

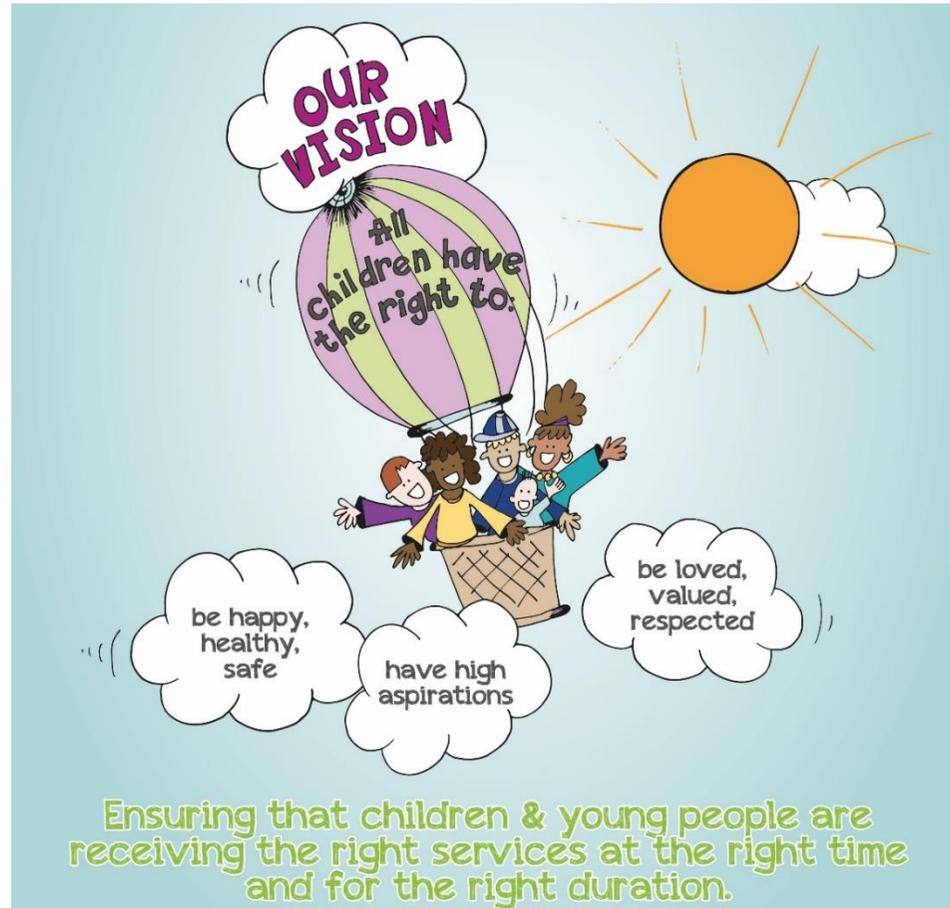


Norfolk Safeguarding
Children Board

**Safer Programme
Business Plan
2016 – 2018**

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Introduction

Norfolk is committed to promoting the welfare of all children, keeping them safe from harm and supporting them to thrive and fulfil their potential. We believe that all children, young people and their families have the right to be healthy, happy and safe; to be loved, valued and respected; and to have high aspirations for their future. Ensuring that a good local offer is at the heart of our locality model for service delivery is a priority for the NSCB. Norfolk partners, families and communities need to work together to make this happen.

The Norfolk Safeguarding Children Board (NSCB) operates under legislation and statutory guidance and is required to act with independence and authority in respect of the work of all organisations whose staff come into contact with children and young people, their parents and carers. The Board is made up of partners and stakeholders from a range of agencies that commit to the work of the NSCB and bring a range of knowledge, experience and expertise under the leadership of an Independent Chair Person.

Effective safeguarding arrangements in Norfolk are underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

The purpose of the Board is to ensure that arrangements for safeguarding children are co-ordinated and that these arrangements are monitored to evidence impact and effectiveness. The Board is also responsible for ensuring that there is a Learning and Improvement Framework in place to ensure that lessons learned from Serious Case Reviews and child deaths are acted upon. The work of the Board is driven by locally identified priorities, based on data, learning from SCRs and emerging national developments. Data and findings from audits and case reviews are reported regularly at the quarterly Board meetings

Governance

Accountability and Focus

The Safeguarding Children Project initiative was launched under the Area Child Protection Committee (ACPC) in February 2003 with financial support from Norfolk Children's Fund. Initially it was developed and implemented to co-ordinate the activities of voluntary and community staff working with, or having contact with children, young people and their families in the non-statutory sector and secondly, those organisations identified under the Children Act 2004. As part of a longer term the project changed its name to the Safeguarding Children Programme.

The Safeguarding Children Programme became the NSCB Safer Programme in June 2010 with a wider remit to the statutory and private sectors. It has developed into a much needed and robust service provider. Within the NSCB it continues to be strategically well placed to offer these preventative services. Accountable to the NSCB, the programme is now completely financially self-sufficient, receiving no funds from any sector.

The NSCB Safer Programme continues to develop and meet the safeguarding procedural, policy and training needs of the voluntary, community and private sectors of Norfolk.

Delivery Plan: Achieving Outcomes

SPC = Safer Programme Co-ordinator

Priority or function and actions	Responsible Person or Agency	Target Date	How measured/KPIs
1. General Development of the Safer Programme			
Promote the Safer Programme with relevant partner agencies	SPC and all partner agencies	Ongoing	<ul style="list-style-type: none"> Attendance and participation at Voluntary Sector Forum Representation via NSCB at Workforce Development Group Partnership working with key partners including voluntary sector, Momentum, District Councils, Early Years and so forth
Joint working with Early Years on their current training programme.	SPC and Kirsty Woods, Early Years	Ongoing	<ul style="list-style-type: none"> Course numbers commissioned remain static within normal variations Early Years continue to engage in quarterly update meetings
Safer Steering Group meetings 6 monthly	SPC	Ongoing	<ul style="list-style-type: none"> Meetings occur and minutes are produced. Actions from meetings followed through.
Support meetings with Safer Programme members	SPC	Ongoing	<ul style="list-style-type: none"> Meetings attended Meetings logged

Priority or function and actions	Responsible Person or Agency	Target Date	How measured/KPIs
2. Promotion of Safer Programme			
Develop new information leaflets and posters	SPC	April 2017	<ul style="list-style-type: none"> • Leaflet is produced and disseminated • Poster is produced and disseminated
Develop and order new barracuda for promotional events	SPC	April 2017	<ul style="list-style-type: none"> • Barracuda is produced and used at promotional events
Produce a comprehensive strategy to distribute new material and promote the programme countywide		April 2017 as per strategy	<ul style="list-style-type: none"> • Strategy developed • Implementation of strategy
Promote joint in house training opportunities for organisations		June 2017	<ul style="list-style-type: none"> • Develop a plan for this, including portal on website • Implement system • In house training opportunities can be evaluated via response
Develop links with other avenues of potential business, such as Holiday Parks, Sports clubs etc.	SPC Safer Admin?	March 2017	<ul style="list-style-type: none"> • Produce sector specific mail out • Mail out and follow up via telephone call
Work with partner agencies to take on board any new business opportunities	SPC	Ongoing	<ul style="list-style-type: none"> • Business and training opportunities are fully researched
Investigate wider promotion of the Safer Programme within the corporate sector		April 2017	<ul style="list-style-type: none"> • Included in the promotion plan

Priority or function and actions	Responsible Person or Agency	Target Date	How measured/KPIs
3. Courses			
Deliver existing programme of courses	SPC and Safer Trainers	Ongoing	<ul style="list-style-type: none"> Scheduled courses delivered as planned
Develop introduction refresher course	SPC and Safer Trainers	June 2017	<ul style="list-style-type: none"> Course written Course running regularly
Develop Core Programme refresher course	SPC and Safer Trainers	Sept 2017	<ul style="list-style-type: none"> Course written Course running regularly
Develop new Safeguarding for Trustees/Committees for Early Years	SPC and EY	May 2017	<ul style="list-style-type: none"> Course written Course running regularly
Develop Safeguarding for Trustees/Committees for general voluntary and community organisations	SPC and Momentum	Sept 2017	<ul style="list-style-type: none"> Course written Course running regularly
Relaunch E-Safety course adapted from EY course already established	SPC	Sept 2017	<ul style="list-style-type: none"> Course adapted Courses running
Develop and disseminate training needs analysis to help investigate demand for wider training provision	SCP and NSCB MEO	Nov 2017	<ul style="list-style-type: none"> Training needs analysis is completed and disseminated
Assess training demand for Mental Health, Domestic Abuse and Substance Misuse, children with disabilities, conduct/best practice training at level 1 - 2	SPC and NSCB MEO	Dec 2017	<ul style="list-style-type: none"> Training needs assessment disseminated and completed
Develop bespoke sector training, such as safeguarding workshops and specifically tailored training.	SPC and Steering Group	Nov 2017	<ul style="list-style-type: none"> Examples of bespoke sector training being developed and delivered.
Research financial viability and demand for smaller bite size workshops on particular safeguarding issues	SCP and Steering Group	Ongoing	<ul style="list-style-type: none"> Include in part of training needs assessment Workshops developed and run
Update existing courses in line with the rolling programme	SCP and Safer Trainers	Nov 2017	<ul style="list-style-type: none"> Courses are updated at least once a year and more frequently if necessary
Deliver additional Safer Recruitment courses	SCP	April 2018	<ul style="list-style-type: none"> Courses run at least twice a year

Priority or function and actions	Responsible Person or Agency	Target Date	How measured/KPIs
4. Evaluation			
Work with NSCB Monitoring and Evaluation Officer to better evaluate the impact of the Safer Programme for improving safeguarding practice and more generally the lives of children	SCP and NSCB MEO	April 2017	<ul style="list-style-type: none"> • Develop and implement a set of performance and evaluation measures • Include results in Annual report
Continue programme of annual trainer audits by Safer Programme Coordinator and peer evaluations.	SCP	Ongoing	<ul style="list-style-type: none"> • Record of trainer audits • Record of peer evaluation audits • Action taken if necessary to develop trainer skills if any concerns highlighted by audits
Ensure evaluations from a random sample of 6 courses a month are logged and results reviewed.	SCP & Business Support	Ongoing	<ul style="list-style-type: none"> • Logged evaluation forms for data analysis • Short data analysis report produced for Steering Group