylum and families fleeing the war in Ukraine has been rewarding and Sandra has been happy to support them with applying for school places and signposting them to apply for additional support.
- The SEN Pupil Out of School Panel has enabled SEN, CME and Admissions to work together to provide education for children arriving in the UK without an EHCP, that have special needs and disabilities that may make it difficult for them to attend mainstream school.
- Specialist Teachers in the SEN Team helped to support the process for a Statutory Assessment if requested by parents and agreed by the SEN Panel.
- The School Attendance Order Process has helped ensure that children either start attending their allocated school in Hounslow or parents find an alternative.

- Of the 20 warning letters sent in the last academic year, only 3 progressed to issuing a School Attendance Order.
- Independent Schools are reporting starters and leavers to Hounslow School Admissions regularly and the new template has been sent out to all 12 schools who have started to use it.

Ian Berryman expressed his thanks to Sandra and other at the Local Authority as whenever support or advice is sought by him, the response and follow up is very swift and thorough.

Permjit Chadha disclosed that there were 10 contingency hotels in Hounslow, accommodating approximately 2500 individuals. 2 of the hotels are supposed to be short-term accommodation, but people have been known to stay longer than the 72 hours they are meant to stay.

The Chair noted that a lot of issues were raised around the hotels at the past Executive Partnership Board Meeting and asked Steven Forbes if there was anything else that the Partnership should be aware of.

Steven replied that working with hotels and contractors to get information reflects the blindness of The Home Office as the Government Department to the impact of its' activities on keeping children safe. There are approximately 500 children accommodated in the hotels and it's not uncommon for children to be moved on without any notification at all.

The Chair enquired what formal approaches have been made to The Home Office.

Steven relayed that there has been engagement through the Local Government Association, through London Councils and also Hounslow as a Local Authority. Elliott, Director of Communities, coordinates a regular meeting with The Home Office. Contractors have been engaged locally through Children's Social Care and Education Services. Engagement is limited due to many of The Home Office officers lack of knowledge on processes. Emails have been sent to Home Office colleagues and their contractors almost 7 weeks ago enquiring as to the purpose of a certain hotel and what kind of individuals would be resident there, but no response has been received.

Stephanie Hancock told the group that there was a new role within the Health Visitor Team for a Specialist Health Visitor to work in the hotels and focus on Public Health work, as there are currently over 200 under-5's living in the hotels. She is also very aware of Safeguarding concerns. Stephanie welcomed any links through the Partnership to enable her to understand the other Services and how things are coordinated.

Permjit disclosed that monthly meetings are held that include internal organisations and suggested that Stephanie join that meeting to make those connections.

Steven added that he has written to John Mitchell, Senior HMI, about Hounslow now being almost three times the number of UASC (Unaccompanied Asylum Seeking Children) than the National Transfer Scheme Quota, at around 175 children, as the impact across CSC, NHS and Education is huge. John has responded with an interest to meet with himself and Martin Forshaw to discuss the current situation.

6) Child Protection Chairs Annual Report 2021/22

Elizna Visser presented the Child Protection Chairs Annual Report, highlighting the priorities and progress made. The key points were:

- Priority 1 – Ensure the voice of the child is evident during the CP process with The Chair liaising directly with those over the age of 12 years and creating opportunities for them to participate in the conference process.
 - They always try, where appropriate, to have children attend their conferences but it has been a struggle for various reasons.
 - They have created a feedback form and a template for young people to share their wishes and feelings with The Chair in advance of the meeting. It is an ongoing piece of work to try to engage children over the age of 12 in the process.

- Priority 2 – Strengthen the CP Conference process by improve midways, ensuring that all plans are looked at and clear recording on LCS.
 - The Team Manager has started attending some of those midways to observe the meetings from which data can be pulled.
 - The system has been changed in order to look at the data collected from midways.
 - Midways are happening a lot more consistently on 3-monthly intervals.
- Priority 3 – Conference Framework and how it is shared, Workshop facilitation, work with Social Work Teams to refresh reports and other threshold discussions to Social Workers on request.
 - Following a change in some Team Managers, the framework was re-rolled out to all Operational Teams and it was also included in the Hounslow Induction Pack.
 - Janet Johnson has provided some training which is to be expanded on and will be regularly available.
 - The Conference Model works on getting reports to The Chair and all Professionals in advance in order to pull out the risks and strengths and focus on the plan. Reports are not consistently submitted in advance resulting in too much time being taken up at the conference discussing them rather than the plan, so work needs to be done across the Partnership to address this.
- Priority 4 – Further embed the development of Child Protection Plans during the conference.
 - Feedback from the Team Manager and Professionals is that focus on the plan in conferences is more evidenced that just reading the reports.
- Priority 5 – Improve the timeliness of CP Conferences through effective use of midways and consultation.
 - Numerous dip-samples have shown that the timeliness of conferences continues to be good.
 - Via the SE Subgroup they have linked in across the Partnership to look into making sure GPs receive the invitations to the conferences and that reports are received back to link to the strategy meetings.
- Priority 6 – Roll out electronic feedback forms.
 - Electronic feedback forms have replaced the paper ones previously used at conferences, but is yet to be embedded from all Professionals.
 - Police have given really good feedback and made recommendations that would then be taken into account for the conference.
 - The Team Manager has asked for the encouragement of use of the feedback forms by Professionals to be added to the agenda of all HSCP Subgroups.
- Priority 7 – Provide families the choice to have the CP Conference face to face or virtual, ad Work with ICT to ensure hybrid and in-person meetings can be facilitated.
 - They continue to use a hybrid model of face to face an virtual conferences as they get better engagement from everybody, including families, when it's virtual.
 - The Chair will look at the case file and indicate of it should be a face to face conference, but families are also asked for their preference.

7) Independent Reviewing Officers (IRO) Annual Report 2021/22

Elizna presented the Independent Reviewing Officers (IRO) Annual Report, highlighting the 6 priorities:

- Priority 1 – Provide children and young people the choice to have their LAR's face to face or virtual, and Offer children and young people the opportunity to Chair their LAR's at every meeting.
 - As part of the LAC Review minutes there is a tick box for the IRO to ask the child/young person whether they want to Chair their review, and if they do then the IRO support them through the process. Data is able to be pulled from that.
 - The uptake hasn't been huge but some children/young people have participated.
 - They have created a feedback form template for young people to encourage engagement, and the Team Manager will also call the young person to get that feedback rather than relying on them filling in a form.
 - Following an audit in August 2022 it was ascertained that the young people did not want to Chair their own reviews at the moment, but they are working towards attaining that, while still maintaining the option not to if desired.
- Priority 2 – Return to seeing children face to face as part of the review process and encourage children/young people to participate in their LARs in person, and Children between the age of 4 and 9 to

be empowered to participate in their own reviews and where children do not attend the IRO to ensure they speak to the young person to ascertain their views.

- IROs are now seeing all children face to face, regardless of whether the review ends up taking place virtually, enabling the child/young person the opportunity to talk to their IRO in person.
- Priority 3 – Review Practice Guidance around Transitions and review Pathway Plans for those moving into adulthood, and Facilitate Workshops for PA's on Pathway Plans and review of plans following a young person's 18th birthday, and Develop a pack for PA Guidance on Pathway Plans and Pathway Review, and Offer consultation to PA on Pathway Plans on request.
 - They need to liaise with Corporate Parenting around Transition Practice Guidance, Pathway Plans and the role of the PA.
 - Although not much progress has been made they will continue to work on this priority throughout the coming year.
- Priority 4 – Strengthen the review process by improve midways, ensuring that most children/young people have a midway between their LAR and this is clearly recorded on LCS.
 - Dip-sample activity in August 2022 confirmed that midways are happening at the required intervals and are recorded on LCS.
 - The Team Manager observes some of the midways to make sure they are meaningful when they take place.
- Priority 5 – Embed the IRO resolution process and reporting arrangements to increase the impact of IRO intervention in quickly identifying, escalating and addressing any emergent issues of concern.
 - A lot of work has been done with the IROs in supervision and Team meetings.
 - Drop boxes on the database have been changed to enable recording of informal challenges.
- Priority 6 – Continue to improve the timely completion of LAR's and LAR minutes and confirm minutes have been shared and parents ensure actions are followed through, and Facilitate workshops for social workers and foster carers on LAR's and roles and responsibilities preparing for and participating in the LAR and taking responsibility for actions identified.
 - The timeliness of the LAC reviews remains good and on target.
 - LAC review minutes remain a challenge due to the workflow system, meaning if the pre-meeting report is late the minutes are input as case notes and put in the correct place later. This is monitored through dip-sampling and is escalated if needs be.
 - Work has been done on writing the minutes in a child-friendly way, with reduced use of Professional language, in order for the child to understand the report if they look at their plan.

8) HRCH Annual Report 2021/22

Stephanie presented the Hounslow and Richmond Community Healthcare Trust Annual Report, which was completed by Stephanie's predecessor, Anthony Bowen. Key points were:

- The purpose of the report is to update on service developments and provide assurance on compliance with Safeguarding duties and responsibilities.
- They are complaint with their Safer Recruitment.
- The Safeguarding Children policy has been updated with all changes relevant to the Pan-London guidance.
- eLearning is provided within the Trust for Safeguarding Levels 1 – 3 and they are compliant for all of those areas.
- Group supervision and One-to-one supervision for those that are case holders has been a big part of their work and compliance has been good on the whole.
- Bank and Agency Staff has been a struggle but they have found some solutions to enable supervision to be provided to those staff groups and also where there is a high staff turnover.
- Community Paediatricians continue to have peer supervision, which is working extremely well. Annual audits have been completed of Child Protection Medicals and they are compliant with that process, which is also working well.
- They have participated in multi-agency audits and contributed to all areas.
- The Safeguarding Workplan has focused on Partnership priorities over the year.

- Within MASH, Health intelligence was provided for over 500 cases, of which only 17 breached.

9) NWL CCG Annual Report 2021/22

Siobhan Appleton presented North West London CCG Annual Report which covers the ICB footprint of 8 boroughs. Pertinent points for Hounslow were:

- The report covers the period between April 2021 to March 2022, and was written prior to the CCG transition to an ICB on 1 July 2022.
- Designated Professionals placed within the borough are key to ensuring the ICB fulfils its' Safeguarding statutory responsibilities and providing system leadership in Safeguarding across the Health Economy and the wider Partnership.
- Vulnerability factors across NW London include age and neurodiversity (including children with mental health difficulties, ADHD and Autistic Spectrum Disorder).
- A sustained increase in Domestic Abuse has been observed across NW London.
- There has been a significant rise in UASC moving into the area which has impacted on all Health Providers.
- Due to a reduction in the numbers of Designated Doctors for Safeguarding Children across NW London there has been a revision of the historic Borough Based Model and the creation of a new NW London Model to ensure a high level of advice and support is available. A key priority is to recruit into posts.
- Designated Professionals and Hounslow have supported multi-agency training in liaison within the Partnership, particularly with child sexual abuse.
- An audit was completed of GP contribution to Child Protection Conferences resulting in a list of recommendations to be implemented.
- The safeguarding Team have been working to evaluate training required and will progress in the next financial year.
- Standardisation of Health Service Provision for children in Local Authority care is a priority area for NW London moving forward.
- Other ICB recommendations include continued standardisation of assurance processes, a final version of the revised SHOF, progress of commissioned Safeguarding training for staff across the ICS and creation of a Domestic Abuse Primary Care and Support Training Model.

10) Local Authority Designated Officers Annual Report 2021/22

Sarah Paltenghi presented the LADO Report. Key points were:

- Grace Murphy is on maternity leave and is being covered by Natasha Hofmans, who will remain in place, so Service has been maintained.
- Continued use of Online meetings has proved effective, resulting in a very high level of attendance, including follow-ups.
- There has been an increase in referrals and the consultations to the LADO Service since the end of the pandemic.
- A number of events have been held in the community.
- They have continued to raise awareness of the LADO Service to Professionals and volunteers working with children, along with the general public.
- LADO Service provided at Feltham YOI includes:
 - Monthly audits of up to 3 cases as quality assurance.
 - Visits to the institution to view footage and review notes.
 - They are introducing peer audits with Cookham Wood YOI as quality assurance.
 - More efficient and effective Body Worn Cameras have been introduced.
 - Protocols for both the general mainline LADO Service and FYOI have been updated.

Ian praised Sarah and the Team as when he has had to call on the LADO Service they have always been very swift to follow up and are very thorough.

Elizna echoed Ian and relayed that Sarah, Grace and Natasha have worked really hard with the CAS and ICT Departments to get effectively working datasets. It has been the initiative of the LADOs themselves to be more visible in the community and encouraging contact and use of the Service which has resulted in more engagement.

The Chair also echoed the previous sentiments and by chairing the FYOI Subgroup has observed how the relationship between the institution, Health and the LADO Service has built and developed and has been welcomed by FYOI.

11) Safeguarding Children within Education

Kamm Grewal and Ian Berryman presented a report on Safeguarding Children within Education. Key points were:

- HEP sent out a set of 4 questions on a Google form to the 78 Schools in Hounslow and only 22 responses were received; 15 Primary Schools, 6 Secondary Schools and 1 Special School. 56 Schools did not respond so there is a big gap in information.
- All 22 School that responded say that training is done annually and that all procedures and protocols are in schools.
- Responses highlighted challenges with communication and consistent staff. Inter-School communication and wider collaboration between Partners needs to be addressed at some level. Consistency of staff equally impacts on consistency of reporting and recordkeeping.

Martin acknowledged the need for good communication and ways to improve that along with consistency are always being sought. Recruitment and retention remains a challenge in the current climate for the whole country.

Kamm highlighted that the weekly phone call to Schools from CSC that started during COVID that really supported and improved matters, has now, according to the feedback from the schools, mostly ceased, possibly due to staff capacity,

Martin reflected that the call to schools was something that was implemented to specifically try to address this issue and has been a high profile casualty of staffing consistency. He has met with Sharon Richards, Head of Front Door and Intake Service, to look at what offer can be put in place instead.

Ian asked if there was any way to manage the Front Door system whereby schools can be given feedback on the proportion of referrals that meet threshold action.

Vicki Taylor shared that a Safeguarding Advisor has been recruited on a fixed term for 18 months and will support some of the conversations with schools and CSC and ensuring that some of the loops are tied.

Ian noted that, with regard to schools saying they are not informed about escalations/de-escalations, it would be interesting to know which proportion of the meetings/conferences are not attended by a School Representative and wondered if it was or could be tracked.

The Chair acknowledged that where a linked Social Worker was still operating they had some really positive comments coming through.

Steven noted the things coming from the report and conversation that warranted further activity were:

- Giving the new Safeguarding Advisor a focus.
- The resource of Allocated Social Workers for Schools needs to be looked at again.
- The issue of Schools not being aware when children escalate/de-escalate between CP/CIN, School representation at meetings/conferences and communication thereafter.

He suggested a the Safeguarding Effectiveness Subgroup discuss these topics and report back at a future date, along with an update on the Front Door Action Plan.

Action: The SE Subgroup to discuss the role of the new Safeguarding Advisor, the resource of the Allocated Social Worker for Schools and the issues around School awareness, representation at meetings/conferences and communication, and report back at a later date along with an update on the Front Door Action Plan.

12) Child Sexual Abuse Strategy + Implementation Plan

Elizna gave a brief update on the Child Sexual Abuse Strategy and Implementation Plan. Key points were:

- The Strategy was commissioned out to Nicky who has done the Child Sexual Abuse audit. At the time of writing she also looked at some National Reviews to pull out resources.
- A lot of the Implementation Plan has already commenced and it linked with training and multi-agency training which has been running for some time. Most Partner agencies are engaging in that training on different levels.

The Chair enquired anything had been identified as specific challenges for particular Partners.

Elizna replied that in principle everything was fairly easily achievable in the right conditions. Recruitment and retention of staff and consistency in practice is anticipated to remain a challenge for some time, but there has been lots of research and a lot of links have been made with external people, including Partner agencies.

Martin recalled from the audit the specific observation about being too reliant on disclosure and he is uncomfortable with the increase in the number of disclosures being noted as a measure of success.

Elizna stated that she would look at the wording as it may not be reflecting correct intentions.

13) AOB

- Think Family

The Chair shared that Ealing have worked across both their Children's and Adult's Services to produce Practice Guidance for Think Family. It also covers issues around Transitional Safeguarding. She suggested Adriana circulate the Practice Guidance to all Partnership Members and requested that perhaps Elizna could have a conversation with colleagues across the Adults' QA Group to ascertain if anything contained in the Ealing Practice Guidance would be useful to Hounslow.

Steven acknowledged Hannah stepping down as the Independent Chair for the Partnership and, on behalf of the Children's Safeguarding Partnership and Board, and on behalf of the Adults' Board, thanked her for all of her hard work and efforts over the last few years.

The Chair expressed her enjoyment of working with the Partnership and has been asked by Steven to put some thoughts about the Partnership in writing. She added that the amount of challenge and support given to each other in Hounslow is remarkable and the way people work together to safeguard children is good and sustainable and is keeping children safe.