



**Nottinghamshire
SAFEGUARDING
CHILDREN Board**

**NSCB Engagement, Participation and Communication Sub-group
Minutes of meeting held on 18th September 2009
Meadow House, Mansfield**

Attendance

John Endersby (chair)	Operations Director, Connexions Nottinghamshire
Jane O'Daly	NSCB Development Manager
Andy Wragg	Communities & Partnership Manager, DAAT
Ruth Boyd	NHS Nottinghamshire County (representing K Thompson & R Pepper)
Michelle McIntosh	Communications Manager, C&YPS, Notts CC
Lucy Peel	Children and Young People's Participation Development Officer, Notts CC
Elaine Ayto	Child Protection Co-ordinator, Notts CC
Alyson Packham	Named Nurse, Nottingham University Hospitals NHS Trust.
Jane Zdanowska	Adult Social Care & Health, Notts CC
Julie Haycox (minute taker)	Child Death Administrator, NSCB

Apologies

Karlie Thompson	NHS Nottinghamshire County
Rhiannon Pepper	NHS Nottinghamshire County
Richard Pincott	Development Officer Parent Participation

1. Welcome and apologies

Those present were welcomed and apologies were noted. The group agreed to delay the review of membership and appointment of a vice chair until more members are in attendance.

Jane O'Daly outlined the role and remit of the Nottinghamshire Safeguarding Children Board (NSCB) and the purpose of this sub-group.

She concluded by outlining the decision of the Board at its meeting in July where it was agreed that an Engagement, Participation and Communication sub-group would be formed to further the work relating to the engagement strategy of the Board and to fulfil specific areas of the Board Business Plan 2009-2010 and the Workplan generated from the Board Development Day in 2008.

It was agreed that the meeting would finish at 11.00am as JOD had to attend an urgent meeting following a recent child death.

2. Workplan

The group referred to the Workplan of the NSCB and its 2009/2010 Business Plan. J O'D drew attention to specific areas that are relevant to the work of this group and discussion ensued re these points.

It was agreed that the subgroup had a role in

- Developing and implementing awareness raising campaigns of safeguarding issues and learning points from the Child Death Overview Panel (CDOP).
- It was agreed that there is a need to increase both professional and public knowledge of the workings of the NSCB
- The group discussed and agreed the importance of co-ordinating media responses at times when there were incidents which raised intense media interest. It was acknowledged that individual agencies will have their own media strategy but there is a need for a Board communication strategy and protocol. It was agreed that this would be an important piece of work for the subgroup and the media/PR specialists in particular. MMc informed the group that Notts CC are appointing a Communications Director who will monitor responses to the media. It was acknowledged that as an independent agency the NSCB should be closely involved with developments in this regard. It was agreed that a further function of the group should be included; namely, to establish a conjoined protocol to ensure that all communication is approached in the same manner. It may be necessary to determine a 'lead' agency dependent on the event in question. It was also agreed that there was a need to ensure good proactive communication with staff whenever possible at these times, particularly staff who have been involved with families at the centre of the media interest. It was noted that work on this would need to be taken forward in a group of communications specialists outside the ordinary meetings of the subgroup

A draft Workplan is included as appendix 1 to these minutes.

The Workplan will be discussed more specifically at the next meeting.

3. Terms of Reference

The group referred to the draft terms of reference which was submitted to the Board in July.

Much discussion ensued and the following main points are noted:

- Function to raise the profile of the NSCB within partner agencies and the public is to be widened to include elected members and officers. (Revised guidance dictates that an elected member should be invited to meetings of the NSCB as a 'critical friend').
- Processes need to be put in place to increase the media skills of board members and elected members.
- EA spoke of her work re increasing awareness and involvement of children and young people and adults in Child Protection Conferences. She is also looking at developing

targeted communications to children and young people. JE felt that Connexions could contribute to this work. EA to liaise with JE.

ACTION: E Ayto

Revised terms of reference are included as appendix 2 to these minutes. **The terms of reference will be reviewed at the next meeting.**

4. Meeting Dates

The following meeting dates were agreed:

Thursday 26th November 2009 9.30am – 11.30am, Edwinstowe House, Centre for Business Excellence, High Street, Edwinstowe, Nottinghamshire, NG24 9PR

Thursday 4th February 2010, 9.30am – 11.30am, Meadow House, Mansfield, NG18 2TB

Thursday 15th April 2010 9.30am – 11.30am, Edwinstowe House, Centre for Business Excellence, High Street, Edwinstowe, Nottinghamshire, NG24 9PR

Thursday 24th June 2010, 9.30am – 11.30am, Meadow House, Mansfield, NG18 2TB

Thursday 16th September 2010, 9.30am – 11.30am, Meadow House, Mansfield, NG18 2TB

5. AOB

JO'D informed the group that the NSCB has agreed that there will be a professional and public awareness campaign on adult mental health and parenting issues in October to coincide with World Mental Health Day. JO'D will be developing this with Lesley Styring of the NHCT

Date of next meeting:

Thursday 26th November 2009 9.30am – 11.30am, Edwinstowe House, Centre for Business Excellence, High Street, Edwinstowe, Nottinghamshire, NG24 9PR



Nottinghamshire
SAFEGUARDING
CHILDREN Board

Workplan for Engagement, Participation and Communication Sub-group

	Objective	Key tasks/actions	By whom	Outcome	Timescale
1	Involvement of C&YP in the work of the Board	<ul style="list-style-type: none"> To establish a clear and regular involvement and feedback from the CYPB Ensure C&YP are involved with development and implementation of awareness raising campaigns 			
2	Increased awareness of the work and role of the NSCB both within partner agencies and the wider community	<ul style="list-style-type: none"> Further develop awareness raising campaigns regarding the work of the NSCB amongst professionals, C&YP and within the community Review current engagement strategy and propose action as appropriate. 			
3	Board members having clear understanding of their roles and	<ul style="list-style-type: none"> Review guidance on roles and 			

	Objective	Key tasks/actions	By whom	Outcome	Timescale
	responsibilities	<p>responsibilities.</p> <ul style="list-style-type: none"> • Develop an informal code of conduct • Develop induction process for new Board members 			
4	A co-ordinated response between agencies and the NSCB to the media	<ul style="list-style-type: none"> • Develop common understanding/ protocol between communications teams of member agencies 			
5.	Board business and development progressed at optimum level	<ul style="list-style-type: none"> • Undertake a fit for purpose review of the Board team. 			
6.	Board being aware of impact of child protection process on C&YP and carers	<ul style="list-style-type: none"> • Embed processes for involvement of C&YP and carers involved in the child protection process 			
7.	Co-ordinated and proactive public/professional awareness raising campaigns regarding safeguarding issues	<ul style="list-style-type: none"> • Develop and implement campaigns to coincide with health promotion calendar • Develop and update leaflets and other materials on specific and general safeguarding issues 			

NSCB Engagement, Participation and Communication sub-group Terms of Reference

Statement of purpose

The aim of this sub-group is to pursue and execute the Engagement Strategy of the NSCB, relevant objectives contained in the Board Work Plan and the action plan arising from the Board Development Day (November 2008) and to co-ordinate both the Board and partner agency responses at critical times in order to maintain public confidence in safeguarding.

Function

1. To raise the profile of the NSCB and its objectives within partner agencies and with the public, including elected members and officers.
2. To develop and implement awareness raising campaigns
3. To facilitate the participation of children, young people and parents/carers in the work of the Board and in wider safeguarding processes.
4. To support the development of the board and board members consistent with the objectives identified in the action plan of the Board development day 2008
5. To develop media skills of Board members, including elected officers in relation to safeguarding issues.
6. To establish an understanding between agencies, most particularly CYPS, health, police and probation to facilitate a co-ordinated response to the media at times when there is acute media interest.
7. To progress other relevant objectives identified within the Board's Business Plan and action plan from the Board development day.

Membership

The subgroup should be chaired by a Board member and comprise representatives, including communications specialists from:

Police
NCC
Health – PCT, Acute Trusts and NHCT
Young person's representative and support
Parent Network representative and support
NSCB Development Manager
Safeguarding and Independent Review Service

Frequency of meetings

To meet bi-monthly