

# North East Hampshire and Farnham Clinical Commissioning Group

## Safeguarding Framework

DRAFT V2.1

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## Part 1

# SAFEGUARDING ADULTS FRAMEWORK

DRAFT V2.1

## SAFEGUARDING ADULTS FRAMEWORK

### 1.0 Introduction

1.1 Prevention of harm and effective responses to neglect, injury and abuse is a basic requirement of modern health care services.

1.2 Safeguarding adults involves a range of additional measures taken to protect patients in the most vulnerable circumstances, patients that are currently defined within 'No Secrets' 2000 as 'vulnerable adults'.

The broad definition of a 'vulnerable adult' is a person:

*"who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".*

This may be due to illness, impaired mental capacity, physical or learning disability or frailty brought about by age or other circumstance.

1.3 Safeguarding adults includes:

- **Prevention:** of neglect, harm and abuse through high quality care
- **Response:** effective action where harm or abuse occurs
- **Learning:** to improve prevention strategies and services to patients

1.4 The Government has agreed six safeguarding principles that provide a foundation to achieve good outcomes for patients.

**Principle 1 – Empowerment**

Presumption of person led decisions and consent

**Principle 2 – Protection**

Support and representation for those in greatest need

**Principle 3 – Prevention**

Prevention of neglect harm and abuse is a primary objective.

**Principle 4 – Proportionality**

Proportionality and least intrusive response appropriate to the risk presented

**Principle 5 – Partnerships**

Local solutions through services working with their communities

**Principle 6 – Accountability**

Accountability and transparency in delivering safeguarding

### 2.0 Purpose of this Framework

2.1 This Framework sets out North East Hampshire and Farnham Clinical Commissioning Group's (NEH&F CCG) arrangements for fulfilling its duty to have regard to the need to safeguard and promote the welfare of vulnerable adults.

The Framework aims to:

- Support the commissioning of high quality care for patients in the most vulnerable circumstances and;

- Address failures in care with providers and ensure effective responses to allegations of harm and abuse either by CCG employees or by providers and contractor and;
  - Ensure that these responses are in line with the Hampshire County Council, and Surrey County Council safeguarding adults' policies and procedures and;
  - Improve services to patients through learning from all case reviews or serious adverse events
- 2.2 In doing so, it is recognised that this Framework has been developed utilising current guidance as it applies to Primary Care Trusts, the NHS legal entity most closely aligned to the future role and function of the CCG. PCTs will end as entities by April 2013, with CCGs established as part of the new NHS structure from that date. North East Hampshire and Farnham CCG will thus review this framework in the light of any revised guidance published during 2012/13 and beyond. For example: as a result of the draft Care and Support Bill and consultation on the proposed new safeguarding power.
- 2.3 For the purposes of this Framework, reference to PCT duties in current national guidance is taken as indication of the most likely expectations of CCGs with regard to adult safeguarding.

### **3.0 Legislation, Regulations and Guidance**

- 3.1 People have fundamental rights contained within the Human Rights Act 1998. Commissioners as public bodies have statutory obligations to uphold these rights and protect patients who are unable to do this for themselves.
- 3.2 Other legislation particularly relevant to safeguarding adults includes:
- Protection of freedoms Act 2012
  - Equality Act 2010
  - Safeguarding Vulnerable Groups Act 2006
  - National Health Service Act 2006
  - Mental Capacity Act 2005 (Deprivation of Liberty Safeguards)
  - Mental Health Act 1983.
- 3.3 The 'No Secrets' document (Dept. of Health, 2000) sets out the standards for the NHS for multi-agency working to safeguard vulnerable adults. Whilst it is the Local Authority who is the lead agency, other agencies such as health, police and housing all have responsibilities with regard to safeguarding vulnerable adults.
- 3.4 More recently, the Department of Health guidance 'Safeguarding Adults: The Role of NHS Commissioners' (March 2011) sets the expectation that NHS commissioners must work proactively with all contractors and service providers to ensure safeguarding arrangements are in place that maintain the safety and well-being of those adults who are contractually under the care of the NHS.
- 3.5 Safeguarding is also central to the quality of care and the NHS Outcomes Framework (Dept. of Health, 2011), particularly:
- Domain 4: Ensuring people have a positive experience of care.
  - Domain 5: Treating and caring for people in a safe environment and protecting them from avoidable harm.

- 3.6 The Care Quality Commission's 'Essential Standards for Quality and Safety' (2010) sets specific outcomes for safeguarding and safety as a requirement for registration for all providers of NHS care. Commissioners have a responsibility to ensure they only purchase NHS care from appropriately registered providers. Commissioners have responsibilities to address failures of care in addition to the responsibilities of the CQC. Where the CQC take enforcement action, commissioners have a key role in managing the impact this has on the local health economy.
- 3.7 The Home office has published Statutory Guidance for the conduct of Domestic Homicide Reviews. This guidance is issued as statutory guidance under Section 9(3) of the Domestic Violence, Crime and Victims Act (2004) to *"review the circumstances in which the death of a person aged 16 or over has, or appears to have, resulted from violence, abuse or neglect by –*  
*(a) a person to whom he was related or with whom he was or had been in an intimate personal relationship, or*  
*(b) a member of the same household as himself,*  
*held with a view to identifying the lessons to be learnt from the death."*  
 CCGs and their member practices may be required to participate.
- 3.8 From the 10<sup>th</sup> September 2012 there will be changes to the vetting and barring systems under the Protection of Freedoms Act 2012. The work of the Criminal Records Bureau and the Independent Safeguarding Authority will be merged into the Disclosure and Barring Service (DBS). An employer must not employ someone who has been barred from a regulated activity. There is also a legal requirement to forward information about any person who has harmed or posed a risk of harm to vulnerable groups (including children).
- 3.9 The draft Care and Support Bill sets out the first statutory framework for adult safeguarding, to set out local authorities' responsibilities, and those of their local partners, to protect adults at risk of abuse or neglect.
- 3.10 The Department of Health is consulting on a new adult safeguarding power a specific power of entry which would give an opportunity to ensure that people who are unable or unwilling to ask for help can have their voices heard. The consultation runs until the 12<sup>th</sup> October 2012.
- 3.11 Each Local Authority has published policies, procedures and guidance for safeguarding adults for multiagency use.

#### **4.0 Roles and Responsibilities**

##### **4.1 Local Authority: Hampshire County Council**

- 4.1.1 Hampshire County Council established the Hampshire Safeguarding Adults Board (HSAB) which has a broad multiagency membership.
- 4.1.2 Hampshire County Council, in partnership with Southampton City Council and Portsmouth City Council developed the local safeguarding adults policy 'Safeguarding Adults Policy 2010: Policy and Procedures to Ensure the Prevention and Protection of Vulnerable Adults from Abuse' (*Note: currently under review*) which sets out the principles, standards and processes for the prevention of and response to abuse of vulnerable adults locally.

4.1.3 The North East Hampshire and Farnham CCG will ensure they have specific senior membership of and robust engagement with HSAB and its sub groups. This may be directly through the CCG, via an SLA with another CCG or via a Health Network approach.

4.2 **Local Authority:** Surrey County Council

4.2.1 The Surrey Safeguarding Adults Board (SSAB) is constituted under "No Secrets" March 2000, section seven guidance and has a broad multiagency membership. Surrey safeguarding adults' multi-agency procedures information and guidance were updated in November 2011.

4.2.2 The North East Hampshire and Farnham CCG will ensure they have specific senior membership of and robust engagement with SSAB and its sub groups. This may be directly through the CCG, via an SLA with Surrey Heath CCG or via a Health Network approach.

4.3 **North East Hampshire and Farnham CCG**

4.3.1 CCGs need to demonstrate that they are meeting their responsibilities to safeguard and promote the welfare of vulnerable adults. In addition they need to demonstrate they are supporting and complying with the relevant County Council safeguarding adults policies and procedures.

4.3.2 North East Hampshire and Farnham CCG will adhere to the above County Councils' policies and associated procedures and subsequent revisions, and will fully participate in safeguarding adults Board meetings and subgroups, and safeguarding strategy meetings and case conferences where required.

4.4 **CCG Member Practices**

4.4.1 Each constituent member general practice will identify a lead for adult safeguarding to ensure their staff are appropriately trained in adult safeguarding procedures and that there is robust interagency working in response to any safeguarding issue.

4.4.2 CCG Member Practices need to demonstrate they are supporting and complying with the County Councils' safeguarding adults policies and procedures and will fully participate in safeguarding adults safeguarding strategy meetings and case conferences where required.

**5.0 Commissioning and Safeguarding Adults**

5.1 There are seven fundamental actions expected of NHS commissioners for safeguarding adults:

1. Safeguarding adults as a fundamental part of the commissioning strategy.
2. Systems are in place to set safeguarding adults into all contracting and procurement processes
3. Commissioners have assurance for safeguarding adults standards and processes to escalate concerns and risks
4. Commissioners report on safeguarding adults as part of assurance and accountability.
5. There are clear workforce arrangements in place for safeguarding adults.

6. There are effective working relationships and partnership working in place for safeguarding adults
  7. Commissioners can demonstrate how they discharge their roles and responsibilities as a supervisory body as required by the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards (DoLS) (Supervisory responsibility is expected to move to Local Authorities in 2013)
- 5.2 The CCG will only commission services from those providers appropriately Registered with the Care Quality Commission (CQC) to provide services.
  - 5.3 The CCG will ensure that providers from whom they commission services are contractually obliged to adhere to local safeguarding adults' procedures.

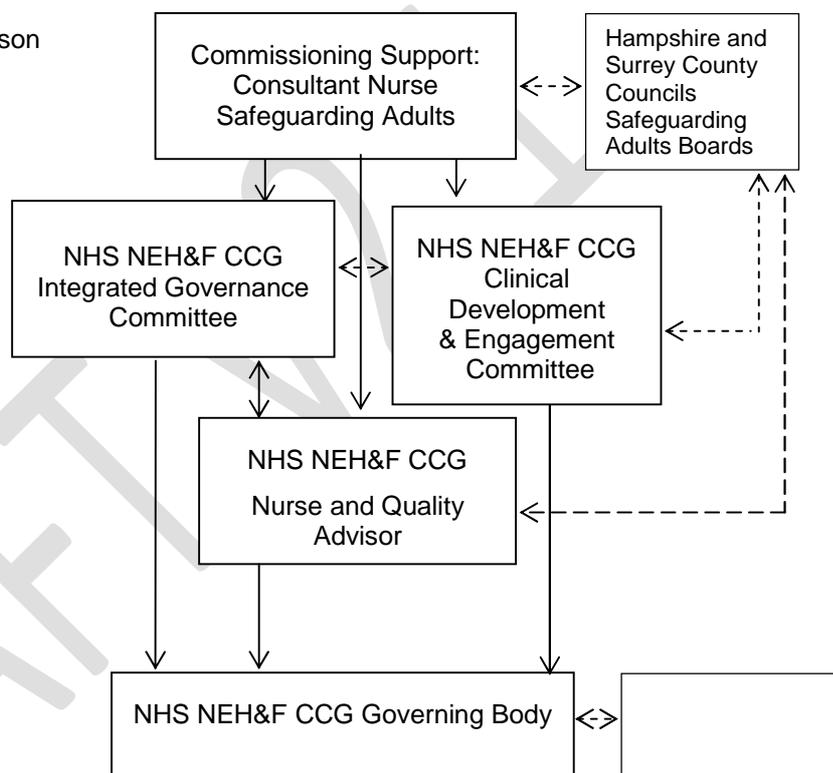
## **6.0 Governance Arrangements in North East Hampshire and Farnham CCG**

- 6.1 The CCG will be expected to have a clear line of accountability within the organisation for safeguarding adults. As such ultimate accountability for safeguarding adults will be with the CCG's 'Accountable Officer' who will be accountable to the CCG Governing Body and the National Commissioning Board for safeguarding adult procedures within the CCG. (See diagram 1 below)
- 6.2 In order to ensure the duties related to this accountability are discharged and to secure significant executive level management and leadership, the CCG's Nurse Quality Advisor (NQA) with the Executive portfolio for safeguarding, will be responsible for ensuring the CCG has the correct procedures and capacity in place and that the CCG is participating in full in any partnership duties.
- 6.3 The CCG will identify a GP Lead clinical member for safeguarding adult matters and a GP lead for the Mental Capacity Act to oversee application of Deprivation of Liberty Safeguards, in support of the NQA.
- 6.4 The CCG will draw on professional expertise for adult safeguarding from the Consultant Nurse Safeguarding Adults, via SLA with a Commissioning Support organisation, via a shared arrangement with another CCG or potentially via a shared arrangement with a Local Authority.
- 6.5 The Integrated Governance Committee will receive regular summaries of safeguarding adults activity provided by the Consultant Nurse safeguarding Adults, and significant individual cases by exception.
- 6.6 The Integrated Governance Committee will review any action plans and be assured all actions are implemented, following any adult serious case reviews in their area.
- 6.7 The Nurse Quality Advisor will advise the Governing Body of significant matters concerning adult safeguarding and present an annual summary report.
- 6.8 The Nurse Quality Advisor will ensure all CCG staff receive safeguarding adults training appropriate to their role.
- 6.9 The Nurse Quality Advisor will ensure appropriate notifications are made to the Independent Safeguarding Authority (Disclosure and Barring Service from September 2012) where necessary.

- 6.10 The Audit Committee will oversee the Integrated Governance Committee and provide assurance to the Governing Body that it is discharging its delegated functions.
- 6.11 The Governing Body will receive the Minutes of the Integrated Governance Committee.

**Diagram 1: Safeguarding Adults: CCG accountability diagram**

Consultant Nurse safeguarding Adults  
Day to day monitoring of safeguarding adult issues and liaison with County Councils



Details of roles and responsibilities are contained in Appendix A.

## 7.0 Conclusion

North East Hampshire and Farnham CCG aims to fulfill the responsibilities and duties placed upon them regarding Safeguarding Adults. They have set out in this Framework how they will set in place arrangements to discharge the safeguarding duties placed on NHS commissioners. The CCGs will review this Framework on publication of any further national guidance.

## 8.0 Bibliography:

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[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4008486](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486)

Safeguarding Adults the Role of Health Services

[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_124882](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_124882)

Safeguarding Adults: The role of NHS Commissioners

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NHS Outcomes Framework 2012-13

[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_131700](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_131700)

Care Quality Commission: Essential Standards for Quality and Safety

<http://www.cqc.org.uk/content/essential-standards-quality-and-safety>

Hampshire Safeguarding Adults Board

<http://www3.hants.gov.uk/adult-services/carechoice/protection-from-abuse/professionals-abuse/safeguarding-board.htm>

Guidance and Publications: Safeguarding Adults Policy

<http://www3.hants.gov.uk/adult-services/carechoice/protection-from-abuse/professionals-abuse/documents-abuse.htm>

Surrey Safeguarding Adults Board

<http://www.surreycc.gov.uk/social-care-and-health/adult-social-care/protecting-adults-from-harm/surrey-safeguarding-adults-board>

Surrey safeguarding adults multi agency procedures, information and guidance

<http://www.surreycc.gov.uk/social-care-and-health/adult-social-care/protecting-adults-from-harm/safeguarding-adults-information-for-professionals/safeguarding-adults-multi-agency-procedures-and-protocols>

Statutory Guidance for the conduct of Domestic Homicide Reviews

<http://www.homeoffice.gov.uk/publications/crime/DHR-guidance?view=Standard&pubID=880311>

Protection of Freedoms Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Independent Safeguarding Authority

<http://www.isa.homeoffice.gov.uk/>

Draft Care and Support Bill factsheets

<http://www.dh.gov.uk/health/2012/07/cs-bill-factsheets/>

Consultation on a new adult safeguarding power

<http://www.dh.gov.uk/health/2012/07/safeguardingadults/>

**Appendix A: NHS North East Hampshire and Farnham CCG - Responsibilities and Arrangements for Safeguarding Adults**

	Responsibility	Local Arrangements	Lead
1	Safeguarding adults as a fundamental part of the commissioning strategy.	<p>Joint Strategic Needs Assessment routinely focuses on vulnerable communities and adults; outputs are used to inform commissioning strategy and Joint Health &amp; Well Being Plan</p> <p>Quality &amp; Safeguarding is a key portfolio/role of at least one of the elected GP members of the CCG's Governing Body</p> <p>Routine involvement of service users and their carers in commissioning plans and service reviews</p> <p>Safeguarding features as a core CCG objective.</p>	Accountable Officer
2	Systems are in place to set safeguarding adults into all contracting and procurement processes	<p>Safeguarding Adults is integral within standards for all contracts as a minimum</p> <p>Contracts specify compliance with CQC Essential Standards and related legislation (including Mental Capacity Act, Mental Health Act, Deprivation of Liberty Safeguards, Equality Act, Safeguarding Vulnerable Groups Act)</p> <p>Contractual obligation all providers to comply with local Safeguarding policy and procedures (NHS Contract Section E Clause 24 Section C Part 7.2)</p>	Nurse Quality Advisor
3	Commissioners have assurance for safeguarding adults standards and processes to escalate concerns and risks	<p>Processes in place via local Protection of Vulnerable Adults (POVA) arrangements for alerts, responses and serious case reviews for all providers.</p> <p>Regular assurance/reporting from all providers on safeguarding as part of quality/safety reporting for all NHS providers.</p>	Nurse Quality Advisor

	Responsibility	Local Arrangements	Lead
4	Commissioners report on safeguarding adults as part of assurance and accountability.	<p>Routine review of adult safeguarding reports from all providers as part of quality/safety reporting from all providers; information used as necessary within contract/performance reviews with providers.</p> <p>Regular reporting on Quality/Safety to CCG Governing Body to include focus on safeguarding.</p>	CSS Consultant Nurse safeguarding Adults responsible for reporting to CCG Integrated Governance Committee and immediate escalation to Nurse Quality Advisor where required.
5	There are clear workforce arrangements in place for safeguarding adults	<p>The Accountable Officer holds ultimate responsibility for CCG's safeguarding adults' duties.</p> <p>The CCG's Nurse Quality Advisor will be responsible ensuring the CCG has in place procedures and capacity to fulfill its safeguarding duties.</p> <p>In addition, the CCG will identify a GP Executive on the Governing Body who will hold a 'Quality &amp; Safety' portfolio that includes safeguarding.</p> <p>The CCG will secure capability/capacity to provide specialist expertise for safeguarding adults (i.e. leading investigations, clinical leadership across the local economy)</p> <p>The CCG will have in place clear Safeguarding workforce/HR policies that include recruitment and staff training.</p>	<p>Accountable Officer</p> <p>Nurse Quality Advisor</p> <p>CCG GP Lead (Quality, Safety and safeguarding)</p> <p>Nurse Quality Advisor</p> <p>Under SLA to CSS</p>
6	There are effective working relationships and partnership working in place for safeguarding adults	<p>The CCG will be a member of the Hampshire Safeguarding Adults Board and Surrey safeguarding Adults Board</p> <p>The CCG will adhere to and endorse the local Safeguarding Adults Policies for Hampshire and Surrey</p>	<p>Nurse Quality Advisor</p> <p>CCG GP Lead (Quality, Safety and safeguarding)</p>

	Responsibility	Local Arrangements	Lead
7	Commissioners can demonstrate how they discharge their roles and responsibilities as a supervisory body as required by the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards	<p>The CCG will routinely review Deprivation of liberty Safeguards (DoLS) procedures and policies in partnership with Hampshire County Council and Surrey County Council.</p> <p>The CCG will review authorisations undertaken by the Supervisory Body to gain assurance of appropriate processes.</p>	<p>Nurse Quality Advisor Interim arrangements via CSS until Supervisory functions moved to Local Authorities</p>

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## **Part 2**

# **SAFEGUARDING CHILDREN FRAMEWORK**

## **SAFEGUARDING CHILDREN: RESPONSIBILITIES AND GOVERNANCE FRAMEWORK**

### **1.0 Introduction**

- 1.1 Safeguarding children is everyone's responsibility. Everyone who comes in contact with them has to play a role in identifying concerns early, sharing information, and taking prompt, informed action.
- 1.2 Safeguarding and promoting the welfare of children is defined as:
  - protecting children from maltreatment;
  - preventing impairment of children's health or development;
  - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
  - undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.
- 1.3 North East Hampshire and Farnham CCG commits to fulfill their Statutory duties regarding Safeguarding Children; further the CCG will be an active partner in local safeguarding arrangements, ensuring children in the population have consistent, safe and effective care.

### **2.0 Purpose of this Framework**

- 2.1 CCGs need to demonstrate that they are meeting their responsibilities to safeguard and promote the welfare of children in accordance with the Children Act (2004). In addition they need to demonstrate they are supporting and complying with Local Safeguarding Children Board procedures.
- 2.2 This Framework sets out North East Hampshire and Farnham CCG arrangements for fulfilling its duty to have regard to the need to safeguard and promote the welfare of children.
- 2.3 It is recognised that this Framework has been developed utilising current guidance as it applies to Primary Care Trusts, the NHS legal entity most closely aligned to the future role and function of the CCG. PCTs will end as entities by April 2013, with CCGs established as part of the new NHS structure from that date. It is expected that the forthcoming and revised 'Working Together to Safeguard Children' will result in specific guidance for CCGs. North East Hampshire and Farnham CCG will thus review this framework in the light of that revised guidance.
- 2.4 For the purposes of this Framework, reference to PCT duties in current national guidance is taken as indication of the most likely expectations of CCGs with regard to safeguarding children.

### **3.0 Statutory Duties, Legislation and Guidance**

- 3.1 Section 10 of the Children Act 2004 places a duty on key persons to cooperate to improve wellbeing including protection of children from harm and neglect. "*The relevant*

*partners of a children's services authority in England must co-operate with the authority in the making of arrangements under this section".*

- 3.1.1 There is a requirement to contribute to a 'pooled fund' "out of which payments may be made towards expenditure incurred in the discharge of functions of the authority and functions of the relevant partner or partners". (See also Section 15 Children Act 2004)
- 3.2 Section 11 of the Children Act 2004 places a duty on key persons and bodies to make arrangements to ensure that:
- (a) *"their functions are discharged having regard to the need to safeguard and promote the welfare of children; and "*
  - (b) *"any services provided by another person pursuant to arrangements made by the person or body in the discharge of their functions are provided having regard to that need."*
  - (c) *"Each person and body to whom this section applies must in discharging their duty under this section have regard to any guidance given to them for the purpose by the Secretary of State."*
- 3.2.1 Section 11 identifies a range of agencies to which this duty applies, including NHS organisations encompassing the NHS Commissioning Board, Clinical Commissioning Groups, (PCTS until April 2013) NHS Trusts and NHS Foundation Trusts.
- 2.3 Section 16 of the Children Act 2004 states that:
- "A children's services authority in England and each of their Board partners must, in exercising their functions relating to a Local Safeguarding Children Board, have regard to any guidance given to them for the purpose by the Secretary of State."*
- :
- 3.3 The principal guidance document is Working together to Safeguard Children (2010)  
*Note:* there is a consultation on a revision of 'Working together' which closes September 4<sup>th</sup> 2012. The proposal is to replace the 700 pages of current guidance with three separate short guidance documents;
- i) Working together to Safeguard Children
  - ii) Managing Individual Cases: the Framework for the Assessment of Children in need and their Families
  - iii) Statutory Guidance on Learning and Improvement
- 3.4 The consultation document states:  
*"The CCG should employ or have in place a contractual agreement to secure the expertise of, designated professionals, i.e. designated doctors and nurses for safeguarding children and for looked after children (and designated paediatricians for unexpected deaths in childhood."*
- 3.5 The CCG will follow the *"Child Protection Procedures"* developed by the '4 LSCBs' which includes Hampshire County Council, and the Surrey County Council *"Guidance*

for professionals who are concerned about a child” as appropriate to the location of the individual(s) involved.

- 3.6 Guidance is also available on the Wessex Local Medical Committees website.
- 3.7 The term Children Looked After has a specific legal meaning based on the Children Act. A child is looked after by a local authority if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act.
- 3.8 A child can become a looked after child (LAC) by different routes:
  - 3.8.1 Under Section 20 of the Children Act 1989: where parents have asked for help, because for some reason their child can no longer stay at home, the Local Authority will find suitable accommodation for the child. Parental responsibility remains with the parent/guardian.
  - 3.8.2 Under Section 21 of the Children Act 1989: the Local Authority must provide accommodation for children in police protection or detention or on remand, etc.
  - 3.8.3 Under Part IV Section 31 of the Children Act 1989: if the child is in danger of being harmed, a care order will be made by a court. (Interim Care Order, Full Care Order or Emergency protection Order) The court will take all the circumstances into careful consideration before doing this. When a care order is made, children's services acquire parental responsibility and become a legal parent alongside the parent/guardian.
  - 3.8.4 It is a requirement that looked after children have a health assessment every year, a dental check-up every year, and an optician's assessment. *Promoting the health and wellbeing of looked after children - revised statutory guidance 2009.*

#### **4.0 Roles and Responsibilities:**

##### **4.1 Local Authorities:**

- 4.1.1 In complying with the Children Act the Local Authorities are required to have a Local Safeguarding Children Board (LSCB) involving key partners.

##### **4.2 Hampshire County Council**

- 4.2.1 The Children Act 2004 (S13) required that children's services authorities establish a Local Safeguarding Children Board for their area. The statutory guidance document - Working Together to Safeguard Children 2010 (HM Government) sets out how this should be done. The Constitution of the Hampshire Safeguarding Children Board sets out how this is done in Hampshire.
- 4.2.2 Hampshire Safeguarding Children Board (HSCB) is a statutory body which co-ordinates, monitors and challenges its partner agencies in safeguarding children in Hampshire. Hampshire County Council has established the Hampshire Local Safeguarding Children Board, with an independent Chair.

4.2.3 The North East Hampshire and Farnham CCG will ensure they have specific senior membership of and robust engagement with the Hampshire LSCB and its sub groups, including the child death overview panel (CDOP). This may be directly through the CCG, via an SLA with another CCG or via a Health Network approach.

#### **4.3 Surrey County Council**

4.3.1 The Surrey Safeguarding Children Board (SSCB) is an inter-agency forum which brings together the Local Authority, police, health workers and all others in the community responsible for child protection to help them work more effectively to safeguard children from abuse and neglect.

4.3.2 The scope of Surrey Safeguarding Children Board's role includes safeguarding in three broad areas of activity:

- i Activity that affects all children and aims to identify and prevent maltreatment or impairment of health or development and ensure children are growing up in circumstances consistent with safe and effective care.
- ii Proactive work that aims to target particular groups
- iii Responsive work to protect children who are suffering or at risk of suffering harm

4.3.3 The North East Hampshire and Farnham CCG will ensure they have specific senior membership of and robust engagement with Surrey LSCB and its sub groups, including the child death overview panel (CDOP). This may be directly through the CCG, via an SLA with Surrey Heath CCG or via a Health Network approach.

#### **4.4 North East Hampshire and Farnham CCG**

4.4.1 There are some key arrangements that the CCG need to have in place to maintain a culture that reflects the importance of safeguarding and promoting the welfare of children including:

- A clear line of accountability and governance
- A Governing Body Lead
- A culture of listening to and engaging in dialogue with children
- Arrangements to share relevant information
- A designated professional lead for safeguarding
- Appropriate supervision and support for staff including training

4.4.2 At an organisational or strategic level, this means having:

- senior management commitment to the importance of safeguarding and promoting children's welfare;
- a clear statement of the agency's responsibilities towards children available for all staff; a clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children;

- service development that takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families;
- staff training on safeguarding and promoting the welfare of children for all staff working with or (depending on the agency's primary functions) in contact with children and families;
- safe recruitment procedures in place;
- clear processes in place to manage allegations against members of staff;
- effective inter-agency working to safeguard and promote the welfare of children; and
- effective information sharing.

#### **4.5 CCG Member practices**

- 4.5.1 Each constituent member general practice will identify a lead for safeguarding children to ensure their staff are appropriately trained in safeguarding children procedures and that there is robust interagency working in response to any safeguarding issue.
- 4.5.2 CCG Member Practices need to demonstrate they are supporting and complying with the County Councils' safeguarding children policies and procedures and will fully participate in child safeguarding strategy meetings and case conferences where required.

#### **5.0 Designated Professionals:**

The role of the Designated Professionals safeguarding Children is to:

- to provide leadership, support and expertise on safeguarding matters.
- to advise how services should be commissioned to safeguard children
- to assure the quality of safeguarding across commissioned provider services
- to facilitate the implementation of legislation and serious case review recommendations
- to work in partnership with all agencies and the Local Safeguarding Children Board

- 5.1 The CCG will draw on professional expertise for safeguarding children via a Designated Nurse, either directly employed or via a shared arrangement with another CCG.
- 5.2 The CCG will also draw on professional expertise for safeguarding children via a Designated Doctor via an SLA with a Provider of children's health care.
- 5.3 A 'Designated' Paediatrician for Child Death is responsible for making a decision as to whether a child's death is unexpected. This role will be fulfilled via the duty paediatrician at an Acute Trust who will also be responsible for rapid response procedures in conjunction with statutory partner agencies.
- 5.4 The CCG will draw on professional expertise of a Designated Nurse and Designated Doctor for Looked After Children via an SLA with a provider of children's health care services

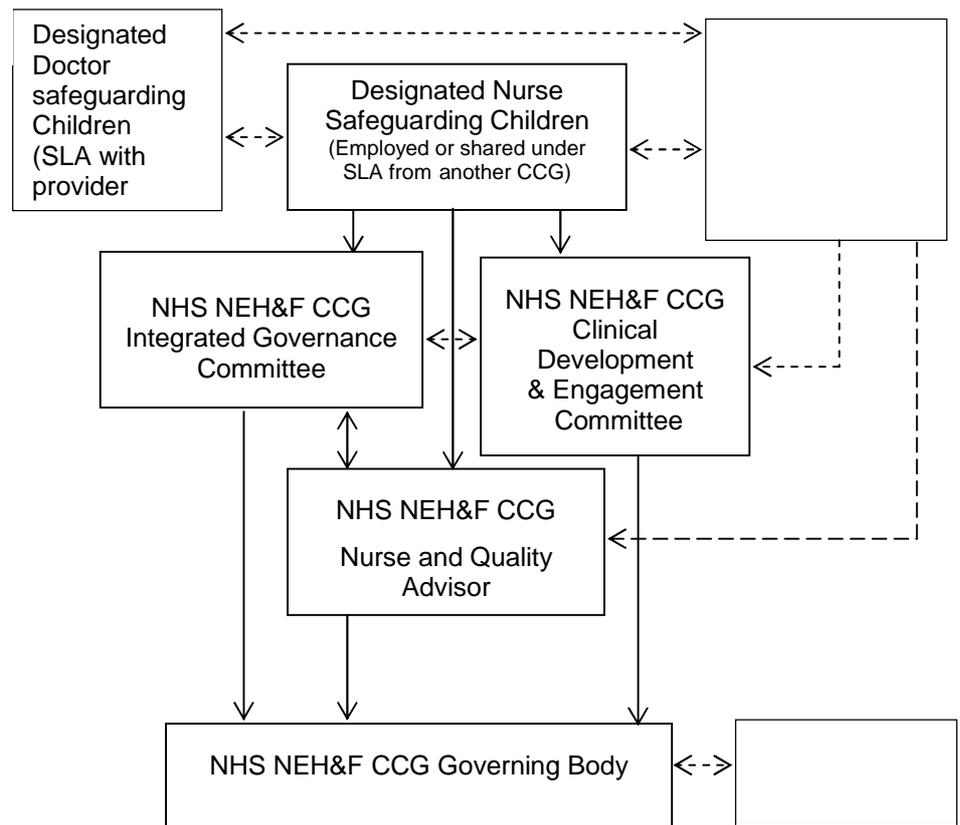
## **6.0 Commissioning and Safeguarding Children**

- 6.1 In commissioning children's services the CCG will have due regard to the needs of children in the area and will engage with the local Health and Well Being Boards and Directors of Public Health, Hampshire and Surrey.
- 6.2 The CCG will review the Joint Strategic Needs Assessments (JSNA) to identify the current and future health and well-being needs of the local population. This will support the commissioning of services so that effective coordinated help can be provided to children and their families.

## **7.0 Governance Arrangements in North East Hampshire and Farnham CCG**

- 7.1 The CCG will be expected to have a clear line of accountability within the organisation for safeguarding children. As such ultimate accountability for safeguarding children will be with the CCG's 'Accountable Officer' who will be accountable to the CCG Governing Body and the National Commissioning Board for safeguarding children procedures within the CCG. (See diagram 1 below)
- 7.2 In order to ensure the duties related to this accountability are discharged and to secure significant executive level management and leadership, the CCG's Nurse Quality Advisor (NQA) with the Executive portfolio for safeguarding, will be responsible for ensuring the CCG has the correct procedures and capacity in place and that the CCG is participating in full in any partnership duties.
- 7.3 The CCG will identify a GP clinical member as lead for safeguarding children.
- 7.4 The CCG will draw on professional expertise for safeguarding children and looked after children via the designated professionals either directly employed or provide via a shared arrangement with another CCG
- 7.5 The Integrated Governance Committee will receive regular summaries of safeguarding children activity provided by the Designated Nurse and significant individual cases by exception.
- 7.6 The Integrated Governance Committee will receive quarterly reports of looked after children activity and significant individual concerns by exception.
- 7.7 The Integrated Governance Committee will review any action plans and be assured all actions are implemented, following any child serious case reviews in their area.
- 7.8 The Nurse Quality Advisor will ensure all CCG staff receive safeguarding children training appropriate to their role
- 7.9 The Nurse Quality Advisor will advise the Governing Body of significant matters concerning safeguarding children and look after children, and present an annual summary report.
- 7.10 The Audit Committee will oversee the Integrated Governance Committee, and provide assurance to the Governing Body that it is discharging its duties.
- 7.11 The Governing Body will receive the Minutes of the Integrated Governance Committee.

**Diagram 2: Safeguarding Children: CCG accountability diagram**



**Details of roles and responsibilities are contained in Appendix B.**

## 8.0 Conclusion

Both North East Hampshire and Farnham CCG commits to the Statutory responsibilities and duties placed upon them regarding Safeguarding Children. Whilst national guidance clarifying these duties with regards to CCGs has not yet been published at time of writing, the CCG has set out in this Framework how it will set in place arrangements to discharge children’s safeguarding duties placed on the NHS; the CCG will review this Framework on publication of revised national guidance.

- 8.1 The CCG will set these arrangements in place prior to its establishment in April 2013, recognising the importance of having clear arrangements in place during this period of transition.

## 9.0 Bibliography:

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Wessex Local Medical Committees

<http://www.wessexlmcs.com/Safeguarding.html>

Surrey and Sussex Local Medical Committees

<http://www.sslmcs.co.uk/>



	Responsibility	Local Arrangements	Lead
	practice within the Trust for safeguarding and promoting the welfare of children.		
<b>2</b>	<b>Service Development</b>		
2.1	Children and families become involved in discussions about services and how to develop them in order to safeguard and promote the welfare of children	The CCG will continue to involve service users and their families in the review and development of its services. Multiple methods will be used dependent on the service under review – including one-off consultations, ongoing user groups, gaining feedback through different digital media.	Accountable Officer via Commissioning Support Provider of Media and Communications service
<b>3</b>	<b>Staff Training and continued professional development</b>		
3.1	Ensuring that their staff and those in services contracted by the CCG are trained and competent to be alert to potential indicators of abuse and neglect in children, know how to act on their concerns and fulfill their responsibilities in line with LSCB procedures.	The CCG will have clear job descriptions in place for directly employed staff setting out the CCG's expectation of staff with regards to Children's Safeguarding. The CCG will have contractual requirements with providers to ensure their staff are trained in safeguarding procedures The CCG will include Children's Safeguarding routinely in staff learning and development programmes.	Nurse Quality Advisor  Via HR Contractor Commissioning Support provider  Nurse Quality Advisor via Designated Nurse Safeguarding Children
<b>4</b>	<b>Safer recruitment and vetting procedures</b>		
4.1	All agencies have in place safe recruitment practices for all staff, including agency staff, students and volunteers working with children. Where a criminal record review on employment is mandatory, these are undertaken routinely.	The CCG will adhere to best recruitment practice as outlined in its policy The CCG will have a clear process for managing any allegations made against its staff and will assure itself that all contractors and providers have allegation management arrangements in place.	Accountable Officer via Human Resources Contractor
<b>5</b>	<b>Effective Inter-agency working</b>		
5.1	CCG required member of Local Children's Safeguarding Board	The CCG will ensure representation at the Hampshire Safeguarding Children Board (HSCB) and Surrey Safeguarding Children Board (SSCB) by the Nurse	Nurse Quality Advisor CCG Executive GP Lead Quality and Safeguarding

	Responsibility	Local Arrangements	Lead
		Quality Advisor. The GP executive lead for safeguarding will act as deputy	
5.2	Ensuring that all health agencies with whom they have commissioning arrangements are linked into the relevant Local Safeguarding Children Board(s), and that there is appropriate representation at an appropriate level of seniority.	<p>The CCG will, through its contracts and provider relationship management arrangements, assure itself that local providers of NHS care are fulfilling their duties with regards to safeguarding and promoting children's' welfare.</p> <p>For GP practices, the CCG will maintain the requirement for each practice to identify a Safeguarding lead whose responsibilities include ensuring involvement in local safeguarding arrangements and the practice is remaining fully compliant with safeguarding policy.</p>	<p>Nurse Quality Advisor via Commissioning Support Organisation</p> <p>Nurse Quality Advisor CCG Executive GP Lead Quality and Safeguarding</p>
<b>6</b>	<b>Information Sharing</b>		
	Effective arrangements for safeguarding and promoting the welfare of children should include having in place agreed systems, standards and protocols for sharing information about a child and their family within each agency and between agencies.	<p>The CCG will collaborate in development of information sharing agreements between local organisations that promote safeguarding or children's welfare.</p> <p>The absence of a shared information agreement will not constitute a barrier to sharing if, via local arrangements and professional judgment, sharing would help a practitioner deliver services to a child.</p>	<p>Nurse Quality Advisor CCG Executive GP Lead Quality and Safeguarding</p>